

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 Rental 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 Site Control and Start Construction/Rehabilitation</b> Project must have full site control. If construction or rehabilitation has not started, the start of construction or rehabilitation must be imminent.</p>	<input type="checkbox"/>		
<table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 50%;">Date Construction/rehabilitation started or is expected to start</td> <td style="border: none; width: 50%;">Date construction closing occurred or is expected</td> </tr> </table>	Date Construction/rehabilitation started or is expected to start	Date construction closing occurred or is expected	
Date Construction/rehabilitation started or is expected to start	Date construction closing occurred or is expected		
<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 Rental Project and AHP regulatory requirements for retention documents.</p>	<input type="checkbox"/>		
Financial Documentation	Completed		
<p><b>5. Complete and Submit AHP Rental 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.  If project financials have not changed, provide an explanation.</p>	<input type="checkbox"/>		
<p><b>6. 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.</p>	<input type="checkbox"/>		

<b>7. Submit Limited Partnership and Development Agreement</b> (if applicable)	<input type="checkbox"/>
<b>8. Submit Sample Tenant Income Documentation</b> (if applicable) For rehabilitation projects without LIHTC or HUD financing that are not complete, disbursement requires submission of completed AHP Household Income Qualification Worksheets and income verification documentation for one current tenant.	<input type="checkbox"/>
<b>Additional Documentation for Completed Projects</b>	<b>Completed</b>
<b>9. Submit Certificate of Occupancy or Notice of Completion</b> If the Certification of Occupancy or Notice of Completion is not available, indicate when the applicable document(s) will be available.	<input type="checkbox"/>
Date	
<b>10. Submit Final Cost Certification</b> If the final cost certification is not available, indicate when the certification document will be available.	<input type="checkbox"/>
Date	
<b>11. Submit Final Permanent Financing Closing Documentation</b> Provide Promissory Notes and Deeds of Trust for all sources of permanent financing. If permanent financing has not closed, indicate when closing is expected.	<input type="checkbox"/>
Date	
<b>12. Submit Evidence of Affirmative Marketing Activities</b>	<input type="checkbox"/>
<b>13. Complete and Submit Certificate of Project Owner, Initial Monitoring</b> Required if the project is at least 80% occupied.	<input type="checkbox"/>
<b>14. Submit Documentation for Promotion of Empowerment and Community Stability Scoring Commitments</b> If the project has been at least 80% occupied for a minimum of one year, documentation for Promotion of Empowerment and Community Stability scoring commitments are required. Refer to Acceptable Forms for Verification of Promotion of Empowerment and Acceptable Forms for Verification of Community Stability available on the Bank's website.	<input type="checkbox"/>
<b>15. Prepare Tenant Income Documentation and Lease Agreements</b> If the project is at least 80% occupied and the Bank has received the AHP Rental Financial Workbook, the Bank will request applicable documentation for tenant income, rent, and homeless verification.	<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 Rental 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 Rental Project Agreement, 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