FHLBank Topeka

Semi-annual Progress Report
AHP Online User Guide
Owner-occupied Projects



Updated: December 29, 2025

FHLBank Topeka

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General Information

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

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

SAPR FREQUENCY

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

FYI

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

SAPR – TIMELY SUBMISSION

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

PROGRAM RESOURCES

AHP Implementation Plan

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

HOURS OF OPERATION

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

TECHNICAL ASSISTANCE HOURS

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

HCD's toll-free number is: 1.866.571.8155.

FHLBank Topeka

HELPFUL HINTS

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

FYI - Symbols

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

FYI – Uploading Documents

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

FYI – Save Each Page

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



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

This section provides instructions for Homeownership (Owner-occupied) project types.

NOTIFICATION OF SAPR REQUEST

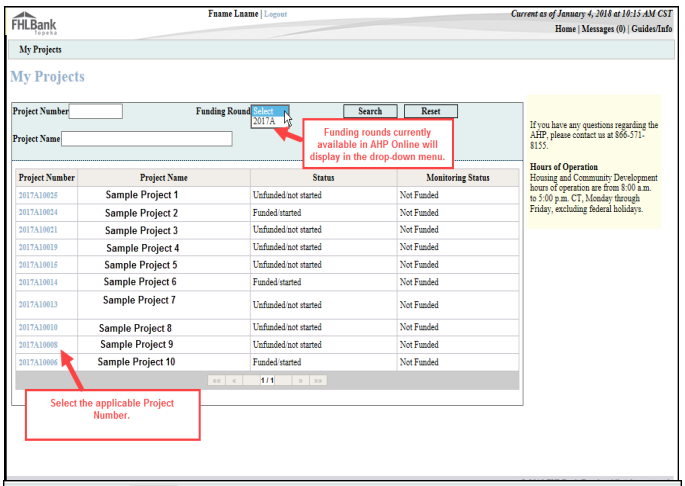
The Lead Sponsor Contact(s) selected in AHP Online will receive an automated system email indicating a SAPR requires completion. Member Contact(s) selected in AHP Online will be cc'd on the email for informational purposes only. It is responsibility of the Lead Sponsor Contact(s) to complete and certify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

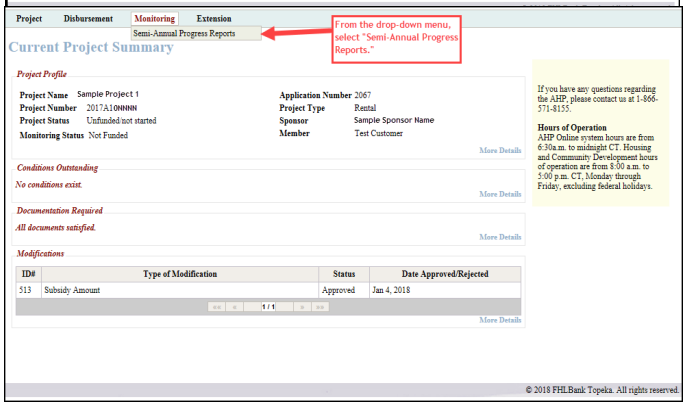
FYI

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

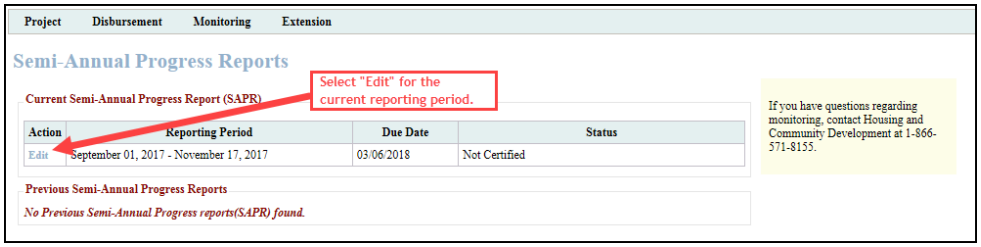
NAVIGATING THE DASHBOARD

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





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



COMPLETING THE SAPR

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

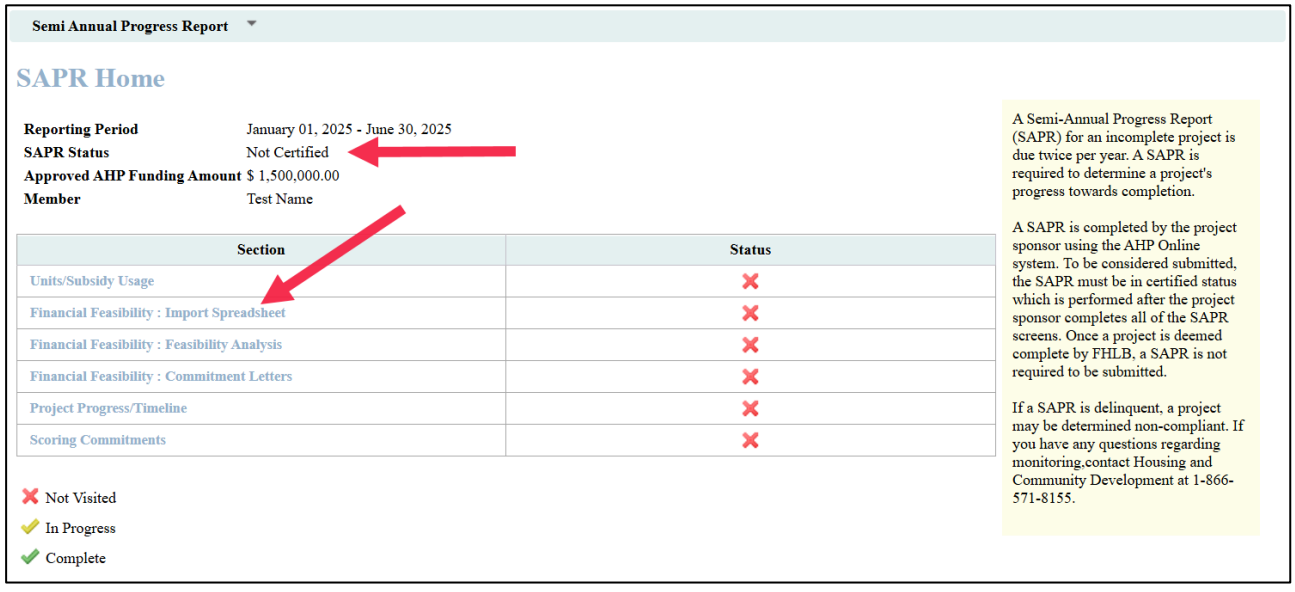
- Each screen name under the "Section" column is a link.
- Select the screen you wish to complete (generally in order).
- Complete all required information on the screen and select "Save."
  - Certain fields will be required to save the page.
  - Other fields may be required to submit the SAPR.
  - Each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

Screen Statuses:

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

FYI - Symbols

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

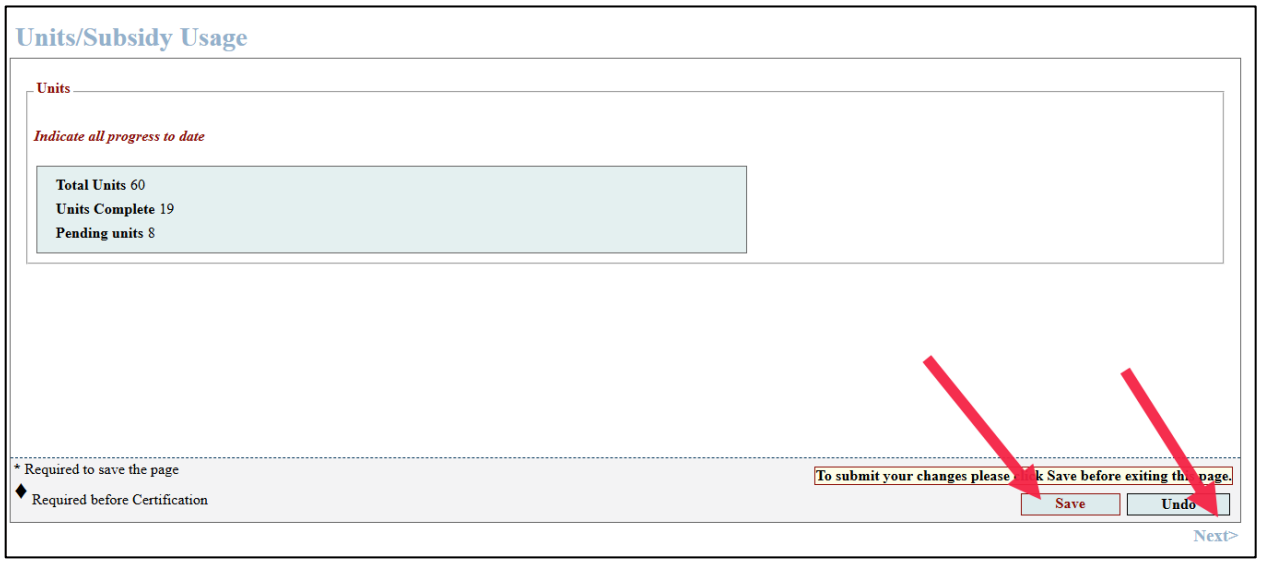


Units/Subsidy Usage Screen

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

1. Validate the information on the screen is correct.
2. If the information on the screen is not correct based on the bullet points below, enter comments on the "Project Progress/Timeline" screen.
3. Select "Save" and then "Next" to continue.
4. This page must be saved to continue.

- Total Units equals the number of units approved at application or most recent modification.
- Units Complete equals the number of units which have actually funded.
- Pending Units equals the number of units which are member approved, sponsor approved, or under review, but not yet funded.
- Units that have been initiated, but not yet submitted in any way are not included in this count.

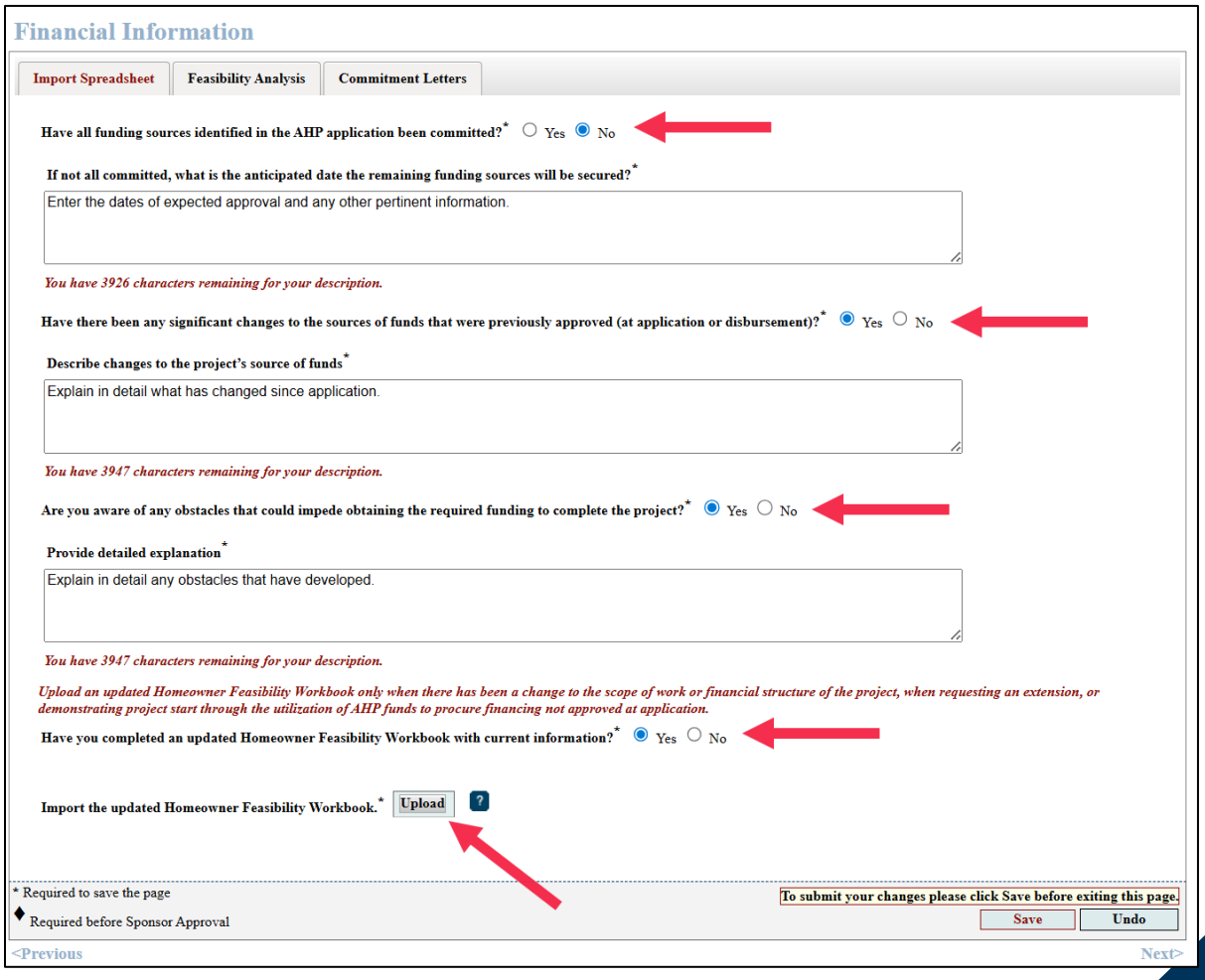


Financial Information: Import Spreadsheet

FHLBank requests updated financial information if significant financial changes have occurred. Please note, questions regarding sources of funds do not include the AHP subsidy. Additionally, FHLBank is not concerned during SAPR about funding sources for a specific household, only project level funding.

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

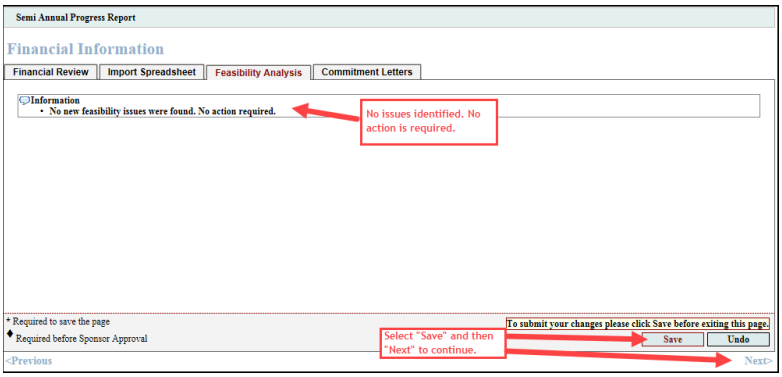
1. If significant financial changes have not occurred, answer the questions as appropriate.
2. Select "Save" and then "Next" to continue.
3. If there have been significant financial changes, an updated feasibility workbook is required.
   a. Contact HCD to request a copy of a feasibility workbook for the year in which the project was awarded.
   b. Answer the questions as it relates to the project.
   c. Enter detailed information in the given text areas regarding each question.
   d. Upload the newly completed feasibility workbook (if completed).
4. Select "Save" and then "Next" to continue.
5. This page must be saved to continue.



Financial Information: Feasibility Analysis

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

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



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

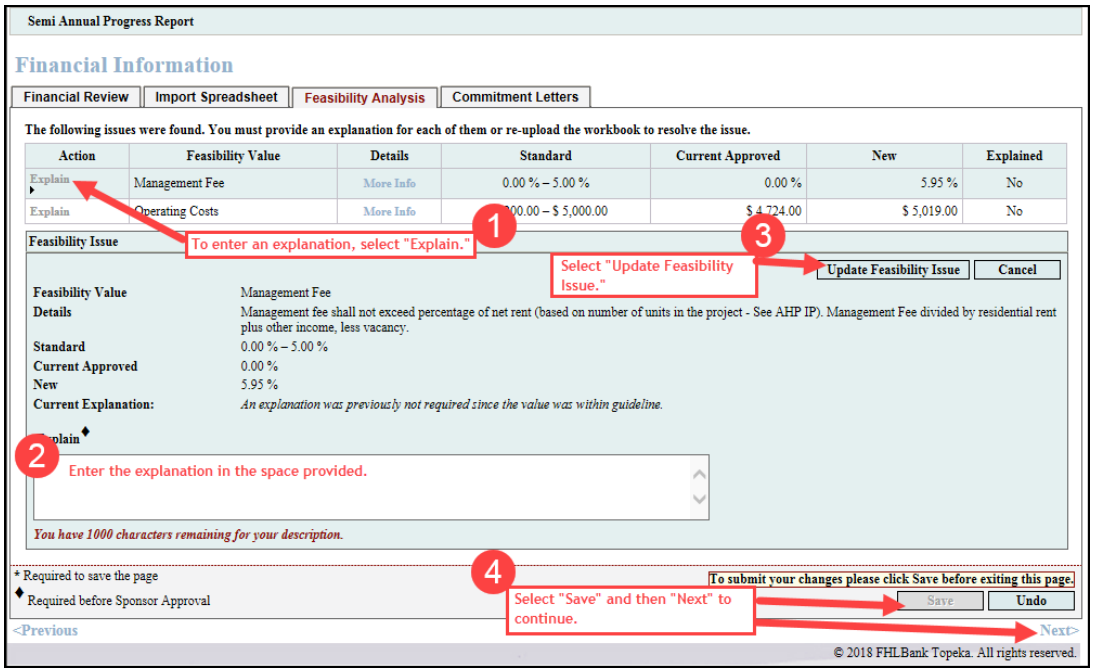
New Feasibility Workbook Uploaded / Issues Identified

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

Enter an explanation for the identified issues.

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

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



Financial Information: Commitment Letters

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

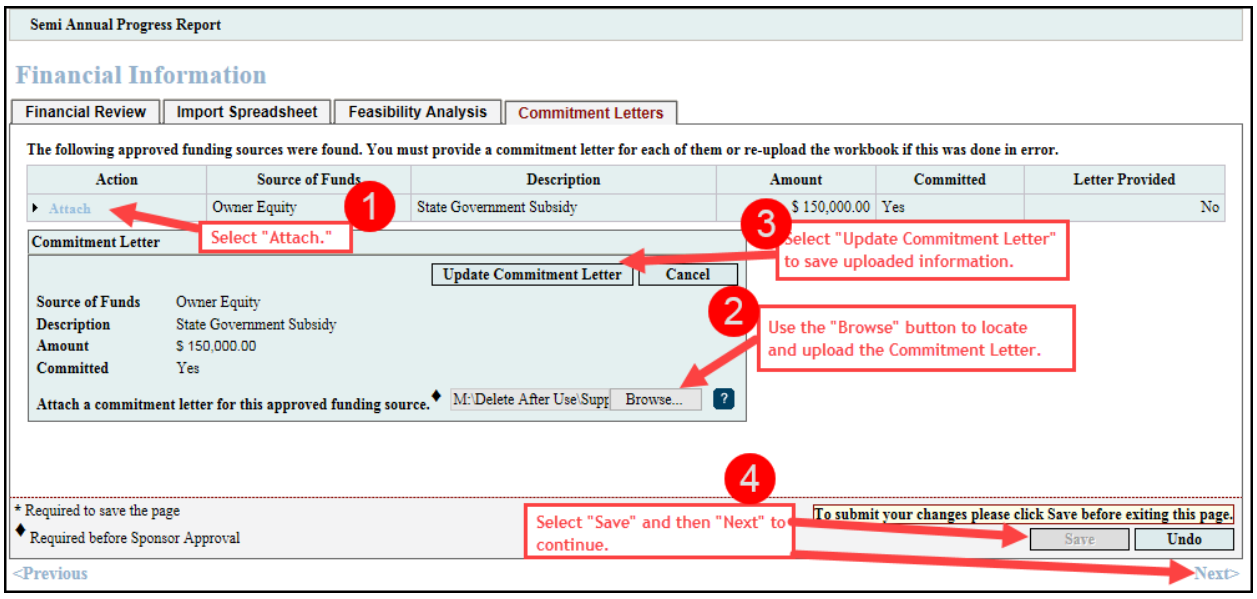
If, at application, the project required commitment letters, they will display on the screen.

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

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

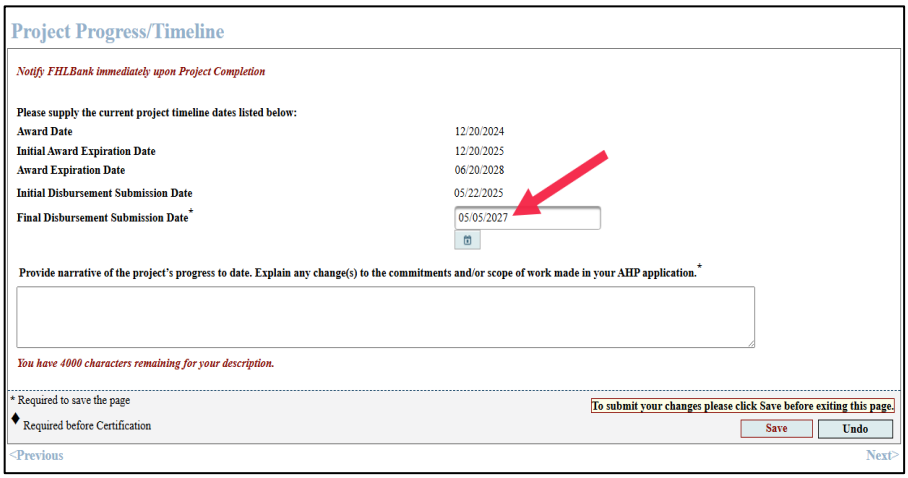
1. Select "Attach" in the "Action" column of the project for which you want to attach/replace/update the Commitment Letter.
2. If there was a previously attached letter, in the "Uploaded File Info" box, select "Remove."
3. To attach a new letter, use the "Browse" box to locate and upload the Commitment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

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

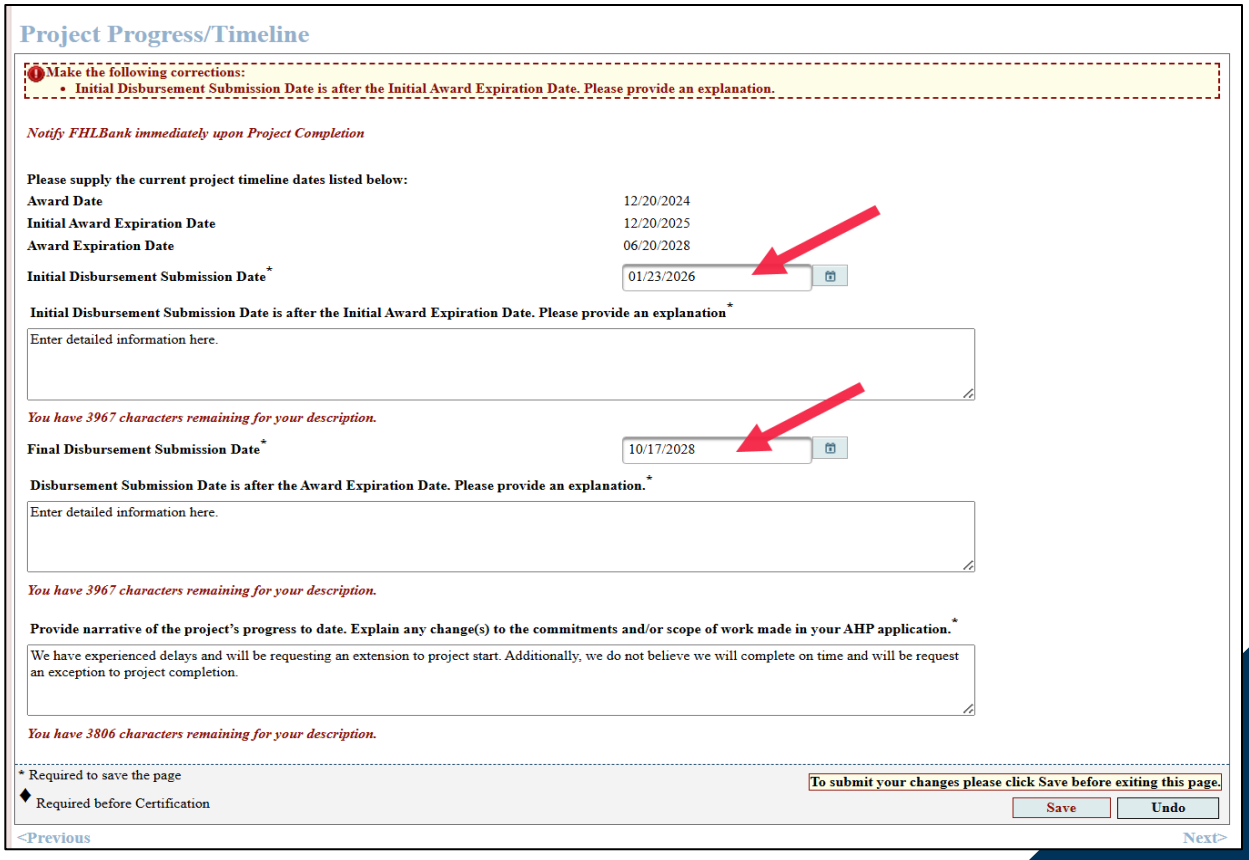


PROJECT PROGRESS/TIMELINE

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



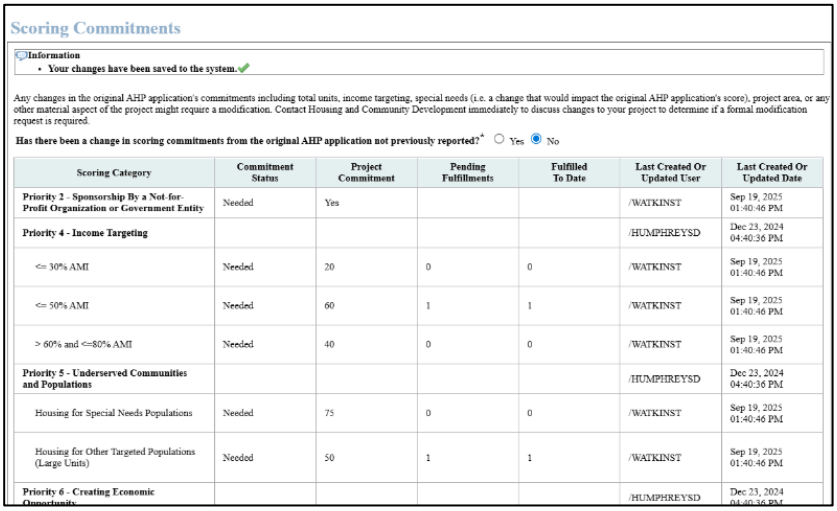
1. If at least one disbursement has been submitted:
   a. Review the "Initial Disbursement Submission Date" for accuracy.
   b. Review the estimated "Final Disbursement Submissions Date" for accuracy and update if necessary.
2. If a disbursement has not yet been submitted, review and validate the "Initial Disbursement Submission Date" and "Final Disbursement Submission Date" for accuracy, and update if necessary.
3. If the dates are after "Initial Award Expiration Date" and "Award Expiration Date," provide detailed information regarding why extension(s) may be needed.
4. Lastly, provide a brief but detailed statement regarding the project's progress.
5. Notify FHLBank immediately when/if the project is complete.
6. Select "Save" and then "Next" to continue.



Scoring Commitments

This screen includes several sections for review and editing.

1. Review the scoring commitments to ensure they remain achievable.
   a. Answer the question "No".
   b. If the scoring commitments are not achievable, answer "Yes" and add information to the text box narrative section that includes why scoring commitments may need to change.



Scoring Commitments

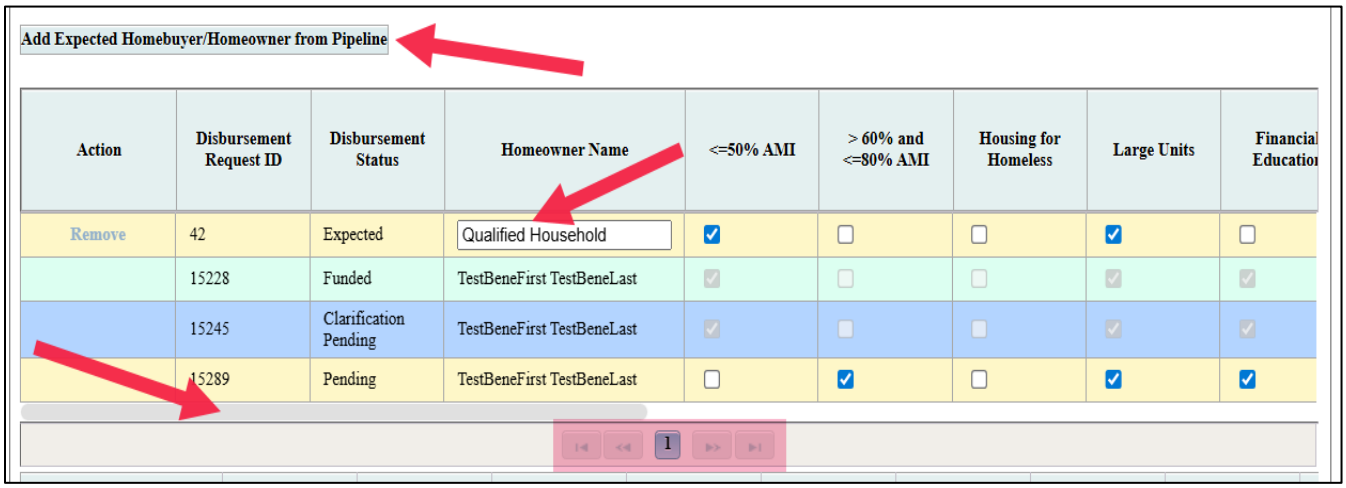
Information
- Your changes have been saved to the system.

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

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

Scoring Category	Commitment Status	Project Commitment	Pending Fulfillments	Fulfilled To Date	Last Created Or Updated User	Last Created Or Updated Date
Priority 2 - Sponsorship By a Not-for-Profit Organization or Government Entity	Needed	Yes			/WATKINST	Sep 19, 2025 01:40:46 PM
Priority 4 - Income Targeting					/HUMPHREYSD	Dec 23, 2024 04:40:36 PM
<= 30% AMI	Needed	20	0	0	/WATKINST	Sep 19, 2025 01:40:46 PM
<= 50% AMI	Needed	60	1	1	/WATKINST	Sep 19, 2025 01:40:46 PM
> 60% and <=80% AMI	Needed	40	0	0	/WATKINST	Sep 19, 2025 01:40:46 PM
Priority 5 - Underserved Communities and Populations					/HUMPHREYSD	Dec 23, 2024 04:40:36 PM
Housing for Special Needs Populations	Needed	75	0	0	/WATKINST	Sep 19, 2025 01:40:46 PM
Housing for Other Targeted Populations (Large Units)	Needed	50	1	1	/WATKINST	Sep 19, 2025 01:40:46 PM
Priority 6 - Creating Economic Opportunity					/HUMPHREYSD	Dec 23, 2024 04:40:36 PM

2. Scroll down to the "Add Expected Homebuyer/Homeowner from Pipeline" section.
   a. Any disbursement requests with a "Pending" status, but that are not yet "Member Approved", will be indicated by a yellow row color.
   b. All households qualified to participate in the project (not already listed) should be added to this section.
      i. Select "Add Expected Homebuyer/Homeowner from Pipeline."
      ii. Enter the Homebuyer/Homeowner Name.
      iii. Select the commitments the household will fulfill.
      iv. Use the scroll bar function to see all commitments available for selection.



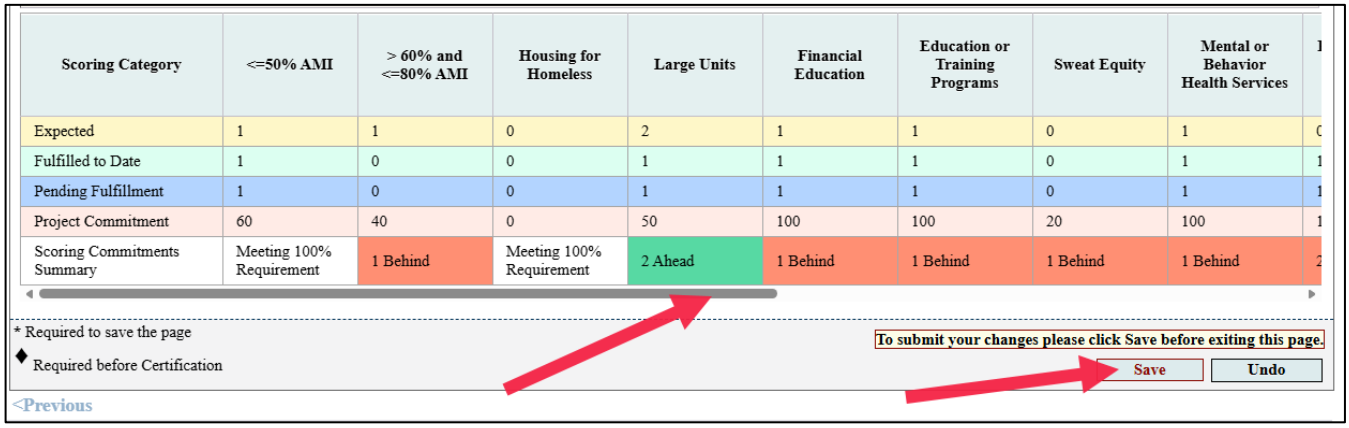
Add Expected Homebuyer/Homeowner from Pipeline

Action	Disbursement Request ID	Disbursement Status	Homeowner Name	<=50% AMI	> 60% and <=80% AMI	Housing for Homeless	Large Units	Financial Educatio
Remove	42	Expected	Qualified Household	☑	☐	☐	☑	☐
	15228	Funded	TestBeneFirst TestBeneLast	☑	☐	☐	☑	☑
	15245	Clarification Pending	TestBeneFirst TestBeneLast	☑	☐	☐	☑	☑
	15289	Pending	TestBeneFirst TestBeneLast	☐	☑	☐	☑	☑

1

   c. All new entries will be indicated with a yellow row color.
   d. Select "Save" at the bottom of the screen for the summary table to update.

3. The bottom table includes a summary of all households and project commitment at the time of application or most recent modification. Use the scroll bar function to see all commitments and select additional pages if more than 20 households are listed.
    a. Expected – All disbursements created in AHP Online with a disbursement request status of "Pending," but not yet member approved. Will also include any additional households added in the SAPR.
    b. Pending Fulfillment – All disbursements in AHP Online which are member approved, under review, but not yet funded.
    c. Fulfilled to Date – All disbursements in AHP Online which have funded.
4. The Scoring Commitment Summary row (white) shows whether or not commitments are on track to be completed in compliance based on the households listed in the table above.
    a. If a commitment shows "Behind," the narrative on the Project Progress/Timeline screen should include how the commitment will be caught up.
    b. In the targeting section, units may be shown as behind if additional units have been or will be completed in a lower income targeting category. This is acceptable and an explanation is not needed.

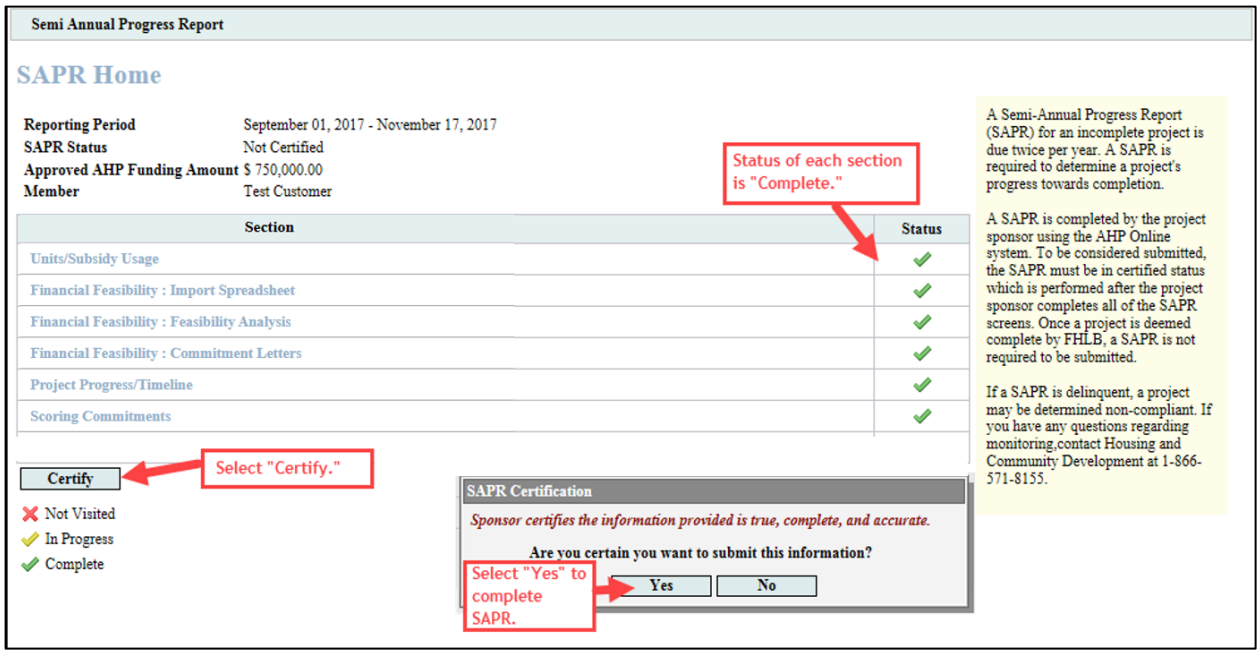


Scoring Category	<=50% AMI	> 60% and <=80% AMI	Housing for Homeless	Large Units	Financial Education	Education or Training Programs	Sweat Equity	Mental or Behavior Health Services
Expected	1	1	0	2	1	1	0	1
Fulfilled to Date	1	0	0	1	1	1	0	1
Pending Fulfillment	1	0	0	1	1	1	0	1
Project Commitment	60	40	0	50	100	100	20	100
Scoring Commitments Summary	Meeting 100% Requirement	1 Behind	Meeting 100% Requirement	2 Ahead	1 Behind	1 Behind	1 Behind	1 Behind

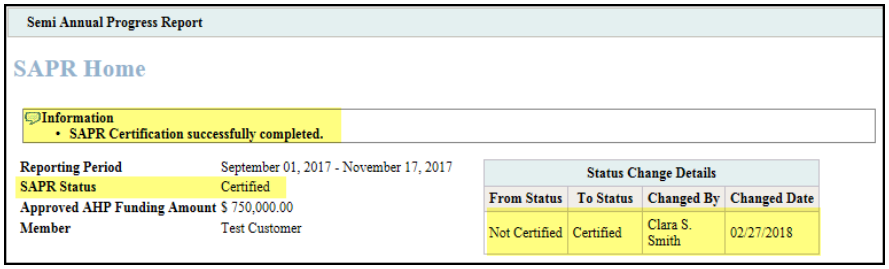
5. Select "Save" to capture the data entered on this screen.
6. To ensure all pages of the SAPR have been completed and to certify/submit the SAPR, see the next section below.

CERTIFYING/SUBMITTING THE SAPR

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



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



FYI

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

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

AHP Online Status Descriptions

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

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

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

Information Security

WHERE IS THE DATA STORED?

- The data is stored on Amazon Web Service servers in the cloud.
- Amazon Web Service Cloud Security website: https://aws.amazon.com/security/
- Information on Assurance certifications: https://aws.amazon.com/compliance/pci-data-privacy-protection-hipaa-soc-fedramp-faqs/

FYI

To protect sensitive information:

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

USEFUL LINKS:

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

FOR TECHNICAL ASSISTANCE:

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

Phone: 1.866.571.8155

Email: hcdahp@fhlbtopeka.com