



Affordable Housing Program (AHP) Disbursement Request (Direct Subsidy)

This form is to be completed by the Federal Home Loan Bank of Des Moines (Des Moines Bank) member.

AHP Project Name: _____

AHP Project Number: _____

Member Name: _____

Bank Member #: _____

Requested Date for AHP Disbursement: _____

Amount of AHP Award: \$ _____

Amount of AHP Disbursement Request: \$ _____

Describe the project expenses to be paid by the AHP disbursement:

Will the AHP disbursement be used to pay a developer fee? Yes No

If yes: State the percentage of project completion: _____%

State the amount of disbursement used for developer fee: \$ _____

If the project has capitalized operating reserves, name the source that will fund them (cannot be AHP):

Anticipated project completion date: _____

Has there been a change in management or housing staff at the sponsor organization? Yes No

If yes, explain your basis for concluding that the sponsor remains qualified and able to perform its AHP obligations. Attach additional pages if needed.

Has there been a change to the project's number of units, occupancy commitments, or other factors that may affect the project's score, or a change that may impact the project's feasibility (e.g., changes to sources or uses of funds, development or operational feasibility, operating subsidy, or rental subsidy)?

Yes No

If yes, provide a detailed explanation. Attach additional pages if needed.

Please note that project changes may delay approval of the AHP disbursement, require a Project Modification, and/or result in a reduction or cancellation of the AHP subsidy.

Explain your basis for recommending approval of the AHP disbursement. Attach additional pages if needed.

The following Required Attachments must be submitted with each disbursement request:

- Third-party documentation that verifies project expenses to be paid with AHP subsidy (e.g., invoices, construction contract, HUD-1, etc.)
- Waitlist of AHP-eligible households (demonstrating that occupancy commitments can be met)

AHP Workbook

- Sources of Funds Statement Use of Funds Statement

Rental projects:

- Rent Schedule
- Operating Pro Forma – Rental
- Tenant Income Verification (TIV) (to be updated with each disbursement request for an occupied rental project)

Owner-occupied projects:

- Owner-Occupied Housing Expenses
- Household Information Worksheet and supporting third-party income documentation and, if applicable, HUD-1s and retention agreements for each household

Provide draft HUD-1s and draft retention agreements for each household receiving downpayment assistance. The final HUD-1 and retention agreement for each household will be due by the time of the next disbursement request.

- If applicable, Owner-Occupied Sponsor-Provided Financing

The following Required Attachments are required only if they were not previously submitted to the Des Moines Bank:

Attached	Prev. Provided	Required Attachment
<input type="radio"/>	<input type="radio"/>	Executed funding agreements confirming 100% of funds are approved
<input type="radio"/>	<input type="radio"/>	Site control verification (HUD-1 or executed lease)
<input type="radio"/>	<input type="radio"/>	Recorded AHP retention agreement(s)
<input type="radio"/>	<input type="radio"/>	Rehab: Detailed scope of work, capital needs assessment, third-party cost certification
<input type="radio"/>	<input type="radio"/>	Construction: Signed construction contract

Member Certification

The undersigned is authorized to make, and makes, the following certifications: (1) all statements and information provided herein or herewith are true and accurate; (2) the undersigned acknowledges and understands its continuing obligations regarding the above-listed project as outlined in the executed AHP Regulatory Agreement and approved AHP application and as further described in the AHP regulations (12 CFR Part 1291 et seq.) and the policies of the Federal Housing Finance Agency (FHFA) and/or the Federal Home Loan Bank of Des Moines (Des Moines Bank); and (3) the AHP subsidy will be provided to the project to be used in the manner described herein or herewith within 30 days of disbursement of the subsidy.

The AHP Disbursement Request must be signed by an individual authorized to conduct credit transactions with the Des Moines Bank as identified on the ADV ALL or AHP on the *Federal Home Loan Bank of Des Moines Authorized Personnel Form*.

Print Name: _____ Title: _____

Signature: _____ Date: _____

**FOR DES MOINES BANK
USE ONLY**

Date received: _____	Date request complete: _____
CID approved by: _____	Date: _____
CID approved by: _____	Date: _____
MS entered by: _____	MS date: _____
TPS # _____	

PB fields and comments		
	Date	Initials
Updated:		
Validated:		