



# AHP Application

## User Guide



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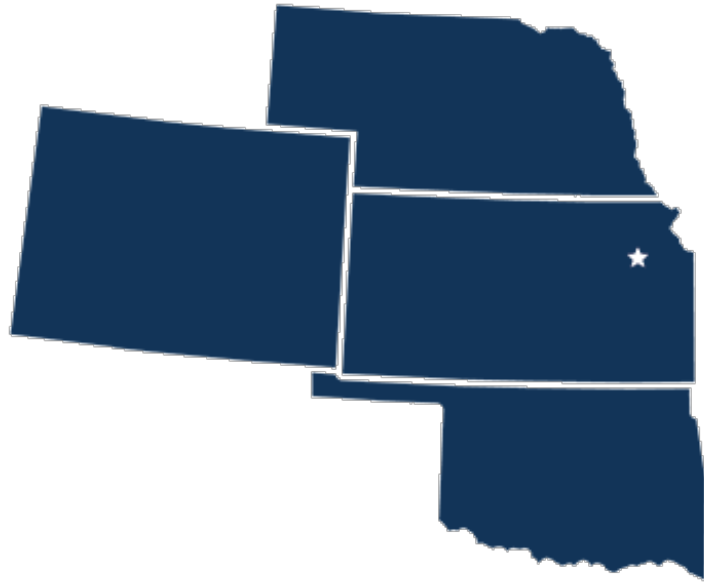
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# Affordable Housing Program Details

## PROGRAM DESCRIPTION

The Affordable Housing Program (AHP) was created by Congress through the Financial Institutions Reform, Recovery and Enforcement Act in 1989. The AHP is funded each year with 10 percent of FHLBank Topeka’s (FHLBank’s) net income. FHLBank’s competitive AHP, implemented in 1990, in partnership with its members and project sponsors, addresses the housing needs of very low-, low-, and moderate-income households by providing gap financing for owner-occupied and rental projects.

Through the AHP, FHLBank will provide funding for qualified applications. Information regarding the current competitive General Fund can be found on the following AHP Application website link: [AHP Application](#).



## PROGRAM RESOURCES

AHP Implementation Plan

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

## HOURS OF OPERATION

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

## TECHNICAL ASSISTANCE HOURS

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

HCD’s toll-free number is: 866.571.8155.

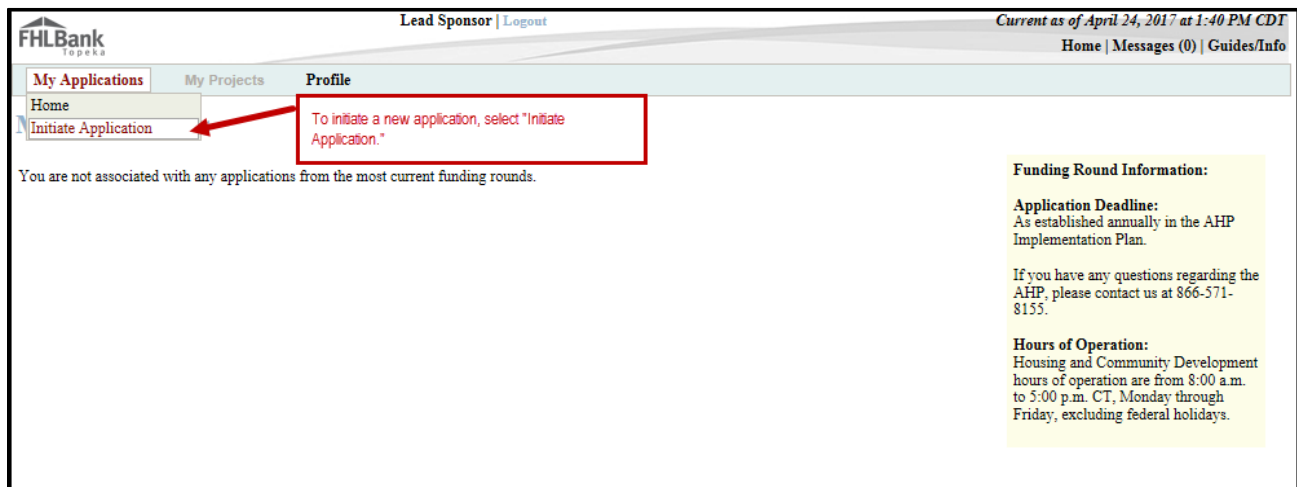
## Sponsors: Creating and Approving an Application

All applications must be initiated by the Lead Contact (Sponsor organization) and submitted in AHP Online by the partnering FHLBank Topeka member. This section covers the steps the Sponsor must complete prior to submitting it to the Member for approval and submission to FHLBank Topeka for consideration in the competitive application round.

### INITIATE APPLICATION

When logging in to AHP Online, you will either be directed to “My Projects” or “My Applications” depending on whether the application round is open. Refer to our website for the application round opening and closing dates. When the round is open, to initiate an application:

1. Select the “My Applications” tab.
2. In the drop-down menu, select “Initiate Application.” Sponsors may initiate as many applications as they intend to submit for the current competitive AHP application period, except as listed below and in the AHP Implementation Plan in effect for the application period.



The screenshot shows the FHLBank Topeka AHP Online interface. At the top, it says "Lead Sponsor | Logout" and "Current as of April 24, 2017 at 1:40 PM CDT". Below that are navigation links: "Home | Messages (0) | Guides/Info". The main navigation bar has three tabs: "My Applications", "My Projects", and "Profile". Under "My Applications", there is a dropdown menu with "Home" and "Initiate Application" options. A red box highlights the "Initiate Application" option, with a red arrow pointing to it and a text box that says "To initiate a new application, select 'Initiate Application.'". Below the navigation bar, the main content area says "You are not associated with any applications from the most current funding rounds." On the right side, there is a yellow box titled "Funding Round Information:" containing "Application Deadline:" (As established annually in the AHP Implementation Plan.), "If you have any questions regarding the AHP, please contact us at 866-571-8155.", and "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.).

- An owner-occupied project sponsor may submit only one of the following project types per application period, but not a combination thereof: rehabilitation or down-payment assistance.
- Multiple applications representing the same project, as determined in FHLBank’s sole discretion, will be deemed a single project regardless of the year or years in which the applications were submitted and/or awarded and limited to receiving the maximum project subsidy and subsidy per unit allowable in the year of the original award. This does not apply to projects past retention.

## APPLICATION INFORMATION (RENTAL APPLICATIONS)

1. Enter the following:
  - Project Name
  - Project Type (Rental)
  - Activity Type (Acquisition, New Construction, Rehabilitation)
    - More than one can be selected
  - Project location ZIP code – For scattered-site projects, enter the ZIP code of the main area of housing units within the application.
2. Select “Lookup” to populate the remaining information on the screen (City, County, State).

### FYI

Once the application has been initiated, the following fields **cannot** be edited.

- Project Type
- Activity Type

The “Lookup” tool in AHP Online sometimes takes several minutes to populate the City, County, and State.

**If you initiate and save an application with the wrong Project or Activity Type, you will need to disregard this application and start a new one.**

Lead Sponsor | Logout Current as of April 24, 2017 at 3:28 PM CDT  
Home | Messages (0) | Guides/Info

My Applications My Projects Profile

### Initiate Application ?

- 1 Application Information
- 2 Select Lead Contacts
- 3 Select Input Role
- 4 Select Member
- 5 Review and Submit
- 6 Confirmation

Project Name\*

Project Type\*

Activity Type(s)\*

Acquisition

New Construction

Rehabilitation

ZIP\*   ?

City TOPEKA

County SHAWNEE

State KS

\* Asterisk indicates required field.

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## APPLICATION INFORMATION (HOMEOWNER APPLICATIONS)

1. Enter the following:
  - Project Name
  - Project Type (Home Ownership)
  - Application is? (Consumer Driven – only option and must be selected)
  - Activity Type (Rehabilitation or Acquisition)
  - Project location ZIP code – For scattered-site projects, enter the sponsor organization’s ZIP code.
2. Select “Lookup” to populate the remaining information on the screen (City, County, State).

### FYI

Once the application has been initiated, the following fields cannot be edited.

- Project Type
- Activity Type

The “Lookup” tool in AHP Online sometimes takes several minutes to populate the City, County, and State.

**If you initiate and save an application with the wrong Project or Activity Type, you will need to disregard this application and start a new one.**

### Application Roles:

**Lead Contact Role:** Lead Contacts must be an authorized person from the sponsor organization and may perform all, or part, of the duties necessary to submit the application and are responsible for the Sponsor Approve function required to submit the application for Member approval and submission to FHLBank Topeka.

**Input Contact Role:** An Input Contact may fill out an application on behalf of the Lead Contact. Input Contacts should not edit Lead Contact, Input Contact, or Member Contact information once the application is initiated. They also should not approve an application for submission. This role is not mandatory.

**Member Contact Role:** Authorized Users of the FHLBank Member are required to approve the applications with which the Member is associated. Members cannot revise the application submitted to them for approval, but they may reject the application back to the Sponsor for revision.

## SELECT LEAD CONTACT ORGANIZATION (SPONSOR) AND LEAD CONTACT(S)

1. Use the "Search" function, enter all or part of the project sponsor name to filter for the organization. The Lead Contact(s) must be from the project sponsor organization.
2. AHP Online will display organizations meeting that search criterion. *If you are unable to find the organization name, try searching by the first several letters in the sponsor organization name and searching again.*
3. Select the sponsor organization from the resulting list.
  - o If the organization does not display, the organization may not be in the system and will need to register in AHP Online.
4. Select at least one, and at most two, Lead Contacts.
5. Review information for accuracy and select "Next" to continue.

**WARNING:**

The application initiation process cannot be completed unless all organizations and contacts are registered in AHP Online.

**Initiate Application** 7

Use the "Search" tool to locate the Project Sponsor organization.

1 Application Information   2 **Select Lead Contacts**   3 Select Input Role   4 Select Member   5 Review and Submit   6 Confirmation

The Lead Sponsor is responsible for the AHP subsidy for the entire AHP compliance period : 5 years for homeownership and 15 years for rental projects from project completion.

Organization Name

Select	Organization Name	City	State
<input type="radio"/>	Allied Services, Inc.	OKLAHOMA CITY	OK
<input checked="" type="radio"/>	Specialty Services, Inc.		
<input type="radio"/>	Support Services		
<input type="radio"/>	Triple A Affordable Housing		
<input type="radio"/>	Washington Housing Opportunities		

1 / 3   Last

(Select at least 1 and at most 2 Lead Contacts)

Contacts for Specialty Services, Inc.		Select
Name		
Jane Doe		<input checked="" type="checkbox"/>

1 / 1

When all information is complete, select, "Next."

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## SELECT INPUT ROLE ORGANIZATION & INPUT CONTACT(S)

1. If the Lead Contact organization will be the only organization completing the application, and no one in the Sponsor organization will act in the capacity of an Input Contact, leave this screen blank, and select "Next" to continue.
2. If there is another organization completing portions of the application (consultant/developer), or the Sponsor organization will have someone from their organization acting as an Input Contact; Use the "Search" function, enter all or part of the name of the organization. AHP Online will display organizations meeting that search criterion. **If you are unable to find the organization name, try searching by the first several letters in the organization name and searching again.**
3. Select the organization from the resulting list.
  - o If the organization does not display, the organization may not be in the system and will need to register in AHP Online.
4. An Input Role/Contact is not required. The screen can be left blank and select "Next" to continue.

### Helpful Hint:

The sponsor organization can also serve in the Input Role; however, the contact(s) must be different than the Lead Sponsor contact(s).

**For Example:** Jane Smith and John Smith are the Lead Sponsor Contacts for Helpful Community Development. Jackie Smith is also from Helpful Community Development but is the Input Role Contact for the application.

### WARNING:

The application initiation process cannot be completed unless all organizations and contacts are registered in AHP Online.

Lead Sponsor | Logout Current as of April 24, 2017 at 3:40 PM CDT

Home | Messages (0) | Guides/Info

My Applications My Projects Profile

### Initiate Application ?

Use the "Search" tool to locate the entity that will input information but not approve the application for submission.

1 Application Information 2 Select Lead Contacts 3 Select Input Role 4 Select Member 5 Review and Submit 6 Confirmation

Organization Name

Select	Organization Name	City	State
<input type="radio"/>	Allied Consulting	OKLAHOMA CITY	OK
<input type="radio"/>	Brendan Frasier AH Consulting		
<input type="radio"/>	Housing Opportunities, Inc.	FORT COLLINS	CO
<input checked="" type="radio"/>	Triple A Consulting		
<input type="radio"/>	Washington Housing Consultants		

1 / 3 Last

Contacts for Housing Solutions Consulting

Name	Select
John Doe	<input type="checkbox"/>

Save

1 / 1

(Select at most 3 Input Contacts)

Organization	Name	Delete
Socialtv Services, Inc.	Lead Sponsor	<input type="checkbox"/>

Delete

When all information is complete, select, "Next."

Back Next Cancel

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## SELECT MEMBER ORGANIZATION & MEMBER CONTACT(S)

1. Use the “Search” function, enter all or part of the name of the member organization name that has agreed to participate in the AHP Online application. AHP Online will display member names meeting that search criterion. *If you are unable to find the member name, try searching by the first several letters in the member name and searching again.*
2. Select the member from the resulting list. If the correct member does not display, contact the member to ensure it has completed the member registration process. Contact Housing and Community Development for assistance if necessary.
3. Select at least one, and at most three, Member Contacts.
4. Review information for accuracy and select “Next” to continue.

### WARNING:

The application initiation process cannot be completed unless all organizations and contacts are registered in AHP Online.

The screenshot shows the 'Initiate Application' page with a progress bar at the top containing six steps: 1. Application Information, 2. Select Lead Contacts, 3. Select Input Role, 4. Select Member, 5. Review and Submit, and 6. Confirmation. Step 4 is currently active.

At the top right, it says 'Lead Sponsor | Logout' and 'Current as of April 24, 2017 at 3:43 PM CDT'. Navigation links include 'Home | Messages (0) | Guides/Info'.

The main form area has a 'Member Name' search field with 'ks' entered and 'Search' and 'Reset' buttons. A callout box says: 'Use the "Search" tool to locate the FHLBank Member.' Below this is a table of members:

Select	Member Name
<input checked="" type="radio"/>	Bank KS

A callout box says: 'Select the FHLBank Member for the project.' Below this is a table of member contacts:

Name	Select
Steve Brown	<input checked="" type="checkbox"/>
Janet Jones	<input type="checkbox"/>
Herman Smith	<input checked="" type="checkbox"/>
Mike Taylor	<input type="checkbox"/>

A callout box says: 'From the list, select the Member Contact(s). If more than one contact displays, you may select up to three.' At the bottom right, there are 'Back', 'Next', and 'Cancel' buttons. A callout box says: 'When all information is complete, select, "Next."'

At the bottom of the page, it says '© 2017 FHLBank Topeka. All rights reserved.'

## REVIEW AND SUBMIT

1. Review information to ensure accuracy.
2. If corrections need to be made, select "Back." Otherwise, select "Submit."

Lead Sponsor | [Logout](#)
Current as of April 24, 2017 at 3:45 PM CDT  
[Home](#) | [Messages \(0\)](#) | [Guides/Info](#)

[My Applications](#)
[My Projects](#)
[Profile](#)

### Initiate Application ?

1 ✓ Application Information

2 ✓ Select Lead Contacts

3 ✓ Select Input Role

4 ✓ Select Member

5 Review and Submit

6 Confirmation

**Project Name** Running Creek Villas

**Project Type** Rental

**Activity Type(s)** New Construction

**ZIP** 66606

**City** TOPEKA

**County** SHAWNEE

**State** KS

Selected Lead Contacts	
Organization	Name
Specialty Services, Inc.	Jane Doe

Selected Contacts with Input Role	
Organization	Name
Triple A Consulting	John Doe

Selected Member Contacts	
Member	Name
Bank KS	Steve Brown
Bank KS	Herman Smith

If all information is correct, select, "Submit."

Back
Submit
Cancel

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### WARNING:

The final step on the following page must be completed for the application to be initiated in AHP Online.

CONFIRMATION

1. This screen confirms you have successfully completed the steps to initiate the application.
2. Select “Finish” to complete the application initiation process.

Lead Sponsor | Logout Current as of April 24, 2017 at 3:47 PM CDT  
Home | Messages (0) | Guides/Info

My Applications My Projects Profile

### Initiate Application ?

1 ✓ Application Information
2 ✓ Select Lead Contacts
3 ✓ Select Input Role
4 ✓ Select Member
5 ✓ Review and Submit
6 ✓ Confirmation

**Project Name** Running Creek Villas  
**Project Type** Rental  
**Activity Type(s)** New Construction  
**ZIP** 66606  
**City** TOPEKA  
**County** SHAWNEE  
**State** KS

Selected Lead contacts	
Organization	Name
Specialty Services, Inc.	Jane Doe

Selected Contacts with Input Role	
Organization	Name
Triple A Consulting	John Doe

Selected Member Contacts	
Member	Name
Bank KS	Steve Brown
Bank KS	Herman Smith

**Finish**

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**WARNING:**

All six steps must have checkmarks, and the “Finish” button must be selected for the application to be initiated. If these steps are not completed in one setting, the application will not be saved, and all steps must be redone.

## MY APPLICATIONS

Once an application has been initiated, the “My Applications” screen will display upon log in. This screen displays all initiated applications with which the Contact is associated, as well as the status of those applications.

To view or continue completing an application, select the applicable Application Number.

### Application Status Definitions

**Pending:** The application has been initiated but is not complete.

**Sponsor Approved:** The Lead Sponsor Contact has approved the application and has received confirmation of approval via email. This status is required before the member can submit the application.

**Member Approved:** The member has completed the Member Involvement screens and has reviewed and approved the application. A status of Member Approved indicates the completed application has been submitted to FHLBank for review.

Jane Doe | [Logout](#) Current as of April 29, 2017 at 1:45 PM CDT

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

[My Applications](#) | [My Projects](#) | [Profile](#)

### My Applications

Application Number	Application Name	Status
<b>Current/Last Round - 2017A</b>		
10000396	Hand-up Homes	Pending
10000395	Running Creek Villas	Pending

To view or continue completing an application, select the applicable Application Number.

Status of applications with which Jane Doe is associated.

**Funding Round Information:**

**Application Deadline:**  
As established annually in the AHP Implementation Plan.

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.

## APPLICATION HOME

Use the Application Home page to:

- Determine the application status;
- Note the deadline to submit the application; and
- Determine which pages of the application are complete, have been started but are not yet complete, and have not yet been started.

### FYI

Status Symbols:



= Not Visited (Need to complete)



= In Progress (Started but not complete)



= Complete



= Modified by Housing and Community Development Staff

Application Home	
Application Status	Pending
Funding Round	2021A
Round Deadline	06/30/2021
Description	Status
<b>General Information</b>	
Application Details : Application Information	✓
Application Details : Site Information	✓
Application Details : Fair Housing	✗
Application Details : Subsidy Amount and Uses of Funds	✗
<b>Scoring</b>	
Use of Donated or Conveyed Government-owned or Other Properties : Donation Information	✗
Use of Donated or Conveyed Government-owned or Other Properties : Donated Evidence	✗
Sponsorship by a Not-for-profit Organization or Government Entity	✗
Home Purchase by Low- or Moderate-income Households	✗
Income Targeting	✗
Underserved Communities and Populations	✗
Creating Economic Opportunity	✗
Community Stability	✗
FHLBank Priorities	✗
<b>Feasibility</b>	
Financial Feasibility : Import Spreadsheet	✗
Financial Feasibility : Feasibility Analysis	✗
Financial Feasibility : Commitment Letters	✗
Displacement	✗
Sponsor Role	✗
Primary Developer	✗
Development Team : Role Selection	✗
Development Team : Team Members	✗
Disclosure	✗
Market Study	✗
Project Timeline	✗

**Complete the information tabs within each application section in the order they appear.**

- General Information
- Scoring
- Feasibility

Some tabs are reliant on information entered from previous tabs and may not work correctly if information is entered out of order.

## GENERAL INFORMATION

Some tabs display questions, upload options, or require data entry based on entry from previous tabs. Failure to complete the application tabs in the order they appear could cause errors or inaccurate information.

## APPLICATION INFORMATION

Enter the following information:

- Project Name (must match project name entered on the “Initiate Project” screen).
- Project Description – Tell us a little bit about your application (A brief description is all that is required).
- Project ZIP, then select the “Lookup” button to auto-populate the City, County, and State.
  - For scattered-site projects, enter the ZIP code of the main area of housing units within the application.
- Answer the remaining questions as applicable for the application.
  - This information is for reporting purposes only and does not affect scoring of the application.

**Application Details** ?

Application Information
Site Information
Fair Housing
Subsidy Amount and Uses of Funds

Project Name\*

Project Type

Activity Type(s)

ZIP  Lookup Complete information as indicated.

City

County

State

**Project Description** ?

Helga's Homess will be located on the Southeast corner of the Helga neighborhood in Lincoln, NE. The homes will be restricted to veterans at or below 50% of the Area Median Income. The total cost of the project is \$8,412,581. Funding will be provided through a construction loan from Member, tax increment financing, a LISC grant, low income housing tax credits, and hopefully an AHP grant.

*You have 3597 characters remaining for your description.*

Will the project fall into one of the following categories?\*

HUD 811  
 HUD 202  
 Permanent Supportive Housing  
 None

Will the project have single-room occupancy (SRO) units available for occupancy?  Yes  No

Will the project use any Federal Government property, excluding Housing and Urban Development (HUD) owned property?  Yes  No

Will the project use any HUD owned property?  Yes  No

Will the project be a mixed-use project (i.e. a project that includes both housing units and income-generating commercial space)?  Yes  No

Will any of the units involved in this project be located in a rural area?  Yes  No

*At least one of the following questions must be answered Yes (if the project includes both single and multi-family buildings, indicate Yes for both questions)*

Will the project be a multi-family structure with five or more dwelling units?  Yes  No

Will the project be a single-family structure with one to four dwelling units?  Yes  No

Is at least one household member for each unit of sufficient age to enter into a legally-binding contract?  Yes  No

Review information for accuracy. Select "Save" and "Next" to continue.

\* Required to save the page

◆ Required before Sponsor Approval

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

Next >

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## ZIP+4 LOOKUP

### **FYI – For the remaining address portions of the application:**

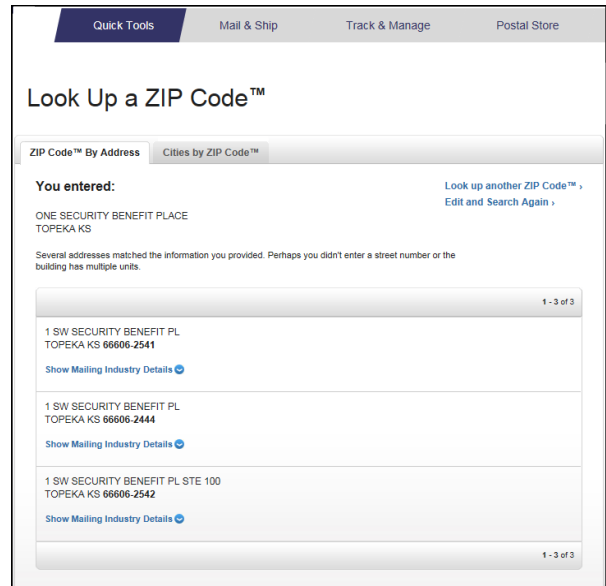
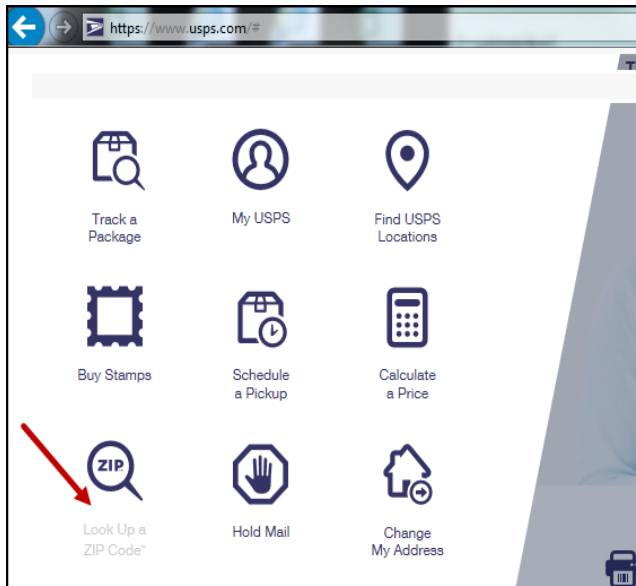
ZIP+4 information is required for the Site Information screen (next page). Please review the information on this page to ensure you are able to complete the Site Information screen.

You will need to provide this information for either the project site address or the sponsor address as instructed.

You must know the +4 portion of the zip code for the next screens. The application DOES NOT look up the +4 for you.

For each project site, verify the ZIP+4 using the “Quick Tools” option at USPS.com to obtain this information.

If the results of the ZIP+4 display multiple options, select the appropriate option. If unknown, contact HCD for additional help.



## SITE INFORMATION

1. Enter the either the city or county in which the project will be located. More than one can be entered. For projects serving more than one state, leave this field blank.
2. Select the state in which the project will be located. If the project will serve more than one state, select "Multi-State."
3. Determine whether the project is a single-site or a scattered-site project.

## FYI

Scattered-site Project – A project consisting of multiple buildings located on non-contiguous parcels (pieces of land that are not physically connected to one another).

Single-site Project – A project with a single or multiple buildings located on a single parcel, or multiple parcels deemed as contiguous (pieces of land that are physically connected to one another and used as the legal description of the project).

First Name: 24756 Last Name: 24756 | Logout

Current as of: April 26, 2018 at 2:54 PM CDT

Project Name: Test 1479 2018  
Application Number: 2183

Application | General Information | Scoring | Feasibility

**Application Details** ?

Application Information | **Site Information** | Fair Housing | Subsidy Amount and Uses of Funds

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

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

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

<Previous Next>

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Go to the section of the user guide that corresponds with your answer:

- [Site Information – Single-site Project](#)
- [Site Information – Scattered-site Project \(Addresses Known\)](#)
- [Site Information – Scattered-site Project \(Addresses Unknown\)](#)

## SITE INFORMATION – SINGLE-SITE PROJECT

1. If the project is a single-site project (generally rental projects) as defined by FHLBank:
  - ❖ Select “Yes.”
  - ❖ Otherwise, select “No.” Skip this section, and go to “Site Information – Scattered-site Project (Addresses Known)” or “Site Information – Scattered-site Project (Addresses Unknown)” as appropriate.
2. Select “Add Site.” The screen will display fields required to be completed and will instruct you to enter information in all required fields. If you do not know the answers, select “No” or “Not Applicable.”
3. In response to the question, “Is the address known?” select “Yes.” Do NOT select “No” for single-site projects. If the exact address of the project is not known, use the address of a location closest to the project (rental applications), and answer all related questions.
  - Lot numbers or closest intersection is acceptable. If awarded, the address will be updated during the disbursement or monitoring processes.
4. Enter the street address, ZIP code, ZIP+4, and then select “Lookup.” The Lookup button is NOT used to find the ZIP code or ZIP+4. You **MUST** know and enter the Zip+4 to continue entering the site information.
  - If the ZIP+4 is unknown, see “ZIP +4 Lookup.”
  - If the Lookup tool works, the City, County, State, Congressional District, Census Tract, and CBSA will auto-populate.
5. Answer remaining questions on the screen.
  - This information is for reporting purposes only and does not affect scoring of the application.
6. **Rental applications only:** Upload the appraisal or documentation supporting the value of the property for. An appraisal is required for applications containing land or building acquisition costs which must also be listed in the development budget.
7. Review all information for accuracy and select “Update Site” to continue. This button must be selected to save the information regarding the site information.
8. The screen will then display the site address. If it is correct, select “Save” and “Next” to continue.

### FYI

- Before selecting the “Lookup” button, enter both the ZIP code **AND** the ZIP+4.
- There is no indicator the tool is working upon selecting “Lookup”. There is, at times, a delay. This could take up to a minute.
- If the project will request points for Donated Property, it must be identified on this screen.

The screenshot shows a web form titled "Site" with the following fields and options:

- Address Line1\*: 500 SW Wanamaker Rd
- Address Line2\*: [Empty]
- ZIP\*: 66606
- Zip+4\*: 1111
- Lookup: [Button]
- City: TOPEKA
- County: SHAWNEE
- State: KS
- Congressional District: KS02
- Census Tract: 0041.00
- CBSA: 45820
- Number of Units\*: 1
- Targeted Area\*: [Not Applicable]
- Appraisal Date: [Empty]
- Acquisition Price\*: 0
- Appraised Value: [Empty]
- Is the site donated?\*: [Donated]
- Is the Site Rural?\*: [No]
- Is the property located on Native Trust Land?\*: [No]
- Is/will the property be located in a land trust?\*: [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?\*: [No]
- Attach an "as is" appraisal or documentation supporting the value of the property: [Browse...]
- [Update Site] [Cancel]

A red callout box with the text "Enter all required information, upload appraisal, review information for accuracy, and select 'Update Site.'" has an arrow pointing to the "Update Site" button.

### SITE INFORMATION – SCATTERED-SITE PROJECT (ADDRESSES KNOWN)

1. If the project meets the definition of a scattered-site project and some or all of the addresses are known:
  - ❖ If all addresses are known, select “Yes.”
  - ❖ If all addresses are not known, select “No.” Skip this section, and go to “Scattered-site Project (Addresses Unknown)”.
2. Enter the number of sites the project will include.
  - **Homeowner applications:** The number of sites equates to the number of known addresses (or donated land/buildings) in the project.
  - **Rental applications:** The number of sites equates to the number of non-contiguous parcels the buildings will be located on.
3. Select “Add Site.” The screen will display fields required to be completed and will instruct you to enter information in all required fields. If you do not know the answers, select “No” or “Not Applicable.”
4. Enter the street address, ZIP code, ZIP+4, and select “Lookup.” The Lookup button is NOT used to find the ZIP code or ZIP+4. You MUST know and enter the Zip+4 to continue entering the site information.
  - If the ZIP+4 is unknown, see “ZIP +4 Lookup.”
5. Answer remaining questions on the screen.
  - This information is for reporting purposes only and does not affect scoring of the application.
6. **Homeowner applications:** Leave appraisal date empty and enter 0 for acquisition price and appraised value. Appraisals are not required for homeowner applications.
7. **Rental applications:** Upload the appraisal or documentation supporting the value of the property for. An appraisal is required for applications containing land or building acquisition costs which must also be listed in the development budget.
8. Review all information for accuracy and select “Update Site” to continue. This button must be selected to save the information regarding the site information.
9. Repeat this action for all other known addresses.
10. The screen will display the property site addresses. If the addresses are correct, select “Save” and “Next” to continue.

**FYI**

- Before selecting the “Lookup” button, enter both the ZIP code **AND** the ZIP+4.
- There is no indicator the tool is working upon selecting “Lookup”. There is, at times, a delay. This could take up to a minute.
- If the project will request points for Donated Property, it must be identified the sites on this screen.

**Site**

Address Line1\*

Address Line2

Number of Units\*

Appraisal Date

Acquisition Price\*

Appraised Value

Is the site donated?\*

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\*

ZIP+  Zip+4

City TOPEKA      Congressional District KS02

County SHAWNEE      Census Tract 0024.00

State KS      CBSA 45820

Targeted Area\*

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\*

Dwelling type\*

Enter all required information, review for accuracy, and select "Update Site."

→

## SITE INFORMATION – SCATTERED-SITE PROJECT (ALL ADDRESSES UNKNOWN)

- If the project meets the definition of a scattered-site project and all addresses are unknown (generally owner-occupied projects):
  - ❖ If some, but not all, addresses are known, select “No.”
  - ❖ If all addresses are known, select “Yes.” Go back to “Scattered-site Project (Addresses Known)”.
- Enter the number of sites the project will include (example: 30 units).
- Enter the number of site addresses that are known (example: 0 units).
- See FYI box for address to enter as the Central Site. Enter the street address; ZIP code, ZIP+4, and select “Lookup.” The Lookup button is NOT used to find the ZIP code or ZIP+4. You MUST know and enter the Zip+4 to continue entering the site information.
  - If the ZIP+4 is unknown, see “ZIP +4 Lookup.”
- Review all information for accuracy and select “Update Central Site” to continue.
- Review the information on the screen and select “Save” and then “Next” to continue.

### FYI

- For projects where addresses have not been identified, select “0” for the number of sites known. For homeowner applications enter the sponsor’s address. For rental applications enter the address or intersection of a location closest to the project.
- Before selecting the “Lookup” button, enter both the ZIP code **AND** the ZIP+4.
- There is no indicator upon selecting “Lookup” the tool is working. There is, at times, a delay. This could take up to a minute.

**Central Site**

Once sites are identified, scoring criteria will be confirmed against identified address(es). If identified address(es) do not meet scoring criteria, a modification is necessary which could trigger repayment of the AHP subsidy.

*Enter an address that is representative of the sites with unknown addresses and is the approximate geographical center of those sites (i.e., the central site). If the sites with unknown addresses are scattered across a wide geographical area, enter the address of the sponsor.*

Address Line1\*       ZIP+  Zip+4   ?

Address Line2       City TOPEKA      Congressional District KS02

County SHAWNEE      Census Tract 0024.00

State KS      CBSA 45820

**Enter all required information, review for accuracy, and select "Update Central Site."**

Application    General Information    Scoring    Feasibility

### Application Details

Application Information    Site Information    Fair Housing    Subsidy Amount and Uses of Funds

Information  
• Application Site Information has been saved. ✓

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

How many site addresses are known?

Action	Site(s)						
	Central Site	Address Line 1	Address Line 2	City	County	State	Zip Code
Edit	✓	500 SW 1st	500 SW 1st	TOPEKA	SHAWNEE	KS	66604-2254
(1 of 1)							

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

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

<Previous Next>

## AFFIRMATIVE FAIR HOUSING

The project as proposed and as approved must comply with all federal and state laws on fair housing and housing accessibility including as referenced in the AHP Implementation Plan.

Projects are required to complete FHLBank’s Affirmative Fair Housing form (*located on FHLBank’s Application website*) that includes the following information:

- ✓ A description of the project’s future marketing activities and mediums.
  - ✓ A description of the experience and training in Affirmative Fair Housing Marketing of the sponsor’s personnel.
  - ✓ A description of the demographic group(s) least likely to apply for housing without special outreach efforts and how the project will market to those groups
1. Provide all answers and all required information on the screen.
  2. Review the information for accuracy and select “Save” and “Next” to continue.

**Application Details** ?

Application Information | Site Information | **Fair Housing** | Subsidy Amount and Uses of Funds

Will the project comply with all the federal, state and local Fair Housing Laws?\*  Yes  No

Attach the Fair Housing Form found on the FHLBank Topeka website.  Browse... ?

---

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

Provide information as required. Review screen for accuracy. Select "Save" and "Next" to continue.

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

<Previous

Next>

**\*\*\* If the project includes eligibility criteria that may directly or indirectly limit participation based on any protected classes, a legal opinion from a licensed attorney is required to validate the project still complies with all fair housing laws.**

## SUBSIDY AMOUNT AND USES OF FUNDS (RENTAL APPLICATIONS)

1. Enter the grant amount being requested (amount must match what's listed in the feasibility workbook).
2. Select at least one option under "Uses of Funds." More than one option may be selected.
  - If "Other" is selected, refer to the AHP Implementation Plan, the FHFA Regulations, and/or contact the Housing and Community Development staff to verify eligibility.
3. Select the type of AHP retention document that will be used. FHLBank provides a rental real estate retention agreement on its website for projects to use.
4. Submission of application to another Federal Home Loan Bank:
  - ❖ If the application has been submitted to another Federal Home Loan Bank for funding, select "Yes," and complete the information required.
    - Other FHLBank funding (received or requested) must be listed on the feasibility workbook as an additional source of funding.
  - ❖ If the application has not been submitted to another Federal Home Loan Bank, select "No."
5. Previous FHLBank application:
  - ❖ If the application was previously approved by FHLBank, select "Yes," and provide the previous project numbers and names in the space provided.
    - Please list all projects associated with the same address listed in the site information screen (ie: withdrawn projects, projects out of retention, projects within the retention period).
  - ❖ If the application was not previously approved by FHLBank, select "No."

**Application Details** ?

Application Information | Site Information | Fair Housing | **Subsidy Amount and Uses of Funds**

**Subsidy Amount**

Grant Amount\*

**Select at least one Uses of Funds\***

Assistance with Acquisition Costs

New Construction

Rehabilitation

Refinance

Other

Choose AHP Specific Retention\*

Has this application been submitted to another Federal Home Loan Bank for AHP funding?\*  Yes  No

Was your application previously approved by FHLBank Topeka?\*  Yes  No

\* Required to save the page

◆ Required before Sponsor Approval

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

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

Provide information as required. Review for accuracy, and select "Save" and "Next" to continue.

**FHLBank requires a real estate retention agreement for each rental project.**

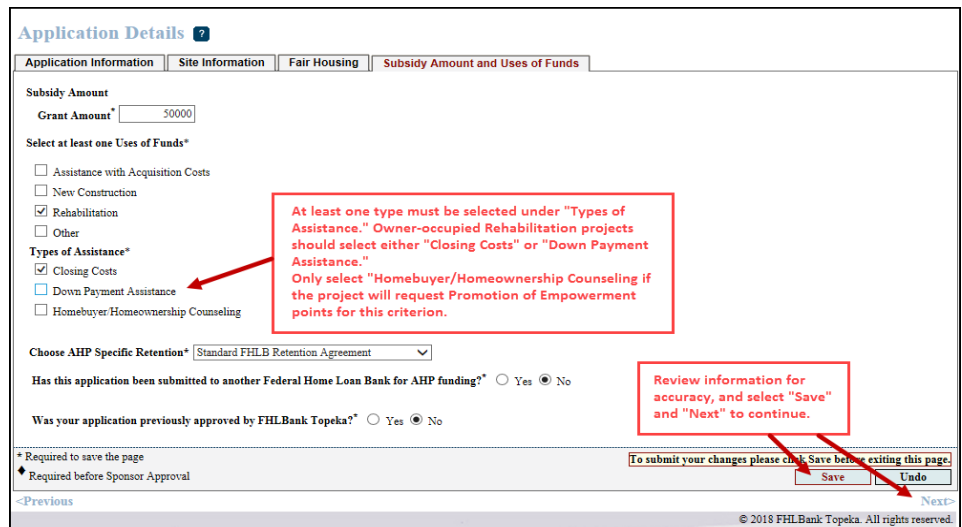
*\*Any retention document other than FHLBank-approved real estate retention agreements must be approved by FHLBank.*

## SUBSIDY AMOUNT AND USES OF FUNDS (HOMEOWNER APPLICATIONS)

1. Enter the grant amount being requested (amount must match what's listed in the feasibility workbook).
2. Select at least one option under "Uses of Funds." Although AHP Online allows more than one option to be selected, FHLBank does not allow more than one use per project (ie: cannot combine down-payment assistance and owner-occupied rehabilitation applications).
  - If "Other" is selected, refer to the AHP Implementation Plan, the FHFA Regulations, and/or contact the Housing and Community Development staff to verify eligibility.
3. Select at least one option under "Types of Assistance," multiple options can be selected. Only select "Homebuyer/Homeownership Counseling" if the project will request points for this in the Creating Economic Opportunity section. The amount entered for costs associated with counseling must match what's listed in the feasibility workbook.
4. Select the type of AHP retention document that will be used. FHLBank provides an owner-occupied real estate retention agreement on its website for projects to use.
5. Submission of Application to another Federal Home Loan Bank:
  - ❖ If the application has been submitted to another Federal Home Loan Bank for funding, select "Yes," and complete the information required.
    - Other FHLBank funding (received or requested) must be listed on the feasibility workbook as an additional source of funding.
  - ❖ If the application has not been submitted to another Federal Home Loan Bank, select "No."

### 6. Previous FHLBank application:

- ❖ If the application was previously approved by FHLBank, select "Yes," and provide the previous project numbers and names in the space provided.
  - If the subsidy is being used for different homebuyers/owners, this is not the same application and "No" may be selected.
- ❖ If the application was not previously approved by FHLBank, select "No."



**Application Details** ?

Application Information | Site Information | Fair Housing | **Subsidy Amount and Uses of Funds**

Subsidy Amount  
Grant Amount\* 50000

Select at least one Uses of Funds\*

Assistance with Acquisition Costs  
 New Construction  
 Rehabilitation  
 Other

Types of Assistance\*

Closing Costs  
 Down Payment Assistance  
 Homebuyer/Homeownership Counseling

Choose AHP Specific Retention\* Standard FHLB Retention Agreement

Has this application been submitted to another Federal Home Loan Bank for AHP funding?  Yes  No

Was your application previously approved by FHLBank Topeka?  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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**FHLBank requires a real estate retention agreement for each owner-occupied unit in which AHP subsidy will be used for down payment or closing-cost assistance. Owner-occupied Rehabilitation projects are not subject to a retention period, so please select "None."**

*\*Any retention document other than FHLBank-approved real estate retention agreements must be approved by FHLBank.*

## SCORING – POINTS OVERVIEW

See the following pages in the user guide and the AHP Implementation Plan for formulas and more information on each scoring criteria.

Possible points by scoring category - Scoring criteria are for all project types unless otherwise specified. User must select the commitment and correct percentage range in AHP Online to be eligible for points.

### FYI

An applicant's commitment to a scoring criterion does not guarantee points will be awarded. FHLBank will review and determine whether the documentation submitted is sufficient to receive points.

*\*\*\*Points awarded for commitments are based on percentage selected and total project units, unless otherwise indicated in AHP Online.*

<p><b>Use of Donated or Conveyed Government-owned or Other Properties</b> Points based on: 5 points</p> <ul style="list-style-type: none"> <li>✓ Length of time between donation and AHP application deadline.</li> <li>✓ Whether donation was by government or any agency or instrumentality thereof.</li> </ul>	<p><b>Underserved Communities and Populations</b> Points based on: 15 points</p> <p>Number of factors to which the project commits:</p> <ul style="list-style-type: none"> <li>✓ Housing for Homeless Households</li> <li>✓ Housing for Special Needs Populations</li> <li>✓ Housing for Other Targeted Populations</li> <li>✓ Rental Housing for Extremely Low-income Households</li> </ul>
<p><b>Sponsorship by a Not-for-Profit Organization or Government Entity</b> Points based on: 5 points</p> <ul style="list-style-type: none"> <li>✓ <b>Rental applications:</b> Sponsor's ownership interest in the project.</li> <li>✓ <b>Homeowner applications:</b> Integral involvement in the project.</li> <li>✓ Native or non-Native organization.</li> </ul>	<p><b>Creating Economic Opportunity – Promotion of Empowerment</b> Points based on: 10 points</p> <p>Number of factors to which the projects commits:</p> <ul style="list-style-type: none"> <li>✓ Housing Education</li> <li>✓ Financial Education or Credit Counseling</li> <li>✓ Education or Training Programs</li> <li>✓ Sweat Equity (owner-occupied only)</li> <li>✓ Mental or Behavioral Health Services</li> <li>✓ Adult or Child Care</li> <li>✓ Case Management or Residential Services</li> </ul>
<p><b>Home Purchase by Low- or Moderate-income Households</b> Points based on: 5 points</p> <ul style="list-style-type: none"> <li>✓ Support the financing of home purchases (down payment assistance/closing costs).</li> </ul>	<p><b>Community Stability</b> Points based on: 10 points</p> <p>Number of factors to which the projects commits:</p> <ul style="list-style-type: none"> <li>✓ Preservation of Affordable Housing</li> <li>✓ Adaptive Reuse</li> </ul>
<p><b>Income Targeting</b> Points based on: 20 points</p> <ul style="list-style-type: none"> <li>✓ Number of units committed in each income category.</li> <li>✓ See formula in AHP Implementation Plan.</li> <li>✓ <b>Rental applications:</b> 20% of project units must be ≤50% AMI.</li> </ul>	<p><b>FHLBank Priorities</b> Points based on: 30 points</p> <p>Number of factors to which the projects commits:</p> <ul style="list-style-type: none"> <li>✓ AHP Subsidy per Unit</li> <li>✓ Member Financial Participation</li> <li>✓ Climate Resiliency and Sustainability</li> <li>✓ District Distribution</li> <li>✓ Residential Economic Diversity</li> <li>✓ Overnight Homeless Shelters</li> <li>✓ In District</li> <li>✓ Qualified Census Tract or Difficult Development Area</li> </ul>

## SCORING – USE OF DONATED OR CONVEYED GOVERNMENT-OWNED OR OTHER PROPERTIES

### DONATION INFORMATION

If the applicant will not request points, select “No” to both questions on the screen.

If the applicant is requesting points for donated property, select “Yes” to the applicable donated type.

- Donated/conveyed by the federal government or any agency or instrumentality thereof; or
- Other donation as defined by the Implementation Plan (land/buildings donated by anyone other than the project sponsor, owner, developer, or any affiliate – unless originally donated to them).

\*Points are assigned based on selection and length of time between donation and AHP application deadline.

Total number of donated units or square footage is required. If using square footage, square feet of the project’s land must also be provided.

To receive points for donated property, all sites must be identified on the ‘Site Information’ screen at application.

- **Homeowner applications:** Changes may be made to donated property after an award is made. The number of years since donation must be within the timeline provided at application (or newer).

Review for accuracy and select “Save” and “Next” to continue to the Donated Evidence screen.

**FYI** - For helpful information, click on the ? at the top of the screen.

- Upon saving the screen, a warning will display. The screen will update, and the warning will no longer display once the Targeting screen has been completed.
- Projects involving rehabilitation without acquisition of property may not receive points under this criterion.
- Reductions in the sale price of a property are not considered donated property.

### Donated Property ?

Donation Information
Donated Evidence

Does the project involve the use of any land or units donated or conveyed by the federal government or any agency or instrumentality thereof?\*  Yes  No

Does the project involve the use of donated property as defined by the Implementation Plan?\*  Yes  No

*Donated units or land:*

Total number of units donated to the project

or

Total square feet of land donated to the project

*The following questions apply to projects with Donated properties*

Total number of units in the project claimed in Targeting

Total square feet of land in the project

Have all donated properties been identified on the Site Information screen?\* ?  Yes  No

Is the donation date less than or equal to 5 years from the AHP Application Deadline date?\*  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>

## DONATED EVIDENCE

If the applicant is not requesting Donated Property points, the screen will display a warning to indicate the applicant has not selected this commitment. Select "Save" and "Next" to continue.

**Warning**  
• The project does not involve the use of Donated properties.

If the applicant is requesting Donated Property points (as indicated on the previous screen), documentation of the donation(s), as well as information about the nature of the donations is required.

**FYI** - For helpful information and instructions, click on the **?** at the top of the screen and beside each field.

Asterisks (\*) are required fields

1. Upload acceptable documentation from the list below evidencing the property donations. All documentation must be uploaded as a single file (ZIP or PDF).
2. Answer the remaining questions and provide additional explanation(s) as required.
3. Review for accuracy and select "Save" and "Next" to continue.

The screenshot shows the 'Donated Property' form with the following elements:

- Navigation tabs: Application, General Information, Scoring, Feasibility.
- Section title: Donated Property with a help icon (?)
- Sub-tabs: Donation Information, Donated Evidence.
- Information section: File Deleted.
- Attachment section: 'Attach all documents that evidence conveyance by federal government, donated properties, and acquisition prices listed on the Site Information tab under Application Details.' with a 'Browse...' button and a help icon (?).
- Question 1: 'Do any of the donating parties have any relationship to the project sponsor, owner, or developer?' with radio buttons for Yes and No.
- Text input: 'Describe all relationships.' with a character count: 'You have 500 characters remaining for your description.'
- Question 2: 'Do any of the donated properties being acquired have any debt that will be assumed by the project?' with radio buttons for Yes and No.
- Text input: 'Describe the amount, terms and conditions of all properties with debt.' with a character count: 'You have 500 characters remaining for your description.'
- Footer: '\* Required to save the page', '\* Required before Sponsor Approval', and a warning: 'To submit your changes please click Save before exiting this page.' with 'Save' and 'Next' buttons.
- Copyright: © 2018 FHLBank Topeka. All rights reserved.

### Acceptable Documentation

The documentation should demonstrate there was no acquisition cost for the property unless a de minimis amount excluding transfer fees or typical closing costs (see AHP Implementation Plan for definition of de minimis). Acceptable forms of documentation include, but are not limited to:

- Donation Commitment Letter
- Settlement Statement
- Purchase Contract(s) showing zero cost
- Real Estate Transfer Statement
- Long-term Lease

Include **ALL** pages of the documentation, not just excerpts. Deeds are **NOT** acceptable documentation.

## SCORING – SPONSORSHIP BY A NOT-FOR-PROFIT ORGANIZATION OR GOVERNMENT ENTITY (RENTAL APPLICATIONS)

### OWNERSHIP STRUCTURE

This screen must be completed regardless of whether the applicant is requesting points. Based on the ownership structure, additional questions will display.

**FYI** - For helpful information and instructions, click on the **?** at the top of the screen and beside each field.

Asterisks (\*) are required fields

1. If selecting Limited Partnership (LP), a Limited Liability Company (LLC), or a General Partner (GP), complete the name of the ownership entity and information for the best contact person.
  - a. Select “Add Limited Partner” and/or “Add General Partner” as applicable and enter the percentage of ownership in the project (these two percentages must add to 100%).
  - b. Enter the LP/GP organization names and percentage of ownership interest in the partnership.
  - c. Add additional LP/GP’s as applicable (the total percentage of LP’s must add to 100% and the total percentage of GP’s must add to 100%).
  - d. Select “Update Limited Partner” and/or “Update General Partner.”
2. For wholly owned or multiple partners (non-LP, LLC, or GP), select “Add Wholly Owned Partner” and add the organization name and ownership percentage.
3. Select “Update Wholly Owned.”
4. All rental applications must upload the Project Ownership Chart found on FHLBank’s AHP Application website.
5. Review for accuracy and select “Save” and “Next” to continue.

**Provide ownership percentages for Limited Partners and General Partners. The percentage of LP/LLC and GP must total 100%.**

Limited Partner(%)* 49.5		General Partner(%)* 50.5	
Report on Limited Partner		Report on General Partner	
Name	Ownership Interest (%)	Name	Ownership Interest (%)
LIMITED PARTNER	93.900	GENERAL PARTNER	100.000
LIMITED PARTNER	6.100		100.000
100.000			

Please indicate type of Ownership Structure.\* **?**

Limited Partnership (LP) Limited Liability Company (LLC) General Partner (GP)

Wholly owned or multiple partners (not LP, LLC or GP)

*Provide information required (below), and select either "Add Wholly Owned Partner" as applicable.*

Name of the LP/LLC/GP\*

Address Line 1  Contact Name\*

Address Line 2  Phone Number\*

City  Email Address\*

State  Zip  -

Provide ownership percentages for Limited Partners and General Partners. The percentage of LP/LLC and GP must total 100%.

Limited Partner(%)\*  General Partner(%)\*

Briefly describe any unique features to the ownership structure.

*You have 250 characters remaining for your description.*

Download and complete the Project Ownership Chart found on the FHLBank Topeka website.

Attach the completed Project Ownership Chart.\*  Browse... **?**

Attach Ownership Structure documents if available.  Browse... **?**

**Legend:**  
 = Required  
 = Provide if Available

Please indicate type of Ownership Structure.\* **?**

Limited Partnership (LP) Limited Liability Company (LLC) General Partner (GP)

Wholly owned or multiple partners (not LP, LLC or GP)

Provide the owners by organization name and ownership percentage.

*Provide information required (below), and select either "Add Wholly Owned Partner" as applicable.*

Partner Details

Name\*

Ownership Interest(%)\*

Briefly describe any unique features to the ownership structure.

*You have 250 characters remaining for your description.*

Download and complete the Project Ownership Chart found on the FHLBank Topeka website.

Attach the completed Project Ownership Chart.\*  Browse... **?**

Attach Ownership Structure documents if available.  Browse... **?**

**Legend:**  
 = Required  
 = Provide if Available

## ORGANIZATION INFORMATION

If the applicant will not request points, select “No.”

1. If the applicant will request Sponsorship by a Not-for-profit Organization or Government Entity points, select “Yes.”
2. Provide an answer to the ownership percentage question, additional fields will display.
  - Points are awarded based on organization type and ownership interest.
  - Regulatory ownership requirement for all Lead Contacts (Sponsor) is minimum 10%.
3. Provide organization type by selecting the most accurate response from the dropdown.
4. Upload the associated documentation listed below in a single file upload (PDF or ZIP).
5. Review for accuracy and select “Save” and then “Next” to continue.

**FYI** - For helpful information and instructions, click on the **?** at the top of the screen.

Asterisks (\*) are required fields

**Sponsorship by a Not-for-profit Organization or Government Entity ?**

Ownership Structure | Organization Information

Will the Project Sponsor qualify for Project Sponsorship points? \*  Yes  No

Is the Project Sponsor a federally recognized Native American Tribe, a Tribal Designated Housing Entity, an Alaskan Native Village, or a government entity for Native Hawaiian Home Lands and has ownership interest as defined in the IP?\*

Greater than 50%  Between 10% and 50%  No

Is the Project Sponsor a not-for-profit organization, a state or a political subdivision of a state, a state housing agency or a local housing authority and has an ownership interest as defined in the IP?\*

Greater than 50%  Between 10% and 50%  No

Organization Type: \* Local housing authority

Attach documentation to validate the type of sponsor organization. Click the question mark at the top of the screen for acceptable documentation. ♦

Uploaded File Info

Test Upload Document.pdf

Remove

\* Required to save the page

♦ Required before Sponsor Approval

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

Save Undo

Previous Next

### Acceptable Documentation – Upload as one file

*Not-for-profit organizations:*

- Documentation of federal Non-profit Status (IRS Determination Letter)
- Certificate of Good Standing (dated as of the application year)

*Government entity:*

- For Public Housing Authorities and Government Entities – provide the Charter and/or Enabling Legislation or signed/dated letter allowing a state or political subdivision of a state to apply for FHLBank funding

*Native American Tribes or Alaskan Native Villages, Tribal Designated Housing Entity, Native Hawaiian Home Lands:*

- Print out from Bureau of Indian Affairs (BIA) documenting federal recognition.
- Housing and Urban Development (HUD) documenting the organization as a Tribally Designated Housing Entity.
- Signed/dated letter from the Department of Hawaiian Home Lands allowing application for FHLBank funding.

**To qualify for Sponsorship by a Not-for-Profit Organization, a sponsor must be a not-for-profit organization or have applied for not-for-profit status at application and awarded not-for-profit status by December 31 of the application year and must have an ownership interest in the project as specified in the AHP Implementation Plan.**

## SCORING – SPONSORSHIP BY NOT-FOR-PROFIT ORGANIZATION OR GOVERNMENT ENTITY (HOMEOWNER APPLICATIONS)

If the applicant will not request points, select “No” to the commitment and sponsor type questions. **Provide an answer to the Sponsor activities regardless of whether requesting Sponsorship by Nonprofit points.** Additional questions will display if points are requested.

1. If the applicant will request Sponsorship by a Not-for-profit Organization or Government Entity points, select “Yes” to the commitment and applicable organization type.
  - o Select type of Sponsor activities (more than one can apply).
  - o Points are awarded based on organization status and type.
  - o Regulatory requirement is Lead Sponsor Organization is integrally involved with the project.
2. Select “Add Organization.” Additional fields will display based on selections.
3. Upload the associated documentation listed below in a single file upload (PDF or ZIP).
4. Select “Update Organization.”
5. Review information for accuracy. Select “Save” and “Next” to continue.

**Sponsorship by a Not-for-profit Organization or Government Entity**

Will the Project Sponsor qualify for Project Sponsorship points?  Yes  No *These questions must be answered whether or not the project will request points for Sponsorship by a Not-for-profit Organization or Government Entity.*

Is the sponsor a federally recognized Native American Tribe, a Tribal Designated Housing Entity, an Alaskan Native Village, or a Government entity for Native Hawaiian Home Lands that will be integrally involved in the project, by fulfilling at least one of the following three roles: \*

- Managing the construction or rehabilitation of the property.
- Providing empowerment services directly as defined in the Implementation Plan.
- Qualifying borrowers, and providing or arranging financing for the owners of housing units if required.

Is the sponsor a not-for-profit organization, a state or a political subdivision of a state, a state housing agency, or a local housing authority that will be integrally involved in the project, by fulfilling at least one of the following three roles: \*

- Managing the construction or rehabilitation of the property.
- Providing empowerment services directly as defined in the Implementation Plan.
- Qualifying borrowers, and providing or arranging financing for the owners of housing units if required.

Which of the following activities will the sponsor be involved with? \*

Managing the construction or rehabilitation of the property

Providing empowerment services directly as defined in the Implementation Plan.

Qualifying borrowers, and providing or arranging financing for the owners of housing units if required.

**Add Organization**

*The sponsor organization that is integrally involved in the application, select the type of organization, provide the organization's name, describe the organization's involvement, and specify the fee percentage paid to the organization.*

Action	Organization Type	Organization Name
	Not-for-profit organization	Test Organization

(1 of 1)

Organization Type\* Not-for-profit organization

Organization Name\* Test Organization

Explanation of involvement including fees paid to the organization \*

You have 996 characters remaining for your description.

Attach documentation to validate the type of sponsor organization. Click the question mark at the top of the screen for acceptable documentation. \*

Uploaded File Info

Test Upload Document.pdf

Remove

Upload the required documentation as a single .pdf or zip file.

Review information for accuracy and select "Save" and then "Next" to continue.

\* Required to save the page

\* Required before Sponsor Approval

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

Save Undo

### Acceptable Documentation – Upload as one file

#### Not-for-profit organizations:

- Documentation of federal Non-profit Status (IRS Determination Letter)
- Certificate of Good Standing (dated as of the application year)

#### Government entity:

- For Public Housing Authorities and Government Entities – provide the Charter and/or Enabling Legislation or signed/dated letter allowing a state or political subdivision of a state to apply for FHLBank funding

#### Native American Tribes or Alaskan Native Villages, Tribal Designated Housing Entity, Native Hawaiian Home Lands:

- Print out from Bureau of Indian Affairs (BIA) documenting federal recognition.
- Housing and Urban Development (HUD) documenting the organization as a Tribally Designated Housing Entity.
- Signed/dated letter from the Department of Hawaiian Home Lands allowing application for FHLBank funding

**To qualify for Sponsorship by a Not-for-Profit Organization, a sponsor must be a not-for-profit organization or have applied for not-for-profit status at application and awarded not-for-profit status by December 31 of the application year and must be integrally involved in the project in one or more of the following ways:**


- Manage the construction or rehabilitation of the property; or
- Provide empowerment services directly as defined in the Implementation Plan; or
- Qualify borrowers and provide or arrange financing for the owners of the units.

## SCORING – HOME PURCHASE BY LOW- OR MODERATE-INCOME HOUSEHOLDS (HOMEOWNER APPLICATIONS)

If the applicant will not request points, select “No.”

1. If the project will request Housing for Home Purchase by Low- or Moderate-income Household points, select “Yes.”
  - Regulations version of asking if the applicant will be offering down payment assistance.
2. Additional fields will NOT display. Documentation is not needed during application.
3. The entire project must include units that will be available for down payment and/or closing costs.
4. Review for accuracy and select “Save” and then “Next” to continue.

### FYI

- For helpful information, click on the  at the top of the screen, and review the Help Text.


Asterisks (\*) are required fields

### Home Purchase by Low- or Moderate-income Households

Will the project support the financing of home purchases by low- or moderate-income households?\*  Yes  No

---

\* Required to save the page To submit your changes please click Save before exiting this page.

 Required before Sponsor Approval

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## SCORING – INCOME TARGETING (ALL APPLICATION TYPES)

1. Enter the number of units the project will have in each Targeting category. Enter a “0” for any category for which the project will not have any units.
2. Homeowner projects are not allowed to have any units greater than 80% AMI.
3. Rental projects are required to have at least 20% of the units in the less than or equal to 50% AMI category. Select “Update” to save.
4. If any units are entered in the “Less than or equal to 50% AMI” category, a field will display to indicate how many units are anticipate to be occupied by households with income less than or equal to 30% AMI.

**\* Homeowner applications - This is an FHFA reporting element and not a commitment made by the project.**

**\* Rental applications - This is an FHFA reporting element unless attempting points for Extremely Low-Income Households in the Underserved Communities and Populations screen.**

5. Select “Update.”
6. Review information for accuracy and select “Save” and then “Next” to continue.

### FYI

Applications that commit to at least 60% of units to at or below 50% of the AMI will score the maximum points for Targeting.

- For helpful information, click on the at the top of the screen, and review the Help Text.

Asterisks (\*) are required fields

**Targeting**

**Information**

- Your changes have been saved to the system.

	Number of Units
Less than or equal to 50% AMI (Area Median Income)*	5
<div style="border: 1px solid gray; padding: 2px; margin: 2px;">           Of the less than or equal to 50% AMI units, how many are targeted to households at or below 30% AMI?*         </div> <div style="border: 1px solid gray; width: 50px; text-align: center; margin: 2px;">2</div>	
Greater than 50% and less than or equal to 60% AMI*	5
Greater than 60% and less than or equal to 80% AMI*	0
<b>Total</b>	<b>10</b>

Make any changes above?

Review information for accuracy, and select "Save" and then "Next" to continue.

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

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

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### Rental Applications:

- The targeting breakdown provided in the application should match the breakdown of units by income level provided by the applicant in the Targeting and Income Worksheet.

- The targeting breakdown provided in the AHP application must match or be more restrictive than other funding source requirements. If more restrictive, documentation updating targeting from the other funding source will be required.

- If occupied, the targeting breakdown must match current occupancy targeting unless a relocation plan is submitted and approved.

## SCORING – UNDERSERVED COMMUNITIES AND POPULATIONS (ALL APPLICATION TYPES)

If the applicant will not request points, select “No” to each commitment listed.

1. If the applicant is requesting points for Housing for Homeless Households, Special Needs Populations, Large Units, Native American Households, Rural Households, Military Veteran or Active Duty Households, or Rental Housing for Extremely Low-income Households, select “Yes” to each criterion for which points will be attempted.
2. See the AHP Implementation Plan for definitions of all commitments before selecting.
3. Additional fields will display.
4. Select the percent category to receive the associated points requested.
5. Documentation is not required for the application.
6. Review for accuracy and select “Save” and then “Next” to continue.

### FYI

To be awarded points for Special Needs, a mixture of the special needs populations is allowed as long as they add up to a minimum of 20 percent of the project’s total units.

\*\*\*Points are awarded for commitments on this screen to applicants reserving a minimum 20 percent (1.75 points), 50 percent (3.5 points), up to the maximum points (5 points) for those reserving 75 percent.

### Underserved Communities and Populations ?

Will the project qualify for Housing for Homeless points?\*  Yes  No

Will the project qualify for Housing for Special Needs Populations?\*  Yes  No

Will 20% or more of the total units be Large Units (three bedrooms or more)?\*  Yes  No

Will 20% or more of the total units be reserved for households with a Native American household member?\*  Yes  No

The number of units specifically reserved for households with at least one Native American household member will be:\*

- $\geq 20\%$  and  $< 50\%$  of total units  
  $\geq 50\%$  and  $< 75\%$  of total units  
  $\geq 75\%$  of total units

Will 20% or more of the total units be reserved for households located in a rural area?\*  Yes  No

The number of units specifically reserved for households located in a rural area will be:\*

- $\geq 20\%$  and  $< 50\%$  of total units  
  $\geq 50\%$  and  $< 75\%$  of total units  
  $\geq 75\%$  of total units

Will the project serve multiple counties?\*  Yes  No

Will 20% or more of the total units be reserved for households with a veteran or active duty household member?\*  Yes  No

The number of units specifically reserved for households with at least one veteran or active duty household member will be:\*

- $\geq 20\%$  and  $< 50\%$  of total units  
  $\geq 50\%$  and  $< 75\%$  of total units  
  $\geq 75\%$  of total units

Will 20% or more of the total units be reserved for extremely low-income households?\*  Yes  No

**Acceptable Documentation – Not required at the time of application.**

**\* Refer to the AHP Implementation Plan for minimum unit requirements to score points under the various factors.**

## SCORING – CREATING ECONOMIC OPPORTUNITY (ALL APPLICATION TYPES)

### PROMOTION OF EMPOWERMENT

If the applicant will not request points, select “No” to each commitment listed.

1. If the applicant will request points, select “Yes” to each criterion for which points will be attempted.
2. See the AHP Implementation Plan for definitions of all commitments before selecting.
3. Additional fields will display.
4. Upload acceptable documentation from the list below for each commitment selected.
5. Review for accuracy and select “Save” and then “Next” to continue.
6. Scoring commitments listed will be based on application type (rental or homeownership).

### Creating Economic Opportunity ?

Will the project provide **Housing Education for 50% or more of the total units?**\*  Yes  No

Will the project make **Financial Education available to 100% of the total units?**\*  Yes  No

Will the project make **Education or Training Programs available to 100% of the total units?**\*  Yes  No

Will the project include **Sweat Equity for 20% or more of the total units?**\*  Yes  No

Will the project make **Mental or Behavior Health Services available to 100% of the total units?**\*  Yes  No

Will the project make **Adult or Child Care services available to 100% of the total units?**\*  Yes  No

Will the project provide **Case Management or Residential Services to 50% of the total units?**\*  Yes  No

---

### Acceptable Documentation

- Memorandum of Understanding (found on FHLBank’s website). The Memorandum of Understanding must be dated within the current or previous calendar year and must be signed. - OR -

- Commitment letter from the provider of the service. The letter must be on the provider’s letterhead, must be dated within the current or previous calendar year and must be signed.

Points are assigned based on the number of factors to which the project has committed.

---

## SCORING – COMMUNITY STABILITY (ALL APPLICATION TYPES)

If the applicant will not request points, select “No” to each commitment listed.

1. If the applicant will request points, select “Yes” to each criterion for which points will be attempted.
2. See the AHP Implementation Plan for definitions of all commitments before selecting.
3. Additional fields will display.
4. Upload acceptable documentation from the list below for each commitment selected.
5. Review for accuracy and select “Save” and then “Next” to continue.
6. Scoring commitments listed will be based on application type (rental or homeownership).

**Community Stability** ?

Will the project promote Preservation of Affordable Housing through the rehabilitation of a.) federally subsidized units that would otherwise be lost as affordable housing stock and/or converted to market-rate units, or, b.) Public Housing Authority (PHA) owned units?  Yes  No

Attach supporting documentation for Preservation of Affordable Housing scoring criteria  No file chosen ?

Will 80% or more of the total units qualify for adaptive reuse in the conversion of a building from a non-housing use to a housing use?\*  Yes  No

Is the property currently vacant or abandoned?  Yes  No

Attach supporting documentation for Adaptive Reuse scoring criteria.  No file chosen ?

---

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

**Review information for accuracy and select "Save" and "Next" to continue.**

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

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### Acceptable Documentation

#### - Preservation of Affordable Housing:

**\*Rental applications - Preservation of Federally Assisted Housing:** Documentation verifying either 1) project’s federal subsidy is within two years of expiration as of the AHP application period opening date; OR 2) the project is owned by a Public Housing Authority.

**\*Homeowner applications - Owner-occupied Rehabilitation:** Not required at application.

**- Adaptive Reuse of Property:** Documentation verifying prior use of the property . Examples include, but are not limited to, market study, local government tax assessment, condemnation papers from the city, Phase 1 or other environmental study, newspaper articles/advertisements, or letter from local government.

## SCORING – FHLBANK PRIORITIES (ALL APPLICATION TYPES)

If the applicant will not request points, select “No” to each commitment listed.

1. If the applicant will request points, select “Yes” to each criterion for which points will be attempted.
2. See the AHP Implementation Plan for definitions of all commitments before selecting.
3. Additional fields will display.
4. Upload acceptable documentation from the list below for each commitment selected.
5. Review for accuracy and select “Save” and then “Next” to continue.

**FHLBank Priorities** ?

---

Will the project's AHP Subsidy per Unit (SPU) be less than or equal to \$75,000?\*  Yes  No

Will an FHLB system member play a financial role in the development of the project, excluding pass through of AHP subsidy?\*  Yes  No

Will 50% or more of the project's total units be located within a county that has not received an AHP General Fund project award from FHLBank Topeka during any of the previous three calendar years prior to the current year?\*  Yes  No

Will 20% or more of the total units be located in an area that promotes Residential Economic Diversity?\*  Yes  No

Will 20% or more of the project's total units be located in a Qualified Census Tract (QCT) or Difficult Development Area (DDA)?\*  Yes  No

Will 50% or more of the total units be In-district?\*  Yes  No

Will 50% or more of the total units incorporate a Climate Resiliency and Sustainability scoring criterion?\*  Yes  No

### Acceptable Documentation

- **Member Financial Participation:** Form (found on FHLBank’s website) dated within the current or previous calendar year and must be signed; **OR**, a signed/dated commitment letter from the FHLBank system member committing to provide financing that meets the requirements listed in the AHP Implementation Plan.

- **Residential Economic Diversity (High Opportunity Area):**

**\*Rental applications** - FFIEC Geocoding print out demonstrating the project is in a census tract that meets or exceeds the income for the county or MSA as indicated by the ‘Tract Median Family Income %’ being equal to or greater than 100%.

**\*Homeownership applications** - Memorandum of Understanding (found on FHLBank’s website) or commitment letter verifying the units will be in areas that meet the requirements listed in the AHP Implementation Plan.

- **Qualified Census Tract or Difficult Development Area:**

**\*Rental applications** - Copy of the Qualified Census Tract Table Generator from HUD’s website indicating the location of the project is in areas that qualify as defined in the AHP Implementation Plan.

**\*Homeownership applications** - Memorandum of Understanding (found on FHLBank’s website) or commitment letter verifying the units will be in areas that meet the requirements listed in the AHP Implementation Plan.

- **Climate Resiliency and Sustainability:**

**\*All application types** - Federally Declared Disaster Area: Provide print out from FEMA website indicating counties included in the application include public or private assistance in a federally declared disaster area.



*\*Rental applications - Signed/dated letter from the general contractor (or similar) confirming the selected type will be a part of the project and a brief description/documentation of how it will be fulfilled.*

*\*Homeowner applications - Memorandum of Understanding (found on FHLBank's website) or commitment letter verifying the units will include the selected type and a brief description of how it will be fulfilled.*

**Other Commitments – Documentation not required:**

- **AHP Subsidy per Unit:** Points will be calculated based on the feasibility workbook uploaded to the application.
  - **Overnight Homeless Shelters:** Not required at application.
  - **In-district:** Project address entered on Site Information screen is located within CO, KS, NE, OK.
  - **District Distribution:** Project address entered on Site Information screen will be verified against list on AHP application website.
-

## FINANCIAL FEASIBILITY (HOMEOWNER APPLICATIONS)

For Rental projects, go to “[Financial Feasibility – Rental Applications.](#)”

### IMPORT SPREADSHEET (HOMEOWNER APPLICATIONS)

A completed feasibility workbook is required for all applications.

1. Complete the Homeowner Feasibility Workbook found on FHLBank’s application website.
2. Using the “Browse” feature, upload the completed feasibility workbook to AHP Online.
3. If the upload is successful, errors will not display, and the upload box will now display the file name for the Feasibility Workbook.
4. Select “Save” and then “Next” to continue.

#### FYI

- The feasibility workbook includes information on how to complete the workbook.
- If explanations are needed, enter in the explanation boxes provided at the bottom of applicable tab.

Asterisks (\*) are required fields

**Financial Feasibility** ?

*Download and complete the Homeowner Feasibility Workbook found on the FHLBank Topeka website.*

Uploaded File Info	
Import the Homeowner Feasibility Workbook*	<div style="border: 1px solid #ccc; padding: 2px;"> <p style="margin: 0;"><i>2025 OO Feasibility Workbook.xlsx</i></p> <p style="text-align: center; margin: 0;"><input type="button" value="Remove"/></p> </div>

---

\* Required to save the page
**To submit your changes please click Save before exiting this page.**

◆ Required before Sponsor Approval

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## FEASIBILITY ANALYSIS (HOMEOWNER APPLICATIONS)

If AHP Online detects any elements of the feasibility workbook that are outside FHLBank guidelines analyzed in AHP Online, those elements will display on this screen and will require explanation. Most FHLBank guidelines for homeownership projects are reviewed outside of AHP Online and are identified in the feasibility workbook.

To obtain information about any item notated in AHP Online as outside FHLBank guidelines, select “More Info” in the “Details” column.

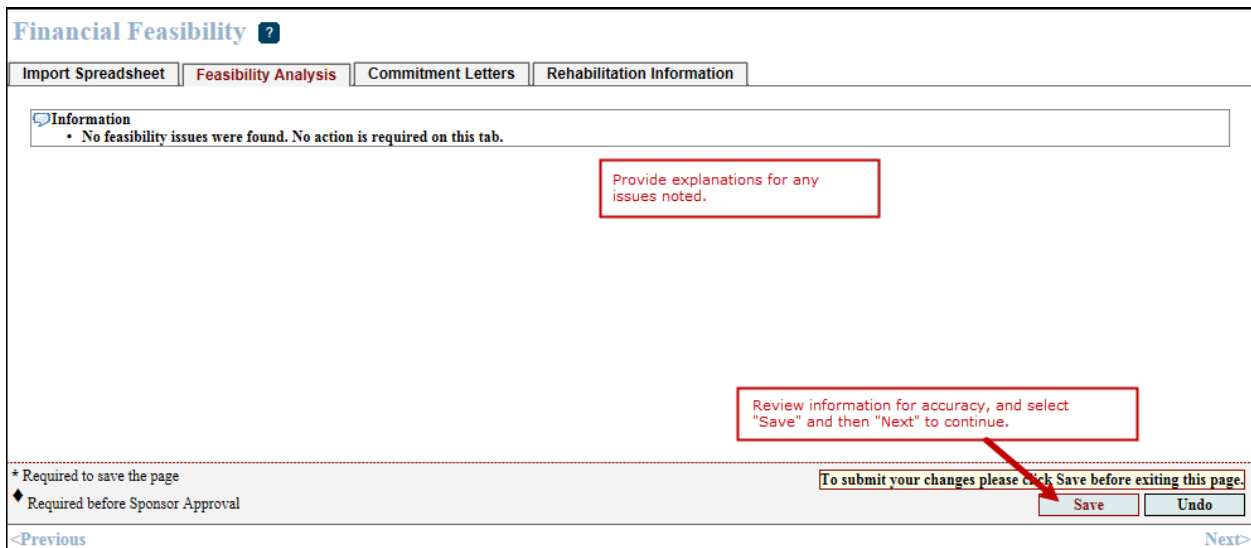
1. Select “Explain” by an item outside of FHLBank guidelines.
2. Provide an explanation as to why an exception should be granted.
3. Select “Update Feasibility Issue.”
4. Repeat the process for each item outside FHLBank guidelines as identified.
5. Review for accuracy.
6. Select “Save” and then “Next” to continue.

### FYI

Most analysis of Homeowner project feasibility is done outside of AHP Online.

The Homeowner Feasibility Workbook identifies any elements that are outside of FHLBank guidelines.

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



**Financial Feasibility** ?

Import Spreadsheet | **Feasibility Analysis** | Commitment Letters | Rehabilitation Information

**Information**

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

Provide explanations for any issues noted.

Review information for accuracy, and select "Save" and then "Next" to continue.

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

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

Save Undo

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## COMMITMENT LETTERS (HOMEOWNER APPLICATIONS)

If the project will include sources such as HOME funds, weatherization grants, other grants/donations, or loans, a commitment letter must be uploaded for each one.

1. Select "Attach."

**Financial Feasibility** ?

Import Spreadsheet | Feasibility Analysis | **Commitment Letters** | Rehabilitation Information

The following committed funding sources were found in the Sources tab of the imported Homeowner Feasibility Workbook. For each committed funding source listed, click on the Attach link in the Action column to open the Commitment Letter box. In the Commitment Letter box, the corresponding funding source commitment letter must be attached. After attaching the letter, click Update Commitment Letter. Once all commitment letters are attached (indicated by Yes values in the Letter Provided column), save the page and click Next.

Commitment Letters						
Action	Source of Funds	Description	Amount	Committed	Letter Provided	
Attach	Consumer Loan	Other Loans	\$ 20,500.00	Yes	No	

Select "Attach" next to each Source of Funds to upload commitment letters.

2. Using the "Browse" function, locate and upload the commitment letter for each identified source.
3. Select "Update Commitment Letter" to save.

**Financial Feasibility** ?

Import Spreadsheet | Feasibility Analysis | **Commitment Letters** | Rehabilitation Information

The following committed funding sources were found in the Sources tab of the imported Homeowner Feasibility Workbook. For each committed funding source listed, click on the Attach link in the Action column to open the Commitment Letter box. In the Commitment Letter box, the corresponding funding source commitment letter must be attached. After attaching the letter, click Update Commitment Letter. Once all commitment letters are attached (indicated by Yes values in the Letter Provided column), save the page and click Next.

Commitment Letters						
Action	Source of Funds	Description	Amount	Committed	Letter Provided	
Attach	Consumer Loan	Other Loans	\$ 20,500.00	Yes	No	

Commitment Letter

Update Commitment Letter | Cancel

Source of Funds: Consumer Loan  
Description: Other Loans  
Amount: 20500  
Committed: Yes

Attach a commitment letter for this committed funding source. M: AHP Automation Proj Browse... ?

Upload commitment letter, and select "Update Commitment Letter" to save.

4. Answer the remaining questions.

**Financial Feasibility** ?

Import Spreadsheet | Feasibility Analysis | **Commitment Letters** | Rehabilitation Information

The following committed funding sources were found in the Sources tab of the imported Homeowner Feasibility Workbook. For each committed funding source listed, click on the Attach link in the Action column to open the Commitment Letter box. In the Commitment Letter box, the corresponding funding source commitment letter must be attached. After attaching the letter, click Update Commitment Letter. Once all commitment letters are attached (indicated by Yes values in the Letter Provided column), save the page and click Next.

Commitment Letters						
Action	Source of Funds	Description	Amount	Committed	Letter Provided	
Attach	Consumer Loan	Other Loans	\$ 20,500.00	Yes	Yes	

Does this project include LIHTC equity?\*  Yes  No

Will the project include construction financing?\*  Yes  No

Is the project an existing occupied project?\*  Yes  No

Financing of Operating Costs

Will the project include rental subsidies or operating grants to subsidize on-going operations?\*  Yes  No

\* 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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Provide responses to questions on page. Provide additional information as prompted.

Review information for accuracy, and select "Save" and then "Next" to continue.

### FYI

With the exception of the question "Is the project an existing occupied project?" the answer to the remaining questions will be "No."

IF the project will be an owner-occupied rehabilitation project, the answer to this question should be "Yes."

## REHABILITATION INFORMATION (HOMEOWNER APPLICATIONS)

This tab will display for owner-occupied rehabilitation projects only.

1. In the space provided, describe the repairs that will be project's focus.
2. Using the "Browse" function, locate and upload estimates that provide examples of anticipated rehabilitation to project units. These files must be uploaded as a single file (i.e. scanned and uploaded as a single PDF or a ZIP file).

### FYI

Provide estimates for possible types of rehabilitation the Owner-occupied Rehabilitation project will provide. Examples of anticipation may include, but are not limited to: window replacement, roof repair/replacement, etc.


The estimates provided should be representative of the rehabilitation listed on the Feasibility Workbook.

**If approved, the project may provide rehabilitation assistance beyond the examples provided at application.**



If awarded, the rehabilitation costs for each Owner-occupied Rehabilitation unit must be determined to be reasonable, based FHLBank's cost reasonableness analysis.

### Financial Feasibility ?

Import Spreadsheet	Feasibility Analysis	Commitment Letters	<b>Rehabilitation Information</b>
--------------------	----------------------	--------------------	-----------------------------------

Describe the types of repairs on which the program will focus 

*You have 4000 characters remaining for your description.*

Upload estimates to support the costs of rehabilitation listed in the Feasibility Workbook.   

### DISPLACEMENT (HOMEOWNER APPLICATIONS)

If the project will involve any temporary displacement of current residents, select "Yes." Otherwise, select "No."

*If displacement will occur, provide a Relocation Plan. Refer to Exhibit E of the AHP Implementation Plan for the definition of a Relocation Plan for details of the requirements the submitted plan must meet.*

1. Enter the number of units estimated to be displaced.
2. Provide an explanation and costs associated as required.

**FYI**

Asterisks (\*) are required fields to save the screen before moving on.

Diamonds (◆) are required fields to submit the application.

**FYI**

Homeowner projects rarely include displacement of current residents.

This may be a possibility for owner-occupied rehabilitation projects if the rehabilitation is to such an extent the homeowner must temporarily relocate during the repairs.

**Displacement** ?

Will the project involve any temporary displacement of current residents?\*  Yes  No

Number of households displaced/relocated ◆

Attach an executive summary of the relocation plan ◆  Browse... ?

Describe the temporary displacement plan of current residents and the costs associated with the relocation. ◆

*You have 4000 characters remaining for your description.*

\* Required to save the page

◆ Required before Sponsor Approval

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

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Answer questions, and upload information as required.

Review information for accuracy, and select "Save" and then "Next" to continue.

### SPONSOR ROLE (HOMEOWNER APPLICATIONS)

1. Obtain the Sponsor Experience Form found on FHLBank’s website.
2. Complete the Sponsor Experience Form.
3. Select all roles the sponsor will have regarding the project.
  - One role is acceptable but may select more than one.
4. Use the “Browse” function to locate and upload the completed Sponsor Experience Form.
5. If applicable, use the “Browse” function to locate and upload the Form 990, if applicable to your organization type.
6. Review for accuracy.
7. Select “Save” and then “Next” to continue.

**FYI**

Asterisks (\*) are required fields to save the screen before moving on.

Diamonds (◆) are required fields to submit the application.

**Sponsor Role** ?

Specify the Sponsor’s role in the AHP project (check all that apply).\*

<input type="checkbox"/> Owner	<input type="checkbox"/> Property Manager	<input checked="" type="checkbox"/> Other <input type="text" value="Qualifying households for rehab project"/>
<input type="checkbox"/> Qualify Borrowers and Arrange Financing for Homeowners	<input type="checkbox"/> Empowerment or Supportive Services Provider	
<input type="checkbox"/> Developer	<input checked="" type="checkbox"/> Construction or Rehab Manager	

Download and complete the Sponsor Experience Form found on the FHLBank Topeka website.

Attach the completed Sponsor Experience Form. ◆   ?

Attach Form 990, if applicable.   ?

---

\* Required to save the page

◆ Required before Sponsor Approval

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

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**FYI**

**\*Sponsor qualifications are reviewed at the time of application.**

The past five years of performance from the AHP sponsor will impact sponsor qualification ranking. The criteria used to establish sponsor qualifications includes calculating measures of program compliance including, but not limited to:

- De-obligations
- Modifications
- Exceptions
- Inclusion on the Punitive List
- Timely use of current/prior awards
- Current number of projects (need for subsidy)

**PRIMARY DEVELOPER (HOMEOWNER APPLICATIONS)**

1. If the sponsor will be acting as the primary developer (typical for homeownership projects), select "Yes" and skip to Development Team – Team Members section.
2. If the sponsor will not be acting as the primary developer, select "No."
3. Provide information as required
4. Review information for accuracy.
5. Select "Save" and "Next" to continue.

**FYI**

Asterisks (\*) are required fields to save the screen before moving on.

Diamonds (◆) are required fields to submit the application.

**FYI**

The sponsor of a homeowner project generally acts as the developer.

**Primary Developer** ?

---

Is the Sponsor also the primary developer?  Yes  No

Primary Developer Name\*

Contact Name◆

Telephone Number◆

CEO's Name\*

Download and complete the Developer Experience form found on the FHLBank Topeka website.

Attach the completed Developer Experience form◆  Browse... ?

---

\* 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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If the sponsor will not be the project's primary developer, provide the information as shown.

Review information for accuracy. Select "Save" and then "Next" to continue.

## DEVELOPMENT TEAM – ROLE SELECTION (HOMEOWNER APPLICATIONS)

1. Select all team members for the project. **Only one team member is required** and is generally the “Other” role, such as a title company, a realtor, etc. that you work with. This must be completed before the page can be saved.
2. Provide a description of the selection process for development team member(s) selected.
3. Review for accuracy.
4. Select “Save” and “Next” to continue.

### Development Team ?

Role Selection
Team Members

**Indicate the roles represented on the AHP project working team.\***

Role	Selected?
Co-Developer	<input type="radio"/> Yes <input checked="" type="radio"/> No
Consultant	<input type="radio"/> Yes <input checked="" type="radio"/> No
General Contractor	<input type="radio"/> Yes <input checked="" type="radio"/> No
Builder	<input type="radio"/> Yes <input checked="" type="radio"/> No
Management Company	<input type="radio"/> Yes <input checked="" type="radio"/> No
Architect	<input type="radio"/> Yes <input checked="" type="radio"/> No
Engineer	<input type="radio"/> Yes <input checked="" type="radio"/> No
Attorney	<input type="radio"/> Yes <input checked="" type="radio"/> No
Other <input style="width: 100px;" type="text"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No

Answer all questions.

**Describe the selection process for the members of the development team - both for those selected and those to be selected. ♦**

Provide description of selection process for development team members here.

*You have 4000 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.**

Review information for accuracy. Selection "Save" and then "Next" to continue.

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## DEVELOPMENT TEAM – TEAM MEMBERS (HOMEOWNER APPLICATIONS)

Any roles with a “Yes” response on the Role Selection screen require additional information.

1. Select “Edit” next to the role for which you will be providing information.
2. Enter the required information.
3. Fields with a ♦ are required to be completed before submission.
4. Review for accuracy.
5. Select “Update Team Member.”
6. Repeat Steps 1-4 for all roles listed. **Only one role is required.**
7. Review for accuracy.
8. Select “Save” and “Next” to continue.

### FYI

Asterisks (\*) are required fields to save the screen before moving on.

Diamonds (♦) are required fields to submit the application.

**Development Team** ?

Role Selection | **Team Members**

Listed below are the names of the members assigned to the project development team. For each member of the development team, list their affordable housing experience that is similar in size, scope and target population to the currently proposed project. Include the current status of these similar projects.

Action	Role	Company Name	Person Name	Telephone Number
▶	Consultant			
Edit	General Contractor			
Edit	Builder			
Edit	Management Company			
Edit	Architect			
Edit	Engineer			

**Team Member**

Role: Consultant

Company Name ♦  Telephone Number ♦

Person Name ♦  Contract Executed?  Yes  No

Describe their affordable housing experience that is similar in size, scope and target population to the proposed project. Include the current status of these similar projects. ♦

*You have 4000 characters remaining for your description.*

\* Required to save the page To submit your changes please click Save before exiting this page.

♦ Required before Sponsor Approval

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**Development Team** ?

Role Selection | **Team Members**

Listed below are the names of the members assigned to the project development team. For each member of the development team, list their affordable housing experience that is similar in size, scope and target population to the currently proposed project. Include the current status of these similar projects.

Action	Role	Company Name	Person Name	Telephone Number
Edit	Consultant	AAA Consulting	John Smith	(555) 555-5555
Edit	General Contractor	AAA General Contracting	Jane Smith	(555) 555-5555
Edit	Builder	AAA Builders	Jim Smith	(555) 555-5555
Edit	Management Company	AAA Management Company	Mary Doe	(555) 555-5555
Edit	Architect	AAA Architect	Mark Doe	(555) 555-5555
Edit	Engineer	AAA Engineering	Mildred Doe	(555) 555-5555

\* Required to save the page To submit your changes please click Save before exiting this page.

♦ Required before Sponsor Approval

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DISCLOSURE (HOMEOWNER APPLICATIONS)

1. Answer all questions.
2. Explanations are required if "Yes" is selected.
  - o Selecting "Yes" does not immediately disqualify an applicant.
3. Review for accuracy.

**FYI**

Asterisks (\*) are required fields to save the screen before moving on.

**Disclosure** ?

Has the sponsor or any member of the development team been barred from participation by any funder, or have any outstanding compliance or performance issues with any FHLBank or any other funding source?  Yes  No

Is the sponsor or any member of the development team involved in any unresolved fair housing issues or investigations?\*  Yes  No

Are there any relationships between parties involved in the project (sponsor or members of the development team, member, etc.) that could pose a conflict of interest or potential conflict(s) of interest?\*  Yes  No

Are there any relationships or conflicts of interest between sellers of the properties involved in this project and the sponsor or any member of the development team?\*  Yes  No

Answer questions, and provide information as required.

---

\* Required to save the page To submit your changes please click Save before exiting this page.

◆ Required before Sponsor Approval

Review information for accuracy, and select "Save" and "Next" to continue.

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## MARKET STUDY (HOMEOWNER APPLICATIONS)

If a Market Study was **NOT** completed by an independent/contracted organization:

1. Obtain and complete the Homeowner Needs Assessment on FHLBank’s website.
2. Select “No.”
3. Use the “Browse” function to locate and upload the Homeowner Needs Assessment.
4. Select “Save” and “Next” to continue.

**Market Study**

Has an independent, third-party market study been completed for the project within the current or previous calendar year?\*  Yes  No

Attach the Homeowner Needs Assessment form found on the FHLBank Topeka website.  Browse... ?

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

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

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If a Market Study **was** completed by an independent/contracted organization:

1. If a Market Study was completed, select “Yes.”
  - A consolidated plan, city/county action plan, or other similar report is not acceptable.
  - A Market Study must be completed specifically for the proposed project.
2. Use the “Browse” function to locate and upload the Third-party Market Study.
3. Select “Save” and “Next” to continue.

**Market Study**

Has an independent, third-party market study been completed for the project within the current or previous calendar year?\*  Yes  No

Name of the organization completing the market study♦

Date Completed♦

Indicate the absorption rate (in months)

Indicate the capture rate (%)

Provide the executive summary, the preparer’s name and credentials, date of market study, conclusion and recommendations (including income targeting, rent levels, recommended vacancy rate and affordability), potential market demand (penetration and absorption) and impact on other housing.

Please attach the independent, third-party market study\*  Browse... ?

\* 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 TIMELINE (HOMEOWNER APPLICATIONS)

- Not all dates on the Project Timeline screen fit well within FHLBank’s AHP Homeowner Application; however, the fields are required to submit the application. To reduce confusion, FHLBank suggests the dates be populated as follows:
  - ❖ AHP Initial Draw Date, 100% of Financing Committed Date, Project Closing Date, Construction/Rehabilitation Start Date: Use the same date for all of these fields. The date should be after the anticipated AHP grant award date.
  - ❖ Complete Construction/Rehabilitation of All Units Date, Date of anticipated certificate of occupancy/certificate of substantial rehabilitation, Stabilized Occupancy Date: Use the same date for these three fields. The date should be the anticipated project completion date.
- The next two questions should be answered “Yes.” FHLBank requires all requests for disbursement of funds be submitted within 42 months of AHP Approval Date and the project be complete with all requested funds disbursed within 48 months of the AHP Approval date.
- If there are any other project documents that should be uploaded (not required), use the “Miscellaneous Documentation” upload boxes to do so. The name of the file should include an indication of the file’s contents.
- Review for accuracy.
- Select “Save” and “Home.”
- Continue to “[Sponsor Approval](#)” section of this AHP Online Application User Guide.

**Project Timeline** ?

AHP Initial Draw Date

100% of Financing Committed Date

Project closing date

Construction / Rehabilitation Start Date

Complete Construction / Rehabilitation of all Units Date

Date of anticipated certificate of occupancy / certificate of substantial rehabilitation

Stabilized Occupancy Date

Will all funds be requested within 42 months of the AHP Approval Date?\*  Yes  No

Will the project be completed within 48 months of the AHP Approval Date?\*  Yes  No

Attach any applicable miscellaneous documentation  Browse... ?

Attach any applicable miscellaneous documentation  Browse... ?

Attach any applicable miscellaneous documentation  Browse... ?

Attach any applicable miscellaneous documentation  Browse... ?

Attach any applicable miscellaneous documentation  Browse... ?

\* 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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**Callout Boxes:**

- These four dates should be the same and should be after the anticipated AHP grant award date. (Points to the first four date fields)
- These dates should be the same and should be the anticipated project completion date. (Points to the last three date fields)
- See AHP Implementation Plan for requirements. (Points to the two Yes/No questions)
- Use these upload boxes to provide additional project information. (Points to the five miscellaneous documentation upload boxes)
- Review information for accuracy, and select "Save" and then "Next" to continue. (Points to the Save and Undo buttons)

## FINANCIAL FEASIBILITY (RENTAL APPLICATIONS)

For Homeowner applications, go back to [“Financial Feasibility – Homeowner Applications.”](#)

### IMPORT SPREADSHEET (RENTAL APPLICATIONS)

A completed Feasibility Workbook is required for all applications.

1. Complete the Rental Feasibility Workbook found on FHLBank’s website.
2. Using the “Browse” feature, upload the completed Feasibility Workbook to AHP Online.
3. Provide any additional information that is available or required based on the project type.
4. Providing available floor plans, site plans, elevations plans or other like documentation at this point may reduce the amount of follow up required after application submission, particularly during Cost Reasonableness review. All rental projects are reviewed for cost reasonableness.
5. Review for accuracy.
6. Select “Save” and then “Next” to continue.

#### FYI

- The feasibility workbook includes information on how to complete the workbook.
- If explanations are needed, enter in the explanation boxes provided at the bottom of applicable tab.

Asterisks (\*) are required fields

**Financial Feasibility** ?

Import Spreadsheet
Feasibility Analysis
Commitment Letters

*Download and complete the Rental Feasibility Workbook found on the FHLBank Topeka website.*

Import the Rental Feasibility Workbook\*
 

Uploaded File Info  
 2025FHLBT\_Rental\_SpreadSheet.xlsx

Attach a Floor Plan, Site Plan, and Elevation Plan. ♦
 

Uploaded File Info  
 UploadPDF.pdf

Attach Scope of Work Documentation ♦
 

Uploaded File Info  
 UploadPDF.pdf

Attach project's photographs, if applicable.

Uploaded File Info  
 Attachment not uploaded

---

\* Required to save the page

♦ Required before Sponsor Approval

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#### FYI

- If the AHP funds will be loaned from the sponsor organization to the project, documentation for the loan is required.
- If repayment within the retention period is required, all payments must be paid to FHLBank Topeka.

## FEASIBILITY ANALYSIS (RENTAL APPLICATIONS)

If AHP Online detects any elements of the Feasibility Workbook that are outside FHLBank guidelines analyzed in AHP Online, those elements will display on this screen and will require explanation. Not all FHLBank guidelines for rental projects are reviewed through AHP Online. Instead, they are identified in the Feasibility Workbook.

To obtain information about the item outside FHLBank guidelines, select “More Info” in the “Details” column.

### FYI

Much of the analysis of Rental project feasibility is done outside of AHP Online.

The Rental Feasibility Workbook identifies any elements that are outside of FHLBank guidelines.

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

**Financial Feasibility** ?

Import Spreadsheet | **Feasibility Analysis** | Commitment Letters | Provide an explanation for any values outside FHLBank

The following feasibility issues were discovered in the most recently imported Rental 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.

Action	Feasibility Value	Details	Standard	Actual	Explained
<span style="border: 1px solid red; padding: 2px;">Select "Explain."</span> Explain	Operating Reserves (Capitalized)	<a href="#">More Info</a>	0.00 – 9.00	13.76	No
Explain	Management Fee	<a href="#">More Info</a>	0.00 % – 10.00 %	28.85 %	No

1. Select “Explain” by any items outside of FHLBank guidelines.
2. Provide an explanation for each issue.
3. Select “Update Feasibility Issue.”
4. Repeat the process for each item outside FHLBank guidelines as identified.
5. Review for accuracy.
6. Select “Save” and then “Next” to continue.

**Financial Feasibility** ?

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

The following feasibility issues were discovered in the most recently imported Rental 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.

Action	Feasibility Value	Details	Standard	Actual	Explained
▶	Operating Reserves (Capitalized)	<a href="#">More Info</a>	0.00 – 9.00	13.76	No
Explain	Management Fee	<a href="#">More Info</a>	0.00 % – 10.00 %	28.85 %	No

**Feasibility Issue**

Feasibility Value: Operating Reserves (Capitalized)

Details: Operating reserves shall not exceed 9 months of operating expenses. Capitalized operating reserves, divided by total operating expenses divided by 12.

Standard: 0.00 – 9.00

Actual: 13.76

Explain

Provide explanation here.

After providing explanation, select "Update Feasibility Issue" to save. Update Feasibility Issue Cancel

After providing explanations for all Feasibility Issues, review for accuracy. Select "Save" and then "Next" to continue.

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

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

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## COMMITMENT LETTERS (RENTAL APPLICATIONS)

If the project will include sources such as tax credits, permanent loans, or other grants, a commitment letter must be uploaded for each one.

1. Select "Attach."

**Financial Feasibility** ?

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

The following committed funding sources were found in the Sources tab of the imported Rental Feasibility Workbook. For each committed funding source listed, click on the Attach link in the Action column to open the Commitment Letter box. In the Commitment Letter box, the corresponding funding source commitment letter must be attached. After attaching the letter, click Update Commitment Letter. Once all commitment letters are attached (indicated by Yes values in the Letter Provided column), save the page and click Next.

To upload commitment letters, select "Attach" next to each Source of Funds.

Commitment Letters					
Action	Source of Funds	Description	Amount	Committed	Letter Provided
Attach	Permanent Loan	Permanent Financing	\$ 977,450.00	Yes	Yes
Attach	Johnson County Community Development	Other Grants	\$ 85,000.00	Yes	No

2. Using the "Browse" function, locate and upload the specific commitment letter for that source of funds.
3. Select "Update Commitment Letter" to save.
4. Continue the process for each source.

**Financial Feasibility** ?

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

The following committed funding sources were found in the Sources tab of the imported Rental Feasibility Workbook. For each committed funding source listed, click on the Attach link in the Action column to open the Commitment Letter box. In the Commitment Letter box, the corresponding funding source commitment letter must be attached. After attaching the letter, click Update Commitment Letter. Once all commitment letters are attached (indicated by Yes values in the Letter Provided column), save the page and click Next.

Commitment Letters					
Action	Source of Funds	Description	Amount	Committed	Letter Provided
Attach	Permanent Loan	Permanent Financing	\$ 977,450.00	Yes	Yes
Attach	Johnson County Community Development	Other Grants	\$ 85,000.00	Yes	No

**Commitment Letter**

Source of Funds: Johnson County Community Development  
 Description: Other Grants  
 Amount: \$5000  
 Committed: Yes

Attach a commitment letter for this committed funding source.  ?

Upload commitment letter, and select "Update Commitment Letter" to save.

5. Answer the remaining questions.

**Financial Feasibility** ?

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

The following committed funding sources were found in the Sources tab of the imported Rental Feasibility Workbook. For each committed funding source listed, click on the Attach link in the Action column to open the Commitment Letter box. In the Commitment Letter box, the corresponding funding source commitment letter must be attached. After attaching the letter, click Update Commitment Letter. Once all commitment letters are attached (indicated by Yes values in the Letter Provided column), save the page and click Next.

Commitment Letters					
Action	Source of Funds	Description	Amount	Committed	Letter Provided
Attach	Permanent Loan	Permanent Financing	\$ 977,450.00	Yes	Yes
Attach	Johnson County Community Development	Other Grants	\$ 85,000.00	Yes	Yes

Does this project include LIHTC equity?\*  Yes  No

Attach LIHTC application.  ?

Will the project include construction financing?\*  Yes  No

Is the project an existing occupied project?\*  Yes  No

**Financing of Operating Costs**

Will the project include rental subsidies or operating grants to subsidize on-going operations?\*  Yes  No

Provide responses to questions on page. Provide additional information as prompted.

Review information for accuracy, and select "Save" and then "Next" to continue.

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

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

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### FYI

If the project lists LIHTC as a source, upload:

- Documentation to demonstrate the LIHTC application's submission or approval to the LIHTC commitment letter section.
- The portions of the LIHTC application that include: Sources of Funds, Development Budget, Unit Mix, Targeting, and Proforma to the upload box for the LIHTC application.

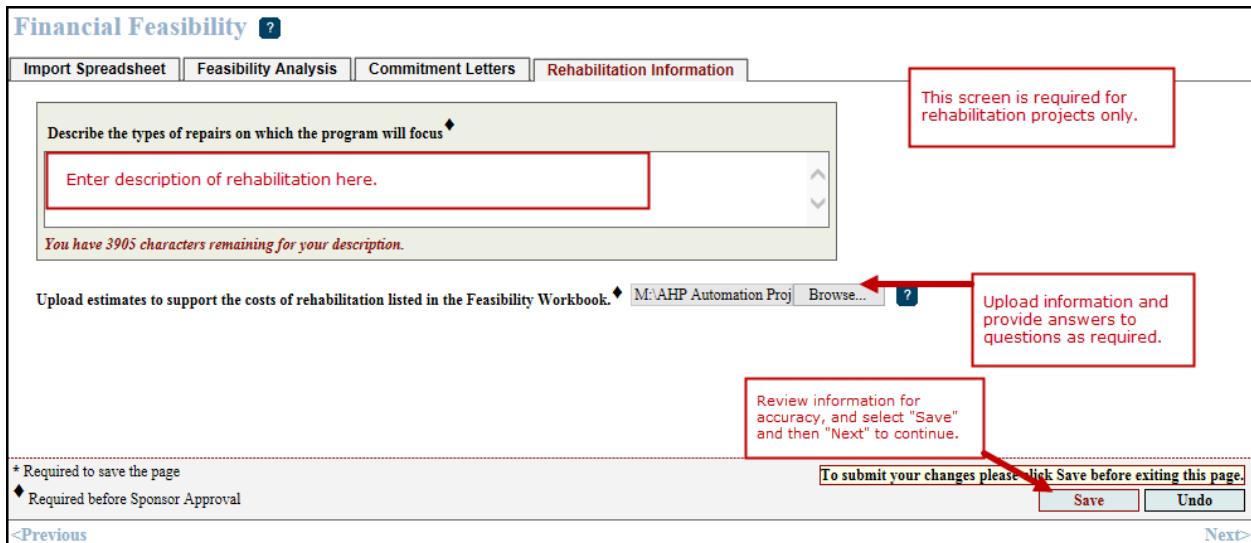
## REHABILITATION INFORMATION (RENTAL APPLICATIONS)

This tab will display for rental rehabilitation projects only.

1. In the space provided, describe the repairs that will be the project's focus.
2. Using the "Browse" function, locate and upload estimates **(required)** to support the project's rehabilitation costs. These files must be uploaded as a single file (i.e. scanned and uploaded as a single PDF or a ZIP file).
3. Review for accuracy and select "Save" and then "Next" to continue.

### FYI

Providing detailed estimates with the application may reduce the amount of follow up required after application submission, particularly during Cost Reasonableness review. All rental projects are reviewed for cost reasonableness.



The screenshot shows the 'Financial Feasibility' application interface. At the top, there are tabs for 'Import Spreadsheet', 'Feasibility Analysis', 'Commitment Letters', and 'Rehabilitation Information'. The 'Rehabilitation Information' tab is active. The main content area includes a text box for describing repairs, a file upload section with a 'Browse...' button, and a 'Save' button. Annotations in red boxes provide instructions: 'This screen is required for rehabilitation projects only.' points to the text box; 'Upload information and provide answers to questions as required.' points to the 'Browse...' button; 'Review information for accuracy, and select "Save" and then "Next" to continue.' points to the 'Save' button. A warning message at the bottom right states 'To submit your changes please click Save before exiting this page.' Below the main content, there are status indicators: '\* Required to save the page' and '◆ Required before Sponsor Approval'. Navigation buttons '<Previous' and 'Next>' are located at the bottom left and right respectively.

### DISPLACEMENT (RENTAL APPLICATIONS)

If the project will involve any temporary displacement of current residents, select "Yes." Otherwise, select "No."

*If displacement will occur, provide a Relocation Plan. Refer to Exhibit E of the AHP Implementation Plan for the definition of a Relocation Plan for details of the requirements the submitted plan must meet.*

1. Enter the number of units estimated to be displaced.
2. Provide additional documentation and explanations as required.

**FYI**

Asterisks (\*) are required fields to save the screen before moving on.

Diamonds (◆) are required fields to submit the application.

**FYI**

Ensure relocation costs are included in the development budget.

A relocation plan is required for any projects that include displacement of current residents.

**Displacement** ?

Will the project involve any permanent or temporary displacement and relocation of current residents?\*  Yes  No

Number of households displaced/relocated◆

Are expenses included in the development budget?\*  Yes  No

Attach an executive summary of the relocation plan◆ M:\AHP Automation Proj Browse... ?

If displacement will occur, additional questions and documentation requirements will display.

Review for accuracy. Select "Save" and then "Next" to continue.

---

\* 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 ROLE (RENTAL APPLICATIONS)

1. Obtain the Sponsor Experience Form found on FHLBank’s website.
2. Complete the Sponsor Experience Form.
3. Select all roles the sponsor will have for the project.
4. Use the “Browse” function to locate and upload the completed Sponsor Experience Form.
5. If applicable, use the “Browse” function to locate and upload the Form 990.
6. Review for accuracy.
7. Select “Save” and then “Next” to continue.

**FYI**

Asterisks (\*) are required fields to save the screen before moving on.

Diamonds (◆) are required fields to submit the application.

**Sponsor Role** ?

Specify the Sponsor’s role in the AHP project (check all that apply).\*

<input checked="" type="checkbox"/> Owner	<input type="checkbox"/> Property Manager	<input type="checkbox"/> Other <input style="width: 100px;" type="text"/>
<input type="checkbox"/> Qualify Borrowers and Arrange Financing for Homeowners	<input checked="" type="checkbox"/> Empowerment or Supportive Services Provider	
<input type="checkbox"/> Developer	<input type="checkbox"/> Construction or Rehab Manager	

Download and complete the Sponsor Experience Form found on the FHLBank Topeka website.

Attach the completed Sponsor Experience Form. ◆   ?

Attach Form 990, if applicable.   ?

Answer questions, and upload information as required.

Review information for accuracy, and select "Save" and then "Next" to continue.

---

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

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

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**FYI**

**\*Sponsor qualifications are reviewed at the time of application.**

The past five years of performance from the AHP sponsor will impact sponsor qualification ranking. The criteria used to establish sponsor qualifications includes calculating measures of program compliance including, but not limited to:

- De-obligations
- Modifications
- Exceptions
- Inclusion on the Punitive List
- Timely use of current/prior awards
- Current number of projects (need for subsidy)

**PRIMARY DEVELOPER (RENTAL APPLICATIONS)**

1. If the sponsor will be acting as the primary developer, select "Yes" and skip to Development Team – Role Selection.
2. If the sponsor will not be acting as the primary developer, select "No."
3. Provide information as required
4. Review information for accuracy.
5. Select "Save" and "Next" to continue.

**FYI**

Asterisks (\*) are required fields to save the screen before moving on.

Diamonds (◆) are required fields to submit the application.

**Primary Developer** ?

---

Is the Sponsor also the primary developer?\*  Yes  No

Primary Developer Name\*

Contact Name ◆

Telephone Number ◆

CEO's Name\*

If the sponsor will not be the project's primary developer, provide the information as shown.

Review information for accuracy. Select "Save" and then "Next" to continue.

---

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

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

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## DEVELOPMENT TEAM – ROLE SELECTION (RENTAL APPLICATIONS)

1. Select all team members for the project. At least one team member is required. This must be completed before the page can be saved.
2. Provide a description of the selection process for development team members.
3. Review for accuracy.
4. Select “Save” and “Next” to continue.

### Development Team ?

Role Selection
Team Members

**Indicate the roles represented on the AHP project working team.\***

Role	Selected?
Co-Developer	<input type="radio"/> Yes <input checked="" type="radio"/> No
Consultant	<input checked="" type="radio"/> Yes <input type="radio"/> No
General Contractor	<input checked="" type="radio"/> Yes <input type="radio"/> No
Builder	<input checked="" type="radio"/> Yes <input type="radio"/> No
Management Company	<input checked="" type="radio"/> Yes <input type="radio"/> No
Architect	<input checked="" type="radio"/> Yes <input type="radio"/> No
Engineer	<input checked="" type="radio"/> Yes <input type="radio"/> No
Attorney	<input type="radio"/> Yes <input checked="" type="radio"/> No
Other <input style="width: 50px;" type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No

Answer all questions.

**Describe the selection process for the members of the development team - both for those selected and those to be selected. ♦**

Provide description of selection process for development team members here.

You have 4000 characters remaining for your description.

Review information for accuracy. Selection "Save" and then "Next" to continue.

---

\* Required to save the page

♦ Required before Sponsor Approval

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

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## DEVELOPMENT TEAM – TEAM MEMBERS (RENTAL APPLICATIONS)

Any roles with a “Yes” response on the Role Selection screen require additional information.

1. Select “Edit” next to the role for which you will be providing information.
2. Enter the required information
3. Review for accuracy.
4. Select “Update Team Member.”
5. Repeat Steps 1-4 for all roles listed.

### FYI

Asterisks (\*) are required fields to save the screen before moving on.

Diamonds (◆) are required fields to submit the application.

**Development Team** ?

Role Selection | **Team Members**

Listed below are the names of the members assigned to the project development team. For each member of the development team, list their affordable housing experience that is similar in size, scope and target population to the currently proposed project. Include the current status of these similar projects.

Team Members				
Action	Role	Company Name	Person Name	Telephone Number
▶	Consultant			
Edit	General Contractor			
Edit	Builder			
Edit	Management Company			
Edit	Architect			
Edit	Engineer			

**Team Member**

Role: Consultant

Company Name ◆  Telephone Number ◆

Person Name ◆  Contract Executed ◆  Yes  No

Describe their affordable housing experience that is similar in size, scope and target population to the proposed project. Include the current status of these similar projects. ◆

*You have 4000 characters remaining for your description.*

\* Required to save the page (To submit your changes please click Save before exiting this page.)

◆ Required before Sponsor Approval

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6. Review for accuracy.
7. Select “Save” and “Next” to continue.

**Development Team** ?

Role Selection | **Team Members**

Listed below are the names of the members assigned to the project development team. For each member of the development team, list their affordable housing experience that is similar in size, scope and target population to the currently proposed project. Include the current status of these similar projects.

Team Members				
Action	Role	Company Name	Person Name	Telephone Number
Edit	Consultant	AAA Consulting	John Smith	(555) 555-5555
Edit	General Contractor	AAA General Contracting	Jane Smith	(555) 555-5555
Edit	Builder	AAA Builders	Jim Smith	(555) 555-5555
Edit	Management Company	AAA Management Company	Mary Doe	(555) 555-5555
Edit	Architect	AAA Architect	Mark Doe	(555) 555-5555
Edit	Engineer	AAA Engineering	Mildred Doe	(555) 555-5555

\* Required to save the page (To submit your changes please click Save before exiting this page.)

◆ Required before Sponsor Approval

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

### DISCLOSURE (RENTAL APPLICATIONS)

1. Answer all questions
2. Explanations are required if "Yes" is selected.
  - Selecting "Yes" does not immediately disqualify an applicant.
3. Review for accuracy.

**FYI**

Asterisks (\*) are required fields to save the screen before moving on.

**Disclosure** ?

---

Has the sponsor, owner, or any member of the development team been barred from participation by any funder, or have any outstanding compliance or performance issues with any FHLBank or any other funding source?  Yes  No

Is the sponsor, owner, or any member of the development team involved in any unresolved fair housing issues or investigations?  Yes  No

Are there any relationships between parties involved in the project (sponsor, owner, or members of the development team, member, etc.) that could pose a conflict of interest or potential conflict(s) of interest?  Yes  No

Are there any relationships or conflicts of interest between sellers of the properties involved in this project and the sponsor, owner, or any member of the development team?  Yes  No

Explain ⬆

*You have 4000 characters remaining for your description.*

Answer questions, and provide information as required.

Review information for accuracy. Select "Save" and then "Next" to continue.

---

\* Required to save the page

◆ Required before Sponsor Approval

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

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

## MARKET STUDY (RENTAL APPLICATIONS)

If a Market Study was **NOT** completed:

1. Obtain and complete the Rental Needs Assessment on FHLBank’s website.
2. Select “No.”
3. Use the “Browse” function to locate and upload the Rental Needs Assessment.
4. Select “Save” and “Next” to continue.

**Market Study**

Has an independent, third-party market study been completed for the project within the current or previous calendar year?\*  Yes  No

Attach the Rental Needs Assessment form found on the FHLBank Topeka website.  Browse... ?

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

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

Answer questions, and upload information as required.

Review information for accuracy, and select "Save" and then "Next" to continue.

If a Market Study **was** completed by an independent/contracted organization:

1. If a Market Study was completed, select “Yes.”
  - A consolidated plan, city/county action plan, or other similar report is not acceptable.
  - A Market Study must be completed specifically for the proposed project.
2. Use the “Browse” function to locate and upload the Third-party Market Study.
3. Select “Save” and “Next” to continue.

**Market Study**

Has an independent, third-party market study been completed for the project within the current or previous calendar year?\*  Yes  No

Name of the organization completing the market study

Date Completed

Indicate the absorption rate (in months)

Indicate the capture rate (%)

Provide the executive summary, the preparer's name and credentials, date of market study, conclusion and recommendations (including income targeting, rent levels, recommended vacancy rate and affordability), potential market demand (penetration and absorption) and impact on other housing.

Please attach the independent, third-party market study\*  Browse... ?

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

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

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

Answer questions, and upload information as required.

Review information for accuracy, and select "Save" and then "Next" to continue.

## PROJECT TIMELINE (RENTAL APPLICATIONS)

1. Enter projected dates on the Project Timeline. These fields are required to submit the application.
  - ❖ AHP Initial Draw Date should be a date after the anticipated AHP grant award date.
  - ❖ Date of anticipated certificate of occupancy/certificate of substantial rehabilitation should be at or before 48 months of the anticipated AHP grant award date.
2. The next two questions should be answered “Yes.” FHLBank requires all requests for disbursement of funds be submitted within 42 months of AHP Approval Date and the project be complete with all requested funds disbursed within 48 months of the AHP Approval date.
3. Site control documentation should include validation the organization who is applying for the AHP grant has ownership of the land/buildings.
  - Ownership does include long-term leases.
  - ‘Subject to’ site control such as contracts or lease options are acceptable.
4. If there are any other project documents that should be uploaded (not required), use the “Miscellaneous Documentation” upload boxes to do so. The name of the file should include an indication of the file’s contents.
5. Review for accuracy.
6. Select “Save” and “Home.”
7. Continue to “[Sponsor Approval](#)” section of this AHP Online Application User Guide.

**Project Timeline**

AHP Initial Draw Date  Date should be after the anticipated AHP grant award date.

100% of Financing Committed Date  Provide information as required.

Project closing date  These dates may be anticipated at application.

Construction / Rehabilitation Start Date  These dates may be anticipated at application.

Complete Construction / Rehabilitation of all Units Date  These dates may be anticipated at application.

Date of anticipated certificate of occupancy / certificate of substantial rehabilitation  These dates may be anticipated at application.

Stabilized Occupancy Date  These dates may be anticipated at application.

Does the project have site control?  Yes  No

Does the project comply with current zoning?  Yes  No

Will all funds be requested within 42 months of the AHP Approval Date?  Yes  No See AHP Implementation Plan for requirements.

Will the project be completed within 48 months of the AHP Approval Date?  Yes  No See AHP Implementation Plan for requirements.

Attach any applicable miscellaneous documentation  Browse... Use these upload boxes to provide additional project information.

Attach any applicable miscellaneous documentation  Browse... Use these upload boxes to provide additional project information.

Attach any applicable miscellaneous documentation  Browse... Use these upload boxes to provide additional project information.

Attach any applicable miscellaneous documentation  Browse... Use these upload boxes to provide additional project information.

Attach any applicable miscellaneous documentation  Browse... Use these upload boxes to provide additional project information.

\* Required to save the page

♦ Required before Sponsor Approval

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

Save Undo

## SPONSOR APPROVAL (ALL APPLICATIONS)

On the Application Home screen, verify the status of each screen (Description) is . Complete any screens that are not complete (signified by or ). Once the application is complete, a Lead Sponsor Contact will select "Sponsor Approval" from the "Application" drop-down menu.

Project Name: Hand-up Homes  
Application Number: 10000396

Application

General Information

Scoring

Feasibility

### Application Home

**Application Status** Pending  
**Funding Round** 2017A  
**Round Deadline** 05/31/2017

Description	Status
<b>General Information</b>	
Application Details : Application Information	✓
Application Details : Site Information	✓
Application Details : Site Parcel	✓
Application Details : Fair Housing	✓
Application Details : Subsidy Amount and Uses of Funds	✓
<b>Scoring</b>	
Donated Property : Donation Information	✓
Donated Property : Donated Evidence	✓
Sponsorship By Nonprofit	✓
Targeting	✓
Housing for the Homeless	✓
Empowerment	✓
First District Priority : Special Needs	✓
First District Priority : In-District Project	✓
First District Priority : Member Financial Participation	✓
Second District Priority	✓
Community Stability	✓
<b>Feasibility</b>	
Financial Feasibility : Import Spreadsheet	✓
Financial Feasibility : Feasibility Analysis	✓
Financial Feasibility : Commitment Letters	✓
Financial Feasibility : Homeownership Rehabilitation	✓
Displacement	✓
Sponsor Role	✓
Primary Developer	✓
Development Team : Role Selection	✓
Development Team : Team Members	✓
Disclosure	✓
Market Study	✓
Project Timeline	✓

Application Home

Sponsor Approval

Application Status Pending  
Funding Round 2017A  
Round Deadline 05/31/2017

Must be selected by Lead Sponsor Contact.

**Need Help?**  
Contact Housing and Community Development at 866-571-8155.

**AHP Application**  
Upon completion of the application, go to the Application menu item and select Sponsor Approval from the drop down.  
It is recommended that you print the application for your records after the application has been approved by the member.

**Application Attachments**

Verify the Status of all Application Screens (Descriptions) is . Complete screens as required.

When all screens are complete, select "Sponsor Approve" from the "Application" drop-down menu.

## COMPLETING SPONSOR APPROVAL (ALL APPLICATIONS)

After selecting “Sponsor Approval,” the Sponsor Certification will display. Review the certification. By checking the box next to the certification and selecting “Approve,” the Lead Sponsor Contact is signifying agreement with the certification.

### FYI

Once the Lead Sponsor Contact has approved the application, the application is final and is no longer editable (will be read only). If updates are necessary, the member will be required to reject the application which will return it back to the sponsor.

**Sponsor Approval** ?

**Current Status** Pending  
The application is complete. There are no issues found.

The Affordable Housing Program (AHP) subsidy will only be used for the purposes specified in the approved application and in accordance with the federal regulations governing the operation of the AHP (the “AHP Regulations”). The subsidy received for this project will not be used for arbitrage purposes, or for any other purpose prohibited by the AHP Regulations. The project will comply with the requirements of all applicable federal and state laws on fair housing and housing accessibility, including, but not limited to, the Fair Housing Act, the Rehabilitation Act of 1973, the Architectural Barriers Act of 1969, and the Americans with Disabilities Act of 1990.

Owner-occupied projects (excluding homeownership rehabilitation projects) are subject to a five- (5) year retention period; rental projects are subject to a fifteen- (15) year retention period. The project sponsor approving this application (the “Sponsor”) acknowledges that the Federal Home Loan Bank of Topeka (“FHLBank Topeka”) member that is also approving this application is required to ensure that the rental project, or each of the AHP-assisted units of an owner-occupied project (excluding units approved for homeownership rehabilitation projects), is subject to a legally enforceable deed restriction that (1) incorporates the requirements of the AHP Regulations, (2) is enforceable under applicable law, (3) is in proper form for recording under applicable law, and (4) is properly recorded.

The Sponsor will be bound by the commitments made in the application and will build and/or operate the project consistent with the commitments made in the application, or in a written modification request approved by FHLBank Topeka in its sole discretion. Any material changes to the information provided in the approved application will be reported to FHLBank Topeka. The Sponsor will monitor the project in accordance with AHP Regulations and FHLBank Topeka policies, and will maintain and submit documentation, reports, and certifications required to demonstrate proper use of the AHP subsidy and compliance with application commitments.

In the event that the project as described in the application fails to meet its specified commitments, or otherwise falls out of compliance with the AHP Regulations, the proceeds of a funded AHP subsidy will be subject to recapture and the unused or improperly used subsidy will be returned to FHLBank Topeka.

Funding for this project is made available through a financial commitment from FHLBank Topeka. If this application is approved, the Sponsor agrees that “FHLBank Topeka – Affordable Housing Program” will be prominently displayed in all promotional materials related to ground breakings, dedications, and all other media events, including, but not limited to, news releases, site signage, etc. The Sponsor further agrees to notify FHLBank Topeka of all of the aforementioned events.

The Sponsor certifies it has not engaged in, and is not engaging in, covered misconduct as defined in the AHP Implementation Plan.

The Sponsor certifies that the information provided in this application is true, complete, and accurate, and that it will be bound by the commitments made in the application. The Sponsor acknowledges that any misrepresentations or false or fictitious statements made in the application, which are used by FHLBank Topeka to award an AHP subsidy, as well as any material changes to the application that are not communicated to FHLBank Topeka, may result in the withdrawal or requested repayment of the awarded AHP subsidy.

The Sponsor represents and warrants that it has the full corporate power and authority, and has received all corporate and governmental authorizations and approvals as may be required, to enter into and perform its obligations under this application.

The person representing the Sponsor by approving this application is duly authorized by the Sponsor to make such representations and commitments as presented in this application.

**Application Attachments**

**Important!** After clicking the “Approve” button the application status will change to “Sponsor Approved”. You will not be able to modify the application after the status change.

Once the application is Sponsor Approved, it will no longer be editable. The application is printable **AFTER** Member Approval. To save a copy of the application after Member Approval, select “Print Application” or select “Application Attachments.” The application can be saved as a PDF. The application will not be able to be printed after the round closes.

After the application has been approved by the sponsor:

1. The application will no longer be editable.
2. The Member Contact(s) will receive notification via email the application is waiting for Member Approval.
3. A screen verifying the status is now "Sponsor Approved" and the screens that need to be completed by the member will display. In addition to the "Sponsor Approval" page shown below, the "Application Home" screen will also display the Member Status.

**IMPORTANT**

Allow adequate time for the member to review and approve. All applications must be sponsor and member approved by the application deadline.

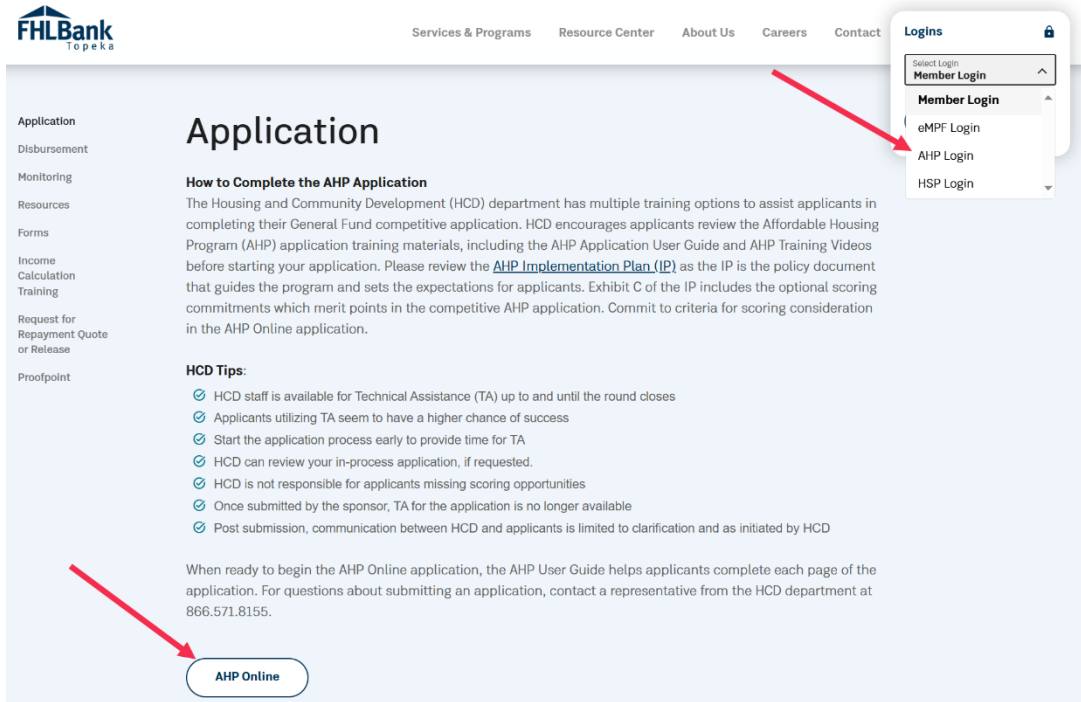
Application	General Information	Scoring	Feasibility								
<p><b>Sponsor Approval</b> <span style="color: blue; font-weight: bold;">?</span></p> <p>Current Status <span style="background-color: yellow;">Sponsor Approved</span> <span style="border: 1px solid red; padding: 2px;">Confirms application is now Sponsor Approved.</span></p> <p>The application is incomplete until the Member completes the two screens identified below. The Member must enter all the required information before they can proceed with Member Approval.</p> <p>An application is only complete when it is in 'Member Approved' status. <span style="border: 1px solid red; padding: 2px; display: inline-block;">Displays screens that need to be completed by member and the status of those screens.</span></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #e0f2f1;"> <th colspan="2" style="text-align: center;">Incomplete Sections</th> </tr> <tr style="background-color: #e0f2f1;"> <th style="text-align: center;">Section</th> <th style="text-align: center;">Status</th> </tr> </thead> <tbody> <tr> <td>Member Involvement : Member Policy</td> <td style="text-align: center; color: red;">✘</td> </tr> <tr> <td>Member Involvement : Member Service</td> <td style="text-align: center; color: red;">✘</td> </tr> </tbody> </table>				Incomplete Sections		Section	Status	Member Involvement : Member Policy	✘	Member Involvement : Member Service	✘
Incomplete Sections											
Section	Status										
Member Involvement : Member Policy	✘										
Member Involvement : Member Service	✘										

# Member Approval of a Sponsor Approved AHP Application

## MY APPLICATIONS

All Member Contact(s) selected for an application will receive notification via email regarding status changes (pending to sponsor approved) for all associated applications that are ready for member approval.

1. Login to AHP Online using either option from the FHLBank Topeka website.



2. Use the My Applications screen to:
  - Determine the applications for which you are the Member Contact.
  - Determine the status of applications for which you are the Member Contact.
  - Navigate to applications for which you are the Member Contact.
3. To review and approve or reject a Sponsor Approved application:
4. Select the Application Number of a "Sponsor Approved" application.

Application Number	Application Name	Status
<b>Current/Last Round - 2017A</b>		
10000396	Hand-up Homes	Sponsor Approved
10000395	Running Creek Villas	Pending

Select the Application Number of a "Sponsor Approved" application to review and approve/reject.

Member may view (read only), but not approve, applications that have a status of "Pending."

## APPLICATION HOME

Use the Application Home page to:

- Determine the application status;
- Note the deadline to submit the application.
- Determine which pages of the application are complete, have been started but are not yet complete, and have not yet been started.

### FYI

Status Symbols:



= Not Visited (Need to complete)



= In Progress (Started but not complete)



= Complete



= Modified by Housing and Community Development Staff

Application	General Information	Scoring	Feasibility
<b>Application Home</b>			
Application Status	Sponsor Approved		
Funding Round	2017A		
Round Deadline	05/31/2017		
<b>Status Change Details</b>			
	<b>From Status</b>	<b>To Status</b>	<b>Changed By</b>
	Pending	Sponsor Approved	Doe Jane
			<b>Changed Date</b> 05/01/2017
Description		Status	
<b>General Information</b>			
Application Details : Application Information		✓	
Application Details : Site Information		✓	
Application Details : Site Parcel		✓	
Application Details : Fair Housing		✓	
Application Details : Subsidy Amount and Uses of Funds		✓	
Member Involvement : Member Policy		✗	
Member Involvement : Member Service		✗	
<b>Scoring</b>			
Donated Property : Donation Information		✓	
Donated Property : Donated Evidence		✓	
Sponsorship By Nonprofit		✓	
Targeting		✓	
Housing for the Homeless		✓	
Empowerment		✓	
First District Priority : Special Needs		✓	
First District Priority : In-District Project		✓	
First District Priority : Member Financial Participation		✓	
Second District Priority		✓	
Community Stability		✓	
<b>Feasibility</b>			
Financial Feasibility : Import Spreadsheet		✓	
Financial Feasibility : Feasibility Analysis		✓	
Financial Feasibility : Commitment Letters		✓	
Financial Feasibility : Homeownership Rehabilitation		✓	
Displacement		✓	
Sponsor Role		✓	
Primary Developer		✓	
Development Team : Role Selection		✓	
Development Team : Team Members		✓	
Disclosure		✓	
Market Study		✓	
Project Timeline		✓	

Screens Member Contact needs to review and complete.

Member Contacts may review the entire application prior to approving/rejecting the application.

Except for the screens to be completed by the member, the application will be "read only" after Sponsor approval and will not be editable by the Member Contact.


## MEMBER INVOLVEMENT INFORMATION

### MEMBER POLICY

The responses to the questions on this screen are intended to identify the member’s financial involvement in the project outside of the member financial participation scoring commitment.


1. Answer all questions and provide additional responses if an explanation box is opened.
2. The Member Financial Participation scoring commitment should not be referenced on this screen. The applicant (Sponsor organization) is responsible for uploading documentation within the FHLBank Priorities section.
3. Review for accuracy.
4. Select “Save” and then “Next” to continue.

### FYI

- For helpful information and instructions, click on the  at the top of the screen and beside each field.
- Non-permanent financing includes construction loans, bridge loans, and performance guaranty letters of credit.

Member Policy
Member Services

Does the member have any past or present financial or ownership interest in the project?\*  Yes  No

Describe the interest 

If member has any past or present financial or ownership interest in the property, provide description in the space provided.

You have 4000 characters remaining for your description.

Excluding the pass through of AHP Subsidy, is non-permanent financing being provided by the Member?\*  Yes  No

Excluding the pass through of AHP subsidy, is an FHLBank advance, including a Community Housing Program (CHP) advance, being provided as part of the project financing?\*  Yes  No

Excluding the pass through of AHP Subsidy, is a mortgage loan being provided by the Member?\*  Yes  No

Excluding the pass through of AHP Subsidy, are reduced closing costs being provided by the Member?\*  Yes  No

Review for accuracy. Select "Save" and "Next" to continue.

\* Required to save the page

◆ Required before Member Approval

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

Save
Undo

<Previous
Next>

## MEMBER SERVICES

The responses to the questions on this screen are intended to identify any grants, in-kind contributions, or services the member will provide to the project and the amount of any fees (if any) the member will charge. The pass-through of AHP subsidy to the project is not considered a service.

1. Answer all questions and provide additional responses if an explanation box is opened.
2. The Member Financial Participation scoring commitment should not be referenced on this screen. The applicant (Sponsor organization) is responsible for uploading documentation within the FHLBank Priorities section.
3. Review for accuracy.
4. Select "Save" and then "Next" to continue.

**Member Involvement Information** ?

**Member Policy** | **Member Services**

Excluding the pass through of AHP Subsidy, are grant(s) or in-kind contributions or services being provided by the Member?  Yes  No

Describe services provided. \*

If member will provide any grants, in-kind contributions, or services, provide description in the space provided.

You have 4000 characters remaining for your description.

Fee Charged  Fee charged. If no fee is charged, enter "0."

Review for accuracy. Select "Save" and "Next" to continue.

---

\* Required to save the page  
\* Required before Member Approval

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

<Previous
Next>

## MEMBER APPROVAL

Either before or after completing the Member screens, the Member Contact may view all screens and uploaded documents by returning to the “Application Home” screen and selecting the applicable screen name or by selecting “Next” after completing the member screens.

- To complete the Member Approval process, return to the “Application Home” screen.
- Ensure all screens are complete (have a ).
- In the “Application” drop-down menu, select “Member Approval.”
- After selecting “Member Approval,” the Member Certification will display.
- Review the certification. By checking the box next to the certification and selecting “Approve,” the Member Contact is signifying agreement with the certification.

Application	General Information	Scoring	Feasibility
Home			
Member Approval			
Application Status	Sponsor Approved	Status Change Details	
Funding Round	2017A	From Status	To Status
Round Deadline	05/31/2017	Pending	Sponsor Approved

### Member Approval

**Current Status** Sponsor Approved  
The application is complete. There are no issues found.

The Affordable Housing Program (AHP) subsidy will only be used for the purposes specified in the approved application and in accordance with the federal regulations governing the operation of the AHP (the “AHP Regulations”). The subsidy received for this project will not be used for arbitrage purposes, or for any other purpose prohibited by the AHP Regulations. The project will comply with the requirements of all applicable federal and state laws on fair housing and housing accessibility, including, but not limited to, the Fair Housing Act, the Rehabilitation Act of 1973, the Architectural Barriers Act of 1969, and the Americans with Disabilities Acts of 1990.

Owner-occupied projects (excluding homeownership rehabilitation projects) are subject to a five- (5) year retention period; rental projects are subject to a fifteen- (15) year retention period. The Federal Home Loan Bank of Topeka (“FHLBank Topeka”) member approving this application (the “Member”) will ensure that the rental project, or each of the AHP-assisted units of an owner-occupied project (excluding units approved for homeownership rehabilitation projects), is subject to a legally enforceable deed restriction that (1) incorporates the requirements of the AHP Regulations, (2) is enforceable under applicable law, (3) is in proper form for recording under applicable law, and (4) is properly recorded.

The member will be bound by the commitments made in the application and will ensure to the best of their ability the sponsor/owner will build and/or operate the project consistent with the commitments made in the application, or in a written modification request approved by FHLBank Topeka in its sole discretion. Any material changes to the information provided in the approved application will be reported to FHLBank Topeka. The Member will monitor the project in accordance with AHP Regulations and FHLBank Topeka policies and will ensure the sponsor/owner will maintain and submit documentations, reports, and certifications required to demonstrate proper use of the AHP subsidy and compliance with application commitments.

In the event that the project as described in the application fails to meet its specified commitments, or otherwise falls out of compliance with the AHP Regulations, the proceeds of a funded AHP subsidy will be subject to recapture and the unused or improperly used subsidy will be returned to FHLBank Topeka.

Funding for this project is made available through a financial commitment from FHLBank Topeka. If this application is approved, the Member agrees that “FHLBank Topeka – Affordable Housing Program” will be prominently displayed in all promotional materials related to ground breakings, dedications, and all other media events, including, but not limited to, news releases, site signage, etc. The Member further agrees to notify FHLBank Topeka of all of the aforementioned events.

The Member certifies, to the best of their ability, the information provided in the application is true, complete, and accurate, and that it will be bound by the commitments made in the application. The Member acknowledges that any misrepresentations or false or fictitious statements made in the application, which are used by FHLBank Topeka to award an AHP subsidy, as well as any material changes to the application that are not communicated to FHLBank Topeka may result in the withdrawal or required repayment of the awarded AHP subsidy.

The Member represents and warrants that it has the full corporate power and authority, and has received all corporate and governmental authorizations and approvals as may be required, to enter into and perform its obligations under this application.

The person representing the Member by approving this application is duly authorized by the Member to make such representations and commitments as presented in this application.

Application Attachments

**Important!** After clicking the “Approve” button the application status will change to “Member Approved”. You will not be able to modify the application after the status change.

- If the Member needs to send the application back to the Sponsor organization for updating, or if the Member does not agree to partner with the Sponsor organization on the application, select “Reject” and notify the Sponsor.
- All applications can be resubmitted to the Member for approval after updates have been completed if done before the application submission deadline.
- If the application was submitted to the Member without consent of the Member, please contact HCD.
- Once the application is Member Approved, a message will display to confirm the application is complete.

### Member Approval ?

**Information**

- Your application is now Member Approved. Thank you for participating in the AHP program.

**Current Status** Member Approved  
The application is complete. There are no issues found.

Once the application is Sponsor Approved, it will no longer be editable. The application is printable **AFTER** Member Approval. To save a copy of the application after Member Approval, select “Print Application” or select “Application Attachments.” The application can be saved as a PDF. The application will not be able to be printed after the round closes.

## Application Review Period

Applications submitted by the deadline, and which score high enough to be awarded before funds are exhausted, are reviewed for the following:

1. Eligibility (Using Milestone section of the AHP Implementation Plan).
2. Scoring commitments (Validation of documentation uploaded using the AHP Implementation Plan and AHP Application User Guide).
3. Feasibility and viability of the application (Using the completed and uploaded feasibility workbook and Exhibit A and Exhibit B of the AHP Implementation Plan).
4. All other requirements listed in the FHFA Bank regulation and AHP Implementation Plan must be followed.
5. Announcements of awards are made on or before December 31<sup>st</sup> of the current year.

## 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.

### 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>

## 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, phone number, and email) and a description of the issue.

Phone: 866.571.8155

Email: [hcdahp@fhlbtopeka.com](mailto:hcdahp@fhlbtopeka.com)