

FHLBank San Francisco's member has provided the required information and documentation listed below, and requests that the AHP subsidy amount be transferred into the member's Settlement/Transaction Account (STA).

Project Name	Project Number	Subsidy Amount \$
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General Owner-Occupied Project Requirements	Completed		
<p><b>1. Confirm Mandatory Compliance Training Attendance for Member and Sponsor</b> Member and sponsor must attend Compliance Webinar training within 24 months prior to disbursement request.</p>	<input type="checkbox"/>		
<p><b>2. Complete and Submit AHP Award Modification Form (if applicable)</b> Have there been any changes in the scoring commitments made at application that have not already been approved by the Bank via a modification? Yes No <input type="checkbox"/> <input type="checkbox"/> If yes, submit an AHP Award Modification form.</p>	<input type="checkbox"/>		
<p><b>3. Confirm Start of Construction or Rehabilitation, or if Homebuyer is in Escrow</b> If construction or rehabilitation has not started, the start of construction or rehabilitation must be imminent. If homebuyer(s) not yet in escrow, open of escrow must be imminent.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 50%; padding: 2px;">Date construction or rehabilitation started or is expected to start</td> <td style="width: 50%; padding: 2px;">Date escrow opened or is expected to open</td> </tr> </table>	Date construction or rehabilitation started or is expected to start	Date escrow opened or is expected to open	<input type="checkbox"/>
Date construction or rehabilitation started or is expected to start	Date escrow opened or is expected to open		
<p><b>4. Prepare Legally Enforceable Retention Agreement or Instrument</b> Check one:</p> <p><input type="checkbox"/> Member will prepare AHP Promissory Note and Deed of Trust using document templates provided by FHLBank San Francisco.</p> <p><input type="checkbox"/> Member will prepare its own documents, and will provide a legal opinion letter at initial monitoring indicating that said instruments comply with the Direct Subsidy Agreement Owner-Occupied Project and AHP regulatory requirements for retention documents.</p>	<input type="checkbox"/>		
<p><b>5. Submit Evidence of Affirmative Marketing Activities</b></p>	<input type="checkbox"/>		
Financial Documentation	Completed		
<p><b>6. Complete and Submit AHP Owner-Occupied Financial Workbook</b> Submission and completion of the workbook is required. All material changes to the financials must be explained. All financial benchmark deviations must be explained, qualitatively and quantitatively, and supported by third-party documentation.</p> <p>If project financials have not changed, provide explanation.</p>	<input type="checkbox"/>		

<b>7. Submit Documentation for All Committed Sources of Permanent Financing</b> All permanent financing sources must be committed at time of the disbursement request. Submit documentation for sources of permanent financing that were not submitted with the AHP Application.	<input type="checkbox"/>
<b>8. Submit Documentation of Land Cost</b> Submission of documentation not required if previously submitted with the application.	<input type="checkbox"/>
<b>9. Submit Documentation of Construction Management Costs</b> If project is complete, documentation required for self-help, sweat equity home ownership projects.	<input type="checkbox"/>
<b>10. Submit Documentation for 35% of All Other Development Costs</b> If project is complete, cost validation is required.	<input type="checkbox"/>
<b>Homebuyer Information and Documentation</b>	<b>Completed</b>
<b>11. Complete and Submit AHP Household Income Qualification Workbook and Income Documentation</b> Income verification will be required for at least 10% of all homebuyers in the project.	<input type="checkbox"/>
<b>12. Submit Estimated HUD-1 Settlement Statement for Homebuyers in Escrow</b> Documentation is required for all homebuyers, for which the sponsor is currently requesting subsidy.	<input type="checkbox"/>
<b>13. Submit Documentation for Each Completed Home Purchase:</b> <ul style="list-style-type: none"> <li>○ Final HUD-1 Settlement Statement (certified copy)</li> <li>○ Executed AHP Promissory Note, Deed of Trust (certified copy), and Rider to the Deed of Trust</li> <li>○ Other Promissory Notes and Deeds of Trust related to non-AHP financing (certified copy)</li> </ul>	<input type="checkbox"/>
<b>Additional Requirements for Completed Projects</b>	<b>Completed</b>
<b>14. Submit Documentation for Promotion of Empowerment and Community Stability Scoring Commitments</b> Refer to Acceptable Forms for Verification of Promotion of Empowerment and Acceptable Forms for Verification of Community Stability guidelines available on the Bank's website.	<input type="checkbox"/>
<b>15. Submit Certificate of Member, Initial Monitoring</b>	<input type="checkbox"/>

Any of the required information above that is not available at disbursement must be provided at Initial Monitoring, along with an updated AHP Owner-Occupied Financial Workbook.

Failure to provide the Bank with monitoring documents and other requested project information in a timely manner may result in remedial actions or other sanctions including, for example, temporary suspension of AHP disbursement for other approved projects or recapture of previously disbursed AHP subsidy.

Signers certify that all information and documentation provided for the disbursement request is true, accurate, and complete in all material aspects, and that the AHP subsidy received will be used in compliance with the Direct Subsidy Agreement Owner-Occupied Project, the AHP regulations set forth as 12 C.F.R. Part 1291, as amended from time to time, the approved AHP Application, and any approved changes to that Application.

Member Signature	Date Signed
Name (print or type)	Member Institution
Email Address	Telephone

Sponsor Signature	Date Signed
Name (print or type)	Sponsor
Email Address	Telephone