FHLBank Topeka

Semi-annual Progress Report
AHP Online User Guide
Rental Projects



Updated: December 29, 2025

FHLBank Topeka

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General Information

WHAT IS A SEMI-ANNUAL PROGRESS REPORT (SAPR)?

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

SAPR FREQUENCY

FHLBank will request a SAPR at least twice per year until a project is complete. Notices emailed to the Lead Sponsor Contact(s) in AHP Online regarding the SAPR will include the due date.

FYI

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

SAPR – TIMELY SUBMISSION

The notification email will include the due date by which the SAPR must be certified and submitted by the Sponsor. Sponsors with past-due SAPRs will be restricted from initiating and submitting pending disbursement requests. Member Contact(s) selected in AHP Online will be cc'd on the email for informational purposes only. It is responsibility of the Lead Sponsor Contact(s) to complete and certify the SAPR.

PROGRAM RESOURCES

AHP Implementation Plan

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

HOURS OF OPERATION

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

TECHNICAL ASSISTANCE HOURS

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

HCD's toll-free number is: 1.866.571.8155.

FHLBank Topeka

HELPFUL HINTS

- ✓ Use the links in this User Guide to navigate to specific sections, definitions of terms, etc.
- ✓ Users must be associated with a project as a contact in order to complete a SAPR.
- ✓ To navigate through the application, use the "<Previous" and ">Next" options at the bottom of the page. To avoid potential errors or loss of data, do not use the "Back" arrow at the top of your screen next to the browser bar.
- ✓ AHP Online will automatically log users off after 20 minutes of inactivity. Any non-input action, such as moving from screen to screen or saving a screen, are included in the definition of "inactivity."
- ✓ To clear the information entered on a page and start over, use the "Undo" feature.
- ✓ For optimal performance in AHP Online, FHLBank recommends using the most recent version of Microsoft Edge.
- ✓ Lead Sponsor Contact(s) have access to SAPR information. After an application is approved, Input Contact(s) no longer have access if they were registered with their own company's entity name information. If a Sponsor wants an Input Contact to submit monitoring reports in AHP Online for a project, they will need to register a new account under the Lead Sponsor Contact's business name. Input Contacts will then have two different usernames and passwords: one for their own business and one under the Sponsor's business name.
- ✓ Always select "Save" before selecting "Next" to continue to the next page. **AHP Online does not retain unsaved data.**

FYI - Symbols

- For helpful information, select the ? on each screen.
- Fields with ⧫ must be completed before the SAPR can be submitted.
- Fields with * must be completed before the page can be saved.

FYI – Uploading Documents

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

FYI – Save Each Page

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



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

This section provides instructions for Rental project types.

NOTIFICATION OF SAPR REQUEST

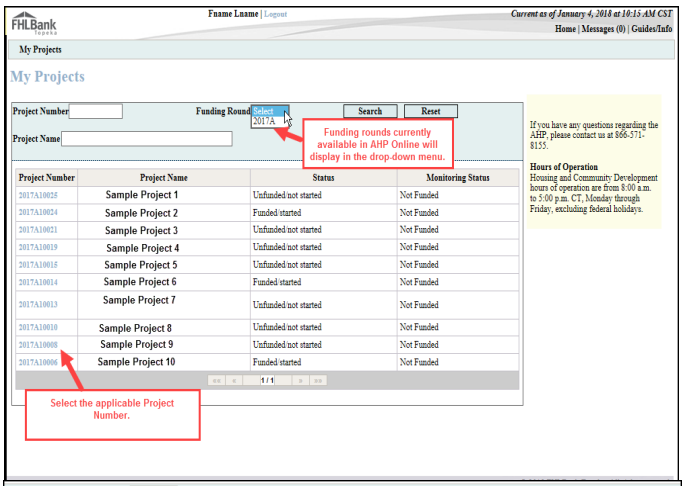
The Lead Sponsor Contact(s) selected in AHP Online will receive an automated system email indicating a SAPR requires completion. Member Contact(s) selected in AHP Online will be cc'd on the email for informational purposes only. It is responsibility of the Lead Sponsor Contact(s) to complete and certify the SAPR.

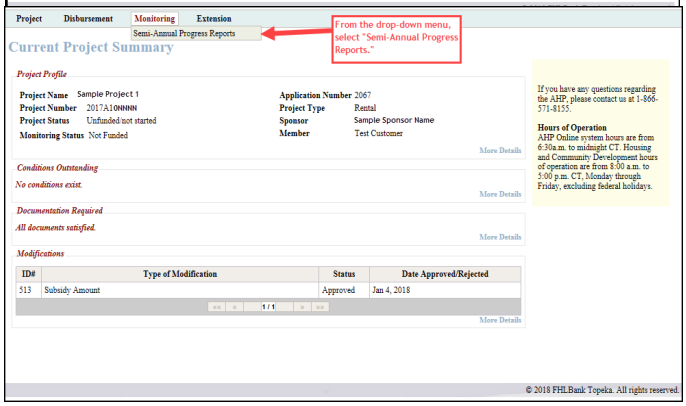
FYI

Sponsors with open projects are required to complete a SAPR for each project.

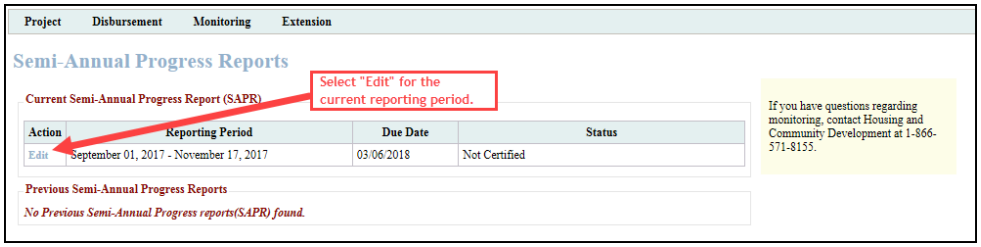
NAVIGATING THE DASHBOARD

To complete the SAPR, you will first need to log in to AHP Online, https://www.ahpfhlbtopeka.com/. After logging in, you will be directed to the dashboard, also known as "My Projects."





1. If the project for which the SAPR is required is displayed, select the project number link.
2. If the project for which the SAPR is required is not displayed, select the Funding Round of the project and then select "Search."
   a. The project(s) for that funding round will display.
   b. Select the project number link.
3. You will then be directed to the "Current Project Summary" screen.
4. On the "Current Project Summary" screen, from the "Monitoring" drop-down menu, select "Semi-Annual Progress Reports."
5. You will be directed to the "Semi-Annual Progress Reports" screen.
6. Select "Edit" in the "Action" column for the Reporting Period indicated in the email.
7. You will be directed to the "SAPR Home" screen.



COMPLETING THE SAPR

Complete each screen of the SAPR with a status of "Not Visited."

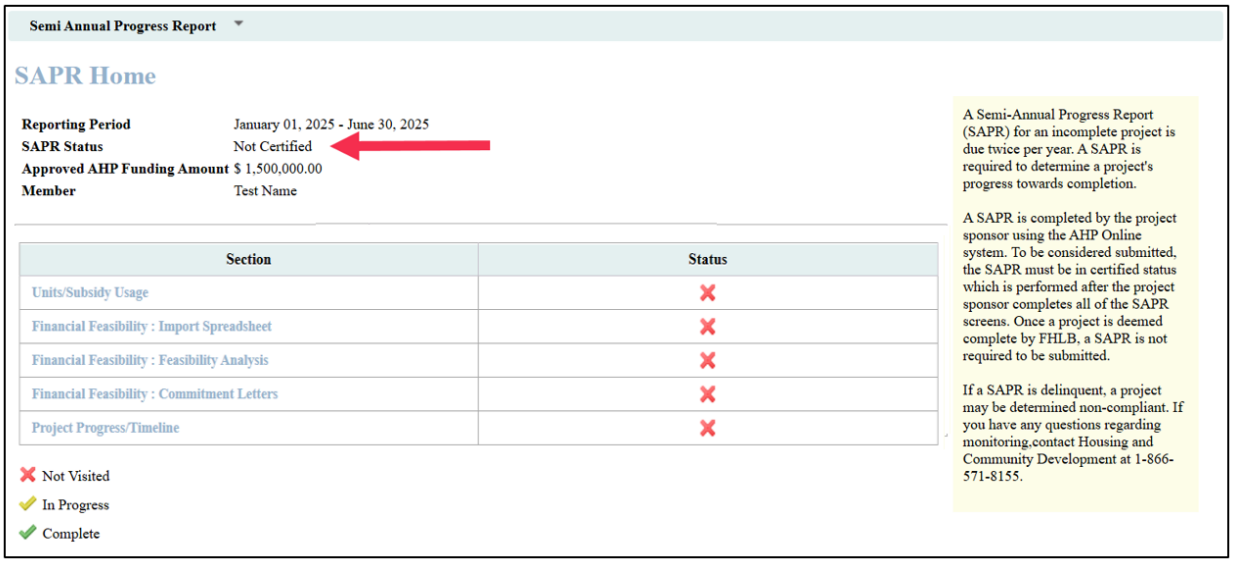
- Each screen name under the "Section" column is a link.
- Select the screen you wish to complete (generally in order).
- Complete all required information on the screen and select "Save."
  - Certain fields will be required to save the page.
  - Other fields may be required to submit the SAPR.
  - Each type is indicated with the symbols shown in the FYI box.
- The SAPR status will remain "Not Certified" until all pages are complete and the SAPR is submitted.
- The subsequent pages in the user guide review each screen in detail.

Screen Statuses:

- Not Visited
- In Progress
- Complete
- Modified by Community Investment staff

FYI - Symbols

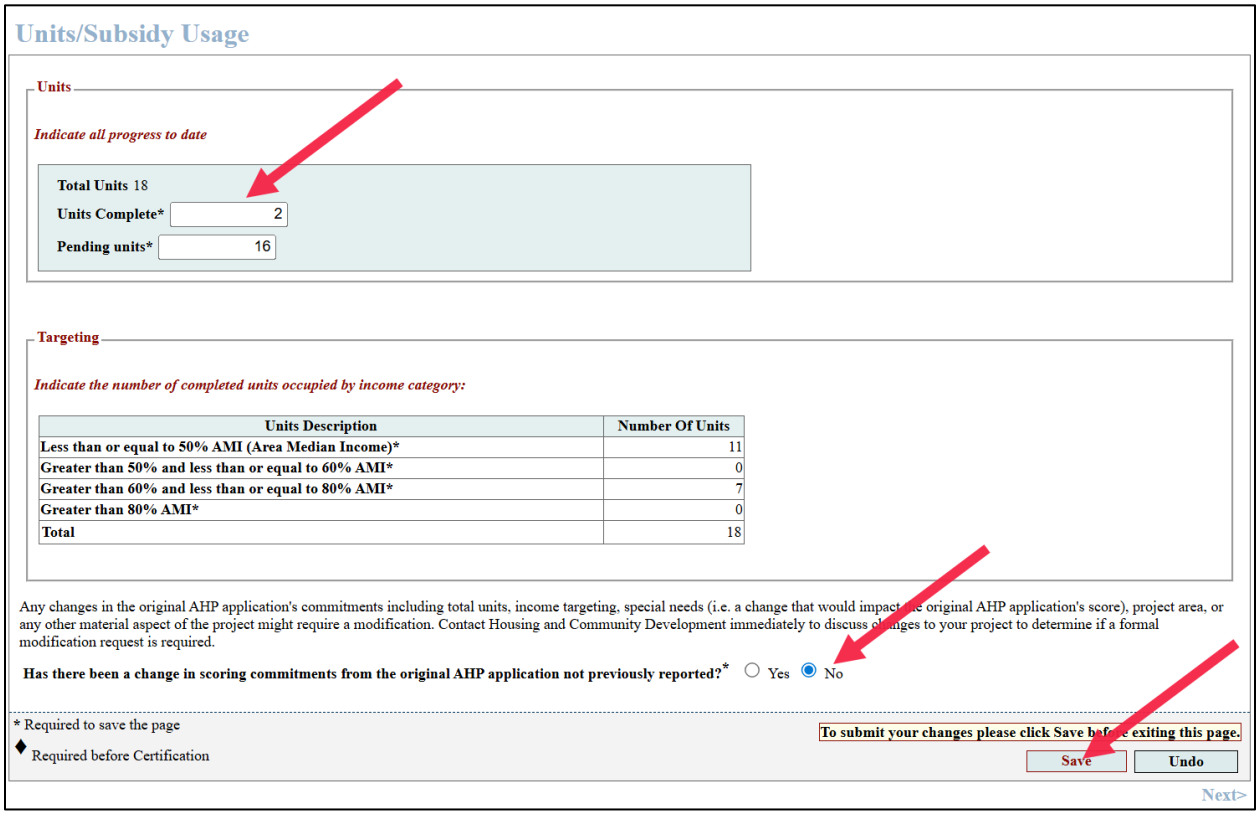
- For helpful information, select the ? on each screen.
- Fields with ◆ must be completed before the SAPR can be submitted.
- Fields with * must be completed before the page can be saved.



UNITS/SUBSIDY USAGE

Information on this screen is automatically populated using data from the Disbursement module.

1. Validate the total number of units is correct.
   a. In the "Units Complete" text box, enter the number of units which have been completed.
   b. Remaining units should be entered in the "Pending Units" text box.
   c. Completed and pending units should enter the total number of units.
2. Review the targeting section to ensure the number of units in each AMI% category is correct.
3. Lastly, indicate if there have been any changes to the scoring commitments and/or project itself.
4. If the information on the screen is not correct, enter comments on the "Project Progress/Timeline" screen.
5. Select "Save" and then "Next" to continue.
6. This page must be saved to continue.



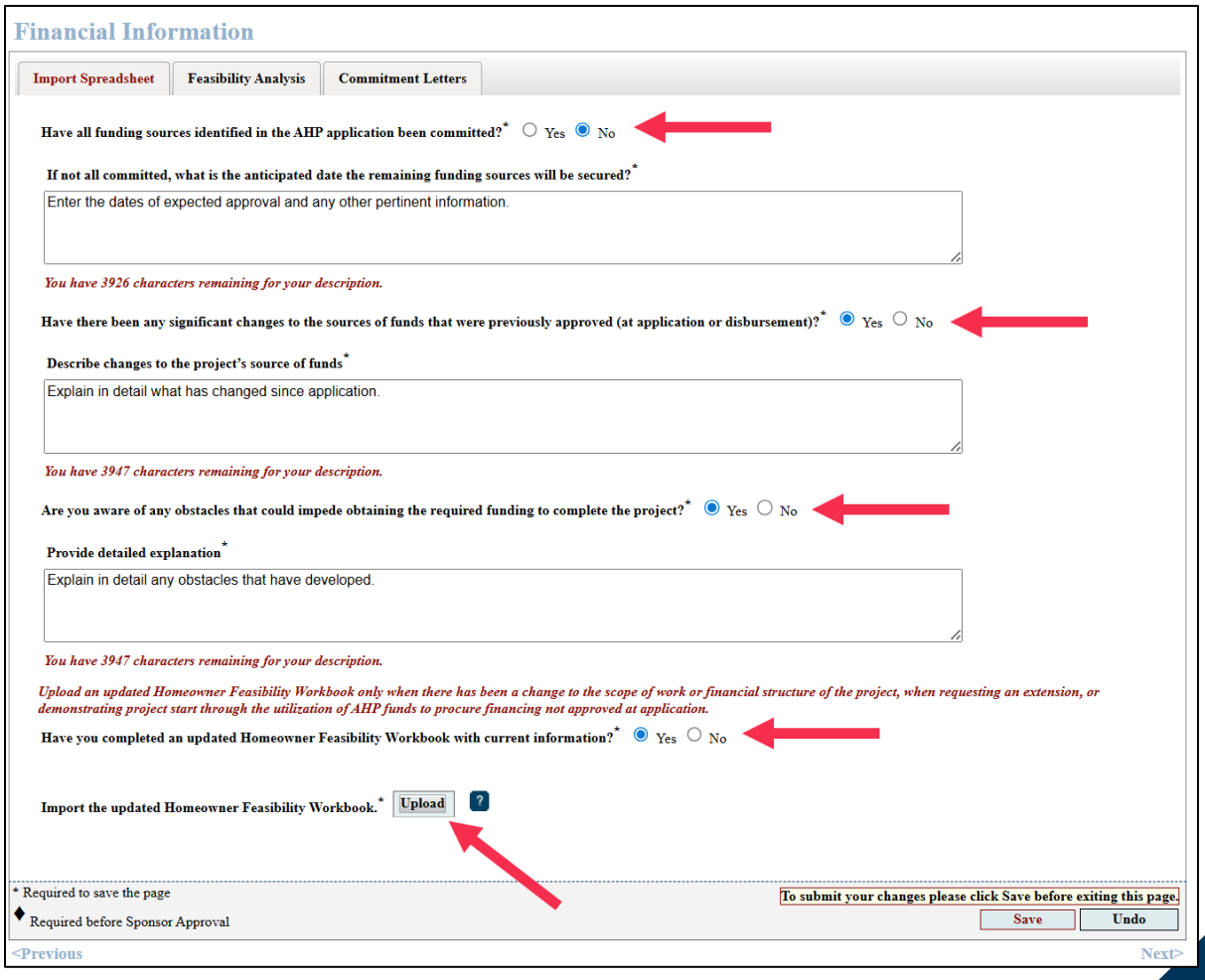
Financial Information: Import Spreadsheet

FHLBank requests updated financial information if significant financial changes have occurred. Please note, questions regarding sources of funds do not include the AHP subsidy.

1. If significant financial changes have not occurred, answer the questions as appropriate.
2. Select "Save" and then "Next" to continue.
3. If there have been significant financial changes, an updated feasibility workbook is required.
   a. Navigate to FHLBank's AHP website, https://www.fhlbtopeka.com/ahp.
   b. Scroll to the 'Forms' section to download and complete a new feasibility workbook for the year the project was awarded.
   c. Answer the questions as it relates to the project.
   d. Enter detailed information in the given text areas regarding each question.
   e. Upload the newly completed feasibility workbook (if completed).
4. Select "Save" and then "Next" to continue.
5. This page must be saved to continue.

NOTE

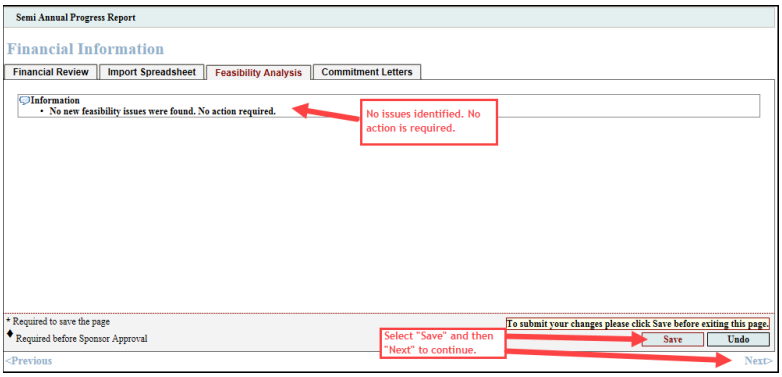
It is extremely rare that a new feasibility workbook will be required. Contact HCD to discuss **BEFORE** uploading a new feasibility workbook.



Financial Information: Feasibility Analysis

No New Feasibility Workbook Uploaded / New Feasibility Workbook Uploaded With No Issues

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



1. Select "Save" and then "Next" to continue.
2. Even if there is nothing on this screen, "Save" must be selected to continue.

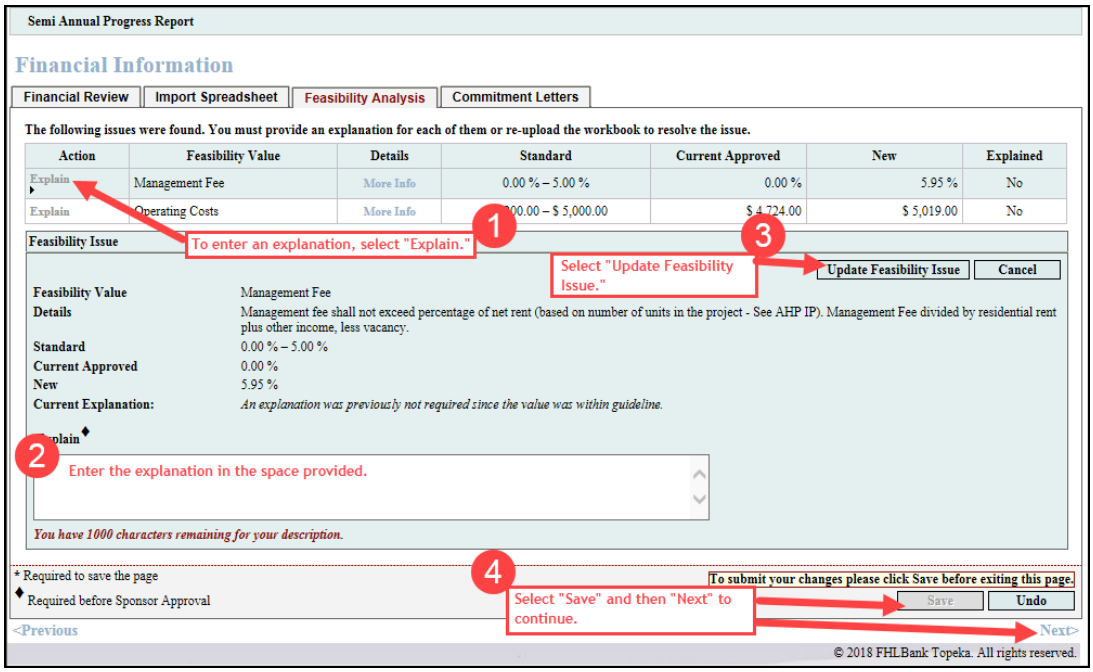
New Feasibility Workbook Uploaded / Issues Identified

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

Enter an explanation for the identified issues.

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

Once an explanation has been entered, the "Explained" column for that issue will display "Yes."



Financial Information: Commitment Letters

If the project did not require commitment letters, such as projects funded with AHP subsidy only, no action is required. Select "Save" and then "Next" to continue.

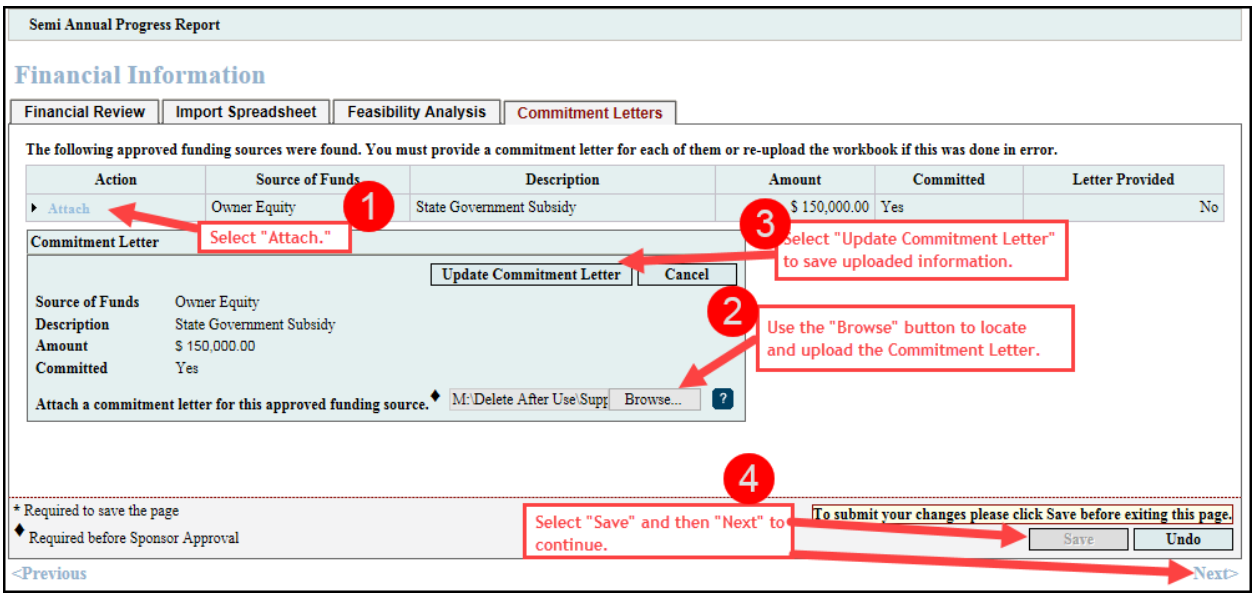
If, at application, the project required commitment letters, they will display on the screen.

- If the "Letters Provided" column displays "Yes" for all Commitment Letters, no action is required.
- If the "Letters Provided" column displays "No," upload any available Commitment Letters that are available at this time.

To Attach/Replace/Update a Previously Updated Commitment Letter:

1. Select "Attach" in the "Action" column of the project for which you want to attach/replace/update the Commitment Letter.
2. If there was a previously attached letter, in the "Uploaded File Info" box, select "Remove."
3. To attach a new letter, use the "Browse" box to locate and upload the Commitment Letter.
4. Select "Update Commitment Letter."
5. Select "Save" and then "Next" to continue.

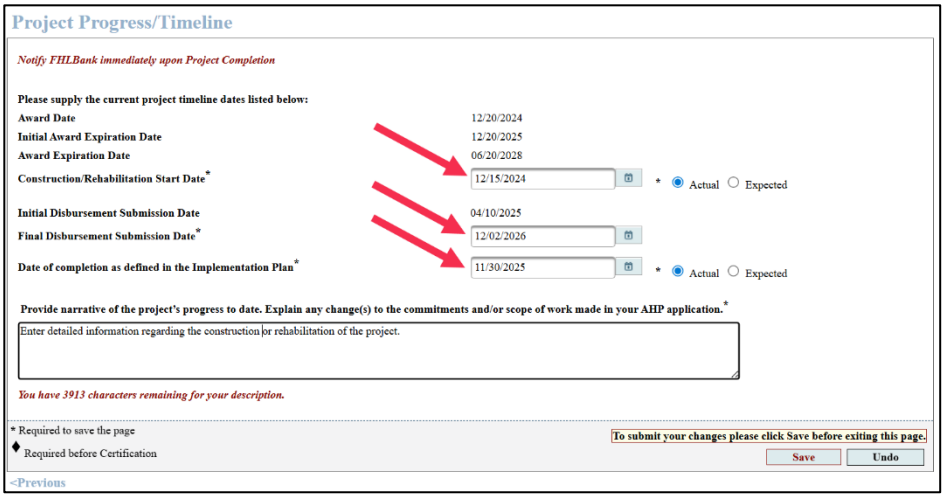
Once a Commitment Letter has been uploaded, the "Letter Provided" column for that issue will display "Yes."



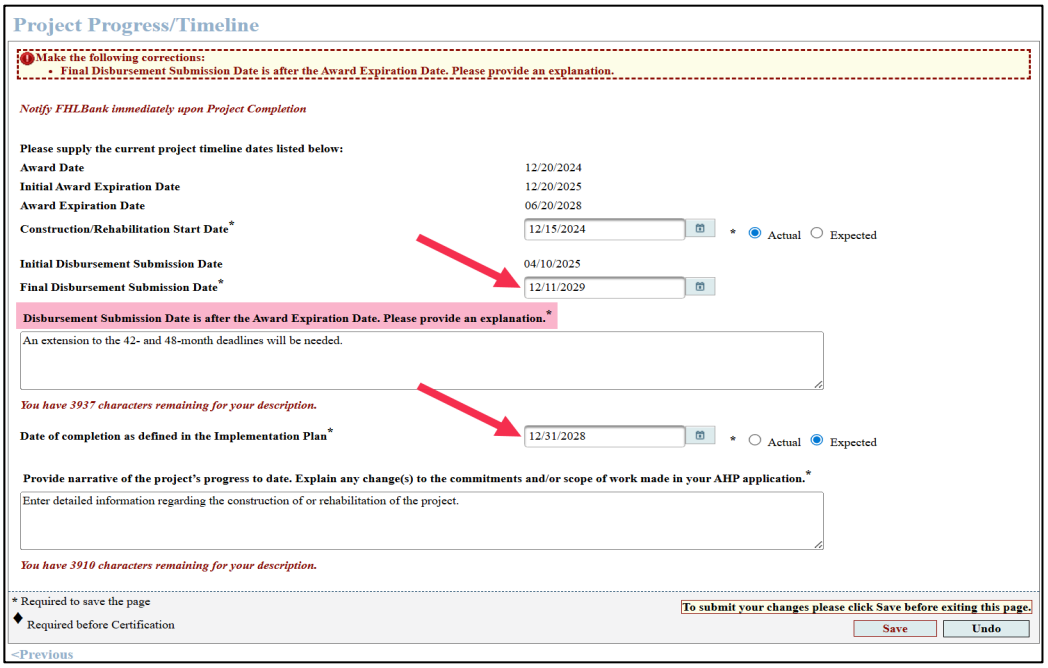
PROJECT PROGRESS/TIMELINE

Review the timeline information that displays on the screen. Include a brief narrative regarding the progress of the project.

1. If at least one disbursement has been submitted:
   a. Review the "Construction/Rehabilitation Start Date" for accuracy and update if necessary.
   b. Review the "Initial Disbursement Submission Date" for accuracy.
   c. Review the estimated "Final Disbursement Submissions Date" for accuracy and update if necessary.



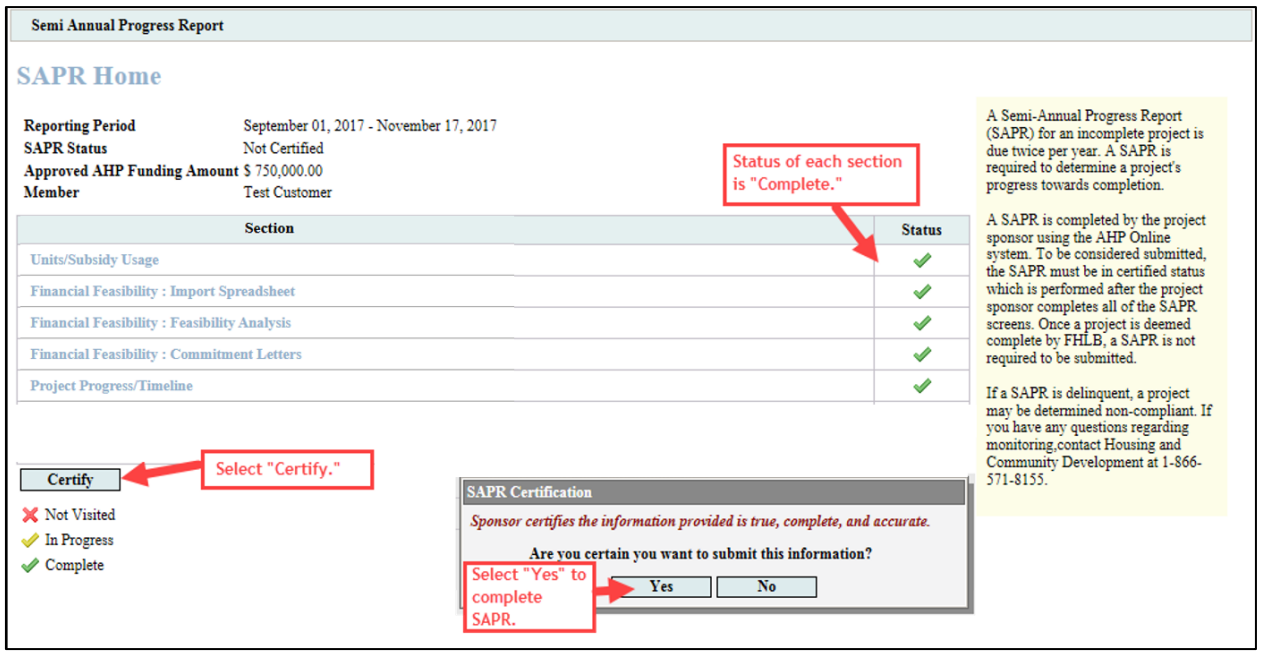
2. If a disbursement has not yet been submitted, review and validate the estimated Construction/Rehabilitation Start Date", "Initial Disbursement Submission Date" and "Final Disbursement Submission Date" for accuracy, and update if necessary.
3. If the dates are after "Initial Award Expiration Date" and "Award Expiration Date," provide detailed information regarding why extension(s) may be needed.
4. Lastly, provide a brief but detailed statement regarding the project's progress.



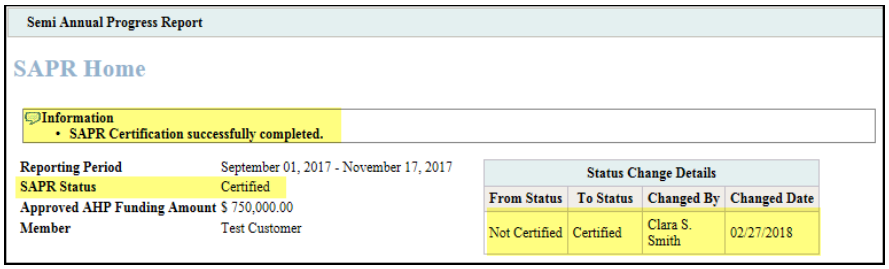
5. Notify FHLBank immediately when/if the project is complete.
6. Select "Save" to capture the date entered on this screen.
7. To ensure all pages of the SAPR have been completed and to certify/submit the SAPR, see the next section below.

CERTIFYING/SUBMITTING THE SAPR

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



5. "SAPR Home" will now display the SAPR has been completed.



FYI

Once the SAPR is certified, it is 'Read Only' and editing is no longer available.

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

AHP Online Status Descriptions

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

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

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

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/

FYI

To protect sensitive information:

- After logging out of AHP Online, close all browser windows.
- Do not share your username or password with anyone.

USEFUL LINKS:

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

FOR TECHNICAL ASSISTANCE:

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

Phone: 1.866.571.8155

Email: hcdahp@fhlbtopeka.com