



# AHP RENTAL DISBURSEMENT REQUEST PROCESS

KATIE GNAGI

HCD COORDINATOR - AHP

HOUSING AND COMMUNITY DEVELOPMENT (HCD) DEPARTMENT

# AHP Implementation Plan Highlights

- The request amount must be rounded down to the nearest dollar
- Disbursements are funded on a reimbursement basis after costs are incurred for the subsidy requested
- The Owner Equity and DDF amounts may not drop below the amounts committed to at the time of project Application
- Project sponsors should maintain and provide back-up documentation
  - This documentation should be made available to FHLBank upon request
- 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, 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
- 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

# AHP Implementation Plan

## Deadlines and Reporting

- A disbursement request must be submitted within 12 months of the date of AHP application approval
  - Each disbursement request must be for a minimum of 25% of the subsidy awarded, except for the final disbursement request if it is for all remaining funds
  - 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 funds must be disbursed no later than 48 months after project approval
- Semi-Annually, project sponsors must provide reports to FHLBank indicating whether reasonable progress is being made toward project completion
- Project Completion Reporting will be due one year after the project completion date
  - Projects should provide FHLBank the Certificate of Occupancy, or other documentation verifying project completion, as soon as it is received

# AHP Implementation Plan

## Project Start & Disbursement Milestones

### Project Start

Rental
<ul style="list-style-type: none"> <li>• Submit a disbursement request that meets the Disbursement Milestones and is for at least 25 percent (25%) of the subsidy awarded within twelve months of application approval</li> </ul>
<ul style="list-style-type: none"> <li>• Provide documentation establishing that AHP subsidy was used to procure a financing commitment that was not approved at the time of the AHP application and must meet the criteria provided below.               <ul style="list-style-type: none"> <li>• Amount of financing commitment must be at least \$20,000.</li> <li>• Project must submit a disbursement request for at least 25 percent (25%) of the subsidy awarded within 18 months of the date of the AHP application approval.</li> </ul> </li> </ul>

### Disbursement

Rental
<ul style="list-style-type: none"> <li>• Other funding source applications approved</li> </ul>
<ul style="list-style-type: none"> <li>• Project buildings and underlying land must be owned or leased at time of disbursement.</li> </ul>
<ul style="list-style-type: none"> <li>• Construction/Rehabilitation started</li> </ul>

# AHP Implementation Plan

## Exhibit A: Project Cost Guidelines

<b>1. DEVELOPMENT BUDGET</b>	
a. Contractor Fees	Twelve percent (12%) aggregate total for contractor fees on the residential component of the project stated as a percentage of the residential costs for land improvements, new construction costs, rehabilitation costs, building hazardous material remediation, local and tap permit fees and other costs for construction and rehabilitation specified on the Development Budget tab of the Feasibility Workbook.
b. Developer / Consultant Fees	<p>Developer and Consultant Fees may not exceed fifteen percent (15%) of the residential costs, excluding developer and consultant fees, land, amounts exceeding the maximum allowable contractor fees, contractor overhead, contractor profit, general requirements, and project reserves.</p> <p>In the event of a subsequent request for increase in subsidy, any additional developer/consultant fee must be no more than the original ratio of developer/contractor fee to costs and based on rates stated in FHLBank's AHP Plan at the time of AHP application. The subsequent request must include additional hard costs excluding developer fees.</p>
c. Contingency	<ul style="list-style-type: none"> <li>• 15 percent (15%) of hard costs for rehabilitation and adaptive reuse.</li> <li>• 10 percent (10%) of hard construction costs, new construction.</li> <li>• Contingency costs for combinations of rehabilitation and new construction will be proportionate to the respective costs.</li> <li>• 3 percent (3%) of soft costs.</li> </ul>
d. Operating Reserves (capitalized)	12 months of operating expenses.
e. Replacement Reserves (capitalized)	\$350 per unit
f. Debt Service Reserves	9 months of debt service.
g. Construction Costs	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.

# AHP Implementation Plan

## Exhibit A: Project Cost Guidelines

<b>2. PROJECT FINANCING</b>	
a. Construction Loan Fees	2 percent (2%) of the construction loan amount.
b. Permanent Loan Fees	2 percent (2%) of the permanent loan amount.
c. Interest Rate	<ul style="list-style-type: none"><li>• Permanent Loan/TIF Loan: 300 basis points over the comparable 15-year or 30-year CHP rate. (Applies to permanent loans not paid out of net cash flow.)</li></ul>
	<ul style="list-style-type: none"><li>• Construction Loan: 500 basis points over the 15-year CHP rate.</li></ul>

# AHP Implementation Plan

## Exhibit B: Eligibility & Feasibility Guidelines

ITEM	Project Eligibility and Feasibility Guidelines
a. Vacancy Rate/Bad Debt	Up to and including 7 percent (7%) of gross rent revenue.
b. Management Fee	Maximum 15 percent (15%) of net rent for 20 units or less. Maximum of 10 percent (10%) of net rent for less than 50 but greater than 20 units. Maximum of 5 percent (5%) of net rent for 50 or more units.
c. Operating Costs	Between \$3,200 and \$6,000 per unit per year without reserves and including real estate taxes or within operating costs approved per Section 8 operating agreement or equivalent requirement.
d. Replacement Reserves	Minimum \$250 and Maximum \$500/unit per year in any year on the 15-year proforma.
e. Debt Capacity Measurement	<u>Debt Coverage Ratio (DCR)</u> - Use DCR when total debt divided by total development cost is greater than or equal to 3 percent. DCR shall be between 1.05 and 1.50 in any year on the 15-year proforma. <u>Effective Gross Income Percentage (EGI%)</u> - Use EGI% when total debt divided by total development cost is less than 3 percent (3%). EGI% shall be between 85 percent (85%) to 100 percent (100%) in every year on the 15-year proforma.
f. Income and expense annual increase	Housing Proforma projections of income and expense must use projected annual increase of 2 percent (2%) income and 3 percent (3%) expenses. This guideline does not apply to Service Proformas.
g. Deferred Developer Fee Repayment	Deferred developer fees must be projected to be paid within the 15-year proforma period.



# 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.
- **Developer Fee:** Fees paid to the project developer as shown on the Development Budget worksheet. Developer fees also include consultant fees for consultants who perform tasks that a developer would normally perform, e.g. tax credit, AHP and loan applications, manage local government approvals, act as an owner agent for pre-construction or construction activities.
- **Household:** Includes all the individuals who currently, or will, occupy the house or residence.
- **Total Development Cost (Rental):** The costs of development for both residential and non-residential uses of funds as shown on the development budget within the AHP feasibility workbook.

# AHP Disbursement Documentation

## Sources of Funds

- Documentation verifying the amount and loan terms (if applicable) for all sources of funds (including construction financing)
  - Loan Terms include the interest rate, loan term, amortization rate, loan fees, and monthly debt service amount
  - **At disbursement, all sources of funds should be approved**
    - If fundraising is a source of funds, all funds should be pledged by disbursement submission
    - If finalized documentation is available, please provide it
- The Owner Equity and DDF amounts may not drop below the amount committed to at the time of project Application
- If the project has the Member Financial Participation scoring commitment:
  - The amount drawn on the loan should total at least 5% of the Total Development Costs (including Non-Residential costs, if applicable)
  - The loan does not have to be drawn down on at the time of disbursement, but does need to be drawn on by Project Completion (PCR)

# AHP Disbursement Documentation Documentation Checklist

- Disbursement and PCR Feasibility Workbook (FW)
  - Please use the FW corresponding to the year the project was awarded (i.e. projects awarded in 2025 will utilize the 2025 Projects FW)
- A copy of unrecorded Real Estate Retention Agreement (RERA)
  - All information should be filled out on pages 1, 2, & 6 except for the Effective Date on page 1
  - The RERA should not be signed or recorded yet
- Documentation verifying the costs have been incurred
  - Invoices, Pay Applications, etc.
- Site Control Documentation
  - Property Record Card, Settlement Statement, Deed, Executed Lease Agreement, etc.
- Scope of Work Documentation
  - Only needed if there was a change to the scope of work since the most recent AHP review
- Documentation verifying Acquisition Costs in FW (if applicable)
- Targeting & Income Workbook (previously the Tenant Income Worksheet)

# 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



\* Required to save the page

◆ Required before Sponsor Approval

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

Save Undo

Next>

- Do not use the 'Enter' key on the keyboard
- Do not use the back or forward button on the browser
- **Do not initiate multiple disbursements at one time**

# 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

A screenshot of the FHLBank Topeka website. The header includes the FHLBank Topeka logo and navigation links: Services & Programs, Resource Center, About Us, Careers, Contact, and a search icon. A vertical navigation menu on the left lists: Application, Disbursement, Monitoring, Resources, Forms, and Proofpoint. A red arrow points to the "Forms" link. The main content area features a large heading "Affordable Housing Program" and two statistics: "\$12 Million" (In 2022, FHLBank Topeka awarded 15 projects more than \$12 million in AHP funding.) and "\$8.9 Million" (In 2021, FHLBank Topeka awarded 15 projects more than \$8.9 million in AHP funding.).

**FHLBank Topeka**

Services & Programs   Resource Center   About Us   Careers   Contact   🔍

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](http://www.ahpfhlbtopeka.com)



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.

**\*\* Only supported by  
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 2017A ▾ Search Reset

Project Name

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

Project ▾ Disbursement ▾ Monitoring ▾ Extension ▾

## Current Project Summary

**Project Profile**

Project Name	Application Number 2361
Project Number	Project Type Rental
Project Status Unfunded/not started	Sponsor Test Organization
Monitoring Status Not Funded	Member Test Customer 2

[More Details](#)

**Conditions Outstanding**

No conditions exist.

[More Details](#)

**Documentation Required**

Document Type	Additional Information	Status
AHP Subsidy Agreement	-	Needed

(1 of 1) [1](#) [<<](#) [>>](#) [>>>](#)

[More Details](#)

**Modifications**

No modifications exist.

[More Details](#)

Project Disbursement Monitoring Extension

Disbursement Home

Request Disbursement



# Disbursement Home

- Select specific Request #  
- OR -
- Request Disbursement

## Disbursement Home

Project Status Unfunded/not started

### AHP Subsidy Award Summary

Current Approved Award Amount	\$ 312,308.00
Less: Approved Disbursement Requests	(\$ 0.00)
Less: Pending Disbursement Requests	(\$ 7,224.00)
Less: Pending Deobligations/Withdrawals	(\$ 0.00)
Available Amount Remaining	\$ 305,084.00

### Disbursement Requests

Request Disbursement

Request #	Amount	Date Created	Date Received	Date Funded	Funding Status
12868	\$ 7,224.00	02/14/2022			Pending

(1 of 1) 1

# Initiate Disbursement Request

- Enter required fields, then select Submit

Project Number: 2021A10014

Project ▾ Disbursement ▾ Monitoring ▾ Extension ▾

## Initiate Disbursement Request

**Subsidy Request\***

Amount\* \$

Uses of Funds (select at least one)\*

☐ New Construction

☐ Rehabilitation

Requested funds will be disbursed to: Test Customer 2

Is this the final disbursement request for this project?\* ☐ Yes ☐ No

\* 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

Disbursement Request Number: 12868

Disbursement Request ▾

## Amount Requested and Uses of Funds

Subsidy Request\*

Amount\*

\$

7224

\$

Uses of Funds (select at least one)\*

☐ New Construction☒ Rehabilitation

Requested funds will be disbursed to: Test Customer 2

Is this the final disbursement request for this project?\* ☐ Yes ☒ No

\* Required to save the page

◆ Required before Sponsor Approval

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

Save

Undo

[Next>](#)

# Disbursement Request Home

- Two ways to navigate

**Disbursement Request** ▼

## Disbursement Request Home

**Request #** 15609  
**Amount** \$ 10,000.00  
**Funding Status** Pending  
**Funding Member** Test customer 2

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

**Approve**

-OR-


**Disbursement Request** ▼

- Disbursement Request Home
- Amount Requested and Uses of Funds
- Site Selection
- Project Status Information
- Conditions
- Scoring Information
- Financial Information
- Project and Disbursement Documentation
- Back to Disbursement Home

# Disbursement Site Selection

- Answer the question “Has there been a change to the project site or location?”
  - If No, check the Select box next to the appropriate address, answer the Owner Default question, and select **Save**

## Disbursement Site Selection

Has there been a change to the project site or location? \* ☐ Yes ☐ No 

[Add Disbursement Sites](#)

Site(s)							
Select	Central Site	Address Line 1	Address Line 2	City	County	State	Zip Code
<input type="checkbox"/>		7537 Lowell		OVERLAND PARK	JOHNSON	KS	66204-2831
<input type="checkbox"/>		9306 W 83rd Terrace		OVERLAND PARK	JOHNSON	KS	66212-3554
<input type="checkbox"/>		7012 Widmer		SHAWNEE	JOHNSON	KS	66216-2358
<input type="checkbox"/>		7328 Reeds Road		OVERLAND PARK	JOHNSON	KS	66204-2165

(1 of 1) [1](#) [2](#) [3](#) [4](#) [5](#)

Is the owner of the property in default for any non-payment of mortgage, real estate taxes or insurance? \* ☐ Yes ☐ No

\* Required to save the page

◆ Required before Sponsor Approval

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

[Save](#) [Undo](#)

[<Previous](#) [Next>](#)

© 2022 FHLBank Topeka. All rights reserved.

# Disbursement Site Selection, cont.

- If Yes, select the Edit button next to the site that needs to be edited

## Disbursement Site Selection

Has there been a change to the project site or location? ☒ Yes ☐ No

Add Disbursement Sites

Site(s)								
Select	Site Information	Central Site	Address Line 1	Address Line 2	City	County	State	Zip Code
<input type="checkbox"/>	Edit   Remove		7537 Lowell		OVERLAND PARK	JOHNSON	KS	66204-2831
<input type="checkbox"/>	Edit   Remove		9306 W 83rd Terrace		OVERLAND PARK	JOHNSON	KS	66212-3554
<input type="checkbox"/>	Edit   Remove		7012 Widmer		SHAWNEE	JOHNSON	KS	66216-2358
<input type="checkbox"/>	Edit   Remove		7328 Reeds Road		OVERLAND PARK	JOHNSON	KS	66204-2165

(1 of 1) 1

\* Required to save the page

◆ Required before Sponsor Approval

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

Save Undo

<Previous Next>

# Site Information

- Update address info as necessary, then select **Update Site**

Site

Update Site Cancel

Address Line1\* 7537 Lowell

Address Line2

ZIP\* 66204 Zip+4 2831 Lookup ?

City OVERLAND PARK Congressional District KS03

County JOHNSON Census Tract 0511.00

State KS CBSA 28140

Number of Units\* 3 Targeted Area\* Federal Disaster Area

Appraisal Date 06/14/2021

Acquisition Price\* 175000 ?

Appraised Value 158000

Is the site donated?\* Not Applicable

Is the Site Rural?\* ☐ Yes ☒ No

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

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

Property is a Foreclosure, REO, or Short Sale\* Not Applicable

Dwelling type\* Single family

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\*

Uploaded File Info

7537 Lowell Appraisal.pdf

Remove

Back to Disbursement Site Selection

# Site Information, cont.

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

## Application Details ?

Site Information

Enter your project's city or county 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

Add Site

Site(s)							
Action	Central Site	Address Line 1	Address Line 2	City	County	State	Zip Code
Edit		7537 Lowell		OVERLAND PARK	JOHNSON	KS	66204-2831
		9306 W 83rd Terrace		OVERLAND PARK	JOHNSON	KS	66212-3554
		7012 Widmer		SHAWNEE	JOHNSON	KS	66216-2358
		7328 Reeds Road		OVERLAND PARK	JOHNSON	KS	66204-2165

(1 of 1) 1

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

© 2022 FHLBank Topeka. All rights reserved.



# Disbursement Site Selection, cont.

- Check the Select box next to the updated address

## Disbursement Site Selection

Has there been a change to the project site or location? <sup>\*</sup> ☒ Yes ☐ No

[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"/>	<a href="#">Edit</a>   <a href="#">Remove</a>		7537 Lowell		OVERLAND PARK	JOHNSON	KS	66204-2831
<input type="checkbox"/>	<a href="#">Edit</a>   <a href="#">Remove</a>		9306 W 83rd Terrace		OVERLAND PARK	JOHNSON	KS	66212-3554
<input type="checkbox"/>	<a href="#">Edit</a>   <a href="#">Remove</a>		7012 Widmer		SHAWNEE	JOHNSON	KS	66216-2358
<input type="checkbox"/>	<a href="#">Edit</a>   <a href="#">Remove</a>		7328 Reeds Road		OVERLAND PARK	JOHNSON	KS	66204-2165

(1 of 1) [1](#)

---

<sup>\*</sup> Required to save the page  
 ♦ Required before Sponsor Approval

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

[Save](#) [Undo](#)

[<Previous](#) [Next>](#)

# 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 the Project's scope of work has not changed from what was last reported.\* ☐ Yes ☐ No

I certify all AHP funds previously disbursed to the member for this project have been disbursed by the member to the project.\* ☐ Yes ☐ No

I certify at least 20% of the units in the rental project funded by this request will be occupied by and affordable to households with income at or below 50% of the Area Median Income.\* ☐ Yes ☐ No

I certify the AHP subsidy is not being used to refinance existing loans.\* ☐ Yes ☐ No

I certify a copy of the executed and recorded FHLBank- approved retention agreement(s) will be provided to FHLBank Topeka.\* ☐ Yes ☐ No

I certify the AHP subsidy is not being used to write down the first mortgage interest rate and is not being used as a subsidized advance.\* ☐ Yes ☐ No

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

I certify any AHP subsidy not provided to the project within 60 days of disbursement to the member will be returned to FHLBank Topeka.\* ☐ Yes ☐ No

I certify at least one household member for each occupied unit is 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

I certify the sponsor meets the project sponsor qualifications criteria established by FHLBank Topeka as described in the AHP Disbursement User Guide.\* ☐ Yes ☐ No

---

\* Required to save the page

◆ Required before Sponsor Approval

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

[<Previous](#)

[Next>](#)

# Conditions

- If the project does not have any conditions, select **Save**
  - Having conditions is very uncommon and will be discussed with the project prior to them appearing in AHP Online, if applicable

# Scoring Information

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

Scoring Category	Commitment Status	Project Commitment	Filled by This Request	Previous Documentation	Attach Supporting Documentation
<b>Priority 2 - Project Sponsorship</b>	Needed	Yes	<input type="checkbox"/>		<input type="button" value="Upload"/> 
<b>Priority 3 - Targeting</b>					
<= 30% AMI	Needed	0	<input type="checkbox"/>		
<= 50% AMI	Needed	35	<input type="checkbox"/>		
> 60% and <= 80% AMI	Needed	23	<input type="checkbox"/>		
<b>Priority 5 - Promotion of Empowerment</b>					
Financial Education/Credit Counseling	Needed	58	<input type="checkbox"/>	0312_001.pdf	<input type="button" value="Upload"/> 
Tenant Association or resident involvement in decision making affecting the creation and/or operation of the project.	Needed	58	<input type="checkbox"/>	CRH RC MOU - Final.pdf	<input type="button" value="Upload"/> 
Tenant Counseling (20% of AHP-assisted units minimum)	Needed	12	<input type="checkbox"/>	Combined MOUs.pdf	<input type="button" value="Upload"/> 
<b>Priority 6 - First District Priority</b>					
In-District	Needed	29	<input type="checkbox"/>		
Special Needs	Needed	29			
Member Financial Participation	Needed		<input type="checkbox"/>		
<b>Priority 7 - Second District Priority</b>					
Federally Declared Disaster Area	Needed	29	<input type="checkbox"/>	Federal Disaster Declaration.pdf	<input type="button" value="Upload"/> 
Preservation of Federally Assisted Housing	Needed		<input type="checkbox"/>	Preserv. of Fed. Ass. Housing.pdf	<input type="button" value="Upload"/> 
<b>Priority 8 - AHP Subsidy per Unit</b>	Needed	\$12,931.03			
<b>Priority 9 - Community Stability</b>					
Neighborhood Revitalization/Stabilization	Needed	12	<input type="checkbox"/>	2020 AP Exec Sum.pdf	<input type="button" value="Upload"/> 

- Select Yes
- Do not select any of the scoring commitments or upload any documents for disbursement. Click **Save**.
  - Scoring commitments will be reviewed at PCR

\* Required to save the page

◆ Required before Sponsor Approval

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

# Financial Feasibility

- Complete the Rental Feasibility Workbook
  - 2025 Disbursement/PCR Feasibility Workbook can be found within the Forms page on the AHP website
  - FW is required to be uploaded to AHP Online
  - **Do NOT use the FW from Application.** AHP Online requires the Disbursement/PCR template to be used.
  - Update all financial information to the most recent data (Development Budget, Sources of Funds, Operating Financials in the Pro Forma, Scope of Work, etc.)
  - Call for technical assistance

# Financial Information: Import Spreadsheet

## Financial Information

Import Spreadsheet
Feasibility Analysis
Commitment Letters

Information

- Your changes have been saved to the system. ✓

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

2023RentalFeasibilityWorkbookRev.01.26.26\_Test.xlsx

Remove

\* Required to save the page

◆ Required before Sponsor Approval

To submit y

<Previous

- 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 Information

Import Spreadsheet
Feasibility Analysis
Commitment Letters

Make the following corrections:

- Sources must equal uses in the Feasibility Workbook.

# Financial Information: Feasibility Analysis

- No guideline issues, select **Save**

## Financial Information

Import Spreadsheet

**Feasibility Analysis**

Commitment Letters

### Information

- No feasibility issues were found. No action is required on this tab.

\* Required to save the page

◆ Required before Sponsor Approval

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

Save

Undo

[<Previous](#)

[Next>](#)

# Financial Information: Feasibility Analysis, cont.

- If a feasibility guideline issue is found, select the 'Explain' link
  - Explanations can be copied from the explanation provided by the project on the Feasibility Analysis tab of the FW

## Financial Information

[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
<a href="#">Explain</a>	Operating Costs	<a href="#">More Info</a>	\$ 3,200.00 – \$ 6,000.00	\$ 1,495.00	\$ 1,725.00	Yes
<a href="#">Explain</a>	Replacement Reserves (Annual)	<a href="#">More Info</a>	\$ 250.00 – \$ 500.00	\$ 0.00	\$ 0.00	Yes

\* Required to save the page

◆ Required before Sponsor Approval

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

[Save](#)
[Undo](#)
[<Previous](#)
[Next>](#)



# Financial Information: Feasibility Analysis, cont.

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

## Financial Information

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
▶	Operating Costs	<a href="#">More Info</a>	\$ 3,200.00 – \$ 6,000.00	\$ 1,495.00	\$ 1,725.00	Yes
Explain	Replacement Reserves (Annual)	<a href="#">More Info</a>	\$ 250.00 – \$ 500.00	\$ 0.00	\$ 0.00	Yes

Feasibility Issue

Feasibility Value

Details

Standard

Current Approved

New

Current Explanation:

Explain

Operating Costs

Operating costs shall be between \$3,200 - \$6,000 per unit per year without reserves and including real estate taxes or within operating costs approved per Section 8 operating agreement or equivalent requirement. The sum of first year operating costs divided by the number of units.

\$ 3,200.00 – \$ 6,000.00

\$ 1,495.00

\$ 1,725.00

Testing

Testing

Update Feasibility Issue
Cancel

*You have 993 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.

Save
Undo

# Financial Information: Commitment Letters

- Answer the construction financing question
  - The letter/document should verify the loan amount and terms (interest rate, & loan fees)

## Financial Information

Import Spreadsheet
Feasibility Analysis
**Commitment Letters**

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

Action	Source of Funds	Description	Amount	Committed	Letter Provided
▶	Permanent Loan*	Permanent Financing	\$ 50,000.00	Yes	No
Attach	Owner Equity	Owner's Equity	\$ 50,000.00	Yes	No

Commitment Letter

Source of Funds

Permanent Loan\*

Description

Permanent Financing

Amount

\$ 50,000.00

Committed

Yes

Update Commitment Letter

Cancel

Attach a commitment letter for this approved funding source. ♦

Upload

?

Does the project include construction financing?\* ☒ Yes ☐ No

Upload final construction financing documentation.\* 

Upload ?

# Financial Information: Commitment Letters

- The letter/document should demonstrate that the source is at least approved along with the amount (if finalized documentation is available, please provide it)
  - For loans, the letter/document should verify the loan terms (interest rate, loan term, amortization rate, loan fees, and monthly debt service amount)

## Financial Information

Import Spreadsheet
Feasibility Analysis
Commitment Letters

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

Action	Source of Funds	Description	Amount	Committed	Letter Provided
▶	Permanent Loan*	Permanent Financing	\$ 50,000.00	Yes	No
Attach	Owner Equity	Owner's Equity	\$ 50,000.00	Yes	No

Commitment Letter

Update Commitment Letter
Cancel

Source of FundsPermanent Loan\*  
DescriptionPermanent Financing  
Amount\$ 50,000.00  
CommittedYes

Attach a commitment letter for this approved funding source.
Upload
?

Does the project include construction financing?\* ☒ Yes ☐ No

Upload final construction financing documentation.\* Upload ?

# Project and Disbursement Documentation

- See Slide 11 for additional information on each of the documents below

## Project and Disbursement Documentation

### Disbursement Request Documents

Action	Document Type	Requirement Type	Has Template?	Attached Document
<a href="#">Edit</a>	Retention Agreement - Draft	Optional	Yes	
<a href="#">Edit</a>	Site Control	Optional	No	
<a href="#">Edit</a>	Acquisition Cost	Optional	No	
<a href="#">Edit</a>	Scope of Work	Optional	Yes	
<a href="#">Edit</a>	Invoices	Required	No	
<a href="#">Edit</a>	Tenant Income Worksheet	Optional	Yes	
<a href="#">Edit</a>	Operating Financials	Optional	No	
<a href="#">Edit</a>	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?
<a href="#">Edit</a>	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.**

Save

Undo

<Previous

Next>

# Sponsor Approval


- Must have all green checkmarks
- Select Approve

## Disbursement Request Home

**Request #** 15610  
**Amount** \$ 10,000.00  
**Funding Status** Pending  
**Funding Member** Test customer 2

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

Approve



# 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 certify the Sponsor has not engaged in, and is not engaging in, covered misconduct as defined in the Exhibits of the AHP Implementation Plan.
- 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.

# 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 \(AWS\)](#)

Application

Disbursement

Monitoring

**Resources**

Forms

Income  
Calculation  
Training

Webinar Recording

Request for  
Repayment Quote  
or Release

## Resources

First Quarter 2026 Maximum Mortgage Rates for Owner-occupied Projects:

✓ First Mortgage 8.15

✓ Second Mortgage 10.15

AHP Online

Proofpoint

### 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!

