# Disbursement Request

# Rental and Lease/Purchase

#  (Revised 2020)

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| Project type: [ ]  Rental [ ]  Lease/Purchase |
| Project name:  | Project #:  | Amount requested: $ | Date:  |
| Member name:  | Member contact:  |
| Phone:  | Fax:  | Email:  |
| Address:  | City:  | State:  | Zip:  |
| Sponsor/Owner:  | Sponsor/Owner contact:  |
| Phone:  | Fax:  | Email:  |
| Address:  | City:  | State:  | Zip:  |

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| Provide a brief description of the use of these funds with associated amounts (acquisition, construction, rehab, specific costs, addresses, etc.).  |
| New construction [ ]  $     Rehab [ ]  $      Soft Costs [ ]  $      Developer Fee [ ]  $     Acquisition [ ]  $      | Other:       [ ]  $     **Address(es) associated with purchase:** |

Member agrees to disburse the entire requested AHP subsidy directly to the project, the Sponsor, or the project owner within sixty (60) calendar days of the Member’s receipt of such funds from the FHLBI. The Member agrees, upon request, to furnish the FHLBI with verifiable evidence that all such funds have indeed been properly disbursed to the project, the Sponsor, or the project owner. In the event that the AHP subsidy is not fully disbursed within a 60-day period, the Member hereby agrees to return any unused AHP subsidy to the FHLBI. Furthermore, the Member hereby acknowledges that any unused AHP subsidy that is not properly returned to the FHLBI may be subject to per diem interest rate charges at the rate equal the Federal Funds effective rate for each day exceeding the 60-day period.

FOR RENTAL AND LEASE/PURCHASE PROJECTS:

By signing below, I, the project Sponsor/owner and Member, certify: (1) the AHP subsidy is being used appropriately as defined in 12 CFR 1291 and as stated in the approved application or approved modification and in accordance with the terms and conditions of the AHP Agreement; (2) the units are or will be subject to legally enforceable retention agreements as described in Section 13 of 12 CFR 1291; and (3) the household(s) occupying the units of this AHP project is (are)(will be) an eligible household as defined in 12 CFR 1291 and as stated in the approved application.

The project sponsor certifies that it meets the project sponsor qualifications criteria established by the Bank and that it has not engaged in, and is not engaging in, covered misconduct as defined in FHFA’s Suspended Counterparty Program regulation (12 CFR part 1227). In addition, I certify that I am not aware of any instances of fraud or suspected fraud associated with this project and the FHLBI, which should be reported to the FHLBI as outlined in the Affordable Housing Program Agreement.

FOR LEASE/PURCHASE PROJECTS ONLY:

By signing below, I, the project Sponsor/owner and Member, certify the household(s) listed above for which subsidy is being requested is (are) not in default for any non-payment of primary mortgage, real estate taxes or hazard insurance.

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| Sponsor/Owner Signature |  | **Member Institution Authorized Signature** (form will be returned if not signed by an FHLBI authorized signatory; please call 800-688-6697to confirm who is eligible to sign) |
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| Sponsor/Owner (typed/printed) |  | Member Institution Authorized Signature (typed/printed) |
|  |  |  |
| Date |  | Date |

800-688-6697 ▪ housing@fhlbi.com ▪ 8250 Woodfield Crossing Blvd. Indianapolis, IN 46240

This checklist consists of (1) a few questions, (2) items required for **every** disbursement request, and (3) items that must be submitted with the disbursement **unless** they are already on file at the FHLBI. Please update the information on the form, as applicable, with each disbursement request. ***Submit one complete request and supporting documents through the FHLBI Secure Portal. With the exception of the Excel files noted, all files should be in PDF format. Disbursement request is valid for 60 days***.

***Note: Disbursement requests may be returned if all required attachments are not included.***

##  A. Project Information

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| * 1. **Indicate the intended use of this AHP disbursement (check all that apply).**
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| [ ]  Site acquisition [ ]  Developer fee $  (Amount this draw)[ ]  "Hard" construction and/or rehabilitation costs [ ]  Refinancing [ ]  "Soft" development costs [ ]  Other (describe) [ ]  Closing cost assistance |
| Is the intended use of the AHP subsidy consistent with the application or with any subsequent modifications approved by the FHLBI? (If no, please attach explanation and justification of proposed changes.) [ ]  Yes [ ]  No  |

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| ***Note****: If funds are requested for the developer’s fee, the FHLBI will permit the developer to request up to 20% of the fee to be paid by the AHP subsidy upon project commencement and a percentage of the fee proportionate to the percentage of work completed as shown on construction cost documentation. However, the FHLBI will not release the final 20% until project completion. Only 20% of the AHP subsidy may be drawn for soft costs such as: architecture, engineering, building permits, surveys and other pre-development related expenses.* |

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| * 1. **Please indicate the housing type(s) that best describes the project.**
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| [ ]  Multi-family rental apartment building [ ]  Lease/Purchase[ ]  Scattered site multi-family rental [ ]  Other (describe) [ ]  Scattered site single-family rental  |

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| * 1. **Please indicate the current occupancy of the project’s units.**
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| [ ]  No units completed, still under construction [ ]  Partially occupied[ ]  Unoccupied (certificate of occupancy has been issued) [ ]  Fully occupied (except for a normal vacancy factor) |

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|  Please answer the questions below and indicate if documents are attached. | **Attached** | **On File** | **N/A** |
| Affordable Housing Program Agreement  | **[ ]**  | **[ ]**  | **[ ]**  |
| Contingency Letter | **[ ]**  | **[ ]**  | **[ ]**  |
| Is this an initial disbursement request? [ ]  Yes [ ]  No*If yes, attach a draft of the long-term retention documents.* ***Note****: Executed and recorded copies of the retention mechanism should be submitted 60 days following disbursement.* | **[ ]**  | **[ ]**  | **[ ]**  |

##  B. Feasibility Information

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| **Submit an updated Rental Project Workbook (Excel) with attachments 1-6 and explanations to the FHLBI Secure Portal.**Date of update:       [ ]  Workbook and explanations attached |

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| * 1. **Financial Documentation**
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| Has the total development budget changed more than 10% since the last submission? **Yes [ ]  No[ ]  N/A [ ]**  |
| Have the sources of funding changed since the last submission? [ ]  Yes [ ]  No [ ]  N/A***If yes, explain how and why.*** |
| Does the project have any income or expenses associated with activities in commercial space? [ ]  Yes [ ]  No [ ]  N/A***If yes, attach a separate pro forma for commercial expenses.*** |
| Have project costs increased 10% or greater in total or line item? [ ]  Yes [ ]  No [ ]  N/A***If yes, explain the reason(s) for cost increase and attach an updated Rental Project Workbook.***       |

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| * 1. **Funding source documentation**
 | **Attached** | **On File** | **N/A** |
| Attach copies of documentation for all applicable funding sources. (Including executed construction loan, permanent loan(s), CDBG funding agreements, HOME grant agreement, etc.).*Note: If commitment letters were submitted with application, executed loan/grant documents are required at disbursement.**Supportive service projects: Provide updated operational funding agreements* | **[ ]**  | **[ ]**  | **[ ]**  |
| Rehabilitation of existing projects may need to submit the most recent year-to-date income/expense statement containing a minimum of six month’s history. | **[ ]**  | **[ ]**  | **[ ]**  |

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| * 1. **Cost Documentation**
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| *The FHLBI reserves the right to request documentation of 100% of the project’s total development cost.* |
| **Depending upon the project type, submit a copy of the following:**  | **Attached** | **On File** | **N/A** |
| Architect contract | **[ ]**  | **[ ]**  | **[ ]**  |
| Construction contract | **[ ]**  | **[ ]**  | **[ ]**  |
| Consultant agreement | **[ ]**  | **[ ]**  | **[ ]**  |
| Developer agreement | **[ ]**  | **[ ]**  | **[ ]**  |
| Most recent architect form (AIAG702/G703) | **[ ]**  | **[ ]**  | **[ ]**  |
| Paid invoices with copy of supporting cancelled checks (if no AIAG702/G703) | **[ ]**  | **[ ]**  | **[ ]**  |

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| * 1. **Acquisition Documentation**
 | **Attached** | **On File** | **N/A** |
| Copy of an “as-is” appraisal of the project site, dated within six months of purchase contract. | **[ ]**  | **[ ]**  | **[ ]**  |
| Copy of an up-to-date contract of sale or purchase option agreement executed between the purchaser and the current owner. | **[ ]**  | **[ ]**  | **[ ]**  |

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| Closing Documentation | **Attached** | **On File** | **N/A** |
| Copy of the recorded deed(s) or an executed and current land/site lease. | **[ ]**  | **[ ]**  | **[ ]**  |
| Copy of a signed and dated closing statement or other evidence showing the purchase price and closing costs associated with the purchaser’s acquisition of the project site.  | **[ ]**  | **[ ]**  | **[ ]**  |

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| Tax Credit Projects*Tax credit projects may be required to submit IRS Form 8609 once available.* | **Attached** | **On File** | **N/A** |
| Copy of executed partnership agreement, including capital funding schedule.***Note****: FHLBI will not disburse funds until the partnership agreement has been executed and a copy provided to the Bank.* | **[ ]**  | **[ ]**  | **[ ]**  |
| Copy of state agency’s low-income housing tax credit award letter | **[ ]**  | **[ ]**  | **[ ]**  |
| Historic tax credit award | **[ ]**  | **[ ]**  | **[ ]**  |
| Tax credit syndication commitment letter | **[ ]**  | **[ ]**  | **[ ]**  |
| LIHTC application | **[ ]**  | **[ ]**  | **[ ]**  |
| LIHTC 10% carryover | **[ ]**  | **[ ]**  | **[ ]**  |
| Loan agreement for AHP, HOME, etc. | **[ ]**  | **[ ]**  | **[ ]**  |
| Final LIHTC application w/cost certification | **[ ]**  | **[ ]**  | **[ ]**  |

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| Permanent Debt Refinancing | **Attached** | **On File** | **N/A** |
| Are funds going to be used to refinance permanent debt? [ ]  Yes [ ]  NoIf yes, answer items below. | **[ ]**  | **[ ]**  | **[ ]**  |
| A detailed description of how the Sponsor intends to use the equity proceeds of the refinancing (i.e., purchasing, rehabilitating, or constructing units of housing.) | **[ ]**  | **[ ]**  | **[ ]**  |
| Appropriate evidence that supports the proposed use of the refinance equity proceeds. | **[ ]**  | **[ ]**  | **[ ]**  |
| Copy of note or loan agreement affecting the loan to be refinanced | **[ ]**  | **[ ]**  | **[ ]**  |
| Copy of loan pay-off letter from the existing lender | **[ ]**  | **[ ]**  | **[ ]**  |

1. **Other Information**

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| Modification, Extension, Completion |  **Yes** |  **No** | **N/A** |
| Does the project need to be modified? If yes, attach all applicable documentation and a signed Modification Request form (available at www.fhlbi.com) | **[ ]**  | **[ ]**  | **[ ]**  |
| Is the project meeting all services, activities, empowerment, design features, and homeless set aside commitments made in the application?*If no, explain:*  | **[ ]**  | **[ ]**  | **[ ]**  |
| Is the project development timeline on track to meet the 1 year – 1st disbursement deadline, 2 year – Full AHP disbursement deadline, and 3 year completion deadline for all units?*If no, explain:* Attach a signed Extension Request form (available at www.fhlbi.com) | **[ ]**  | **[ ]**  | **[ ]**  |
| Is the project nearing completion?If yes, state the anticipated or actual completion date (defined below):* For rehab projects that will not have a new certificate of occupancy issued, the date rehabilitation is determined to be complete per the contractor’s progress/pay requests.
* For new construction, the date the last unit is certified for occupancy by the local authority.
 | **[ ]**  | **[ ]**  | **[ ]**  |

1. **Submitting the request to the FHLBI:**

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| Instruction - *Disbursement request may be returned if all required attachments are not provided* |  **Yes** |  **No** | **N/A** |
| In addition to the checklist items listed in section B (1-7), the following may be required if not previously provided:Site control documents, retention agreements (draft and/or recorded), evidence of funding sources (updated), documentation of costs as applicable per use of AHP in an amount equal to or exceeding the amount requested herein. Amended contracts and agreements which reflect changes to the development budget and pro-forma since the application was submitted or last funding request.  | **[ ]**  | **[ ]**  |  |
| Excel® Workbooks required:Rental/Lease Purchase financial workbook, Rental Income Targeting Worksheet (if applicable) *Note: Must be provided in Excel® format* | **[ ]**  |  |  |
| **Other:** Signed Disbursement Request form; and if applicable, Modification and Extension Request forms. Submit one complete request and supporting documents through the FHLBI Secure Portal. With the exception of the Excel® files noted, all files should be in PDF format. | **[ ]**  |  |  |

 **What happens next?**

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| 1. Allow 7-10 days for Member review, signature and delivery to the FHLBI
2. An e-mail notification advising the Member and Sponsor of the request receipt will be sent
3. Allow 7-14 days of receipt by the FHLBI for initial staff review – watch for open items request
4. Respond quickly to requests for documentation and/or clarification.
5. Allow 30 days from receipt of all required documentation for funding – an advice of funding will be sent to the Member and Sponsor contacts via e-mail.
6. Funds will be wired to the Member’s FHLBI account. Sponsor should coordinate with the Member the delivery procedures determined by the Member.
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