

# AHP DOCUMENTATION REQUIRED POST-AWARD

## Rental



### Documentation Needed

Rental:  
Low-Income  
Housing Tax  
Credit (LIHTC)

Rental:  
Non LIHTC

Prior to the date that the member wishes to receive funding for a subsidized advance or direct subsidy, the member must confirm that the project meets the applicable eligibility requirements and all obligations committed to in the approved AHP General Fund application by generally providing the Bank each of the following:

Conditions of Funding	Documentation Needed	Rental: Low-Income Housing Tax Credit (LIHTC)	Rental: Non LIHTC
	Sample of retention documents acceptable to the Bank and meeting the Bank's retention document requirements (refer to <a href="#">Appendix A of the AHP Implementation Plan</a> )	✓	✓
	Updated online application to show actual conditions at funding	✓	✓
	Final commitments of all funding sources	✓	✓
	Tax credit allocation award letter	✓	
	Tax credit partnership agreement and/or commitment letter	✓	
	Site control documentation evidencing the sponsor or project owner's title of the property If AHP is being used for acquisition, purchase contract or similar and preliminary settlement statement showing AHP as a source of funds	✓	✓
	As Is or As Completed, as applicable, arm's length appraisal performed by a certified appraiser commissioned by the member or an unrelated funder; or an appraisal performed by a certified appraiser, and reviewed and accepted by the member, to support the sponsor's reasonable costs in the acquisition and development budget	✓	✓
	Construction contract	✓	✓
Proper zoning and land use designation	✓	✓	



### Documentation Needed

Rental:  
LIHTC

Rental:  
Non LIHTC

Prior to the funding of AHP General Fund subsidy by the Bank, a member must generally provide the Bank each of the following:

Funding Request		✓	✓
	Acceptable evidence of costs incurred and work performed (e.g., invoices, AIA G702/G703)	✓	✓
	When AHP General Fund is the source of funds, the developer fee is only paid at completion of construction	✓	✓

Following funding of AHP General Fund subsidy by the Bank, a member must generally provide the Bank each of the following:

Post-Funding		✓	✓
	Evidence that members used AHP General Fund subsidies for approved purposes of funding by the Bank	✓	✓
	Fully executed and recorded copies of retention documents meeting the Bank's retention requirements, (refer to <a href="#">Appendix A of the AHP Implementation Plan</a> )	✓	✓

Prior to reporting complete, a member must generally provide the Bank each of the following:

Project Completion		✓	✓
	Certificate of occupancy, if required by the local governing agency	✓	✓
	Final cost documentation (e.g., documentation required by other funders or AIA G702 & G703, or similar documentation)		✓
	Final Documents for each closed permanent funding source	✓	✓
	Final partnership agreement, including any amendments Rent roll that should include, but is not limited to, detailed tenant information such as: • name • address • move-in date • scheduled rent • amount of utility allowance and rent subsidy • number of bedrooms	✓	✓



**Documentation Needed**

**Rental:  
LIHTC**

**Rental:  
Non LIHTC**

After reporting complete, and during the project’s compliance period, a member must generally provide the Bank each of the following:

		<b>Rental: LIHTC</b>	<b>Rental: Non LIHTC</b>
<b>Initial Monitoring Review</b>	Documentation confirming housing for homeless households (e.g., agency referral letters or certifications)	✓	✓
	Income verification documents in accordance with the Bank’s income eligibility guidelines (The Bank selects a sample of households)	✓	✓
	When veterans points are awarded, documentation of veteran eligibility (refer to “ <a href="#">AHP Pre and Post Documentation Requirements</a> ”)	✓	✓
	Rent roll that should include, but is not limited to, detailed tenant information such as: <ul style="list-style-type: none"> <li>• name</li> <li>• address</li> <li>• move-in date</li> <li>• scheduled rent</li> <li>• amount of utility allowance and rent subsidy</li> <li>• number of bedrooms</li> </ul>	✓	✓
	Current leases for the sample units should include, but not limited to: <ul style="list-style-type: none"> <li>• name</li> <li>• unit number</li> <li>• the tenant paid portion of the rent</li> </ul>	✓	✓
	Final cost certification	✓	
	Documentation confirming implementation of empowerment activities	✓	✓
	Final documents for each permanent funding sources closed since Reported Complete	✓	✓

# Ownership



## Documentation Needed

Ownership Development

Ownership Owner Occupied Rehabilitation (OOR)

Ownership – Down-payment Assistance

Prior to the date that the member wishes to receive funding for a subsidized advance or direct subsidy, the member must confirm that the project meets the applicable eligibility requirements and all obligations committed to in the approved AHP General Fund application by generally providing the Bank each of the following:

Conditions of Funding	Sample of retention documents acceptable to the Bank and meeting the Bank’s retention document requirements (refer to Appendix A of the AHP Implementation Plan)	✓		✓
	Updated online application to show actual conditions at funding	✓	✓	✓
	Final commitments of all funding sources	✓	✓	✓
	Site control documentation evidencing the sponsor or project owner’s title of the property. If AHP General Fund is being used for acquisition, purchase contract or similar <u>and</u> preliminary settlement statement showing AHP General Fund as a source of funds	✓		
	As Is, subject to completion or as completed, as applicable, arm’s length appraisal performed by a certified appraiser commissioned by the member or an unrelated funder; or an appraisal performed by a certified appraiser, and reviewed and accepted by the member; to support the sponsor’s reasonable costs in the acquisition and development budget	✓ *		
	Construction contract	✓ *		
	Proper zoning and land use designation	✓ *		



### Documentation Needed


Ownership  
Development

Ownership  
OOR

Ownership –  
Down-payment  
Assistance

Prior to the funding of AHP General Fund subsidy by the Bank, a member must generally provide the Bank each of the following:

		Ownership Development	Ownership OOR	Ownership – Down-payment Assistance
<b>Funding Request</b>	Acceptable evidence of costs incurred and work performed (e.g., invoices, AIA G702/G703)	✓ *	✓	
	Income verification documents in accordance with the Bank's income eligibility guidelines	✓ **	✓	✓
	Pre- and post-rehabilitation third party inspection reports and the Bank's standard forms including scope of work write-ups, and sign-off by homeowner			
	a. The scope of the rehabilitation is limited to the correction of a defect or deficiency in the structure or access to the structure	✓ *	✓	
	b. Rehabilitation must be done in compliance with applicable health, fire prevention, building, and housing codes and standards and at completion of rehabilitation the unit meets commonly accepted habitability standards			
	When AHP General Fund is the source of funds, the developer fee is only paid at unit completion for ownership projects	✓	✓	✓
	Documentation confirming housing for homeless households (e.g., agency referral letters or certifications)	✓ **		✓
	When veterans points are awarded, documentation of veteran eligibility	✓ **	✓	✓
	Documentation confirming implementation of empowerment activities (Homebuyer Counseling only; must provide documents for other empowerments at Reported Complete)	✓ **		✓
Certification of Occupancy	✓ **			

	Documentation Needed	Ownership Development	Ownership OOR	Ownership – Down-payment Assistance
Funding Request	As completed arm's length appraisal performed by a certified appraiser commissioned by the member or an unrelated funder; or an arm's length appraisal performed by a certified appraiser, commissioned by the sponsor, and reviewed and accepted by the member; to support the reasonable cost of acquisition by the homebuyer	✓ **		
	Copy of preliminary closing disclosure statement reflecting the AHP funds	✓ **		
	Sponsor-provided first mortgage worksheet	✓ **		

\* If AHP funds are disbursed **for development purposes**, for Ownership Development projects

\*\* If AHP funds are disbursed **for homebuyer settlement**, for Ownership Development projects

Post-Funding	Evidence that members used AHP General Fund subsidies for approved purposes of funding by the Bank	✓	✓	✓
	Copy of executed Closing Disclosure Statement reflecting the AHP funds	✓ **		✓
	Fully executed and recorded copies of retention documents meeting the Bank's retention requirements, ( <a href="#">refer to Appendix A of the AHP Implementation Plan</a> )	✓		✓

Following funding of AHP General Fund subsidy by the Bank, a member must generally provide the Bank each of the following:



**Documentation Needed**

**Ownership:  
Development**

**Ownership:  
Owner Occupied  
Rehabilitation**

**Ownership:  
Down-payment  
Assistance**

Prior to reporting complete, a member must generally provide the Bank each of the following:

		Ownership: Development	Ownership: Owner Occupied Rehabilitation	Ownership: Down-payment Assistance
<b>Project Completion</b>	Certificate of occupancy, if required by the local governing agency	✓ *	✓	
	Final cost documentation (e.g., documentation required by other funders or AIA G702 & G703, or similar documentation)	✓ *	✓	✓
	Final documents for each permanent funding source	✓ *	✓	✓
	Income verification documents in accordance with the Bank's income eligibility guidelines	✓ *		
	Copy of executed homebuyer Closing Disclosure Statement reflecting the AHP funds	✓ *		
	Fully executed and recorded copies of retention documents meeting the Bank's retention requirements transferring the retention from the sponsor to the homebuyer (refer to <a href="#">Appendix A of the AHP Implementation Plan</a> )	✓ *		

After reporting complete and during the project's compliance period, a member must generally provide the Bank each of the following:

<b>Initial Monitoring Review</b>	Documentation confirming implementation of empowerment activities		✓	
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