



# Homeownership Project Sponsor Information Packet AHP Grant Administration

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## I. Homeownership Project Sponsor Information Packet

The information contained in this packet should be reviewed by all persons at the sponsor organization that will be responsible for administering a project using Affordable Housing Program (AHP) funds. The sponsoring agency (the sponsor) is the organization that designed and is managing the project, and is named in the Affordable Housing Program Agreement for Owner Occupied Project between the Federal Home Loan Bank of Des Moines (the Bank), our member financial institution, and the sponsor organization.

The Community Investment staff is available by phone or email to answer your questions at:

The Community Investment phone number: 800.544.3452, ext. 1173

Community Investment fax number: 515.699.1270

Community Investment Department general email address: [communityinvestment@fhlbdm.com](mailto:communityinvestment@fhlbdm.com)

Rick Bloxham, Homeownership Manager: ext. 1198 or [rbloxham@fhlbdm.com](mailto:rbloxham@fhlbdm.com)

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Evelyn Bengtson, Senior Homeownership Analyst: ext. 1064 or [ebengtson@fhlbdm.com](mailto:ebengtson@fhlbdm.com)

## II. The Affordable Housing Program Agreement for Owner Occupied Project

The Affordable Housing Program Agreement for Owner Occupied Project must be executed by authorized personnel of the Bank, member, and sponsor and returned to the Bank before any Subsidy Transfer Request. The member and sponsor need to verify that all information is correct and review any contingencies before returning the Agreement. Please be advised that:

- The income targeting proposed in the AHP application is reflected in the Agreement. In addition, the sponsor committed to specific activities (scoring priorities) in the AHP which or may not be reflected in the Agreement.
- The Bank may impose certain requirements on the project which are reflected as contingencies in the Agreement.
- Income targeting, sponsor commitments in the application, and any requirements imposed by the Bank must be adhered to.
- Any alteration must be discussed with the Bank prior to any changes. The Bank, at its sole discretion, will approve or deny any proposed change in income targeting, activities committed to in the application, and requirements imposed on the project.
- Failure to adhere to the income targeting, sponsor commitments made in the AHP application, and requirements of the Agreement could result in deobligation and recapture of all or a part of the subsidy award including amounts already advanced.

## III. AHP Implementation Plan

The Bank suggests you review program guidelines and requirements for homeownership projects in the Bank's AHP Implementation Plan. Refer to the Implementation Plan published the year of application. The AHP Implementation Plan may be found on the Bank [website](#) at AHP Online Project Administration. If you do not have a copy you may request it from the Community Investment Department at 1-800-544-3452 ext. 1173.



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Requirements of homeownership projects include:

## A. Income Determination Guidelines for Owner Occupied Projects

All households assisted in a project must be under income limits established in the Implementation Plan and committed to in the AHP application. The Implementation Plan includes Income Guidelines for Homeownership Projects with instructions on income verification and applicable income limits. The **Income Calculation Workbook** and **AHP/DP Income Calculation Guidelines** are provided on the Bank's [website](#) for your use and instructions.

## B. Feasibility Guidelines for Owner Occupied Projects

The Implementation Plan contains Feasibility Guidelines for Owner Occupied Projects. These include project cost guidelines. Please review these guidelines. Projects must be within these guidelines to be eligible for AHP funding.

## C. Eligible and Ineligible Owner Occupied Rehabilitation

For projects that include owner-occupied rehabilitation please refer to Exhibit A that is attached as part of this document. Included is instruction from the Bank on owner occupied rehabilitation agendas that conform to the guidelines of the Implementation Plan. Sponsors whose projects include owner occupied rehabilitation should review this instruction and ensure that the rehabilitation services provided in the project conform. If the rehabilitation of a unit includes agendas that do not conform it may not be eligible for AHP subsidy. If you have questions on the rehabilitation agenda of a project or of an individual unit in a project, contact the Community Investment Department at: 800.544.3452 ext. 1173

## IV. Information on Forms and Documents for Owner Occupied Projects

Forms needed to administer a project that are referenced below are available on the Bank's [website](#), at AHP Online Project Administration. If you require assistance with any of the forms contact the Community Investment Department. Forms include:

### A. Income Calculation Workbook

**Verification of income and an [Income Calculation Workbook](#) must be completed for each assisted household before they are awarded funds.** The workbook must list all household income, show how the income was calculated, and must be signed by the homebuyer or the homeowner provided assistance. By signing the form, the homeowner/homebuyer is certifying that the income calculation is correct. [Income Calculation Workbook Instructions](#) are available on the first tab of the Workbook.

An Instructional guide – **AHP/DP Income Calculation Guidelines** provides instruction on income qualification and income calculation. Copies of third party income verification must be obtained to support the information on the Income Calculation Workbook, and a reviewer must be able to use this documentation to understand and duplicate the sponsor's or member's income calculation. A **Certificate of Zero Income** is available for adult household members without income.



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## B. Feasibility Workbook

A [Feasibility Workbook](#) must be completed and uploaded in AHP Online for each assisted unit in the project, detailing project costs, sources and uses of funds, and need for AHP subsidy. Use the Workbook from the year of application. It should be available on the Bank website, but if it is not call the Community Department for assistance.

## C. Homeownership Project Retention Document (Deed Restriction)

Per terms of the Affordable Housing Program Agreement for Owner Occupied Project between the Bank, member, and sponsor, the member must ensure that each owner-occupied unit that is purchased, constructed, or rehabilitated with the proceeds of a direct subsidy is subject to a five-year Retention Agreement or other legally enforceable Retention Agreement with the household receiving subsidy award. The sponsor may act as the designee of the member in providing for the Deed Restriction; however, the member should exercise oversight to ensure that the Retention Agreement was completed and filed of record in the appropriate jurisdiction.

The Bank utilizes a Deed Restriction form for retention. The amount of AHP subsidy reflected in the Retention Agreement/Deed Restriction must match the amount of AHP subsidy used to provide services to the assisted household and compensate the sponsor for the cost of providing that service. For example, in an owner occupied rehab project typical costs would include rehabilitation cost, developer fee, and a filing fee for the Deed Restriction. The total of those costs must be included in the Deed Restriction. **Any cost that is intended to be paid from AHP funds that is not included in the Deed Restriction is not eligible for reimbursement to the sponsor.**

The two forms available on our website include:

- The sample **Homeownership Project Retention Agreement** is to be used for fee simple land.
- The sample **Retention Agreement for Native American Tribal Trust Land** is to be used for Native American tribal lands, Alaskan homeland, or Native Hawaiian homelands that are subject to lease.

Forms are also available for Community Land Trusts and for mobile homes. In some jurisdictions, a Note and Mortgage (or Deed of Trust) is preferable. You must request these forms from the Bank.

In the Deed Restriction the member or the sponsor as its designee must be named as the "Lender". The Lender must ensure that the agreement is filed in the appropriate jurisdiction and that terms of the retention are adhered to over its five-year term. The Lender will be responsible for recapture, subordination, or release of the Deed Restriction, if required. Note that the Deed Restriction includes a clause providing for automatic release (termination) after five years; however, some jurisdictions may require release.

You should consult your legal counsel to ensure full compliance with the AHP regulatory retention requirements and recording requirements in your jurisdiction. By providing you this agreement,



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the Bank is not providing legal advice or making any representation as to the effectiveness of the document in your jurisdiction. We understand that you may need to make formatting changes to the Deed Restriction so it complies with various requirements of your local Recorder's office. The signature block and acknowledgement will also need to reflect the requirements of your jurisdiction.

**Any change to the document other than formatting changes must be approved by the Community Investment Department of the Bank before use.**

### D. Recapture of AHP Funds and Subordination

Per terms of the Retention Agreement/Deed Restriction the member or its designee is to be given notice of any sale or refinance by the household occurring prior to the end of the retention period. In the case of a sale or refinance of the property prior to the end of the retention period, an amount equal to a pro rata share of the AHP subsidy that financed the purchase, construction, or rehabilitation of the unit, reduced for every month the household owned the unit, shall be repaid to the member or its designee from any net gain (i.e. net proceeds) realized upon the sale or refinancing, unless:

- The unit was assisted with a permanent mortgage loan funded by an AHP subsidized advance (not applicable when the AHP subsidy was provided as a grant or forgivable loan);
- The unit is sold to a very low-, low-, or moderate-income household; or
- Following a refinancing, the unit continues to be subject to a deed restriction or other legally enforceable retention agreement or mechanism.

In cases where a unit is sold to a low-to-moderate income household, that household must be below 80% of the area median income.

In addition, the Retention Agreement and recapture is not enforced in the event of a foreclosure, deed-in-lieu of foreclosure, or assignment of the first mortgage or deed of trust to the Secretary of the U.S. Department of Housing and Urban Development (HUD) in the event of a default of a government insured mortgage.

In addition to the above, the Bank does not require recapture in the event of the death of the AHP assisted household member(s), though this is not stated in the Retention Agreement, it is allowed per Bank procedure.

A **Calculation of Recapture of AHP Funds** form is available on our website. It includes instructions for determining need for recapture, a calculator to determine the amount of recapture, and instruction for payment of recaptured funds to the Bank. If there is need for recapture, return the completed form, the property settlement statement, and check in the amount of the recapture to the Bank. **All recaptured funds collected by the member or its designee must be paid to the Federal Home Loan Bank of Des Moines.** They may not be retained by the member or sponsor.

In completing the form enter the date of execution of the Deed Restriction which should be the date the homeowner signed the Deed Restriction, amount of subsidy, and date of property sale or refinance. The form will calculate the amount of recapture. Collect any net proceeds from the property settlement up to the amount of recapture. If there are no net proceeds there is no recapture due.



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Keep documentation of the property settlement (closing disclosure of sale or refinance), income verification if there was sale to a low-to-moderate income household, foreclosure, or death of the household as applicable, in file in the event it is needed by the Bank for review.

If you require assistance in calculation of a recapture, contact the Community Investment Department at 1-800-544-3452 extension 1173.

A sample **Subordination Agreement** is also available on our website. This document can be used for a homeowner that refinances and the retention agreement will remain in effect. In that event no recapture is due. Consult your attorney to ensure this document meets the requirements for a Subordination Agreement in your state. Any change to this document other than a formatting change will need to receive approval from the Community Investment Department prior to the use of the document.

## V. Disbursement of AHP Funds (Subsidy Transfer Request)

### A. Requirements Before Disbursement

The Affordable Housing Program Agreement for Owner Occupied Project must be executed by the member and sponsor and returned to the Bank before any request for reimbursement of AHP subsidy. The member and sponsor must also acknowledge receipt and review of their respective Instruction packets. These are both mailed to the member, and the member should ensure these are provided to the sponsor. They will also be made available on our [website](#).

Please utilize the attached Exhibit for sponsor acknowledgement. The acknowledgment must identify contact persons who will be responsible for project administration, and must be signed by the sponsor. If the contact person(s) is someone different from the Lead Contact established by the sponsor in AHP Online at the time of AHP application, contact the Community Investment Department at the Bank for instruction on adding this person as an AHP Participant.

In addition, it is also required that the sponsor must be current with AHP Semi Annual Progress Reports at each disbursement request. Information on progress reports will be provided later in this document.

### B. Summary Disbursement Process

AHP funds are paid on a reimbursement basis as a sponsor completes units in a project. They are paid by the Bank to the member who will disburse those to the sponsor.

The sponsor and member will submit disbursement requests (subsidy transfer requests) in AHP Online accessed from the Bank's [website](#). **AHP Online Homeownership Disbursement Guides** for the sponsor and member are also available on our [website](#). To summarize the process:

1. Sponsor submits a separate disbursement request for each assisted unit via AHP Online.



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2. An email notification will advise the member's AHP Authorized User a disbursement request is pending for review.
3. Member's AHP Authorized User will access AHP Online to review and approve the pending disbursement request.
4. Member will have "read only" access to disbursement request and viewing the documentation uploaded by sponsor. They may not change information submitted by the sponsor.
5. Member may "Approve" or "Reject" a disbursement request. If sponsor "Rejects", a text box will allow for member to enter comments why disbursement is not approved.
6. When a disbursement request has been approved by the member, it will be reviewed by Bank staff. After approval by the Bank an email will be sent to both the sponsor and the member advising them of approval and deposit into the Member Bank's DDA account at Bank.

### **C. Documentation Requirements for Disbursements**

All requests for disbursement of AHP funds will include the following documentation related to the assisted unit/household:

1. Income Calculation Workbook listing all household member and sources of household income;
2. Household Summary page to be signed by the homeowner/homebuyer; (2nd tab in Income Calculation Workbook);
3. Third party documentation supporting income listed in Income Workbook;
4. Deed Restriction noting lender and AHP award amount executed and filed of record;
5. Feasibility Workbook;

Additional documentation is required for each homeowner based on the project type, including:

1. For down payment and closing cost projects:
  - Closing Disclosure Statement or the property or loan settlement statement documenting the details of the transaction including the AHP subsidy as a credit to the homebuyer;
  - Appraisal of the purchased property;
  - Copies of invoices, paid receipts and/or contractor lien waivers for any rehabilitation.
2. For new construction or acquisition-rehabilitation projects including Habitat projects:
  - Site Control documentation for the land or building under development, including copy of deed, verification of acquisition cost and of property value (appraisal), and evidence of residential zoning.
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- Closing Disclosure Statement or the property or loan settlement statement documenting details of the transaction including the AHP subsidy as a credit to the homebuyer;
- Appraisal of the completed residence;
- Itemization and certification of construction or rehabilitation costs signed by the project sponsor. A Bank form – Construction Cost Certification - is available on the Bank [website](#)

### 3. For owner occupied rehabilitation projects:

Documentation of rehabilitation including:

- Pre-rehab Inspection Report;
- Project Manager's Specifications;
- Contractor bid proposal to include description of work to be performed and cost of material and labor, including change orders if applicable;
- Post-rehab Inspection Report;
- Project photos demonstrating need for repairs and completion of repairs;
- Contractor invoices or materials receipts for reimbursement;
- Signed acceptance of completion or authorization for payment by the homeowner;
- Contractor lien waiver or signed satisfaction of payment by the contractor.

Documentation must be sufficient to demonstrate that the work is eligible rehab per Bank guidelines, the scope of work to be performed, that the work was completed per the specifications and bids, that the assisted household approved the work that was performed, and that contractors and suppliers were paid and satisfied. Failure to satisfy the Bank on these requirements may result in the Bank withholding funding of a project until satisfactory documentation is provided.

**NOTE: If any transaction including construction or rehabilitation, the unit is not complete until construction or rehabilitation is complete and documented (see Section VI below).**

## VI. Additional Documentation Requirements

Additional documentation is required to verify scoring requirements and/or project contingencies have been met. If a project includes these features this documentation must be maintained by the sponsor. This list is not inclusive of all documentation that may be required. The Bank will advise of any additional documentation requirements on a case-by-case basis.

### A. Donated or discounted land and buildings

For projects that include the donation of land or buildings, or purchase of land or buildings significantly below fair market value, the sponsor must have documentation including:

1. For the donation of property: copy of donation letter to document donation and a Warranty Deed and/or property settlement statement to document conveyance;



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2. For the acquisition of property significantly below fair market value: copy of purchase agreement with conveyance price, property appraisal to demonstrate fair market value, and Warranty Deed and/or property settlement statement to document conveyance.

For projects that include donation of land or buildings where the property was purchased from the federal government, a copy of the purchase offer, deed, or property settlement statement to verify purchase from a federal agency.

### **B. Down Payment Projects or home purchase transactions that include rehabilitation**

In a down payment project assistance project or any home purchase transaction where there is rehabilitation, the rehabilitation associated with the purchase should conform to the Bank's guidelines for rehabilitation in the AHP Implementation Plan (see Definitions and Acronyms). In addition, the total rehabilitation cost included in a purchase transaction should be included in the property settlement statement or closing document. If the work is to be performed after closing an escrow for rehab should be included in the settlement statement.

Any unit that included rehab will not be eligible for reimbursement of AHP until rehab is complete and cost is paid, even if AHP funds did not pay for the rehab.

Rehab documentation for monitoring purposes should include an itemization of the cost of rehab and documentation of payment of rehab funds.

To comply with AHP guidelines in respect to Cash Back to Borrowers (see below), any funds escrowed for rehab not used for that purpose should be paid to the borrower's loan principal as a pre-payment of principal. This applies even if AHP funds did not pay for the rehab. Any payment for this purpose should also be documented.

**Sponsors should ensure that lenders providing mortgage financing to a homebuyer understand and will comply with documentation and cash back requirements for rehab before assistance is provided to a homebuyer. If payment for rehab or payment of principal from rehab funds of a unit cannot be satisfactorily documented the Bank may refuse reimbursement of subsidy for the unit.**

### **C. Cash Back to Borrowers**

Projects that include home purchase may not provide more than \$250 cash back to borrowers, excluding reimbursement of eligible items paid outside of closing (for example, first year homeowners insurance). **Deposits, down payment, and earnest money are not eligible items paid outside of closing, and should not be reimbursed in amounts exceeding \$250.**

Closing Disclosure/Settlement Statements should demonstrate that the borrower did not receive cash back exceeding this limit at loan closing. In addition, if funds were escrowed for rehab, no rehab funds should be paid out to the borrower except as reimbursement for eligible rehab cost or as a prepayment of their loan principal.



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The best way to ensure compliance with this program requirement is to instruct lenders to provide no cash back to a borrower at closing of their home purchase or when closing a rehab escrow account. See the [AHP Implementation Plan](#) for more information, or call Community Investment at 800.544.3452 ext. 1173.

## **D. Special Needs Populations**

If the project will serve a special needs population as defined in the [AHP Implementation Plan](#), the sponsor should establish a protocol for determining households with special needs at the start of their project. For applicable projects, sponsors will be asked to document the special needs status of a household with each disbursement. The Bank would not require doctor's letters to evidence special needs status, alternative documentation is acceptable. Documentation may include but is not limited to: social security or supplemental social security award letters, or an intake form noting disability or other special needs status signed by the household.

## **E. Empowerment Services**

For all projects that include the provision of empowerment services to households, the Bank will require that sponsor provide at each disbursement documentation that demonstrates the household was advised of the empowerment service(s) committed at application, including a description of the service and how they may receive the service (hours, location, contact persons, etc.).

For projects including a home purchase that provided Homebuyer Education or Financial Literacy classes *paid from AHP funds*, the sponsor will be required to keep in their file documentation that this service was provided to the persons assisted. If a fee up to \$250 is charged, there must be documentation that the assisted persons received up to 8 hours of education. If a fee more than \$250 up to \$450 is charged, there must be documentation that the assisted persons received more than 8 hours of education. Documentation should include class logs and course completion certificates. The Bank will require this documentation for households at each disbursement.

AHP funds may not be used to pay for Homebuyer Education or Financial Literacy classes on owner occupied rehabilitation projects.

## **VII. Income Limits and Purchase Price Limits**

Sponsors must adhere to the income targeting made at application. All households served in a project must be below 80% of area median income, and the sponsor may have committed to yet lower limits of 50% or 60% of median income in income targeting. In qualifying households, projects may use, on a household by household basis, the greater of these adjusted median income limits:

- Median income for the area as published annually by HUD and adjusted for household size for each county or MSA, or:
- The NAHASDA Income Guidelines may be used for households that are eligible for assistance from a Tribally Designated Housing Agency.



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These income limits for locations within the Bank's district are available on our [website](#). The member and sponsor should periodically check the Bank's website to be sure they are using the most current limits. Sponsors are responsible to ensure current limits are used.

Projects that include the acquisition of a residence by a homebuyer are subject to Maximum Purchase Price Limits established by the applicable State Housing Authority. These limits are available on our [website](#).

### **VIII. AHP Semi Annual Progress Report and Extensions**

The Bank will send an email to both the sponsor and member semi-annually regarding the need to complete the Semi Annual Progress Report until the completion of the project. The sponsor will complete this report in AHP Online, accessed from our [website](#). On our website you will also find an **AHP Online: Semi-annual Progress Report Manual** with instruction for completing the report in AHP Online.

The Bank uses this report in monitoring the project's progress. The Semi Annual Progress Report will be completed by the sponsor via AHP Online. The member is able to view the Progress Report for project status. There is no action required by the member for submission of the Progress Report. The sponsor must be current with the AHP Semi Annual Progress Report submission to the Bank for AHP funds to be reimbursed.

**Projects are given two years to complete.** It is expected that projects will be complete by the expiration date. If there are units in progress an extension can be requested to complete those units via AHP Online. **Extensions are at the discretion of the Bank.**

The Bank may cancel any project that has not begun after one year if other financing commitments have not been obtained and/or the project has not begun qualifying and serving households.

### **IX. Exceptions and non-compliance**

If there is difficulty obtaining required documentation from the sponsor for disbursement or project monitoring, or if there are exceptions or noncompliance by the sponsor, the member will be advised and asked for assistance to obtain compliance, per terms of the Affordable Housing Program Agreement for Owner Occupied Project. Material exceptions or noncompliance by the sponsor could prevent the timely reimbursement of subsidy funds. They could also result in deobligation of the grant award and request for repayment of AHP subsidy by the sponsor. In addition, any unused funds would be forfeited. If this included funds already paid to the member but not disbursed to the sponsor, the member would need to repay those funds to the Bank.



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## **EXHIBIT A: Eligible and Ineligible Owner Occupied Rehabilitation**

The following is an illustrative list of the eligible and ineligible rehabilitation activities that may be performed in Consumer-Driven Owner Occupied Rehabilitation projects. This list is not inclusive of all possible eligible or ineligible rehabilitation activities. Projects that wish to perform rehabilitation activities that are not listed under "Eligible Rehabilitation" or that are listed under "Ineligible Rehabilitation" require written approval from the Community Investment Department.

1) Eligible Rehabilitation:

- i) Repair directed toward an accumulation of deferred maintenance, and/or needed replacement of principal fixtures and components of existing structures, including but not limited to:
  - Roof repair or replacement, including gutters and downspouts. Fiberglass or asphalt shingles for sloped roofs and rolled or rubber membrane roof for flat roofs are acceptable. All other roof materials are at the discretion of the Bank.
  - Repair or replacement of mechanical systems (furnace, air conditioning, water heater).
  - Upgrade to minimum 100 Ampere electrical service, electrical repairs, and needed replacement of fixtures.
  - Upgrade plumbing service, plumbing repairs, and needed replacement of fixtures.
  - Structural repairs and reconstruction including foundation or chimney repair and repairs due to termite damage or to treat for termites and other infestations.
  - Exterior siding repair or replacement and exterior paint.
  - Repair or replacement of entrance doors and windows.
  - Repair or replacement of porches and decks to fix code or safety violation.
  - Repair or replacement of floor coverings. Basic carpeting or vinyl floor coverings are acceptable. All other floor coverings or flooring materials are at the discretion of the Bank.
  - Interior wall and ceiling repair, drywall, interior doors and trim, and paint.
  - Removal of unsightly blight, dilapidation or deterioration due to deferred maintenance, such as tear down of dilapidated garages or sheds.
  - Garage repair.
  - Functional landscaping for redirection of water away from foundations, or retaining walls to prevent soil erosion.
  - Tree and brush trimming and removal to prevent roof or siding damage, for safety, or to cure blight.
  - Sidewalk and driveway repair or replacement.
  - Smoke detectors and dead bolt locks for safety and home security.
- ii) Improvements to increase the efficient use of energy in structures through such means as installation of storm windows and doors, siding, wall and attic insulation, weather stripping, and conversion, modification, or replacement of heating and cooling equipment;
- iii) Connection of residential structures to water distribution lines, local sewer collection lines, or septic system;



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- iv) Improvements to increase the efficient use of water through such means as water savings faucets and shower heads and repair of water leaks;
- v) Inspection and testing for and remediation or abatement of lead based paint, asbestos, or other environmental hazards;
- vi) Improvements designed to remove material and architectural barriers that restrict the mobility and accessibility of elderly or severely disabled persons to buildings. This may include remodeling kitchens and bathrooms for wheelchair access, lowering kitchen cabinets, installing wider doors, exterior ramps, and provision for at grade access.

### 2) Ineligible Rehabilitation:

Costs unrelated to correcting deferred maintenance or a deficiency or to ensure the safety and habitability of the home are typically ineligible unless there is a reasonable demonstrated need consistent with an affordable housing agenda.

Materials should always be basic materials, except for eligible improvements including energy or water efficiency.

Payment for appliances is typically ineligible.

Rehabilitation that includes discretionary repairs, additions, alterations, improvements, recreational, commercial, or rental units is always ineligible.

Decks and patios are considered recreational, unless replacement of a deck is required to fix code or safety violation.

Payment to the homeowner for rehabilitation labor is ineligible. Payments to friends and relatives of the homeowner for labor are ineligible unless they are qualified contractors and there is a written bid documenting costs that conform to local conditions.

The Bank, in its sole discretion, will determine the eligibility or ineligibility of rehabilitation projects.



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## EXHIBIT B: Sponsor Acknowledgement of Receipt and Review of Instruction

**A. AHP Project # \_\_\_\_\_ (from Subsidy Agreement)**

**B. Name(s) and information of person(s) responsible at the sponsor organization for administering this AHP project**

Contact Person Name: \_\_\_\_\_

Sponsor Organization: \_\_\_\_\_

Phone # with extension: \_\_\_\_\_

Fax #: \_\_\_\_\_

Email address: \_\_\_\_\_

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Contact Person Name: \_\_\_\_\_

Sponsor Organization: \_\_\_\_\_

Phone # with extension: \_\_\_\_\_

Fax #: \_\_\_\_\_

Email address: \_\_\_\_\_

I/We have read the Homeownership Project Sponsor Information Packet and have called the Community Investment Department with any questions.

\_\_\_\_\_  
Signature Date \_\_\_\_\_

\_\_\_\_\_  
Signature Date \_\_\_\_\_

**Return this page to the attention of:  
Community Investment Department  
Federal Home Loan Bank of Des Moines  
801 Walnut Street, Suite 200  
Des Moines, IA 50309-3513**