



# AHP Application

## User Guide



Effective 2024

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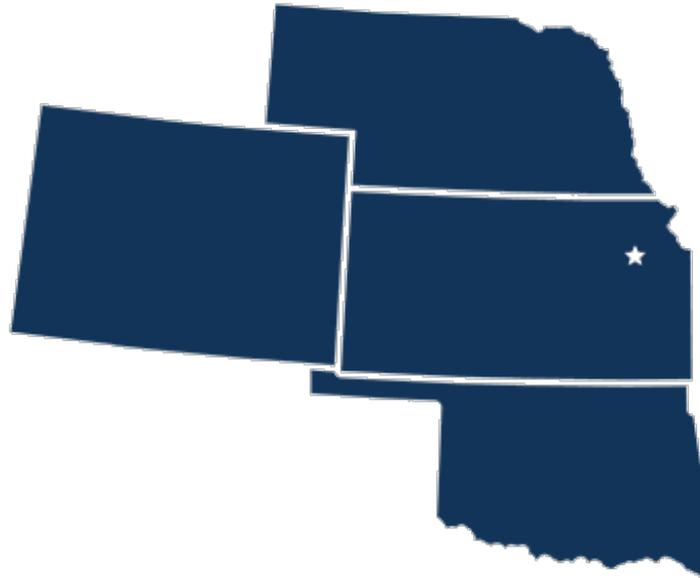
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## Affordable Housing Program Details

### 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.

Through the AHP, FHLBank will provide funding for qualified applications. Information regarding the current competitive General Fund can be found on the following AHP Application website link: [AHP Application](#).



### 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: 866.571.8155.

## HELPFUL HINTS

- ✓ Use the links in this AHP Online Application User Guide to navigate to certain sections, definitions of terms, etc.
- ✓ A lead contact (ie: project sponsor), input contact (ie: consultant, if applicable), and member contact (ie: FHLBank member) must be registered in AHP Online before an application can be initiated. See the [AHP Online Registration Guide](#) located on FHLBank’s website for instructions. **If you have previously registered but cannot remember your username or password, contact HCD. DO NOT re-register, as this will create difficulties within AHP Online.**
- ✓ 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.

### 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.

### **ALREADY REGISTERED BUT FORGOT YOUR USERNAME AND/OR PASSWORD?**

**DO NOT create a new username.**

**Contact HCD for assistance.**

- ✓ 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 Microsoft Edge

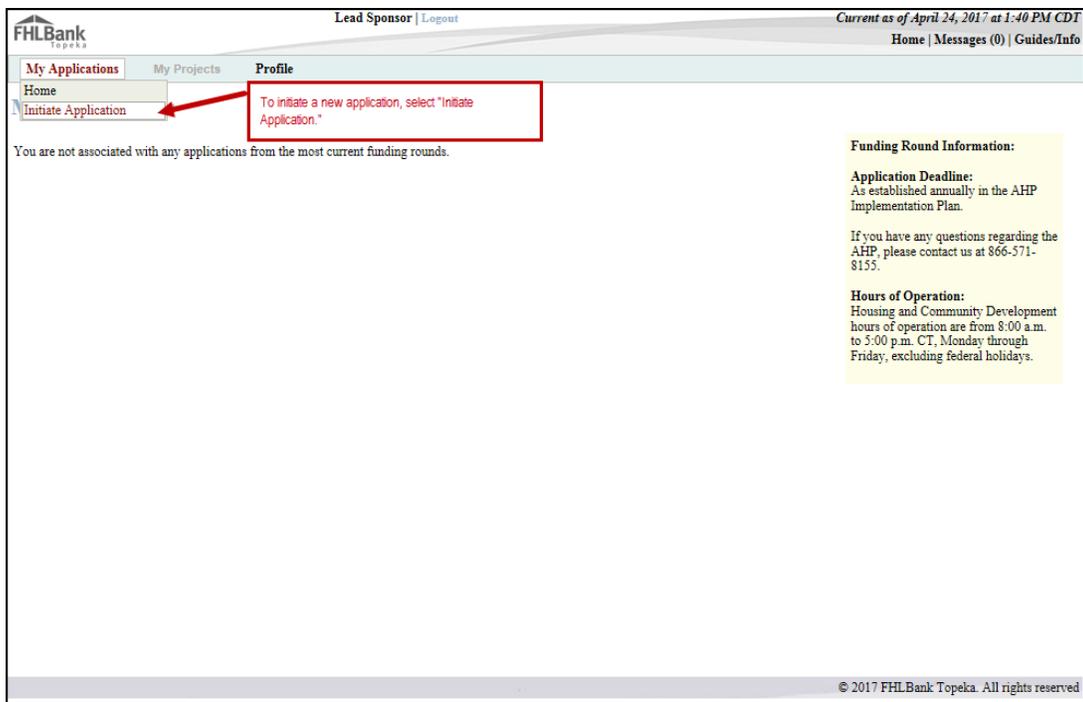
## Sponsors: Creating and Approving an Application:

All applications must be initiated and submitted in AHP Online. This section covers the steps the Sponsor must complete prior to submitting it to the Member for approval and submission to FHLBank Topeka for consideration in the competitive application round.

### 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. Refer to our website for the application round opening and closing dates. When the 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.



The screenshot shows the FHLBank Topeka AHP Online interface. At the top, it says "Lead Sponsor | Logout" and "Current as of April 24, 2017 at 1:40 PM CDT". Below that are navigation links: "Home | Messages (0) | Guides/Info". The main navigation bar has three tabs: "My Applications", "My Projects", and "Profile". Under "My Applications", there is a dropdown menu with "Home" and "Initiate Application" options. A red arrow points to "Initiate Application", and a red callout box contains the text: "To initiate a new application, select 'Initiate Application.'". Below the navigation bar, it says "You are not associated with any applications from the most current funding rounds." On the right side, there is a yellow box titled "Funding Round Information:" containing "Application Deadline: As established annually in the AHP Implementation Plan." and "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." At the bottom right, it says "© 2017 FHLBank Topeka. All rights reserved."

- *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)
    - More than one can be selected
  - 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

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

**If you initiate and save an application with the wrong Project or Activity Type, you will need to disregard this application and start a new one.**

Lead Sponsor | Logout Current as of April 24, 2017 at 3:28 PM CDT

Home | Messages (0) | Guides/Info

My Applications | My Projects | Profile

### Initiate Application ?

- 1 Application Information
- 2 Select Lead Contacts
- 3 Select Input Role
- 4 Select Member
- 5 Review and Submit
- 6 Confirmation

Project Name\*

Project Type\*

Activity Type(s)\*

Acquisition

New Construction

Rehabilitation

ZIP\*   ?

City TOPEKA

County SHAWNEE

State KS

\* Asterisk indicates required field.

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APPLICATION INFORMATION – HOMEOWNERSHIP PROJECTS

1. Enter the following:
  - Project Name
  - Project Type (Home Ownership)
  - Application is? (Consumer Driven – only option and must be selected)
  - 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

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

**If you initiate and save an application with the wrong Project or Activity Type, you will need to disregard this application and start a new one.**

Lead Sponsor | Logout Current as of April 27, 2017 at 5:11 PM CDT

Home | Messages (0) | Guides/Info

My Applications | My Projects | Profile

### Initiate Application ?

1 Application Information    2 Select Lead Contacts    3 Select Input Role    4 Select Member    5 Review and Submit    6 Confirmation

Project Name\*

Project Type\*

Application is?\*

Activity Type(s)\*  Rehabilitation  
 Acquisition (Down Payment Assistance)

ZIP\*   ?

City TOPEKA  
County SHAWNEE  
State KS

\* Asterisk indicates required field.

*Please note that once the application has been initiated, neither the Project Type nor the Activity Type can be changed.*

*After entering the required information and selecting "Lookup," review the information entered, and select "Next."*

## SELECT SPONSOR AND LEAD CONTACT(S)

1. Use the “Search” function, enter all or part of the project sponsor name to filter for the organization. The Lead Contact(s) must be from the project sponsor organization.
2. AHP Online will display organizations meeting that search criterion. *If you are unable to find the organization name, try searching by the first several letters in the sponsor organization name and searching again.*
3. Select the sponsor organization from the resulting list.
  - o If the organization does not display, the organization may not be in the system and will need to register in AHP Online.
4. Select at least one, and at most two, Lead Contacts.
5. Review information for accuracy and select “Next” to continue.

### WARNING:

The application initiation process cannot be completed unless all organizations and contacts are registered in AHP Online.

Lead Sponsor | Logout Current as of April 24, 2017 at 3:38 PM CDT  
Home | Messages (0) | Guides/Info

My Applications My Projects Profile

### Initiate Application

1 Application Information 2 Select Lead Contacts 3 Select Input Role 4 Select Member 5 Review and Submit 6 Confirmation

The Lead Sponsor is responsible for the AHP subsidy for the entire AHP compliance period : 5 years for homeownership and 15 years for rental projects from project completion.

Organization Name  Search Reset

Select	Organization Name	City	State
<input type="radio"/>	Allied Services, Inc.	OKLAHOMA CITY	OK
<input checked="" type="radio"/>	Specialty Services, Inc.		
<input type="radio"/>	Support Services		
<input type="radio"/>	Triple A Affordable Housing		
<input type="radio"/>	Washington Housing Opportunities		

(Select at least 1 and at most 2 Lead Contacts)

Contacts for Specialty Services, Inc.		Select
Name		
Jane Doe		<input checked="" type="checkbox"/>

Back Next Cancel

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### 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 approve an application for submission. This role is not mandatory.

**Member Role:** Authorized Users of the FHLBank Member are required to 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 (ie: consultant, developer, etc.). AHP Online will display organizations meeting that search criterion. **If you are unable to find the organization name, try searching by the first several letters in the organization name and searching again.**
3. Select the organization from the resulting list.
  - o If the organization does not display, the organization may not be in the system and will need to register in AHP Online.

An Input Role/Contact is not required. The screen can be left blank, and select "Next" to continue.

**WARNING:**

The application initiation process cannot be completed unless all organizations and contacts are registered in AHP Online.

**Helpful Hint:**

The sponsor organization can also serve in the Input Role; however, the contact(s) must be different than the Lead Sponsor contact(s).

**For Example:** Jane Smith and John Smith are the Lead Sponsor Contacts for Helpful Community Development. Little Johnny Smith, also from Helpful Community Development is the Input Role Contact for the application.

The screenshot shows the 'Initiate Application' process in the FHLBank Topeka system. The interface includes a navigation bar with 'My Applications', 'My Projects', and 'Profile'. The main content area is titled 'Initiate Application' and features a progress bar with six steps: 1. Application Information, 2. Select Lead Contacts, 3. Select Input Role, 4. Select Member, 5. Review and Submit, and 6. Confirmation. Step 3 is currently active.

Annotations include:

- A red box around the search input field with the text: "Use the 'Search' tool to locate the entity that will input information but not approve the application for submission."
- A red box around the 'Triple A Consulting' row in the 'Organizations' table with the text: "Select the entity that will input information but not approve the application for submission."
- A red box around the 'Save' button in the 'Contacts for Housing Solutions Consulting' section with the text: "From the list, select individual(s) who should have input roles for the entity. If more than one contact displays, you may select up to three."
- A red box around the 'Next' button with the text: "When all information is complete, select, 'Next.'"

**Please Note:**

- At most three contacts can be selected as input roles from multiple organizations.
- Please click NEXT after selecting the Contacts to save your changes.

Select	Organization Name	City	State
<input type="radio"/>	Allied Consulting	OKLAHOMA CITY	OK
<input type="radio"/>	Brendan Frasier AH Consulting		
<input type="radio"/>	Housing Opportunities, Inc.	FORT COLLINS	CO
<input checked="" type="radio"/>	Triple A Consulting		
<input type="radio"/>	Washington Housing Consultants		

Organization	Name	Delete
Soecialtv Services, Inc.	Lead Sponsor	Delete

## SELECT MEMBER & MEMBER CONTACT(S)

1. Use the “Search” function, enter all or part of the name of the member organization name that has agreed to participate in the AHP Online application. AHP Online will display member names meeting that search criterion. *If you are unable to find the member name, try searching by the first several letters in the member name and searching again.*
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. Contact Housing and Community Development for assistance if necessary.

### WARNING:

The application initiation process cannot be completed unless all organizations and contacts are registered in AHP Online.

The screenshot shows the 'Initiate Application' page with a progress bar at the top containing six steps: 1. Application Information, 2. Select Lead Contacts, 3. Select Input Role, 4. Select Member, 5. Review and Submit, and 6. Confirmation. Step 4 is currently active.

Callout boxes and arrows provide the following instructions:

- Step 1:** Use the "Search" tool to locate the FHLBank Member.
- Step 2:** Select the FHLBank Member for the project.
- Step 3:** From the list, select the Member Contact(s). If more than one contact displays, you may select up to three.
- Step 4:** When all information is complete, select, "Next."

The interface includes a search field for 'Member Name' with 'ks' entered, a 'Members' table with 'Bank KS' selected, and a 'Member Contact(s)' table with 'Steve Brown' and 'Herman Smith' selected. Navigation buttons for 'Back', 'Next', and 'Cancel' are at the bottom.

## REVIEW AND SUBMIT

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

Lead Sponsor | [Logout](#)
Current as of April 24, 2017 at 3:45 PM CDT

Home | Messages (0) | Guides/Info

My Applications
My Projects
Profile

### Initiate Application ?

1 ✓ Application Information

2 ✓ Select Lead Contacts

3 ✓ Select Input Role

4 ✓ Select Member

5 Review and Submit

6 Confirmation

**Project Name** Running Creek Villas

**Project Type** Rental

**Activity Type(s)** New Construction

**ZIP** 66606

**City** TOPEKA

**County** SHAWNEE

**State** KS

Selected Lead Contacts	
Organization	Name
Specialty Services, Inc.	Jane Doe

Selected Contacts with Input Role	
Organization	Name
Triple A Consulting	John Doe

Selected Member Contacts	
Member	Name
Bank KS	Steve Brown
Bank KS	Herman Smith

If all information is correct, select, "Submit."

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CONFIRMATION

This screen confirms you have successfully completed the steps to initiate the application.

Select "Finish" to complete the application initiation process.

Lead Sponsor | [Logout](#)
Current as of April 24, 2017 at 3:47 PM CDT  
[Home](#) | [Messages \(0\)](#) | [Guides/Info](#)

[My Applications](#)
[My Projects](#)
[Profile](#)

### Initiate Application ?

1 ✓  
Application Information

2 ✓  
Select Lead Contacts

3 ✓  
Select Input Role

4 ✓  
Select Member

5 ✓  
Review and Submit

6 ✓  
Confirmation

**Project Name** Running Creek Villas

**Project Type** Rental

**Activity Type(s)** New Construction

**ZIP** 66606

**City** TOPEKA

**County** SHAWNEE

**State** KS

Selected Lead contacts	
Organization	Name
Specialty Services, Inc.	Jane Doe

Selected Contacts with Input Role	
Organization	Name
Triple A Consulting	John Doe

Selected Member Contacts	
Member	Name
Bank KS	Steve Brown
Bank KS	Herman Smith

Select "Finish" to complete the application initiation process.

Finish

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## 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.

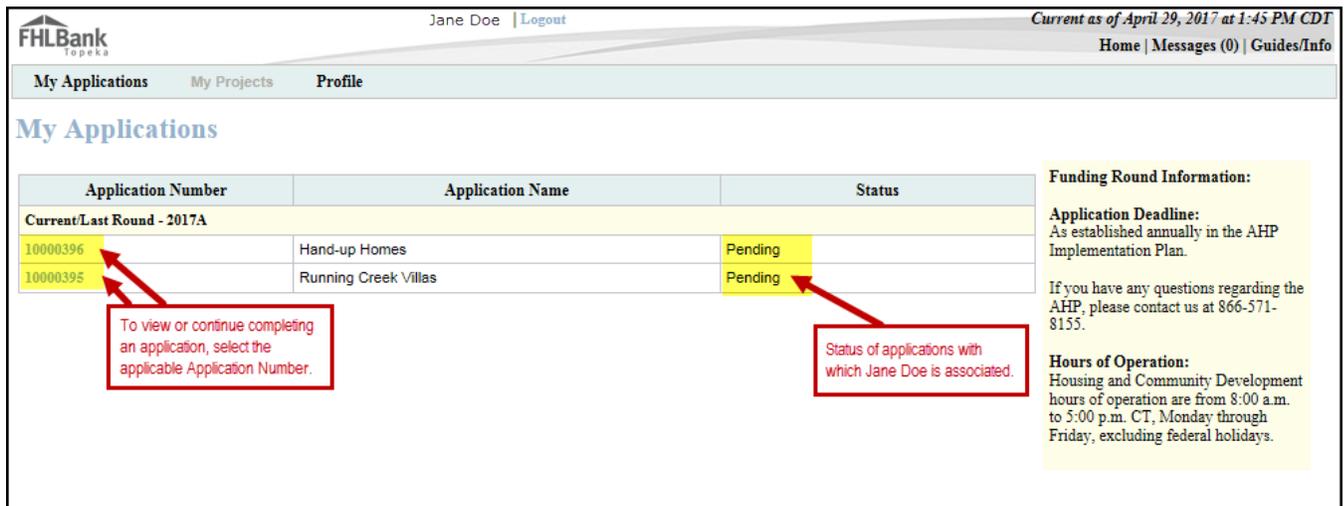
To view or continue completing an application, select the applicable Application Number.

### 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. This status is required before the member can submit the application.

**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.



Jane Doe | Logout Current as of April 29, 2017 at 1:45 PM CDT

Home | Messages (0) | Guides/Info

My Applications   My Projects   Profile

### My Applications

Application Number	Application Name	Status
<b>Current/Last Round - 2017A</b>		
10000396	Hand-up Homes	Pending
10000395	Running Creek Villas	Pending

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

Status of applications with which Jane Doe is associated.

**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.

## 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.

### FYI

Status Symbols:



= Not Visited (Need to complete)



= In Progress (Started but not complete)



= Complete



= Modified by Housing and Community Development Staff

Application ▾ General Information ▾ Scoring ▾ Feasibility ▾

## Application Home

Application Status Pending  
 Funding Round 2021A  
 Round Deadline 06/30/2021

Description	Status
<b>General Information</b>	
Application Details : Application Information	✓
Application Details : Site Information	✓
Application Details : Fair Housing	✗
Application Details : Subsidy Amount and Uses of Funds	✗
<b>Scoring</b>	
Use of Donated or Conveyed Government-owned or Other Properties : Donation Information	✗
Use of Donated or Conveyed Government-owned or Other Properties : Donated Evidence	✗
Sponsorship by a Not-for-profit Organization or Government Entity	✗
Home Purchase by Low- or Moderate-income Households	✗
Income Targeting	✗
Underserved Communities and Populations	✗
Creating Economic Opportunity	✗
Community Stability	✗
FHLBank Priorities	✗
<b>Feasibility</b>	
Financial Feasibility : Import Spreadsheet	✗
Financial Feasibility : Feasibility Analysis	✗
Financial Feasibility : Commitment Letters	✗
Displacement	✗
Sponsor Role	✗
Primary Developer	✗
Development Team : Role Selection	✗
Development Team : Team Members	✗
Disclosure	✗
Market Study	✗
Project Timeline	✗

**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, upload options, 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 – Tell us a little bit about your application (A brief description is all that is required);
- Project ZIP – See the next page for additional zip code information.
- Answer the remaining questions as applicable for the application.

**Application Details** 2

Application Information | Site Information | Fair Housing | Subsidy Amount and Uses of Funds

Project Name\*

Project Type

Activity Type(s)

ZIP   ?

City

County

State

**Project Description** ◆

Helga's Homess will be located on the Southeast corner of the Helga neighborhood in Lincoln, NE. The homes will be restricted to veterans at or below 50% of the Area Median Income. The total cost of the project is \$8,412,581. Funding will be provided through a construction loan from Member, tax increment financing, a LISC grant, low income housing tax credits, and hopefully an AHP grant. | ▼

*You have 3597 characters remaining for your description.*

Will the project fall into one of the following categories?\*

HUD 811

HUD 202

Permanent Supportive Housing

None

Will the project have single-room occupancy (SRO) units available for occupancy?◆  Yes  No

Will the project use any Federal Government property, excluding Housing and Urban Development (HUD) owned property?◆  Yes  No

Will the project use any HUD owned property?◆  Yes  No

Will the project be a mixed-use project (i.e. a project that includes both housing units and income-generating commercial space)?◆  Yes  No

Will any of the units involved in this project be located in a rural area?◆  Yes  No

*At least one of the following questions must be answered Yes (if the project includes both single and multi-family buildings, indicate Yes for both questions)*

Will the project be a multi-family structure with five or more dwelling units?◆  Yes  No

Will the project be a single-family structure with one to four dwelling units?◆  Yes  No

Is at least one household member for each unit of sufficient age to enter into a legally-binding contract?\*  Yes  No

\* Required to save the page

◆ Required before Sponsor Approval

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

Next >

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**FYI**

ZIP+4 information is required for the Site Information screen (next page). Please review the information on this page to ensure you are able to complete the Site Information screen.

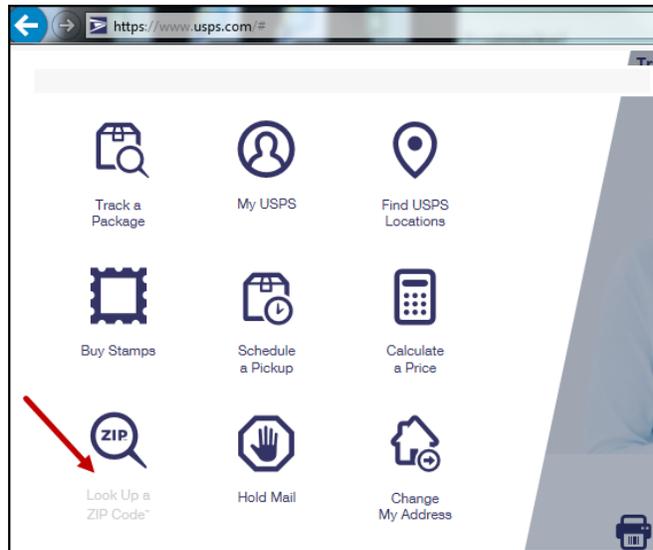
You will need to provide this information for either the project site address or the sponsor address as instructed.

**ZIP+4 AND CENSUS TRACT LOOKUP**

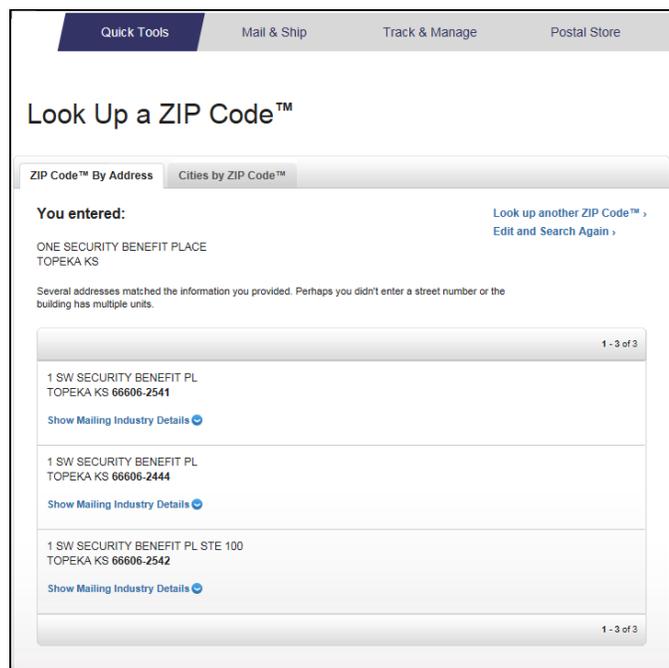
For each project site, verify the ZIP+4 using the “Quick Tools” option at USPS.com to obtain this information. Unitedstateszipcodes.org can also be used to obtain this information.

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, contact HCD for additional help.



## SITE INFORMATION

1. Enter the city or county in which the project will be located. More than one can be entered. 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.

Single-site Project – A project with a single or multiple buildings locate on a single parcel or multiple, contiguous parcels.

First Name: 24756 Last Name: 24756 | Logout

Current as of April 26, 2018 at 2:54 PM CDT

Project Name: Test 1479 2018  
Application Number: 2183

Application Details ?

Application Information | **Site Information** | Fair Housing | Subsidy Amount and Uses of Funds

Enter your project's city or county as you would like it to appear on official documentation. For projects serving more than one state, leave blank.  
Select the project's state. For projects serving more than one state, choose "Multi State".\*

Is the project single site?\*  Yes  No

\* Required to save the page  
\* Required before Sponsor Approval

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

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

- [Site Information – Single-site Project](#)
- [Site Information – Scattered-site Project \(Addresses Known\)](#)
- [Site Information – Scattered-site Project \(Addresses Unknown\)](#)

## SITE INFORMATION – SINGLE-SITE PROJECT

- If the project is a single-site project (generally rental projects) 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.
- Select “Add Site.” The screen will display fields required to be completed and will instruct you to enter information in all required fields. If you do not know the answers to the questions with the drop-down answers, select “Not Applicable.”
- 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 (rental applications), and answer all related questions.
- Enter the street address, ZIP code, ZIP+4, and select “Lookup.” The Lookup button is NOT used to find the ZIP code or ZIP+4. You MUST know and enter the Zip+4 to continue entering the site information.
  - If the ZIP+4 is unknown, see [“ZIP +4 Lookup.”](#)
- Answer remaining questions on the screen.
- Upload the appraisal or documentation supporting the value of the property for rental acquisitions or rental rehabilitation applications. A land appraisal is required for rental New Construction applications if cost is listed in the development budget.
- Review all information for accuracy and select “Update Site” to continue.
- The screen will then display the site address. If it is correct, select “Save” and “Next” to continue.

### FYI

- Before selecting the “Lookup” button, enter both the ZIP code **AND** the ZIP+4.
- 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**

Enter all required information, upload appraisal, review information for accuracy, and select "Update Site."

Address Line1\*

Address Line2\*

ZIP\*  Zip+4   ?

City TOPEKA      Congressional District KS02

County SHAWNEE      Census Tract 0041.00

State KS      CBSA 45820

Number of Units\*

Targeted Area\*

Appraisal Date

Acquisition Price\*  ?

Appraised Value

Is the site donated?\*

Is the Site Rural?\*  Yes  No

Is the property located on Native Trust Land?\*  Yes  No

Is/will the property be located in a land trust?\*  Yes  No

Property is a Foreclosure, REO, or Short Sale\*

Dwelling type\*

Is there any relationship or conflict of interest between the sellers of the property and the sponsor, owner or any member of the development team?\*  Yes  No

Attach an "as is" appraisal or documentation supporting the value of the property  ?

**SITE INFORMATION – SCATTERED-SITE PROJECT (ADDRESSES KNOWN)**

1. If the project meets the definition of a scattered-site project and some or all of the addresses are known:
  - ❖ 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. If you do not know the answers to the questions with the drop-down answers, select “Not Applicable.”
4. Enter the street address, ZIP code, ZIP+4, and select “Lookup.” The Lookup button is NOT used to find the ZIP code or ZIP+4. You **MUST** know and enter the Zip+4 to continue entering the site information.
  - If the ZIP+4 is unknown, see “ZIP +4 Lookup.”
5. Answer remaining questions on the screen.
6. Upload the appraisal or documentation supporting the value of the property for rental acquisitions or rental rehabilitation applications. A land appraisal is required for rental New Construction applications if cost is listed in the development budget.
7. Review all information for accuracy and select “Update Site” to continue.
8. Repeat this action for all other known addresses.
9. The screen will display the property site addresses. If the addresses are correct, select “Save” and “Next” to continue.

**FYI**

- Before selecting the “Lookup” button, enter both the ZIP code **AND** the ZIP+4.
- 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**

Enter all required information, review for accuracy, and select “Update Site.”

Update Site
Cancel

Address Line1*	<input type="text" value="100 Security Benefit Place"/>	ZIP*	<input type="text" value="66606"/>	Zip+4*	<input type="text" value="2542"/>	<input type="button" value="Lookup"/>	<input style="background-color: #ccc; border: 1px solid #ccc; border-radius: 50%;" type="button" value="?"/>
Address Line2	<input type="text" value="Suite 100"/>	City	TOPEKA		Congressional District	KS02	
		County	SHAWNEE		Census Tract	0024.00	
		State	KS		CBSA	45820	

Number of Units*	<input type="text" value="10"/>	Targeted Area*	<input type="text" value="Not Applicable"/>
------------------	---------------------------------	----------------	---

Appraisal Date	<input type="text" value="03/01/2017"/>	Is the property located on Native Trust Land?*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Acquisition Price*	<input type="text" value="600000"/>	Is/will the property be located in a land trust?*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Appraised Value	<input type="text" value="650000"/>	Property is a Foreclosure, REO, or Short Sale*	<input type="text" value="Not Applicable"/>
Is the site donated?*	<input type="text" value="Not Applicable"/>	Dwelling type*	<input type="text" value="Multifamily Low Rise (1-4 floors)"/>
Is the Site Rural?*	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Is there any relationship or conflict of interest between the sellers of the property and the sponsor, owner or any member of the development team?*			
<input type="radio"/> Yes <input checked="" type="radio"/> No			

Attach an “as is” appraisal or documentation supporting the value of the property\*

**SITE INFORMATION – SCATTERED-SITE PROJECT (ADDRESSES UNKNOWN)**

1. If the project meets the definition of a scattered-site project and all addresses are unknown (generally owner-occupied projects):
  - ❖ 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 (example: 30 units).
3. Enter the number of site addresses that are known (example: 0 units).
4. See FYI box for address to enter as the Central Site. Enter the street address; ZIP code, ZIP+4, and select “Lookup.” The Lookup button is NOT used to find the ZIP code or ZIP+4. You **MUST** know and enter the Zip+4 to continue entering the site information.
  - If the ZIP+4 is unknown, see “ZIP +4 Lookup.”
5. Review all information for accuracy and select “Update Central Site” to continue.
6. Review the information on the screen and select “Save” and then “Next” to continue.

**FYI**

- For projects where addresses have not been identified, select “0” for the number of sites known. For homeownership projects enter the project sponsor’s address. For rental projects enter the address or intersection of a location closest to the project.
- Before selecting the “Lookup” button, enter both the ZIP code **AND** the ZIP+4.
- There is no indicator upon selecting “Lookup” the tool is working. There is, at times, a delay. This could take up to a minute.

**Central Site**

Once sites are identified, scoring criteria will be confirmed against identified address(es). If identified address(es) do not meet scoring criteria, a modification is necessary which could trigger repayment of the AHP subsidy.

*Enter an address that is representative of the sites with unknown addresses and is the approximate geographical center of those sites (i.e., the central site). If the sites with unknown addresses are scattered across a wide geographical area, enter the address of the sponsor.*

Address Line1\*

Address Line2

ZIP+  Zip+4   ?

City TOPEKA      Congressional District KS02

County SHAWNEE      Census Tract 0024.00

State KS      CBSA 45820

Enter all required information, review for accuracy, and select "Update Central Site."

## AFFIRMATIVE 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 Affirmative 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 answers and all required information (if applicable) on the screen.
  2. Review the information for accuracy and select “Save” and “Next” to continue.

**Application Details** ?

Application Information | Site Information | **Fair Housing** | Subsidy Amount and Uses of Funds

Will the project comply with all the federal, state and local Fair Housing Laws?\*  Yes  No

Attach the Fair Housing Form found on the FHLBank Topeka website.  Browse... ?

Is participation in on-site religious services a requirement for residency?\*  Yes  No

Is the owner a religious organization?\*  Yes  No

Provide a legal opinion from a reputable law firm that the proposed project is exempt from Fair Housing law.  Browse... ?

Are there any gender restrictions on the proposed units? \*  Yes  No

Provide a legal opinion from a reputable law firm that the proposed project complies with Fair Housing law.  Browse... ?

---

\* Required to save the page  
 ♦ Required before Sponsor Approval

Provide information as required. Review screen for accuracy. Select "Save" and "Next" to continue.

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

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

- The project owner is a religious organization, and
- The project provides a legal opinion from a reputable law firm verifying the project is exempt or in compliance with 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 (amount must match what’s listed in the feasibility workbook).
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 a rental real estate retention agreement 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.”

**Application Details** ?

Application Information | Site Information | Fair Housing | **Subsidy Amount and Uses of Funds**

Subsidy Amount  
 Grant Amount\*

Select at least one Uses of Funds\*

Assistance with Acquisition Costs  
 New Construction  
 Rehabilitation  
 Refinance  
 Other

Choose AHP Specific Retention\*  v

Has this application been submitted to another Federal Home Loan Bank for AHP funding?\*  Yes  No

Was your application previously approved by FHLBank Topeka?\*  Yes  No

---

\* Required to save the page  
 ♦ Required before Sponsor Approval

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

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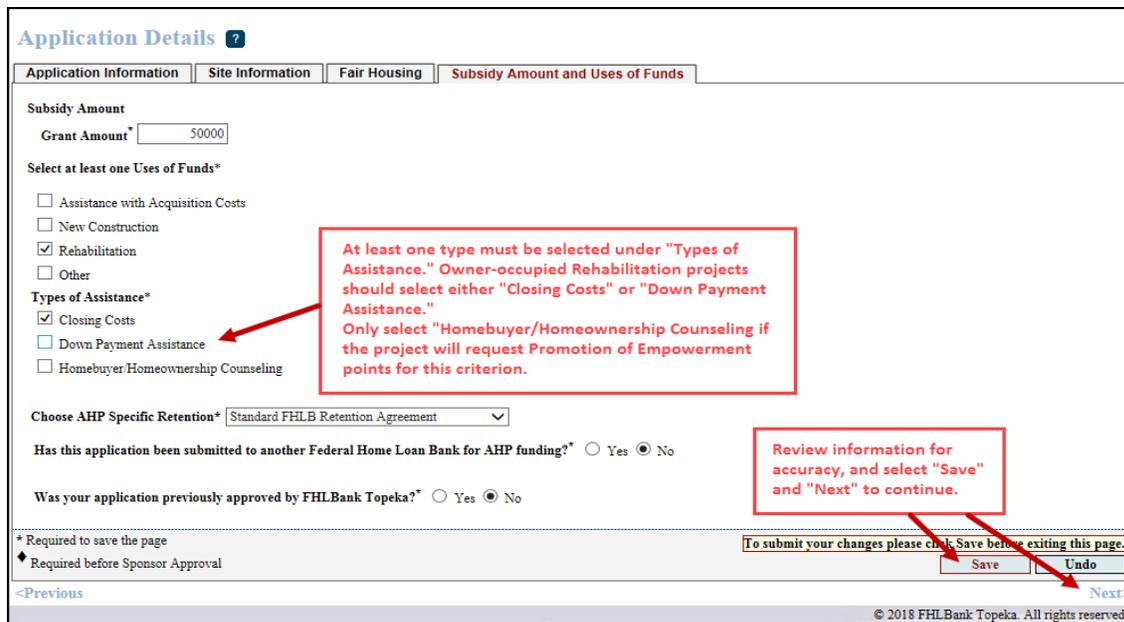
Provide information as required. Review for accuracy, and select "Save" and "Next" to continue.

**FHLBank requires a real estate retention agreement for each rental project.**

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

## SUBSIDY AMOUNT AND USES OF FUNDS – HOMEOWNERSHIP PROJECT

1. Enter the grant amount being requested (amount must match what’s listed in the feasibility workbook).
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,” multiple options can be selected. Only select “Homebuyer/Homeownership Counseling” if the project will request points for this in the Creating Economic Opportunity section. The amount entered for costs associated with counseling must match what’s listed in the feasibility workbook.
4. Select the type of AHP retention document that will be used. FHLBank provides an owner-occupied real estate retention agreement 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.”



**Application Details** ?

Application Information | Site Information | Fair Housing | **Subsidy Amount and Uses of Funds**

**Subsidy Amount**  
Grant Amount\*

**Select at least one Uses of Funds\***

- Assistance with Acquisition Costs
- New Construction
- Rehabilitation
- Other

**Types of Assistance\***

- Closing Costs
- Down Payment Assistance
- Homebuyer Homeownership Counseling

**Choose AHP Specific Retention\***

**Has this application been submitted to another Federal Home Loan Bank for AHP funding?\***  Yes  No

**Was your application previously approved by FHLBank Topeka?\***  Yes  No

\* Required to save the page  
♦ Required before Sponsor Approval

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

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**FHLBank requires a real estate retention agreement for each owner-occupied unit in which AHP subsidy will be used for down payment or closing-cost assistance. Owner-occupied Rehabilitation projects are not subject to a retention period, so please select “None.”**

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

## SCORING – POINTS OVERVIEW

See the following pages in the user guide and the AHP Implementation Plan for formulas and more information on each scoring criteria.

Possible Points by Scoring Category - *(assumes minimum commitment to scoring criteria required for points by project)* Scoring criteria are for all project types unless otherwise specified. User must select the commitment and correct percentage range in AHP Online to be eligible for points.

### 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.

*\*Points are awarded for commitment based on total project units, unless otherwise indicated.*

<p><b>Use of Donated or Conveyed Government-owned or Other Properties</b></p> <p>Points based on: <span style="float: right;"><b>5 points maximum</b></span></p> <ul style="list-style-type: none"> <li>✓ Length of time between donation and AHP application deadline.</li> <li>✓ Whether donation was by government or any agency or instrumentality thereof.</li> </ul>	<p><b>Underserved Communities and Populations</b></p> <p>Points based on: <span style="float: right;"><b>15 points maximum</b></span></p> <ul style="list-style-type: none"> <li>✓ Number of factors to which the project commits:               <ul style="list-style-type: none"> <li>○ Housing for Homeless Households</li> <li>○ Housing for Special Needs Populations</li> <li>○ Housing for Other Targeted Populations</li> <li>○ Rental Housing for Extremely Low-income Households</li> </ul> </li> </ul>
<p><b>Sponsorship by a Not-for-Profit Organization or Government Entity (<i>Rental</i>)</b></p> <p>Points based on: <span style="float: right;"><b>5 points maximum</b></span></p> <ul style="list-style-type: none"> <li>✓ Not-for-profit or government sponsor's ownership interest in the project.</li> <li>✓ Native or non-Native organization.</li> </ul>	<p><b>Creating Economic Opportunity – Promotion of Empowerment</b></p> <p>Points based on: <span style="float: right;"><b>10 points maximum</b></span></p> <ul style="list-style-type: none"> <li>✓ Number of factors to which the projects commits:               <ul style="list-style-type: none"> <li>○ Housing Education</li> <li>○ Financial Education (Credit Counseling)</li> <li>○ Education and Training Programs</li> <li>○ Sweat Equity (owner-occupied only)</li> <li>○ Mental and Behavioral Health Services</li> </ul> </li> </ul>
<p><b>Sponsorship by a Not-for-Profit Organization or Government Entity (<i>Owner-occupied</i>)</b></p> <p>Points based on: <span style="float: right;"><b>5 points maximum</b></span></p> <ul style="list-style-type: none"> <li>✓ Not-for-profit or government sponsor's integral involvement in the project.</li> <li>✓ Native or non-Native organization.</li> </ul>	<p><b>Community Stability</b></p> <p>Points based on: <span style="float: right;"><b>10 points maximum</b></span></p> <ul style="list-style-type: none"> <li>✓ Number of factors to which the projects commits:               <ul style="list-style-type: none"> <li>○ Preservation of Affordable Housing</li> <li>○ Adaptive Reuse</li> </ul> </li> </ul>
<p><b>Home Purchase by Low- or Moderate-income Households.</b></p> <p>Points based on: <span style="float: right;"><b>5 points maximum</b></span></p> <ul style="list-style-type: none"> <li>✓ Support the financing of home purchases (down payment assistance/closing costs).</li> </ul>	<p><b>FHLBank Priorities</b></p> <p>Points based on: <span style="float: right;"><b>30 points maximum</b></span></p> <ul style="list-style-type: none"> <li>✓ Number of factors to which the projects commits:               <ul style="list-style-type: none"> <li>○ AHP Subsidy per Unit</li> <li>○ Member Financial Participation</li> <li>○ Federally Declared Disaster Area</li> <li>○ Low Cost Development per Unit</li> <li>○ Residential Economic Diversity</li> <li>○ Overnight Homeless Shelters</li> <li>○ In District</li> <li>○ Qualified Census Tract or Difficult Development Area</li> </ul> </li> </ul>
<p><b>Income Targeting</b></p> <p>Points based on: <span style="float: right;"><b>20 points maximum</b></span></p> <ul style="list-style-type: none"> <li>✓ Number of units committed in each income category.</li> </ul>	

## SCORING – USE OF DONATED OR CONVEYED GOVERNMENT-OWNED OR OTHER PROPERTIES

### 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.

#### FYI

- For helpful information, click on the at the top of the screen.
- Information for donated property must have been entered in the Site Information screens prior to providing information in the Donated Property screens.
- Upon saving the screen, a warning will display. The screen will update, and the warning will no longer display once the Targeting screen has been completed.

**Donated Property**

**Donation Information** | Donated Evidence

Does the project involve the use of any land or units donated or conveyed by the federal government or any agency or instrumentality thereof?\*  Yes  No

Does the project involve the use of donated property as defined by the Implementation Plan?\*  Yes  No

*Donated units or land:*

Total number of units donated to the project

or

Total square feet of land donated to the project

*The following questions apply to projects with Donated properties*

Total number of units in the project claimed in Targeting

Total square feet of land in the project

Have all donated properties been identified on the Site Information screen?\*  Yes  No

Is the donation date less than or equal to 5 years from the AHP Application Deadline date?\*  Yes  No

\* Required to save the page

◆ Required before Sponsor Approval

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

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*To be considered donated property, the land or units must be donated at no or a de minimis cost to the project, excluding transfer or closing costs. Donations of property previously or currently owned by the project sponsor, owner, developer, or any affiliate, are not eligible to receive points under this scoring criterion, unless originally donated to the project sponsor, owner, developer, or any affiliate.*

*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.

#### FYI

Projects involving rehabilitation without acquisition of property may not receive points under this criterion. Reductions in the sale price of a property are not considered donated property.

## DONATED EVIDENCE

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

**Warning**  
 • The project does not involve the use of Donated properties.

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.

The screenshot shows a web form titled "Donated Property" with tabs for "Donation Information" and "Donated Evidence". The "Donated Evidence" tab is active. It contains a "File Deleted" message, a "Browse..." button, and two radio button questions: "Do any of the donating parties have any relationship to the project sponsor, owner, or developer?" and "Do any of the donated properties being acquired have any debt that will be assumed by the project?". Below these are text input fields for describing relationships and debt. At the bottom, there are "Save" and "Undo" buttons, and a "Next" button. Red callout boxes highlight specific instructions: one points to the "Attach all documents" section stating that all back-up documentation must be uploaded as one file, and another points to the "Save" and "Next" buttons, advising to provide information as required and review for accuracy before clicking.

### Documentation Requirements

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

- Donation Commitment Letter
- Settlement Statement
- Purchase Contract(s)

- Real Estate Transfer Statement
- Long-term Lease

## SCORING – SPONSORSHIP BY A NOT-FOR-PROFIT ORGANIZATION OR GOVERNMENT ENTITY (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.

**FYI**

For helpful information and instructions, click on the at the top of the screen and beside each field.

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 follows:
    - Yellow Highlight: Required
    - Green Highlight: Provide if Available
  - b. Select “Add Limited Partner” and/or “Add General Partner” as applicable.

**Please indicate type of Ownership Structure.**

Limited Partnership (LP) Limited Liability Company (LLC) General Partner (GP)  
 Wholly owned or multiple partners (not LP, LLC or GP)

**Provide information required (below), and select either "Add Wholly Owned Partner" as applicable.**

Name of the LP/LLC/GP\*

Address Line 1  Contact Name\*   
 Address Line 2  Phone Number\*   
 City  Email Address\*   
 State  Zip

Provide ownership percentages for Limited Partners and General Partners. The percentage of LP/LLC and GP must total 100%.

Limited Partner(%)\*  General Partner(%)\*

Briefly describe any unique features to the ownership structure.

*You have 250 characters remaining for your description.*

Download and complete the Project Ownership Chart found on the FHLBank Topeka website.  
 Attach the completed Project Ownership Chart.    
 Attach Ownership Structure documents if available.

**Legend:**  
 = Required  
 = Provide if Available

- 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 follows:
    - Yellow Highlight: Required
    - Green Highlight: Provide if Available
  - d. Select “Update Wholly Owned.”

**Please indicate type of Ownership Structure.**

Limited Partnership (LP) Limited Liability Company (LLC) General Partner (GP)  
 Wholly owned or multiple partners (not LP, LLC or GP)

**Provide information required (below), and select either "Add Wholly Owned Partner" as applicable.**

**Provide the owners by organization name and ownership percentage.**

**Partner Details**

Name\*   
 Ownership Interest(%)\*

Briefly describe any unique features to the ownership structure.

*You have 250 characters remaining for your description.*

Download and complete the Project Ownership Chart found on the FHLBank Topeka website.  
 Attach the completed Project Ownership Chart.    
 Attach Ownership Structure documents if available.

**Legend:**  
 = Required  
 = Provide if Available

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.

### Sponsorship by a Not-for-profit Organization or Government Entity ?

Ownership Structure

Organization Information

Will the Project Sponsor qualify for Project Sponsorship points?\*  Yes  No Provide responses and required documentation for specific organization type.

Is the Project Sponsor a federally recognized Native American Tribe, a Tribal Designated Housing Entity, an Alaskan Native Village, or a government entity for Native Hawaiian Home Lands and has ownership interest as defined in the IP?\*

Greater than 50%  Between 10% and 50%  No

Is the Project Sponsor a not-for-profit organization, a state or a political subdivision of a state, a state housing agency or a local housing authority and has an ownership interest as defined in the IP?\*

Greater than 50%  Between 10% and 50%  No

Organization Type:

Attach documentation to validate the type of sponsor organization. Click the question mark at the top of the screen for acceptable documentation. ◆

Uploaded File Info

Test Upload Document.pdf

Remove

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

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

◆ Required before Sponsor Approval Save Undo

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Next>

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

#### Not-for-profit organizations:

- Documentation of federal Non-profit Status (IRS Determination Letter)
- Certificate of Good Standing (dated as of the application year)

#### Government entity:

- For Public Housing Authorities and Government Entities – provide the Charter and/or Enabling Legislation or signed/dated letter allowing a state or political subdivision of a state to apply for FHLBank funding

#### Native American Tribes or Alaskan Native Villages, Tribal Designated Housing Entity, Native Hawaiian Home Lands:

- Print out from Bureau of Indian Affairs (BIA) documenting federally recognized Native American Tribe or Alaskan Native Village
- Housing and Urban Development (HUD) documenting the organization as a Tribally Designated Housing Entity.
- Signed/dated letter from the Department of Hawaiian Home Lands allowing application for FHLBank funding

**To qualify for Sponsorship by a Not-for-Profit Organization, a sponsor must be a not-for-profit organization or have applied for not-for-profit status at application and awarded not-for-profit status by December 31 of the next year after the application year, and must have an ownership interest in the project as specified in the AHP Implementation Plan.**

## SCORING – SPONSORSHIP BY NOT-FOR-PROFIT ORGANIZATION OR GOVERNMENT ENTITY (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. 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. 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.
3. Select “Update Organization.”
4. Review information for accuracy.
5. Select “Save.”

### Sponsorship by a Not-for-profit Organization or Government Entity ?

**Will the Project Sponsor qualify for Project Sponsorship points?\***  Yes  No

*These questions must be answered whether or not the project will request points for Sponsorship by a Not-for-profit Organization or Government Entity.*

Is the sponsor a federally recognized Native American Tribe, a Tribal Designated Housing Entity, an Alaskan Native Village, or a government entity for Native Hawaiian Home Lands that will be integrally involved in the project, by fulfilling at least one of the following three roles: \*

- Managing the construction or rehabilitation of the property.
- Providing empowerment services directly as defined in the Implementation Plan.
- Qualifying borrowers, and providing or arranging financing for the owners of housing units if required.

Yes  No

Is the sponsor a not-for-profit organization, a state or a political subdivision of a state, a state housing agency, or a local housing authority that will be integrally involved in the project, by fulfilling at least one of the following three roles: \*

- Managing the construction or rehabilitation of the property.
- Providing empowerment services directly as defined in the Implementation Plan.
- Qualifying borrowers, and providing or arranging financing for the owners of housing units if required.

Yes  No

**Which of the following activities will the sponsor be involved with?\***

Managing the construction or rehabilitation of the property

Providing empowerment services directly as defined in the Implementation Plan.

Qualifying borrowers, and providing or arranging financing for the owners of housing units if required.

**Add Organization**

*The sponsor organization that is integrally involved in the application, select the type of organization, provide the organization's name, describe the organization's involvement, and specify the fee percentage paid to the organization.*

Integrally Involved Organizations		
Action	Organization Type	Organization Name
▶	Not-for-profit organization	Test Organization

(1 of 1) [←] [→] [1] [↶] [↷]

**Organization Type\*** Not-for-profit organization Update Organization Cancel

**Organization Name\*** Test Organization

**Explanation of involvement including fees paid to the organization** ♦

Test

*You have 996 characters remaining for your description.*

**Attach documentation to validate the type of sponsor organization. Click the question mark at the top of the screen for acceptable documentation.** ♦

**Uploaded File Info**

Test Upload Document.pdf Remove

*Upload the required documentation as a single .pdf or zip file.*

**Review information for accuracy and select "Save" and then "Next" to continue.**

\* Required to save the page

♦ Required before Sponsor Approval

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

Save Undo

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6. Review the information on the screen that displays.
7. Select “Save” and “Next” to continue.

Which of the following activities will the sponsor be involved with?\*

Managing the construction or rehabilitation of the property

Providing empowerment services directly as defined in the Implementation Plan.

Qualifying borrowers, and providing or arranging financing for the owners of housing units if required.

**Add Organization**

*The sponsor organization that is integrally involved in the application, select the type of organization, provide the organization's name, describe the organization's involvement, specify the fee percentage paid to the organization and, if a Not-for-profit organization, attach documentation of nonprofit status(IRS Determination Letter).*

Integrally Involved Organizations		
Action	Organization Type	Organization Name
<a href="#">Edit</a> <a href="#">Remove</a>	Not-for-profit organization	Specialty Services, Inc.

*Review information for accuracy, and select "Save" and then "Next" to continue.*

\* Required to save the page

◆ Required before Sponsor Approval

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

**Save** **Undo**

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

#### Not-for-profit organizations:

- Documentation of federal Non-profit Status (IRS Determination Letter)
- Certificate of Good Standing (dated as of the application year)

#### Government entity:

- For Public Housing Authorities and Government Entities – provide the Charter and/or Enabling Legislation or signed/dated letter allowing a state or political subdivision of a state to apply for FHLBank funding

#### Native American Tribes or Alaskan Native Villages, Tribal Designated Housing Entity, Native Hawaiian Home Lands:

- Print out from Bureau of Indian Affairs (BIA) documenting federally recognized Native American Tribe or Alaskan Native Village
- Housing and Urban Development (HUD) documenting the organization as a Tribally Designated Housing Entity.
- Signed/dated letter from the Department of Hawaiian Home Lands allowing application for FHLBank funding

**To qualify for Sponsorship by a Not-for-Profit Organization, a sponsor must be a not-for-profit organization or have applied for not-for-profit status at application and awarded not-for-profit status by December 31 of the next year after 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 – HOME PURCHASE BY LOW- OR MODERATE-INCOME HOUSEHOLDS (HOMEOWNERSHIP PROJECT)

If the project will not request Home Purchase by Low- or Moderate-income Household points, select “No.”

1. If the project will request Housing for Home Purchase by Low- or Moderate-income Household points, select “Yes.”
2. Additional fields will NOT display. Documentation is not needed during application. The entire project must include units that will be available for down payment and/or closing costs.
3. Review for accuracy and select “Save” and then “Next” to continue.

### FYI

- For helpful information, click on the  at the top of the screen, and review the Help Text.

### Home Purchase by Low- or Moderate-income Households

Will the project support the financing of home purchases by low- or moderate-income households?\*  Yes  No

\* Required to save the page

◆ Required before Sponsor Approval

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

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## SCORING – INCOME TARGETING

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. Homeownership projects are not allowed to have any units greater than 80% AMI.
3. Rental projects are required to have at least 20% of the units in the less than or equal to 50% AMI category.
4. Select “Update” to save.

	Number of Units
Less than or equal to 50% AMI (Area Median Income)*	5
Greater than 50% and less than or equal to 60% AMI*	5
Greater than 60% and less than or equal to 80% AMI*	0
Greater than 80% AMI*	5
<b>Total</b>	<b>0</b>

Make any changes above?

*Annotations: Red boxes with arrows point to the input fields and the 'Update' button. One box says 'Enter the number of units in each Targeting category.' and another says 'Select "Update."'*

### FYI

Projects that commit to at least 60% of units to at or below 50% of the AMI will score the maximum points for Targeting.

5. 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.***

6. Select “Update.”
7. Review information for accuracy and select “Save” and then “Next” to continue.

**Targeting ?**

	Number of Units
Less than or equal to 50% AMI (Area Median Income)*	5
Of the less than or equal to 50% AMI units, how many are targeted to households at or below 30% AMI?*	2 x
Greater than 50% and less than or equal to 60% AMI*	5
Greater than 60% and less than or equal to 80% AMI*	0
Greater than 80% AMI*	5
<b>Total</b>	<b>15</b>

Make any changes above?

*Annotation: Red box with arrow points to the '2 x' input field. Text says 'Indicate the number of units targeted to households <= 30% of the AMI.'*

### FYI

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

**Targeting ?**

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

	Number of Units
Less than or equal to 50% AMI (Area Median Income)*	5
Of the less than or equal to 50% AMI units, how many are targeted to households at or below 30% AMI?*	2
Greater than 50% and less than or equal to 60% AMI*	5
Greater than 60% and less than or equal to 80% AMI*	0
<b>Total</b>	<b>10</b>

Make any changes above?

*Annotation: Red box with arrow points to the 'Save' button. Text says 'Review information for accuracy, and select "Save" and then "Next" to continue.'*

\* Required to save the page  
◆ Required before Sponsor Approval

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

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## SCORING – UNDERSERVED COMMUNITIES AND POPULATIONS

If the project will not request any points in this priority, select “No.”

1. If the project will request points for Housing for Homeless Households, Special Needs Populations, Housing for Other Targeted Populations, Rental Housing for Extremely Low-income Households, or Native American Households, select “Yes” to the criteria.
2. Additional fields will display.
3. Provide the percentage category to receive the associated number of points.
4. There are no required uploads for this screen.
5. Review for accuracy and select “Save” and then “Next” to continue.

### FYI

To be awarded points for Special Needs, you may select a mixture of the various special needs populations as long as they add up to a minimum of 20 percent of the project’s total units.

Minimum points are awarded to projects reserving 20 percent up to the maximum points for those reserving 75 percent.

### Underserved Communities and Populations ?

Will the project qualify for Housing for Homeless points?\*  Yes  No

The total Transitional or Permanent Housing units/beds that will be specifically reserved for the homeless population will be:\*  >=20% and <50% of total units  
 >=50% and <75% of total units  
 >=75% of total units

Will residents be permitted to stay at least six (6) months? \*  Yes  No

Will the project qualify for Housing for Special Needs Populations? \*  Yes  No

The total units that will be specifically reserved for individuals with special needs will be: ♦  >=20% and <50% of total units  
 >=50% of total units

Please identify special needs populations. ♦

	Number of Units
<input type="checkbox"/> Elderly	
<input type="checkbox"/> Persons with HIV/AIDS	
<input checked="" type="checkbox"/> Persons with disabilities	20
<input type="checkbox"/> Persons recovering from physical abuse	
<input type="checkbox"/> Persons recovering from alcohol or drug abuse	
<b>Total</b>	0

*The total number of units identified under special needs populations must be consistent with the percentage of special needs units selected.*

Make any changes above?

Will 50% or more of the total units be Large Units (three bedrooms or more)? \*  Yes  No

Will 50% or more of the total units be reserved for households with a Native American household member? \*  Yes  No

**Review information for accuracy and select "Save" and then "Next" to continue.**

\* Required to save the page  
 ♦ Required before Sponsor Approval

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

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## SCORING – CREATING ECONOMIC OPPORTUNITY (RENTAL PROJECT)

### PROMOTION OF EMPOWERMENT

If the project will not request 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.
4. See the AHP Implementation Plan for all scoring criteria options available.

**Creating Economic Opportunity** ?

Will the project provide Tenant Counseling for 50% or more of the total units?\*  Yes  No

Attach supporting documentation for Tenant Counseling scoring criteria.   No file chosen 

Will the project make Financial Education available to 100% of the total units?\*  Yes  No

Attach supporting documentation for Financial Education scoring criteria.   No file chosen 

**If the project is requesting points, select the technique(s) and provide supporting documentation.**

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

 Required before Sponsor Approval

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**Documentation Requirements** (see Memorandum of Understanding on FHLBank’s website for specific requirements)

- 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 factors to which the project has committed.

**\*Select four commitments to receive maximum points under this scoring category. Refer to the AHP Implementation Plan for minimum unit requirements to score points under the various factors.**

## SCORING – CREATING ECONOMIC OPPORTUNITY (HOMEOWNERSHIP PROJECT)

### PROMOTION OF EMPOWERMENT

If the project will not request 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.
4. See the AHP Implementation Plan for all scoring criteria options available.

**Creating Economic Opportunity** ?

Will the project provide Homebuyer/Homeownership Counseling for 50% or more of the total units?\*  Yes  No

Attach supporting documentation for Homebuyer/Homeownership Counseling scoring criteria.  No file chosen ?

Will the project make Financial Education available to 100% of the total units?\*  Yes  No

Attach supporting documentation for Financial Education scoring criteria.  No file chosen ?

Will the project include Sweat Equity for 20% or more of the total units?\*  Yes  No

---

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

◆ Required before Sponsor Approval

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### **Documentation Requirements** (see Memorandum of Understanding on FHLBank’s website for specific requirements)

- 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 factors to which the project has committed.

**\*Select four commitments to receive maximum points under this scoring category. Refer to the AHP Implementation Plan for minimum unit requirements to score points under the various factors.**

## SCORING – COMMUNITY STABILITY (RENTAL PROJECT)

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

1. If the project will request Community Stability 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.

**Community Stability** ?

Will the project promote Preservation of Affordable Housing through the rehabilitation of a.) federally subsidized units that would otherwise be lost as affordable housing stock and/or converted to market-rate units, or, b.) Public Housing Authority (PHA) owned units?  Yes  No

Attach supporting documentation for Preservation of Affordable Housing scoring criteria Choose File No file chosen ?

Will 80% or more of the total units qualify for adaptive reuse in the conversion of a building from a non-housing use to a housing use?  Yes  No

Is the property currently vacant or abandoned?  Yes  No

Attach supporting documentation for Adaptive Reuse scoring criteria. Choose File No file chosen ?

---

\* Required to save the page

◆ Required before Sponsor Approval Review information for accuracy and select "Save" and "Next" to continue. To submit your changes please click Save before exiting this page.

Save Undo

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### Documentation Requirements

- **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.

- **Adaptive Reuse of Property:** 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.

**\*Commit to two Community Stability Priority criteria to receive maximum points under this scoring category.**

## SCORING – COMMUNITY STABILITY (HOMEOWNERSHIP PROJECT)

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

1. If the project will request Community Stability 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.

**Community Stability** ?

Will the project promote Preservation of Affordable Housing by 100% of the units qualifying as owner-occupied rehabilitation with expenses of at least \$2,500 per unit to be paid with the AHP Subsidy (excluding sponsor fee, developer/contractor fee, and homeowner education costs)?\*  Yes  No

Will 80% or more of the total units qualify for adaptive reuse in the conversion of a building from a non-housing use to a housing use?\*  Yes  No

Is the property currently vacant or abandoned? ♦  Yes  No

Attach supporting documentation for Adaptive Reuse scoring criteria. ♦  No file chosen ?

**If the project is requesting points, select “Yes” and provide supporting documentation.**

---

\* Required to save the page

♦ Required before Sponsor Approval

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

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

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### Documentation Requirements

- **Owner-occupied Rehabilitation:** None required at application.

- **Adaptive Reuse of Property:** 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.

**\*Commit to two Community Stability Priority criteria to receive maximum points under this scoring category.**

## SCORING – FHLBANK PRIORITIES

If the project will not request points to any of the criteria in this priority, select “No” to each commitment.

1. If the project will request points, select “Yes” to each specific criteria the project will commit to.
2. Additional fields will display for some criteria.
3. Provide the information requested in the additional fields.
4. See the AHP Implementation Plan for all scoring criteria options available.
5. Review for accuracy and select “Save” and then “Next” to continue.

### FYI

Points for Subsidy per Unit and Low Cost Development per Unit will be calculated based on the feasibility workbook uploaded to the application.

**FHLBank Priorities** ?

Will the project's AHP Subsidy per Unit (SPU) be less than or equal to \$50,000? \*  Yes  No

Will an FHLB system member play a financial role in the development of the project, excluding pass through of AHP subsidy? \*  Yes  No

The amount of credit extended and drawn from/advanced by an FHLB system member is at least 5% of the project's total development costs.

Attach supporting documentation for Member Financial Participation  No file chosen ?

Will 50% or more of the total units be located in a Federally Declared Disaster Area? \*  Yes  No

Attach supporting documentation for Federally Declared Disaster Area  No file chosen ?

Will the project's Total Development Cost per Unit be less than \$225,000? \*  Yes  No

Will 50% or more of the total units be located in a High Opportunity Area? \*  Yes  No

Will 90% or more of the total units be reserved for overnight stays with no minimum stay requirements? \*  Yes  No

Will 50% or more of the total units be In-district? \*  Yes  No

\* Required to save the page  
 ♦ Required before Sponsor Approval

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

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### Documentation Requirements

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

- **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).

- **Residential Economic Diversity (High Opportunity Area):**

\***Rental Projects** - FFIEC Geocoding System Census Demographic Data print out 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.

\* **Homeownership Projects** - Memorandum of Understanding (found on FHLBank’s website) or commitment letter verifying the percentage of the units that will be located in areas that qualify as defined in the AHP Implementation Plan.

- **Overnight Homeless Shelters:** None required at application.

- **In-district:** Project address entered on Site Information screen within the application.



**- Qualified Census Tract or Difficult Development Area:**

**\*Rental Projects** – Copy of the Qualified Census Tract Table Generator from HUD’s website indicating the location of the project is located in areas that qualify as defined in the AHP Implementation Plan.

**\* Homeownership Projects** - Memorandum of Understanding (found on FHLBank’s website) or commitment letter verifying the percentage of the units that will be located in areas that qualify as defined in the AHP Implementation Plan.

**\*Commit to six FHLBank Priority criteria to receive maximum points under this scoring category.**

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## FINANCIAL FEASIBILITY – HELPFUL HINTS

- ✓ Obtain the current Feasibility Workbooks (Homeownership or Rental) on FHLBank’s website under the Application tab.
- ✓ 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 Homeownership 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 property. If an acquisition cost is reflected, an offsetting donation must be included in the Sources of Funds.
- ✓ 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 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 Homeownership 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.
  - Projects cannot be complete prior to the AHP award.
  - Floor plans and photographs are not required for homeownership projects.

### Training Available!

Training videos, to assist you with completing the Feasibility Workbook, are available on FHLBank’s website under the Application tab.

Housing and Community Development staff are available for additional assistance.

**Financial Feasibility** ?

*Download and complete the Homeowner Feasibility Workbook found on the FHLBank Topeka website.*

Import the Homeowner Feasibility Workbook\*   ?

Will the project's construction be complete prior to the AHP award?\*  Yes  No

Attach a Floor Plan, Site Plan, and Elevation Plan.   ?

Attach project's photographs, if applicable.   ?

---

\* Required to save the page  
◆ Required before Sponsor Approval

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

### 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.

#### 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.

FHLBank Topeka
My Applications | Home | Messages (0) | Guides/Info

Project Name: Hand-up Homes  
 Application Number: 10000396

---

Application
General Information
Scoring
Feasibility

### Financial Feasibility

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

*Download and complete the Homeowner Feasibility Workbook found on the FHLBank Topeka website.*

Import the Homeowner Feasibility Workbook\*
 

Uploaded File Info  
 OO Feasibility Workbook 04252017.xlsx Remove

Successful Upload!

Will the project's construction be complete prior to the AHP award?  Yes  No

Attach a Floor Plan, Site Plan, and Elevation Plan.  ?

Attach project's photographs, if applicable.  ?

#### Sources of Funds

Source of Funds	Housing	Description	Committed	Rate (%)	Term (years)	Amort Period (years)	Annual Debt Svc (\$ (Housing))	Must Pay?
AHP Subsidy	50,000.00	AHP Subsidy	No	0.000%	0.00	0.00	0.00	No
Consumer Loan	20,000.00	Other Loans	Yes	4.500%	2.00	2.00	0.00	Yes
<b>Subtotal - Housing</b>	<b>\$ 0.00</b>							
<b>Total Funding Sources</b>	<b>\$ 70,000.00</b>							

#### Uses of Funds and Targeting

	No of Units		No of Units
Rehabilitation Units	10		
New Construction Units	0	Less than or equal to 50% AMI	5
Acquisition units	0	Greater than 50% and less than or equal to 60% AMI	5
<b>Total Units</b>	<b>10</b>	Greater than 60% and less than or equal to 80% AMI	0
		<b>Total Units</b>	<b>10</b>

#### Housing Development Uses of Funds Summary

Total Acquisition Costs	\$ 0.00
Total Construction / Rehabilitation Costs	\$ 65,000.00
Hard Construction Costs	\$ 0.00
Hard Rehabilitation Costs	\$ 0.00
Other Costs	\$ 65,000.00
Total Fees	\$ 0.00
Total Taxes and Insurance Costs	\$ 0.00
Total Construction Financing	\$ 0.00
Total Permanent Financing	\$ 0.00
Total Project Reserves	\$ 0.00
Total Soft Costs	\$ 0.00
Total Developer & Consultant Fees	\$ 0.00
Total Financing Fees and Expenses	\$ 0.00
Total Home Buyer Counseling Costs	\$ 0.00
Total Closing Cost	\$ 0.00
<b>Total Development Costs</b>	<b>\$ 70,000.00</b>

#### Key Feasibility Values

	Standard	Actual
Total Development Cost Per Unit		\$ 7,000.00
Total Development Cost Per Square Foot		\$ 0.00
Construction or Rehabilitation Cost		\$ 70,000.00
Construction or Rehabilitation Cost Per Unit		\$ 0.00
Total Acquisition Cost per unit Consumer-driven Down Payment		\$ 0.00
Total Acquisition Cost per unit Acquisition - Rehab or New Construction (Net Purchase Price)		\$ 0.00
Average Square Feet Per Unit		0.00
Average Square Feet Per Unit (Rehabilitation)		0.00
Average Square Feet Per Unit (Construction)		0.00
Average Square Feet Per Unit (Acquisition Only)		0.00
Cost Per Square Foot (Rehabilitation)		\$ 0.00
Cost Per Square Foot (Construction)		\$ 0.00
Cost Per Square Foot (Acquisition Only)		\$ 0.00
Cost Per Square Foot (Construction/Rehabilitation)		\$ 0.00
Construction Contingency % (Housing)		0.00 %
Developer's & Consultant's Fee %	More Info	0.00 %
Homeowner Counseling Cost Per Unit	More Info	\$ 0.00
Construction Labor		false
General Requirements %		0.00 %
Builder Overhead %		0.00 %
Builder Profit %		0.00 %
Total General Requirements, Builder's Overhead and Profit		0.00 %

Review information for accuracy, and select "Save" and then "Next" to continue.

\* Required to save the page

◆ Required before Sponsor Approval

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

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### 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.

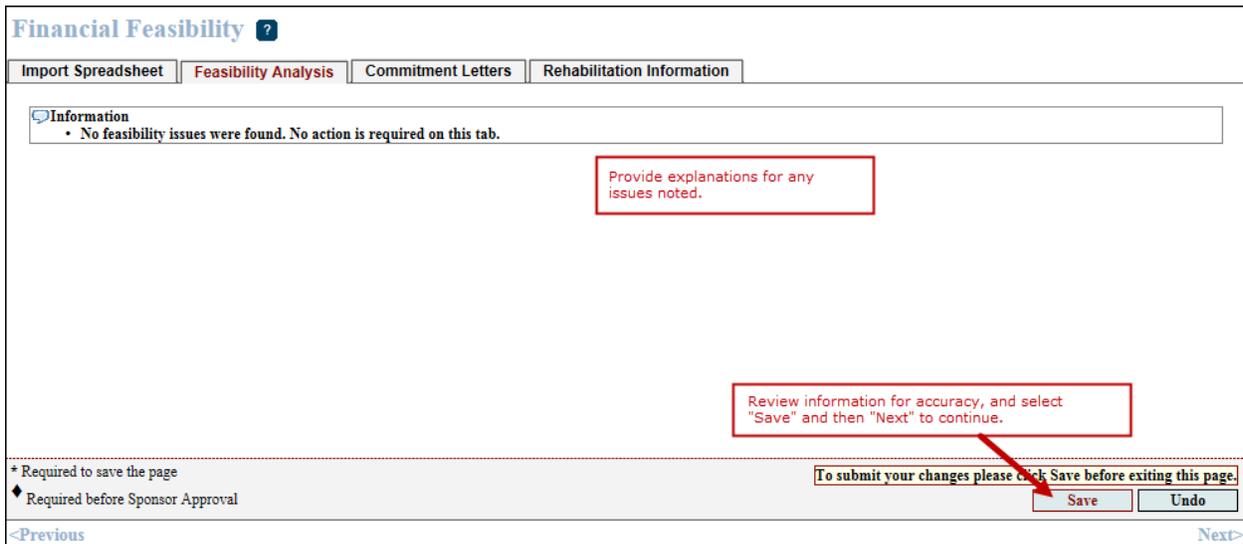
1. Select “Explain” by any items outside of FHLBank guidelines.
2. Provide an explanation for each issue.
3. Select “Update Feasibility Issue.”
4. Repeat the process for each item outside FHLBank guidelines as identified.
5. Review for accuracy.
6. Select “Save” and then “Next” to continue.

#### 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.



**Financial Feasibility** ?

Import Spreadsheet | **Feasibility Analysis** | Commitment Letters | Rehabilitation Information

**Information**

- No feasibility issues were found. No action is required on this tab.

Provide explanations for any issues noted.

Review information for accuracy, and select "Save" and then "Next" to continue.

\* Required to save the page  
 ♦ Required before Sponsor Approval

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

Save Undo

<Previous Next>

## COMMITMENT LETTERS (HOMEOWNERSHIP PROJECT)

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

1. Select "Attach."

**Financial Feasibility** ?

Import Spreadsheet | Feasibility Analysis | **Commitment Letters** | Rehabilitation Information

The following committed funding sources were found in the Sources tab of the imported Homeowner Feasibility Workbook. For each committed funding source listed, click on the Attach link in the Action column to open the Commitment Letter box. In the Commitment Letter box, the corresponding funding source commitment letter must be attached. After attaching the letter, click Update Commitment Letter. Once all commitment letters are attached (indicated by Yes values in the Letter Provided column), save the page and click Next.

Commitment Letters					
Action	Source of Funds	Description	Amount	Committed	Letter Provided
<a href="#">Attach</a>	Consumer Loan	Other Loans	\$ 20,500.00	Yes	No

*Note: A red box highlights the 'Attach' link with the text: 'Select "Attach" next to each Source of Funds to upload commitment letters.'*

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.

**Financial Feasibility** ?

Import Spreadsheet | Feasibility Analysis | **Commitment Letters** | Rehabilitation Information

The following committed funding sources were found in the Sources tab of the imported Homeowner Feasibility Workbook. For each committed funding source listed, click on the Attach link in the Action column to open the Commitment Letter box. In the Commitment Letter box, the corresponding funding source commitment letter must be attached. After attaching the letter, click Update Commitment Letter. Once all commitment letters are attached (indicated by Yes values in the Letter Provided column), save the page and click Next.

Commitment Letters					
Action	Source of Funds	Description	Amount	Committed	Letter Provided
<a href="#">Attach</a>	Consumer Loan	Other Loans	\$ 20,500.00	Yes	No

**Commitment Letter**

Update Commitment Letter | Cancel

Source of Funds: Consumer Loan  
 Description: Other Loans  
 Amount: 20500  
 Committed: Yes

Attach a commitment letter for this committed funding source. M: AHP Automation Proj | [Browse...](#) ?

*Note: A red box highlights the 'Update Commitment Letter' button with the text: 'Upload commitment letter, and select "Update Commitment Letter" to save.'*

4. Answer the remaining questions.

**Financial Feasibility** ?

Import Spreadsheet | Feasibility Analysis | **Commitment Letters** | Rehabilitation Information

The following committed funding sources were found in the Sources tab of the imported Homeowner Feasibility Workbook. For each committed funding source listed, click on the Attach link in the Action column to open the Commitment Letter box. In the Commitment Letter box, the corresponding funding source commitment letter must be attached. After attaching the letter, click Update Commitment Letter. Once all commitment letters are attached (indicated by Yes values in the Letter Provided column), save the page and click Next.

Commitment Letters					
Action	Source of Funds	Description	Amount	Committed	Letter Provided
<a href="#">Attach</a>	Consumer Loan	Other Loans	\$ 20,500.00	Yes	Yes

Does this project include LIHTC equity?\*  Yes  No

Will the project include construction financing?\*  Yes  No

Is the project an existing occupied project?\*  Yes  No

**Financing of Operating Costs**

Will the project include rental subsidies or operating grants to subsidize on-going operations?\*  Yes  No

*Note: A red box highlights the 'Is the project an existing occupied project?' question with the text: 'Provide responses to questions on page. Provide additional information as prompted.'*

*Note: A red box highlights the 'Financing of Operating Costs' section with the text: 'Review information for accuracy, and select "Save" and then "Next" to continue.'*

\* Required to save the page  
 ♦ Required before Sponsor Approval

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

Save | Undo

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**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.

The estimates provided should be representative of the rehabilitation listed on the Feasibility Workbook.

**If approved, the project may provide rehabilitation assistance beyond the examples provided at application.**

If awarded, the rehabilitation costs for each Owner-occupied Rehabilitation unit must be determined to be reasonable, based FHLBank's cost reasonableness analysis.

**Financial Feasibility** ?

Import Spreadsheet | Feasibility Analysis | Commitment Letters | **Rehabilitation Information**

Describe the types of repairs on which the program will focus ♦

The program will focus on making homes accessible for the elderly and those with special needs.

*You have 3905 characters remaining for your description.*

Upload estimates to support the costs of rehabilitation listed in the Feasibility Workbook. ♦ M:\AHP Automation Proj Browse... ?

\* Required to save the page  
 ♦ Required before Sponsor Approval

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

Save Undo

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This screen is required for Owner-occupied rehabilitation projects only.

Upload information and provide answers to questions as required.

Review information for accuracy, and select "Save" and then "Next" to continue.

### DISPLACEMENT (HOMEOWNERSHIP PROJECT)

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

***If displacement will occur, provide a Relocation Plan. Refer to Exhibit E of the AHP Implementation Plan for the definition of a Relocation Plan for details of the requirements the submitted plan must meet.***

**FYI**

Homeownership projects rarely include displacement of current residents.

This may be a possibility for owner-occupied rehabilitation projects if the rehabilitation is to such an extent the homeowner must temporarily relocate during the repairs.

Provide additional documentation and explanations as required.

The screenshot shows a web form titled "Displacement" with a help icon. The form contains the following elements:

- A question: "Will the project involve any temporary displacement of current residents?" with radio buttons for "Yes" (selected) and "No".
- A text input field for "Number of households displaced/relocated".
- A file upload field for "Attach an executive summary of the relocation plan" with a "Browse..." button and a help icon.
- A large text area for "Describe the temporary displacement plan of current residents and the costs associated with the relocation." with a character count: "You have 4000 characters remaining for your description."
- Legend: "\* Required to save the page", "◆ Required before Sponsor Approval".
- Footer: "<Previous" and "Next>".
- Buttons: "Save" and "Undo".

Red callout boxes provide the following instructions:

- One box points to the "Yes" radio button and the "Number of households displaced/relocated" field, containing the text: "Answer questions, and upload information as required."
- Another box points to the "Save" button, containing the text: "Review information for accuracy, and select 'Save' and then 'Next' to continue."
- A third box points to the "Save" button, containing the text: "To submit your changes please click Save before exiting this page."

### 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.

**Sponsor Role** ?

Specify the Sponsor's role in the AHP project (check all that apply).\*

<input type="checkbox"/> Owner	<input type="checkbox"/> Property Manager	<input checked="" type="checkbox"/> Other <input type="text" value="Qualifying households for rehab project"/>
<input type="checkbox"/> Qualify Borrowers and Arrange Financing for Homeowners	<input type="checkbox"/> Empowerment or Supportive Services Provider	
<input type="checkbox"/> Developer	<input checked="" type="checkbox"/> Construction or Rehab Manager	

Download and complete the Sponsor Experience Form found on the FHLBank Topeka website.

Attach the completed Sponsor Experience Form. ♦   ?

Attach Form 990, if applicable.   ?

Answer questions, and upload information as required.

Review information for accuracy, and select "Save" and then "Next" to continue.

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\* Required to save the page

♦ Required before Sponsor Approval

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

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### PRIMARY DEVELOPER (HOMEOWNERSHIP PROJECT)

1. If the sponsor will be acting as the primary developer (typical for homeownership projects), select “Yes” and skip to Development Team – Team Members (Homeownership Project) section.
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.

**Primary Developer** ?

---

Is the Sponsor also the primary developer?\*  Yes  No

Primary Developer Name\*

Contact Name

Telephone Number

CEO's Name\*

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.

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\* Required to save the page

◆ Required before Sponsor Approval

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

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### DEVELOPMENT TEAM – ROLE SELECTION (HOMEOWNERSHIP PROJECT)

1. Select all team members for the project. Only one team member is required and is generally the “Other” role, such as a title company, a realtor, etc. that you work with. 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** ?

**Role Selection** | **Team Members**

Indicate the roles represented on the AHP project working team.\*

Role	Selected?
Co-Developer	<input type="radio"/> Yes <input checked="" type="radio"/> No
Consultant	<input type="radio"/> Yes <input checked="" type="radio"/> No
General Contractor	<input type="radio"/> Yes <input checked="" type="radio"/> No
Builder	<input type="radio"/> Yes <input checked="" type="radio"/> No
Management Company	<input type="radio"/> Yes <input checked="" type="radio"/> No
Architect	<input type="radio"/> Yes <input checked="" type="radio"/> No
Engineer	<input type="radio"/> Yes <input checked="" type="radio"/> No
Attorney	<input type="radio"/> Yes <input checked="" type="radio"/> No
Other <input style="width: 100px;" type="text"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No

Answer all questions.

Describe the selection process for the members of the development team - both for those selected and those to be selected. ♦

Provide description of selection process for development team members here.

*You have 4000 characters remaining for your description.*

Review information for accuracy. Selection "Save" and then "Next" to continue.

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\* Required to save the page  
 ♦ Required before Sponsor Approval

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

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## 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. *Only one role is required.*

**Development Team** ?

**Role Selection** | **Team Members**

Listed below are the names of the members assigned to the project development team. For each member of the development team, list their affordable housing experience that is similar in size, scope and target population to the currently proposed project. Include the current status of these similar projects.

Team Members				
Action	Role	Company Name	Person Name	Telephone Number
▶	Consultant			
Edit	General Contractor			
Edit	Builder			
Edit	Management Company			
Edit	Architect			
Edit	Engineer			

**Team Member**

Role: Consultant Update Team Member Cancel

Company Name:  Telephone Number:

Person Name:  Contract Executed?  Yes  No

Describe their affordable housing experience that is similar in size, scope and target population to the proposed project. Include the current status of these similar projects.

Enter description here.

You have 4000 characters remaining for your description.

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

♦ Required before Sponsor Approval Save Undo

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6. Review for accuracy.
7. Select “Save” and “Next” to continue.

**Development Team** ?

**Role Selection** | **Team Members**

Listed below are the names of the members assigned to the project development team. For each member of the development team, list their affordable housing experience that is similar in size, scope and target population to the currently proposed project. Include the current status of these similar projects.

Team Members				
Action	Role	Company Name	Person Name	Telephone Number
Edit	Consultant	AAA Consulting	John Smith	(555) 555-5555
Edit	General Contractor	AAA General Contracting	Jane Smith	(555) 555-5555
Edit	Builder	AAA Builders	Jim Smith	(555) 555-5555
Edit	Management Company	AAA Management Company	Mary Doe	(555) 555-5555
Edit	Architect	AAA Architect	Mark Doe	(555) 555-5555
Edit	Engineer	AAA Engineering	Mildred Doe	(555) 555-5555

Review information for accuracy. Select "Save" and then "Next" to continue.

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

♦ Required before Sponsor Approval Save Undo

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### DISCLOSURE (HOMEOWNERSHIP PROJECT)

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

**Disclosure** ?

Has the sponsor or any member of the development team been barred from participation by any funder, or have any outstanding compliance or performance issues with any FHLBank or any other funding source?  Yes  No

Is the sponsor or any member of the development team involved in any unresolved fair housing issues or investigations?  Yes  No

Are there any relationships between parties involved in the project (sponsor or members of the development team, member, etc.) that could pose a conflict of interest or potential conflict(s) of interest?  Yes  No

Are there any relationships or conflicts of interest between sellers of the properties involved in this project and the sponsor or any member of the development team?  Yes  No

**Answer questions, and provide information as required.**

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

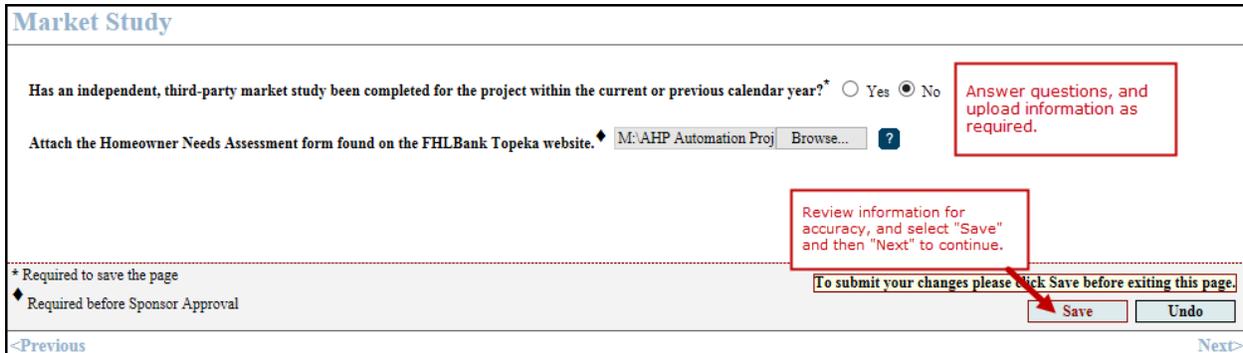
◆ Required before Sponsor Approval **Review information for accuracy, and select "Save" and "Next" to continue.**

<Previous Save Undo Next>

## MARKET STUDY (HOMEOWNERSHIP PROJECT)

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

1. Obtain and complete the Homeowner Needs Assessment on FHLBank’s website.
2. Select “No.”
3. Use the “Browse” function to locate and upload the Homeowner Needs Assessment.
4. Select “Save” and “Next” to continue.



**Market Study**

Has an independent, third-party market study been completed for the project within the current or previous calendar year?  Yes  No

Attach the Homeowner Needs Assessment form found on the FHLBank Topeka website.  Browse... ?

\* Required to save the page  
 ♦ Required before Sponsor Approval

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

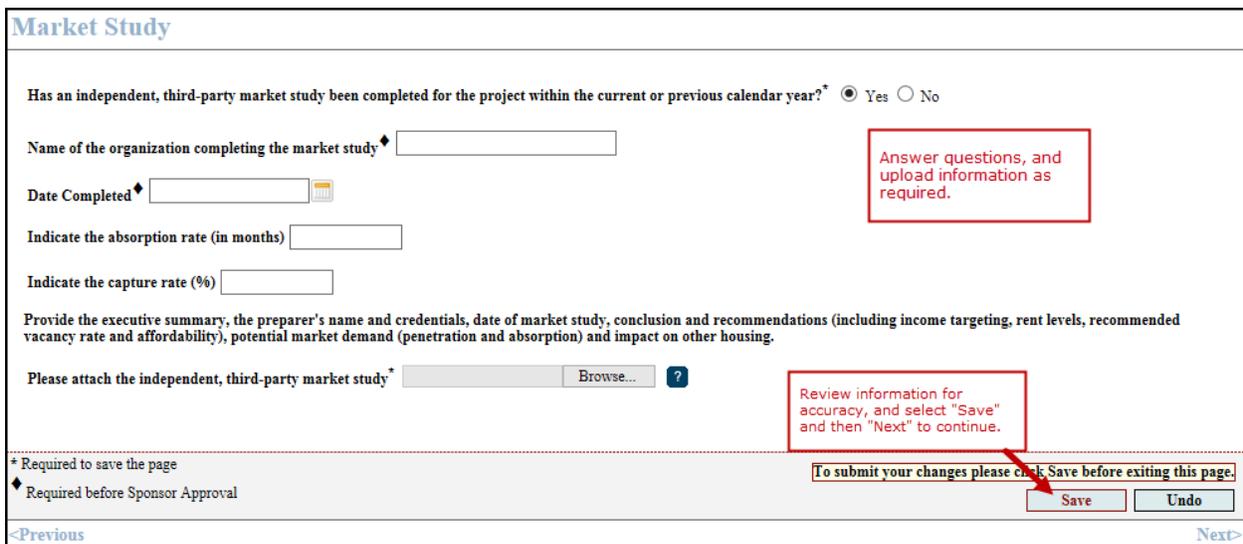
Save Undo

<Previous Next>

*Annotations:*  
 - Red box: Answer questions, and upload information as required.  
 - Red box: Review information for accuracy, and select "Save" and then "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.



**Market Study**

Has an independent, third-party market study been completed for the project within the current or previous calendar year?  Yes  No

Name of the organization completing the market study

Date Completed

Indicate the absorption rate (in months)

Indicate the capture rate (%)

Provide the executive summary, the preparer’s name and credentials, date of market study, conclusion and recommendations (including income targeting, rent levels, recommended vacancy rate and affordability), potential market demand (penetration and absorption) and impact on other housing.

Please attach the independent, third-party market study  Browse... ?

\* Required to save the page  
 ♦ Required before Sponsor Approval

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

Save Undo

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*Annotations:*  
 - Red box: Answer questions, and upload information as required.  
 - Red box: Review information for accuracy, and select "Save" and then "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.

**Project Timeline** ?

AHP Initial Draw Date

100% of Financing Committed Date

Project closing date

Construction / Rehabilitation Start Date

Complete Construction / Rehabilitation of all Units Date

Date of anticipated certificate of occupancy / certificate of substantial rehabilitation

Stabilized Occupancy Date

Will all funds be requested within 42 months of the AHP Approval Date?\*  Yes  No

Will the project be completed within 48 months of the AHP Approval Date?\*  Yes  No

Attach any applicable miscellaneous documentation  ?

\* Required to save the page  
 ♦ Required before Sponsor Approval

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

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## 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.
  - Projects cannot be complete prior to the AHP award.
  - Providing available floor plans, site plans, elevations plans or other like documentation at this point may reduce the amount of follow up required after application submission, particularly during Cost Reasonableness review. All rental projects are reviewed for cost reasonableness.

**Training Available!**

Training videos, to assist you with completing the Feasibility Workbook, are available on FHLBank’s website.

Housing and CommunityDevelopment staff are available for additional

**Financial Feasibility** ?

Import Spreadsheet | Feasibility Analysis | Commitment Letters

*Download and complete the Rental Feasibility Workbook found on the FHLBank Topeka website.*

Import the Rental Feasibility Workbook\* M:\AHP Automation Proj Browse...

Will the project’s construction be complete prior to the AHP award?\*  Yes  No

Attach a Floor Plan, Site Plan, and Elevation Plan. M:\AHP Automation Proj Browse... ?

Attach project’s photographs, if applicable. Browse... ?

**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.

\* Required to save the page  
 ♦ Required before Sponsor Approval

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

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### 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.

**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.

**Financial Feasibility**

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

Download and complete the Rental Feasibility Workbook found on the FHLBank Topeka website.

Import the Rental Feasibility Workbook: **Rental Feasibility Workbook 04/26/2017.xlsx** **Remove** Successful Upload!

Will the project's construction be complete prior to the AHP award?  Yes  No

Attach a Floor Plan, Site Plan, and Elevation Plan: **Running Creek Villas\_Floor Plan.pdf** **Remove**

Attach project's photographs, if applicable.

**Development Sources of Funds** Sources of Funds

Source of Funds	Housing	Non-Housing	Description	Committed	Rate (%)	Term (years)	Amort Period (years)	Annual Debt Svc (\$ (Housing))	Mort Pay?
Permanent Loan	977,450.00		Permanent Financing	Yes	5.000%	30.00	30.00	42,965.92	Yes
Johansen County Community Development	85,000.00		Other Grants	Yes	0.000%	0.00	0.00		
AHP Direct Subsidy	472,487.00		AHP Subsidy	No	0.000%	0.00	0.00		
<b>Subtotal - Housing</b>	<b>\$ 1,534,937.00</b>								
<b>Subtotal - Non-Housing</b>	<b>\$ 0.00</b>								
<b>Total Funding Sources</b>	<b>\$ 1,534,937.00</b>								

**Units Breakout** Uses of Funds and Targeting

	No of Units		No of Units		No of Units
Rehabilitation Units	26		Efficiency Units		9
New Construction Units	0	Less than or equal to 50% AMI	1-bedroom Units		20
Acquisition units	0	Greater than 50% and less than or equal to 60% AMI	2-bedroom Units		4
<b>Total Units</b>	<b>26</b>	Greater than 60% and less than or equal to 80% AMI	3-bedroom Units		0
		Greater than 80% AMI	4-bedroom Units		0
		<b>Total Units</b>	<b>Total Units</b>		<b>24</b>

Building has Elevator (Y/N)  No

**Housing Development Uses of Funds Summary**

Total Acquisition Costs	\$ 168,065.00
Total Construction / Rehabilitation Costs	\$ 0.00
Hard Construction Costs	\$ 540,068.00
Hard Rehabilitation Costs	\$ 540,068.00
Other Costs	\$ -1,080,136.00
Total Fees	\$ 0.00
Total Taxes and Insurance Costs	\$ 12,956.00
Total Construction Financing	\$ 6,082.00
Total Permanent Financing	\$ 1,622.00
Total Project Reserves	\$ 209,100.00
Total Soft Costs	\$ 5,850.00
Total Developer & Consultant Fees	\$ 272,000.00
Total Financing Fees and Expenses	\$ 5,650.00
<b>Total Development Costs</b>	<b>\$ 1,534,937.00</b>

**Commercial Sources and Uses of Funds**

Total Commercial Sources	\$ 0.00
Total Commercial Uses	\$ 0.00

**Housing Pro Forma**

	Standard	Actual
Gross Annual Rental Income		\$ 31,200.00
Net Revenue (EGI)		\$ 53,150.00
Net Operating Income		\$ -49,037.00
Bltn Pay Debt Service		\$ 42,965.92
Initial Cash Flow		\$ -112,000.92
Debt Coverage Ratio Before Soft Debt		-0.78
Soft Debt Service		\$ 0.00
Secondary Cash Flow		\$ -112,000.92
Debt Coverage Ratio (Housing)		
Cash Flow as Percentage of Gross Income		
Expense to Income Ratio		310.73 %

**Key Feasibility Values**

	Standard	Actual
Total Development Cost Per Unit		\$ 63,955.71
Total Development Cost Per Square Foot		\$ 137.56
Total Adjusted Development Cost		\$ 800,837.00
Adjusted Development Cost Per Unit		
Total Acquisition Cost Per Unit		\$ 7,014.17
Average Square Feet Per Unit		402.92
Average Square Feet Per Unit (Rehabilitation)		483.54
Average Square Feet Per Unit (Construction)		0.00
Average Square Feet Per Unit (Acquisition Only)		\$ 982.07
Cost Per Square Foot (Rehabilitation)		\$ -59.39
Cost Per Square Foot (Construction)		\$ 982.07
Cost Per Square Foot (Acquisition Only)		22.31 %
Cost Per Square Foot (Construction/Rehabilitation)		0.00 %
Common Office Area Percentage		12.30 %
Commercial Area Percentage		0.00 %
Construction Contingency % (Housing)	More Info	12.30 %
Construction Contingency % (Overall)		65.56 %
Developer & Consultant Fee %	More Info	13.76 %
Capitalized Reserves Housing (months)		13.76 %
Capitalized Reserves Overall (months)		
Lease-Up Reserve		\$ 0.00
Rental Assistance Reserve		\$ 0.00
General Requirements %		5.71 %
Builder Overhead %		2.32 %
Builder Profit %		5.71 %
Total General Requirements, Builder's Overhead and Profit		
Architect Fees		
Engineering Fees		
Attorney Fees		
Sum of All Professional Fees		
Revenue Escalator		2.00 %
Expense Escalator		3.00 %
Escalator Trend		0.00 %
Stabilized Vacancy Rate		28.85 %
Management Fee as Percentage of Net Revenue		
Management Fee Per Unit Per Month		
Total Operating Expense Per Unit	More Info	\$ 3,633.00
Replacement Reserve Per Unit		\$ 623.00
Operating Reserve		\$ 0.00
Deferred Developer Fee - Sources		\$ 0.00
Deferred Developer Fee - Cumulative Rappad		\$ 0.00
Total Cash Flow in First Five Years (Housing)		
Total Cash Flow in First Fifteen Years (Overall)		\$ 23,016,609.84
LHFC Equity Price		

\* Required to save the page  
 ♦ Required before Sponsor Approval

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

Save Undo

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## 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.

### 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.

**Financial Feasibility** ?

Import Spreadsheet | Feasibility Analysis | Commitment Letters | Provide an explanation for any values outside FHLBank

The following feasibility issues were discovered in the most recently imported Rental Feasibility Workbook. For each issue with Explain displayed in the Action column and a No value in the Explained column, click on the Explain link. The Feasibility Issue panel will open at the bottom of the page. In the Explain box, a reason for deviating from the feasibility guideline for that Feasibility Value is required. Once an issue is explained and updated, the Explain column will display a Yes value. Once all issues are explained (i.e., all Yes values in the Explained column), please save the page and click Next. All issues must be explained before the application can be approved.

Action	Feasibility Value	Details	Standard	Actual	Explained
Explain	Operating Reserves (Capitalized)	More Info	0.00 – 9.00	13.76	No
Explain	Management Fee	More Info	0.00 % – 10.00 %	28.85 %	No

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.

**Financial Feasibility** ?

Import Spreadsheet | Feasibility Analysis | Commitment Letters

The following feasibility issues were discovered in the most recently imported Rental Feasibility Workbook. For each issue with Explain displayed in the Action column and a No value in the Explained column, click on the Explain link. The Feasibility Issue panel will open at the bottom of the page. In the Explain box, a reason for deviating from the feasibility guideline for that Feasibility Value is required. Once an issue is explained and updated, the Explain column will display a Yes value. Once all issues are explained (i.e., all Yes values in the Explained column), please save the page and click Next. All issues must be explained before the application can be approved.

Action	Feasibility Value	Details	Standard	Actual	Explained
Explain	Operating Reserves (Capitalized)	More Info	0.00 – 9.00	13.76	No
Explain	Management Fee	More Info	0.00 % – 10.00 %	28.85 %	No

**Feasibility Issue**

Feasibility Value: Operating Reserves (Capitalized)

Details: Operating reserves shall not exceed 9 months of operating expenses. Capitalized operating reserves, divided by total operating expenses divided by 12.

Standard: 0.00 – 9.00

Actual: 13.76

Explain

Provide explanation here.

You have 4000 characters remaining for your description.

After providing explanation, select “Update Feasibility Issue” to save.

Update Feasibility Issue | Cancel

After providing explanations for all Feasibility Issues, review for accuracy. Select “Save” and then “Next” to continue.

\* Required to save the page

◆ Required before Sponsor Approval

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

Save | Undo

<Previous | Next>

## COMMITMENT LETTERS (RENTAL PROJECT)

If the project will include sources such as tax credits, permanent loans, or other grants, a commitment letter must be uploaded for each one.

1. Select "Attach."

**Financial Feasibility** ?

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

The following committed funding sources were found in the Sources tab of the imported Rental Feasibility Workbook. For each committed funding source listed, click on the Attach link in the Action column to open the Commitment Letter box. In the Commitment Letter box, the corresponding funding source commitment letter must be attached. After attaching the letter, click Update Commitment Letter. Once all commitment letters are attached (indicated by Yes values in the Letter Provided column), save the page and click Next.

Action	Source of Funds	Description	Amount	Committed	Letter Provided
Attach	Permanent Loan	Permanent Financing	\$ 977,450.00	Yes	Yes
Attach	Johnson County Community Development	Other Grants	\$ 85,000.00	Yes	No

*To upload commitment letters, select "Attach" next to each Source of Funds.*

2. Using the "Browse" function, locate and upload the specific commitment letter for that source of funds.
3. Select "Update Commitment Letter" to save.
4. Continue the process for each source.

**Financial Feasibility** ?

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

The following committed funding sources were found in the Sources tab of the imported Rental Feasibility Workbook. For each committed funding source listed, click on the Attach link in the Action column to open the Commitment Letter box. In the Commitment Letter box, the corresponding funding source commitment letter must be attached. After attaching the letter, click Update Commitment Letter. Once all commitment letters are attached (indicated by Yes values in the Letter Provided column), save the page and click Next.

Action	Source of Funds	Description	Amount	Committed	Letter Provided
Attach	Permanent Loan	Permanent Financing	\$ 977,450.00	Yes	Yes
Attach	Johnson County Community Development	Other Grants	\$ 85,000.00	Yes	No

**Commitment Letter**

Source of Funds: Johnson County Community Development  
 Description: Other Grants  
 Amount: \$5000  
 Committed: Yes

Attach a commitment letter for this committed funding source.  ?

*Upload commitment letter, and select "Update Commitment Letter" to save.*

5. Answer the remaining questions.

**Financial Feasibility** ?

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

The following committed funding sources were found in the Sources tab of the imported Rental Feasibility Workbook. For each committed funding source listed, click on the Attach link in the Action column to open the Commitment Letter box. In the Commitment Letter box, the corresponding funding source commitment letter must be attached. After attaching the letter, click Update Commitment Letter. Once all commitment letters are attached (indicated by Yes values in the Letter Provided column), save the page and click Next.

Action	Source of Funds	Description	Amount	Committed	Letter Provided
Attach	Permanent Loan	Permanent Financing	\$ 977,450.00	Yes	Yes
Attach	Johnson County Community Development	Other Grants	\$ 85,000.00	Yes	Yes

Does this project include LIHTC equity?  Yes  No

Attach LIHTC application.  ?

Will the project include construction financing?  Yes  No

Is the project an existing occupied project?  Yes  No

**Financing of Operating Costs**

Will the project include rental subsidies or operating grants to subsidize on-going operations?  Yes  No

*Provide responses to questions on page. Provide additional information as prompted.*

*Review information for accuracy, and select "Save" and then "Next" to continue.*

\* Required to save the page  
 ♦ Required before Sponsor Approval

### 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 **(required)** 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.

### FYI

Providing detailed estimates with the application may reduce the amount of follow up required after application submission, particularly during Cost Reasonableness review. All rental projects are reviewed for cost reasonableness.

**Financial Feasibility** ?

---

Describe the types of repairs on which the program will focus <sup>◆</sup>

Enter description of rehabilitation here.

You have 3905 characters remaining for your description.

Upload estimates to support the costs of rehabilitation listed in the Feasibility Workbook. <sup>◆</sup> M-AHP Automation Proj  ?

\* Required to save the page

◆ Required before Sponsor Approval

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

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This screen is required for rehabilitation projects only.

Upload information and provide answers to questions as required.

Review information for accuracy, and select "Save" and then "Next" to continue.

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

DISPLACEMENT (RENTAL PROJECT)

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

***If displacement will occur, provide a Relocation Plan. Refer to Exhibit E of the AHP Implementation Plan for the definition of a Relocation Plan for details of the requirements the submitted plan must meet.***

**FYI**

Ensure relocation costs are included in the development budget.

A relocation plan is required for any projects that include displacement of current residents.

Provide additional documentation and explanations as required.

**Displacement** ?

Will the project involve any permanent or temporary displacement and relocation of current residents?\*  Yes  No

Number of households displaced/relocated

Are expenses included in the development budget?\*  Yes  No

Attach an executive summary of the relocation plan  Browse... ?

If displacement will occur, additional questions and documentation requirements will display.

Review for accuracy. Select "Save" and then "Next" to continue.

\* Required to save the page  
 ♦ Required before Sponsor Approval

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

Save Undo

<Previous Next>

### SPONSOR ROLE (RENTAL 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 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.

**Sponsor Role** ?

---

Specify the Sponsor's role in the AHP project (check all that apply).\*

<input checked="" type="checkbox"/> Owner	<input type="checkbox"/> Property Manager	<input type="checkbox"/> Other <input style="width: 100px;" type="text"/>
<input type="checkbox"/> Qualify Borrowers and Arrange Financing for Homeowners	<input checked="" type="checkbox"/> Empowerment or Supportive Services Provider	
<input type="checkbox"/> Developer	<input type="checkbox"/> Construction or Rehab Manager	

Download and complete the Sponsor Experience Form found on the FHLBank Topeka website.

Attach the completed Sponsor Experience Form.   ?

Attach Form 990, if applicable.   ?

Answer questions, and upload information as required.

Review information for accuracy, and select "Save" and then "Next" to continue.

---

\* Required to save the page

◆ Required before Sponsor Approval

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

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Next>

### PRIMARY DEVELOPER (RENTAL PROJECT)

1. If the sponsor will be acting as the primary developer, select “Yes” and skip to Development Team – Role Selection.
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.

#### Primary Developer ?

Is the Sponsor also the primary developer?\*  Yes  No

Primary Developer Name\*

Contact Name

Telephone Number

CEO's Name\*

\* Required to save the page

◆ Required before Sponsor Approval

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

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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.

### Development Team ?

Role Selection
Team Members

**Indicate the roles represented on the AHP project working team.\***

Role	Selected?
Co-Developer	<input type="radio"/> Yes <input checked="" type="radio"/> No
Consultant	<input checked="" type="radio"/> Yes <input type="radio"/> No
General Contractor	<input checked="" type="radio"/> Yes <input type="radio"/> No
Builder	<input checked="" type="radio"/> Yes <input type="radio"/> No
Management Company	<input checked="" type="radio"/> Yes <input type="radio"/> No
Architect	<input checked="" type="radio"/> Yes <input type="radio"/> No
Engineer	<input checked="" type="radio"/> Yes <input type="radio"/> No
Attorney	<input type="radio"/> Yes <input checked="" type="radio"/> No
Other <input style="width: 50px;" type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No

Answer all questions.

**Describe the selection process for the members of the development team - both for those selected and those to be selected. ♦**

Provide description of selection process for development team members here.

You have 4000 characters remaining for your description.

Review information for accuracy. Selection "Save" and then "Next" to continue.

\* Required to save the page

♦ Required before Sponsor Approval

Save
Undo

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

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Next>

## 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.

**Development Team** ?

Role Selection | **Team Members**

Listed below are the names of the members assigned to the project development team. For each member of the development team, list their affordable housing experience that is similar in size, scope and target population to the currently proposed project. Include the current status of these similar projects.

Team Members				
Action	Role	Company Name	Person Name	Telephone Number
▶	Consultant			
Edit	General Contractor			
Edit	Builder			
Edit	Management Company			
Edit	Architect			
Edit	Engineer			

**Team Member**

Role: Consultant

Company Name:  Telephone Number:

Person Name:  Contract Executed:  Yes  No

Describe their affordable housing experience that is similar in size, scope and target population to the proposed project. Include the current status of these similar projects.

*You have 4000 characters remaining for your description.*

Update Team Member Cancel

\* Required to save the page  
 ♦ Required before Sponsor Approval

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

Save Undo

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6. Review for accuracy.
7. Select “Save” and “Next” to continue.

**Development Team** ?

Role Selection | **Team Members**

Listed below are the names of the members assigned to the project development team. For each member of the development team, list their affordable housing experience that is similar in size, scope and target population to the currently proposed project. Include the current status of these similar projects.

Team Members				
Action	Role	Company Name	Person Name	Telephone Number
Edit	Consultant	AAA Consulting	John Smith	(555) 555-5555
Edit	General Contractor	AAA General Contracting	Jane Smith	(555) 555-5555
Edit	Builder	AAA Builders	Jim Smith	(555) 555-5555
Edit	Management Company	AAA Management Company	Mary Doe	(555) 555-5555
Edit	Architect	AAA Architect	Mark Doe	(555) 555-5555
Edit	Engineer	AAA Engineering	Mildred Doe	(555) 555-5555

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

\* Required to save the page  
 ♦ Required before Sponsor Approval

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

Save Undo

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## DISCLOSURE (RENTAL PROJECT)

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

**Disclosure** ?

Has the sponsor, owner, or any member of the development team been barred from participation by any funder, or have any outstanding compliance or performance issues with any FHLBank or any other funding source?  Yes  No

Is the sponsor, owner, or any member of the development team involved in any unresolved fair housing issues or investigations?\*  Yes  No

Are there any relationships between parties involved in the project (sponsor, owner, or members of the development team, member, etc.) that could pose a conflict of interest or potential conflict(s) of interest?  Yes  No

Are there any relationships or conflicts of interest between sellers of the properties involved in this project and the sponsor, owner, or any member of the development team?\*  Yes  No

**Explain** ♦

*You have 4000 characters remaining for your description.*

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

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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. Select “No.”
3. Use the “Browse” function to locate and upload the Rental Needs Assessment.
4. Select “Save” and “Next” to continue.

### Market Study

Has an independent, third-party market study been completed for the project within the current or previous calendar year?\*  Yes  No

Attach the Rental Needs Assessment form found on the FHLBank Topeka website.  Browse... ?

\* Required to save the page  
 ♦ Required before Sponsor Approval

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

Answer questions, and upload information as required.

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

### Market Study

Has an independent, third-party market study been completed for the project within the current or previous calendar year?\*  Yes  No

Name of the organization completing the market study

Date Completed

Indicate the absorption rate (in months)

Indicate the capture rate (%)

Provide the executive summary, the preparer's name and credentials, date of market study, conclusion and recommendations (including income targeting, rent levels, recommended vacancy rate and affordability), potential market demand (penetration and absorption) and impact on other housing.

Please attach the independent, third-party market study\*  Browse... ?

\* Required to save the page  
 ♦ Required before Sponsor Approval

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

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[Next>](#)

Answer questions, and upload information as required.

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

The screenshot shows the 'Project Timeline' section of an online application. The form includes the following fields and questions:

- AHP Initial Draw Date**: A date picker field with a red box annotation: "Date should be after the anticipated AHP grant award date."
- 100% of Financing Committed Date**: A date picker field.
- Project closing date**: A date picker field.
- Construction / Rehabilitation Start Date**: A date picker field.
- Complete Construction / Rehabilitation of all Units Date**: A date picker field.
- Date of anticipated certificate of occupancy / certificate of substantial rehabilitation**: A date picker field.
- Stabilized Occupancy Date**: A date picker field.
- Does the project have site control?**: Radio buttons for Yes and No.
- Does the project comply with current zoning?**: Radio buttons for Yes and No.
- Will all funds be requested within 42 months of the AHP Approval Date?**: Radio buttons for Yes and No.
- Will the project be completed within 48 months of the AHP Approval Date?**: Radio buttons for Yes and No.
- Attach any applicable miscellaneous documentation**: Five "Browse..." buttons with question mark icons.

Red annotations on the screenshot include:

- A box: "Provide information as required." with arrows pointing to the date fields.
- A box: "These dates may be anticipated at application." with arrows pointing to the date fields.
- A box: "See AHP Implementation Plan for requirements." with an arrow pointing to the 42-month question.
- A box: "Use these upload boxes to provide additional project information." with arrows pointing to the document upload boxes.
- A box: "Review information for accuracy. Select 'Save' and then 'Next' to continue." with an arrow pointing to the Save and Undo buttons.

At the bottom of the form, there is a note: "To submit your changes please click Save before exiting this page." and buttons for "Save" and "Undo".

## 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.

Application
General Information
Scoring
Feasibility

Application  
 Home  
 Sponsor Approval

Must be selected by Lead Sponsor Contact.

**Application Home**

Application Status: Pending  
 Funding Round: 2017A  
 Round Deadline: 05/31/2017

Description	Status
<b>General Information</b>	
Application Details : Application Information	✓
Application Details : Site Information	✓
Application Details : Site Parcel	✓
Application Details : Fair Housing	✓
Application Details : Subsidy Amount and Uses of Funds	✓
<b>Scoring</b>	
Donated Property : Donation Information	✓
Donated Property : Donated Evidence	✓
Sponsorship By Nonprofit	✓
Targeting	✓
Housing for the Homeless	✓
Empowerment	✓
First District Priority : Special Needs	✓
First District Priority : In-District Project	✓
First District Priority : Member Financial Participation	✓
Second District Priority	✓
Community Stability	✓
<b>Feasibility</b>	
Financial Feasibility : Import Spreadsheet	✓
Financial Feasibility : Feasibility Analysis	✓
Financial Feasibility : Commitment Letters	✓
Financial Feasibility : Homeownership Rehabilitation	✓
Displacement	✓
Sponsor Role	✓
Primary Developer	✓
Development Team : Role Selection	✓
Development Team : Team Members	✓
Disclosure	✓
Market Study	✓
Project Timeline	✓

Project Name: Hand-up Homes  
Application Number: 10000396

**Need Help?**  
Contact Housing and Community Development at 866-571-8155.

**AHP Application**

Upon completion of the application, go to the Application menu item and select Sponsor Approval from the drop down.

It is recommended that you print the application for your records after the application has been approved by the member.

**Application Attachments**

Verify the Status of all Application Screens (Descriptions) is . Complete screens as required.  
 When all screens are complete, select "Sponsor Approve" 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). If updates are necessary, the member will be required to reject the application which will send it back to the sponsor.

**Sponsor Approval** Checking this box signifies Sponsor's agreement to the certifications contained herein.

Current Status Pending  
The application is complete. There are no issues found.

The Affordable Housing Program (AHP) subsidy will only be used for the purposes specified in the approved application and in accordance with the federal regulations governing the operation of the AHP (the “AHP Regulations”). The subsidy received for this project will not be used for arbitrage purposes, or for any other purpose prohibited by the AHP Regulations. The project will comply with the requirements of all applicable federal and state laws on fair housing and housing accessibility, including, but not limited to, the Fair Housing Act, the Rehabilitation Act of 1973, the Architectural Barriers Act of 1969, and the Americans with Disabilities Act of 1990.

Owner-occupied projects are subject to a five- (5) year retention period; rental projects are subject to a fifteen- (15) year retention period. The project sponsor approving this application (the “Sponsor”) acknowledges that the Federal Home Loan Bank of Topeka (“FHLBank Topeka”) member that is also approving this application is required to ensure that the rental project, or each of the AHP-assisted units of an owner-occupied project, is subject to a legally enforceable deed restriction that (1) incorporates the requirements of the AHP Regulations, (2) is enforceable under applicable law, (3) is in proper form for recording under applicable law, and (4) is properly recorded.

The Sponsor will be bound by the commitments made in the application and will build and/or operate the project consistent with the commitments made in the application, or in a written modification request approved by FHLBank Topeka in its sole discretion. Any material changes to the information provided in the approved application will be reported to FHLBank Topeka. Throughout the retention period, the Sponsor will monitor the project in accordance with AHP Regulations and FHLBank Topeka policies, and will maintain and submit documentation, reports, and certifications required to demonstrate proper use of the AHP subsidy and compliance with application commitments.

In the event that the project as described in the application fails to meet its specified commitments, or otherwise falls out of compliance with the AHP Regulations, the proceeds of a funded AHP subsidy will be subject to recapture and the unused or improperly used subsidy will be returned to FHLBank Topeka.

Funding for this project is made available through a financial commitment from FHLBank Topeka. If this application is approved, the Sponsor agrees that “FHLBank Topeka – Affordable Housing Program” will be prominently displayed in all promotional materials related to ground breakings, dedications, and all other media events, including, but not limited to, news releases, site signage, etc. The Sponsor further agrees to notify FHLBank Topeka of all of the aforementioned events.

The Sponsor certifies that the information provided in this application is true, complete, and accurate, and that it will be bound by the commitments made in the application. The Sponsor acknowledges that any misrepresentations or false or fictitious statements made in the application, which are used by FHLBank Topeka to award an AHP subsidy, as well as any material changes to the application that are not communicated to FHLBank Topeka, may result in the withdrawal or requested repayment of the awarded AHP subsidy.

The Sponsor represents and warrants that it has the full corporate power and authority, and has received all corporate and governmental authorizations and approvals as may be required, to enter into and perform its obligations under this application.

The person representing the Sponsor by approving this application is duly authorized by the Sponsor to make such representations and commitments as presented in this application.

To complete the sponsor portion of the application submission process, select “Approve.”

Application Attachments

**Important!** After clicking the “Approve” button the application status will change to “Sponsor Approved”. You will not be able to modify the application after the status change.

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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 will not be able to be printed after the round closes.

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.

**IMPORTANT**

Allow adequate time for the member to review and approve. All applications must be sponsor and member approved by the application deadline.

Application	General Information	Scoring	Feasibility								
<p><b>Sponsor Approval</b> <span style="color: blue;">?</span></p> <p>Current Status <b>Sponsor Approved</b> <span style="border: 1px solid red; padding: 2px;">Confirms application is now Sponsor Approved.</span></p> <p>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.</p> <p>An application is only complete when it is in 'Member Approved' status. <span style="border: 1px solid red; padding: 2px;">Displays screens that need to be completed by member and the status of those screens.</span></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #e0f2f1;"> <th colspan="2" style="text-align: center;">Incomplete Sections</th> </tr> <tr style="background-color: #e0f2f1;"> <th style="text-align: center;">Section</th> <th style="text-align: center;">Status</th> </tr> </thead> <tbody> <tr> <td>Member Involvement : Member Policy</td> <td style="text-align: center;">✘</td> </tr> <tr> <td>Member Involvement : Member Service</td> <td style="text-align: center;">✘</td> </tr> </tbody> </table>				Incomplete Sections		Section	Status	Member Involvement : Member Policy	✘	Member Involvement : Member Service	✘
Incomplete Sections											
Section	Status										
Member Involvement : Member Policy	✘										
Member Involvement : Member Service	✘										

## 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.

My Applications
My Projects

### My Applications

Application Number	Application Name	Status
<b>Current/Last Round - 2017A</b>		
10000396	Hand-up Homes	Sponsor Approved
10000395	Running Creek Villas	Pending

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.

Application	General Information	Scoring	Feasibility												
<b>Application Home</b>															
<b>Application Status</b>	Sponsor Approved	<table border="1"> <thead> <tr> <th colspan="4">Status Change Details</th> </tr> <tr> <th>From Status</th> <th>To Status</th> <th>Changed By</th> <th>Changed Date</th> </tr> </thead> <tbody> <tr> <td>Pending</td> <td>Sponsor Approved</td> <td>Doe Jane</td> <td>05/01/2017</td> </tr> </tbody> </table>		Status Change Details				From Status	To Status	Changed By	Changed Date	Pending	Sponsor Approved	Doe Jane	05/01/2017
Status Change Details															
From Status	To Status	Changed By	Changed Date												
Pending	Sponsor Approved	Doe Jane	05/01/2017												
<b>Funding Round</b>	2017A														
<b>Round Deadline</b>	05/31/2017														
Description			Status												
<b>General Information</b>															
Application Details : Application Information			✓												
Application Details : Site Information			✓												
Application Details : Site Parcel			✓												
Application Details : Fair Housing			✓												
Application Details : Subsidy Amount and Uses of Funds			✓												
Member Involvement : Member Policy			✗												
Member Involvement : Member Service			✗												
<b>Scoring</b>															
Donated Property : Donation Information			✓												
Donated Property : Donated Evidence			✓												
Sponsorship By Nonprofit			✓												
Targeting			✓												
Housing for the Homeless			✓												
Empowerment			✓												
First District Priority : Special Needs			✓												
First District Priority : In-District Project			✓												
First District Priority : Member Financial Participation			✓												
Second District Priority			✓												
Community Stability			✓												
<b>Feasibility</b>															
Financial Feasibility : Import Spreadsheet			✓												
Financial Feasibility : Feasibility Analysis			✓												
Financial Feasibility : Commitment Letters			✓												
Financial Feasibility : Homeownership Rehabilitation			✓												
Displacement			✓												
Sponsor Role			✓												
Primary Developer			✓												
Development Team : Role Selection			✓												
Development Team : Team Members			✓												
Disclosure			✓												
Market Study			✓												
Project Timeline			✓												

Screens Member Contact needs to review and complete.

**FYI**

Status Symbols:

- = Not Visited (Need to complete)
- = In Progress (Started but not complete)
- = Complete
- = Modified by Housing and Community Development Staff

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 member does not verify a commitment to the Member Financial Participation (MFP) scoring criterion through its answers to the questions in this section; however, all questions must be answered. Be certain the answers do not conflict with the MFP commitment, if made.

### MEMBER POLICY

The responses to the questions on this screen are intended to identify the member’s financial involvement in the project outside of the member financial participation scoring commitment.

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 Policy
Member Services

Does the member have any past or present financial or ownership interest in the project?  Yes  No

Describe the interest <sup>◆</sup>

If member has any past or present financial or ownership interest in the property, provide description in the space provided.

You have 4000 characters remaining for your description.

Excluding the pass through of AHP Subsidy, is non-permanent financing being provided by the Member?  Yes  No

Excluding the pass through of AHP subsidy, is an FHLBank advance, including a Community Housing Program (CHP) advance, being provided as part of the project financing?  Yes  No

Excluding the pass through of AHP Subsidy, is a mortgage loan being provided by the Member?  Yes  No

Excluding the pass through of AHP Subsidy, are reduced closing costs being provided by the Member?  Yes  No

Review for accuracy. Select "Save" and "Next" to continue.

---

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

Save
Undo

<Previous
Next>

## MEMBER SERVICES

It is not necessary to verify the member's commitment to Member Financial Participation on this screen. 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 Involvement Information** ?

Member Policy | Member Services

Excluding the pass through of AHP Subsidy, are grant(s) or in-kind contributions or services being provided by the Member?  Yes  No

Describe services provided. ♦

If member will provide any grants, in-kind contributions, or services, provide description in the space provided.

You have 4000 characters remaining for your description.

Fee Charged ♦

Fee charged. If no fee is charged, enter "0."

If member answers "Yes" to this question, provide additional information as required.

Review for accuracy. Select "Save" and "Next" to continue.

\* Required to save the page  
♦ Required before Member Approval

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

Save Undo

<Previous Next>

## 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.

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

Application	General Information	Scoring	Feasibility
Home			
Member Approval			
Application Status	Sponsor Approved	Status Change Details	
Funding Round	2017A	From Status	To Status
Round Deadline	05/31/2017	Pending	Sponsor Approved

**Member Approval** ?

Current Status Sponsor Approved  
The application is complete. There are no issues found.

The Affordable Housing Program (AHP) subsidy will only be used for the purposes specified in the approved application and in accordance with the federal regulations governing the operation of the AHP (the “AHP Regulations”). The subsidy received for this project will not be used for arbitrage purposes, or for any other purpose prohibited by the AHP Regulations. The project will comply with the requirements of all applicable federal and state laws on fair housing and housing accessibility, including, but not limited to, the Fair Housing Act, the Rehabilitation Act of 1973, the Architectural Barriers Act of 1969, and the Americans with Disabilities Acts of 1990.

Owner-occupied projects are subject to a five- (5) year retention period; rental projects are subject to a fifteen- (15) year retention period. The Federal Home Loan Bank of Topeka (“FHLBank Topeka”) member approving this application (the “Member”) will ensure that the rental project, or each of the AHP-assisted units of an owner-occupied project, is subject to a legally enforceable deed restriction that (1) incorporates the requirements of the AHP Regulations, (2) is enforceable under applicable law, (3) is in proper form for recording under applicable law, and (4) is properly recorded.

The Member will be bound by the commitments made in the application and will build and/or operate the project consistent with the commitments made in the application, or in a written modification request approved by FHLBank Topeka in its sole discretion. Any material changes to the information provided in the approved application will be reported to FHLBank Topeka. Throughout the retention period, the Member will monitor the project in accordance with AHP Regulations and FHLBank Topeka policies, and will maintain and submit documentation, reports, and certifications required to demonstrate proper use of the AHP subsidy and compliance with application commitments.

In the event that the project as described in the application fails to meet its specified commitments, or otherwise falls out of compliance with the AHP Regulations, the proceeds of a funded AHP subsidy will be subject to recapture and the unused or improperly used subsidy will be returned to FHLBank Topeka.

Funding for this project is made available through a financial commitment from FHLBank Topeka. If this application is approved, the Member agrees that “FHLBank Topeka – Affordable Housing Program” will be prominently displayed in all promotional materials related to ground breakings, dedications, and all other media events, including, but not limited to, news releases, site signage, etc. The Member further agrees to notify FHLBank Topeka of all of the aforementioned events.

The Member certifies that the information provided in this application is true, complete, and accurate, and that it will be bound by the commitments made in the application. The Member acknowledges that any misrepresentations or false or fictitious statements made in the application, which are used by FHLBank Topeka to award an AHP subsidy, as well as any material changes to the application that are not communicated to FHLBank Topeka may result in the withdrawal or required repayment of the awarded AHP subsidy.

The Member represents and warrants that it has the full corporate power and authority, and has received all corporate and governmental authorizations and approvals as may be required, to enter into and perform its obligations under this application.

The person representing the Member by approving this application is duly authorized by the Member to make such representations and commitments as presented in this application.

Application Attachments

Important! After clicking the “Approve” button the application status will change to “Member Approved”. You will not be able to modify the application after the status change.

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**Member Approval** ?

**Information**

- Your application is now Member Approved. Thank you for participating in the AHP program.

Current Status Member Approved  
The application is complete. There are no issues found.

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.

## Terms/Definitions

*(See AHP Implementation Plan, Exhibit E 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. ***At most three (3) contacts may be selected for the member.***

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

### FYI - Contacts

Multiple contacts can be registered for the Sponsor and the Member; however, no more than two (2) contacts can be selected for the sponsor and three (3) for the member at any given time.



**Real Estate Retention Agreement (RERA):** Recorded document in which the homebuyer (down payment and closing cost assistance 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.
- 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, phone number, and email) and a description of the issue.

Phone: 1.866.571.8155

Email: [hcdahp@fhlbtopeka.com](mailto:hcdahp@fhlbtopeka.com)

#### FYI

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