



# **Project Completion Report User Guide**



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## Affordable Housing Program Details

### PROGRAM DESCRIPTION

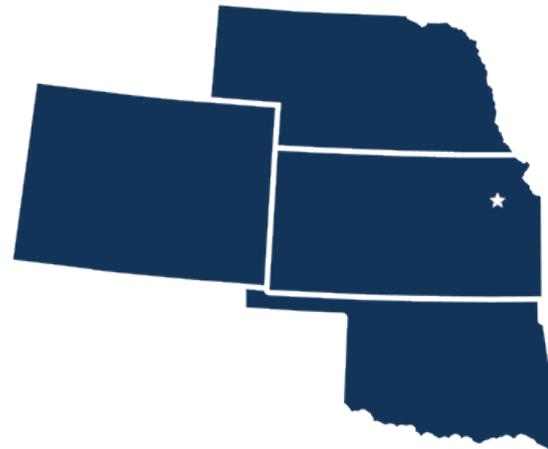
The Affordable Housing Program (AHP) was created by Congress through the Financial Institutions Reform, Recovery and Enforcement Act in 1989. The AHP is funded each year with 10 percent of FHLBank Topeka's (FHLBank's) net income. FHLBank's competitive AHP, implemented in 1990, in partnership with its 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.

### PROGRAM RESOURCES

AHP Implementation Plan

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

AHP Website



### 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 have been associated with a project as a contact in order to complete processes, such as Project Completion Report, in AHP Online.
- ✓ AHP Online uses ZIP + 4 to populate a location's City, County, State, Census tract, Congressional District, and CBSA. If you are unsure of the location's ZIP + 4, use the "Quick Tools" option at USPS.com to obtain this information.
- ✓ To navigate through the application, use the "<Previous" and ">Next" options at the bottom of the page. To avoid potential errors or loss of data, do not use the "Back" arrow at the top of your screen next to the browser bar.
- ✓ 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 current version of Internet Explorer.**
- ✓ After an application is approved, consultants no longer have access through their company's login information. If a Sponsor wants a consultant to have access to AHP Online for a project, the Sponsor will need to approve the consultant as an authorized user for the Sponsor's account. The consultant will need to use a different username login for this account.

### FYI - Symbols

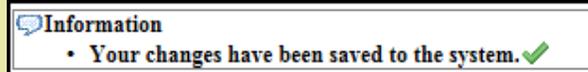
- For helpful information, select the  on each screen.
- Fields with  must be completed before the application can be submitted.
- Fields with **\*** must be completed before the page can be saved.

### 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 your work has been saved, look for the message (shown below) after saving the page.



- ✓ Refer to The AHP website to obtain documents required for PCR (i.e. Feasibility Workbook, Income Calculation Workbook, etc.)
- ✓ Always select "Save" before selecting "Next" to continue to the next page. **AHP Online does not retain unsaved data.**
- ✓ The Feasibility Workbooks include important and helpful instructions.

## Project Completion Report – The BASICS:

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.

### EMAIL NOTIFICATIONS

AHP Online sends automated emails to Lead Sponsor Contacts (unless otherwise stated) at various stages of PCR. They are identified in the table below:

**FYI**  
Refer to the current year’s AHP Implementation Plan for the definition of Project Completion.

PCR Stage	Explanation
PCR Initiation	HCD has verified the project meets the AHP Implementation Plan (AHP IP) definition of project completion and has initiated Project Completion Report.
Notification of PCR Due Date	The date by which PCR should be completed and certified in AHP Online for HCD review.
Notification Clarification is Needed	One or more items submitted during PCR requires additional documentation, correction, or explanation. An HCD staff will contact you directly with the exact nature of the clarification(s) required.
PCR Approval	HCD has completed PCR review and does not require any additional information at this time. This email is also sent to Member Lead Contact(s).

**Screen Statuses:**

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

## NAVIGATING THE DASHBOARD

After you have logged in, you will be directed to your dashboard, also known as **MY PROJECTS**.

1. Select the Funding Round of the project for which you wish to complete PCR then “Search.”
2. The projects for that funding round will display. Select the project number for which you wish to complete PCR.
3. Upon selection of the applicable project number, you will be directed to the projects **CURRENT PROJECT SUMMARY** screen.

My Projects

Project Number  Funding Round **Select 2017A**

Project Name

Project Number	Project Name	Status	Monitoring Status
2017A10025	Sample Project 1	Unfunded/not started	Not Funded
2017A10024	Sample Project 2	Funded/started	Not Funded
2017A10021	Sample Project 3	Unfunded/not started	Not Funded
2017A10019	Sample Project 4	Unfunded/not started	Not Funded
2017A10015	Sample Project 5	Unfunded/not started	Not Funded
2017A10014	Sample Project 6	Funded/started	Not Funded
2017A10013	Sample Project 7	Unfunded/not started	Not Funded
2017A10010	Sample Project 8	Unfunded/not started	Not Funded
2017A10008	Sample Project 9	Unfunded/not started	Not Funded
2017A10006	Sample Project 10	Funded/started	Not Funded

1 / 1

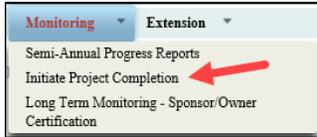
If you have any questions regarding the AHP, please contact us at 866-571-8155.

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

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## INITIATING PROJECT COMPLETION

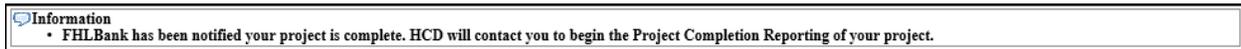
1. On the **CURRENT PROJECT SUMMARY** screen, select “Initiate Project Completion” from the “Monitoring” drop-down menu.



2. On the **INITIATE PROJECT COMPLETION** screen, select “Yes” to “Is the Project Complete?”



3. Select **Submit**.
4. An information box will display just below the screen title to verify Project Completion Report has been initiated.



5. Select “Finish.”
6. You will be returned to the **CURRENT PROJECT SUMMARY** screen.

## Project Completion Report

FHLBank Housing and Community Development (HCD) staff will be notified once project completion has been initiated from a project. HCD staff will then verify the project is complete based on the definition of project completion in the Affordable Housing Program (AHP) Implementation Plan (IP). You will be notified via email when HCD staff has verified the project is complete and has initiated the Project Completion Report module. Once you have received the email:

**FYI**  
The project's Monitoring Status will change as PCR is completed.

1. Locate the project on the **MY PROJECTS** screen. The project's monitoring status will be "Project Completion Review Not Started."
2. Select the applicable project number.

**My Projects**

Project Number:  Funding Round: 2017A

Project Name:

Select the applicable project.

Project Number	Project Name	Status	Monitoring Status
2017A10030	Happy Homes Rental Project	Complete	Project Completion Review Not Started
2017A10029	American Dream Homeownership	Unfunded/not started	Not Funded
2017A10028	Beautiful Valley Apartments	Funded/started	Not Funded
2017A10027	Sand Hill Lofts	Funded/started	Not Funded
2017A10026	Clock Tower Estates Neighborhood Homes	Funded/started	Partial Funded
2017A10025	Aspen Apartments	Complete	Project Completion Review Not Started
2017A10024	Senior Repair Project	Funded/started	Partial Funded
2017A10023	Wheatfield Village	Complete	Long-Term Monitoring - FHLB
2017A10022	Housing Authority Rehab	Unfunded/not started	Not Funded
2017A10021	Home Repairs 2017	Unfunded/not started	Not Funded

(1 of 3)

3. You will be directed to the **CURRENT PROJECT SUMMARY** screen. From the "Monitoring" drop-down menu, select **PROJECT COMPLETION REPORT**.

Project Disbursement Monitoring Extension

**Current Project Summary**

*Project Profile*

Project Name: Happy Homes Rental Project  
 Project Number: 2017A10030  
 Project Status: Complete  
 Monitoring Status: Project Completion Review Not Started

Number: 2075  
 Rental  
 Manual Testing  
 Test Customer 2

To begin the PCR process, select "Project Completion Report" from the Monitoring drop-down menu.

4. You will be redirected to the **PROJECT COMPLETION HOME PAGE**. This screen shows the status of each page required to complete PCR.
5. Select each screen with a status of “Not Visited” or “In Progress.”

Project ▾ Disbursement ▾ Monitoring ▾ Extension ▾
Sections displayed will vary based on project type. The sections displayed below are for a rental project.

### Project Completion Home Page

Status Change Details			
From Status	To Status	Changed By	Changed Date
Not Started	Outstanding	HCD Staff	11/05/2018

Section	Status
Tenant Income	✘
Project Status Information	✘
Project Timeline	✘
Conditions	✘
Scoring Information	✘
Financial Information: Financial Review	✘
Financial Information: Import Spreadsheet	✘
Financial Information: Feasibility Analysis	✘
Financial Information: Commitment Letters	✘
Project Documentation	✘
Project Additional Information	✘

For best results, complete each screen in the order it appears.



## TENANT INCOME (RENTAL PROJECTS ONLY)

Prior to completing this screen, you will need to complete FHLBank’s Tenant Income Workbook (TIW) that is located on FHLBank’s website.

1. Use the Browse feature to upload the TIW. The TIW must be a Microsoft Excel document.
2. In the “Occupied” column, enter the number of units occupied by households in each targeting category. The number of units occupied may not match the number of units committed. Enter a number in each category.
3. Select “Update.”
4. Review the information entered.
5. Select “Save” and then “Next” to continue.

**FYI**

Enter a “0” for categories that are not occupied by a household.

**Tenant Income**

Download and complete the Tenant Income Worksheet found on the FHLBank website.

Attach the completed Tenant Income Worksheet. (FHLBank’s request for supporting documentation will be forwarded after review of the Tenant Income Worksheet.)\*

**Targeting**

In the “Occupied” column below, provide the number of units occupied for each AMI category as indicated in the Tenant Income Worksheet.

Units Description	Committed	Occupied
Less than or equal to 50% AMI (Area Median Income)*	7	9
Of the less than or equal to 50% AMI units, how many are occupied by households at or below 30%*	0	2
Greater than 50% and less than or equal to 60% AMI*	28	26
Greater than 60% and less than or equal to 80% AMI*	0	0
Greater than 80% AMI*	0	0
<b>Total</b>	<b>35</b>	<b>35</b>

Make any changes above?

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

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

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### Rental Projects

Upon receipt and review of the TIW, HCD will review and select a sample of residents for you to provide documentation the households meet the project’s income targeting requirements according to FHLBank’s Income Calculation Guidelines.

## PROJECT STATUS INFORMATION

This screen is used to verify the project is complying with Fair Housing laws.

1. If your project complies Fair Housing and Accessibility laws, select “Yes.”
2. Use the Browse function to upload supporting documentation.
3. Review the information entered.
4. Select “Save” and then “Next” to continue.

The screenshot shows a web form titled "Project Status Information" under a "Project Completion" dropdown. The form contains the following elements:

- A question: "I certify the project remains in compliance with applicable Fair Housing and Accessibility Laws.\*" with radio buttons for "Yes" and "No".
- A field for "Upload supporting marketing materials that demonstrate compliance.\*" with a "Browse..." button.
- Footnote: "\* Required to save the page" and "Required before Sponsor Approval".
- Buttons: "Save" and "Undo".
- Navigation: "<Previous" and "Next>" buttons.

Numbered callouts indicate the following steps:

1. Respond to the question.
2. Upload supporting documentation.
3. Select "Save" and then "Next" to continue.
4. (This callout points to the "Next" button).

## DOCUMENTING AFFIRMATIVE FAIR HOUSING

Marketing actions to provide information about the project to the broadest number of the targeted population to attract eligible persons in the housing market area to the available housing without regard to race, color, national origin, gender, religion, familial status, or disability. Supporting documentation includes:

- Copies of advertisements from newspapers or other print media sources – **OR** –
- Copies of letters sent to social service agencies advertising the program
  - ✓ Should include the fair housing logo, equal opportunity statement, or slogan as illustrated.

– **OR** –

- If the project did not advertise because it has a waiting list, provide a signed letter that includes this explanation and verifies the project complied with all federal and state laws on fair housing and housing accessibility in its advertising of the project and its tenant/homebuyer/homeowner selection process.



## PROJECT TIMELINE

The **PROJECT TIMELINE** screen will display differently based on project type (Homeowner or Rental).

1. Review the timeline information that displays on the screen.
2. Revise any dates that need to be changed.
3. All dates should be switched to "Actual" at PCR.
4. **Rental Projects Only:** Use the Browse function to upload documentation to support the completion date entered in the Timeline.
5. Review the information entered.
6. Select "Save" and then "Next" to continue.

### FYI

Rental Projects only: "Complete Construction/Rehabilitation of all Units to Date" and "Date of completion as defined in the IP" should be the same date.

Select the  on the right side of the screen for guidance.

Project Completion ▾

### Project Timeline

Enter the dates requested below. All dates should be "Actual" at PCR.

Please supply the current project timeline dates listed below:

Award Date	10/27/2017				
Award Expiration Date	08/01/2021				
AHP Initial Draw Date	05/22/2018	Actual			
100% of Financing Committed Date*	<input type="text" value="12/31/2017"/>	* <input checked="" type="radio"/> Actual <input type="radio"/> Expected			
Project Closing Date*	<input type="text" value="02/02/2017"/>	* <input checked="" type="radio"/> Actual <input type="radio"/> Expected			
Construction/Rehabilitation Start Date*	<input type="text" value="04/01/2017"/>	* <input checked="" type="radio"/> Actual <input type="radio"/> Expected			
Complete Construction/Rehabilitation of all Units Date*	<input type="text" value="10/12/2018"/>	* <input checked="" type="radio"/> Actual <input type="radio"/> Expected			
Date of completion as defined in the Implementation Plan*	<input type="text" value="10/25/2018"/>	* <input checked="" type="radio"/> Actual <input type="radio"/> Expected			
Stabilized Occupancy Date*	<input type="text" value="10/31/2018"/>	* <input checked="" type="radio"/> Actual <input type="radio"/> Expected			
Attach completion documentation as identified in the Implementation Plan*	<input type="button" value="Browse..."/>			Attach documentation that verifies project completion.	

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

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

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

<Previous Next>

### Rental Projects – Examples of Completion Documentation

- New Construction/Rehabilitation Projects: Certificate of occupancy issued by the local jurisdiction. If the project involves more than one building/address, submit the last certificate of occupancy.
- Projects for which certificates of occupancy are not issued:
  1. Date the project was first occupied as evidenced by the lease signed by the first tenant to move in.
  2. Signed certificate from project architect or contractor stating all construction is complete
  3. Other documentation determined acceptable by FHLBank.

## CONDITIONS (RENTAL ONLY)

**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 “Save” and then “Next.” If the project has conditions, provide documentation to demonstrate the requirements of the condition(s) have been met.

Project Completion ▾

### Conditions

The following conditions exist for this project. Provide documentation for any of the unsatisfied conditions, click “Edit” and attach the document.

I have provided documentation for all conditions listed below.\*  Yes  No

**Documentation to meet all conditions with a status of “Needed” must be satisfied before PCR is submitted.**

Action	Condition	Additional Information	Status	Attached Document	Reviewed by HCD?
<a href="#">Edit</a>	<b>Maintain Housing Specific Operating Financials</b> Operating financials must be maintained that allocate revenue and expenses for the project separate from the non-housing related figures.	The operating financials should include the project portion of, for example; payroll, supplies, maintenance, audit, accounting, etc. The operating financials will be reviewed during various stages of the project’s lifecycle. The financials must be consistent with the feasibility workbook provided during these stages.	Needed		Yes

**Select “Edit” to attach documentation to satisfy a condition.**

- To provide documentation to satisfy the condition now, select “Edit.” Otherwise, continue to Step 2 (below). All conditions MUST be satisfied prior to completing PCR.
- Attach the documentation that demonstrates the condition has been satisfied.
- Use the space provided to provide a description or explanation of the documentation.
- Select “Update Condition” to save.

### Condition Details

**3**

**Status** Needed

**Reviewed by HCD?** Yes

**Initiated** Application Approval

**Condition** Operating Financials

**FHLB Explanation** The operating financials should include the project portion of, for example, payroll, supplies, maintenance, etc. The financials must be consistent with the feasibility workbooks provided throughout the project’s lifecycle.

**Additional Information**

**Attach Document**  **1** **Attach documentation that demonstrates condition has been satisfied.**

**2** **Include a description or explanation of the attached documentation, if desired.**

*You have 1000 characters remaining for your description.*

- Once the condition has been updated, select “Save” and then “Next” to continue.

## SCORING INFORMATION

- Review the project's scoring categories. To enable the Scoring Category functionality, provide a response to "The scoring commitments listed below remain applicable." If the response is "no," contact HCD. **This question must be answered "Yes" in order to continue.**
- If any of the commitments have a status of "Needed," 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.
- Upload supporting documentation in the "Attach Supporting Documentation" column.

Project Completion ▾

**Scoring Information**

The scoring commitments below remain applicable.\*  Yes  No

### FYI

- Homeowner Projects: Generally, all commitments have been fulfilled prior to PCR.
- Rental Projects: Generally, commitments are documented at PCR.
- Any Scoring Categories with a Commitment Status of "Needed" must be addressed at PCR before PCR can be submitted for review.

Scoring Category	Commitment Status	Project Commitment	Filled by This Request?	Previous Documentation	Attach Supporting Documentation
Priority 2 - Project Sponsorship	Needed	Yes	<input checked="" type="checkbox"/>		Browse... ?
Priority 3 - Targeting			<input type="checkbox"/>		
<= 50% AMI	Needed	7	<input type="checkbox"/>		
> 50% and <=60% AMI	Needed	28	<input type="checkbox"/>		Browse... ?
Priority 5 - Promotion of Empowerment					

- Once all scoring commitments have been updated, select "Save" and then "Next" to continue.

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

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

Save Cancel Next

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### Rental Projects with Special Needs or Housing for Homeless scoring commitments:

Obtain and complete the Special Needs Identification Form and/or the Homeless Identification Form, as applicable, on FHLBank's website. Upon receipt and review of the form(s), HCD will review and select a sample of residents included on the list(s) for you to provide documentation the households identified meet the requirements to fulfill the scoring commitment(s).

## PCR Rental Project Financial Feasibility – Helpful Hints

- ✓ Documenting financial feasibility is different based on the project’s approval date. Refer to the correct section of the User Guide for instruction, either “[Financial Feasibility: Rental Projects Approved Prior to 2017](#)” or “[Financial Feasibility: Rental Projects Approved in 2017 and After](#)” as applicable.
- ✓ Obtain the Disbursement and PCR Feasibility Workbook from the AHP website associated with the round in which the project was approved. AHP Online will not accept other versions for projects approved in 2017 and after.
- ✓ The Feasibility Workbooks include instructions and helpful hints to make completing them as easy as possible. Most tabs of the feasibility workbooks include instructions at the top of the page or within data entry points.
- ✓ Total Costs must be equal to Total Sources.
- ✓ 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 1.866.571.8155 for technical assistance concerning difficulties uploading the Feasibility Workbook.

## FINANCIAL FEASIBILITY: RENTAL PROJECTS APPROVED IN 2017 AND AFTER

### FINANCIAL INFORMATION: FINANCIAL REVIEW – APPLIES TO RENTAL PROJECTS APPROVED IN 2017 AND AFTER

This section applies to projects approved in 2017 and after. For projects approved prior to 2017, see [“Financial Feasibility: Rental Projects Approved prior to 2017.”](#)

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

Disbursement Request

Rental Project: This screen displays the most-recently approved Rental Feasibility Workbook.

### Financial Information

Financial Review
Import Spreadsheet
Feasibility Analysis
Commitment Letters

Below is the most recent financial information approved for your project. Upload an updated Rental Feasibility Workbook on the Import Spreadsheet tab.

Approved Rental Feasibility Workbook

Uploaded File Info  
 Corrected Feasibility Workbook - See Explanation Boxes.xlsx

To review the last approved Rental Feasibility Workbook click here and then open or save the workbook.

Source of Funds	Housing	Non-Housing	Description	Committed	Rate (%)	Term (years)	Amort Period (years)	Annual Debt Svc (\$) (Housing)	Must Pay?
MHDC AHAP Tax Credits - Non-Residential		68,696.00	Federal Low-Income Housing Tax Credit Equity	Yes	0.000%	0.00			
Mutual of Omaha Construction Loan	371,160.00		Other Loans	Yes	4.730%	15.00	15.00	34,598.04	Yes
MHDC AHAP Tax Credits - Residential	302,464.00		Other Grants	Yes	0.000%	0.00	0.00		
AHP Direct Subsidy	300,000.00		AHP Subsidy	No	0.000%	0.00	0.00		
<b>Subtotal - Housing</b>	<b>\$ 973,624.00</b>								
<b>Subtotal - Non-Housing</b>		<b>\$ 68,696.00</b>							
<b>Total Funding Sources</b>	<b>\$ 1,042,320.00</b>								

Deferred Development		\$ 0.00
Total Cash Flow in First Five Years (Housing)		
Total Cash Flow in First Fifteen Years (Overall)		\$ 169,694.42
LIHTC Equity Price		\$ 0.00

Select "Save" and "Next" to continue.

\* Required to save the page

◆ Required before Sponsor Approval

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

Save
Undo

<Previous
Next>

**FINANCIAL INFORMATION: IMPORT SPREADSHEET – APPLIES TO RENTAL PROJECTS APPROVED IN 2017 AND AFTER ONLY**

1. Complete the applicable Feasibility Workbook with the project’s financial information as of project completion.
2. Once the Feasibility Workbook is completed, verify this by responding affirmatively to the question shown below (*applicable only to 2017 projects and after*).
3. Upload the Feasibility Workbook as shown below.
4. Select “Save” to complete the upload.

**Feasibility Workbook Guidance:**

**Rental:** Use the “Feasibility Workbook – IM & Disbursement” associated with the year in which the project was approved.

**Upload source documentation in the space provided.**

**Disbursement Request** 1 Complete the applicable Feasibility Workbook prior to beginning this screen. 2 The Feasibility Workbook must be completed before you can complete PCR.

**Financial Information**

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

Complete an updated Rental Feasibility Workbook with current project financial information and import the workbook on this tab.

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

Import the updated Rental Feasibility Workbook\*  Browse... 3 Use the browse button to locate and upload the Feasibility Workbook.

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

Select "Save" to save response. 4 To submit your changes please click Save before exiting this page.

Save Undo

<Previous Next>

Upload the “Disbursement and PCR Feasibility Workbook.” Uploading a different workbook, such as the one used at application, will result in an error like the one shown below.

**An Internal Error Has Occurred**

**Error ID:** 013347  
**Error Code:** 701  
**Error Message:** An unexpected error has occurred. Contact Housing and Community Development at (866) 571-8155, and provide them with this error ID:013347. Make a note of the error ID before closing the browser window.

To view the stack trace, click [here](#).

5. **For projects awarded in 2017 and after**, if the upload is successful, no errors will display, and the upload box will now display the file name for the Feasibility Workbook. An additional section will display that includes some information from the Feasibility Workbook. Most of HCD's review of feasibility is completed outside of AHP Online.

6. **For projects approved in 2017 and after**, verify the information submitted in the Feasibility Workbook is correct by responding affirmatively to the certification at the bottom of the screen. HCD reviews the information in the Feasibility Workbook and not what is displayed on the screen. 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. For projects approved prior to 2017, upload financing source documents in the space provided. Upload all documents as a single PDF or as a ZIP file.
8. Select "Save" and "Next" to continue.

**Disbursement Request**

**Financial Information**

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

**Information**

Your changes have been saved to the system. Kindly affirm the accuracy of the financial information below.

Complete an updated Rental Feasibility Workbook with current project financial information and import the workbook on this tab.

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

Import the updated Rental Feasibility Workbook

Uploaded File Info: Feasibility Workbook.xlsx ➔ Successful Upload! Remove

**Development Sources of Funds**

Source of Funds	Housing	Non-Housing	Description	Committed	Rate (%)	Term (years)	Amort Period (years)	Annual Debt Svc (\$ (Housing))	Must Pay?
MHDC AHAP Tax Credits - Non-Residential		68,696.00	Federal Low-Income Housing Tax Credit Equity	Yes	0.000%	0.00			
Mutual of Omaha Construction Loan	371,160.00		Other Loans	Yes	4.730%	15.00	15.00	34,598.04	Yes
MHDC AHAP Tax Credits - Residential	302,464.00		Other Grants	Yes	0.000%	0.00	0.00		
AHP Direct Subsidy	300,000.00		AHP Subsidy	No	0.000%	0.00	0.00		
<b>Subtotal - Housing</b>	<b>\$ 973,624.00</b>								
<b>Subtotal - Non-Housing</b>		<b>\$ 68,696.00</b>							
<b>Total Funding Sources</b>	<b>\$ 1,042,320.00</b>								

**Units Breakout**

	No of Units		No of Units		No of Units
Rehabilitation Units	0	Less than or equal to 50% AMI	9	Efficiency Units	0
New Construction Units	10	Greater than 50% and less than or equal to 60% AMI	1	1-bedroom Units	10
Acquisition units	0	Greater than 60% and less than or equal to 80% AMI	0	2-bedroom Units	0
		Greater than 80% AMI	0	3-bedroom Units	0
<b>Total Units</b>	<b>10</b>	<b>Total Units</b>	<b>10</b>	<b>4-bedroom Units</b>	<b>0</b>
				<b>Total Units</b>	<b>10</b>

Building has Elevator (Y/N) No

**Housing Development Uses of Funds Summary**

Total Acquisition Costs	\$ 0.00
Total Construction / Rehabilitation Costs	\$ 983,480.00
Hard Construction Costs	\$ 983,480.00
Hard Rehabilitation Costs	\$ 0.00
Other Costs	\$ 0.00
Total Fees	\$ 3,600.00
Total Taxes and Insurance Costs	\$ 1,800.00
Total Construction Financing	\$ 600.00
Total Permanent Financing	\$ 0.00
Total Project Reserves	\$ 0.00
Total Soft Costs	\$ 0.00
Total Developer & Consultant Fees	\$ 0.00
Total Financing Fees and Expenses	\$ 0.00
<b>Total Development Costs</b>	<b>\$ 1,042,320.00</b>

**Commercial Sources and Uses of Funds**

Total Commercial Sources	\$ 68,696.00
Total Commercial Uses	\$ 68,696.00

Total Cash Flow: \$ 169,694.42

Total Cash Flow in First Period (Overall): \$ 6,000

LIHTC Equity Price: \$ 6,000

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

\* Required to save the page

Required before Sponsor Approval

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

If to submit your changes please click: Save before exiting this page.

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**FINANCIAL INFORMATION: FEASIBILITY ANALYSIS – RENTAL PROJECTS ONLY APPROVED IN 2017 AND AFTER**

This screen will display any elements of the Feasibility Workbook that are outside FHLBank guidelines that 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 (below).
- 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 any elements that are outside of FHLBank guidelines.

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

**Financial Information**

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

The following issues were found. You must provide an explanation for each of them or correct the value(s) and re-import the updated workbook to resolve the issue.

Action	Feasibility Value	Details	Standard	Current Approved	New	Explained
	Management Fee	<a href="#">More Info</a>	0.00 % – 5.00 %	15.14 %	15.14 %	Yes
<a href="#">Explain</a>	Operating Costs	<a href="#">More Info</a>	\$ 3,200.00 – \$ 5,000.00	\$ 3,044.00	\$ 3,044.00	No

**Feasibility Issue**

**Feasibility Value**  
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**  
15.14 %

**New**  
15.14 %

**Current Explanation:**  
The Management fee budgeted is approved annually by USDA RD and falls within their allowable limits. In addition this fee was presented in the LIHTC application approved by OHFA

**Explain**

The Management fee budgeted is approved annually by USDA RD and falls within their allowable limits. In addition this fee was presented in the LIHTC application approved by OHFA

*You have 823 characters remaining for your description.*

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

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

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**FINANCIAL INFORMATION: COMMITMENT LETTERS – RENTAL PROJECTS ONLY (FOR PROJECTS APPROVED IN 2017 AND AFTER)**

This screen will display all approved funding sources from the Feasibility Workbook. Commitment Letters previously provided may carry forward.

- If no Commitment Letters are required or were previously provided, as indicated by “Yes” in the “Letter Provided” column, proceed to Step 6 (below).
- 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.

**Financial Information**

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

Information  
• File Deleted.

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	Permanent Loan	Permanent Financing	\$ 2,175,501.00	Yes	Yes
Attach	LIHTC	Federal Low-Income Housing Tax Credit Equity	\$ 4,397,188.00	Yes	Yes
Attach	Sterling Bank/USDA RD 538 Loan	Other Loans	\$ 1,350,000.00	Yes	Yes
▶Attach	Deferred Developer Fee	Deferred Developer Fee	\$ 167,885.00	Yes	No

**Commitment Letter**

Source of Funds: Deferred Developer Fee  
 Description: Deferred Developer Fee  
 Amount: \$ 167,885.00  
 Committed: Yes

Attach a commitment letter for this approved funding source.

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

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

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## FINANCIAL FEASIBILITY: RENTAL PROJECTS APPROVED PRIOR TO 2017

### FINANCIAL INFORMATION: IMPORT SPREADSHEET – APPLIES TO RENTAL PROJECTS APPROVED PRIOR TO 2017

This section applies to projects approved prior to 2017. For projects approved in 2017 and after, see [“Financial Feasibility: Rental Projects Approved in 2017 and After.”](#)

Projects approved prior to 2017 have only one Financial Feasibility screen – “Financial Information: Import Spreadsheet.”

**FYI**

**Commitment Letters:**  
Documentation of all sources of funds excluding the AHP subsidy.

1. Complete an updated Rental Feasibility Workbook with the project’s financial information as of project completion. ***A feasibility workbook with current information is required at PCR.***
2. Once the Feasibility Workbook is completed, verify this by responding affirmatively to the question shown below.
3. Upload the Feasibility Workbook in the space provided.
4. Upload all Commitment Letters (as a single PDF or ZIP file) in the space provided.
5. Select “Save” to complete the upload and then “Next” to continue.

Project Completion ▾

1

**Complete the Feasibility Workbook prior to beginning this screen.**

### Financial Information

*Complete an updated Rental Feasibility Workbook with current project financial information and import the workbook on this tab.*

Have you completed an updated Rental Feasibility Workbook with current information?\*  Yes  No 2 A Feasibility Workbook with current financial information is required to complete PCR.

Import the updated Rental Feasibility Workbook\*  Browse... 3 Use the browse buttons to upload the Feasibility Workbook and Commitment Letters.

Upload commitment letters for other funding sources.  Browse... 4

\* 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.

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Next>

PROJECT DOCUMENTATION

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

To upload Project Documentation (*if needed*):

1. If the status is "Needed," select "Edit" in the "Action" column.
2. Use the "Browse" function to locate and upload the documentation.
3. Select "Update Project Document" 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 Project Document that needs to be uploaded.
5. Once all documentation has been uploaded and saved, select "Save" and "Next" to continue.

Project Completion ▾

### Project Documentation

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

**Project Documents**  
*All project level documents are currently satisfied. No further action required.*

Action	Document Type	Additional Information	Status	Attached Document	Reviewed By HCD?
▶	AHP Subsidy Agreement		Satisfied	2017A10030 Brewery Lofts.pdf	No
View	Amendment to AHP Subsidy Agreement	Amended and Restated Agreement to correct the Owner	Satisfied	2017A10030 Amended and Restated Agreement.pdf	Yes

**Project Document Details**

Status	Satisfied
Reviewed By HCD?	No
Document Type	AHP Subsidy Agreement
Additional Information	-
Attach Document	<div style="border: 1px solid #ccc; padding: 2px;"> <p>Uploaded File Info</p> <p>2017A10030 Brewery Lofts.pdf</p> </div>
Attachment Description	-

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

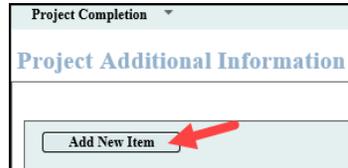
**To submit your changes please click Save before exiting this page.**

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## PROJECT ADDITIONAL INFORMATION

Use this screen to upload project documentation you wish to provide that was not requested on any other screen. This would be a good place to include news articles about the project, before and after photos, pictures of homeowners in front of their new homes (with homeowner permission to publish included), kudos, etc. This screen is not required. If there are no additional documents to upload, continue to Step 7 (below) To add documents:

1. Select “Add New Item.”
2. In the “Item Description” text box, include a description of the additional documents provided.



3. In the “Explanation” text box, provide an explanation for why the additional documents have been provided as well as any additional information that will be useful to the HCD reviewer.
4. Use the “Browse” feature to upload the additional documents (as one file).
5. Select “Save Item.”

6. Repeat the process for each additional document you wish to provide.
7. When all additional documentation has been uploaded, select “Save” and then “Next” to continue.

Action	Item Number	Item Description	Is document Attached
Edit		Before and after photos of the project.	Yes

8. You will be returned to the **PROJECT COMPLETION HOME PAGE**.

## PROJECT COMPLETION HOME

The Project Completion Home Page will display Status Change Details as well as the status of each section of the PCR module. A status of  indicates the screen is complete and does not require anything further to complete and submit PCR.

### Screen Statuses:

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

Project ▾
Disbursement ▾
Monitoring ▾
Extension ▾

### Project Completion Home Page

Status Change Details			
From Status	To Status	Changed By	Changed Date
Not Started	Outstanding	Alyse Mioni	11/05/2018

Section	Status
Tenant Income	
Project Status Information	
Project Timeline	
Conditions	
Scoring Information	
Financial Information: Financial Review	
Financial Information: Import Spreadsheet	
Financial Information: Feasibility Analysis	
Financial Information: Commitment Letters	
Project Documentation	
Project Additional Information	

## CERTIFYING AND SUBMITTING THE PCR

- Once all sections are complete, the PCR is ready to be sponsor certified and submitted.
- From the “Monitoring” drop-down menu, select, “Project Completion Report – Sponsor Approval.”
- You will be directed to the Sponsor Certification screen.
- Review each statement carefully.
- Signify agreement with each statement by checking the box to the left. If all statements are not checked, the PCR cannot be submitted.



- Select “I Certify” to certify and submit the PCR. **An explanation must be provided for any statements not certified by the sponsor. (See illustrations below. After entering explanations, select “I Certify” again to certify and submit the PCR.**

**Sponsor Certification**

Project Name Happy Homes Project Sponsor Manual Testing  
 Project Number 2017A10030 Project Member Test Customer 2  
 Project City, State New City, NE

This certification is made to FHLBank in connection with the Affordable Housing Program (AHP) project referenced above (Project).

By checking the following boxes, it is certified that:

<input checked="" type="checkbox"/>	Satisfactory progress is being made toward occupancy of the Project by eligible households.
<input checked="" type="checkbox"/>	The Project is operationally feasible in accordance with FHLBank's feasibility guidelines.
<input checked="" type="checkbox"/>	The Project's actual costs are reasonable and supported by a final cost certification/accounting that adheres to AHP guidelines.
<input checked="" type="checkbox"/>	The AHP subsidy was used for eligible purposes according to the commitments made in the approved AHP Application.
<input checked="" type="checkbox"/>	The tenant incomes and rents are in compliance with commitments made in the approved AHP Application.
<input checked="" type="checkbox"/>	The Project Sponsor/Owner maintains, and agrees to provide upon request, documentation regarding tenant incomes and rents as required by FHLBank.
<input checked="" type="checkbox"/>	The Project Sponsor continues to have an ownership interest in the Project, as defined by FHLBank.
<input checked="" type="checkbox"/>	The AHP subsidy was necessary for the completion of the project as currently structured.
<input type="checkbox"/>	Each AHP-assisted unit is subject to AHP retention agreements as required by regulations.

By indicating acceptance below, Sponsor certifies the information provided is true, complete, and accurate.

**Read each statement. Check the box to signify agreement.**

**Select "I Certify" to complete and submit the PCR.**

I Certify I do not Certify

**Provide an explanation for any statement you are unable to certify. The explanation box and instruction to provide the explanation will display upon selecting “I certify.”**

Make the following corrections:  
 Please provide an explanation for each item to which you are unable to certify.

By checking the following boxes, it is certified that:

<input type="checkbox"/>	Satisfactory progress is being made toward occupancy of the Project by eligible households. Provide an explanation for not certifying the item* Provide an explanation in the space provided. After all required explanations have been entered, select "I certify." You have 3000 characters remaining for your description.
--------------------------	--

**FYI**

HCD will review explanations for any certifications with a response of “No” and determine if PCR can be approved. **Entering an explanation does not guarantee approval.**

## HCD Review of PCR

### 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 NOTIFICATION OF APPROVAL/DENIAL OF THE PCR

When HCD has completed review of the PCR, both the sponsor and the member will receive an email notification.

#### 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.

## Terms/Definitions

*(See AHP Implementation Plan, Exhibit D 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.

**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.

## AHP Online Status Descriptions

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

**Pending** – A PCR has been initiated by the sponsor.

**Sponsor Approved** - A PCR has been approved by the sponsor and is ready for HCD review.

**Under Review** – The PCR is currently being reviewed by HCD staff.

## Commitment Status Descriptions

**Needed** – The category has not been fulfilled, or it is not required until a subsequent PCR 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 PCR can be submitted.

**Satisfied** – Documentation previously provided 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/>

### 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](mailto:hcdahp@fhlbtopeka.com)

#### FYI

To protect sensitive information:

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