



Semi-annual Progress Report AHP Online User Guide Rental Projects



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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.

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

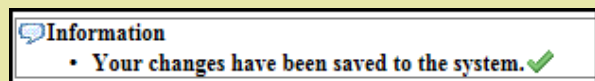
- For helpful information, select the  on each screen.
- Fields with  must be completed before the SAPR can be submitted.
- Fields with * must be completed before the page can be saved.

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 your 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.

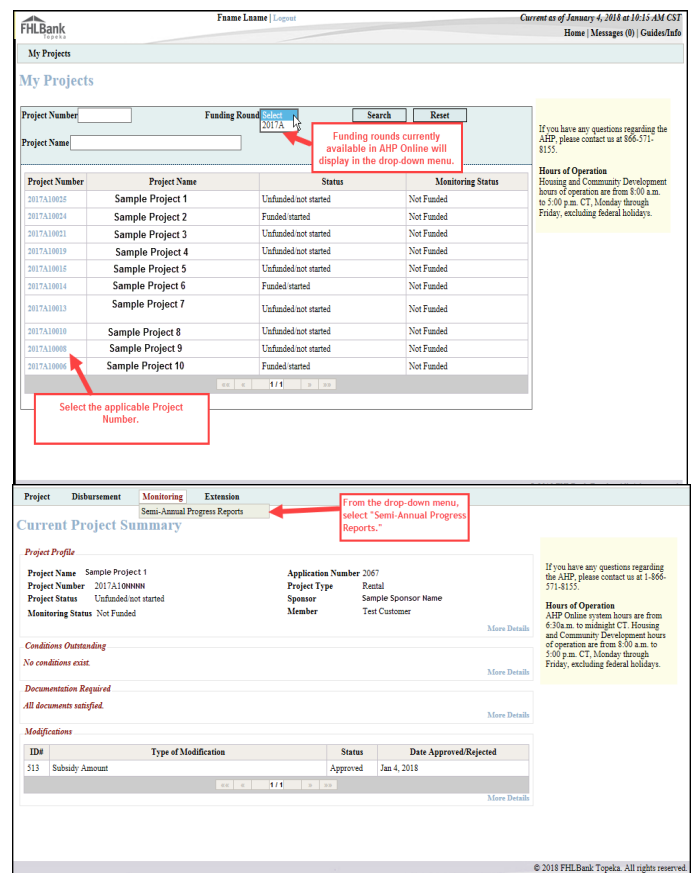
FYI

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.



Current as of January 4, 2018 at 10:15 AM CST

Home | Messages (0) | Guides/Info

My Projects

Project Number: [] Funding Round: 2017A Search Reset

Project Name: []

Funding rounds currently available in AHP Online will display in the drop-down menu.

Project Number	Project Name	Status	Monitoring Status
2017A1002F	Sample Project 1	Unfunded not started	Not Funded
2017A1002F	Sample Project 2	Funded started	Not Funded
2017A1002F	Sample Project 3	Unfunded not started	Not Funded
2017A1002F	Sample Project 4	Unfunded not started	Not Funded
2017A1002F	Sample Project 5	Unfunded not started	Not Funded
2017A1002F	Sample Project 6	Funded started	Not Funded
2017A1002F	Sample Project 7	Unfunded not started	Not Funded
2017A1002F	Sample Project 8	Unfunded not started	Not Funded
2017A1002F	Sample Project 9	Unfunded not started	Not Funded
2017A1002F	Sample Project 10	Funded started	Not Funded

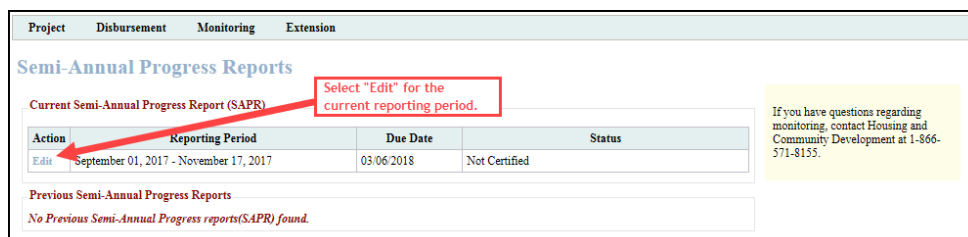
Select the applicable Project Number.

From the drop-down menu, select "Semi-Annual Progress Reports."

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.

Hours of Operation: AHP Online system hours are from 6:30 a.m. to midnight CT. 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.

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Project Disbursement Monitoring Extension

Semi-Annual Progress Reports

Current Semi-Annual Progress Report (SAPR)

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

Previous Semi-Annual Progress Reports

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

Select "Edit" for the current reporting period.

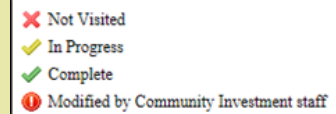
If you have questions regarding monitoring, contact Housing and Community Development at 1-866-571-8155.

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:



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.

Semi Annual Progress Report

SAPR Home

Reporting Period

January 01, 2025 - June 30, 2025

SAPR Status

Not Certified

Approved AHP Funding Amount

\$ 1,500,000.00

Member

Test Name

Section	Status
Units/Subsidy Usage	✖
Financial Feasibility : Import Spreadsheet	✖
Financial Feasibility : Feasibility Analysis	✖
Financial Feasibility : Commitment Letters	✖
Project Progress/Timeline	✖

✖ Not Visited

✓ In Progress

✓ Complete

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

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

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

UNITS/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.

Units/Subsidy Usage

Units

Indicate all progress to date

Total Units 18

Units Complete*

Pending units*

Targeting

Indicate the number of completed units occupied by income category:

Units Description	Number Of Units
Less than or equal to 50% AMI (Area Median Income)*	11
Greater than 50% and less than or equal to 60% AMI*	0
Greater than 60% and less than or equal to 80% AMI*	7
Greater than 80% AMI*	0
Total	18

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

Has there been a change in scoring commitments from the original AHP application not previously reported?* ☐ Yes ☒ No

* Required to save the page

◆ Required before Certification

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

Next>

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.fhlbtpeka.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

Import Spreadsheet
Feasibility Analysis
Commitment Letters

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

If not all committed, what is the anticipated date the remaining funding sources will be secured? *

Enter the dates of expected approval and any other pertinent information.

You have 3926 characters remaining for your description.

Have there been any significant changes to the sources of funds that were previously approved (at application or disbursement)? ☒ Yes ☐ No

Describe changes to the project's source of funds *

Explain in detail what has changed since application.

You have 3947 characters remaining for your description.

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

Provide detailed explanation *

Explain in detail any obstacles that have developed.

You have 3947 characters remaining for your description.

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

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

Import the updated Homeowner Feasibility Workbook. * ?

* Required to save the page

◆ Required before Sponsor Approval

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

Save Undo

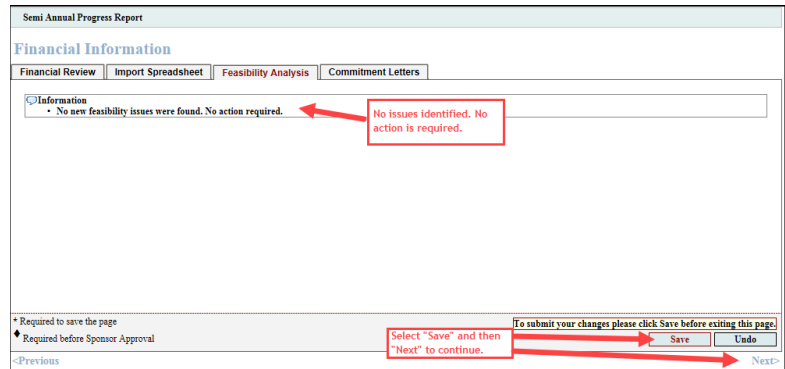
<Previous Next>

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.



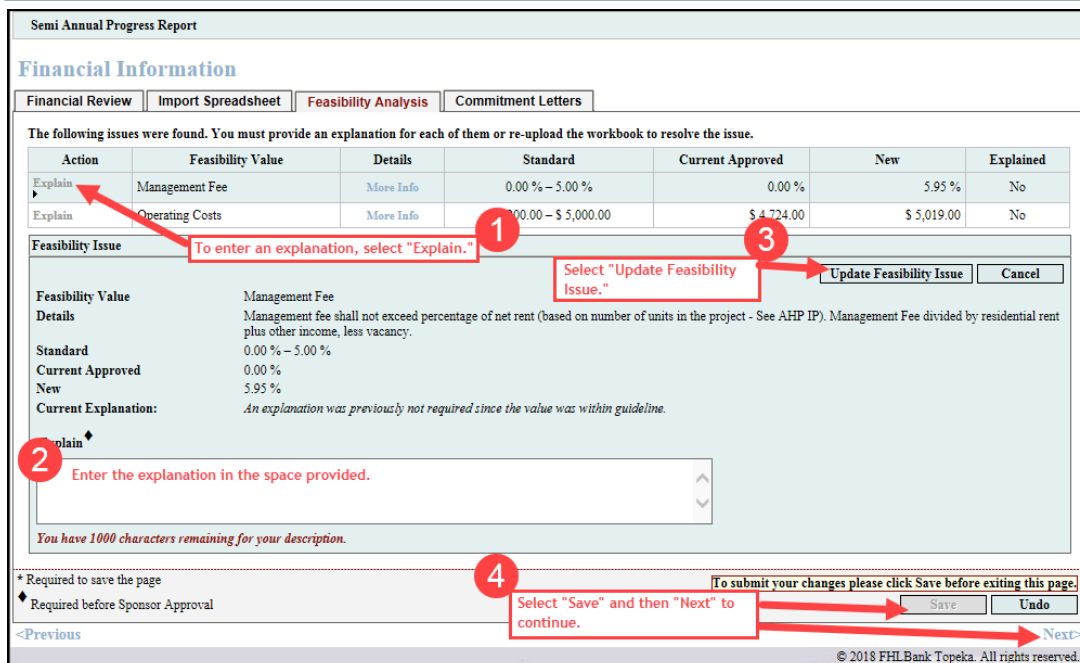
NEW FEASIBILITY WORKBOOK UPLOADED / ISSUES IDENTIFIED

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."



Action	Feasibility Value	Details	Standard	Current Approved	New	Explained
Explain	Management Fee	More Info	0.00 % - 5.00 %	0.00 %	5.95 %	No
Explain	Operating Costs	More Info	\$ 0.00 - \$ 5,000.00	\$ 4,724.00	\$ 5,019.00	No

The following issues were found. You must provide an explanation for each of them or re-upload the workbook to resolve the issue.

Feasibility Issue

Feasibility Value: Management Fee

Details: Management fee shall not exceed percentage of net rent (based on number of units in the project - See AHP IP). Management Fee divided by residential rent plus other income, less vacancy.

Standard: 0.00 % - 5.00 %

Current Approved: 0.00 %

New: 5.95 %

Current Explanation: An explanation was previously not required since the value was within guideline.

Explain: Enter the explanation in the space provided.

You have 1000 characters remaining for your description.

Update Feasibility Issue

Save **Undo**

Next

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."

Semi Annual Progress Report

Financial Information

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

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

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

Commitment Letter

Select "Attach."

Update Commitment Letter Cancel

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

Attach a commitment letter for this approved funding source. M:\Delete After Use\Supp Browse... ?

* Required to save the page
♦ Required before Sponsor Approval

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

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

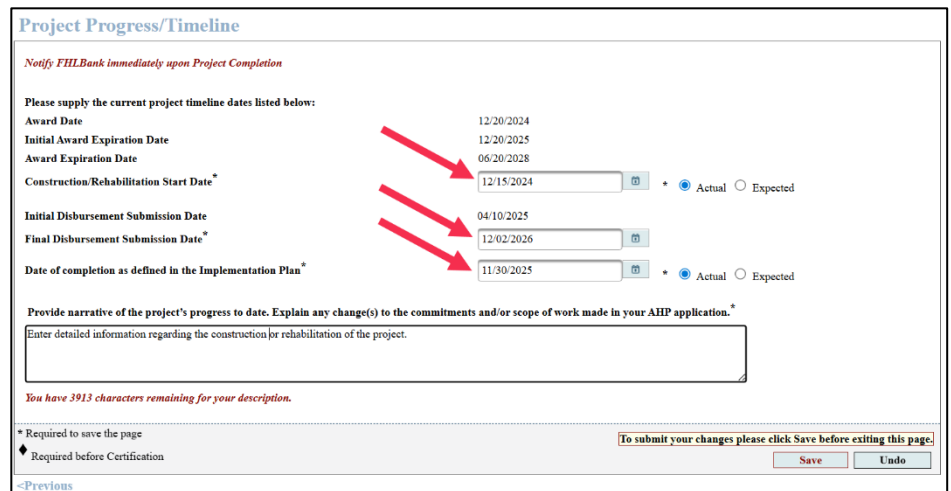
Save Undo

<Previous Next>

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.



Project Progress/Timeline

Notify FHLBank immediately upon Project Completion

Please supply the current project timeline dates listed below:

Award Date	12/20/2024	
Initial Award Expiration Date	12/20/2025	
Award Expiration Date	06/20/2028	
Construction/Rehabilitation Start Date *	12/15/2024	<input checked="" type="radio"/> Actual <input type="radio"/> Expected
Initial Disbursement Submission Date	04/10/2025	
Final Disbursement Submission Date *	12/02/2026	
Date of completion as defined in the Implementation Plan *	11/30/2025	<input checked="" type="radio"/> Actual <input type="radio"/> Expected

Provide narrative of the project's progress to date. Explain any change(s) to the commitments and/or scope of work made in your AHP application.*

Enter detailed information regarding the construction or rehabilitation of the project.

You have 3913 characters remaining for your description.

* Required to save the page
 ♦ Required before Certification

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

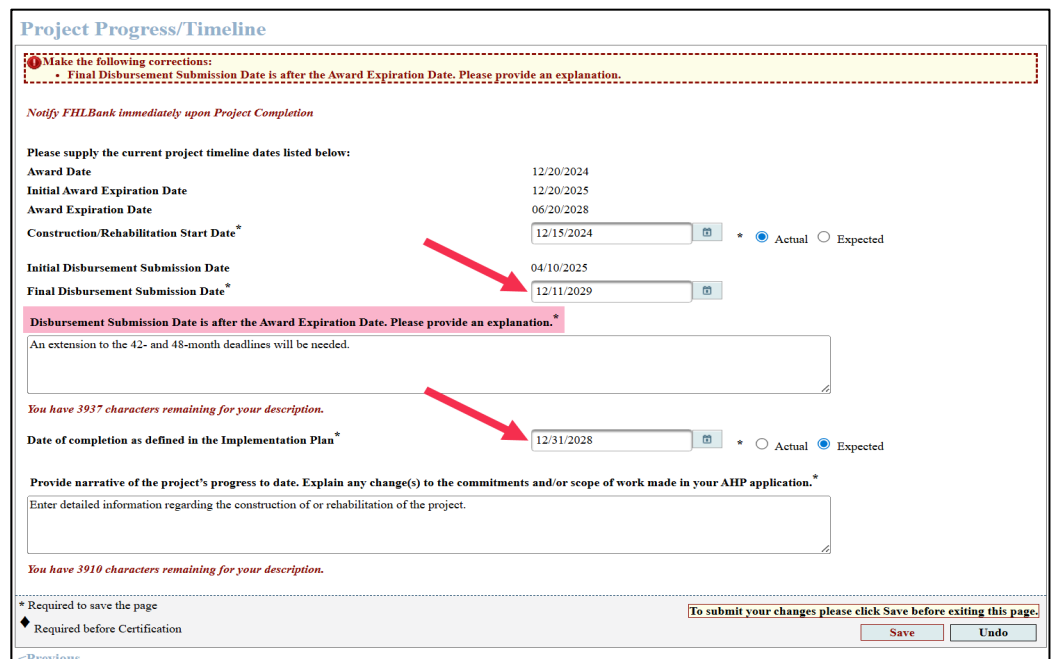
Save Undo

<Previous

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.



Project Progress/Timeline

Make the following corrections:

- Final Disbursement Submission Date is after the Award Expiration Date. Please provide an explanation.

Notify FHLBank immediately upon Project Completion

Please supply the current project timeline dates listed below:

Award Date	12/20/2024	
Initial Award Expiration Date	12/20/2025	
Award Expiration Date	06/20/2028	
Construction/Rehabilitation Start Date *	12/15/2024	<input checked="" type="radio"/> Actual <input type="radio"/> Expected
Initial Disbursement Submission Date	04/10/2025	
Final Disbursement Submission Date *	12/11/2029	

Disbursement Submission Date is after the Award Expiration Date. Please provide an explanation.*

An extension to the 42- and 48-month deadlines will be needed.

You have 3937 characters remaining for your description.

Date of completion as defined in the Implementation Plan *

12/31/2028 ☐ Actual ☒ Expected

Provide narrative of the project's progress to date. Explain any change(s) to the commitments and/or scope of work made in your AHP application.*

Enter detailed information regarding the construction of or rehabilitation of the project.

You have 3910 characters remaining for your description.

* Required to save the page
 ♦ Required before Certification

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

Save Undo

<Previous

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."

Semi Annual Progress Report

SAPR Home

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

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

Certify (Select "Certify.")

☒ Not Visited
☒ In Progress
☒ Complete

SAPR Certification
 Sponsor certifies the information provided is true, complete, and accurate.
 Are you certain you want to submit this information?
 Select "Yes" to complete SAPR.

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

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

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

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

Semi Annual Progress Report

SAPR Home

Information
 • SAPR Certification successfully completed.

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

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

FYI

Once the SAPR is certified, it is 'Read Only' 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.fhlbtpeka.com/corporate-governance/business-continuity-plan>
- Fraud Awareness: <https://www.fhlbtpeka.com/corporate-governance-fraud-awareness>
- FHLBank Information Assurance: <https://www.fhlbtpeka.com/corporate-governance-information-assurance>
- Internal Control System: <https://www.fhlbtpeka.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@fhlbtpeka.com