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Affordable Housing Program Details

PROGRAM DESCRIPTION

The Affordable Housing Program (AHP) was created by Congress through the Financial Institutions Reform, Recovery and Enforcement Act in 1989. The AHP is funded each year with 10 percent of FHLBank Topeka’s (FHLBank’s) net income. FHLBank’s competitive AHP, implemented in 1990, in partnership with its members and project sponsors, addresses the housing needs of very low-, low-, and moderate-income households by providing gap financing for owner-occupied and rental projects.

In 2019, through the AHP, FHLBank will provide up to $1,000,000 per project with a maximum of $50,000 per AHP unit.

PROGRAM RESOURCES

AHP Implementation Plan

Code of Federal Regulations (12 C.F.R. Part 1291)

CRITICAL PROGRAM DATES

Application Period Opens: May 13, 2019

Application Period Closes: June 28, 2019 @ 5:00 p.m. Central time.

HOURS OF OPERATION

AHP Online will be available between the hours of 6:30 a.m. to midnight (Central Time). It will be offline for routine maintenance and updates between the hours of midnight and 6:30 a.m.

TECHNICAL ASSISTANCE HOURS

Housing and Community Development (HCD) will be available to provide technical assistance from 8:00 a.m. to 5:00 p.m. (Central Time) Monday through Friday, excluding bank holidays.

HCD’s toll-free number is: 1.866.571.8155.
OF NOTE FOR THE 2019 AHP – OWNER-OCCUPIED PROJECTS

1. Owner-occupied Rehabilitation projects are no longer subject to a five-year retention period. Owner-occupied purchase and new construction projects remain subject to a five-year retention period.
2. All disbursement requests and required documentation for AHP projects must be submitted through AHP Online.
3. All disbursement requests must be rounded down to the nearest whole dollar.
4. All homebuyers must contribute a minimum of $500.00 down payment or other costs paid outside of closing regardless of the loan program in which they are participating.
5. The higher of the applicable Mortgage Revenue Bond (MRB) or HUD County Income Limits will be utilized to calculate Area Median Income (AMI).
6. Disbursement requests will be submitted post-closing when all required documents, including the recorded Real Estate Retention Agreement (if applicable), are available. The member or sponsor will provide an amount equal to the AHP grant funds at closing and will be reimbursed by FHLBank upon approval of the disbursement request.

OF NOTE FOR THE 2019 AHP – RENTAL PROJECTS

1. All disbursement requests and required documentation for AHP projects must be submitted through AHP Online.
2. Projects approved in 2017 and after must meet feasibility guidelines in effect as of application when submitting disbursement requests and when completing initial monitoring.
HELPFUL HINTS

 ✓ Use the links in this AHP Online Application User Guide to navigate to certain sections, definitions of terms, etc.

 ✓ A project sponsor, input contact (if applicable), and member must be registered in AHP Online before an application can be initiated. See “Accessing AHP Online” for Sponsors and “Accessing AHP Online” for Members as applicable. If you have previously registered but cannot remember your username or password, contact HCD.

 ✓ When registering, make note of your login ID and password for future use. If you forget your password, it can be reset by following the prompts on the log-in page. If you need further assistance, contact HCD.

 ✓ After registering in AHP Online, you will be required to associate yourself with an organization.

  ▪ If you are a consultant, associate yourself with your consulting company, not the project sponsor organization. Consultants may have the role of Input Contact only.

  ▪ If you are a project sponsor and will be responsible for adding or revising information in the online application or approving the application for submission, associate yourself with the sponsor organization as a Lead Contact.

 ✓ AHP Online uses ZIP + 4 to populate a location’s City, County, State, Census tract, Congressional District, and CBSA. If you are unsure of the location’s ZIP + 4, use the “Quick Tools” option at USPS.com to obtain this information.

 ✓ To navigate through the application, use the “<Previous” and “>Next” options at the bottom of the page. To avoid potential errors or loss of data, do not use the “Back” arrow at the top of your screen next to the browser bar.

 ✓ The Feasibility Workbooks include important and helpful instructions.

 ✓ AHP Online will automatically log off users after 20 minutes of inactivity. Any non-input action, such as moving from screen to screen or saving a screen, are included in the definition of “inactivity.”

 ✓ To clear the information entered on a page and start over, use the “Undo” feature.

 ✓ Always select “Save” before selecting “Next” to continue to the next page. AHP Online does not retain unsaved data.

 ✓ For optimal performance in AHP Online, FHLBank recommends using the latest version of Internet Explorer.

FYI - Symbols

• For helpful information, select the ❓ on each screen.
• Fields with ☑ must be completed before the application can be submitted.
• Fields with * must be completed before the page can be saved.

FYI – Uploading Documents

• Only one file per upload box is allowed. If the upload includes multiple files/documents, save the documents as a ZIP file or as a single PDF file.
• AHP Online accepts the following file upload types: PDF, ZIP, DOC, DOCX, XLS, XLSX.
• The maximum file size for any single upload is 50 megabytes.
STEP-BY-STEP OVERVIEW

SPONSOR – ACCESS AHP ONLINE
1. Sponsor creates account for AHP Online.
2. Sponsor establishes a relationship with a Member for the project application.

MEMBER - ACCESS AHP ONLINE
1. Member completes the AHP/HSP Authorization Form.
2. Member mails the AHP/HSP Authorization Form to FHLBank per AHP/HSP Authorization Form instructions found on the AHP website (allow 2 weeks for processing).
3. Member receives access information for AHP Online.

SPONSOR PREPARATION FOR AHP PARTICIPATION
1. Sponsor watches recorded webinars provided by FHLBank.
2. Sponsor reviews current year’s AHP Implementation Plan.
3. Sponsor reviews the AHP Online Application User Guide.

MEMBER PREPARATION FOR AHP PARTICIPATION
1. Member watches recorded webinars provided by FHLBank.
2. Member reviews current year’s AHP Implementation Plan.
3. Member reviews the AHP Online Application User Guide.

SPONSOR PREPARES FOR APPLICATION
1. Sponsor determines the scoring criteria to which it wants to commit.
2. Sponsor establishes relationship with service providers or other entities required to fulfill commitment requirements.
3. Sponsor obtains required Memorandums of Understanding, supporting documentation, and other documentation required at application submission.
4. Sponsor completes the applicable Feasibility Workbook.

SPONSOR COMPLETES APPLICATION
1. Sponsor reviews the AHP Online Application User Guide and follows instruction to initiate the application.
2. Sponsor and/or Consultant fills out the application, uploading all required documentation as the application is completed.
3. Lead Sponsor Contact reviews completed application to ensure accuracy and completeness.
4. Upon determining application is accurate and complete, Lead Sponsor Contact approves (Sponsor Approve) the application.

ALREADY REGISTERED BUT FORGOT YOUR USERNAME AND/OR PASSWORD?
DO NOT create a new username.
Contact HCD for assistance.
MEMBER REVIEWS APPLICATION

1. Member receives notification the application has been Sponsor Approved.
2. Member provides required information on “Member Policy” and “Member Services” pages.
3. Member reviews application for accuracy and completeness.

MEMBER APPROVES/REJECTS APPLICATION

1. Member reads certification on “Member Approval” page.
2. Member approves or rejects application.
Using AHP Online - Guide for Project Sponsors:

SPONSOR/CONSULTANT REGISTRATION

CREATING AN ACCOUNT

If this is the first time you are logging in, you will need to create an account.

1. Select the link to AHP Online on FHLBank’s Community Programs AHP web page.
2. On the Welcome Page, select “Sponsor Sign In.”

FYI

If you have previously registered but cannot remember your username or password, contact HCD.

If you need help, contact Housing and Community Development between the hours of 8:00 a.m. and 5:00 p.m. for assistance.
To create an account:

1. Enter the information required on the screen.
2. Upon selecting “Send verification code,” the prompt will change to “Verify code.”
3. When the code is received via the email provided, enter the verification code, and select “Verify code.” The code must be entered within approximately three minutes, or you will be required to request a new verification code.
4. Select “Create.”

FYI

Passwords must be 8-16 characters and must include three out of four of the following:
- Lowercase characters
- Uppercase characters
- Numbers (0-9)
- One or more of the following symbols: @ # $ % ^ & * __ + = [ ] { } | \ : ' ~ " ()
SECOND TIER AUTHENTICATION

The second tier of authentication is received via either text (“Send Code”) or phone call (“Call Me”).

1. Verify the “Country Code” is correct.
2. Enter the phone number to which you want the verification code sent. This number will also be used for future verifications.
   - If a verification code will be received via text, follow the prompts on the screen. **The verification code must be entered within approximately three minutes, or you will be required to request a new verification code.**
   - If the verification will be received via phone call, follow the voice prompts in the phone call. **Verifications received via phone call must be made to your direct line.**
USING AHP ONLINE – SPONSORS/CONSULTANTS

ACCESSING AHP ONLINE

Select the link to AHP Online on FHLBank’s Community Programs AHP web page.

On the Welcome Page, select “Sponsor Sign In.”
LOGGING IN

If you do not have an existing account, you will need to create one. Go to “Sponsor/Consultant Registration.”

1. Enter Username and password.
2. Select “Sign In.”

FYI

To reset your password, select “Forgot your password?” and follow the prompts.
RECEIVING AND ENTERING THE VERIFICATION CODE

Select the method by which you want to receive the verification code.

**Verification Code Received Via Text:** If a verification code will be received via text, follow the prompts on the screen.

1. Once the text is received, enter the verification code in the space provided. **The verification code must be entered within approximately three minutes, or you will be required to request a new verification code.**
2. If the verification code is entered within three minutes and is entered correctly, you will automatically be advanced to the next screen.

**Verification Code Received Via Phone:** If the verification will be received via phone call, follow the voice prompts in the phone call. **Verifications received via phone call must be made to your direct line.**

1. You must answer your phone. The verification process cannot take place with voice mail.
2. Upon following the voice prompts, you will automatically be advanced to the next screen.
SETTING UP YOUR USER PROFILE

EDIT PROFILE

1. Enter information as applicable.
   - Fields highlighted in yellow are required.
   - Fields highlighted in green are optional.

2. Review information and select “Save” to continue.
CREATE OR SELECT AN ORGANIZATION

Sponsor and consultant organizations are required to create a new organization when they log in for the first time for that organization. **After the organization has been registered once, it will not need to be registered again.**

To create a new organization, select “Create new organization.” If the organization has already been entered in AHP Online, select “Select an existing organization” and review pages for accuracy. If information needs to be edited, see “Edit the User Profile” or “Edit Organization.”
**ORGANIZATION INFORMATION**

1. Enter information as applicable.
   - Fields highlighted in yellow are required.
   - Fields highlighted in green are optional.
2. Select at least one or more services provided as applicable.
3. Review information for accuracy and select “Next” to continue.

---

**FYI**

Use [www.usps.com](http://www.usps.com) to verify the ZIP+4.

See [ZIP + 4 and Census Tract Look Up](http://www.usps.com) for instructions.

---

**FHLBank recommends sponsors select “Project Sponsor” and consultants select “Other” for Organization Type**
SERVICE AREA

1. Provide information regarding the sponsor organization’s service area. AHP Online will provide prompts based on information provided. If the organization services the entire United States of America, no additional prompts will display.
2. Select “Next” when finished.

In the example below, the sponsor organization only provides service to certain neighborhoods within a municipality.
REVIEW & SUBMIT

1. Review the information for accuracy.
2. Select “Back” to correct information.
3. Select “Submit” to complete and submit the Organization Information.

CONFIRMATION

Select “Finish” to complete the Organization Information requirements to access AHP Online. If the organization needs to be edited, see “Editing the User Profile.” Otherwise, continue to “Initiate Application.”
EDITING THE USER PROFILE

To make changes to the User Profile:

1. Go to the “My Applications” page.
2. In the “Profile” drop-down menu, select “Edit Profile.”

Only editable fields may be changed.

3. Edit information as needed.
4. Review information for accuracy and select “Save” to submit.
EDIT ORGANIZATION

To make changes to the User Organization:

1. Go to the “My Applications” page.
2. In the “Profile” drop-down menu, select “Edit Organization.”
3. Select the applicable option.
   - Edit current organization (organization name).
   - Create new organization.
4. Select “Next.”

Only editable fields may be changed.

1. Select information to be edited.
2. Edit information as needed.
3. Review information for accuracy and select “Next” to continue.
4. Continue process through the “Review and Submit” screen. Review information for accuracy. Select “Submit.”
5. On the “Confirmation” screen, select “Finish.”
INITIATE APPLICATION

When logging in to AHP Online, you will either be directed to “My Projects” or “My Applications” depending on whether the application round is open. To initiate an application:

1. Select the “My Applications” tab.
2. In the drop-down menu, select “Initiate Application.” Sponsors may initiate as many applications as they intend to submit for the current competitive AHP application period, except as listed below and in the AHP Implementation Plan in effect for the application period.

- An owner-occupied project sponsor may submit only one each of the following project types per application period, but not a combination thereof: rehabilitation or purchase.

- Multiple applications representing the same project, as determined in FHLBank’s sole discretion, will be deemed a single project regardless of the year or years in which the applications were submitted and/or awarded and limited to receiving the maximum project subsidy and subsidy per unit allowable in the year of the original award. This does not apply to projects past retention.
APPLICATION INFORMATION – RENTAL PROJECTS

1. Enter the following:
   - Project Name
   - Project Type (Rental)
   - Activity Type (Acquisition, New Construction, Rehabilitation)
   - Project location ZIP code

2. Select “Lookup” to populate the remaining information on the screen (City, County, State).

FYI

Once the application has been initiated, the following fields cannot be edited:
- Project Type
- Activity Type

Activity Type refers to project scope, not for what the AHP subsidy will be used.

The “Lookup” tool in AHP Online sometimes takes several minutes to populate the City, County, and State.
APPLICATION INFORMATION – HOMEOWNERSHIP PROJECTS

1. Enter the following:
   - Project Name
   - Project Type (Home Ownership)
   - Application is? (Consumer Driven)
   - Activity Type (Rehabilitation or Acquisition)
   - Project location ZIP code – For scattered-site projects, enter the sponsor organization’s ZIP code.

2. Select “Lookup” to populate the remaining information on the screen (City, County, State).

FYI

Once the application has been initiated, the following fields cannot be edited.
- Project Type
- Activity Type

Activity Type refers to project scope, not for what the AHP subsidy will be used.

The “Lookup” tool in AHP Online sometimes takes several minutes to populate the City, County, and State.
SELECT SPONSOR AND LEAD CONTACT(S)

1. Use the “Search” function, enter all or part of the project sponsor name to locate the project sponsor. AHP Online will display organizations meeting that search criterion.
2. Select the sponsor organization from the resulting list. If the organization does not display, the organization will need to be registered in AHP Online.
3. Select at least one, and at most two, Lead Contacts.
4. Review information for accuracy and select “Next” to continue.

Application Roles:

Lead Sponsor Contact Role: Lead Sponsor Contacts may perform all, or part, of the duties necessary to submit the application and are solely responsible for the Sponsor Approve function required to submit the application for Member approval.

Input Contact Role: An Input Contact may fill out an application on behalf of the Lead Sponsor Contact. Input Contacts cannot edit Lead Contact, Input Contact, or Member Contact information once the application is initiated. They are also unable to Sponsor Approve an application for submission. This role is not mandatory.

Member Role: Authorized Users of the FHLBank Member are required to Member Approve the applications with which the member is associated. Members cannot revise the application submitted to them for approval, but they may reject the application back to the sponsor for revision.
SELECT INPUT ROLE & INPUT CONTACT(S)

1. If the Lead Sponsor Contacts will be acting in the capacity of both Input and Lead Sponsor roles, and no one in the sponsor organization will act in the capacity of an Input Contact, leave this screen blank, and select “Next” to continue.
2. Use the “Search” function, enter all or part of the name of the organization responsible for the input role. AHP Online will display organizations meeting that search criterion.
3. Select the organization from the resulting list. If the organization does not display, the organization will need to be registered in AHP Online.
**SELECT MEMBER & MEMBER CONTACT(S)**

1. Use the “Search” function, enter all or part of the name of the member that has agreed to participation in the AHP Online application. AHP Online will display member names meeting that search criterion.

2. Select the member from the resulting list. If the correct member does not display, contact the member to ensure it has completed the member registration process. If it has, contact Housing and Community Development for assistance.

**FYI**

A Member must be selected before an application can be initiated.
REVIEW AND SUBMIT

1. Review information to ensure accuracy.
2. If corrections need to be made, select “Back.” Otherwise, select “Submit.”
CONFIRMATION

This screen confirms you have successfully associated with an organization.

Select “Finish” to complete the application initiation process.

```
<table>
<thead>
<tr>
<th>Project Name</th>
<th>Running Creek Villas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Type</td>
<td>Rental</td>
</tr>
<tr>
<td>Activity Type(s)</td>
<td>New Construction</td>
</tr>
<tr>
<td>ZIP</td>
<td>66606</td>
</tr>
<tr>
<td>City</td>
<td>TOPEKA</td>
</tr>
<tr>
<td>County</td>
<td>SHAWNEE</td>
</tr>
<tr>
<td>State</td>
<td>KS</td>
</tr>
</tbody>
</table>

Selected Lead contacts

<table>
<thead>
<tr>
<th>Organization</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specialty Services, Inc.</td>
<td>John Doe</td>
</tr>
</tbody>
</table>

Selected Contacts with Input Role

<table>
<thead>
<tr>
<th>Organization</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tripl A Consulting</td>
<td>John Doe</td>
</tr>
</tbody>
</table>

Selected Member Contacts

<table>
<thead>
<tr>
<th>Member</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank KS</td>
<td>Steven Green</td>
</tr>
<tr>
<td>Bank KS</td>
<td>Norman Smith</td>
</tr>
</tbody>
</table>
```

Select “Finish” to complete the application initiation process.
MY APPLICATIONS

Once an application has been initiated, the “My Applications” screen will display upon log in. This screen displays all initiated applications with which the Contact is associated as well as the status of those applications.

To view or continue completing an application, select the applicable Application Number.

Application Status Definitions

Pending: The application has been initiated, but is not complete.

Sponsor Approved: The Lead Sponsor Contact has approved the application and has received confirmation of approval via email. The application must have this status before it can be submitted for member approval.

Member Approved: The member has completed the Member Involvement screens and has reviewed and approved the application. A status of Member Approved indicates the completed application has been submitted to FHLBank for review.
APPLICATION HOME

Use the Application Home page to:

- Determine the application status;
- Note the deadline to submit the application; and
- Determine which pages of the application are complete, have been started but are not yet complete, and have not yet been started.

Complete the information tabs within each application section in the order they appear.
- General Information
- Scoring
- Feasibility

Some tabs are reliant on information entered from previous tabs and may not work correctly if information is entered out of order.
GENERAL INFORMATION

Some tabs display questions or require data entry based on entry from previous tabs. Failure to complete the application tabs in the order they appear could cause errors or inaccurate information.

APPLICATION INFORMATION

Enter the following information:

- Project Name (must match project name entered on the “Initiate Project” screen);
- Project Description;
- Funding, etc. questions.

FYI

- For helpful information, select the question mark (?) on each screen.
- Fields with * must be completed before the application can be submitted.
- Fields with ** must be completed before the page can be saved.
- Always select “Save” before selecting “Next.” AHP Online will not retain unsaved information.

FYI

AHP Online will automatically log off users after 20 minutes of inactivity. Any non-input action, such as moving from screen to screen or saving a screen, are included in the definition of “inactivity.”
ZIP + 4 AND CENSUS TRACT LOOKUP

For each project site, verify the ZIP+4 using the “Quick Tools” option at USPS.com to obtain this information. Unitedstateszipcodes.org can also be used to obtain this information.

Select “Lookup.” Based on the data entered above, AHP Online will use the ZIP + 4 to populate the following information:

- City
- County
- State
- Congressional District
- Census Tract
- CBSA

If the results of the ZIP+4 display multiple options, select the appropriate option. If unknown, investigate further to determine the correct ZIP + 4.
**SITE INFORMATION**

1. Enter the city or county in which the project will be located. For projects serving more than one state, leave this field blank.
2. Select the state in which the project will be located. If the project will serve more than one state, select “Multi State.”
3. Determine whether the project is a single-site or a scattered site project.

**FYI**

**Scattered-site Project** – A project consisting of multiple residential buildings located on non-contiguous parcels

Go to the section of this AHP Online Application User Guide that corresponds with your answer:

- Site Information – Single-site Project (Address Known)
- Site Information – Single-site Project (Address Unknown)
- Site Information – Scattered-site Project (Addresses Known)
- Site Information – Scattered-site Project (Addresses Unknown)
SITE INFORMATION – SINGLE-SITE PROJECT (ADDRESS KNOWN)

1. If the project is not a scattered-site project as defined by FHLBank:
   - Select “Yes.”
   - Otherwise, select “No.” Skip this section, and go to “Site Information – Scattered-site Project (Addresses Known)” or “Site Information – Scattered-site Project (Addresses Unknown)” as appropriate.

2. Select “Add Site.” The screen will display fields required to be completed and will instruct you to enter information in all required fields.

3. In response to the question, “Is the address known?” select “Yes.” Do NOT select “No” for single-site projects. If the exact address of the project is not known, use the address of a location closest to the project, and answer all related questions. You will have an opportunity after the exact address has been determined to update FHLBank.

4. Enter the address information and select “Lookup.”

5. Answer remaining questions on the screen. Upload the appraisal or documentation supporting the value of the property (if required).

6. Review all information for accuracy and select “Update Site” to continue.

7. The screen will then display the site address. If it is correct, select “Save” and “Next” to continue.

FYI

- There is no indicator upon selecting “Lookup” the tool is working. There is, at times, a delay. This could take up to a minute.
- If the project will request points for Donated Property, it must be identified on this screen.
Do NOT select “No” to the question “Is the address known?” for single-site projects. If the exact address of the project is not known, use the address of a location closest to the project, and answer all related questions. You will have an opportunity after the exact address has been determined to update FHLBank. Return to “Site Information – Single-site Project (Address Known)".
SITE INFORMATION – SCATTERED-SITE PROJECT (ADDRESSES KNOWN)

1. If the project meets the definition of a scattered-site project:
   - If all addresses are known, select “Yes.”
   - If all addresses are not known, select “No.” Skip this section, and go to “Scattered-site Project (Addresses Unknown)”.

2. Enter the number of sites the project will include.
3. Select “Add Site.” The screen will display fields required to be completed and will instruct you to enter information in all required fields.
4. Enter the address information and select “Lookup.”
5. Answer remaining questions on the screen. Upload the appraisal or documentation supporting the value of the property (if required).
6. Review all information for accuracy and select “Update Site” to continue.
7. Repeat this action for all other known addresses.
8. The screen will display the property site addresses. If the addresses are correct, select “Save” and “Next” to continue.

FYI
- There is no indicator upon selecting “Lookup” the tool is working. There is, at times, a delay. This could take up to a minute.
- If the project will request points for Donated Property, it must be identified on this screen.
SITE INFORMATION – SCATTERED-SITE PROJECT (ADDRESSES UNKNOWN)

1. If the project meets the definition of a scattered-site project:
   - If some, but not all, addresses are known, select “No.”
   - If all addresses are known, select “Yes.” Go back to “Scattered-site Project (Addresses Known)”.

2. Enter the number of sites the project will include.
3. Enter the number of site addresses that are known.
4. Provide the address of a location central to the project sites or potential project sites.
5. Select “Lookup.”
6. Review all information for accuracy and select “Update Central Site” to continue.
7. After Updating Central Site, select “Add Known Sites” and provide information for each known site.
8. After all known addresses have been added, select “Save.”
9. The screen will display the property site addresses. If the addresses are correct, select “Save” and “Next” to continue.

FYI

For homeownership projects where addresses have not been identified, select “0” and enter the project sponsor’s address.

There is no indicator upon selecting “Lookup” the tool is working. There is, at times, a delay. This could take up to a minute.
FAIR HOUSING

The project as proposed and as approved must comply with all federal and state laws on fair housing and housing accessibility including as referenced in the AHP Implementation Plan.

Projects are required to complete FHLBank’s Fair Housing form (located on FHLBank’s website) that includes the following information:

✓ A description of the project’s future marketing activities.
✓ A description of the experience and training in Affirmative Fair Housing Marketing of the sponsor’s personnel
✓ A description of the demographic group(s) least likely to apply for housing without special outreach efforts and how the project will market to those groups

1. Provide all required information on the screen.
2. Review the information for accuracy and select “Save” and “Next” to continue.

Participation in on-site religious services as a requirement for residency is allowable if:

- The project owner is a religious organization.
- The project provides a legal opinion from a reputable law firm verifying the project is exempt from Fair Housing laws.

If the project has any restrictions on the gender of potential occupants, it must provide a legal opinion from a reputable law firm verifying the project remains in compliance with Fair Housing laws.
SUBSIDY AMOUNT AND USES OF FUNDS – RENTAL PROJECT

1. Enter the grant amount being requested for the project.
2. Select at least one option under “Uses of Funds.” More than one option may be selected. If “Other” is selected, refer to the AHP Implementation Plan, the FHFA Regulations, and/or Housing and Community Development staff to verify it is eligible to receive AHP funding.
3. Select the type of AHP retention document that will be used. FHLBank provides both owner-occupied and rental real estate retention agreements on its website for projects to use.
4. Submission of Application to another Federal Home Loan Bank:
   ❖ If the application has been submitted to another Federal Home Loan Bank, select “Yes,” and complete the information required.
   ❖ If the application has not been submitted to another Federal Home Loan Bank, select “No.”
5. Previous FHLBank application:
   ❖ If the application was previously approved by FHLBank, select “Yes,” and provide the previous project numbers and names in the space provided.
   ❖ If the application was not previously approved by FHLBank, select “No.”

FHLBank requires a real estate retention agreement for:
- each rental project
- each owner-occupied unit.

*Any retention document other than FHLBank-approved real estate retention agreements must be approved by FHLBank.

Application to other Federal Home Loan Banks: Provide information as required.

Previous Approval by FHLBank: If the project was previously approved by FHLBank, it may not be eligible. Contact Housing and Community Development at 1.866.571.8155 for assistance.
**Subsidy Amount and Uses of Funds – Homeownership Project**

1. Enter the grant amount being requested for the project.

2. Select at least one option under “Uses of Funds.” Although AHP Online allows more than one option to be selected, FHLBank does not allow more than one use per project. If “Other” is selected, refer to the AHP Implementation Plan, the FHFA Regulations, and/or Housing and Community Development staff to verify it is eligible to receive AHP funding.

3. Select at least one option under “Types of Assistance.” Owner-occupied Rehabilitation projects will need to select either “Closing Costs” or “Down Payment Assistance” even though funds will most likely not be used to assist with these costs. Only select “Homebuyer/Homeownership Counseling” if the project will request points for this in the Empowerment section.

4. Select the type of AHP retention document that will be used. FHLBank provides both owner-occupied and rental real estate retention agreements on its website for projects to use.

5. Submission of Application to another Federal Home Loan Bank:
   - If the application has been submitted to another Federal Home Loan Bank, select “Yes,” and complete the information required.
   - If the application has not been submitted to another Federal Home Loan Bank, select “No.”

6. Previous FHLBank application:
   - If the application was previously approved by FHLBank, select “Yes,” and provide the previous project numbers and names in the space provided.
   - If the application was not previously approved by FHLBank, select “No.”

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**FYI**

Owner-occupied rehabilitation projects will need to select either “Closing Costs” or “Down Payment Assistance” for “Types of Assistance” even though these are not likely uses for grant funds.

Only select “Homebuyer/Homeownership Counseling” if the project will request points for this under Empowerment.
### SCORING – POINTS OVERVIEW

See AHP Implementation Plan (Exhibit C) for more information.

#### Possible Points by Scoring Category/Criterion (assumes minimum commitment to scoring criteria required for points by project)

<table>
<thead>
<tr>
<th>Category/Criterion</th>
<th>Points based on</th>
<th>2.5 - 5 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use of Donated or Conveyed Government-owned or Other Properties (All)</td>
<td>✓ length of time between donation and AHP application deadline.</td>
<td>2.5 - 5 points</td>
</tr>
<tr>
<td></td>
<td>✓ Whether donation was by government or any agency or instrumentality thereof.</td>
<td></td>
</tr>
<tr>
<td>Promotion of Empowerment (All)</td>
<td>✓ Number of Promotion of Empowerment factors to which the project commits.</td>
<td>2.5 – 7.5 points</td>
</tr>
<tr>
<td>Sponsorship by a Not-for-Profit Organization or Government Entity (Rental)</td>
<td>✓ Not-for-profit or government sponsor’s ownership interest in the project.</td>
<td>2.5 - 7.5 points</td>
</tr>
<tr>
<td>First District Priority (All)</td>
<td>in-district</td>
<td>5 points</td>
</tr>
<tr>
<td>Special Needs – Points based on:</td>
<td>✓ Number of AHP-assisted units reserved by occupancy by special needs households.</td>
<td>5 – 10 points</td>
</tr>
<tr>
<td>Member Financial Participation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Second District Priority (All)</td>
<td>Points based on:</td>
<td>5 - 15 points</td>
</tr>
<tr>
<td></td>
<td>✓ Number of Second District Priority factors to which the project commits</td>
<td></td>
</tr>
<tr>
<td>AHP Subsidy per Unit (All)</td>
<td>Points based on:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓ Subsidy per AHP-assisted unit</td>
<td></td>
</tr>
<tr>
<td>Community Stability (All)</td>
<td>Points based on:</td>
<td>2.5 – 7.5 points</td>
</tr>
<tr>
<td></td>
<td>✓ Number of Community Stability factors to which the project commits</td>
<td></td>
</tr>
</tbody>
</table>

**FYI**

An applicant’s commitment to a scoring criterion does not guarantee it will be awarded points. Points are awarded based on FHLBank’s review and determination whether documentation submitted is sufficient.
SCORING – DONATED PROPERTY

Donation Information

If the project is not requesting points for donated property, select “No” to both questions on the screen.

If the project is requesting points for donated property, provide donation information as applicable to the project through answers to the questions that display. Additional questions may display based on answers to the questions.

To be eligible to receive points for Donated Property, a minimum of 20% of land or units must be donated to the project at no or a de minimis cost (excluding transfer or closing costs). Donations of property by the project sponsor, owner, or developer are not eligible to receive points under this scoring criterion. Points as assigned based on:
- Donation made by federal government or agency or instrumentality thereof
- Length of time between donation and the AHP application deadline.
DONATED EVIDENCE

If the project is not requesting Donated Property points, the screen will display the message shown. Select “Save” and “Next” to continue.

If the project is requesting Donated Property points (as indicated on the previous screen), documentation of the donations, as well as information about the nature of the donations, will need to be provided on this screen.

1. Upload documentation evidencing the property donations. All documentation must be uploaded as a single file (ZIP or PDF).
2. Answer the remaining questions and provide additional explanation(s) as required.
3. Review information for accuracy.
4. Select “Save” and “Next” to continue.

Documentation Requirements

Documentation to support the donation of property must be submitted with the application. The documentation should not include an acquisition cost for the property (excluding transfer or closing costs). Acceptable forms of documentation include, but are not limited to:

- Donation Commitment Letter
- Quit Claim Deed
- Settlement Statement
- Purchase Contract(s)
- Real Estate Transfer Statement
- Deed of Trust
- Long-term Lease
SCORING – SPONSORSHIP – RENTAL PROJECT

OWNERSHIP STRUCTURE

This section must be completed regardless of whether the project is requesting Sponsorship by Nonprofit points. Based on the answers to those questions, additional questions may display.

1. Select the project’s ownership structure.

   a. For a Limited Partnership (LP), a Limited Liability Company (LLC), or a General Partner (GP), complete the information shown as indicated.

   b. Select “Add Limited Partner” and/or “Add General Partner” as applicable.

      i. Name the partner of the LP or GP and enter the ownership interest of that partner. If there is only one LP, the ownership would be 100%. For example, if the LP owns 99.99% of the LLC, it may own 100% of the LP. Add additional limited partner as applicable.

      ii. After all information has been entered, review for accuracy and select “Update Limited Partner” or “Update General Partner” as applicable.

   c. For wholly owned or multiple partners (non-LP, LLC, or GP), select “Add Wholly Owned Partner.” Complete the information shown as indicated. Select “Update Wholly Owned.”

2. Review for accuracy.

3. Select “Save” and “Next” to continue.
**ORGANIZATION INFORMATION**

If the project will not request Sponsorship by a Not-for-profit Organization or Government Entity points, select “No.”

1. If the project will request Sponsorship by a Not-for-profit Organization or Government Entity points, select “Yes.”
2. Provide an answer to the ownership percentage question. Depending on the answer, additional fields may display.
3. Provide responses and additional documentation in a single file upload (PDF or ZIP) as required.
4. Review for accuracy and select “Save” and then “Next” to continue.

---

**Documentation Requirements if the Project is Requesting Sponsorship by Nonprofit Points – Upload as one file**

- Documentation of Non-profit Status (IRS Determination Letter)
- Certificate of Good Standing (dated as of the application year)
- Current list of the board of directors (dated as of the application year)

For Public Housing Authorities and Government Entities – provide the Charter and/or Enabling Legislation.

To qualify for Sponsorship by a Not-for-Profit Organization or Government Entity points, a sponsor must be a not-for-profit organization or government entity or have applied for not-for-profit status at application and awarded not-for-profit status by December 31 of the application year and must have an ownership interest in the project as specified in the AHP Implementation Plan. Points are assigned based on the sponsor’s ownership interest in the project.
SCORING – SPONSORSHIP – HOMEOWNERSHIP PROJECT

Provide an answer to the questions that display on the screen regardless of whether the project is requesting Sponsorship by Nonprofit points. Based on the answers to those questions, additional questions may display (i.e. Add Organization Button).

1. Select “Add Organization.” Additional fields may display based on selections. Provide responses and additional documentation in a single file upload (PDF or ZIP) as required.
2. Select “Update Organization.”
3. Review information for accuracy.
4. Select “Save.”

These questions must be answered whether or not the project will request points for Sponsorship by Nonprofit.

Provide information as requested, and select “Update Organization.”

Upload the following information as a single file (PDF or ZIP):
- Documentation of Nonprofit Status or application for Nonprofit Status
- Certificate of Good Standing
- Current list of Board of Directors

Review information for accuracy. Select “Save.”
5. Review the information on the screen that displays.

6. Select “Save” and “Next” to continue.

**Documentation Requirements if the Project is Requesting Sponsorship by Nonprofit Points – Upload as one file**

- Documentation of Non-profit Status (IRS Determination)
- Certificate of Good Standing (dated as of the application year)
- Current list of the board of directors (dated as of the application year)

**For Public Housing Authorities and Government Entities – provide the Charter and/or Enabling Legislation.**

**To qualify for Sponsorship by a Not-for-Profit Organization or Government Entity points, a sponsor must be a**

- not-for-profit organization or government entity or have applied for not-for-profit status at application and
- awarded not-for-profit status by December 31 of the application year, and must be integrally involved in the
- project in one or more of the following ways:

- Manage the construction or rehabilitation of the property;
- Provide empowerment services directly as defined in the Implementation Plan; or
- Qualify borrowers and provide or arrange financing for the owners of the units.
SCORING – TARGETING – RENTAL PROJECT

1. Enter the number of units the project will have in each Targeting category. Enter a “0” for any category for which the project will not have any units.

2. Select “Update” to save.

<table>
<thead>
<tr>
<th>Category</th>
<th>Number of Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than or equal to 50% AMI*</td>
<td></td>
</tr>
<tr>
<td>Greater than 50% and less than or equal to 60% AMI*</td>
<td>5</td>
</tr>
<tr>
<td>Greater than 60% and less than or equal to 80% AMI*</td>
<td></td>
</tr>
<tr>
<td>Greater than 80% AMI*</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>5</td>
</tr>
</tbody>
</table>

Enter the number of units in each Targeting category.

Select "Update."

3. If any units are entered in the “Less than or equal to 50% AMI” category, a field will display for you to indicate how many of those units you anticipate will be occupied by households with income less than or equal to 30% AMI. This is an FHFA reporting element only and not a commitment made by the project.

4. Select “Update.”

5. Review information for accuracy and select “Save” and then “Next” to continue.

FYI

Do not leave any fields blank. Enter a “0” for Targeting categories for which no units are targeted.

Review information for accuracy, and select “Save” and then “Next” to continue.
SCORING – TARGETING – HOMEOWNERSHIP PROJECT

1. Enter the number of units the project will have in each Targeting category. Enter a “0” for any category for which the project will not have any units.
2. Select “Update” to save.

3. If any units are entered in the “Less than or equal to 50% AMI” category, a field will display for you to indicate how many of those units you anticipate will be occupied by households with income less than or equal to 30% AMI. This is an FHFA reporting element only and not a commitment made by the project.
4. Select “Update.”
5. Review information for accuracy and select “Save” and then “Next” to continue.

FYI
Do not leave any fields blank. Enter a “0” for Targeting categories for which no units are targeted.
SCORING – HOUSING FOR HOMELESS HOUSEHOLDS

If the project will not request Housing for Homeless points, select “No.”

1. If the project will request Housing for Homeless Households points, select “Yes.” Additional fields will display.
2. Provide the information requested in the additional fields.
3. Review for accuracy and select “Save” and then “Next” to continue.

See definition of “Homeless Household” in the AHP Implementation Plan.

To qualify for Housing for Homeless Households points, a project must reserve at least 20 percent of its units for occupancy by homeless households. Projects are not eligible for points for marketing to homeless households but not reserving units specifically for those households.
SCORING – PROMOTION OF EMPOWERMENT – RENTAL PROJECT

If the project will not request Promotion of Empowerment points, select “No.”

1. If the project will request Promotion of Empowerment points, select “Yes.” Additional fields will display.
2. Provide the information requested in the additional fields.
3. Review for accuracy and select “Save” and then “Next” to continue.

**Documentation Requirements** (see Memorandum of Understanding on FHLBank’s website for specific requirements for each Promotion of Empowerment scoring criterion)

- Memorandum of Understanding (found on FHLBank’s website). The Memorandum of Understanding must be dated within the current or previous calendar year and must be signed. - OR -

- Commitment letter from the provider of the Empowerment factor committing to provide the service and required items included on the Memorandum of Understanding. The letter must be on the provider’s letterhead, must be dated within the current or previous calendar year and must be signed.

Points are assigned based on the number of Empowerment factors to which the project has committed.
SCORING – PROMOTION OF EMPOWERMENT – HOMEOWNERSHIP PROJECT

If the project will not request Promotion of Empowerment points, select “No.”

1. If the project will request Promotion of Empowerment points, select “Yes.” Additional fields will display.
2. Provide the information requested in the additional fields.
3. Review for accuracy and select “Save” and then “Next” to continue.

Documentation Requirements (see Memorandum of Understanding on FHLBank’s website for specific requirements for each Promotion of Empowerment scoring criterion)

- Memorandum of Understanding (found on FHLBank’s website). The Memorandum of Understanding must be dated within the current or previous calendar year and must be signed. - OR -

- Commitment letter from the provider of the Empowerment factor committing to provide the service and required items included on the Memorandum of Understanding. The letter must be on the provider’s letterhead, must be dated within the current or previous calendar year and must be signed.

Points are assigned based on the number of Empowerment factors to which the project has committed.
SCORING – FIRST DISTRICT PRIORITY – SPECIAL NEEDS

If the project will not request Special Needs points, select “No.”

1. If the project will request Special Needs points, select “Yes.” Additional fields will display.
2. Provide the information requested in the additional fields.
3. Review for accuracy and select “Save” and then “Next” to continue.

Documentation Requirements: No documentation is required at application to receive points for Special Needs.

Homeownership Projects: Documentation will be reviewed at each disbursement request.

Rental Projects: Documentation will be reviewed at Project Completion Reporting.

Points are assigned based on the number of Special Needs units to which the project has committed.
SCORING – FIRST DISTRICT PRIORITY – IN-DISTRICT

If the project will not request In-district points, select “No.”

1. If the project will request In-district points, select “Yes.” Previously-provided addresses (if any) will display. Addresses are not required to receive points for projects that do not have any known sites.
2. Review for accuracy and select “Save” and then “Next” to continue.

In-district: FHLBank’s district consists of Colorado, Kansas, Nebraska, and Oklahoma.

Full points are awarded if project commits to at least 50% of units being located within FHLBank’s District.
SCORING – FIRST DISTRICT PRIORITY – MEMBER FINANCIAL PARTICIPATION – RENTAL PROJECT

If the project will not request Member Financial Participation points, select “No.”

1. If the project will request Member Financial Participation points, select “Yes.”
2. Enter information and documentation as required.

3. Review for accuracy and select “Save” and then “Next” to continue.

Documentation Requirements (see Member Financial Participation form on FHLBank’s website for specific requirements).

- Member Financial Participation form (found on FHLBank’s website). The form must be dated within the current or previous calendar year and must be signed. - OR -

- Commitment letter from the FHLBank Member committing to provide financing that meets the requirements listed in the AHP Implementation Plan. The letter must be on the Member’s letterhead, must be dated within the current or previous calendar year and must be signed.

Points are assigned based on the FHLBank Member’s commitment to extend credit for or advance funds to the project for at least five percent of the project’s total development costs.
SCORING – FIRST DISTRICT PRIORITY – MEMBER FINANCIAL PARTICIPATION – HOMEOWNERSHIP PROJECT

If the project will not request Member Financial Participation points, select “No.”

1. If the project will request Member Financial Participation points, select “Yes.” Additional fields will display.
2. Provide the information requested in the additional fields.
3. Review for accuracy and select “Save” and then “Next” to continue.

Documentation Requirements (see Member Financial Participation form on FHLBank’s website for specific requirements).

- Member Financial Participation form (found on FHLBank’s website). The form must be dated within the current or previous calendar year and must be signed.

- OR -

- Commitment letter from the FHLBank Member committing to provide financing that meets the requirements listed in the AHP Implementation Plan. The letter must be on the Member’s letterhead, must be dated within the current or previous calendar year and must be signed.
SCORING – SECOND DISTRICT PRIORITY

All questions must be answered.

1. Answer “Yes” to any scoring criteria for which the project is requesting points. Additional fields may display. Provide information as required.
2. Answer “No” to any scoring criteria for which the project is not requesting points.
3. Review answers for accuracy.
4. Select “Save” and “Next” to continue.

Documentation Requirements.

- **Economic Diversity (Rental Projects):** FFIEC Geocoding System Census Demographic Data printout demonstrating the project is in a location where the Estimated Tract Median Family Income is equal to or exceeds the estimated MSA/MD/non-MSA/MD Median Family Income.

- **Economic Diversity (Homeownership Projects):** Memorandum of Understanding (found on FHLBank’s website) or commitment letter verifying at least 50% of the AHP-assisted units will be located in areas that qualify as defined in the AHP Implementation Plan.

- **Federally Declared Disaster Area:** Copy of the FEMA declaration or map describing the major disaster declaration (no more than 24 months prior to the AHP application period opening date).

- **Large Units (Rental Projects):** Project floor plan(s) demonstrating 3-bedroom units and 3-bedroom units included on Rental Project Worksheet in the Rental Feasibility Workbook.

- **Large Units (Homeownership Projects):** Memorandum of Understanding (found on FHLBank’s website) or commitment letter verifying at least 50% of the units will have three or more bedrooms.

- **Preservation of Federally Assisted Housing:** Documentation verifying either 1) project’s federal subsidy is within two years of expiration as of the AHP application period opening date; OR 2) the project is owned by a Public Housing Authority.

- **Military Veterans:** Memorandum of Understanding (found on FHLBank’s website) or commitment letter verifying at least 20% of the units will be provided to military veterans (including widows or widowers), whose condition of discharge was by any means other than dishonorable or bad conduct.
COMMUNITY STABILITY

All questions must be answered.

1. Answer “Yes” to any scoring criteria for which the project is requesting points. Additional fields may display. Provide information as required.
2. Answer “No” to any scoring criteria for which the project is not requesting points.
3. Review answers for accuracy.
4. Select “Save” and “Next” to continue.

**Documentation Requirements.**

- **Abatement of Hazardous Environmental Conditions (Rental Projects):** Requires 1) A Phase I environmental review, or third-party letter from an environmental contractor that verifies the presence of the conditions; 2) a letter from an environmental contractor that describes in detail the plan for removal and scope of the abatement of the condition; and 3) invoices or estimates verifying the costs. The costs should be included in the feasibility workbook.

- **Abatement of Hazardous Environmental Conditions (Homeownership Projects):** Memorandum of Understanding (found on FHLBank’s website) or commitment letter indicating the number of units committed to this factor.

- **Adaptive Reuse of Property (Rental Projects):** Documentation verifying the adaptive reuse. Examples include, but are not limited to, market study, local government tax assessment, condemnation papers from the city, Phase 1 or other environmental study, newspaper articles/advertisements, or letter from local government. Any documentation submitted must include the prior use of the property.

- **Adaptive Reuse of Property (Homeownership Projects):** Memorandum of Understanding (found on FHLBank’s website) or commitment letter that verifies at least 80% of the units will be committed to adaptive reuse.
COMMUNITY STABILITY DOCUMENTATION REQUIREMENTS, CONTINUED.

- **Owner-occupied Rehabilitation (Homeownership Projects ONLY):** Memorandum of Understanding (found on FHLBank’s website) or commitment letter verifying 100% of the units will be owner-occupied rehabilitation.

- **New Construction in an Area Designated by HUD (Rental Projects):** Documentation verifying 1) Project location’s Census tract; **AND** 2) HUD table verifying the project’s location (Census tract) is included on HUD’s list of Qualified Census Tracts.

- **New Construction in an Area Designated by HUD (Homeownership Projects):** Memorandum of Understanding (found on FHLBank’s website) or commitment letter verifying at least 20% of the units will be devoted to new construction units located in an area designated by HUD as a Qualified Tract, Distressed Area, or Difficult to Develop Area.

- **Neighborhood Stabilization Plan (NSP)/Revitalization Area (NRA):** Either 1) copy of an approved NSP or NRA document that identifies the government funding available to the targeted area, and a map showing the project location relative to the applicable plan; OR 2) commitment letter from the jurisdictional unit of government stating the area is located in an explicitly defined geographic district that meets an approved municipal plan and acknowledges the financial benefit available to the project or project type.

SCORING – AHP SUBSIDY PER UNIT (SPU)

Although AHP Online does not have a specific section for AHP SPU, points are still awarded to projects based on the project’s AHP SPU. Information for this scoring criterion is gathered from data entry of other screens within the application.

See the AHP Implementation Plan for the formula used to calculate Subsidy per Unit Points (AHP Online calculates SPU to six decimal points but does not display all decimal points.).

**NOTE:** The maximum subsidy per unit for all projects is $50,000.
FINANCIAL FEASIBILITY – HELPFUL HINTS

✓ Obtain the current Feasibility Workbooks (Owner-occupied or Rental) on FHLBank’s website.

✓ The Feasibility Workbooks include instructions and helpful hints to make completing them as easy as possible. Most tabs of the feasibility include instructions at the top of the page.

✓ Total Project Costs must be equal to Total Sources.

✓ The total AHP subsidy amount on the Subsidy Amount and Uses of Funds screen in AHP Online must be equal to the total subsidy amount requested in the Feasibility Workbooks.

✓ For Homeownership projects: The total amount of AHP subsidy used for homebuyer/homeowner counseling must be equal to the total amount of AHP subsidy used for these costs in the Owner-occupied Feasibility Workbook.

✓ Much of the financial feasibility analysis is completed by HCD staff outside of the online system. Provide explanations in the Feasibility Workbooks as indicated.

✓ Donated Property – If the project includes Donated Property, the Financial Feasibility Workbook should not include acquisition costs for the donated property. If an acquisition cost is reflected on the development budget, an offsetting donation must be included in the Sources of Funds.

✓ If the project is requesting points for Abatement of Hazardous Environmental Conditions, the cost must be reflected in the Feasibility Workbook.

✓ For rental projects, non-residential costs are calculated automatically based on the square footage of residential vs. non-residential costs. These costs can be overridden if submitted bids break out residential and non-residential costs. Non-residential costs must equal non-residential sources.

✓ Contact Housing and Community Development at 1.866.571.8155 for technical assistance concerning difficulties uploading the Feasibility Workbook.
FINANCIAL FEASIBILITY – HOMEOWNERSHIP PROJECT

For Rental projects, go to “Financial Feasibility – Rental Project.”

IMPORT SPREADSHEET (HOMEOWNERSHIP PROJECT)

A completed Feasibility Workbook is required for all applications.

1. Complete the Homeowner Feasibility Workbook found on FHLBank’s website.
2. Using the “Browse” feature, upload the completed Feasibility Workbook to AHP Online.
3. Provide any additional information that is available or required based on the project type.
Successful Upload (Homeownership Project):

If the upload is successful, no errors will display, and the upload box will now display the file name for the Feasibility Workbook. An additional section will display that includes some of the information from the Feasibility Workbook. Owner-occupied Projects, for the most part, review feasibility outside of AHP Online.

FYI

At this time, FHLBank will not utilize this information during its review of feasibility. The review and analysis will primarily be handled through the Homeowner Feasibility Workbook.
FEASIBILITY ANALYSIS (HOMEOWNERSHIP PROJECT)

If AHP Online detects any elements of the Feasibility Workbook that are outside FHLBank guidelines analyzed in AHP Online, those elements will display on this screen and will require explanation. Most FHLBank guidelines for homeownership projects are reviewed outside of AHP Online and are identified in the Feasibility Workbook.

To obtain information about the item outside FHLBank guidelines, select “More Info” in the “Details” column.

1. Select “Explain” by any items outside of FHLBank guidelines.
2. Provide an explanation for each issue.
3. Select “Update Feasibility Issue.”
4. Repeat the process for each item outside FHLBank guidelines as identified.
5. Review for accuracy.
6. Select “Save” and then “Next” to continue.

FYI

Most analysis of Homeowner project feasibility is done outside of AHP Online.

The Homeowner Feasibility Workbook identifies any elements that are outside of FHLBank guidelines.

If an item is outside FHLBank guidelines due to an error in the Feasibility Workbook, remove the previously uploaded Workbook. Make corrections as needed, and upload the corrected one.
COMMITMENT LETTERS (HOMEOWNERSHIP PROJECT)

If the project will include sources such as HOME funds, Weatherization grants, or other loans, a commitment letter must be uploaded for each one.

1. Select “Attach.”

2. Using the “Browse” function, locate and upload the commitment letter (must be uploaded as one file for each identified source).

3. Select “Update Commitment Letter” to save.

4. Answer the remaining questions.

FYI

With the exception of the question “Is the project an existing occupied project?” the answer to the remaining questions will be “No.”

IF the project will be an owner-occupied rehabilitation project, the answer to this question should be “Yes.”
REHABILITATION INFORMATION (HOMEOWNERSHIP PROJECT)

This tab will display for rehabilitation projects only.

1. In the space provided, describe the repairs that will be project’s focus.
2. Using the “Browse” function, locate and upload estimates that provide examples of anticipated rehabilitation to project units. These files must be uploaded as a single file (i.e. scanned and uploaded as a single PDF or a ZIP file).

FYI

Provide estimates for possible types of rehabilitation the Owner-occupied Rehabilitation project will provide. Examples of anticipation may include, but are not limited to: window replacement, roof repair/replacement, etc.

If approved, the project may extend beyond these examples. If awarded, the rehabilitation costs for each Owner-occupied Rehabilitation unit must be determined to be reasonable, based FHLBank’s cost reasonableness analysis.
DISPLACEMENT (HOMEOWNERSHIP PROJECT)

If the project will involve any temporary displacement of current residents, select “Yes.” Otherwise, select “No.”

Provide additional documentation and explanations as required.

FYI

Homeownership projects rarely include displacement of current residents. This may be a possibility for owner-occupied rehabilitation projects if the rehabilitation is of such an extent the homeowner must temporarily relocate during the repairs.
SPONSOR ROLE (HOMEOWNERSHIP PROJECT)

1. Obtain the Sponsor Experience Form found on FHLBank’s website.
2. Complete the Sponsor Experience Form.
3. Select all roles the sponsor will have with regard to the project.
4. Use the “Browse” function to locate and upload the completed Sponsor Experience Form.
5. If applicable, use the “Browse” function to locate and upload the Form 990, if applicable.
6. Review for accuracy.
7. Select “Save” and then “Next” to continue.
Primary Developer (Homeownership Project)

1. If the sponsor will be acting as the primary developer, select “Yes” and skip to Step 8 (below).
2. If the sponsor will not be acting as the primary developer, select “No.”
3. Provide information as required
4. Review information for accuracy.
5. Select “Save” and “Next” to continue.

FYI

The sponsor of a homeownership project generally acts as the developer.
**Development Team – Role Selection (Homeownership Project)**

1. Select all team members for the project. At least one team member is required. This must be completed before the page can be saved.
2. Provide a description of the selection process for development team members.
3. Review for accuracy.
4. Select “Save” and “Next” to continue.

---

**Development Team**

<table>
<thead>
<tr>
<th>Role</th>
<th>Selected?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-Developer</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>Consultant</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>General Contractor</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>Builder</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>Management Company</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>Architect</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>Engineer</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>Attorney</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>Other</td>
<td>☐ Yes ☐ No</td>
</tr>
</tbody>
</table>

**Provide description of selection process for development team members here.**

**Review information for accuracy. Selection “Save” and then “Next” to continue.**
**DEVELOPMENT TEAM – TEAM MEMBERS (HOMEOWNERSHIP PROJECT)**

Any roles with a “Yes” response on the Role Selection screen require additional information.

1. Select “Edit” next to the role for which you will be providing information.
2. Enter the required information.
3. Review for accuracy.
4. Select “Update Team Member.”
5. Repeat Steps 1-4 for all roles listed.

6. Review for accuracy.
7. Select “Save” and “Next” to continue.
DISCLOSURE (HOMEOWNERSHIP PROJECT)

1. Answer all questions.
2. Provide explanations as required.
3. Review for accuracy.

Answer questions, and provide information as required.

Review information for accuracy, and select “Save” and “Next” to continue.
**MARKET STUDY (HOMEOWNERSHIP PROJECT)**

If a Market Study was **NOT** completed:

1. Obtain and complete the Homeowner Needs Assessment on FHLBank’s website.
2. If a Market Study was not completed, select “No.”
3. Use the “Browse” function to locate and upload the Homeowner Needs Assessment.
4. Select “Save” and “Next” to continue.

If a Market Study was completed:

1. If a Market Study was completed, select “Yes.”
2. Use the “Browse” function to locate and upload the Third-party Market Study.
3. Select “Save” and “Next” to continue.
PROJECT TIMELINE (HOMEOWNERSHIP PROJECT)

1. Not all dates on the Project Timeline screen fit well within FHLBank’s Homeownership AHP; however, the fields are required. To reduce confusion, FHLBank suggests the dates be populated as follows:
   - **AHP Initial Draw Date, 100% of Financing Committed Date, Project Closing Date, Construction/Rehabilitation Start Date:** Use the same date for all of these fields. The date should be after the anticipated AHP grant award date.
   - **Complete Construction/Rehabilitation of All Units Date, Date of anticipated certificate of occupancy/certificate of substantial rehabilitation, Stabilized Occupancy Date:** Use the same date for these three fields. The date should be the anticipated project completion date.

2. The next two questions should be answered “Yes.” FHLBank requires all requests for disbursement of funds be submitted within 42 months of AHP Approval Date and the project be complete with all requested funds disbursed within 48 months of the AHP Approval date.

3. If there are any other project documents that should be uploaded (not required), use the “Miscellaneous Documentation” upload boxes to do so. The name of the file should include an indication of the file’s contents.

4. Review for accuracy.

5. Select “Save” and “Home.”

6. Continue to “Sponsor Approval” section of this AHP Online Application User Guide.
**FINANCIAL FEASIBILITY – RENTAL PROJECT**

For Homeownership projects, go back to “Financial Feasibility – Homeownership Project.”

**IMPORT SPREADSHEET (RENTAL PROJECT)**

A completed Feasibility Workbook is required for all applications.

1. Complete the Rental Feasibility Workbook found on FHLBank’s website.
2. Using the “Browse” feature, upload the completed Feasibility Workbook to AHP Online.
3. Provide any additional information that is available or required based on the project type.

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**Required Fields:**
- Upload the Rental Feasibility Workbook as a Microsoft Excel file.
- Project construction completion question.

Other fields may be required based on project type.

Review information for accuracy, and select “Save” and then “Next” to continue.
Successful Upload (Rental Project):

If the upload is successful, no errors will display, and the upload box will now display the file name for the Feasibility Workbook. An additional section will display that includes some of the information from the Feasibility Workbook. Much of the review for Rental feasibility takes place outside of AHP Online.

FYI

At this time, FHLBank will not utilize this information during its review of feasibility. The review and analysis will primarily be handled through the Rental Feasibility Workbook.
FEASIBILITY ANALYSIS (RENTAL PROJECT)

If AHP Online detects any elements of the Feasibility Workbook that are outside FHLBank guidelines analyzed in AHP Online, those elements will display on this screen and will require explanation. Not all FHLBank guidelines for rental projects are reviewed through AHP Online. Instead they are identified in the Feasibility Workbook.

To obtain information about the item outside FHLBank guidelines, select “More Info” in the “Details” column.

1. Select “Explain” by any items outside of FHLBank guidelines.

   2. Provide an explanation for each issue.
   3. Select “Update Feasibility Issue.”
   4. Repeat the process for each item outside FHLBank guidelines as identified.
   5. Review for accuracy.
   6. Select “Save” and then “Next” to continue.

FYI

Much of the analysis of Rental project feasibility is done outside of AHP Online. The Rental Feasibility Workbook identifies any elements that are outside of FHLBank guidelines.

If an item is outside FHLBank guidelines due to an error in the Feasibility Workbook, remove the previously uploaded Workbook. Make corrections as needed and upload the corrected one.
COMMITMENT LETTERS (RENTAL PROJECT)

If the project will include sources such as HOME funds, Weatherization grants, or other loans, a commitment letter must be uploaded for each one.

1. Select “Attach.”

2. Using the “Browse” function, locate and upload the commitment letter (must be uploaded as one file for each identified source).

3. Select “Update Commitment Letter” to save.

4. Answer the remaining questions.

FYI

If the project lists LIHTC as a source, upload:

- Documentation to demonstrate the LIHTC application’s submission or approval to the LIHTC commitment letter section.
- The portions of the LIHTC application that include: Sources of Funds, Development Budget, Unit Mix, Targeting, and Proforma to the upload box for the LIHTC application.
REHABILITATION (RENTAL PROJECT)

This tab will display for rehabilitation projects only.

1. In the space provided, describe the repairs that will be project’s focus.
2. Using the “Browse” function, locate and upload estimates to support the project’s rehabilitation costs. These files must be uploaded as a single file (i.e. scanned and uploaded as a single PDF or a ZIP file).
3. Review for accuracy and select “Save” and then “Next” to continue.
**DISPLACEMENT (RENTAL PROJECT)**

If the project will involve any temporary displacement of current residents, select “Yes.” Otherwise, select “No.”

Provide additional documentation and explanations as required.

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**FYI**

Ensure relocation costs are included in the development budget.

A relocation plan is required for any projects that include displacement of current residents.
SPONSOR ROLE (RENTAL PROJECT)

1. Obtain the Sponsor Experience Form found on FH Bank’s website.
2. Complete the Sponsor Experience Form.
3. Select all roles the sponsor will have for the project.
4. Use the “Browse” function to locate and upload the completed Sponsor Experience Form.
5. If applicable, use the “Browse” function to locate and upload the Form 990.
6. Review for accuracy.
7. Select “Save” and then “Next” to continue.
PRIMARY DEVELOPER (RENTAL PROJECT)

1. If the sponsor will be acting as the primary developer, select “Yes” and skip to Step 8 (below).
2. If the sponsor will be not be acting as the primary developer, select “No.”
3. Provide information as required
4. Review information for accuracy.
5. Select “Save” and “Next” to continue.

If the sponsor will not be the project’s primary developer, provide the information as shown.

Review information for accuracy. Select “Save” and then “Next” to continue.
DEVELOPMENT TEAM – ROLE SELECTION (RENTAL PROJECT)

1. Select all team members for the project. At least one team member is required. This must be completed before the page can be saved.
2. Provide a description of the selection process for development team members.
3. Review for accuracy.
4. Select “Save” and “Next” to continue.

<table>
<thead>
<tr>
<th>Role</th>
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<tbody>
<tr>
<td>Co-Developer</td>
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<tr>
<td>General Contractor</td>
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<tr>
<td>Builder</td>
<td></td>
</tr>
<tr>
<td>Management Company</td>
<td></td>
</tr>
<tr>
<td>Architect</td>
<td></td>
</tr>
<tr>
<td>Engineer</td>
<td></td>
</tr>
<tr>
<td>Attorney</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

Provide description of selection process for development team members here.

Review information for accuracy. Selection “Save” and then “Next” to continue.
DEVELOPMENT TEAM – TEAM MEMBERS (RENTAL PROJECT)

Any roles with a “Yes” response on the Role Selection screen require additional information.

1. Select “Edit” next to the role for which you will be providing information.
2. Enter the required information.
3. Review for accuracy.
4. Select “Update Team Member.”
5. Repeat Steps 1-4 for all roles listed.

6. Review for accuracy.
7. Select “Save” and “Next” to continue.
DISCLOSURE (RENTAL PROJECT)

1. Answer all questions
2. Provide explanations as required.
3. Review for accuracy.

Answer questions, and provide information as required.

Review information for accuracy. Select “Save” and then “Next” to continue.
Market Study (Rental Project)

If a Market Study was NOT completed:

1. Obtain and complete the Rental Needs Assessment on FHLBank’s website.
2. If a Market Study was not completed, select “No.”
3. Use the “Browse” function to locate and upload the Rental Needs Assessment.
4. Select “Save” and “Next” to continue.

If a Market Study was completed:

1. If a Market Study was completed, select “Yes.”
2. Use the “Browse” function to locate and upload the Third-party Market Study.
3. Select “Save” and “Next” to continue.
PROJECT TIMELINE (RENTAL PROJECT)

1. Enter projected dates on the Project Timeline. These fields are required to submit the application.
   - AHP Initial Draw Date should be a date after the anticipated AHP grant award date.
   - Date of anticipated certificate of occupancy/certificate of substantial rehabilitation should be at or before 48 months of the anticipated AHP grant award date.

2. The next two questions should be answered “Yes.” FHLBank requires all requests for disbursement of funds be submitted within 42 months of AHP Approval Date and the project be complete with all requested funds disbursed within 48 months of the AHP Approval date.

3. If there are any other project documents that should be uploaded (not required), use the “Miscellaneous Documentation” upload boxes to do so. The name of the file should include an indication of the file’s contents.

4. Review for accuracy.

5. Select “Save” and “Home.”

6. Continue to “Sponsor Approval” section of this AHP Online Application User Guide.
SPONSOR APPROVAL

On the Application Home Screen, verify the status of each screen (Description) is ✓. Complete any screens that are not complete (signified by ✗ or ). Once the application is complete, a Lead Sponsor Contact will select “Sponsor Approval” from the “Application” drop-down menu.
Completing Sponsor Approval

After selecting “Sponsor Approval,” the Sponsor Certification will display. Review the certification. By checking the box next to the certification and selecting “Approve,” the Lead Sponsor Contact is signifying agreement with the certification.

FYI
Once the Lead Sponsor Contact has approved the application, the application is final and is no longer editable (will be read only).

Once the application is Sponsor Approved, it will no longer be editable. The application is printable after Member Approval. To save a copy of the application after Member Approval, select “Print Application” or select “Application Attachments.” The application can be saved as a PDF. The application will not be able to be printed after the round closes. Print each attachment as a separate file.
After the application has been approved by the sponsor:

1. The application will no longer be editable.
2. The Member Contact(s) will receive notification via email the application is waiting for Member Approval.
3. A screen verifying the status is now “Sponsor Approved” and the screens that need to be completed by the member will display. In addition to the “Sponsor Approval” page shown below, the “Application Home” screen will also display the Member Status.

<table>
<thead>
<tr>
<th>Application</th>
<th>General Information</th>
<th>Scoring</th>
<th>Feasibility</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sponsor Approval</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Status: Sponsor Approved</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The application is incomplete until the Member completes the two screens identified below. The Member must enter all the required information before they can proceed with Member Approval.

An application is only complete when it is in “Member Approved” status.

<table>
<thead>
<tr>
<th>Incomplete Sections</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member Involvement: Member Policy</td>
<td>✗</td>
</tr>
<tr>
<td>Member Involvement: Member Service</td>
<td>✗</td>
</tr>
</tbody>
</table>
Using AHP Online – Guide for Members

HOURS OF OPERATION

AHP Online will be available between the hours of 6:30 a.m. to midnight (Central Time). It will be offline for routine maintenance and updates between the hours of midnight and 6:30 a.m. (Central Time).

AUTHORIZED AHP USERS

To access AHP Online, members will need to complete an AHP/HSP Authorization Form (Form). The form designates authorized users for the member institution. Members may access the Authorization Form along with Member Instructions for AHP/HSP Authorization Form on the AHP website.

The Authorization Form will not have to be completed for subsequent years. If additions need to be made to the designated authorized users for the member institution, an AHP/HSP Supplemental Authorization Form can be completed.

Allow two weeks for FHLBank to process the Authorization Form.

Once FHLBank has received the completed Authorization Form, authorized users included on the form will receive a secure email through Proofpoint (FHLBank’s secure email service) from FHLBank with their username and a temporary password. See “Member Access to AHP Online” for further instructions.
MEMBER ACCESS TO AHP ONLINE

Select the link to AHP Online on FHLBank’s Community Programs AHP web page.

On the Welcome Page, select “Member Sign In.”
MEMBER - LOGGING IN FOR THE FIRST TIME

Enter User Name and password provided by FHLBank.

If this is the first time you are logging in, you will need to reset your password. Otherwise, skip this section, and continue to Logging In to AHP Online.

You will be prompted to update your password.

FYI

If you have previously registered but cannot remember your username or password, contact HCD.

If you need help, contact Housing and Community Development between the hours of 8:00 a.m. and 5:00 p.m. for assistance.
The password must be 8-16 characters and must include three out of four of the following:

- Lowercase characters
- Uppercase characters
- Numbers (0-9)
- One or more of the following symbols: @ # $ % ^ & __ + = [ ] { } | : ' ~ " ()
MEMBER - LOGGING IN TO AHP ONLINE

Enter User Name and password.
AUTHENTICATING YOUR FHLBANK TOPEKA MEMBER ACCOUNT.

1. Enter the phone number you want to use to receive the verification code. Once your account has been created, this is the phone number the system will use for verification.
2. Enter the method by which you want to receive the verification code.
   - Text
   - Phone Call

3. Upon receipt of the verification code, enter it in the appropriate box. The verification code must be entered within approximately three minutes, or you will be required to request a new verification code.
Member Approval of a Sponsor Approved AHP Application

**MY APPLICATIONS**

Use the My Applications screen to:

- Determine the applications for which you are the Member Contact.
- Determine the status of applications for which you are the Member Contact.
- Navigate to applications for which you are the Member Contact.

To review and approve or reject a Sponsor Approved application:

Select the Application Number of a “Sponsor Approved” application.

<table>
<thead>
<tr>
<th>Application Number</th>
<th>Application Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>10000396</td>
<td>Hand-up Homes</td>
<td>Sponsor Approved</td>
</tr>
<tr>
<td>10000396</td>
<td>Running Creek Villas</td>
<td>Pending</td>
</tr>
</tbody>
</table>

Select the Application Number of a “Sponsor Approved” application to review and approve/reject. Member may view (read only), but not approve, applications that have a status of “Pending.”
APPLICATION HOME

Use the Application Home page to:

- Determine the application status;
- Note the deadline to submit the application; and
- Determine which pages of the application are complete, have been started but are not yet complete, and have not yet been started.

Member Contacts should review the entire application prior to approving/rejecting the application.

Except for the screens to be completed by the member, the application will be “read only” after Sponsor approval and will not be editable by the Member Contact.
MEMBER INVOLVEMENT INFORMATION

The questions in this section are not related to the Member Financial Participation scoring criterion. To learn more about the Member Financial Participation scoring criterion, see “Scoring – First District Priority – Member Financial Participation – Homeownership Project” or “Scoring – First District Priority – Member Financial Participation – Rental Project” as applicable.

MEMBER POLICY

The responses to the questions on this screen are intended to identify the member’s financial involvement in the project.

1. Answer all questions, and provide additional responses as required.
2. Review for accuracy.
3. Select “Save” and then “Next” to continue.

FYI

- For helpful information and instructions, click on the ? at the top of the screen and beside each field.
- Non-permanent financing includes construction loans, bridge loans, and performance guaranty letters of credit.
MEMBER SERVICES

The responses to the questions on this screen are intended to identify any grants, in-kind contributions, or services the member will provide to the project and the amount of any fees (if any) the member will charge. The pass-through of AHP subsidy to the project is not considered a service.

1. Answer all questions, and provide additional responses as required.
2. Review for accuracy.
3. Select “Save” and then “Next” to continue.
MEMBER APPROVAL

Either before or after completing the Member screens, the Member Contact may view all screens and uploaded files by returning to the “Application Home” screen and selecting the applicable application screen name or by selecting “Next” after completing the member screens.

1. To complete the Member Approval process, return to the “Application Home” screen.
2. Ensure all screens are complete (have a ✓).
3. In the “Application” drop-down menu, select “Member Approval.”
4. After selecting “Member Approval,” the Member Certification will display.
5. Review the certification. By checking the box next to the certification and selecting “Approve,” the Member Contact is signifying agreement with the certification.
6. Once the application is Member Approved, a message will display to confirm the application is complete.

Once the application is Sponsor Approved, it will no longer be editable. The application is printable AFTER Member Approval. To save a copy of the application after Member Approval, select “Print Application” or select “Application Attachments.” The application can be saved as a PDF. The application will not be able to be printed after the round closes. Print each attachment as a separate file.
Terms/Definitions

(See AHP Implementation Plan, Exhibit D for additional definitions.)

AHP/HSP Authorization Form (Authorization Form): Delegates authorized officers, employees or agents of the institution who may complete and execute applications, agreements, reservation requests for the Affordable Housing Program (AHP) and the Homeownership Set-aside Program (HSP).

AHP/HSP Supplemental Authorization Form: Allows changes and additions to be made to the delegated authorized officers, employees or agents of the institution included on the AHP/HSP Authorization Form.

AHP Online: FHLBank’s automated online system for AHP project application, disbursement, and monitoring.

Disbursement: Reimbursement by FHLBank to an entity for grant funds advanced at closing.

Homeownership Project: term used interchangeably with Owner-occupied project.

Inactivity: a period of time the user is not entering information on a screen in AHP Online. An inactivity period includes non-action items such as moving from screen to screen or saving a screen.

Input Contact: an employee or representative of the Project Sponsor organization, or a consultant or representative of another organization working with the Project Sponsor to complete an AHP application. The Input Contact may initiate and complete an AHP application but will not be allowed to edit contact screens or Sponsor Approve an AHP application. AHP Online allows up to three (3) Input Contacts per application. Consultants and representatives of non-sponsor organizations should be identified only as an Input Contact. An individual may be identified as an Input Contact for multiple applications. The role of a consultant or non-sponsor organization ends after the application has been submitted and follow-up is complete.

Lead Sponsor Contact: an employee of the Project Sponsor organization, or of an entity that wholly owns and/or controls the Project Sponsor organization, who has the knowledge and authority to respond to inquiries and make decisions related to an application/project. The Lead Sponsor Contact is responsible for the AHP subsidy for the entire AHP compliance period: five (5) years for homeownership projects and 15 years for rental projects. At least one (1) and at most two (2) Lead Sponsor Contacts from the same organization must be assigned for each application. The Lead Sponsor Contact(s) identified in the application will be associated with the complete life cycle of the project, from application to project completion, and, for rental projects, long-term monitoring.

Member Contact: an officer, employee, or agent of the member authorized to complete and execute applications, agreements, disbursement requests, reservations, forms, and other documents related to the Affordable Housing Program and the Homeownership Set-aside Program.

Project: For purposes of this Guide, the word “project” is used to describe potential projects as presented in the submitted AHP Online application.

Real Estate Retention Agreement (RERA): Recorded document in which the homebuyer (homeownership projects) or the project (rental projects) agrees to meet the retention agreements required by the AHP Regulations and FHLBank’s AHP Implementation Plan.
AHP Online Status Descriptions

Pending: The application has been initiated but is not complete.

Sponsor Approved: The Lead Sponsor Contact has approved the application and has received confirmation of approval via email. The application must have this status before it can be submitted for member approval.

Member Approved: The member has completed the Member Involvement screens and has reviewed and approved the application. A status of Member Approved indicates the completed application has been submitted to FHLBank for review.
Information Security

WHERE IS THE DATA STORED?

- The data is stored on Amazon Web Service servers in the cloud.

USEFUL LINKS:

- Internal Control System: [https://www.fhlbtopeka.com/corporate-governance-internal-control-system](https://www.fhlbtopeka.com/corporate-governance-internal-control-system)

RESETTING YOUR PASSWORD:

To reset your password, follow the prompts.

FOR TECHNICAL ASSISTANCE:

Contact Housing and Community Development via the contact information below with questions or difficulty logging in. When contacting Housing and Community Development, provide your contact information (name, member name, phone number, and email) and a description of the issue.

Phone: 1.866.571.8155

Email: hcdahp@fhlbtopeka.com

FYI

To protect sensitive information, after logging out of AHP Online, close all browser windows.