

■ Disbursement Checklist Overview

This disbursement checklist provides a summary of items that your project may need to submit as support documentation for your AHP disbursement request. Not all items will apply. This checklist does not replace the details found in the Implementation Plan (I-Plan). Please refer to the I-Plan for all requirements and conditions associated with the submission of an AHP disbursement request.

AHP retention agreement:

- Draft required with initial disbursement request. Recorded copy required within 60 days or with the next disbursement request, whichever is earlier.
- Recorded copy (Required if requesting the full AHP award or if not provided with your initial disbursement request)

Funding source documentation including but not limited to:

- | | |
|---|--|
| <input type="checkbox"/> Construction loan(s) notes/mortgages | <input type="checkbox"/> Donation letters/agreements |
| <input type="checkbox"/> Permanent loan(s) notes/mortgages | <input type="checkbox"/> Fundraising documentation |
| <input type="checkbox"/> CBDG funding letters/agreements | <input type="checkbox"/> Owner equity |
| <input type="checkbox"/> HOME funding letters/agreements | <input type="checkbox"/> Sponsor loan(s) |
| <input type="checkbox"/> Development/Trust Fund | <input type="checkbox"/> USDA |
| <input type="checkbox"/> letters/agreements | <input type="checkbox"/> HUD |
| <input type="checkbox"/> Copies of cancelled checks for member donation | <input type="checkbox"/> Other funding |

Tax credit (LIHTC) documentation:

- | | |
|---|---|
| <input type="checkbox"/> Copy of executed partnership agreement | <input type="checkbox"/> LIHTC application |
| <input type="checkbox"/> Copy of state agency's award letter | <input type="checkbox"/> LIHTC 10% carryover |
| <input type="checkbox"/> Historic tax credit award letter | <input type="checkbox"/> Loan agreement for AHP |
| <input type="checkbox"/> Tax credit syndication commitment letter | <input type="checkbox"/> Final LIHTC application w/ cost cert |

Cost documentation:

Contracts/Agreements

- | | |
|--|---|
| <input type="checkbox"/> Architect contract | <input type="checkbox"/> Consultant agreement |
| <input type="checkbox"/> Construction contract | <input type="checkbox"/> Developer agreement |

Construction/Rehab Costs

- Most recent pay application (AIAG702/G703) and any change orders
- Paid invoices with copy of supporting cancelled checks (if no AIAG702/G703)

Acquisition documentation

- Copy of appraisal
- Copy of an up-to-date purchase agreement

Closing documentation

- Copy of recorded deed(s) or an executed and current land/site lease
- Copy of closing statement