Affordable Housing Program (AHP)

AHP Online Disbursement User Guide

Effective 2022

FHLBank Topeka



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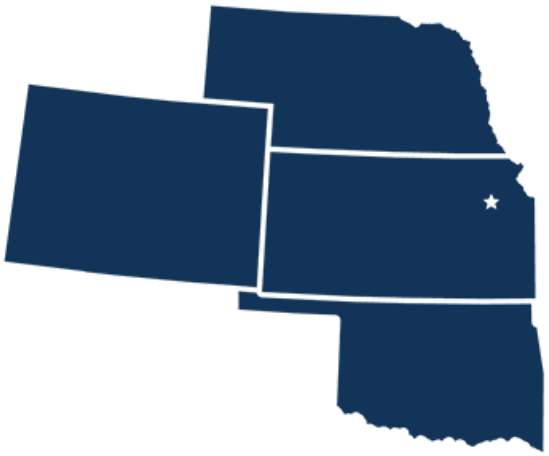
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Affordable Housing Program Details

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 (AHP IP)

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.

NOTE

Disbursement requests cannot be created or submitted if there is an outstanding Semi-Annual Progress Report (SAPR). The SAPR must be submitted by the sponsor AND approved by HCD.

Ensure you are creating or submitting a request outside of SAPR timelines. Do not expect to submit the SAPR and create or submit a disbursement request in the same day.

Contact your HCD analyst with any questions.

IMPORTANT INFORMATION (OWNER-OCCUPIED PROJECTS)

1. First disbursement request must be submitted within twelve months of the application approval.
2. All disbursement requests must be **rounded down** to the nearest whole dollar.
3. A Feasibility Workbook (FW) must be completed for and submitted with each disbursement request.
4. The minimum rehabilitation costs for Owner-occupied Rehabilitation projects is **$3,500 per unit**. The minimum rehabilitation cost excludes fees such as; sponsor fee, developer/contractor fee (if allowed), and homeowner education costs.
5. The minimum homebuyer contribution is no longer required for down-payment assistance projects and the household may receive up to $250 cash back at closing.
6. United States Department of Agriculture (adjusted for household size) will be utilized to calculate Area Median Income (AMI). For your convenience, the income limits are already included in the Income Calculation Workbook (ICW).
7. Disbursement requests will be funded on a reimbursement basis either after closing of the purchase transaction or, for rehabilitation projects, after completion of the rehabilitation and payment of all rehabilitation costs. The Member or Project Sponsor will provide the funds at the purchase transaction closing or for payment of the AHP rehabilitation costs and will request reimbursement from FHLBank through a disbursement request.
8. Disbursement requests should be submitted within 90 days of closing or rehabilitation completion date when all required documents are available. See "Project and Disbursement Documentation" section of the user guide.
9. For projects with homebuyer/homeownership education as a commitment, the class must be taken within the current or previous calendar year of the purchase closing date or the rehabilitation completion date.
10. All projects must abide by the AHP IP when updated every year.

Reimbursement

- Disbursement of AHP subsidy for an Owner-occupied project is at the Member's and/or Sponsor's risk, with reimbursement subject to FHLBank review and approval as set forth in the AHP Implementation Plan.
- Contact HCD with any questions regarding a household's eligibility for AHP subsidy before fronting the AHP subsidy.
- To ensure a cost reasonableness review can be completed, submit invoices for Owner-occupied Rehabilitation projects that include adequate detail (i.e. detailed product description, sizes, units, etc.).

FYI

If, during preparation of the Closing Disclosure (CD), you note the homebuyer will receive cash back at closing in an amount exceeding $250.00, you can remedy this through:

- ✓ A principal reduction (must be shown on the CD).
- ✓ Reducing the grant amount (must be shown on the CD).

*Principal reductions should generally be for minimal amounts. If the cash back to borrower is a larger amount, FHLBank recommends restructuring the loan prior to the loan closing to allow for a larger down payment.

- However, some feasibility guidelines within the Exhibits of the AHP IP effective as of the application year must be followed when submitting disbursement requests and when completing project completion.

11. Refer to the AHP website to obtain forms required for disbursement requests. The most recent version of the form must be used; do not use forms saved to your computer or reuse forms from a different disbursement request.
12. Refer to the AHP IP for other information and rules regarding disbursements.

IMPORTANT INFORMATION (RENTAL PROJECTS)

1. First disbursement request must be submitted within twelve months of the application approval.
2. All disbursement requests must be **rounded down** to the nearest whole dollar.
3. A Feasibility Workbook (FW) must be completed for and submitted with each disbursement request.
4. Disbursement requests must meet the Disbursement Milestones listed in the AHP IP and is at least 25% of the subsidy awarded.
5. Disbursement requests will be funded on a reimbursement basis after costs are incurred.
6. Disbursement requests should be submitted when all required documents are available. See "Project and Disbursement Documentation" section of the user guide.
7. All projects must abide by the AHP IP when updated every year.
   - However, some feasibility guidelines within the Exhibits of the AHP IP effective as of the application year must be followed when submitting disbursement requests and when completing project completion.

Reimbursement

- Disbursement of AHP subsidy is at the Member's and/or Sponsor's risk, with reimbursement subject to FHLBank review and approval as set forth in the AHP Implementation Plan.
- To ensure a cost reasonableness review can be completed, submit documentation that includes adequate detail (i.e. detailed product description, sizes, units, etc.).

8. Refer to the AHP website to obtain forms required for disbursement requests. The most recent version of the forms must be used; do not use forms saved to your computer or reuse forms from a different disbursement request.
9. Refer to the AHP IP for other information and rules regarding disbursements.

HELPFUL HINTS – AHP ONLINE

- ✓ Users must be associated as a lead contact with the project in order to submit disbursements or complete other processes.
  - ❖ After an application is approved, consultants no longer have access through their company's login information. If a Sponsor wants a consultant to have access to AHP Online for a project, the Sponsor will need to approve the consultant as an authorized user for the Sponsor's account. The consultant will need to use a different username login for this account.
- ✓ 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.
  - ❖ Unitedstateszipcodes.org can also be used to obtain this information.
  - ❖ If you are unable to locate the ZIP+4, contact HCD.
- ✓ To navigate through the disbursement, 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.

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.

FYI – Save Each Page

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



- ✓ 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.
- ✓ For optimal performance in AHP Online, FHLBank recommends using the most recent version of Microsoft Edge.
- ✓ Always select "Save" before selecting "Next" to continue to the next page. **AHP Online does not retain unsaved data.**

AHP Online Disbursement Request - Guide for Project Sponsors:

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

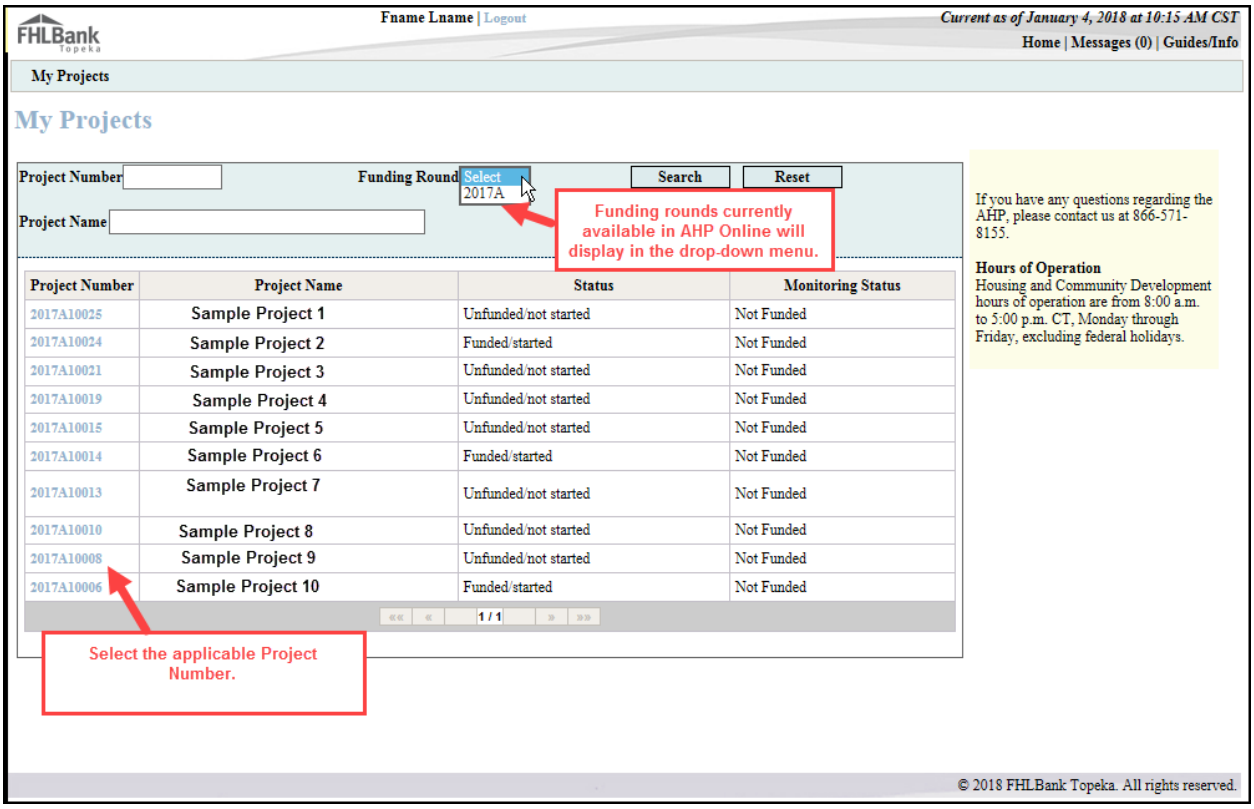
FYI

- After the Project Sponsor has completed and submitted a disbursement request, it must be approved by the Project Member. Instructions for Project Members are included in this Guide.
- AHP funds for an approved disbursement requests are deposited in the member's demand deposit account (DDA) and then disbursed to the project by the member.

NAVIGATING THE DASHBOARD

After you have logged in, you will be directed to your dashboard, also known as "My Projects."

1. If the project for which you wish to request a disbursement of funds is displayed, select the project number.
2. Otherwise, select the Funding Round of the project for which you wish to request a disbursement of funds and then "Search."
3. The projects for that funding round will display. Select the project number for which you wish to request a disbursement of funds.

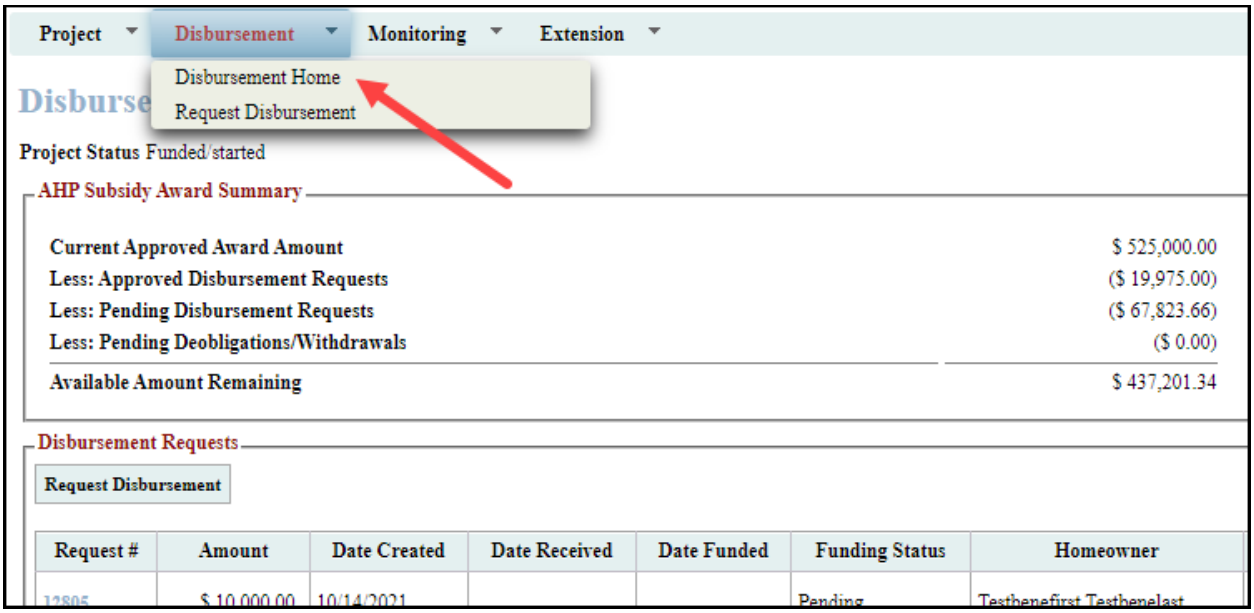


CREATING A DISBURSEMENT REQUEST

After selecting the project number, you will be directed to the "Current Project Summary" screen. Select either "Disbursement Home" or "Request Disbursement" from the "Disbursement" drop-down menu as desired.

1. Select "Disbursement Home" to obtain the following information (if information is not desired, skip to Step 2):

    - Current Approved Award Amount
    - Total of Approved Disbursement Requests
    - Total Pending Disbursement Requests
    - Pending De-obligations and Withdrawals
    - Total Project Subsidy Remaining (available for request)
    - Disbursements requested for project and status of each request.



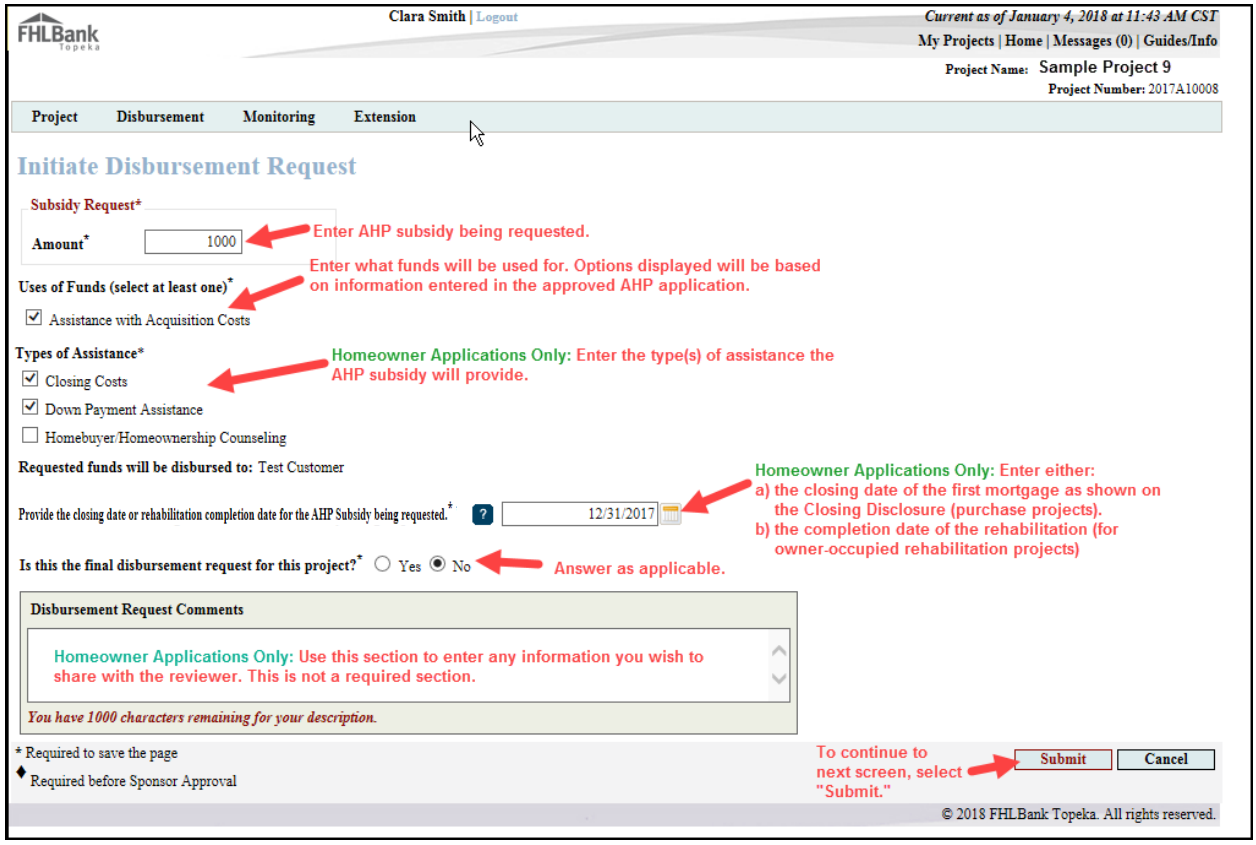
2. Select "Request Disbursement" from either the drop-down menu or the box on the "Disbursement Home" screen. This will take you directly to the "Initiate Disbursement Request" screen.  – or – 

3. Enter the information required on the "Initiate Disbursement Request" screen.

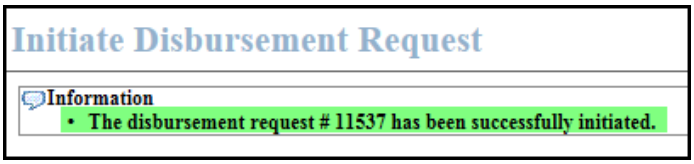
    - ❖ Subsidy Request should be the amount of AHP funds being requested and rounded down to the nearest whole dollar.
    - ❖ Uses of Funds (options will display based on what was indicated in approved application)
        - Assistance with Acquisition Costs
        - New Construction
        - Rehabilitation

- ❖ Types of Assistance (Homeowner only) - (options will display based on what was indicated in approved application)
  - Closing Costs
  - Down Payment Assistance
  - Homebuyer/Homeownership Counseling
  - Rehabilitation
- ❖ Homeowner only - Closing date or rehabilitation completion date for AHP Subsidy being requested. Use the calendar to complete.
- ❖ Is this the final disbursement request for the project? Answer "Yes" only if this is the last disbursement request being requested for the project.

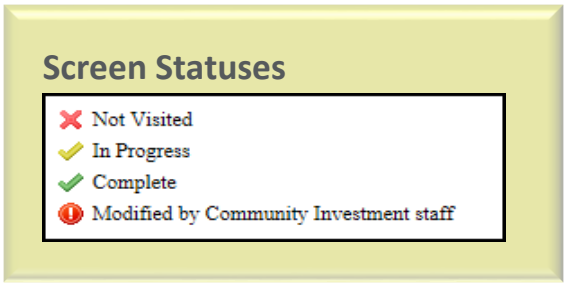
4. In the space provided enter any information you wish to share with the reviewer (not required).
5. Select "Submit."

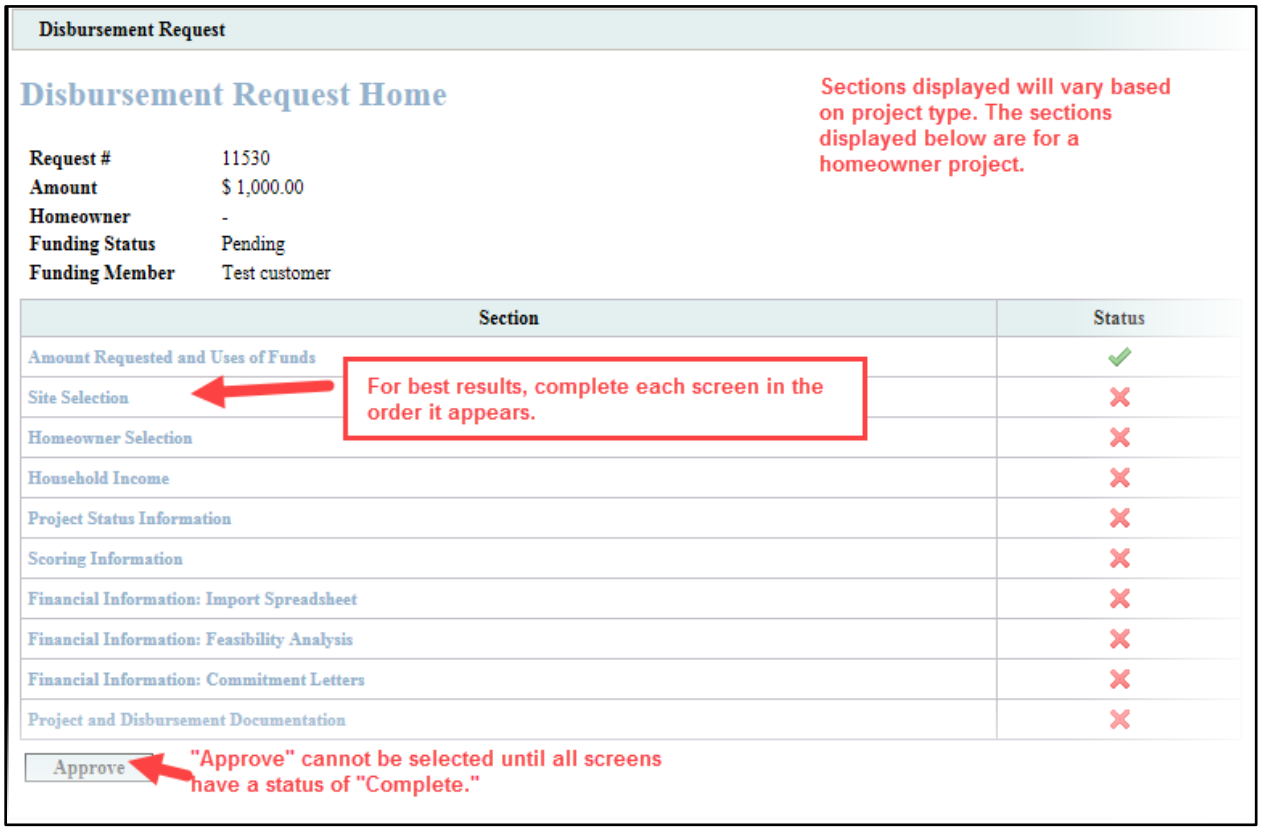


6. A message will appear to confirm the disbursement request has been initiated. At this point, you may stop here and continue later if desired.
7. To continue, select "Continue."



8. You will be redirected to the "Disbursement Request Home" screen. This screen shows the status of each required page for the Disbursement Request.
9. Select each screen with a status of "Not Visited" or "In Progress."





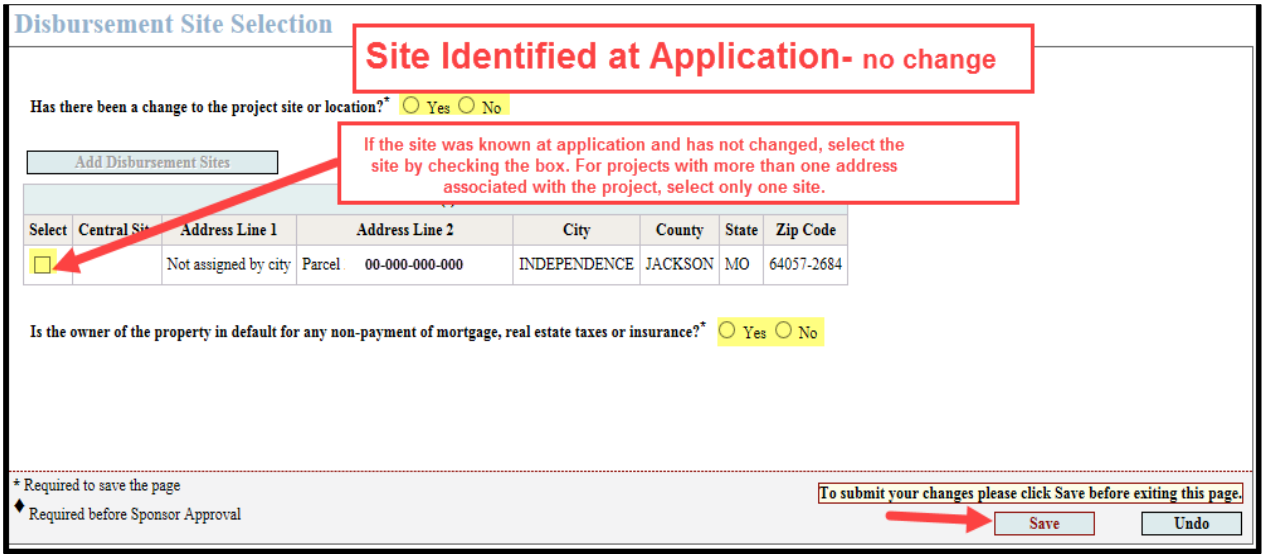
SITE SELECTION

SITE(S) IDENTIFIED AT APPLICATION – NO CHANGES

If the site was identified in the approved application, it will display on the "Disbursement Site Selection" screen. If there were no changes to the project site location:

> **FYI**
>
> Screen displays may vary based on project type and other variables.

1. If there were no changes to the project site or location, select "No" to the question "Has there been a change to the project site or location."
2. From the sites displayed, select the site by checking the box associated with the address of the disbursement request.
3. Confirm the owner of the property is not in default for non-payment of mortgage or real estate taxes (and insurance for rental projects only).
   - Disbursement will not be funded unless mortgage/real estate taxes/insurance are current.
   - Contact HCD if owner is in default or behind on any of these items.
4. Select "Save."

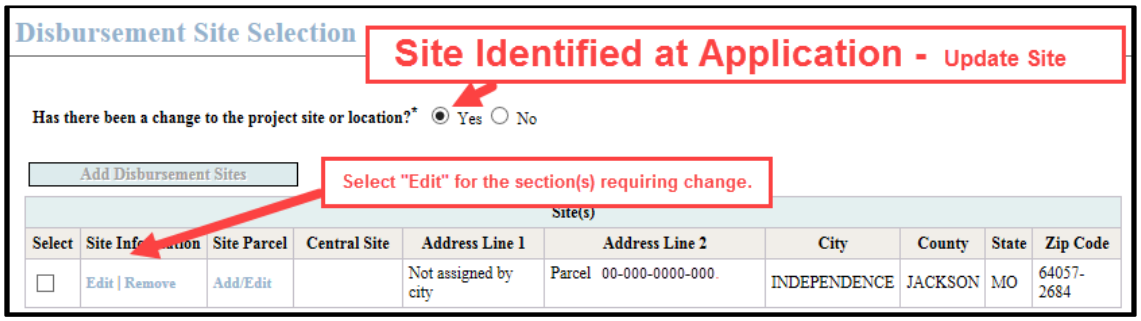


Site(s) Identified at Application – Update Site

If there were changes to the project site or location, select "Yes" to the question "Has there been a change to the project site or location." The site(s) will now be editable until a disbursement request has been submitted for the selected site(s).

FYI

There is no indicator upon selecting "Lookup" to verify the tool is working. There is, at times, a delay. This could take up to a minute.



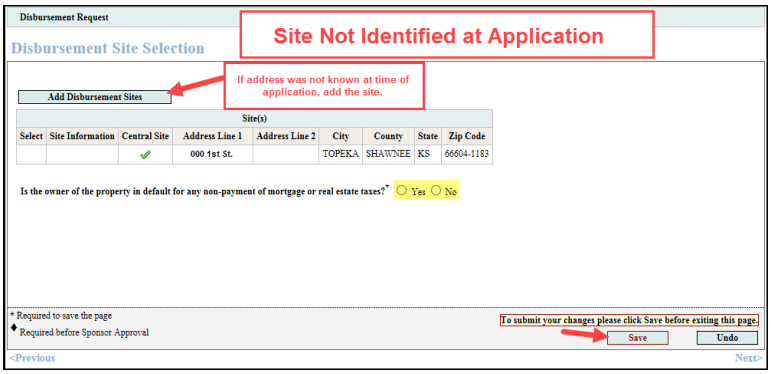
1. Edit the Site Information details as applicable.
    - Scroll down to edit site information (top of the screen is project information that does not need updated).
    - Verify the address is correct, and validate ZIP code and Zip+4 are entered correctly. The Lookup button is NOT used to find the ZIP code or ZIP+4. You MUST know and enter the Zip+4 to continue updating the site information.
        - If the ZIP+4 is unknown, see "ZIP +4 Lookup."
2. Select the Lookup button.
3. All remaining questions with an * must be answered.
    - Homeowner Projects Only: Enter a 0 (zero) for the Acquisition Price. Leave Appraisal Date and Appraised Value blank. If entered this way, an appraisal is not a required upload.
4. Select "Update Site."
    - Ultimately if no changes are needed, select "Back to Disbursement Site Selection"
5. If changes were made, Select "Save."

Site(s) Not Identified at Application

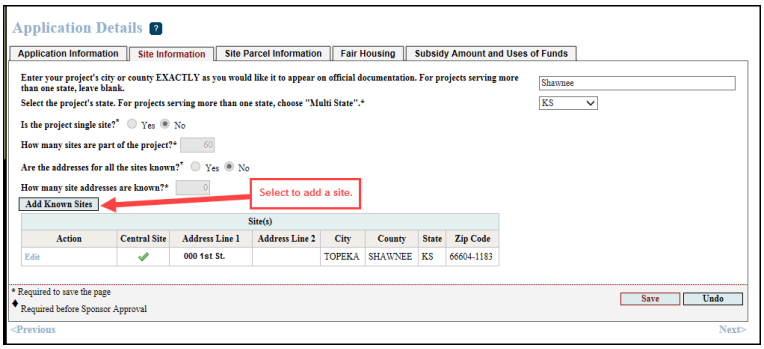
If the site was not identified at application, add the site.

> **FYI**
>
> There is no indicator upon selecting "Lookup" to verify the tool is working. There is, at times, a delay. This could take up to a minute.

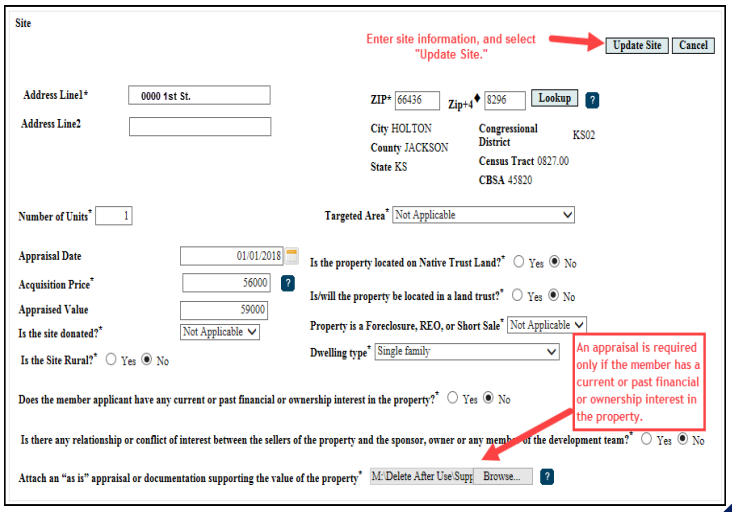
1. Select "Add Disbursement Sites."



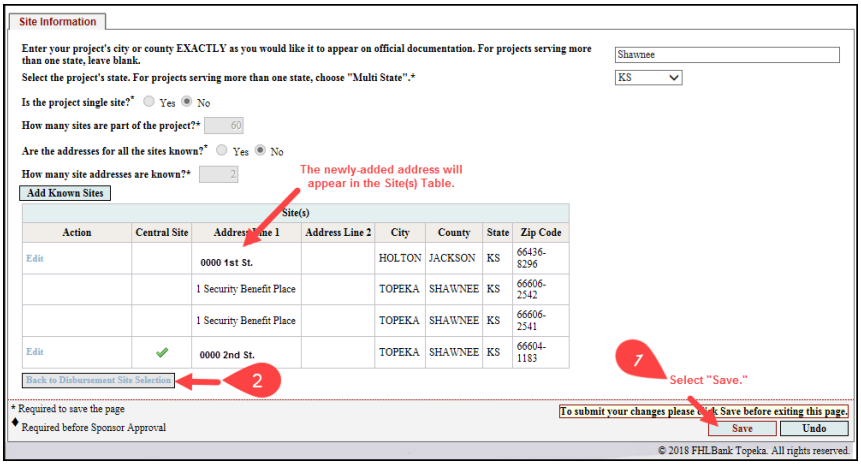
2. On the "Site Information" screen, select "Add Known Sites."



3. Scroll down to enter the specific site information.
4. Enter the address, ZIP code and ZIP+4. You MUST know and enter the Zip+4 to continue updating the site information.
   - If the ZIP+4 is unknown, see "ZIP+4 Lookup."
5. Select the Lookup button.
6. All remaining questions with an * must be answered.
   - Homeowner Projects Only: Enter a 0 (zero) for the Acquisition Price. Leave Appraisal Date and Appraised Value blank. If entered this way, an appraisal is not a required upload.
7. Select "Update Site."

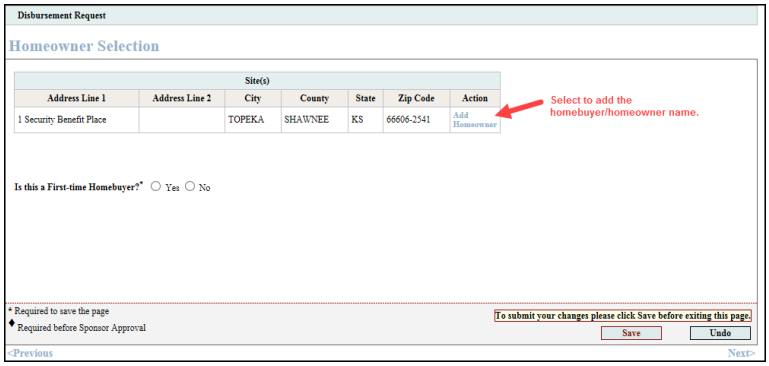


8. Select “Save.”
   - AHP Online will automatically direct the user back to the Disbursement Site Selection screen.
9. From the “Disbursement Site Selection” screen, select “Save” and then “Next” to continue.



HOMEOWNER SELECTION (OWNER-OCCUPIED PROJECTS)

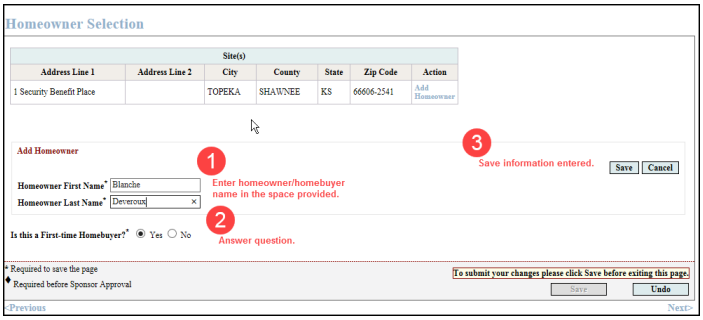
1. On the "Homeowner Selection" screen, in the "Action" column, select "Add Homeowner."

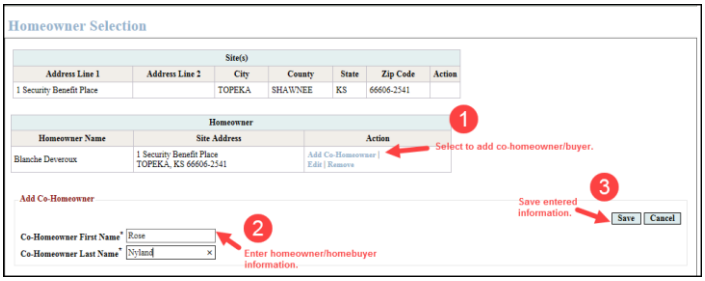


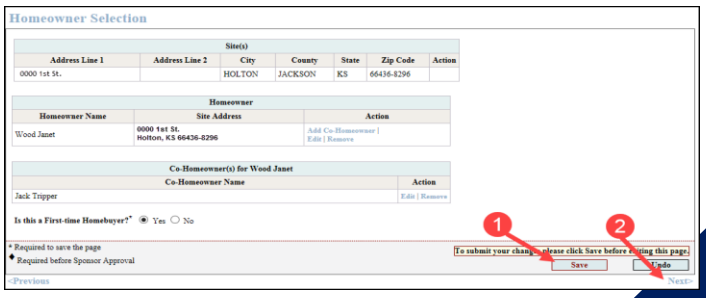
FYI

- **Do not** add minor children in the Co-Homeowner section.
- Use the "Edit" or "Remove" features in the "Action" column to edit homeowner/co-homeowner information or to remove a homeowner/co-homeowner.

2. Enter homebuyer/homeowner information.
3. Answer "No" to the question "Is this a First-time Homebuyer" for rehabilitation projects. For all other projects see AHP IP for definition of first-time homebuyer and answer appropriately.
4. Select "Save" in the middle of the screen to save the homebuyer/homeowner information.
5. If no Co-Homeowner, select "Save" at the bottom of the screen, then "Next."
6. To add a co-homeowner, select "Add Co-Homeowner" in the "Action" column.
7. Enter the first and last name of co-homeowner.
   - HCD considers all married people to be co-homeowners.
   - Household members or significant others who are also included on the Closing Disclosure, Real Estate Retention Agreement, or any other loan documentation should be listed as a co-homeowner.
   - For rehabilitation projects, household members/significant others who hold ownership interest in the property should be listed as a co-homeowner.
8. Select "Save" in the middle of the screen.
9. Select "Save" at the bottom of the screen and then "Next" to continue.







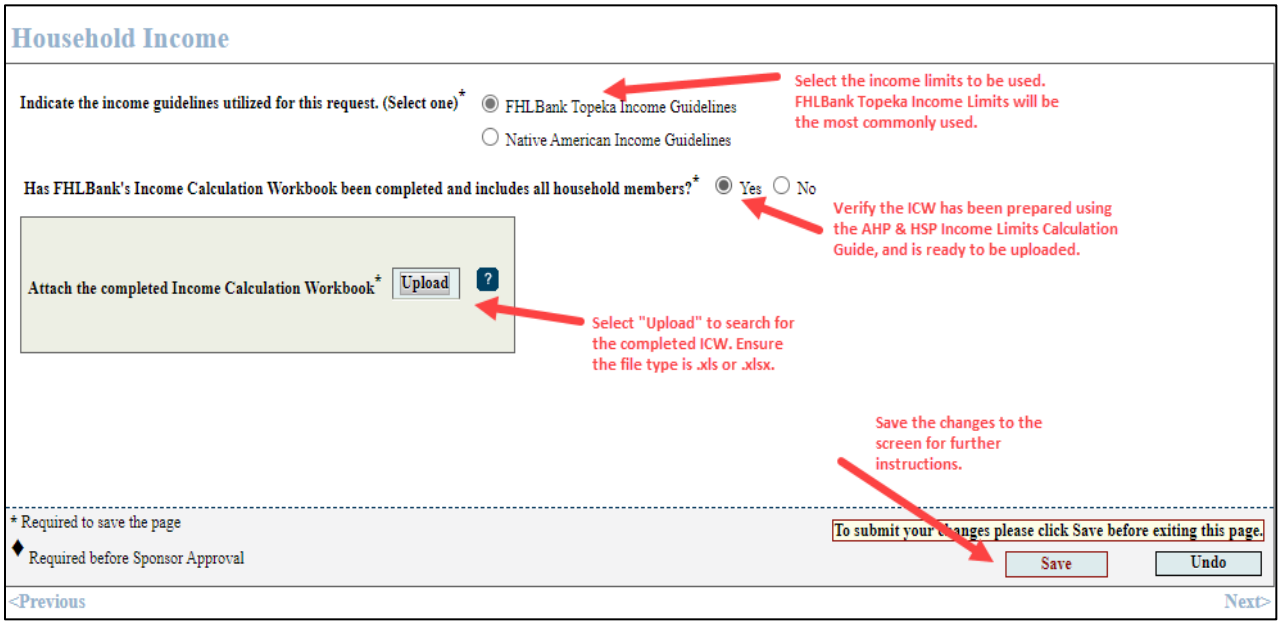
HOUSEHOLD INCOME (OWNER-OCCUPIED PROJECTS)

Prior to completing this screen, you will need to complete FHLBank's Income Calculation Workbook (ICW) (located on FHLBank's AHP website). Do NOT save ICW's to your computer, do NOT reuse an ICW from a previous disbursement request, and always use the version from the AHP website. Select the income guidelines that will be utilized to determine the household's annual median income (AMI).

1. Select "Yes" to indicate the ICW has been completed and is ready to upload to AHP Online.
2. Use the Browse feature to upload the ICW.
3. Select "Save."

FYI

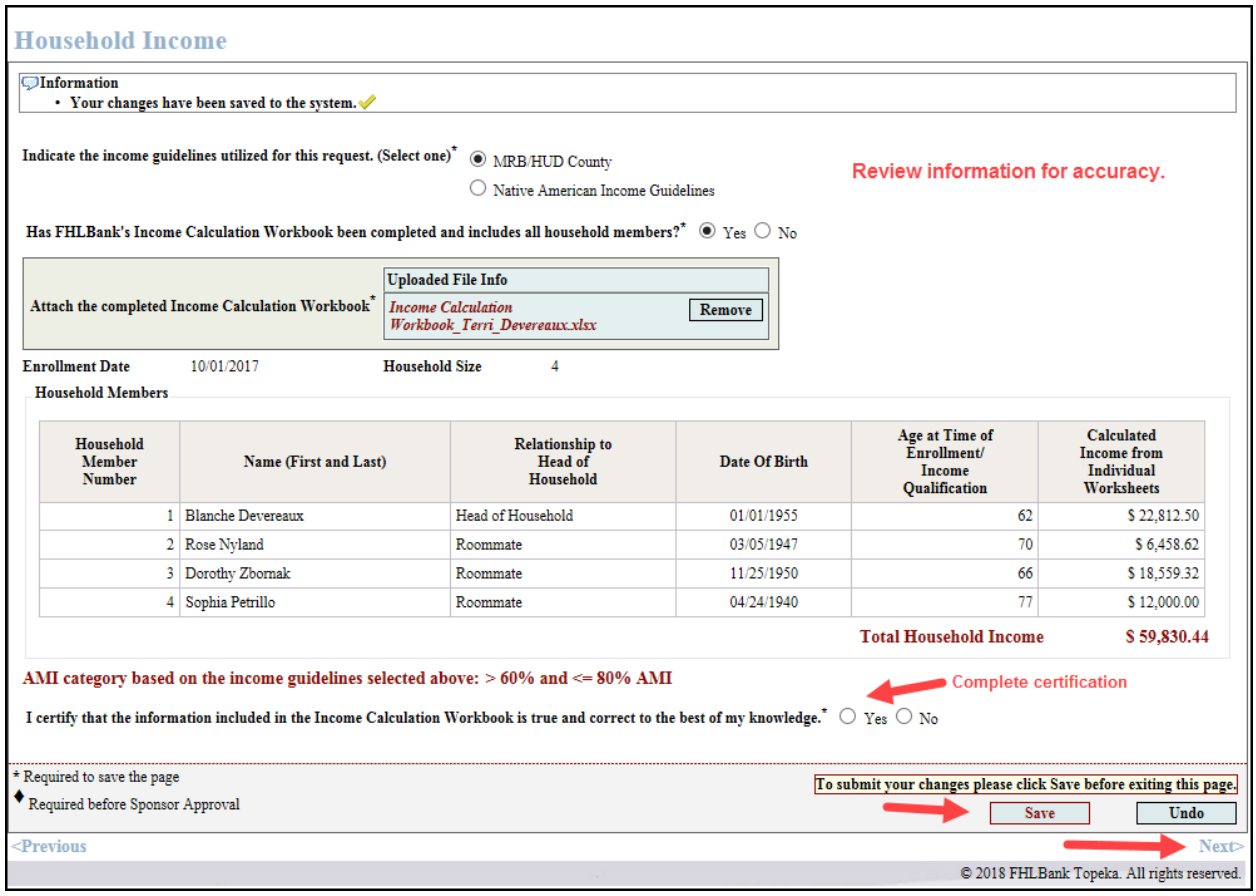
- For guidance completing the Income Calculation Workbook or for income guidelines, refer to the "AHP & HSP Income Calculation Guide" located on the AHP website.
- Ensure the ICW has been saved as a Microsoft Excel file. AHP Online will not work correctly if a different file type is uploaded.



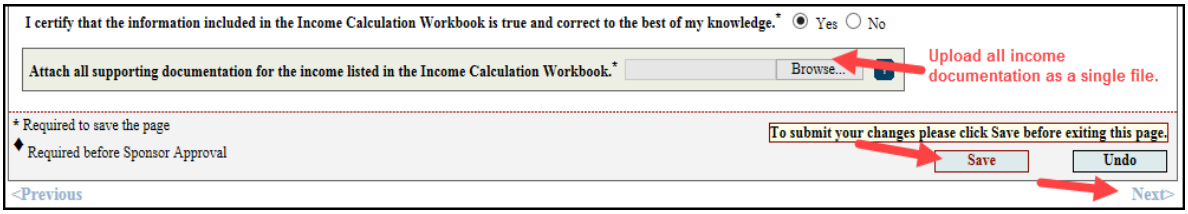
NOTE

- It is extremely important to review and learn the income documentation requirements.
- HCD calculates income differently than most lenders and will require ALL income for the household be disclosed.
- AHP & HSP Income Calculation Guide includes the required documentation for submission AND how to complete the ICW.

4. After a successful ICW upload, the household member names, total household income, and AMI category will display. Verify the information displayed is correct and matches the ICW.
5. If everything is correct, certify the information is correct to the best of your knowledge by selecting "Yes."



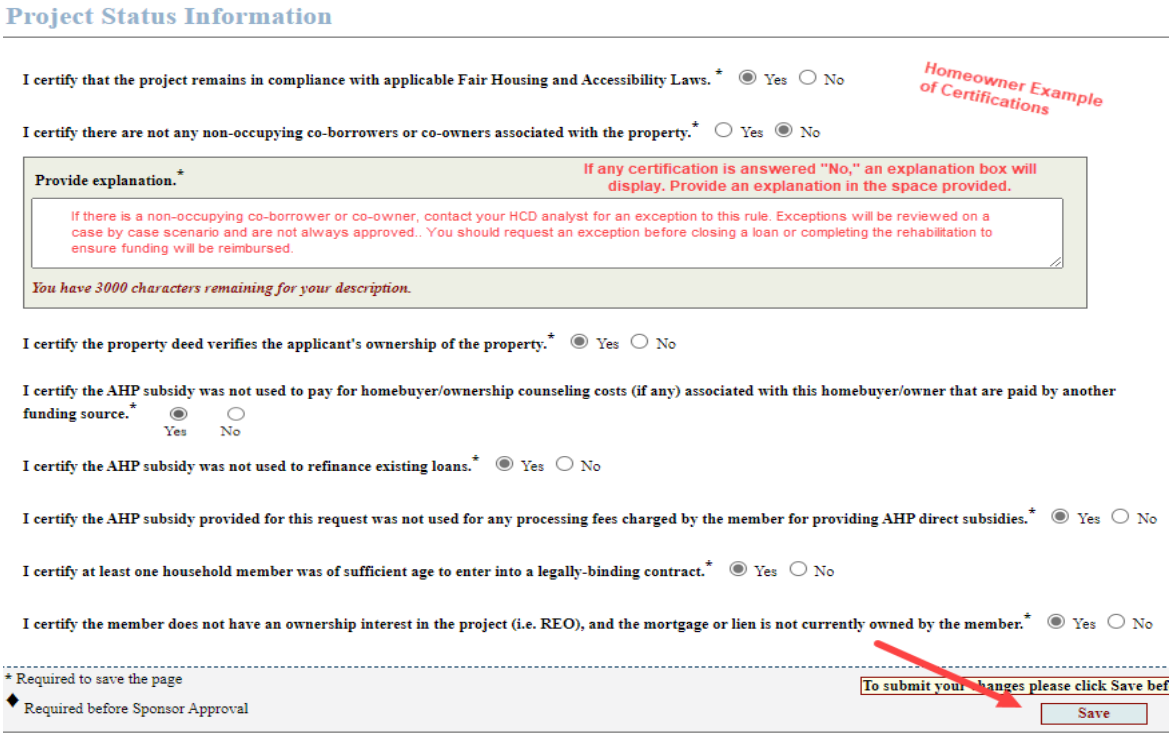
6. Upon completing the certification, an upload box will display prompting you to upload all supporting income documentation.
7. Income documentation, which includes zero income certifications, must all be dated within the same time frame. Within 60 days prior to the program enrollment **- or -** 60 days prior to the disbursement request submission date (see the "Income Calculation Guide" on the AHP website for income documentation requirements).
8. Use the "Browse" feature to locate and upload the supporting documentation.



PROJECT STATUS INFORMATION

1. Answer all questions on the screen. Provide an explanation in the space provided for any certification answered "No."
2. Select "Save" and the "Next" to continue.

FYI
Entering an explanation does not guarantee approval.



NON-OCCUPYING CO-BORROWERS/CO-OWNERS (OWNER-OCCUPIED PROJECTS)

All borrowers, co-borrowers, and co-owners must be household members of the property being purchased. **NON-OCCUPYING CO-BORROWERS AND NON-OCCUPYING CO-OWNERS ARE NOT ALLOWED.**

The scenarios below provide additional clarity to the differences between co-borrowers, co-owners, and co-signers. Contact HCD prior to submitting a reservation request if you are unsure under which scenario a potential recipient fits.

- **Non-occupying Co-owner:** A homebuyer is married but does not live in the same home as his/her spouse, and the spouse will not be

Know the Difference:

Co-borrower: Individual(s) included on the deed, mortgage/deed of trust, and promissory note for a property in conjunction with another individual(s) and is liable for repayment of debt secured by the mortgage/deed of trust. **Non-occupying co-borrowers are NOT ALLOWED**.

Co-owner: Individual(s) included on the deed and/or mortgage/deed of trust for a property in conjunction with another individual(s). **Non-occupying co-owners are NOT ALLOWED**.

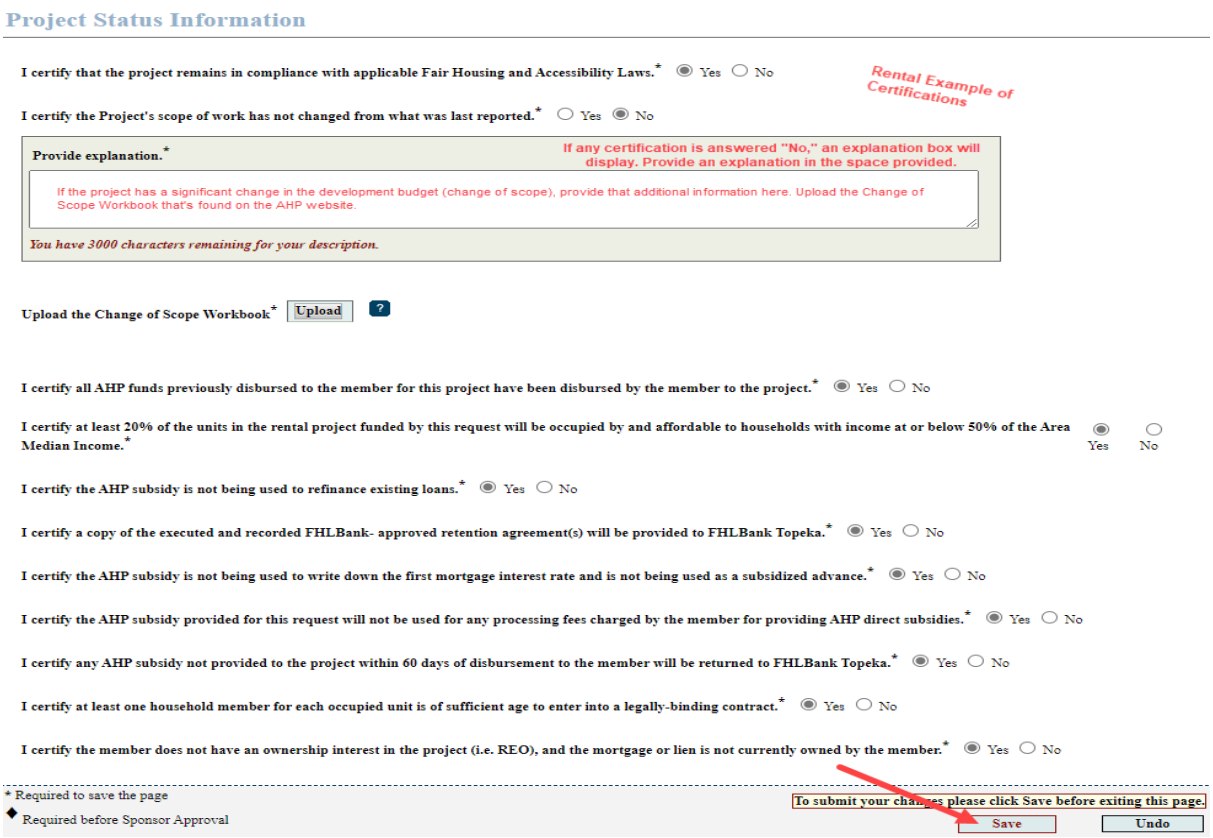
Co-signer: Individual(s) that is included on the promissory note and is liable for repayment of debt for real estate but is not on the deed and/or mortgage/deed of trust for property. **Non-occupying co-signers are allowed**.

on the loan or be living in the home after closing. However, because the couple is not divorced, the non-occupying spouse is considered a non-occupying co-owner. Non-occupying co-owners are not allowed, so the household is not eligible.

- **Non-occupying Co-borrower:** A homebuyer's parent will be signing the loan documents along with him/her and will be included on the mortgage/deed of trust or deed. The parent is considered a non-occupying co-borrower. Non-occupying co-borrowers are not allowed, so the household is not eligible.
- **Co-signer**: A homebuyer's parent will be signing a Promissory Note but will not be on the mortgage/deed of trust or deed. The parent is considered a co-signer. The household is eligible to receive the grant, assuming the household meets all other eligibility and regulatory requirements.

CHANGE IN SCOPE OF WORK (RENTAL PROJECTS ONLY)

A change in the scope of work may affect the amount of grant received by the project. Before the work is completed, contact HCD to validate additional documentation requirements. HCD may require a new feasibility review and/or cost reasonableness review.



NOTE (Both owner-occupied and rental projects)

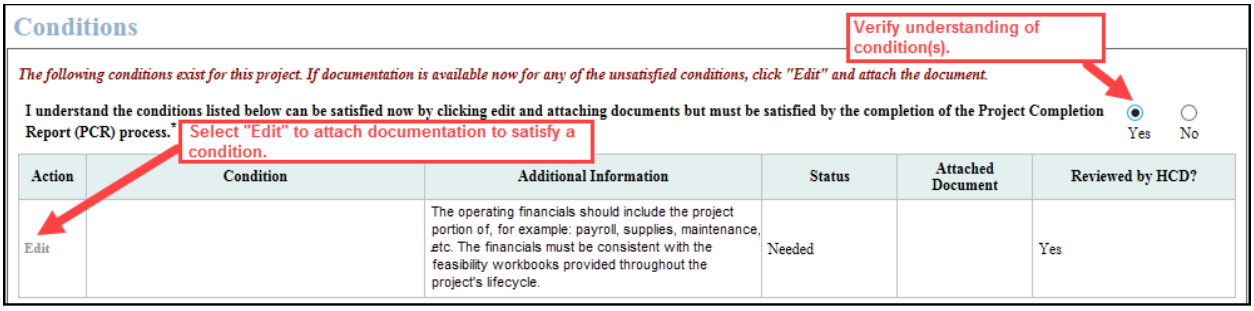
If an FHLBank systemwide member is selling the property to the project, or holds a current mortgage/lien on the property being sold; an appraisal will be required that is dated within six (6) months of the disbursement funding date. Contact HCD with any questions.

CONDITIONS (RENTAL PROJECTS)

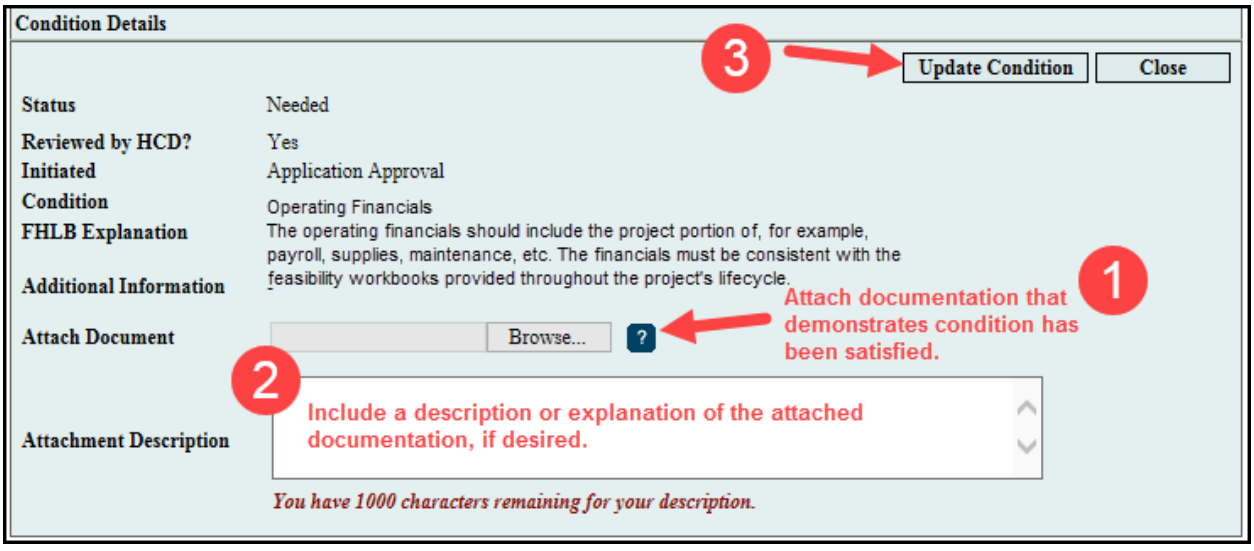
Condition: A provision included in an AHP Agreement that must be satisfied prior to submission of Project Compliance Report (PCR) as stated in the Agreement. Conditions are often related to feasibility; however, they can be related to scoring or eligibility issues as well.

1. If the project does not have any conditions, or if all conditions have a status of "Satisfied," proceed to "Scoring Information" by selecting "Next." If the project has conditions, verify you understand the process by answering the question displayed.

    a. If the condition can be satisfied at the time the disbursement request is being submitted, select "Edit." Otherwise, continue to Step 2 (below).

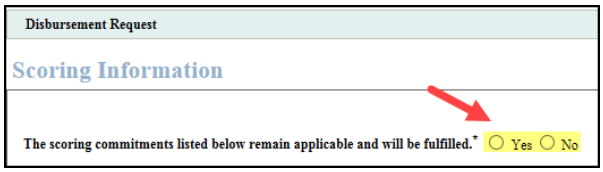


    b. Attach the documentation that demonstrates the condition has been satisfied.
    c. Use the space provided to provide a description or explanation of the documentation.
    d. Select "Update Condition" to save.



2. Once the condition has been updated, select "Save" and then "Next" to continue.

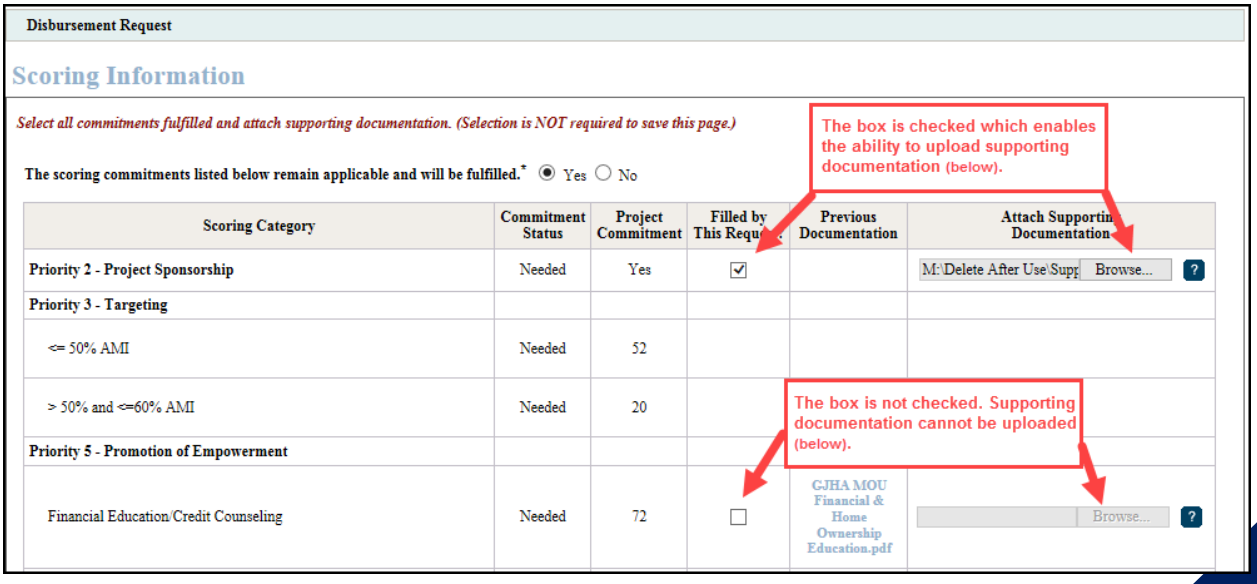
SCORING INFORMATION



1. Review the project's scoring categories. To enable the Scoring Category functionality, provide a response to "The scoring commitments listed below remain applicable and will be fulfilled." If the response is "no," contact HCD. **This question must be answered "Yes" in order to continue.**
2. If any of the scoring categories are filled by the disbursement request being submitted, check the box in the "Filled by This Request" column. When the box is checked, if documentation is required, the upload option for that scoring category will be functional.
   - Not all scoring commitments require supporting documentation on this screen. However, it is still required to select the "Filled by This Request" check box if the disbursement meets the commitment (ie: Project Sponsorship, Member Financial Participation, In-District, Owner-Occupied Rehabilitation, etc.).
   - If the household AMI is <=30% AMI for the Targeting commitment, select both the <=30% AMI and <=50% AMI check boxes. *The <=30% check box is for reporting purposes only.*
   - Upload supporting documentation in the "Attach Supporting Documentation" column. Refer to "A Sponsor's Guide to Documenting Scoring Commitments" on the AHP website for examples of acceptable documentation.
3. When all applicable scoring categories and associated supporting documentation has been uploaded, select "Save" and then "Next" to continue.

FYI

- Homeowner Projects: At least one commitment must be fulfilled with each disbursement request.
- Rental Projects: After Step 1, if no scoring commitments are filled by this request, proceed to Step 3.



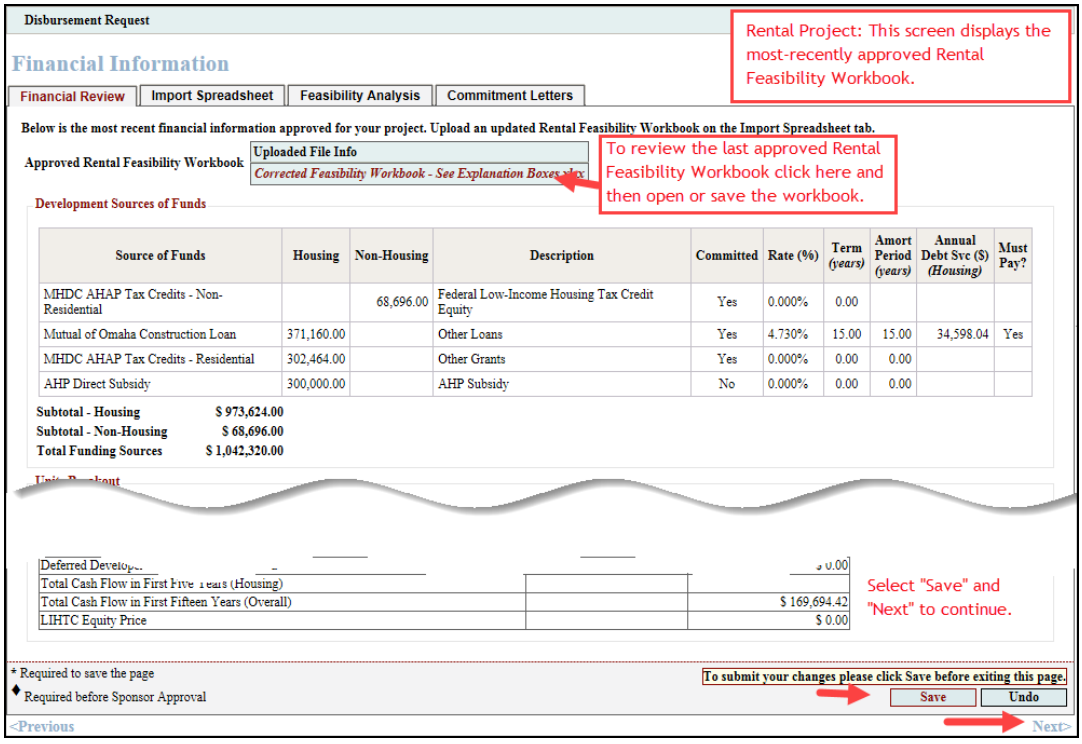
FINANCIAL FEASIBILITY – HELPFUL HINTS

- ✓ Obtain the Disbursement Feasibility Workbook, from the AHP website, associated with the round in which the project was approved. AHP Online will not accept other versions.
- ✓ Some feasibility workbook tabs and data entry points include instructions to make completing them as easy as possible.
- ✓ Total sources must be equal to total uses.
- ✓ Much of the financial feasibility analysis is completed by HCD staff outside of the online system. Provide explanations in the Feasibility Workbooks as indicated.
- ✓ Contact Housing and Community Development at 866.571.8155 for technical assistance concerning difficulties uploading the Feasibility Workbook.

FINANCIAL INFORMATION: FINANCIAL REVIEW (RENTAL PROJECTS)

This screen displays the feasibility workbook that was most recently approved.

1. If desired, click on the "Uploaded File Info" box to view the workbook.
2. Updates cannot be made to the feasibility workbook uploaded to this screen. The screen is for informational purposes only regarding the last approved workbook.
3. Select "Save" and "Next" to continue.



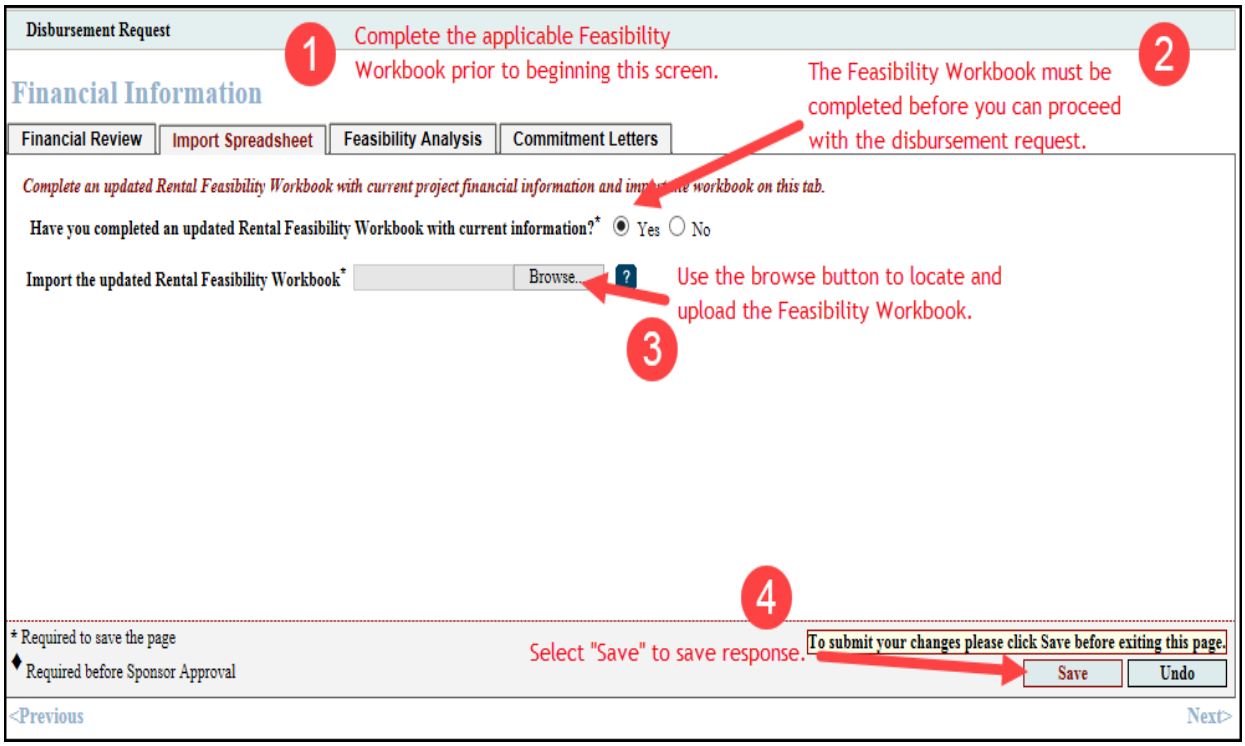
FINANCIAL INFORMATION: IMPORT SPREADSHEET

1. Complete the applicable feasibility workbook.
2. Rental Only: Once the feasibility workbook is completed, verify this by responding affirmatively to the question shown below.
3. Upload the feasibility workbook as shown below.
4. Select "Save" to complete the upload.

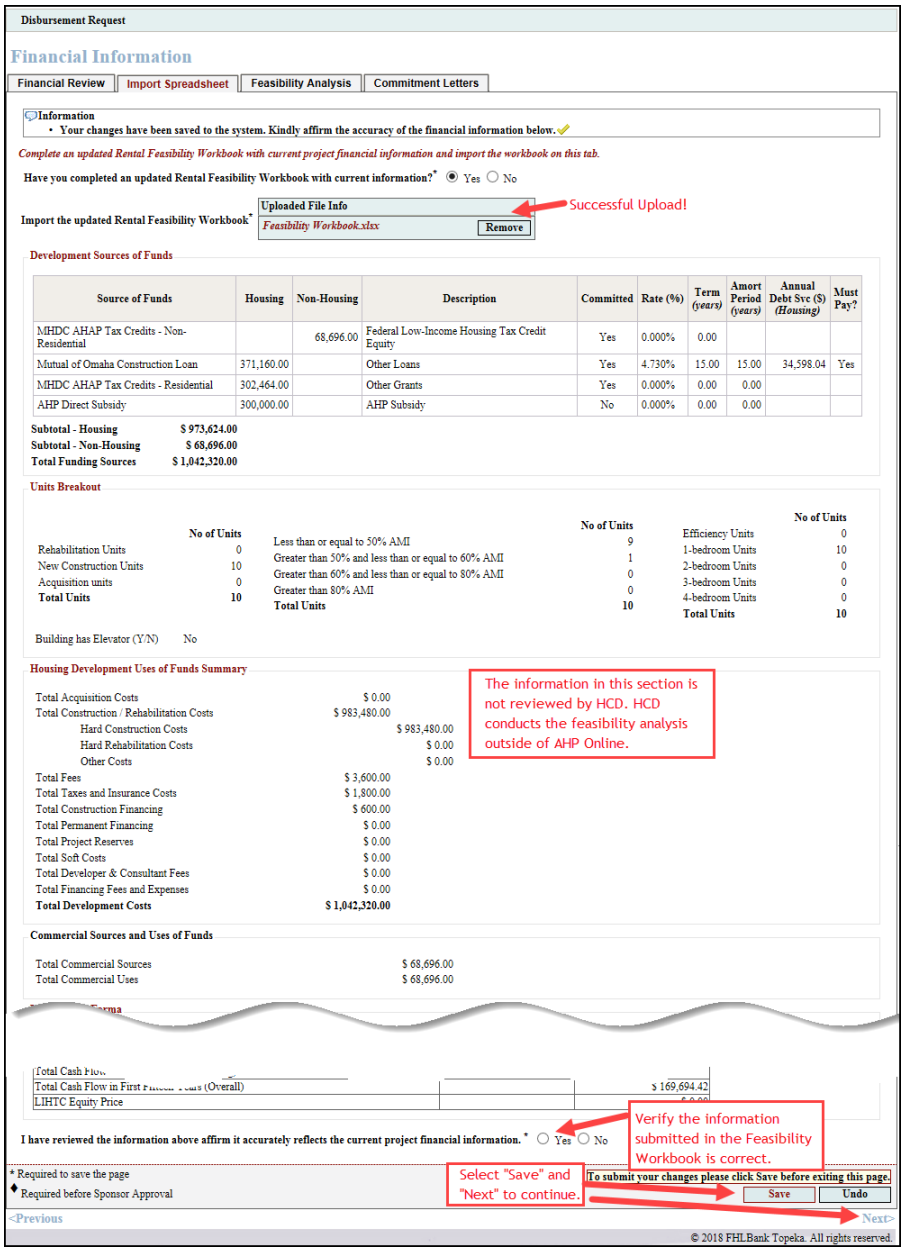
Feasibility Workbook Guidance:

Homeowner: Use the "Disbursement Feasibility Workbook" associated with the year in which the project was approved.

Rental: Use the "Disbursement and PCR Feasibility Workbook" associated with the year in which the project was approved.



5. 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 information from the feasibility workbook. HCD's review of feasibility is completed outside of AHP Online.
6. HCD reviews the information in the feasibility workbook and not what is displayed on the screen. Rental Only - For this reason, when you verify the accuracy of the project financial information, you are verifying the accuracy of the information in the feasibility workbook.
7. Select "Save" and "Next" to continue.



FYI

Homeownership Owner-occupied Rehabilitation Projects – Ensure that all Sponsor Fees, Homeowner Education Fees, and any applicable Developer Fees are in the "Costs Paid by AHP" column.

Financial Information: Feasibility Analysis

This screen will display any elements of the feasibility workbook outside FHLBank guidelines which were analyzed by AHP Online and approved at the last feasibility review. In addition, it will identify elements from the newly-uploaded feasibility workbook that are outside FHLBank guidelines. Any explanations previously-provided will be included.

- If all feasibility values displayed indicate an explanation has been received, or if no feasibility values display, go to Step 5.
- If you want to update an explanation, or if an explanation is required (as indicated by "No" in the "Explained" column), do so by:

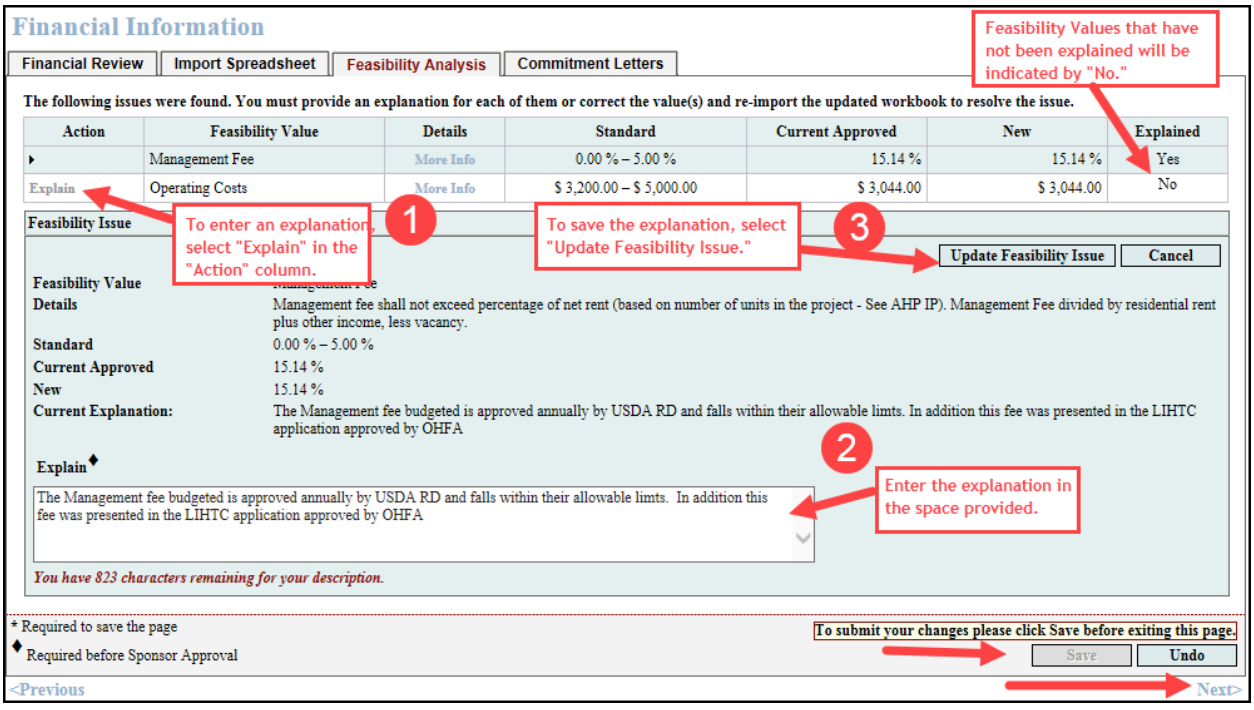
1. Select "Explain" in the "Action" column.
2. Enter the explanation in the space provided.
3. Select "Update Feasibility Issue" to save the explanation.
4. Repeat this process for each Feasibility value that requires explanation until all explanations have been entered and saved.
5. Select "Save" and "Next" to continue.

FYI

Most of the analysis of project feasibility is completed outside of AHP Online.

The feasibility workbook identifies elements outside of FHLBank guidelines.

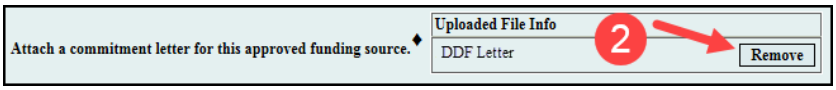
If an item is outside FHLBank guidelines due to an error in the Feasibility Workbook, remove the previously uploaded Workbook. Make corrections as needed, and upload the corrected one.



Financial Information: Commitment Letters

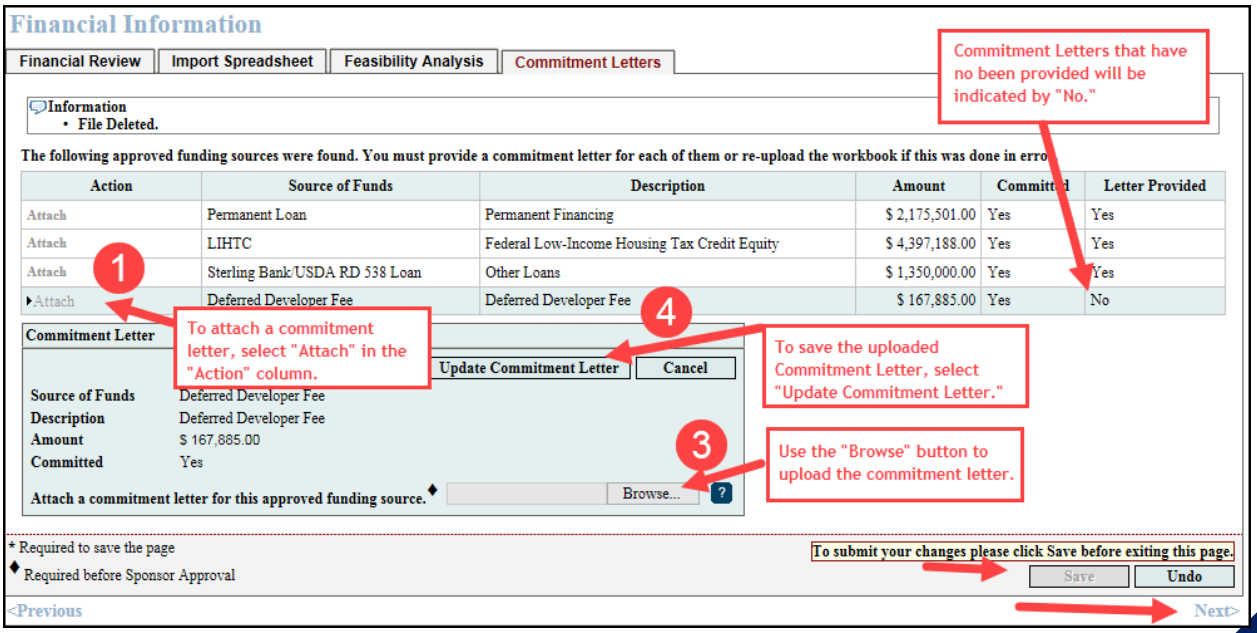
For **Rental projects only**, this screen will display all approved funding sources from the feasibility workbook. Commitment Letters previously provided may carry forward, however, updated letters may be needed. Ensure the most up-to-date information is provided. For example; at application a commitment letter was provided for the permanent financing. If the permanent financing has now closed, you must provide documents such as the mortgage and note.

For **Homeownership projects only**, the screen will display the funding sources which require an up-to-date commitment letter. All commitment letters should include the amount, repayment terms, be on letterhead, signed and dated. For homeownership projects only, the commitment letter should include the homebuyer/owner name and address.



- If no Commitment Letters are required or were previously provided, as indicated by "Yes" in the "Letter Provided" column, go to Step 6.
- If you want to update a Commitment Letter, or if a Commitment Letter is required (as indicated by "No" in the "Letter Provided" column), do so by:

1. Select "Attach" in the "Action" column.
2. If you are replacing a previously-uploaded Commitment Letter, select "Remove."
3. Use the "Browse" function to locate and upload the new or revised Commitment Letter.
4. Select "Update Commitment Letter" to save. Once the Commitment Letter has been successfully uploaded, the document title will display in the "Attached Document" column.
5. Repeat this process for each Commitment Letter that needs to be uploaded or replaced.
6. Once all Commitment Letters have been uploaded and saved or if they are not required, select "Save" and "Next" to continue.



PROJECT AND DISBURSEMENT DOCUMENTATION

This screen will display required and optional documentation for the disbursement request submitted, documentation for the project (ie: AHP Agreement, Inspector Credentials, etc.), and other documentation requested by HCD.

1. **Homeowner projects only**: Documents required include, but are not limited to:

   Down-payment Assistance/Closing Cost Assistance Projects must provide:
   - Final closing documentation (Closing Disclosure)
   - Recorded Real Estate Retention Agreement

   Rehabilitation Projects must provide:
   - Estimate(s) or Invoice(s) including final detailed scope of work
     - Estimate(s) or Invoice(s) must be signed by homeowner and contractor
     - Estimate(s) or Invoice(s) must include a statement the house is structurally sound and will accept the rehabilitation as it pertains to the scope of work on estimate(s) or invoice(s)
       - Contractor should be the person validating the soundness of the house
   - Final Cost Certification
   - Third-party inspection
   - Documentation all contractors, inspectors and rehabilitation costs have been paid in full

   If a Disbursement Request Document Type has a template available on the AHP website, this will be indicated in the "Has Template?" column.

2. **Rental projects only**: Documents required include, but are not limited to:
   - Documentation of the development cost incurred
   - Draft Real Estate Retention Agreement
   - If occupied, a Tenant Income Worksheet
   - If occupied, Operating Financials

Disbursement Documentation

Requirement Type	Explanation
Required	Documentation must be provided with the disbursement request to save the screen.
Optional	Documentation does not have to be submitted to save the screen but may be uploaded at your discretion.

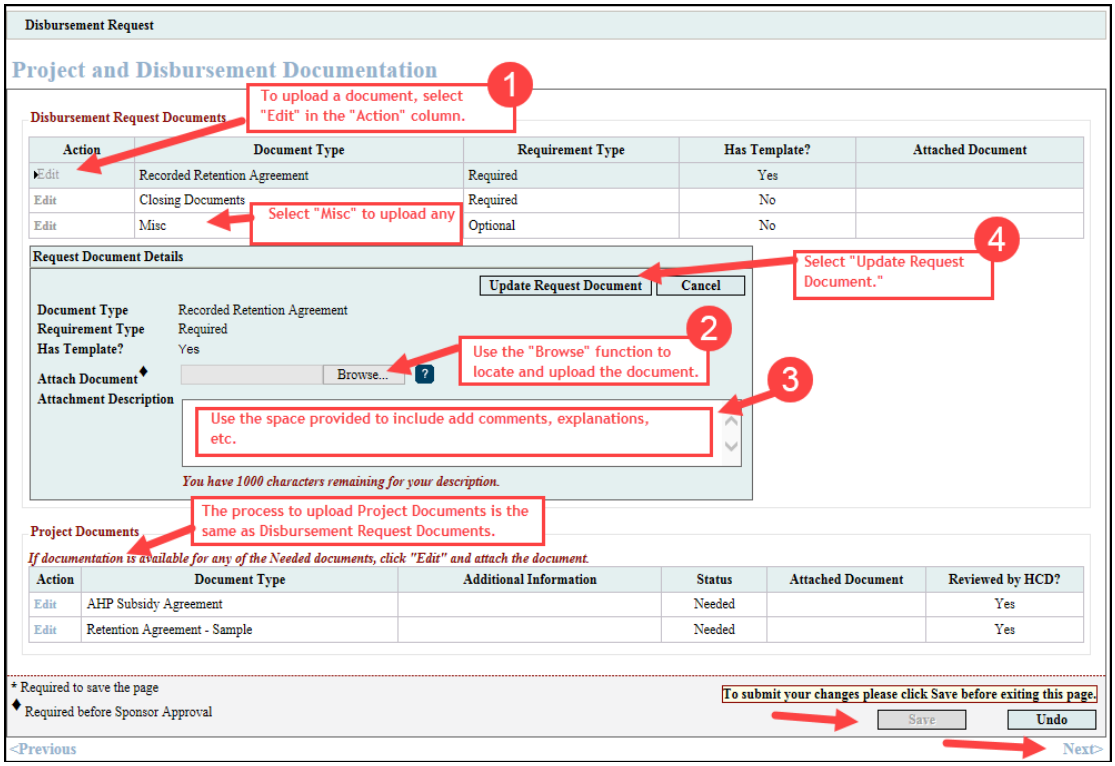
Project Documentation

Status	Explanation
Needed	Documentation is not required to save the page but must be provided at or before submission of PCR.

To upload Disbursement or Project Documentation:

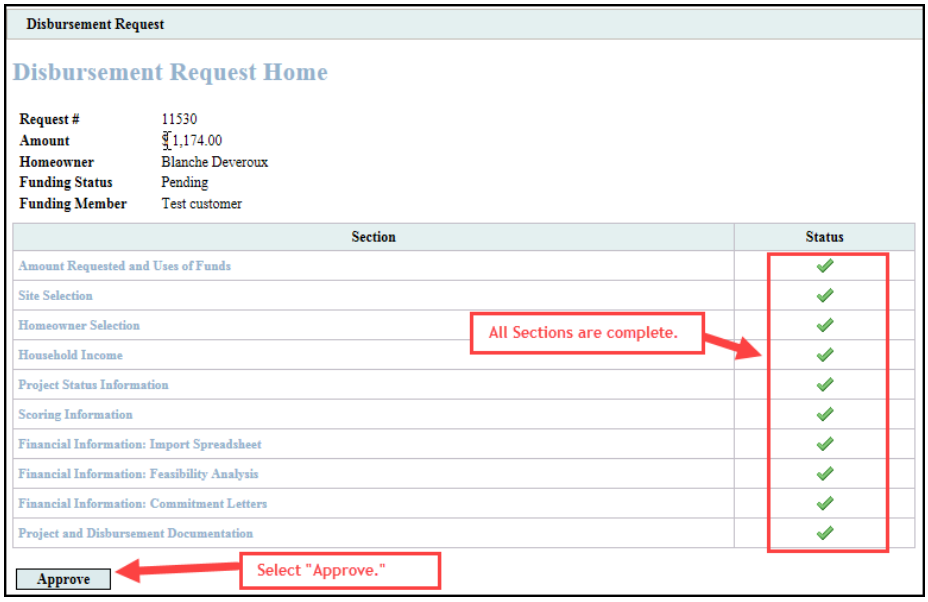
1. Select "Edit" in the "Action" column.
2. Use the "Browse" function to locate and upload the documentation.

3. Select either “Update Request Document” or “Update Project Document” (as applicable) to save. Once the documentation has been successfully uploaded, the document title will display in the “Attached Document” column.
4. Repeat this process for each Disbursement Document or Project Document that needs to be uploaded.
5. Once all documentation has been uploaded and saved, select “Save” and “Next” to continue.

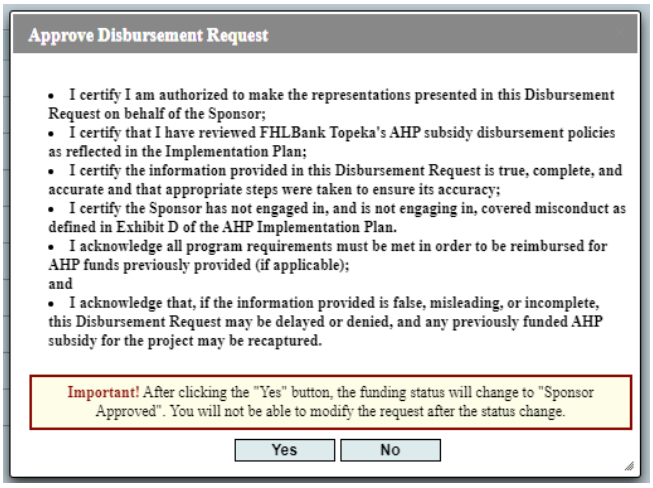


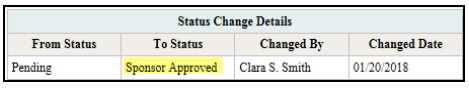
SUBMITTING THE DISBURSEMENT REQUEST

After completing the "Project and Disbursement Documentation" screen, you will be returned to the "Disbursement Request Home" screen. If the statuses of all sections are green, select "Approve."



A text box will display that includes certifications that must be agreed to before the Disbursement Request may be submitted to the member who will review and, if approved, submit it to FHLBank. Read the certifications carefully, and answer "Yes" if you agree to the certifications. **Once you have agreed to the certifications, the status will change to "Sponsor Approved," and you will not be able to modify the request.**





Status Change Details			
From Status	To Status	Changed By	Changed Date
Pending	Sponsor Approved	Clara S. Smith	01/20/2018

Upon sponsor approval, the member will receive an email stating the disbursement request is ready for member review. The disbursement request is now ready for member review and approval. The disbursement request is not officially submitted to FHLBank until it is member approved.

Upon member approval or rejection of the disbursement request, a notification email will be sent.

- If approved, the disbursement request is sent to FHLBank for review.
- If rejected, the member should contact you to discuss what adjustments should be made. Upon member rejection, the sponsor is able to edit the request. After any member-required adjustments have been made, the sponsor and member must repeat the approval process.

After the member has reviewed and approved the disbursement request, HCD will begin the review process. (See "HCD Review of Disbursement Request.")

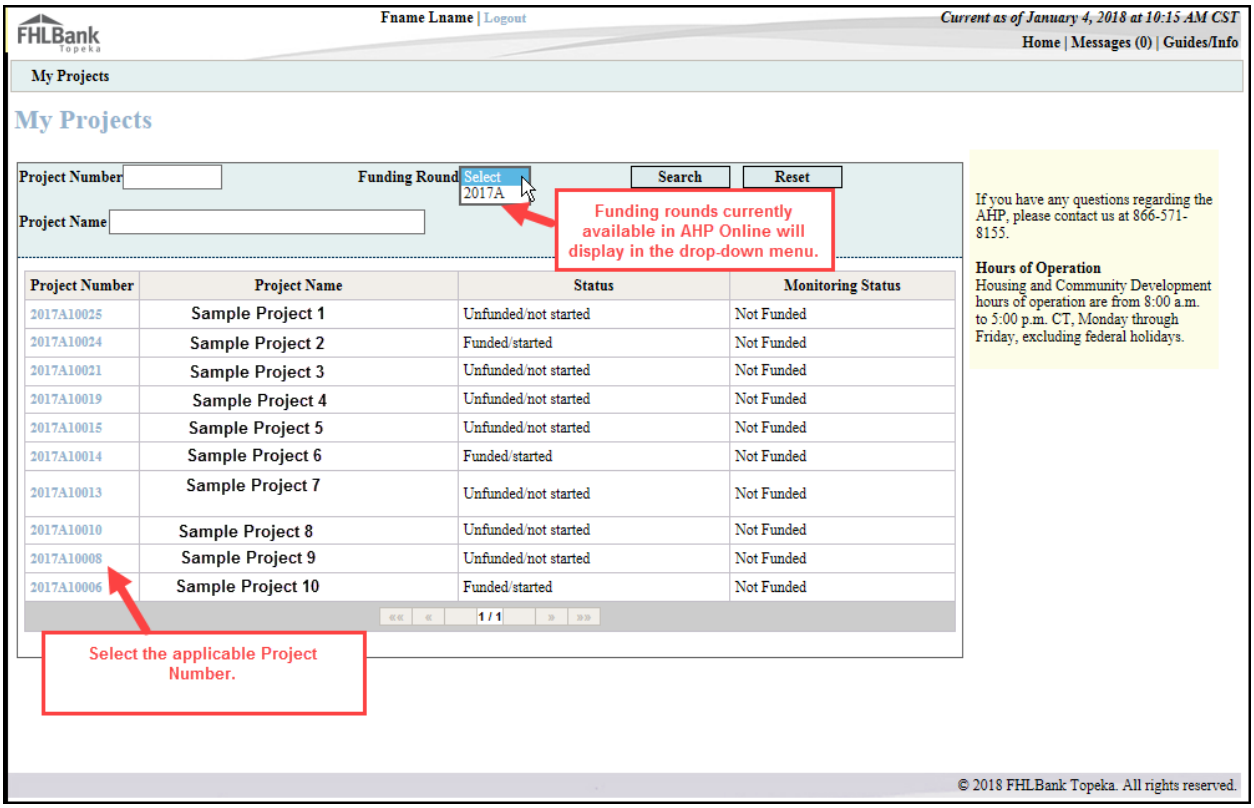
AHP Online Disbursement Request - Guide for Members:

When a sponsor approves a disbursement request, the member will receive an email notification. The member must review the request and either approve or reject it. HCD cannot review a disbursement request unless it has been approved by the member.

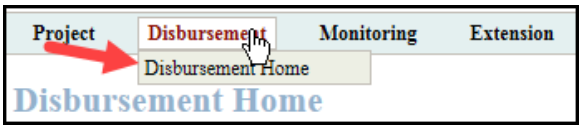
NAVIGATING THE DASHBOARD

After you have logged in, you will be directed to your dashboard, also known as "My Projects."

1. If the project for which you wish to request a disbursement of funds is displayed, select the project number. Otherwise, select the Funding Round of the project for which you wish to request a disbursement of funds and then "Search."
2. The projects for that funding round will display. Select the project number for which you wish to request a disbursement of funds.



REVIEWING THE DISBURSEMENT REQUEST

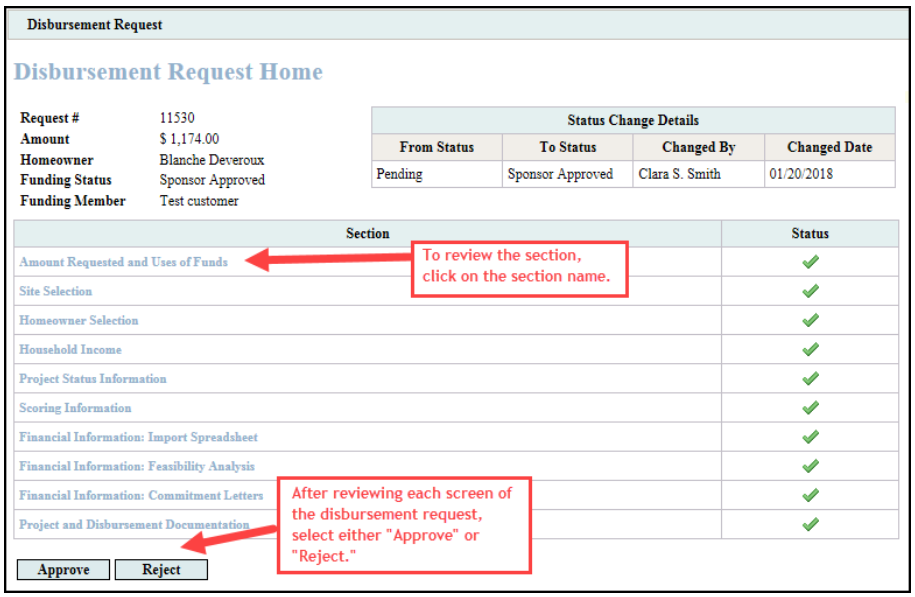


1. You will be directed to the "Current Project Summary" screen. Select "Disbursement Home" from the drop-down menu.
2. The "Disbursement Home" screen displays the following information:
   - ❖ Current Approved Award Amount
   - ❖ Total of Approved Disbursement Requests
   - ❖ Total Pending Disbursement Requests
   - ❖ Pending De-obligations and Withdrawals
   - ❖ Total Project Subsidy Remaining (available for request)
   - ❖ Disbursements requested for project and status of each request.
3. In the "Disbursement Requests" table, select the "Sponsor Approved" disbursement request. The disbursement request number was included in the notification email.

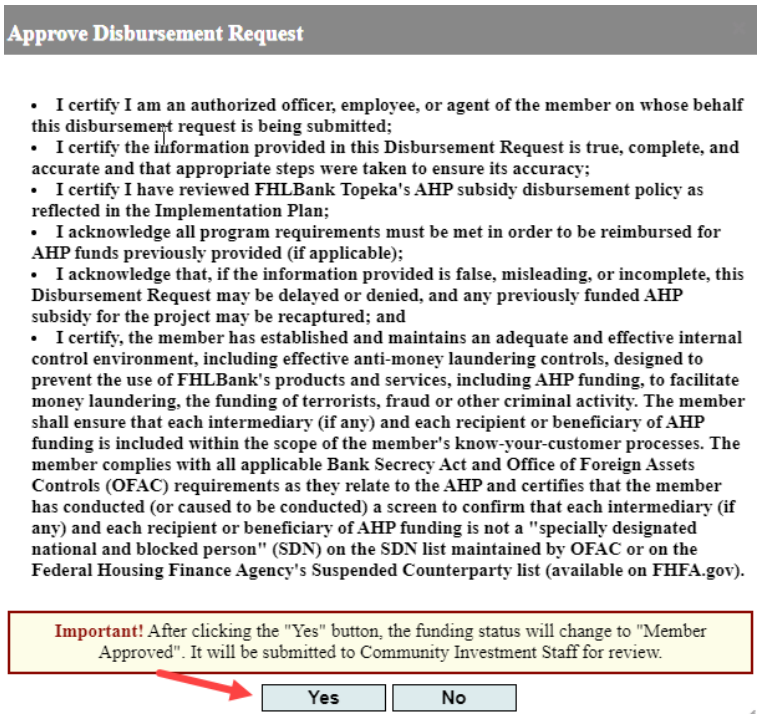


4. You will be directed to the "Disbursement Request Home" screen for the Sponsor-approved disbursement request. This displays the sections the sponsor was required to complete to submit the request. HCD recommends the member review each section prior to approving or rejecting the disbursement request.

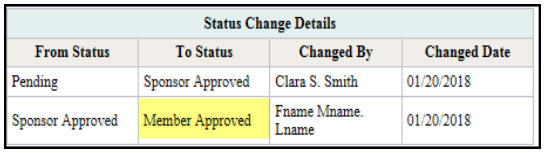
5. To review a specific section, select the link as shown below. The screens are read-only for members; however, members will still be able to view attachments. Contact the sponsor with any questions during the review.



6. To complete the review, select either "Approve" or "Reject." Members are encouraged to contact sponsors with any questions or concerns prior to rejecting a disbursement request. If a member rejects a disbursement request, it is returned to the sponsor to make adjustments. The sponsor will receive an email notification the request was rejected. Contact the sponsor to explain why the request was rejected and what corrections, if any, are needed.



7. A text box will display that includes certifications that must be agreed to before the Disbursement Request may be submitted to FHLBank. Read the certifications carefully, and answer "Yes" if you agree to complete the disbursement request process and change the status to "Member Approved."



8. The "Disbursement Request Home" screen reflects the updated status of "Member Approved."
9. HCD will begin the review process. (See "HCD Review of Disbursement Request.")

HCD Review of Disbursement Request

REVIEW TIME/ORDER

Disbursement requests are reviewed in the order they are received. Once HCD begins the review, the time it takes for approval/denial depends on:

- The completeness of the documentation submitted.
- The accuracy of the documentation submitted. Homeownership Projects Only: This is extremely important for the Household Income screen.
- The amount of time it takes for the sponsor to respond to clarification.

FYI

- Familiarity with the AHP Implementation Plan and program documents (i.e. Income Calculation Guide, User Guides, etc.) enables the sponsor to ensure documentation meets FHLBank requirements.
- Prompt response to FHLBank communications will help expedite the review and approval process.

CLARIFICATION REQUESTS

An email is sent from AHP Online notifying the sponsor if clarification is needed. The HCD specialist will send a follow-up email detailing what clarification or documentation is needed.

Responses that include Personally Identifiable Information (PII) must be sent through Proofpoint. If you do not have a Proofpoint account, refer to the AHP website to create an account.

SPONSOR/MEMBER NOTIFICATION OF APPROVAL/DENIAL OF THE DISBURSEMENT REQUEST

When HCD has completed review of the disbursement request, both the sponsor and the member will receive an email notification of HCD's determination.

- If the disbursement request is approved, the sponsor and member contact(s) will receive an email notification, and the approved funds will be deposited in the member's demand deposit account (DDA).
- If the disbursement request is denied, the sponsor and member contact(s) will receive an email notification. The HCD specialist will provide a detailed reason to the sponsor and member via email.

Terms/Definitions

(See AHP Implementation Plan for additional definitions.)

AHP and HSP Income Calculation Guide – Document that sets forth the income calculation guidelines for the Affordable Housing Program (AHP) and the Homeownership Set-aside Program (HSP) of FHLBank and provides instruction for the completion of the Income Calculation Workbook.

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

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.

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.

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

Project Completion Report (PCR): Formerly Initial Monitoring.

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

AHP Online Status Descriptions

Clarification Pending – The member and sponsor-approved disbursement request requires clarification (i.e. additional documentation, answers to questions, corrections, etc.) as determined by Housing and Community Development staff's review.

Funded – Housing and Community Development staff have reviewed and approved the disbursement request for funding. The approved subsidy has been deposited in the member's DDA.

Member Approved – The disbursement request has been approved by the member and is ready for Housing and Community Development staff review and approval/rejection. The disbursement request is now read-only for both the member and the sponsor.

Pending – A disbursement request could display this status for two reasons:

- A disbursement request has been initiated by the sponsor. The disbursement request may be viewed (read-only) for the member until it has been sponsor approved.
- A disbursement request has been rejected by the member and is being returned to the sponsor for correction. Sponsors will receive an email notification the disbursement request has been member rejected.

Rejected – Housing and Community Development staff have reviewed the disbursement request and determined it cannot be funded. The requested subsidy will NOT be deposited in the member's DDA.

Sponsor Approved - A disbursement request has been approved by the sponsor and is ready for member review and approval/rejection.

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

Commitment Status Descriptions

Needed – The category has not been fulfilled, or it is not required until a subsequent disbursement request is made or until time of project completion reporting. Supporting documentation may be uploaded but may not be required for the disbursement.

Required – Documentation must be provided that this commitment is fulfilled before the disbursement request can be submitted.

Satisfied – Documentation provided from an earlier disbursement has been accepted as evidence the scoring commitment has been met.

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

Appendix A - Sponsor Access to AHP Online

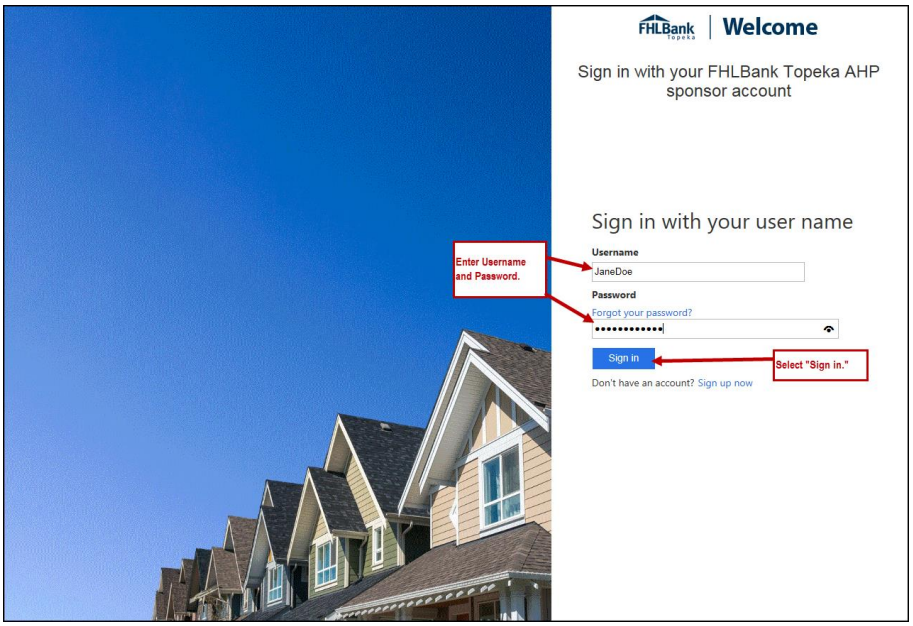
Select the link to AHP Online on FHLBank's Community Programs AHP web page.

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

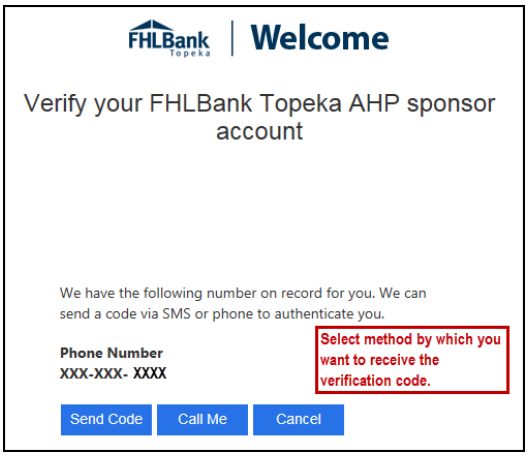
1. On the Welcome Page, select "Sponsor Sign In."



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

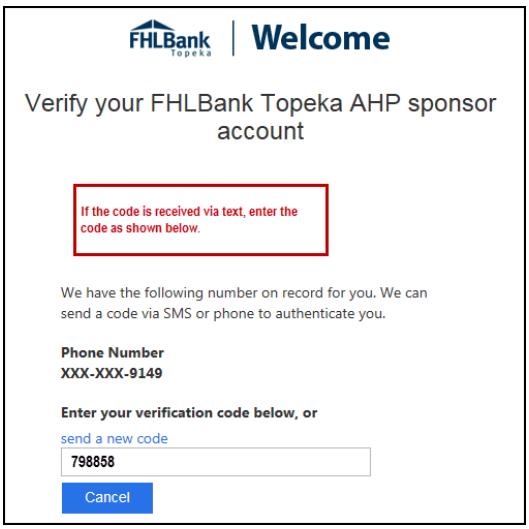


4. Select the method by which you want to receive the verification code.



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

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



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

- You must answer your phone. The verification process cannot take place with voice mail.
- Upon following the voice prompts, you will automatically be advanced to the next screen.

Appendix B - Member Access to AHP Online

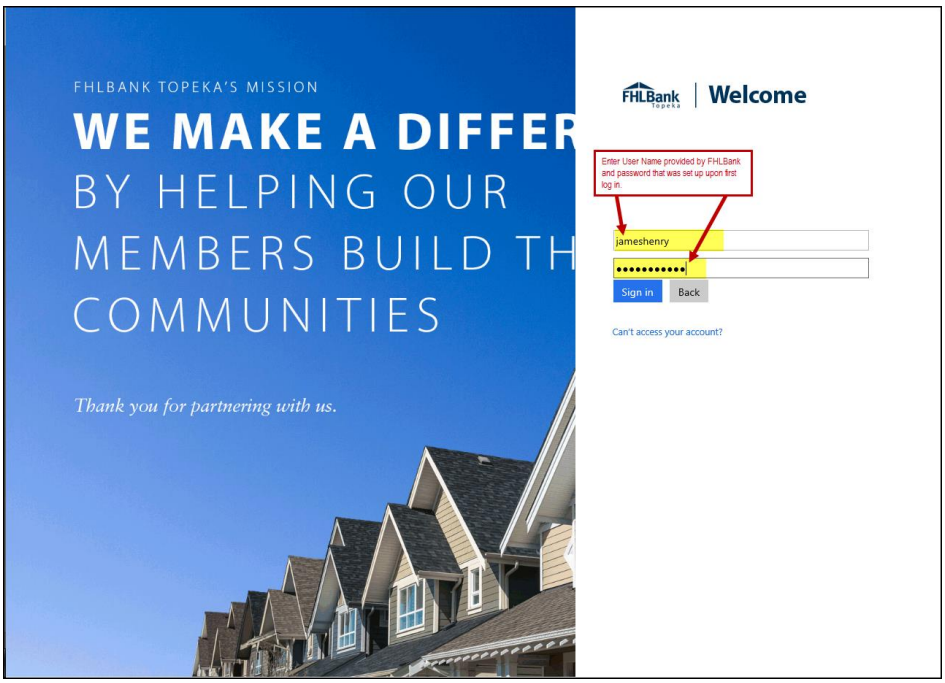
Select the link to AHP Online on FHLBank's Community Programs AHP web page.

1. On the Welcome Page, select "Member Sign In."

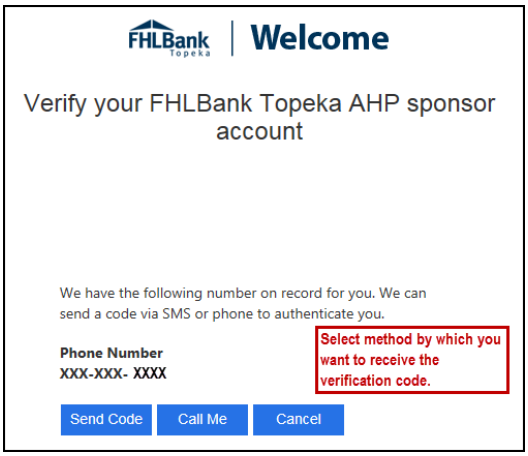


2. Enter Username and password.

3. Select "Sign In."

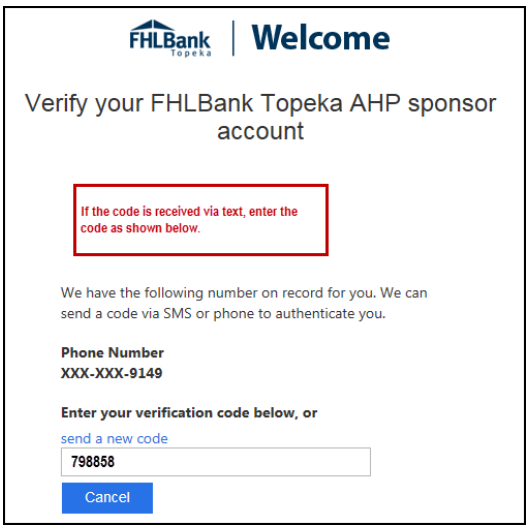


4. Select the method by which you want to receive the verification code.



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

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



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

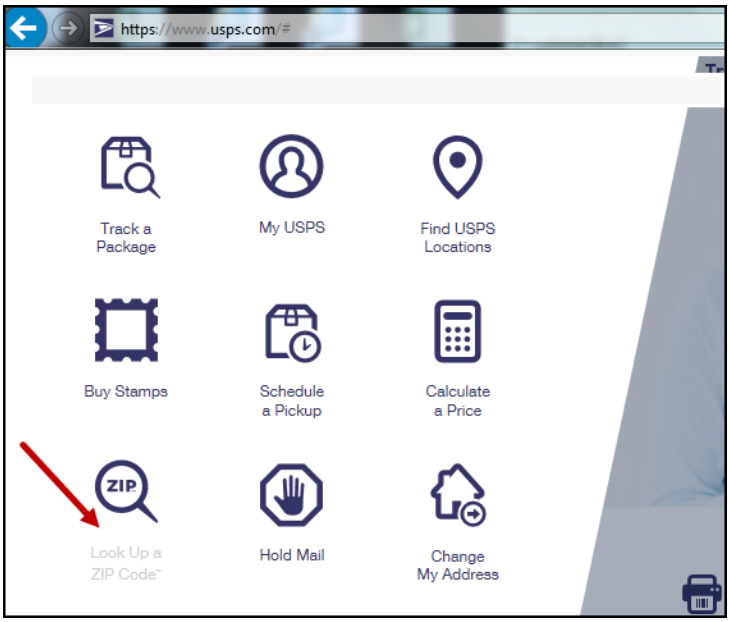
- You must answer your phone. The verification process cannot take place with voice mail.
- Upon following the voice prompts, you will automatically be advanced to the next screen.

Appendix C - ZIP+4 Lookup

For each site selected for disbursement, 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.

AHP Online will use the ZIP+4 to populate the following information:

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



If the results of the ZIP+4 display multiple options, select the appropriate option. If unknown, investigate further to determine the correct ZIP+4. Contact HCD is you are unable to determine the correct ZIP+4.

