



Completion Certification - Homeownership (12 CFR 951.10)

Instructions: This certification is required upon notification to the FHLBI that the project is complete. It must be completed and signed by both the FHLBI member and the project sponsor, then submitted to the FHLBI (Community Investment Division, 8250 Woodfield Crossing Blvd., Indianapolis, IN 46240).

1. General Information (please indicate any changes to contact information)

FHLBI Member Contact Information *Please indicate any changes to contact information directly on this form!*

| | | |
|----------------------|------|-------------------|
| Project #: | | Date of report: |
| Project name: | | |
| Project address: | | City, State, Zip: |
| Name of institution: | | |
| Contact person: | | Title: |
| Address (no PO box): | | City, State, Zip: |
| Phone: | Fax: | Email: |

Sponsor Contact Information *Please indicate any changes to contact information directly on this form!*

| | | |
|----------------------|------|-------------------|
| Name of institution: | | |
| Contact person: | | Title: |
| Address (no PO box): | | City, State, Zip: |
| Phone: | Fax: | Email: |

2. Project Sponsor Certifications

The undersigned project sponsor certifies that:

- (1) as committed in the application or as adjusted by an FHLBI-approved modification, all units of this project are now complete as of [redacted] (date the last homeownership unit in the project closed or the last unit is rehabilitated);
- (2) all reports and documentation required by regulation, the FHLBI, or the Federal Housing Finance Board are current and complete;
- (3) the project complies with the applicable federal and state laws on fair housing, housing accessibility, and other local building codes, and the project has been affirmatively marketed under law. If this certification cannot be made, please attach a corrective action plan;
- (4) all approved AHP subsidies have been provided to income-eligible households, using the income ranges committed to in the AHP application (or as modified) [§51.10(a)(1)(ii)]; and
- (5) this certification is supported by household income verification documentation kept on file for review by the FHLBI member or the FHLBI at the project sponsor's place of business [§51.10(a)(1)(ii)].

3. FHLBI Member Certifications

The undersigned FHLBI member certifies that:

- (1) as committed to in the application or as adjusted by an FHLBI-approved modification, all units of this project are now complete as of the date indicated above;
- (2) all reports and documentation required by regulation, the FHLBI, or the Federal Housing Finance Board are current and complete; and
- (3) the project documentation has been reviewed by the member, which on that basis is now certifying:
 - (a) that the AHP subsidies have been used according to the commitments made in the AHP application [§51.10(b)(1)(ii)(A)]; and
 - (b) that the AHP-assisted units are subject to deed restrictions or other legally enforceable retention agreements or mechanisms meeting the requirements of §51.13(c)(4) or (d)(1) [§51.10(b)(1)(ii)(B)].

4. Attachments

Final project financials and other documents necessary to demonstrate this project's need for the AHP subsidy and compliance with the application and regulations are attached, if not previously provided.

- Updated Homeownership Project Workbook (Excel files) complete with current information and explanations.
- Cost validation documentation will be required by submitting copies of any of the following documentation: HUD-1 settlement statement or equivalent, third-party vendor invoices, canceled checks, sworn statement from contractor, or other equivalent cost validation.
- A Homeownership Income Targeting Worksheet, listing resident names, addresses, household annual income at date of qualification, date of income, AMI percentage, household size, and closing date.
- Income documentation of the homeowners (i.e., W-2s, social security statements, tax returns, third party employment verifications, or similar third-party documentation) for a sampling of units.
- A copy of the Recorded Retention Mechanism (i.e., recorded mortgage, deed restriction) for a sampling of the units.
- Services, Activities, and Set-Aside Questionnaire.
- Project photographs, if available.

Project Sponsor/Owner Signature

I, as a duly authorized officer or employee of the AHP project sponsor, certify that I am authorized to provide this submission and certification on behalf of the project sponsor. I certify that all information supplied herein is complete and accurate. Certifications are made under penalty of law and inaccurate or incomplete certifications may result in cancellation or recapture of the AHP grant.

| | | |
|---------------------------|--------------|-------|
| _____ | _____ | _____ |
| Project Sponsor Signature | Title | Date |
| _____ | _____ | |
| Printed Name | Organization | |

FHLBI Member Signature

I, as a duly authorized officer or employee of the FHLBI member, certify that I am authorized to provide this submission and certification on behalf of the FHLBI member. I certify that all information supplied herein is complete and accurate. Certifications are made under penalty of law and inaccurate or incomplete certifications may result in cancellation or recapture of the AHP grant.

| | | |
|------------------------|------------------|-------|
| _____ | _____ | _____ |
| FHLBI Member Signature | Title | Date |
| _____ | _____ | |
| Printed Name | Member Bank Name | |