



AHP HOMEOWNERSHIP DISBURSEMENT REQUEST PROCESS

REHABILITATION

KATIE GNAGI

HCD COORDINATOR - AHP

HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT

AHP Implementation Plan Highlights

- Disbursements are funded on a reimbursement basis after rehab completion
- The request amount must be rounded down to the nearest dollar
- AHP funds may not be used for repayment of other debt
- Non-occupying co-borrowers and co-owners are not permitted
- Project sponsors should maintain and provide back-up documentation
 - This documentation should be made available to FHLBank upon request
- Projects are limited to 8 open unfunded disbursement requests at any given time
 - This does not include requests initiated, but not submitted to FHLBank
- Modifications require an effort to cure and good cause
 - The project must also continue to score high enough to have been approved in the AHP funding round

AHP Implementation Plan Highlights

- FHLBank may, at its discretion, reject disbursement requests for which FHLBank has not received the requested additional information, correction, or clarification of the disbursement request within 30 days of FHLBank's request
- FHLBank staff will be monitoring the commitments and can place the project on Punitive List
 - This helps prevent projects ending in non-compliance, causing need for repayment
- FHLBank may suspend or debar a member, project sponsor or project owner from AHP participation if such party shows a pattern of noncompliance or engages in a single instance of flagrant noncompliance
- FHLBank, in its sole discretion, may grant exceptions to the provisions, except regulatory requirements, of the AHP IP
 - Exceptions are documented as part of the review process and are reported to FHLBank's board
 - Contact HCD to determine if a potential exception violates regulatory requirements

AHP Implementation Plan

Highlights: Exhibit A

ITEM	Owner-occupied Project Costs Guidelines (Targets are Maximums)
1. DEVELOPER/CONTRACTOR FEES	
Down Payment Assistance	Developer/contractor fees are not permitted.
Owner-occupied Rehabilitation	Developer/contractor fees are not permitted.
2. CONSTRUCTION COSTS	
Owner-occupied Rehabilitation projects and projects with Sponsor provided below market rate financing	Owner-occupied construction costs must be reasonable. Project cost reasonableness will be determined through comparison to data established by RS Means Company or other industry construction data or justified as a result of a competitive bidding process.
Owner-occupied Rehabilitation Expenses	Owner-occupied Rehabilitation expenses to be paid with AHP subsidy must be a minimum of \$3,500 per unit (excluding sponsor fee, homeowner education costs and other costs not related to direct rehabilitation expenses).
3. OTHER FEES	
a. Homebuyer/ Homeownership Education Fee	The fee for homebuyer/homeownership education shall not exceed \$500 per unit.
b. Sponsor fee	The fee for a project sponsor shall:
i. Purchase/New Construction	Not exceed \$1,000 per unit.
ii. Rehabilitation	Not to exceed the greater of 10 percent (10%) of the rehabilitation construction costs or \$1,000 per unit (excluding expenses not related to direct rehabilitation expenses)

AHP Implementation Plan

Deadlines and Reporting

- Disbursement requests must be submitted no later than **90 days** from the date of rehabilitation completion date
- A minimum of one disbursement request must be submitted within **12 months** of the date of AHP application approval
 - FHLBank may extend the project start date for one 6-month period.
- All requests for disbursement of AHP subsidy must be submitted within **42 months** from the project approval date
 - All disbursements must be sponsor and member approved by this date. No additional disbursements may be submitted after the 42-month deadline.
- The project must be completed with all requested funds disbursed no later than **48 months** from the project approval date
 - All disbursements must be reviewed, clarification received, and funded by the 48-month deadline.

AHP Implementation Plan Deadlines and Reporting

- Semi-Annually, project sponsors must provide reports to FHLBank indicating whether reasonable progress is being made toward project completion (SAPRs)
- Project Completion Reporting (PCR) will occur within two months of the project completion date

AHP Implementation Plan

Definitions

- **Area Median Income (AMI):** For owner-occupied and rental households, the median income for the area, as published by the United States Department of Agriculture and adjusted for household size. NAHASDA income limits may be used for either owner-occupied or rental households for Native American projects.
- **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.
- **Co-Owner:** Individual(s) included on the deed and/or mortgage/deed of trust for a property in conjunction with another individual(s).
- **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.

AHP Implementation Plan

Definitions, cont.

- **Household:** Includes all the individuals who currently, or will, occupy the house or residence.
- **Owner-Occupied Unit:** A dwelling unit occupied by the owner of the unit. Housing with two to four dwelling units consisting of one owner-occupied unit and one or more rental units is considered a single owner-occupied unit.

Owner-Occupied Rehabilitation Documentation Checklist

- AHP Income Calculation Workbook (ICW) & Income Verification Documents
 - Refer to the **Income Calculation Training** section of the public website and the AHP & TurnKey Income Calculation Guide for documentation requirements and video tutorials on filling out the ICW
- Scoring Documentation
 - Refer to the Scoring Commitment User Guide under the **Resources** section of the public website for acceptable documentation options
- Disbursement Feasibility Workbook (FW)
 - Please ensure to use the workbook corresponding to the year your project was awarded (i.e. 2025 awardees will use the 2025 Projects FW)
- Final Cost Certification (FCC)
- Third Party Inspection & Inspector Credentials
- Estimates/Invoices
- Proof of Payment

Owner-Occupied Rehabilitation Feasibility Workbook (FW)

AHP subsidy
amount entered
into AHP Online

Sources of Funds						
	Identify Source of Funds (e.g. CDBG, HOME, USDA, Donations, Cash grants, etc.)	Type (e.g. Loan, Grant, Donation, etc.)	Amount	Rate	Term (in months)	Status (Approved, Requested)
1	AHP Subsidy	Grant	\$ 18,250.00			
All Other Sources must be shown (Enter in the cell which best describes the source)						
2a	Owner Contribution					
b	Consumer Loan					
c	Weatherization Grant					
d	HOME Grant					
e	Other Sources	Member Financial Participation	\$ 500.00			
Total Sources			\$ 18,750.00			

Owner-Occupied Rehabilitation Feasibility Workbook (FW)

Uses of Funds				
	Identify Use of Funds (Rehabilitation Description, Sponsor Fee, etc.)	Costs paid by AHP	Costs paid by Other Sources	Total
4a	ABC Contractor	\$ 14,500.00	\$ 500.00	\$ 15,000.00
b	Sponsor as Contractor	\$ 2,000.00		\$ 2,000.00
c				\$ -
d				\$ -
e				\$ -
f				\$ -
g				\$ -
	Rehabilitation Work Sub-total	\$ 16,500.00	\$ 500.00	\$ 17,000.00
5	3rd Party Inspection Fee	\$ 100.00		\$ 100.00
6	Sponsor Fee - 10% of rehab or \$1,000 max/unit <i>Enter number of units above</i>	\$ 1,650.00		\$ 1,650.00
7	Homeownership Counseling Fee - \$500 max/unit <i>Enter number of units above</i>			\$ -
8	Other Fees (Identify)			\$ -
	Total Uses	\$ 18,250.00	\$ 500.00	\$ 18,750.00
		Total Sources Must Match Total Uses		
		OK		

Totals on the Invoices

Total on the FCC

AHP Subsidy amount

Owner-Occupied Rehabilitation Final Cost Certification

Sponsor Certifications:

- I certify I am authorized to sign for the project sponsor.
- I certify the rehabilitation budget submitted with this disbursement request includes the entire scope of rehabilitation work completed for the property.
- All invoices that detail the scope of work performed are accurate and have been provided with this disbursement request.

Rehabilitation completion date (see definition below*): 1/1/26

I certify this amount was incurred by an unrelated 3rd party:

Contractor Name ABC Contractor	Amount \$ 15,000.00

I certify this amount was incurred by Sponsor:

Rehabilitation Costs	Amount \$ 2,000.00
3 rd -party Inspection Fee	\$ 100.00
Sponsor Fee	\$ 1,650.00
Developer Fee	
Homeownership Counseling Fee	
Replace text with description of other fees if applicable.	

The final cost for the rehabilitation work completed was: \$ 18,750.00

Sponsor Signature _____

Printed Name _____

Date _____

Rehab Completion Date entered in AHP Online

Total on the Invoice

Only include costs for physical rehab work done by the Sponsor (work done by other contractors goes above)

Owner-Occupied Rehabilitation Estimates/Invoices

- Only provide the estimate **or** invoice that has the final price and scope of work
- Rehabilitation expenses paid with AHP subsidy must be a minimum of \$3,500 per unit (excluding all fees)
- Contractor's estimate/invoice must include:
 - A statement that validates the home's structure will accept the rehabilitation being completed (example is available in the Disbursement section of the AHP website)
 - Signatures from the homeowner and the contractor

Cost Reasonableness

- If a competing bid is provided meeting the criteria below, it can be used to establish cost reasonableness (upload to the disbursement as a Misc document):
 - From a **third-party entity**
 - Has a **comparable scope of work**
 - Has a **higher price** than the bid selected
 - If multiple contractors were involved in the work, comparable bids for **all** scopes of work must be provided
- Alternatively, we will complete a review using our cost estimating software
 - In general, we need to know **quantities and units of measure** based on actual job measurements.
Be Specific.

Owner-Occupied Rehabilitation

Rehabilitation (owner-occupied rehabilitation)/Repair and (owner-occupied purchase): To restore those parts of a dwelling in substandard condition, damaged, broken, or not working correctly, back to good condition or working order to address habitability issues, code deficiencies, or underwriting requirements. FHLBank's subsidy for rehabilitation should be used to accomplish the objective of maintaining affordable housing, defined as housing that is targeted to the low-and-moderate income markets. Repairs or improvements inconsistent with the objective of maintaining affordable housing are not eligible as a rehabilitation cost.

Eligible Rehabilitation/Repair Costs: AHP subsidy may be used to pay for rehabilitation including, but not limited to: accessibility, roof, electrical, plumbing, sewer, mechanical, foundation or other structural, windows, doors, floor coverings, wall repair, paint, or hazardous material remediation.

Ineligible Rehabilitation/Repair Costs: AHP subsidy cannot be used to pay for rehabilitation (unless specified above) including, but not limited to: construction/repairs of an outbuilding, yard work, cleaning expenses (for inside or outside), payments directly to the household for repair labor, luxury items (i.e., landscaping, hot tubs, swimming pools).

Owner-Occupied Rehabilitation Proof of Payment

- Since the AHP Subsidy is reimbursed to the member (and then the sponsor), all invoices must be paid and proof of payment submitted with the disbursement request.
- Final Cost Certification can be used for proof of payment. It includes a signature line for contractors and inspectors. Inspectors only need to sign if they charge a fee.
- If the Contractor(s) and/or Inspector do not sign the Final Cost Certification, one of the following must be provided:
 - An invoice marked “paid” that has been initialed or signed by the contractor
 - An invoice showing a \$0.00 balance
 - A cashed check (front and back) for the amount of the invoice or that includes the name of the homeowner or property address

Owner-Occupied Rehabilitation Ownership Documentation

- Non-occupying co-owners and co-borrowers are not allowed
- The sponsor is responsible for collecting documentation to prove ownership

I certify there are not any non-occupying co-borrowers or co-owners associated with the property.* Yes No

I certify the property deed verifies the applicant's ownership of the property.* Yes No

- If available, we recommend reviewing the Property Record Card on the county assessor's website
- If the home is in a Trust, a copy of the full trust must be provided to FHLBank during disbursement review (upload as a misc attachment)
 - The homeowner must be both the Grantor and the first beneficiary in order to be considered the owner of the property

AHP Public Website

Affordable Housing Program - Federal Home Loan Bank Topeka

- **Disbursement (Owner-Occupied)**

- Disbursement User Guide
- Disbursement Documentation Checklist
- Home Structure Statement example
- Extension User Guide

- **Monitoring**

- Semi-Annual Progress Report (SAPR) User Guide
- Project Completion Report (PCR) User Guide

- **Income Calculation Training**

- Income Calculation Guide
- Video Tutorials for ICW

- **Resources**

- AHP Online link
- Proofpoint link
- AHP Implementation Plan (IP)
- Income Limits & Income Calculation Guide
- Scoring Commitment User Guide
- AHP Online Registration Guide

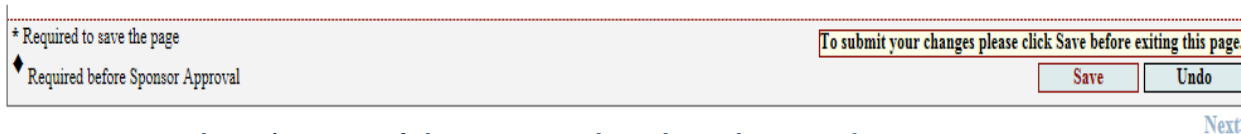
- **Forms (Owner Occupied Disb Forms)**

- Income Calculation Workbook (ICW)
- Zero Income Certification
- Verification of Employment (VOE)
- Profit and Loss Statement (P&L)
- Final Cost Certification (FCC)
- Third Party Inspection form
- Disbursement Feasibility Workbook (FW)

AHP Online Disbursement Process

Helpful Tips

- Page timeout is approximately 20 minutes
- Fields with stars are required to save the page
- Diamonds are required to submit the disbursement
- If there is a **'Save'** option, always select **'Save'**, then **'Next'** before navigating away from a page
 - Page does not automatically save



- Do not use the 'Enter' key on the keyboard
- Do not use the back or forward button on the browser

Helpful Tips, cont.

- Consultants no longer have access through their company's login information.
 - You will have to approve them as authorized users for the Sponsor and will need a different username login

- Locate documents from FHLBank's website within the Forms tab



Always use Microsoft Edge

FHLBank Topeka

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Application
Disbursement
Monitoring
Resources
Forms
Proofpoint

Affordable Housing Program

\$12 Million
In 2022, FHLBank Topeka awarded 15 projects more than \$12 million in AHP funding.

\$8.9 Million
In 2021, FHLBank Topeka awarded 15 projects more than \$8.9 million in AHP funding.

Registration and Login

www.ahpfhlbtopeka.com



FHLBANK TOPEKA'S MISSION

WE MAKE A DIFFERENCE BY HELPING OUR MEMBERS BUILD THEIR COMMUNITIES

Thank you for partnering with us.

The graphic features a blue background with white text. At the bottom, there is a photograph of a row of modern, light-colored houses with dark roofs under a clear blue sky.

 | **Welcome**

This is a secure site for FHLBank Topeka Affordable Housing Program participants.

[Sponsor Sign In](#)

[Member Sign In](#)

Returning users must use the original username established for AHP Online. Contact HCD at 866.571.8155 for assistance with forgotten usernames. DO NOT create a new account

AHP Online hours: 6:30 a.m. to midnight CT

Questions? Click on the link to contact FHLBank's [Housing and Community Development Department](#) via email or call 866-571-8155.

For optimum performance, FHLBank recommends the use of Microsoft Edge.

My Projects

- Select **Funding Round**, then **Search**
 - Next, select the Project Number

Clara Smith | [Logout](#)

Current as of January 3, 2018 at 5:44 PM CST

[Home](#) | [Messages \(0\)](#) | [Guides/Info](#)
[My Projects](#) [Profile](#)

My Projects

Project Number Funding Round

Project Name

Project Number	Project Name	Status	Monitoring Status
2017A10025	Osage County Rural Senior Housing	Unfunded/not started	Not Funded
2017A10024	COHFH2017	Funded/started	Not Funded
2017A10021	GardenWalk of Fort Gibson	Unfunded/not started	Not Funded
2017A10019	Rushpointe II	Unfunded/not started	Not Funded
2017A10015	Habitat Omaha Homeownership Project	Unfunded/not started	Not Funded
2017A10014	Owner Occupied Repairs	Funded/started	Not Funded
2017A10013	Drumm Farm COMPASS Program Housing Expansion	Unfunded/not started	Not Funded
2017A10010	Eagles Wing	Unfunded/not started	Not Funded
2017A10008	HCCT's Down Payment Assistance	Unfunded/not started	Not Funded
2017A10006	Osage County Homeowner Rehab II	Funded/started	Not Funded


« « 1 / 2 » Last

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.

Current Project Summary

- Select **Disbursement Home** from the Disbursement dropdown


Clara Smith | [Logout](#)
Current as of January 3, 2018 at 6:03 PM CST
[My Projects](#) | [Home](#) | [Messages \(0\)](#) | [Guides/Info](#)

Project Name:
 Project Number:

Project
Disbursement
Monitoring
Extension

Current Project Summary

Project Profile

Project Name	Test Project	Application Number	2059
Project Number	2021A10000	Project Type	Home Ownership - Consumer Driven
Project Status	Funded/started	Sponsor Name	Test Customer
Monitoring Status	Not Funded	Member	Test Customer

[More Details](#)

Conditions Outstanding

All conditions satisfied.

[More Details](#)

Documentation Required

All documents satisfied.

[More Details](#)

Modifications

ID#	Type of Modification	Status	Date Approved/Rejected
509	Subsidy Amount	Approved	Dec 22, 2017
506	Subsidy Amount	Approved	Dec 22, 2017

[«](#) [«](#) [«](#) **1 / 1** [»](#) [»](#) [»](#)

[More Details](#)

Project
Disbursement
Monitoring
Extension

C

Disbursement Home
Request Disbursement

If you have any questions regarding the AHP, please contact us at 1-866-571-8155.

Hours of Operation
 AHP Online system hours are from 6:30a.m. to midnight CT. Housing and Community Development hours of operation are from 8:00 a.m. to 5:00 p.m. CT, Monday through Friday, excluding federal holidays.

Project
Disbursement
Monitoring
Extension

C

Disbursement Home
Request Disbursement

Disbursement Home

- Select specific Request #
- OR -
- Request Disbursement

FHLBank
Tulsa

Clara Smith | Logout

Current as of January 3, 2018 at 6:05 PM CST
My Projects | Home | Messages (0) | Guides/Info

Project Name:
Project Number:

Project Disbursement Monitoring Extension

Disbursement Home

Project Status Funded/started

AHP Subsidy Award Summary

Current Approved Award Amount	\$ 403,995.00
Less: Approved Disbursement Requests	(\$ 5,000.00)
Less: Pending Disbursement Requests	(\$ 16,020.00)
Less: Pending Deobligations/Withdrawals	(\$ 0.00)
Available Amount Remaining	\$ 382,975.00
Approved Recaptures/Repayments/Settlements	\$ 1.00
<i>(No Modification of Subsidy)</i>	

Disbursement Requests

Request Disbursement

Request #	Amount	Date Created	Date Received	Date Funded	Funding Status	Homeowner	Site Address
11519	\$ 10.00	12/22/2017			Pending	Bob Jones	5007 S I-35, OKLAHOMA CITY, OK, 73129-7019
11518	\$ 10.00	12/22/2017			Pending	John Smith	5006 S I-35, OKLAHOMA CITY, OK, 73129-7019
11516	\$ 5,000.00	12/20/2017			Pending	-	-
11515	\$ 5,000.00	12/20/2017			Pending	-	-
11513	\$ 5,000.00	12/15/2017	12/18/2017	12/18/2017	Funded	Bob Henson	5005 S. I-35, OKLAHOMA CITY, OK, 73129-7019
11510	\$ 5,000.00	12/15/2017			Pending	Hagar The terrible	5005 S. I-35, OKLAHOMA CITY, OK, 73129-7019
11507	\$ 1,000.00	12/14/2017	12/18/2017		Under Review	Jim Henson	5005 S. I-35, OKLAHOMA CITY, OK, 73129-7019

1 / 1

Initiate Disbursement Request

- Enter required fields, then select **Submit**

Clara Smith | [Logout](#)

Current as of January 3, 2018 at 6:06 PM CST

[My Projects](#) | [Home](#) | [Messages \(0\)](#) | [Guides/Info](#)Project Name:
Project Number:

[Project](#) [Disbursement](#) [Monitoring](#) [Extension](#)

Initiate Disbursement Request

Subsidy Request*

Amount*

Uses of Funds (select at least one)*

 New Construction

Types of Assistance*

 Down Payment Assistance

Requested funds will be disbursed to: Test Customer

Provide the actual closing date for the AHP subsidy being requested.* Is this the final disbursement request for this project?* Yes No

Disbursement Request Comments

You have 1000 characters remaining for your description.

* Required to save the page

◆ Required before Sponsor Approval

Remember – Subsidy
Requested must be rounded
down to the whole dollar

Initiate Disbursement Request, cont.

- Notate the request #, then select **Continue**



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Current as of January 3, 2018 at 6:08 PM CST
[My Projects](#) | [Home](#) | [Messages \(0\)](#) | [Guides/Info](#)

Project Name:
Project Number:

Project	Disbursement	Monitoring	Extension
-------------------------	------------------------------	----------------------------	---------------------------

Initiate Disbursement Request

Information
• The disbursement request # 11529 has been successfully initiated.

Subsidy Request*

Amount* \$5,000.00

Uses of Funds (select at least one)*

- New Construction

Types of Assistance*

- Down Payment Assistance

Requested funds will be disbursed to: Test Customer

Provide the actual closing date for the AHP subsidy being requested:*

Is this the final disbursement request for this project?* No

Disbursement Request Comments


* Required to save the page

◆ Required before Sponsor Approval

[Continue](#)

Disbursement Request Home

- Two ways to navigate



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My Projects | Home | Messages (0) | Guides/Info

Current as of January 9, 2018 at 12:55 PM CST

Project Name:
Project Number:
Disbursement Request Number: 11538

Disbursement Request

Disbursement Request Home

Request #	11538
Amount	\$ 5,000.00
Homeowner	-
Funding Status	Pending
Funding Member	Test customer

Section	Status
Amount Requested and Uses of Funds	✓
Site Selection	✗
Homeowner Selection	✗
Household Income	✗
Project Status Information	✗
Scoring Information	✗
Financial Information: Import Spreadsheet	✗
Financial Information: Feasibility Analysis	✗
Financial Information: Commitment Letters	✗
Project and Disbursement Documentation	✗


✗ Not Visited

✓ In Progress

✓ Complete

🔴 Modified by Community Investment staff

-OR-



Disbursement Request Home

Request #	11538
Amount	\$ 5,000.00
Homeowner	-
Funding Status	Pending
Funding Member	Test customer

Section	Status
Amount Requested and Uses of Funds	✓
Site Selection	✗
Homeowner Selection	✗
Household Income	✗
Project Status Information	✗
Scoring Information	✗
Financial Information: Import Spreadsheet	✗
Financial Information: Feasibility Analysis	✗
Financial Information: Commitment Letters	✗
Project and Disbursement Documentation	✗

✗ Not Visited

✓ In Progress

✓ Complete

🔴 Modified by Community Investment staff

Disbursement Site Selection

- Check the **Select** box next to the appropriate address
- OR -
- Select the **Add Disbursement Sites** button

Disbursement Request

Disbursement Site Selection

Add Disbursement Sites

Site(s)									
Select	Site Information	Site Parcel	Central Site	Address Line 1	Address Line 2	City	County	State	Zip Code
<input type="checkbox"/>	Edit Remove	Add/Edit		3220 Pinkney		OMAHA	DOUGLAS	NE	68111-0001
<input checked="" type="checkbox"/>	Edit	Add/Edit		3226 Emmet St		OMAHA	DOUGLAS	NE	68111-0001
<input type="checkbox"/>	Edit Remove	Add/Edit		3336 Emmet St		OMAHA	DOUGLAS	NE	68111-0001
<input type="checkbox"/>	Edit Remove	Add/Edit		3854 N 65 St		OMAHA	DOUGLAS	NE	68104-3249
<input type="checkbox"/>	Edit Remove	Add/Edit		3858 N 65 St		OMAHA	DOUGLAS	NE	68104-3249
<input type="checkbox"/>	Edit Remove	Add/Edit		3862 N 65 St		OMAHA	DOUGLAS	NE	68104-3249
<input type="checkbox"/>	Edit Remove	Add/Edit		3212 Emmet St		OMAHA	DOUGLAS	NE	68111-0001
<input type="checkbox"/>	Edit Remove	Add/Edit		3319 Emmet St		OMAHA	DOUGLAS	NE	68111-0001
<input type="checkbox"/>	Edit Remove	Add/Edit		3323 Emmet St		OMAHA	DOUGLAS	NE	68111-0001
<input type="checkbox"/>	Edit Remove	Add/Edit		3325 Emmet St		OMAHA	DOUGLAS	NE	68111-0001
			✓	1701 N 24 St		OMAHA	DOUGLAS	NE	68110-2326

* Required to save the page
♦ Required before Sponsor Approval

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

<Previous
Next>

Site Information

- Select **Add Known Sites**

Application Details ?

Site Information

Enter your project's city or county EXACTLY as you would like it to appear on official documentation. For projects serving more than one state, leave blank.

Select the project's state. For projects serving more than one state, choose "Multi State".*

Is the project single site?* Yes No

How many sites are part of the project?*

Are the addresses for all the sites known?* Yes No

How many site addresses are known?*

Add Known Sites

Site(s)							
Action	Central Site	Address Line 1	Address Line 2	City	County	State	Zip Code
		3220 Pinkney		OMAHA	DOUGLAS	NE	68111-0001
		3226 Emmet St		OMAHA	DOUGLAS	NE	68111-0001
		3336 Emmet St		OMAHA	DOUGLAS	NE	68111-0001
		3854 N 65 St		OMAHA	DOUGLAS	NE	68104-3249
		3858 N 65 St		OMAHA	DOUGLAS	NE	68104-3249
		3862 N 65 St		OMAHA	DOUGLAS	NE	68104-3249
		3212 Emmet St		OMAHA	DOUGLAS	NE	68111-0001
		3319 Emmet St		OMAHA	DOUGLAS	NE	68111-0001
		3323 Emmet St		OMAHA	DOUGLAS	NE	68111-0001
		3325 Emmet St		OMAHA	DOUGLAS	NE	68111-0001
Edit	✓	1701 N 24 St		OMAHA	DOUGLAS	NE	68110-2326

Back to Disbursement Site Selection

* Required to save the page

◆ Required before Sponsor Approval

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

Save
Undo

Site Information, cont.

How many site addresses are known?*

[Add Known Sites](#)

Site(s)							
Action	Central Site	Address Line 1	Address Line 2	City	County	State	Zip Code
Edit	<input checked="" type="checkbox"/>	125 NW 58th St		TOPEKA	SHAWNEE	KS	66617-1615

Site

[Update Site](#) [Cancel](#)

Address Line1*

ZIP* Zip+4 [Lookup](#)

Address Line2

City TOPEKA
County SHAWNEE
State KS
Congressional District KS02
Census Tract 0033.02
CBSA 45820

Number of Units*

Targeted Area*

Appraisal Date

Is the property located on Native Trust Land?* Yes No

Acquisition Price*

Is/will the property be located in a land trust?* Yes No

Appraised Value

Property is a Foreclosure, REO, or Short Sale*

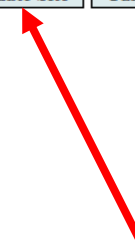
Is the site donated?*

Dwelling type*

Is the Site Rural?* Yes No

Is there any relationship or conflict of interest between the sellers of the property and the sponsor, owner or any member of the development team?* Yes No

Attach an "as is" appraisal or documentation supporting the value of the property [Browse...](#)



Site Information, cont.

- Select **Save**, then **Back to Disbursement Site Selection**

Application Details ?

Site Information

Enter your project's city or county EXACTLY as you would like it to appear on official documentation. For projects serving more than one state, leave blank.

Select the project's state. For projects serving more than one state, choose "Multi State".*

Is the project single site?* Yes No

How many sites are part of the project?*

Are the addresses for all the sites known?* Yes No

How many site addresses are known?*

Add Known Sites

Site(s)							
Action	Central Site	Address Line 1	Address Line 2	City	County	State	Zip Code
Edit		5009 S I35		OKLAHOMA CITY	OKLAHOMA	OK	73129-7019
		5008 S I35		OKLAHOMA CITY	OKLAHOMA	OK	73129-7019
		5007 S I-35		OKLAHOMA CITY	OKLAHOMA	OK	73129-7019
		5006 S I-35		OKLAHOMA CITY	OKLAHOMA	OK	73129-7019
		5005 S. I-35		OKLAHOMA CITY	OKLAHOMA	OK	73129-7019
		5005 S. I-35		OKLAHOMA CITY	OKLAHOMA	OK	73129-7019
		5005 S. I-35		OKLAHOMA CITY	OKLAHOMA	OK	73129-7019
Edit	<input checked="" type="checkbox"/>	5005 S. I-35 Service Road		OKLAHOMA CITY	OKLAHOMA	OK	73129-7019

[Back to Disbursement Site Selection](#)

* Required to save the page
 ♦ Required before Sponsor Approval

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

1st

2nd

Disbursement Site Selection, cont.

Disbursement Request

Disbursement Site Selection

Add Disbursement Sites

Site(s)								
Select	Site Information	Central Site	Address Line 1	Address Line 2	City	County	State	Zip Code
<input checked="" type="checkbox"/>	Edit Remove		5009 S I35		OKLAHOMA CITY	OKLAHOMA	OK	73129-7019
			5008 S I35		OKLAHOMA CITY	OKLAHOMA	OK	73129-7019
			5007 S I-35		OKLAHOMA CITY	OKLAHOMA	OK	73129-7019
			5006 S I-35		OKLAHOMA CITY	OKLAHOMA	OK	73129-7019
			5005 S. I-35		OKLAHOMA CITY	OKLAHOMA	OK	73129-7019
			5005 S. I-35		OKLAHOMA CITY	OKLAHOMA	OK	73129-7019
			5005 S. I-35		OKLAHOMA CITY	OKLAHOMA	OK	73129-7019
		✔	5005 S. I-35 Service Road		OKLAHOMA CITY	OKLAHOMA	OK	73129-7019

* Required to save the page

◆ Required before Sponsor Approval

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

Save
Undo

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Next>

Homeowner Selection

- Select **Add Homeowner**
- Enter Household Member 1 Name
- Select **Save**

Disbursement Request

Homeowner Selection

Site(s)						
Address Line 1	Address Line 2	City	County	State	Zip Code	Action
5009 S I35		OKLAHOMA CITY	OKLAHOMA	OK	73129-7019	Add Homeowner

Add Homeowner

Homeowner First Name*

Homeowner Last Name*

Is this a First-time Homebuyer?* Yes No

* Required to save the page
 ♦ Required before Sponsor Approval

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

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Homeowner Selection, cont.

- Select **Add Co-Homeowner**
 - If the homeowner has a spouse, they must be listed as a co-homeowner
- Enter Household Member 2 Name (no children)
- Select **Save**
- Answer FTHB question
 - For rehab projects, answer No
 - Refer to IP definition of FTHB

Disbursement Request

Homeowner Selection

Site(s)						
Address Line 1	Address Line 2	City	County	State	Zip Code	Action
5009 S I35		OKLAHOMA CITY	OKLAHOMA	OK	73129-7019	

Homeowner		
Homeowner Name	Site Address	Action
John Smith	5009 S I35 OKLAHOMA CITY, OK 73129-7019	Add Co-Homeowner Edit Remove

Add Co-Homeowner

Co-Homeowner First Name*

Co-Homeowner Last Name*

Is this a First-time Homebuyer?* Yes No

* Required to save the page
 ♦ Required before Sponsor Approval

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

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Household Income

Household Income

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

Indicate the income guidelines utilized for this request. (Select one)*
 FHLBank Topeka Income Guidelines
 Native American Income Guidelines

Has FHLBank's Income Calculation Workbook been completed and includes all household members? * Yes No

Attach the completed Income Calculation Workbook*

Uploaded File Info
<i>Test ICW.xlsx</i>
<input type="button" value="Remove"/>

Enrollment Date 01/01/2022 Household Size 1

Household Members

Household Member Number	Name (First and Last)	Relationship to Head of Household	Date Of Birth	Age at Time of Enrollment/ Income Qualification	Calculated Income from Individual Worksheets
1	John Smith	Head of Household	01/31/1945	76	\$ 14,400.00
Total Household Income					\$ 14,400.00

AMI category based on the income guidelines selected above: <= 50% AMI

I certify that the information included in the Income Calculation Workbook is true and correct to the best of my knowledge.* Yes No

Attach all supporting documentation for the income listed in the Income Calculation Workbook.*

Uploaded File Info
<i>Test Upload Document.pdf</i>
<input type="button" value="Remove"/>

* 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 Status Information

- All certifications must be answered before a Disbursement Request can be submitted

Project Status Information

I certify that the project remains in compliance with applicable Fair Housing and Accessibility Laws.* Yes No

I certify there are not any non-occupying co-borrowers or co-owners associated with the property.* Yes No

Provide explanation.*

There is a non-occupying co-owner. His sister is on the deed.

You have 2939 characters remaining for your description.

I certify the property deed verifies the applicant's ownership of the property.* Yes No

I certify the AHP subsidy was not used to pay for homebuyer/ownership counseling costs (if any) associated with this homebuyer/owner that are paid by another funding source.* Yes No

I certify the AHP subsidy was not used to refinance existing loans.* Yes No

I certify the AHP subsidy provided for this request was not used for any processing fees charged by the member for providing AHP direct subsidies.* Yes No

I certify at least one household member was of sufficient age to enter into a legally-binding contract.* Yes No

I certify the member does not have an ownership interest in the project (i.e. REO), and the mortgage or lien is not currently owned by the member.* Yes No

* Required to save the page

◆ Required before Sponsor Approval

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

Scoring Information

Scoring Information

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

Select at least one commitment being filled by this request and attach supporting documentation.

The scoring commitments listed below remain applicable and will be fulfilled. * Yes No

Scoring Category	Commitment Status	Project Commitment	Fulfilled To-Date	Pending Fulfillments	Filled by This Request?	Previous Documentation	Attach Supporting Documentation ♦
Priority 2 - Project Sponsorship	Required	Yes			<input checked="" type="checkbox"/>		Uploaded File Info <i>Non-profit Sponsor Document.pdf</i> <input type="button" value="Remove"/>
Priority 3 - Targeting							
≤ 30% AMI	Required	2	2	4	<input checked="" type="checkbox"/>		
≤ 50% AMI	Required	18	1	2	<input checked="" type="checkbox"/>		
> 50% and ≤60% AMI	Required	62	0	0	<input type="checkbox"/>		
> 60% and ≤80% AMI	Required	10	0	0	<input type="checkbox"/>		
Priority 5 - Promotion of Empowerment							
Financial Education/Credit Counseling	Required	90	1	3	<input checked="" type="checkbox"/>	MOU-CCCS.PDF	Uploaded File Info <i>Financial Education Document.pdf</i> <input type="button" value="Remove"/>
Homebuyer/Homeownership Counseling (50% of AHP-assisted units minimum)	Required	45	0	2	<input type="checkbox"/>	MOU-Homebuyer+education.PDF	<input type="button" value="Browse..."/> ?
Sweat equity programs (50% of AHP-assisted units minimum)	Required	45	0	1	<input checked="" type="checkbox"/>	MOU-Sweat-equity.PDF	Uploaded File Info <i>Sweat Equity.pdf</i> <input type="button" value="Remove"/>
Priority 6 - First District Priority							
In-District	Required	45	1	3	<input checked="" type="checkbox"/>		
Special Needs	Needed	18	0	2	<input type="checkbox"/>		<input type="button" value="Browse..."/> ?
Member Financial Participation	Required	18	1	3	<input checked="" type="checkbox"/>		
Priority 7 - Second District Priority							
Large Units	Required	45	0	2	<input type="checkbox"/>	MOU-largesunits.PDF	<input type="button" value="Browse..."/> ?
Economic Diversity	Required	45	0	1	<input type="checkbox"/>	MOU-Economicdiversity.PDF	<input type="button" value="Browse..."/> ?
Priority 8 - AHP Subsidy per Unit	Required	\$4,438.83	\$12,500.00	\$6,001.67			

* Required to save the page
♦ Required before Sponsor Approval

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

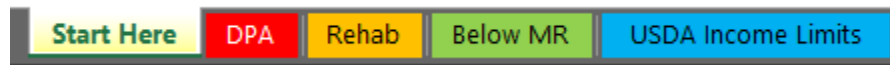
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- Select **Yes**
- Select all applicable commitments
- For any selected commitment
 - If the upload box becomes active, you must upload a document
- If targeting is ≤ 30% AMI
 - Select both the ≤30% AMI and ≤50% AMI check boxes

Financial Feasibility

- Complete the Homeowner Feasibility Workbook
- Begin with the 'Start Here' tab
- Select the appropriate tab for your application type



- Just like the application Feasibility Workbook
- 2025 Disbursement Feasibility Workbook can be found within the Forms section on the AHP website
- FW is required to be uploaded to AHP Online
- Call for technical assistance!!!

Import Spreadsheet

Financial Information

Import Spreadsheet | Feasibility Analysis | Commitment Letters

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

Download and complete the Homeowner Feasibility Workbook. Enter information in the workbook based on the funding sources and uses of the unit selected in this disbursement request.

Import the Homeowner Feasibility Workbook*
 Uploaded File Info
 Purchase FW.xlsx Remove

Development Sources of Funds

Source of Funds	Housing	Description	Committed	Rate (%)	Term (years)	Amort Period (years)	Annual Debt Svc (\$ (Housing))	Must Pay?
AHP Subsidy	5,000.00	AHP Subsidy	No	0.000%	0.00	0.00	0.00	No
BUYER DOWNPAYMENT	1,730.57	Owner's Equity	No	0.000%	0.00	0.00	0.00	No
MORTGAGE	37,383.00	Permanent Financing	No	4.250%	30.00	30.00	0.00	Yes
Other sources	151.45	Other Loans	Yes	0.000%	0.00	0.00	0.00	No
Subtotal - Housing	\$ 44,265.02							
Total Funding Sources	\$ 44,265.02							

Units Breakout

	No of Units		No of Units
Rehabilitation Units	0	Less than or equal to 50% AMI	1
New Construction Units	0	Greater than 50% and less than or equal to 60% AMI	0
Acquisition units	1	Greater than 60% and less than or equal to 80% AMI	0
Total Units	1	Total Units	1

Housing Development Uses of Funds Summary

Total Acquisition Costs	\$ 0.00
Total Construction / Rehabilitation Costs	\$ 0.00
Hard Construction Costs	\$ 0.00
Hard Rehabilitation Costs	\$ 0.00
Other Costs	\$ 0.00
Total Fees	\$ 0.00
Total Taxes and Insurance Costs	\$ 0.00
Total Construction Financing	\$ 0.00
Total Permanent Financing	\$ 38,000.00
Total Project Reserves	\$ 0.00
Total Soft Costs	\$ 0.00
Total Developer & Consultant Fees	\$ 0.00
Total Financing Fees and Expenses	\$ 0.00
Total Home Buyer Counseling Costs	\$ 425.00
Total Closing Cost	\$ 5,340.02
Total Development Costs	\$ 44,265.02

Key Feasibility Values

	Standard	Actual
Total Development Cost Per Unit		\$ 44,265.02
Total Development Cost Per Square Foot		\$ 0.00
Construction or Rehabilitation Cost		\$ 38,500.00
Construction or Rehabilitation Cost Per Unit		\$ 0.00
Total Acquisition Cost per unit Consumer-driven Down Payment		\$ 1,730.57
Total Acquisition Cost per unit Acquisition - Rehab or New Construction (Net Purchase Price)		\$ 0.00
Average Square Feet Per Unit		0.00

- Once uploaded, select **Save**
- Verification will appear at the top of the page
- If the upload didn't work, an error will appear

Example warning if upload does not work

Financial Feasibility ?

Import Spreadsheet | Feasibility Analysis | Commitment Letters | Rehabilitation Information

Make the following corrections:
 • The number of units and the units reported in the income categories in the Feasibility Workbook must equal the number of units and income categories on the Targeting screen.
 Please verify the data, correct the value(s) as needed.

* Required to save the page
 ♦ Required before Sponsor Approval

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

Save Undo

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Feasibility Analysis

- No guideline issues, select **Save**

Disbursement Request

Financial Information

Import Spreadsheet **Feasibility Analysis** Commitment Letters

Information

- Your changes have been saved to the system. ✓
- No feasibility issues were found. No action is required on this tab.

Goal is to have no feasibility guideline issues

* Required to save the page
◆ Required before Sponsor Approval

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

Save Undo

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Feasibility Analysis, cont.

- If a feasibility guideline issue is found, select the ‘**Explain**’ link

Project Name: Homeownership Training Project
Application Number: 10000389

Application General Information Scoring Feasibility

Financial Feasibility ?

Import Spreadsheet **Feasibility Analysis** Commitment Letters

The following feasibility issues were discovered in the most recently imported Homeowner Feasibility Workbook. For each issue with Explain displayed in the Action column and a No value in the Explained column, click on the Explain link. The Feasibility Issue panel will open at the bottom of the page. In the Explain box, a reason for deviating from the feasibility guideline for that Feasibility Value is required. Once an issue is explained and updated, the Explain column will display a Yes value. Once all issues are explained (i.e., all Yes values in the Explained column), please save the page and click Next. All issues must be explained before the application can be approved.

Feasibility Issues					
Action	Feasibility Value	Details	Standard	Actual	Explained
Explain	Downpayment	More Info	≥ \$ 500.00	\$ 150.00	No

The homebuyer shall contribute at least \$500 towards down payment, closing costs, or costs paid before closing

* Required to save the page

◆ Required before Sponsor Approval

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

Save

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Feasibility Analysis, cont.

- Explain why the amounts are outside of guidelines
 - Select **Update Feasibility Issue**, then **Save**

Project Name: Homeownership Training Project
 Application Number: 10000389

Application General Information Scoring Feasibility

Financial Feasibility ?


Import Spreadsheets **Feasibility Analysis** Commitment Letters

The following feasibility issues were discovered in the most recently imported Homeowner Feasibility Workbook. For each issue with Explain displayed in the Action column and a No value in the Explained column, click on the Explain link. The Feasibility Issue panel will open at the bottom of the page. In the Explain box, a reason for deviating from the feasibility guideline for that Feasibility Value is required. Once an issue is explained and updated, the Explain column will display a Yes value. Once all issues are explained (i.e., all Yes values in the Explained column), please save the page and click Next. All issues must be explained before the application can be approved.

Feasibility Issues					
Action	Feasibility Value	Details	Standard	Actual	Explained
▶	Downpayment	More Info	≥ \$ 500.00	\$ 150.00	No

Feasibility Issue

Feasibility Value	Downpayment	Update Feasibility Issue Cancel
Details	The homebuyer shall contribute at least \$500 towards down payment, closing costs, or costs paid before closing.	
Standard	≥ \$ 500.00	
Actual	\$ 150.00	
Explain ♦	<div style="border: 1px solid black; padding: 5px;"> The project will be requesting exceptions for specific homebuyers that do not have at least \$500 down. </div> <p><i>You have 3898 characters remaining for your description.</i></p>	



* Required to save the page
 ♦ Required before Sponsor Approval

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

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Commitment Letters

- Sources such as Permanent Mortgages, Owner Equity, and AHP Subsidy will not require a commitment letter
 - Other types like Member loans/donations, HOME funds, Weatherization grants, and other loans will require a commitment letter to be uploaded
 - If repayment is not necessary, the commitment letters are required to show that

Disbursement Request

Financial Information

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
▶	Other sources	Other Loans	\$ 151.45	Yes	Yes

Commitment Letter

Source of Funds Other sources
Description Other Loans
Amount \$ 151.45
Committed Yes

Attach a commitment letter for this approved funding source. ▶

Uploaded File Info

Funding Source Document.pdf

* 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 and Disbursement Documentation

- Required Disbursement Request Documents will change with project type
 - Down Payment Assistance/Closing Cost projects will be required to submit the Recorded Retention Agreement and the Closing Disclosure
 - Rehabilitation projects will be required to submit the Final Cost Certification, 3rd Party Inspections, Inspector Credentials, Contractor Estimates, and Proof of Payment

Disbursement Request

Project and Disbursement Documentation

Disbursement Request Documents

Action	Document Type	Requirement Type	Has Template?	Attached Document
Edit	Recorded Retention Agreement	Required	Yes	
Edit	Closing Documents	Required	No	
Edit	Misc	Optional	No	

Project Documents

If documentation is available for any of the Needed documents, click "Edit" and attach the document.

Action	Document Type	Additional Information	Status	Attached Document	Reviewed by HCD?
View	AHP Subsidy Agreement		Needed		Yes

* Required to save the page

◆ Required before Sponsor Approval

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

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Sponsor Approval

- Must have all green checkmarks
- Select **Approve**

Disbursement Request

Disbursement Request Home

Request # 11529
Amount \$ 5,000.00
Homeowner John Smith
Funding Status Pending
Funding Member Test customer

Section	Status
Amount Requested and Uses of Funds	✓
Site Selection	✓
Homeowner Selection	✓
Household Income	✓
Project Status Information	✓
Scoring Information	✓
Financial Information: Import Spreadsheet	✓
Financial Information: Feasibility Analysis	✓
Financial Information: Commitment Letters	✓
Project and Disbursement Documentation	✓

Approve

- ✗ Not Visited
- ✓ In Progress
- ✓ Complete
- ⓘ Modified by Community Investment staff

Sponsor Approval, cont.

- Select **Yes** if you agree with the certifications

Approve Disbursement Request

- I certify I am authorized to make the representations presented in this Disbursement Request on behalf of the Sponsor;
- I certify that I have reviewed FHLBank Topeka's AHP subsidy disbursement policies as reflected in the Implementation Plan;
- I certify the information provided in this Disbursement Request is true, complete, and accurate and that appropriate steps were taken to ensure its accuracy;
- I acknowledge all program requirements must be met in order to be reimbursed for AHP funds previously provided (if applicable);
and
- I acknowledge that, if the information provided is false, misleading, or incomplete, this Disbursement Request may be delayed or denied, and any previously funded AHP subsidy for the project may be recaptured.

Important! After clicking the "Yes" button, the funding status will change to "Sponsor Approved". You will not be able to modify the request after the status change.

Sponsor Approval, cont.

Disbursement Request Home

Information

- This disbursement request is now "Sponsor Approved". To complete the request, contact the Member to review and submit.

Request # 11529
Amount \$ 5,000.00
Homeowner John Smith
Funding Status Sponsor Approved
Funding Member Test customer

Status Change Details			
From Status	To Status	Changed By	Changed Date
Pending	Sponsor Approved	Clara S. Smith	01/09/2018

Section	Status
Amount Requested and Uses of Funds	✓
Site Selection	✓
Homeowner Selection	✓
Household Income	✓
Project Status Information	✓
Scoring Information	✓
Financial Information: Import Spreadsheet	✓
Financial Information: Feasibility Analysis	✓
Financial Information: Commitment Letters	✓
Project and Disbursement Documentation	✓

Emails

- Action: Sponsor Approved Disbursement Request
Recipients: Member contact(s)
- Action: Member Approved Disbursement Request
Recipients: Lead Sponsor Contact(s)
- Action: Member Rejected Disbursement Request
Recipients: Lead Sponsor Contact(s)
 - If a rejection occurs, contact the Sponsor to discuss the necessary changes.
 - Once the Sponsor re-approves the disbursement request, you may return to the disbursement request and follow the same steps outlined in the presentation.
- Action: Clarification for Disbursement Request needed by FHLBank
Recipients: Lead Sponsor Contact(s)
 - If clarification is needed, the HCD Analyst assigned to the Project will contact the Sponsor outside AHP Online with more detailed information.
- Action: Disbursement Request Approved by FHLBank “TO FUND”
Recipients: Lead Sponsor Contact(s) and Member contact(s)
- Action: Disbursement Request Approved by FHLBank “NOT TO FUND”
Recipients: Lead Sponsor Contact(s) and Member contact(s)

Secure Information

- FHLBank Topeka takes security seriously
 - For more information visit our website or select the links below.
 - [Corporate Governance Website](#)
 - [Amazon Web Services \(AWS\)](#)
- FHLBank Topeka utilizes the secure email portal, ProofPoint, to securely transfer documentation via email
 - To receive access to ProofPoint, please reach out to your analyst and they will provide a sign-up link

SECURED ONLINE INFORMATION

It is important to us that members know securing their information online is a top priority. Please see our Information Assurance Policy to view policies and procedures. The AHP online system will house all information submitted for HCD programs on Amazon Web Services (AWS). AWS has obtained national and global assurance certifications. View all certifications here. Information on AWS cloud security can be found here.

Thank You!

- FHLBank Topeka would love to support any celebratory events for your project (Ribbon Cuttings, Open Houses, etc.)
- If you need assistance with press releases or other marketing materials for your project/event, please reach out!

