



Semi-annual Progress Report

AHP Online User Guide



Updated: March 27, 2020

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General Information

WHAT IS A SEMI-ANNUAL REPORT (SAPR)?

The SAPR process is used to determine whether a project is making satisfactory progress towards project start, use of funds, and project completion to meet requirements established in the AHP Regulations and FHLBank's AHP Implementation Plan.

SAPR FREQUENCY

FHLBank will request a SAPR at least twice per year until a project is complete. Notices emailed to the SAPR include the due date.

SAPR – TIMELY SUBMISSION

The notification email will include the date by which the SAPR must be certified and submitted by the Sponsor. Sponsors with past-due SAPRs may be restricted from certain Affordable Housing Program activities (i.e. receiving funding for pending disbursement requests for the project, submitting applications, etc.)

FYI

FHLBank, at its discretion, may request a SAPR at any time until the project's physical completion. The due date will be determined by HCD.

It is important to complete the SAPR in a timely manner. Once a SAPR has been requested, the project will be unable to do the following until the SAPR has been certified and submitted by the sponsor and approved by HCD:

- Submit pending disbursement requests
- Create a new disbursement request

PROGRAM RESOURCES

AHP Implementation Plan

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

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.

HELPFUL HINTS

- ✓ Use the links in this User Guide to navigate to specific sections, definitions of terms, etc.
- ✓ Users must be associated with a project as a contact in order to complete a SAPR.
- ✓ 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.
- ✓ AHP Online will automatically log users off 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.
- ✓ For optimal performance in AHP Online, FHLBank recommends using the most recent version of Internet Explorer.
- ✓ After an application is approved, consultants no longer have access through their company’s login information. If a Sponsor wants a consultant to have access to AHP Online for a project, the Sponsor will need to approve the consultant as an authorized user for the Sponsor’s account. The consultant will need to use a different username login for this account.
- ✓ Refer to The AHP website to obtain any documents required for SAPR.
- ✓ Always select “Save” before selecting “Next” to continue to the next page. **AHP Online does not retain unsaved data.**

FYI - Symbols

- For helpful information, select the  on each screen.
- Fields with  must be completed before the SAPR 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.

FYI – Save Each Page

To ensure you work has been saved, look for the message (shown below) after saving the page.



- ✓ The Feasibility Workbooks, if required at SAPR, include important and helpful instructions.

AHP Online Semi-annual Progress Report (SAPR) - Guide for Project Sponsors:

This section provides instructions for both Rental and Homeownership (Owner-occupied) Project types. Instructions that are applicable for a specific project type will be specifically identified.

NOTIFICATION OF SAPR REQUEST

The lead sponsor contact will receive an email notification that a SAPR needs to be completed. To complete the SAPR, you will first need to log in to AHP Online.

FYI

Sponsors that have multiple approved but not completed projects will be required to complete a SAPR for each of those projects.

Dear Affordable Housing Program (AHP) Sponsor:

As a part of the AHP Regulations (Part 12291 of the Code of Federal Regulations), the Federal Home Loan Bank of Topeka (FHLBank) is required to monitor approved AHP projects to ensure satisfactory progress is being made towards the initial disbursement of the AHP subsidy and project completion. An important part of this monitoring is the completion and submission of the Semi-annual Progress Report (SAPR). Log in to the AHP Online system to complete the SAPR for the referenced project. The completed SAPR is due Tuesday, March 06th, 2018.

AHP Project #: 2017A10000
Project Name: Sample Project Name
Sponsor: Sample Sponsor Name
Member: Sample Member Name

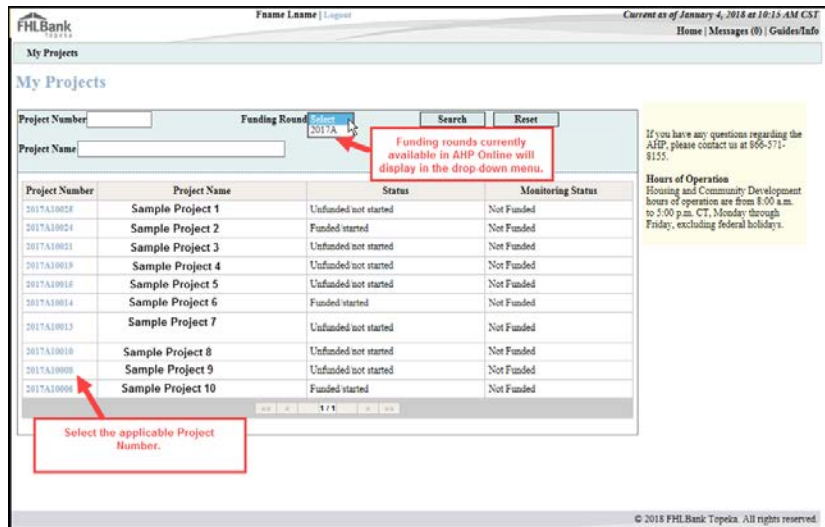
Reporting Period: September 01, 2017 - November 17, 2017
SAPR Due Date: Tuesday, March 06th, 2018

FHLBank's AHP Online system may be accessed from the AHP web page at www.fhltopeka.com/ahp. If you have any questions, contact FHLBank Housing and Community Development at HCDAHP@fhltopeka.com or 866-571-8155.

NAVIGATING THE DASHBOARD

After you have **logged in**, you will be directed to your dashboard, also known as "My Projects." This screen will display all projects for that sponsor.

1. If the project for which the SAPR is required is displayed, select the project number, and skip to #3 (below). Otherwise, select the Funding Round of the project for which the SAPR has been requested, and then select "Search."
2. The projects for that funding round will display. Select the project number for which the SAPR has been requested.
3. You will be directed to the "Current Project Summary" screen.



- On the “Current Project Summary” screen, from the “Monitoring” drop-down menu, select “Semi-Annual Progress Reports.”

Current Project Summary

Project Profile

Project Name Sample Project 1	Application Number 2067
Project Number 2017A10NNNN	Project Type Rental
Project Status Unfunded/not started	Sponsor Sample Sponsor Name
Monitoring Status Not Funded	Member Test Customer

Conditions Outstanding
No conditions exist.

Documentation Required
All documents satisfied.

Modifications

ID#	Type of Modification	Status	Date Approved/Rejected
513	Subsidy Amount	Approved	Jan 4, 2018

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- You will be directed to the “Semi-Annual Progress Reports” screen. In the “Current Semi-Annual Progress Report (SAPR) section, select “Edit” in the “Action” column for the Reporting Period indicated in the notification email.

Semi-Annual Progress Reports

Current Semi-Annual Progress Report (SAPR)

Action	Reporting Period	Due Date	Status
Edit	September 01, 2017 - November 17, 2017	03/06/2018	Not Certified

Previous Semi-Annual Progress Reports
No Previous Semi-Annual Progress reports(SAPR) found.

- You will be directed to the “SAPR Home” screen.

COMPLETING THE SAPR

Complete each screen of the SAPR with a status of “Not Visited” by selecting the associated sections. If you wish to withdraw the project, select “Project Progress.”

Screen Statuses:

- ✘ Not Visited
- ✔ In Progress
- ✔ Complete
- ! Modified by Community Investment staff

Semi Annual Progress Report

SAPR Home

Reporting Period: September 01, 2017 - November 17, 2017

SAPR Status: Not Certified

Approved AHP Funding Amount: \$ 750,000.00

Member: Test Customer

Section	Status
Units/Targeting	✘
Financial Feasibility : Financial Review	✘
Financial Feasibility : Import Spreadsheet	✘
Financial Feasibility : Feasibility Analysis	✘
Financial Feasibility : Commitment Letters	✘
Project Timeline	✘
Project Progress	✘

✘ Not Visited
✔ In Progress
✔ Complete

A SAPR is not complete until it all screens have been completed, and the report has been certified by the sponsor.

Select and complete each section. As sections are completed, the Status will change to "In Progress" or "Complete."

To withdraw a project, select "Project Progress."

A Semi-Annual Progress Report (SAPR) for an incomplete project is due twice per year. A SAPR is required to determine a project's progress towards completion.

A SAPR is completed by the project sponsor using the AHP Online system. To be considered submitted, the SAPR must be in certified status which is performed after the project sponsor completes all of the SAPR screens. Once a project is deemed complete by FHLB, a SAPR is not required to be submitted.

If a SAPR is delinquent, a project may be determined non-compliant. If you have any questions regarding monitoring, contact Housing and Community Development at 1-866-571-8155.

UNITS/TARGETING SCREEN

1. Units - Enter the following:
 - ❖ Units Complete as of the date the SAPR is being completed. If there are not any units complete, enter "0."
 - ❖ Pending units (units not complete as of the date SAPR is being completed).
2. Targeting – Complete as follows:
 - a. Enter the total units occupied in each targeting category as of the date the SAPR is being completed. *Enter a "0" in each category for which no units are occupied.*
 - b. Select "Update" to save information entered.
3. Changes to Project – Complete as follows:
 - a. Select "Yes" if there have been any changes to the project's commitments, location, etc. If "Yes," provide a description of those changes in the text box that displays. In addition, contact Housing and Community Development to discuss the impact of the changes on the project's score, eligibility, and other.
 - b. Select "No" if there have not been any changes to the project's commitments, location, etc.
4. Select "Save" and then "Next" to continue.

Owner-occupied Projects:

Units Complete in the Units section should equal the Total in the Targeting section.

Semi Annual Progress Report

Units/Targeting

Information
• Your changes have been saved to the system. ✓

Units

Indicate all progress to date

Total Units	107
Units Complete*	<input type="text" value="10"/>
Pending units*	<input type="text" value="97"/>

Targeting

Indicate the number of completed units occupied by income category:

Units Description	Number Of Units
Less than or equal to 50% AMI (Area Median Income)*	<input type="text" value="3"/>
Greater than 50% and less than or equal to 60% AMI*	<input type="text" value="6"/>
Greater than 60% and less than or equal to 80% AMI*	<input type="text" value="1"/>
Total	10

If any completed units are occupied, enter the number of units occupied for each targeting category. Enter a "0" if there are not any completed and occupied units in a targeting category.

Select "Update" to save information entered.

Any changes in the original AHP application's commitments including total units, income targeting, special needs (i.e. a change that would impact the original AHP application's score), project area, or any other material aspect of the project might require a modification. Contact Housing and Community Development immediately to discuss changes to your project to determine if a formal modification request is required.

Has there been a change from the original AHP application?* Yes No

If there have been changes to the project as indicated above, select "Yes." Otherwise, select "No."

Describe the changes to the project.*

If you indicated (above) there have been changes to the project, this field will display. Use this space to describe the changes.

You have 3996 characters remaining for your description.

* Required to save the page

* Required before Certification

To submit your changes please click Save before exiting this page.

Select "Save" and then "Next" to continue.

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FINANCIAL INFORMATION: FINANCIAL REVIEW

1. If desired, review the last approved Feasibility Workbook, click in the “Uploaded File Info” box. Open or save the workbook.
2. Answer each of the questions. Depending on how each question is answered, a text box may display where you can enter an explanation.
3. Select “Save” and then “Next” to continue.

FYI

FHLBank does not utilize most of the feasibility information included on this screen to conduct the feasibility review. Most of the analysis of project feasibility is completed outside of AHP Online.

Semi Annual Progress Report

Financial Information

Financial Review | Import Spreadsheet | Feasibility Analysis | Commitment Letters

Below is the most recent financial information approved for your project. Upload an updated Homeowner Feasibility Workbook only when there has been a change to the scope of work or financial structure of the project, when requesting an extension, or demonstrating project start through the utilization of AHP funds to procure financing not approved at application.

Current Homeowner Feasibility Workbook: Uploaded File Info
OO Feasibility Workbook 04252017.xlsx To review the last approved Feasibility Workbook, click here and then open or save.

Have all funding sources identified in the AHP application been committed?* Yes No

Have there been any significant changes to the sources of funds that were previously approved (at application or disbursement)?* Yes No Answer each question. Provide an explanation in any text boxes that display.

Are you aware of any obstacles that could impede obtaining the required funding to complete the project?* Yes No

Development Sources of Funds

Total General Requirements, Builder's Overhead and Profit	0.00 %
---	--------

* Required to save the page To submit your changes please click Save before exiting this page.

◆ Required before Sponsor Approval Select "Save" and then "Next" to continue. Save Undo

<Previous Next>

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FINANCIAL INFORMATION: IMPORT SPREADSHEET

It is extremely rare that a new Feasibility Workbook will be required with the SAPR. If you believe the project meets any of the conditions listed (below), contact HCD to discuss before uploading a new Feasibility Workbook. **DO NOT** upload a new Feasibility Workbook before contacting HCD.

1. If you have completed an updated Feasibility Workbook, answer “Yes.” Otherwise, select “No” and continue to #2 (below). If “Yes” is selected, an upload box will display. *Contact HCD if the project meets any of the following circumstances:*
 - ❖ There has been a change to the project’s scope of work;
 - ❖ There has been a change to the project’s financial structure;
 - ❖ The project is requesting an extension;
 - ❖ The project is demonstrating project start through the use of AHP subsidy to procure financing commitments that were not approved at the time of AHP application.
 - a. Use the “Browse” button to locate the updated workbook. New feasibility information will display on the screen. FHLBank does not utilize this information for feasibility review. The feasibility review is completed by FHLBank outside of AHP Online.
 - b. Scroll past the feasibility information to the bottom of the screen. You will need to affirm the information included in the updated Feasibility Workbook by selecting “Yes.”
2. Select “Save” and then “Next” to continue.

Semi Annual Progress Report

Financial Information

Financial Review | **Import Spreadsheet** | Feasibility Analysis | Commitment Letters

Upload an updated Homeowner Feasibility Workbook only when there has been a change to the scope of work or financial structure of the project, when requesting an extension, or demonstrating project start through the utilization of AHP funds to procure financing not approved at application.

Have you completed an updated Homeowner Feasibility Workbook with current information?* Yes No

Import the updated Homeowner Feasibility Workbook.*

Uploaded File Info
OO Feasibility Workbook 04252017.xlsx

Development Sources of Funds

Builder's Profit		0.00%
Total General Requirements, Builder's Overhead and Profit		0.00%

I have reviewed the information above and affirm it accurately reflects the current project financial information.* Yes No

Please save and proceed to the Feasibility Analysis section.

* Required to save the page

◆ Required before Sponsor Approval

To submit your changes please click Save before exiting this page.

Select "Save" and then "Next" to continue.

<Previous Next>

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FINANCIAL INFORMATION: FEASIBILITY ANALYSIS

NO NEW FEASIBILITY WORKBOOK UPLOADED / NEW FEASIBILITY WORKBOOK UPLOADED WITH NO ISSUES

If a new Feasibility Workbook is not uploaded, or if the newly-uploaded Feasibility Workbook does not identify anything outside FHLBank’s guidelines, AHP Online will indicate this on the screen.

The screenshot shows the 'Semi Annual Progress Report' interface. Under the 'Financial Information' tab, there is a message box stating: "Information: No new feasibility issues were found. No action required." A red arrow points from this message to a callout box that says "No issues identified. No action is required." At the bottom of the screen, there are buttons for "Save" and "Undo", with a red arrow pointing to them from a callout box that says "Select 'Save' and then 'Next' to continue." Another red arrow points from the "Next" button to the right.

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

NEW FEASIBILITY WORKBOOK UPLOADED / ISSUES IDENTIFIED

If AHP Online identifies anything outside FHLBank’s guidelines in the newly-uploaded Feasibility Workbook, the issues will display.

Enter an explanation for the identified issues.

1. Select “Explain” next to the Feasibility Value listed.
2. Enter the explanation in the space provided.
3. Select “Update Feasibility Issue.”
4. Select “Save” and then “Next” to continue.

The screenshot shows the 'Semi Annual Progress Report' interface with a table of feasibility issues. The table has columns for Action, Feasibility Value, Details, Standard, Current Approved, New, and Explained. The first row shows 'Management Fee' with a standard of 0.00% - 5.00% and a current approved value of 0.00%. The second row shows 'Operating Costs' with a standard of \$0.00 - \$5,000.00 and a current approved value of \$4,724.00. A red arrow points to the 'Explain' button next to the 'Management Fee' row. A callout box with a red border and the number '1' says "To enter an explanation, select 'Explain.'" Below the table, there is a 'Feasibility Issue' section for 'Management Fee' with a text area for an explanation. A red arrow points to this text area with a callout box with the number '2' that says "Enter the explanation in the space provided." Below the text area, there is a button labeled 'Update Feasibility Issue' with a red arrow pointing to it from a callout box with the number '3' that says "Select 'Update Feasibility Issue.'" At the bottom of the screen, there are buttons for "Save" and "Undo", with a red arrow pointing to them from a callout box with the number '4' that says "Select 'Save' and then 'Next' to continue." Another red arrow points from the "Next" button to the right.

ONCE AN EXPLANATION HAS BEEN ENTERED, THE “EXPLAINED” COLUMN FOR THAT ISSUE WILL DISPLAY “YES.”

FINANCIAL INFORMATION: COMMITMENT LETTERS

If the project did not require commitment letters, such as projects funded with AHP subsidy only, no action is required.

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

If, at application, the project required commitment letters, they will display on the screen.

- If the “Letters Provided” column displays “Yes” for all Commitment Letters, no action is required. Continue to Step 4 (below).
- If the “Letters Provided” column displays “No,” upload any available Commitment Letters that are available at this time.

Required Commitment Letters not previously provided can be uploaded at this time. (See “To Upload a Commitment Letter” – below.)

Previously-uploaded Commitment Letters (signified by “No” in the “Letters Provided” column) can be replaced. (See “To Replace/Update a Previously-submitted Commitment Letter” -below.)

TO REPLACE/UPDATE A PREVIOUSLY-SUBMITTED COMMITMENT LETTER:

1. Select “Attach” in the “Action” column of the project for which you want to replace/update the Commitment Letter.
2. In the “Uploaded File Info” box, select “Remove.”
3. Continue to “To Upload a Commitment Letter” (below).

Semi Annual Progress Report

Financial Information

Financial Review | Import Spreadsheet | Feasibility Analysis | **Commitment Letters**

The following approved funding sources were found. You must provide a commitment letter for each of them or re-upload the workbook if this was done in error.

Action	Source of Funds	Description	Amount	Committed	Letter Provided
▶ Action	Permanent Loan	Permanent Financing	\$ 1,550,000.00	Yes	Yes
Attach	Sponsor X	Other Loans	\$ 450,000.00	Yes	Yes
Attach	Other Sources	Deferred Developer Fee	\$ 369,873.00	Yes	Yes

Commitment Letter

Select "Attach."

Update Commitment Letter | Cancel

Source of Funds: Permanent Loan
Description: Permanent Financing
Amount: \$ 1,550,000.00
Committed: Yes

Attach a commitment letter for this approved funding source. ♦

Uploaded File Info

Remove

2092_VRA_CHFA Perm letter and Term Sheet.pdf

Select "Remove."

3

* Required to save the page
♦ Required before Sponsor Approval

If you wish to upload a new/revised Commitment Letter, continue to "To Upload a Commitment Letter."

To submit your changes please click Save before exiting this page.

Save | Undo

<Previous | Next>

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TO UPLOAD A COMMITMENT LETTER:

1. Select "Attach" next to the Source of Funds for which the Commitment Letter will be uploaded.
2. Use the "Browse" box to locate and upload the Commitment Letter.
3. Select "Update Commitment Letter."
4. Select "Save" and then "Next" to continue.

Semi Annual Progress Report

Financial Information

Financial Review | Import Spreadsheet | Feasibility Analysis | **Commitment Letters**

The following approved funding sources were found. You must provide a commitment letter for each of them or re-upload the workbook if this was done in error.

Action	Source of Funds	Description	Amount	Committed	Letter Provided
▶ Attach	Owner Equity	State Government Subsidy	\$ 150,000.00	Yes	No

Commitment Letter

Select "Attach."

Update Commitment Letter | Cancel

Source of Funds: Owner Equity
 Description: State Government Subsidy
 Amount: \$ 150,000.00
 Committed: Yes

Attach a commitment letter for this approved funding source. Delete After Use/Supp. ?

Use the "Browse" button to locate and upload the Commitment Letter.

Select "Update Commitment Letter" to save uploaded information.

* Required to save the page
 ♦ Required before Sponsor Approval

Select "Save" and then "Next" to continue.

To submit your changes please click Save before exiting this page.

<Previous Next>

ONCE A COMMITMENT LETTER HAS BEEN UPLOADED, THE "LETTER PROVIDED" COLUMN FOR THAT ISSUE WILL DISPLAY "YES."

PROJECT TIMELINE

The Project Timeline screen display will display differently based on project type (Homeowner or Rental). Review the timeline information that displays on the screen.

FYI:
Notify FHLBank immediately when the project is complete.

1. Revise any dates that need to be changed.
2. Select "Actual" or "Expected" as applicable for all dates.
The "AHP Initial Draw Date" cannot be edited to an Actual Draw Date. If a draw has occurred since the last reporting period, note this and the draw date as a comment in the space provided on this screen.
3. If there have not been any material delays to the project, select "No."
4. If there have been any material delays to the project, select "Yes." A text box will display for you to provide an explanation of the delays.

Semi Annual Progress Report

Project Timeline

Notify FHLBank immediately upon Project Completion

Please supply the current project timeline dates listed below:

Award Date	12/31/2017		
Award Expiration Date	10/27/2018		
AHP Initial Draw Date*	<input type="text" value="03/01/2018"/>	Expected	<input style="background-color: #e0e0e0; border: 1px solid #ccc;" type="button" value="?"/>
100% of Financing Committed Date*	<input type="text" value="09/30/2019"/>	* <input type="radio"/> Actual <input type="radio"/> Expected	<input style="background-color: #e0e0e0; border: 1px solid #ccc;" type="button" value="?"/>
Project Closing Date*	<input type="text" value="12/31/2019"/>	* <input type="radio"/> Actual <input type="radio"/> Expected	<input style="background-color: #e0e0e0; border: 1px solid #ccc;" type="button" value="?"/>
Construction/Rehabilitation Start Date*	<input type="text" value="02/15/2018"/>	* <input type="radio"/> Actual <input type="radio"/> Expected	
Complete Construction/Rehabilitation of all Units Date*	<input type="text" value="12/31/2019"/>	* <input type="radio"/> Actual <input type="radio"/> Expected	<input style="background-color: #e0e0e0; border: 1px solid #ccc;" type="button" value="?"/>
Date of completion as defined in the Implementation Plan*	<input type="text" value="12/31/2019"/>	* <input type="radio"/> Actual <input type="radio"/> Expected	
Stabilized Occupancy Date*	<input type="text" value="12/03/2018"/>	* <input type="radio"/> Actual <input type="radio"/> Expected	

Have there been any material delays to the project?+ Yes No

Please provide a detailed explanation of reason for delays* 3 if applicable

Provide an explanation for the material delays to the project in the space provided.

You have 4000 characters remaining for your description.

* Required to save the page
* Required before Certification

To submit your changes please click Save before exiting this page.

4 Select "Save" and then "Next" to continue.

[<Previous](#)
[Next>](#)

PROJECT PROGRESS

WITHDRAWING A PROJECT

1. If you wish to withdraw the project, select “Yes” to the first question.
2. Provide the reason for the project’s withdrawal in the space provided.
3. Answer the remaining questions on the page. (See below.)

COMPLETING THE “PROJECT PROGRESS” SCREEN.

1. Select “No” to the first question if you do not wish to withdraw the project.
2. Answer the remaining questions on the screen. Provide explanations or update information as required.
3. Select “Save.”
4. **Use the drop-down menu at the top of the page to return to “SAPR Home” to select “certify” and complete the SAPR process.**

CERTIFYING THE SAPR

1. Review the status of each section to ensure all sections have a status of “Complete” as signified by a green check mark. Select and complete any incomplete sections (i.e. status of “Not Visited” or “In Progress.”)
2. Select “Certify.”
3. A “SAPR Certification” box will display that requests a certification the information provided in the SAPR is true, complete, and accurate. To submit the SAPR, select “Yes.”

Semi Annual Progress Report

SAPR Home

Reporting Period: September 01, 2017 - November 17, 2017
 SAPR Status: Not Certified
 Approved AHP Funding Amount: \$ 750,000.00
 Member: Test Customer

Section	Status
Units/Targeting	✓
Financial Feasibility : Financial Review	✓
Financial Feasibility : Import Spreadsheet	✓
Financial Feasibility : Feasibility Analysis	✓
Financial Feasibility : Commitment Letters	✓
Project Timeline	✓
Project Progress	✓

Certify (Select "Certify.")

Not Visited
 In Progress
 Complete

SAPR Certification

Sponsor certifies the information provided is true, complete, and accurate.

Are you certain you want to submit this information?

Select "Yes" to complete SAPR.

A Semi-Annual Progress Report (SAPR) for an incomplete project is due twice per year. A SAPR is required to determine a project's progress towards completion.

A SAPR is completed by the project sponsor using the AHP Online system. To be considered submitted, the SAPR must be in certified status which is performed after the project sponsor completes all of the SAPR screens. Once a project is deemed complete by FHLB, a SAPR is not required to be submitted.

If a SAPR is delinquent, a project may be determined non-compliant. If you have any questions regarding monitoring, contact Housing and Community Development at 1-866-571-8155.

4. “SAPR Home” will now display the SAPR has been completed.

Semi Annual Progress Report

SAPR Home

Information
 • SAPR Certification successfully completed.

Reporting Period: September 01, 2017 - November 17, 2017
 SAPR Status: Certified
 Approved AHP Funding Amount: \$ 750,000.00
 Member: Test Customer

Status Change Details			
From Status	To Status	Changed By	Changed Date
Not Certified	Certified	Clara S. Smith	02/27/2018

FYI

Once the SAPR is certified, it is Read Only. You will not be able to edit it.

5. Housing and Community Development staff will review the submitted SAPR and contact you via email with any questions or clarifications they may have. Any information transmitted that includes Personally Identifiable Information (PII) must be transmitted through secure email (such as FHLBank’s Proofpoint).

Terms/Definitions

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

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

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

HCD: Housing and Community Development department.

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.

Personally Identifiable Information (PII): Information that can be used to distinguish or trace an individual's identity, such as their name, address or telephone number, **combined** with other personal identifying information such as social security numbers, biometric records, health information, date of birth, mother's maiden name, personal bank account numbers, credit card numbers, etc.

Semi-annual Progress Report (SAPR): Pre-completion reporting by the project sponsor regarding the project's progress toward successful completion and occupancy of the project.



AHP Online Status Descriptions

Approved –Housing and Community Development staff have completed review of the SAPR. The SAPR has been approved.

Certified – The accuracy of the Semi-annual Progress Report (SAPR) has been certified by the Sponsor and has been submitted to FHLBank.

Under Review – The SAPR is currently being reviewed by Housing and Community Development staff.

Information Security

WHERE IS THE DATA STORED?

- The data is stored on Amazon Web Service servers in the cloud.
- Amazon Web Service Cloud Security website: <https://aws.amazon.com/security/>
- Information on Assurance certifications: <https://aws.amazon.com/compliance/pci-data-privacy-protection-hipaa-soc-fedramp-faqs/>

USEFUL LINKS:

- Business Continuity Plan: <https://www.fhlbtopeka.com/corporate-governance/business-continuity-plan>
- Fraud Awareness: <https://www.fhlbtopeka.com/corporate-governance-fraud-awareness>
- FHLBank Information Assurance: <https://www.fhlbtopeka.com/corporate-governance-information-assurance>
- Internal Control System: <https://www.fhlbtopeka.com/corporate-governance-internal-control-system>

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, organization, 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.
- Do not share your username or password with anyone.

Appendix A – Sponsor Access to AHP Online

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

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

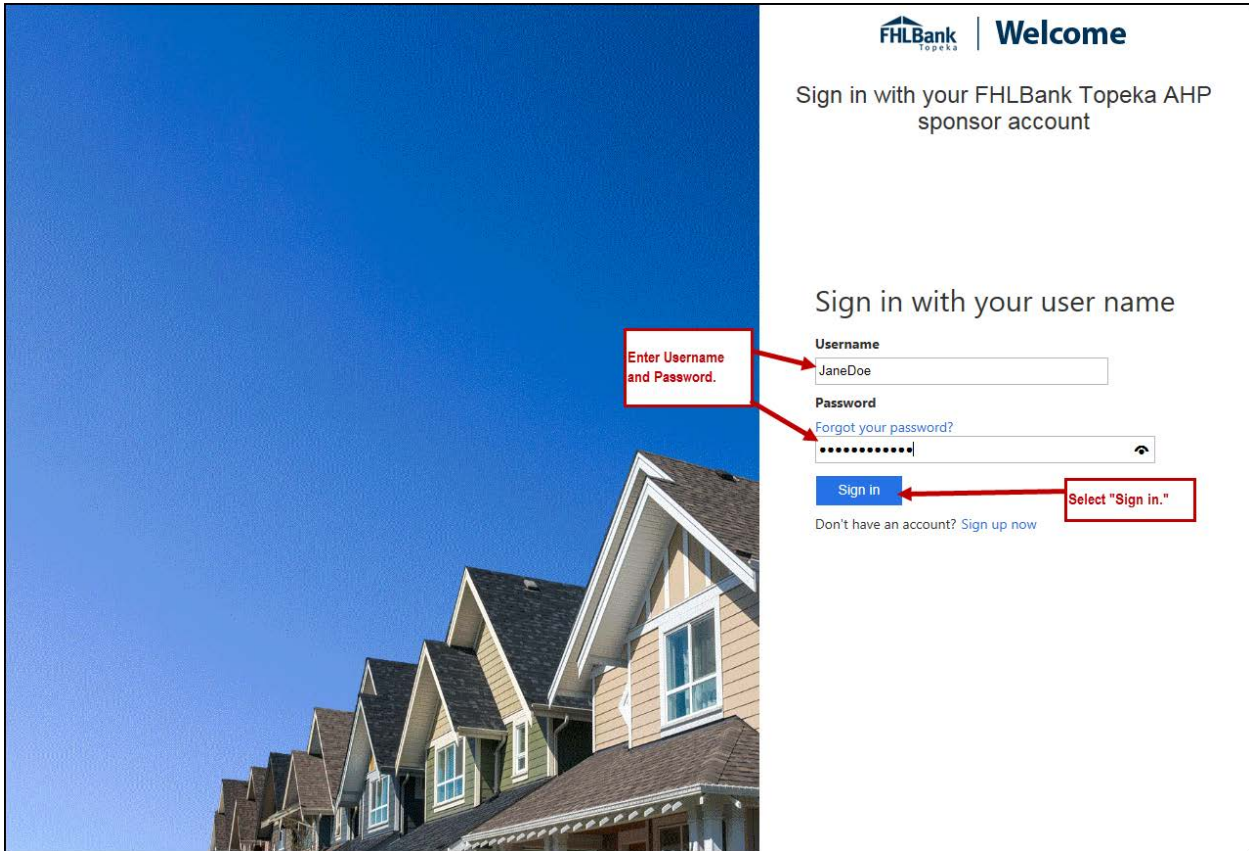


The screenshot shows the FHLBank Topeka Welcome page. On the left, there is a blue banner with the text: "FHLBANK TOPEKA'S MISSION WE MAKE A DIFFERENCE BY HELPING OUR MEMBERS BUILD THEIR COMMUNITIES Thank you for partnering with us." Below the banner is a photograph of a row of houses. On the right, the page header includes the FHLBank Topeka logo and the word "Welcome". Below the header, it states: "This is a secure site for FHLBank Topeka Affordable Housing Program participants." There are two buttons: "Sponsor Sign In" and "Member Sign In". A red callout box with a red arrow points to the "Sponsor Sign In" button, containing the text: "Select 'Sponsor Sign In' to sign in for an existing account or create a new account." Below the buttons, it lists "AHP Online hours: 6:30 a.m. to midnight CT" and provides contact information: "Questions? Click on the link to contact FHLBank's Housing and Community Development Department via email or call 866-571-8155." At the bottom, it says: "For optimum performance, FHLBank recommends the use of Internet Explorer 9.0 or higher."

1. Enter Username and password.
2. Select "Sign In."

FYI

To reset your password, select "Forgot your password?" and follow the prompts.



The screenshot shows the FHLBank Topeka AHP sign-in interface. At the top left is the FHLBank Topeka logo. To the right, it says "Welcome". Below this, it prompts the user to "Sign in with your FHLBank Topeka AHP sponsor account". There are two main sign-in options: "Sign in with your user name" and "Sign in with your phone number". The "Sign in with your user name" option is selected. It includes a "Username" field with "JaneDoe" entered, a "Password" field with masked characters, and a "Forgot your password?" link. A blue "Sign in" button is at the bottom of this section. Below the button is a link for "Don't have an account? Sign up now". Annotations include a red box labeled "Enter Username and Password." with arrows pointing to the Username and Password fields, and another red box labeled "Select 'Sign in.'" with an arrow pointing to the Sign in button.



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

The screenshot shows the FHLBank Topeka 'Welcome' screen for verifying an AHP sponsor account. It prompts the user to select a method to receive a verification code. The phone number is masked as 'XXX-XXX-XXXX'. A red box highlights the instruction: 'Select method by which you want to receive the verification code.' Below the phone number are three buttons: 'Send Code', 'Call Me', and 'Cancel'.

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.

The screenshot shows the FHLBank Topeka 'Welcome' screen for verifying an AHP sponsor account. It prompts the user to enter a verification code received via text. A red box highlights the instruction: 'If the code is received via text, enter the code as shown below.' The phone number is 'XXX-XXX-9149'. Below the phone number, it says 'Enter your verification code below, or send a new code'. A text input field contains the code '798858'. A 'Cancel' button is located below the input field.

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.

To make changes to the User Profile:

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

Lead Sponsor | Logout Current as of April 27, 2017 at 4:16 PM CDT

Home | Messages (0) | Guides/Info

My Applications | My Projects | **Profile**

- Edit Profile
- Edit Organization

My Applications

Application Number	Application Name	Status
Current/Last Round - 2017A		
10000395	Running Creek Villas	Pending

Funding Round Information:

Application Deadline:
As established annually in the AHP Implementation Plan.

If you have any questions regarding the AHP, please contact us at 866-571-8155.

Hours of Operation:
Housing and Community Development hours of operation are from 8:00 a.m. to 5:00 p.m. CT, Monday through Friday, excluding federal holidays.

Only editable fields may be changed.

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

Lead Sponsor | Logout Current as of April 27, 2017 at 4:21 PM CDT

Home | Messages (0) | Guides/Info

My Applications | My Projects | **Profile**

User Profile ?

Edit Profile

Only information with editable fields may be changed.

Login ID: JaneDoe
Salutation:* Dr.
First Name:* Jane
Middle Initial:
Last Name:* Doe
Title/Position:
Email:* jjevakumar@ceiamerica.com
Confirm Email:* jjevakumar@ceiamerica.com

Cell Phone Number:
Work Phone Number:* 4129420202 **Extn:** 1234
Fax Number:
Address Line1* One Security Benefit Place
Address Line2
ZIP* 73101 **Zip+4** 4782 ?

City OKLAHOMA **Congressional District** CITY
County OKLAHOMA **Census Tract** OK
State OK **CBSA**

Review edited information for accuracy, and select "Save."

* Required to save the page

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.
 - o Edit current organization (organization name).
 - o Create new organization.
4. Select “Next.”

Only editable fields may be changed.

5. Select information to be edited.
6. Edit information as needed.
7. Review information for accuracy, and select “Next” to continue.
8. Continue process through the “Review and Submit” screen. Review information for accuracy. Select “Submit.”
9. On the “Confirmation” screen, select “Finish.”