



REHABILITATION OF EXISTING HOMES DRAWDOWN COVER PAGES
(All documents must be submitted separately for each section)

SECTION A – FUNDING REQUEST

- Fully executed [AHP General Fund Funding Application for Owner-Occupied Projects form \(AHP-128\)](#).

SECTION B – OWNER-OCCUPIED PROJECT WORKBOOK

- Note that the following types of rehabilitation work are eligible for Affordable Housing Program General Fund funding:
 - Work to ensure that the remaining economic life of the home’s structure and major systems will survive the 5-year AHP compliance period
 - Energy-efficiency improvements
 - Work to address local building code requirements
 - Emergency repairs
 - Lead-based paint hazard reduction
 - Accessibility for disabled persons
 - Repairs and general property improvements of a non-luxury nature to remedy a deficiency in the structure or access to the structure
 - Repair or replacement of utility connections
 - Repairs necessary for the occupant’s health and safety
 - Repairs to enable the home to meet HUD minimum habitability standards upon completion
- Submit a completed “A Existing Rehab” tab on the [Owner-Occupied Project Workbook \(AHP-132\)](#).
- Provide a scope of work that details the work that will be or was performed on the subject property.

Note: Work in rental units, site work or repairs strictly for cosmetic purposes on the subject property are ineligible for AHP funding. Eligible work includes work that is necessary to restore the home or site to a habitable condition if flooring, walls, ceilings, fixtures, the site and/or similar features are damaged during the course of the performance of an eligible rehabilitation activity from the above list and/or are required under local building codes or to meet HUD’s minimum habitability standards upon completion.

Ineligible work may be financed with other funding sources.

- Provide a copy of the contractor’s invoice for the work detailed on the scope of work.
- Provide a copy of the [Final Cost Certification for Owner-Occupied Rehabilitation Projects \(AHP-133\)](#). This Certification must be executed by the homeowner, the sponsor, and the contractor to certify the final cost of the work that was done and that the rehabilitation work was completed in a satisfactory and acceptable manner.
- Provide a list of all homeowners assisted with AHP subsidy to date on the [Owner-Occupied Income Verification Worksheet \(AHP-150\)](#).
- In order to determine cost reasonableness, a project must do at least one of the following: (1) the rehabilitation costs must be validated by qualified professional (e.g. architect, engineer, construction manager or general contractor), or (2) the project sponsor must commit to using a competitive bidding process involving at least two general contractors where the lowest responsible bidder is selected. If the contractor with the higher bid was selected, provide a reasonable explanation for why the higher bid was chosen.

SECTION C – HOUSEHOLD INFORMATION

- Furnish household income documentation from all sources received by the family head and spouse (even if temporarily absent) and by each additional member of the family over the age of 18 years. The household income documentation must be dated within two months of the household's approval for participation in the project.

Note: If a packet for this household is submitted for preliminary eligibility review, submit all necessary supporting documentation. Upon completion, no further income verifications need to be included in the formal drawdown request if FHLBNY staff has confirmed in writing that a proposed household was determined to be eligible at the time of approval for participation in the project before the rehabilitation work commenced.

- Furnish a copy of the [Intake Certification Worksheet \(AHP-135\)](#).
- Furnish a copy of the [AHP Income Calculation Worksheet \(AHP-152\)](#). This form must fully reflect all the income received by the household.
- Furnish a copy of [AHP/HDP Zero-Income Certification – AHP/HDP-001](#) for member(s) of the household who is over the age of 18 and reports zero income on the [Intake Certification Worksheet \(AHP-135\)](#).
- If the project was awarded supportive housing points, provide evidence that the service plan and agreement submitted at the time of application remains in effect. The [Owner-Occupied Income Verification Worksheet \(AHP-150\)](#) must indicate if the household receives supportive services.
- Deed - Provide a copy of the homeowner's deed. If necessary, provide appropriate third-party documentation if a person who appears on the deed is now known by another name as a result of marriage, divorce or a legal name change or if any owner named on the deed is now deceased.

SECTION D – RETENTION AGREEMENTS

(For Projects where a household receives AHP subsidy for purchase, purchase in conjunction with rehabilitation or construction of an owner-occupied unit)

- Retention Agreements – Include the following executed long term retention document:
 - [A copy of the Repayment Mortgage for Owner-Occupied Projects \(AHP-111\)](#)

Note the following:

- Anyone who is listed as an owner on the deed must execute the long term retention documents.
- Recorded Mortgage - In order to properly secure their lien position, prior to releasing funds to the Sponsor, the Member must request evidence that the Repayment Mortgage for Owner-Occupied Projects was duly recorded at the municipal clerk’s office in the jurisdiction in which the AHP-assisted property is located.
- Incorrect Mortgage Recording (Higher) – In the event that the recorded Repayment Mortgage for Owner-Occupied Projects lists a higher amount of Affordable Housing Program subsidy than the amount that was necessary to complete the project as shown on the “A Existing Rehab” tab on [the Owner-Occupied Project Workbook \(AHP-132\)](#), the FHLBNY will base the amount, if any, to be recaptured on the actual amount of the subsidy disbursed for the household’s benefit.
- Incorrect Mortgage Recording (Lower) – In the event that the recorded Repayment Mortgage for Owner-Occupied Projects lists a lower amount of Affordable Housing Program subsidy than the amount that was necessary to complete the project as shown on the “A Existing Rehab” tab on the [Owner-Occupied Project Workbook \(AHP-132\)](#), the FHLBNY will require the Sponsor to submit a revised or supplemental Repayment Mortgage for Owner-Occupied Projects to total the full amount of the AHP subsidy. Otherwise, the amount disbursed will be reduced to equal the amount of the subsidy shown on the originally submitted Repayment Mortgage for Owner-Occupied Projects.

Note: If a packet for this household is submitted for eligibility review, submit all requested items. If the long term retention documents were submitted in draft form, an executed copy must be submitted with the formal drawdown request. Otherwise, no additional items must be submitted with the formal drawdown request.

SPANISH LANGUAGE AHP RETENTION DOCUMENTS

- Spanish language versions of the [Subordinate Mortgage \(AHP-145\)](#) and [Promissory Note \(AHP-143\)](#) are offered to Rental Projects in Puerto Rico. The Subordinate Mortgage and Promissory Note are required for projects in Puerto Rico effective with projects receiving an award in the 2018 funding round or later and the AHP Spanish language documents can only be used in conjunction with projects that are located on the island.

Note: Subordinate Mortgages prepared by the project attorney must be recorded.