



FHLBank
Chicago

AHP Online: **Guide for Sponsor Applicants 2024**

Rental Projects

Table of Contents

- Introduction**.....5
 - Key Changes to the 2024 Affordable Housing Program.....6
 - Glossary.....8
 - Helpful Hints for Entering an Application in AHP Online.....9

- Setting Up Registration & Profile**.....11
 - AHP Participant Registration.....11
 - AHP Participant Verification in Microsoft Authenticator.....18
 - Forgot Your Password?.....24

- Initiate Application**.....29
 - Steps 1-7.....30
 - My Application & Status.....37

- AHP Online Application Process: General Information**.....38
 - General Information.....38
 - Application Details: Application Information.....39
 - Application Details: Site Information.....40
 - Application Details: Site Parcel Information.....46
 - Application Details: Fair Housing.....48
 - Application Details: Subsidy Amount and Uses of Funds.....49
 - Sponsor and Member Information.....50
 - Member Involvement Information.....51

- Scoring**.....52
 - 2024 Scoring Overview.....52
 - 1. Donated, Discounted, or Government-Conveyed Property**.....54
 - a. Discount Information.....56
 - b. Donated/Discounted Evidence.....59
 - 2. Project Sponsorship**.....60
 - a. Ownership Structure.....61
 - b. Organization Information.....63
 - 3. Targeting**.....64
 - 4. Housing for Homeless Households**.....65
 - 5. Housing for Special Needs Populations**.....66
 - 6. Rural Housing**.....68
 - 7. Large Family Units**.....69
 - 8. Creating Economic Opportunity through Residential Economic Diversity**.....70
 - 9. Community Stability**.....71
 - 10. In-District Projects**.....72
 - 11. Projects Serving Low-Income Minority Areas**.....73

Table of Contents

- 12. Development Team Inclusion**.....74
- 13. Permanent Supportive Housing**.....76
- 14. NEW: Energy Efficiency & Sustainability**.....77
- 15. Projects of 24 or Fewer Units**.....78

- Feasibility**..... 79
 - Tips for Completing the Financial Feasibility Workbook.....80
 - Source Code Classifications.....81
 - Tips for Completing Commercial Financial Feasibility Workbook.....82
 - Financial Feasibility: Import Spreadsheet Screen.....83
 - Financial Feasibility: Feasibility Analysis Screen.....84
 - Financial Feasibility: Commitment Letters Screen.....85
 - Tenant Income Workbook (TIW) for Existing Occupied Projects (*if applicable*).....87
 - Rehabilitation Information Screen (*if applicable*).....88
 - Displacement Screen.....90
 - Sponsor Role Screen.....91
 - Primary Developer Screen.....92
 - Development Team Screen.....93
 - Disclosure Screen.....95
 - Market Study Screen.....96
 - Project Timeline Screen.....99
 - Site Control.....99
 - Zoning.....100
 - Overview of Application Home Screen.....101

- Sponsor Approval**.....102

- Member Approval: Completed by the Lead Member**.....104

- AHP Application Exhibits**.....113
 - AHP Self-Scoring Worksheet.....114
 - Architect’s Accessibility Certification.....115
 - Community Stability.....116
 - Developer Experience.....117
 - Development Team Inclusion Organizational Chart.....118
 - Financial Feasibility Workbook.....119
 - Permissive Zoning Letter Template.....131
 - Project Ownership Chart.....132
 - Project Timeline.....133
 - Rezoning Request Letter Template.....134

Table of Contents

Sponsor Experience.....135

Sponsor Funding Commitment: Board Letter Template.....136

Sponsor Fundraising History Experience.....137

Targeted Populations Experience & Services Template (Homeless, Special Needs, PSH points).....138

Tenant Income Worksheet.....140

Appendix.....144

Members Accessing AHP Online Through eBanking.....144

AHP Participants Accessing AHP Online.....144

AHP Participant Authorization Recertification for Sponsors.....144

AHP Online Minimum Supported System Requirements.....145

Privacy Policy.....145

Introduction

Thank you for your interest in the Affordable Housing Program (AHP) General Fund!

Members of the Federal Home Loan Bank of Chicago (FHLBank Chicago) who would like to submit an application for the 2024 Affordable Housing Program (AHP) grant round must access AHP Online exclusively through eBanking. All members who plan to submit an AHP application should take the steps necessary to access eBanking. Once the member has eBanking access, the Member Security Administrator (MSA) must assign at least one Authorized AHP User in order for a sponsor applicant to initiate an application in AHP Online.

Helpful Hint

An AHP participant is unable to initiate an application until the Lead Member identifies an Authorized AHP User.

AHP Participants should **contact their member institution to register an Authorized AHP User in eBanking** in order to initiate an application.

For assistance, please contact Member Support at 855-FHLB-CHI (855.345.2244), option 0.

AHP project sponsors and consultants (AHP Participants) must apply through AHP Online and may only initiate an application after first associating it with a registered Bank member. AHP Participants [may access AHP Online here](#).

In 2024, there will be one competitive AHP application round with an application deadline of 5:00 p.m. CT on Friday, June 14. AHP Participants may register and initiate an application starting **Monday, May 6**, provided their member has registered an Authorized AHP User in eBanking. All Bank members and AHP Participants are strongly encouraged to register via these online systems well in advance of the AHP application deadline to allow sufficient time to properly develop and assemble the application.

*Important: New Security Authentication

FHLBank Chicago migrated to a new security authentication platform to modernize how users access our systems, heighten safety and security, and enhance ease of use. Follow these [Step-by-Step Instructions](#) to download and install the Microsoft Authenticator application to your mobile device and computer. Members, sponsors, and consultants must complete the registration process in order to access AHP Online.

For assistance, please contact the Member Support team at membersupport@fhlbc.com or 855.345.2244, option 6.

Pursuant to the Code of Federal Regulations (12 C.F.R. Part 1291) (the "AHP Regulations"), the 2023 Affordable Housing Program Implementation Plan (the Implementation Plan) sets forth certain policies, guidelines, and requirements applicable to FHLBank Chicago's AHP. The Implementation Plan is posted on FHLBank Chicago's [AHP Program Policy and Forms](#) page of the public website. Bank members and AHP Participants are encouraged to review the Implementation Plan, as well as the accompanying exhibits: Project Feasibility and Cost Guidelines, and Scoring Guidelines.

Key Changes to the 2024 Affordable Housing Program

FHLBank Chicago made several notable changes to its Affordable Housing Program (AHP) in 2024. **We are excited to announce the maximum AHP Subsidy per Project has been doubled to \$2,000,000!**

AHP Round Timing

In 2024, the competitive AHP round will be open for application submittal from **Monday, May 6**, to **Friday, June 14, at 5:00 p.m. CST.**

Scoring Guidelines

The table on the following page shows the scoring categories for 2024. **The Member Financial Participation scoring category (6 points) has been removed.** The six points from this category have been reallocated, as shown on the next page.

For the 2024 round, we have introduced a **new scoring category, Energy Efficiency & Sustainability**, for three fixed points. This category supports projects following sustainable building standards. Please review the **2024 Implementation Plan** and the Scoring section of this guide for more details.

Other scoring category changes are indicated in red or with "*" on the following page. Please refer to the **2024 Implementation Plan** for more details on all scoring changes.

Financial Feasibility Guidelines

In 2024, the Subsidy Per Unit feasibility guideline has been doubled to \$50,000 per unit! For all projects, the Bank will consider how effectively the project uses AHP subsidy dollars. All rental projects may request a maximum of **\$50,000** of AHP Subsidy per AHP-assisted unit, with the option to request above the feasibility guideline with provided justification and evidence based on the project details.

Additional changes 2024 AHP feasibility guidelines:

- Operating costs per unit

For specific changes, please consult the **2024 Implementation Plan.**

Software Updates

A 2-Step Microsoft Authentication is required for all members, sponsors, and consultants to access AHP Online. Follow these **Step-by-Step Instructions** to download and install the Microsoft Authenticator application to your mobile device and computer. See p.11-24 of this guide for instructions on how to setup an account in AHP Online. For more information, visit the FHLBank Chicago **resource page**. For assistance, please contact Member Support at **membersupport@fhbc.com** or 855.345.2244, option 6.

Self-Scoring Worksheet

Please take advantage of the updated AHP Self-Scoring Worksheet, available on the **AHP Program Policy and Forms** website. However, please note that this checklist is for informational purposes only and does not guarantee a specific score. If you have scoring questions, please reach out to **ci@fhbc.com** or 312.565.5824.

Key Changes to the 2024 Affordable Housing Program

Scoring Guidelines

Several scoring categories, marked in red in the table below, have changed in point value or point variation for 2024.

SCORING CATEGORY	2023 POINT VALUE	2024 POINT VALUE	CHANGE
Use of Donated or Conveyed Government-Owned or Other Properties	5	5	0
Project Sponsorship	5	5	0
Targeting	20	20	0
Housing for Homeless Households	5	5	0
Housing for Special Needs Populations	5	5	0
Rural Housing	7	7	0
Large Family Units	3	3	0
Creating Economic Opportunity through Residential Economic Diversity	5	5	0
Rehabilitation of Existing Occupied Housing	7	9	+2
Preservation of Homeownership*	7	7	0
In-District Projects*	8	8	0
Member Financial Participation	6	0	-6
Projects Serving Low-Income Minority Areas*	4	4	0
Development Team Inclusion*	4	4	0
Permanent Supportive Housing	5	5	5
Energy Efficiency & Sustainability	0	3	+3
Projects of 24 or Fewer Units	4	5	+1

* The point totals are the same between program years, but the scoring criteria and scoring variation has been modified. Please review the [2024 Implementation Plan](#) for more details.

Glossary

AHP-Assisted Unit

A housing unit that is subject to an income-targeting commitment of $\leq 80\%$ area median income (AMI) to FHLBank Chicago.

AHP Participant

An AHP project sponsor or consultant registered as an AHP Online user.

Authorized AHP User

A Member Contact who is assigned by the member's eBanking Member Security Administrator (MSA) to have eBanking and AHP Online access allowing the Authorized AHP User to complete and Member Approve AHP applications.

Co-Member

A Member Contact who is not identified as the Lead Member in a consortium project for homeownership activities. FHLBank Chicago does not allow consortium projects for rental activities.

eBanking

Members access AHP Online exclusively through eBanking, FHLBank Chicago's member-only website. In addition to serving as the portal to AHP Online, eBanking enables members to initiate a variety of transactions such as user authorizations, advances, letters of credit, and wire transfers. Members can also use eBanking to access their Bank activity statements and reports, learn about product updates, view archived webinars, and much more.

Input Contact

If a sponsor organization is working with a consultant or another organization to complete an AHP application, the non-sponsor organization contact should be identified as an Input Contact. An individual may be selected as an Input Contact for multiple applications. AHP Online allows at most three Input Contacts per project.

An Input Contact may initiate and complete an AHP application, but is unable to edit contact screens or Sponsor Approve an AHP application.

Lead Member

The member institution identified as the primary member and contact. The member must be in good standing with FHLBank Chicago and have an eligible member risk rating.

Lead Sponsor Contact

A Lead Sponsor Contact is a noncontractual employee of the sponsor organization, or of an entity that wholly owns and/or controls the sponsor organization, who has the knowledge and authority to respond to inquiries and make decisions related to this application and project.

A Lead sponsor contact should be permanent staff or serve on the board of directors of the sponsor organization. They must be authorized by the sponsor to accept and enter into contractual and financial obligations on behalf of the sponsor.

A Lead Sponsor Contact is responsible for the AHP subsidy for the entire AHP compliance period: 15 years for rental projects. The date on which these periods begin is described in [Section IV of the Implementation Plan](#). At least one and at most two Lead Sponsor Contacts from the same organization must be assigned for each application. The Lead Sponsor Contact(s) identified will be associated with the complete life cycle of the project, from application submission to project completion and long-term monitoring.

FHLBank Chicago does not recognize co-sponsors.

Owner

The owner of a Rental Project means the legal entity or individual entity on the title of the Rental Project; the Sponsor has ownership interest in the Owner.

Total Project Units

The total number of units in the AHP project, regardless of income targeting.

Helpful Hints for Entering an Application in AHP Online

The following hints will help an AHP Participant avoid common mistakes and successfully enter an application in AHP Online.

- ✓ **Setup a User Profile:** First you will need to register as a user in AHP Online. Once you have registered, you will be able to use the system immediately and associate yourself with an organization. After associating with an organization, you may initiate an application (as long as the member has registered an Authorized AHP User in eBanking). Follow the instructions in the **Setting Up Registration & Profile** section of this guide.
- ✓ **Associate Your User Profile with an Organization:** After you register, you will be prompted to associate yourself with an organization. This is the organization that employs you, not the organization to which you provide consulting services. If you are a consultant, you must associate yourself with your consulting company and be included as an Input Contact in the application.
- ✓ **Remember your login email and password:** You will need these to access your application(s) in AHP Online during and after the funding round. Note that passwords expire after **60 days** of inactivity. If you forget your password, follow the instructions on p.24-28 to reset your password.
- ✓ **Know the Application Roles:** Only a **Lead Sponsor Contact** can add or change contact or organization information within the application and then, at the end of the process, Sponsor Approve an application. **Input Contacts** can complete certain parts of the General Information section and the Scoring and Feasibility sections of an application but cannot Sponsor Approve an application.
- ✓ **Save Each Page** on which you have changed data before moving on to the next screen. You will be automatically logged off of AHP Online after **15 minutes** of inactivity. Save the screen(s) you are working in frequently to avoid loss of information.
- ✓ **Combine Multiple Documents:** For an attachment that includes multiple documents, it is recommended that you save all documents in a ZIP file or scan all documents into one PDF file and attach that single ZIP or PDF file to the application.
- ✓ **Label Each Attachment:** Each attachment name should include the application number assigned by the system, the project name, and the type of document (for example, 3001_Park Homes_Market Study). Acceptable formats for attachments include PDF, ZIP, DOC, DOCX, XLS, and XLSX. The size limit for any attachment is 12 megabytes.
- ✓ **Verify Project ZIP code:** lookup information is included in AHP Online. Applicants should use the USPS "Look Up a ZIP Code" tool to verify the ZIP+4 code for the project location.
- ✓ **Do not press the Back button or arrow,** typically located in the top-left corner of your browser, as this will create a system error. To move through the application, follow the guides on the bottom-left and bottom-right corners of the screen.
- ✓ **Utilize the Question Mark Symbol** which will provide additional information on a category or question.
- ✓ **Avoid Special Symbols:** Refrain from using smart quotes (" ") or ampersands (&) in the text boxes.
- ✓ **Read the Instructions on the First Tab of the Financial Feasibility Workbook** before completing and uploading it to AHP Online. The directions need to be followed exactly or the spreadsheet will not upload. If you have difficulty uploading the spreadsheet, it may be a Microsoft Excel version issue. Please refer to the **AHP Online Troubleshooting Guide** for additional direction.

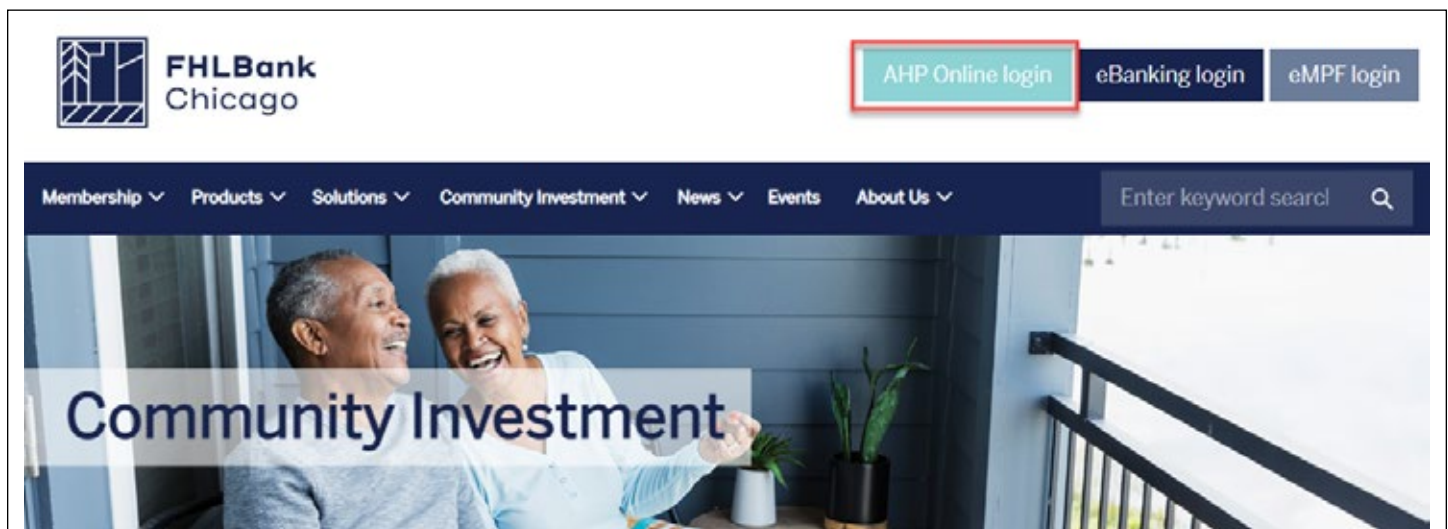
Helpful Hints for Entering an Application in AHP Online

- ✓ **Complete All Required Fields:** All fields marked with an **Asterisk (*)** are required to save a page, and all fields marked with a **black diamond** are required before an applicant may Sponsor Approve an application.
- ✓ **Save Information Before Navigating Between Tabs in the Application:** (Example: General Information, Scoring, Feasibility, etc.), if you do not **click on Save** between tabs, the information will be lost.
- ✓ **Complete tabs in order** as skipping around can cause error messages later in the application entry process.
- ✓ **Navigate Between Tabs Using the Next and Previous Buttons** at the bottom of your screen. We discourage use of the tabs to navigate between sections, as this can cause system errors.
- ✓ **Use a Supported Browser:** To ensure an optimal user experience, we recommend using **Google Chrome** or **Microsoft Edge** to access these sites.
- ✓ **Only Open One AHP Online Session at a Time:** Do not open multiple AHP Online sessions in one browser simultaneously, as this may lead to system errors.



Setting Up Registration & Profile

AHP Participant Registration



A link to the AHP Online login page may be found on the top of the [Community Investment section](#) of FHLBank Chicago's public website. The AHP Online login screen allows an AHP Participant to register as a user, reset a password, and log in.

A 2-Step Microsoft Authentication is required for all members, sponsors, and consultants to access AHP Online. **First**, you must follow these [Step-by-Step Instructions](#) to download and install the Microsoft Authenticator application to your mobile device and computer. For more information, visit the FHLBank Chicago [resource page](#). For assistance, please contact Member Support at membersupport@fhlbc.com or 855.345.2244, option 6.

Under the new security system, all AHP sponsor, member, and consultant contacts will be associated with **one unique email address**. Applicants are now able to associate one unique email with all applicable organizations and applications. Each AHP Online User must be registered in AHP Online.

First Time Registering in AHP Online?

If this is the first time the AHP Participant is logging into the system, follow the instructions starting on the next page.

Forgot Your Password?

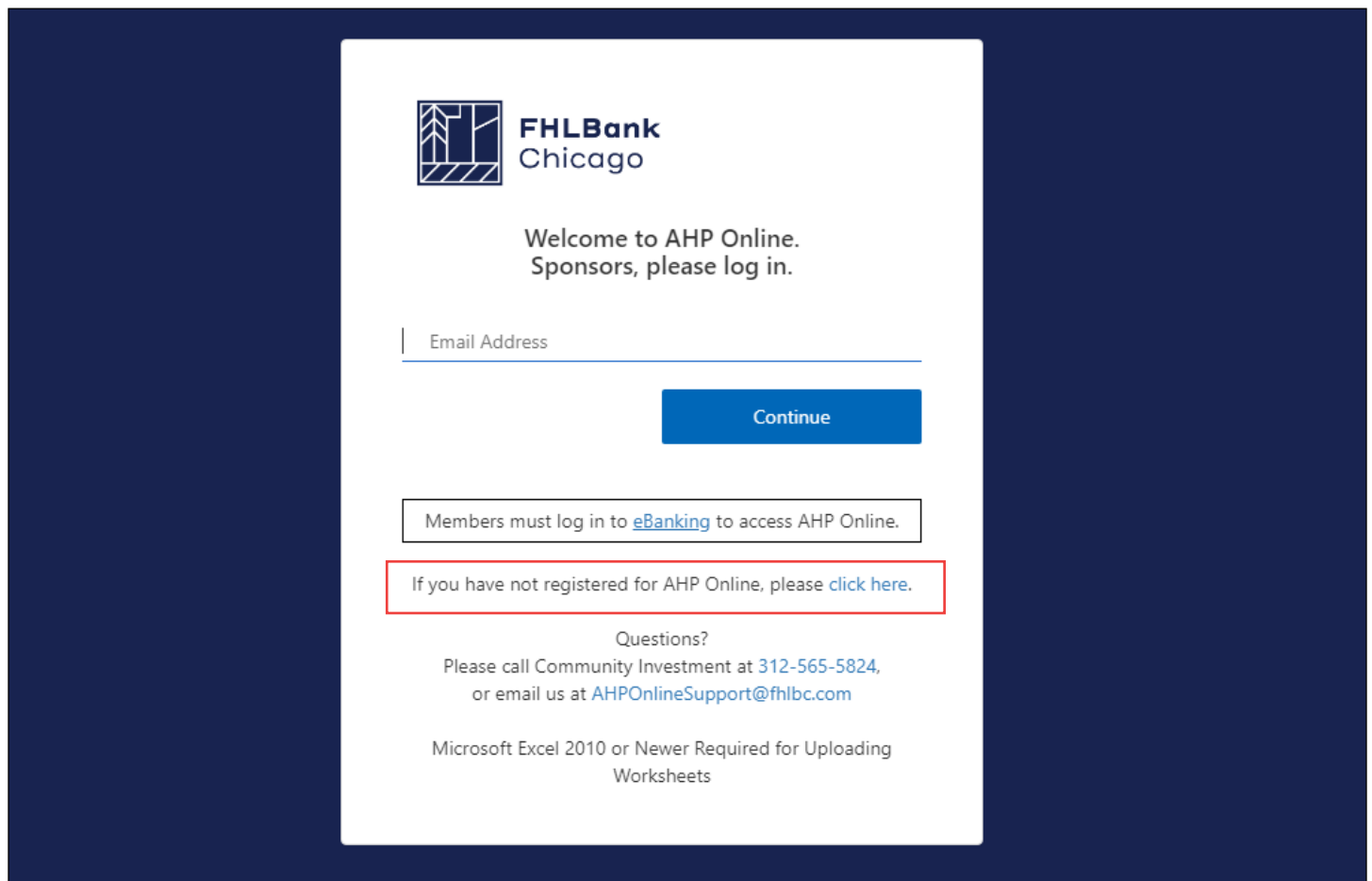
If users have successfully registered under the new Microsoft authentication tool, but forgot their password, they can reset their password following the instructions in the [next section](#) of this guide.


Important: The **Lead Sponsor contact** should be permanent staff or serve on the board of directors of the sponsor organization and who has been authorized by the sponsor to accept and enter into contractual and financial obligations on behalf of the sponsor.

Helpful Hint

Registration must be completed in one sitting. There is no Save function within the screens.

AHP Participant Registration



 **FHLBank**
Chicago

Welcome to AHP Online.
Sponsors, please log in.

Email Address

[Continue](#)

Members must log in to [eBanking](#) to access AHP Online.

If you have not registered for AHP Online, please [click here](#).

Questions?
Please call Community Investment at 312-565-5824,
or email us at AHPOnlineSupport@fhlbc.com

Microsoft Excel 2010 or Newer Required for Uploading
Worksheets

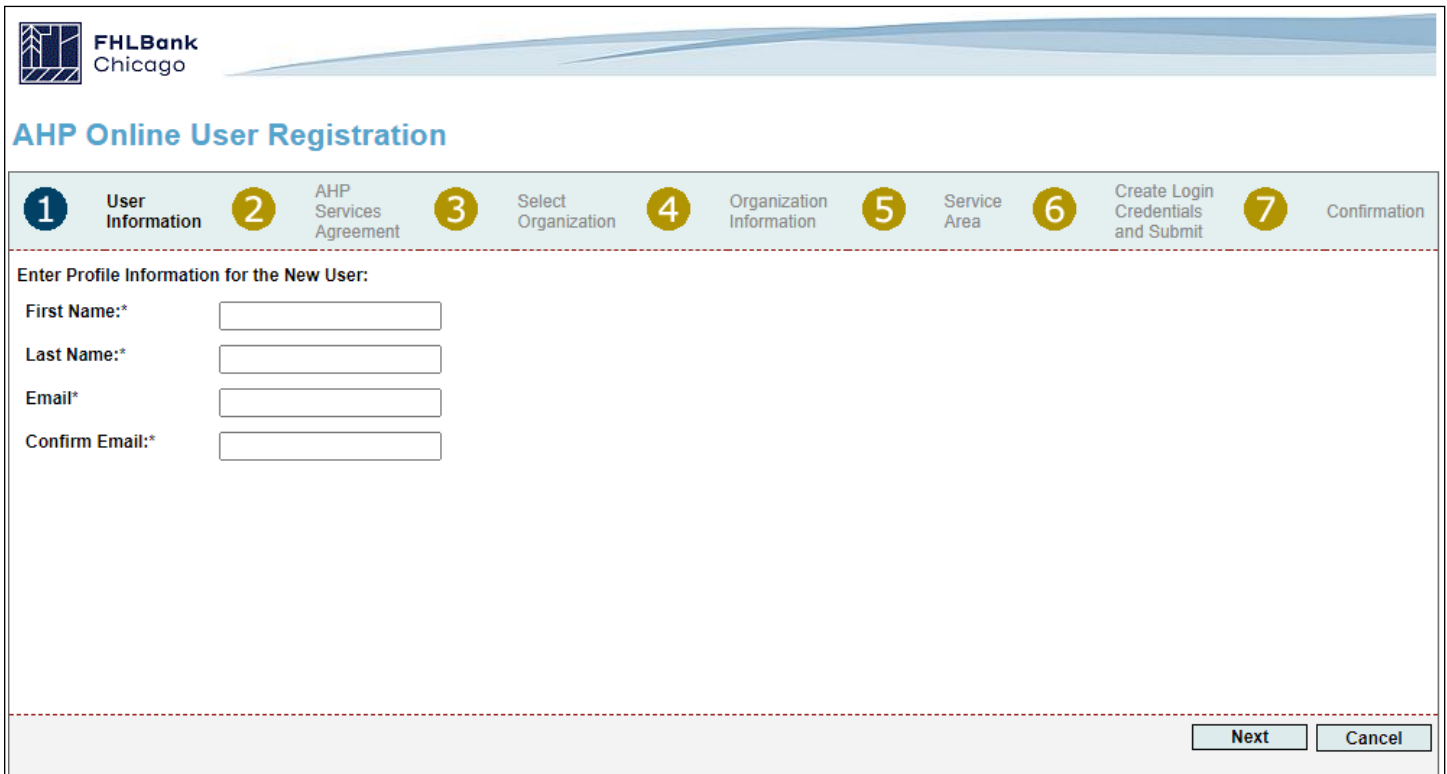
Step 1

To begin, click the link to the AHP Online login page found at the top of the [Community Investment section](#) of FHLBank Chicago's public website, and you will be taken to this login page.

To begin registering, press "click here" on the page, highlighted in red above.

Note that the User Profile must be completed in one sitting. There is no Save function within these screens.

AHP Participant Registration



FHLBank Chicago

AHP Online User Registration

- 1** User Information
- 2 AHP Services Agreement
- 3 Select Organization
- 4 Organization Information
- 5 Service Area
- 6 Create Login Credentials and Submit
- 7 Confirmation

Enter Profile Information for the New User:

First Name:*

Last Name:*

Email*

Confirm Email:*

[Next](#) [Cancel](#)

Step 2

Enter the user's name and email address.

Do not use the Internet browser **Back** button to navigate AHP Online.

Instead, always click on **Next** to move forward.

AHP Participant Registration

The screenshot displays the FHLBank Chicago website's registration interface. At the top left is the FHLBank Chicago logo. Below it, the title "AHP Online User Registration" is shown. A progress bar at the top identifies seven steps: 1. User Information (checked), 2. AHP Services Agreement, 3. Select Organization (current step), 4. Organization Information, 5. Service Area, 6. Create Login Credentials and Submit, and 7. Confirmation. Below the progress bar, a message reads: "Please agree to the AHP Services Agreement by clicking on I Agree at the bottom of the page.*" The main content area shows a PDF viewer for "FHLCAHPServicesAgreement.pdf" at page 1 of 8, zoomed to 77%. The PDF content includes the title "FEDERAL HOME LOAN BANK OF CHICAGO AHP SERVICES AGREEMENT" and a paragraph stating that the agreement governs access to the Bank's electronic banking website and eBanking services. It also includes "Section 1. Definitions" with sub-sections (a), (b), and (c) defining terms like "AHP Application", "AHP Procedures", and "AHP Services".

Step 3

The Bank's AHP Services Agreement must be accepted by the AHP Participant in order to complete the registration process.

Scroll to the bottom to accept and move forward in the registration process.

AHP Participant Registration

FHLBank Chicago

Organization

1 ✓ User Information 2 ✓ AHP Services Agreement 3 Select Organization 4 Organization Information 5 Service Area 6 Create Login Credentials and Submit 7 Confirmation

Select an option below.*

Select an existing organization.
 Create new organization.

Organization Name

Please enter a partial or full input organization name and click search.

Step 4

Select your organization by choosing from an existing organization or creating a new one.

Helpful Hint

Search for an organization before creating a new one. If the organization appears multiple times, please contact Community Investment at ci@fhlbc.com or 312.565.5824.

FHLBank Chicago

Organization

1 ✓ User Information 2 ✓ AHP Services Agreement 3 ✓ Select Organization 4 Organization Information 5 Service Area 6 Create Login Credentials and Submit 7 Confirmation

Organization Information

Organization Name*
Organization Type*
Phone Number*
Fax Number
Website

Mailing Address

Address Line1*
Address Line2

ZIP* ZIP+4*
City
County
State

Services Provided*

<input type="checkbox"/> Affordable Housing Development	<input type="checkbox"/> Employment Training	<input type="checkbox"/> Other <input type="text"/>
<input type="checkbox"/> Architectural/Engineering	<input type="checkbox"/> Financial Literacy	
<input type="checkbox"/> Consulting	<input type="checkbox"/> Health Care Services	
<input type="checkbox"/> Counseling Services (mental health)	<input type="checkbox"/> Housing Counseling (pre and post)	
<input type="checkbox"/> Counseling Services (residential support)	<input type="checkbox"/> Job Training/Welfare to Work	
<input type="checkbox"/> Counseling Services (substance abuse)	<input type="checkbox"/> Legal	

Step 5

If creating a new organization, please fill in all of the required boxes and click **Next**.

If the ZIP code is correct but not found after clicking on Lookup, call Community Investment at 312.565.5824 to have the ZIP code added.

AHP Participant Registration

FHLBank Chicago

Organization

1 ✓ User Information 2 ✓ AHP Services Agreement 3 ✓ Select Organization 4 ✓ Organization Information 5 Service Area 6 Create Login Credentials and Submit 7 Confirmation

Does the organization service the entire United States of America?* Yes No

Step 6

Answer the question about the organization's service area.

FHLBank Chicago

AHP Online User Registration

1 ✓ User Information 2 ✓ AHP Services Agreement 3 ✓ Select Organization 4 ✓ Organization Information 5 Service Area 6 Create Login Credentials and Submit 7 Confirmation

First Name:
Last Name:
Email:

Enter the displayed text image: ?

Organization Information

Organization Name
Organization Type
Services Provided

Service Area

Does the organization service the entire United States of America? yes

Phone Number
Fax Number
Website
Mailing Address

Step 7

Next create your login credentials, enter the text displayed in the image, and click **Submit**. If it is necessary to make a correction, use the **Back** button located in the lower right-hand section of the page.

AHP Participant Registration

The screenshot shows the 'AHP Online User Registration' form at FHLBank Chicago. A progress bar at the top indicates seven steps, all of which are completed (marked with a checkmark): 1. User Information, 2. AHP Services Agreement, 3. Select Organization, 4. Organization Information, 5. Service Area, 6. Create Login Credentials and Submit, and 7. Confirmation. The form fields are as follows:

- First Name: [Redacted]
- Last Name: [Redacted]
- Login Credentials: [Redacted]
- Email Address: [Redacted]
- Organization Information:
 - Organization Name: [Redacted]
 - Organization Type: [Redacted]
 - Services Provided: [Redacted]
- Phone Number: [Redacted]
- Fax Number: [Redacted]
- Website: [Redacted]
- Mailing Address: [Redacted]

Under the 'Service Area' section, there is a question: 'Does the organization service the entire United States of America? yes'. A 'Finish' button is located at the bottom right of the form.

Step 8

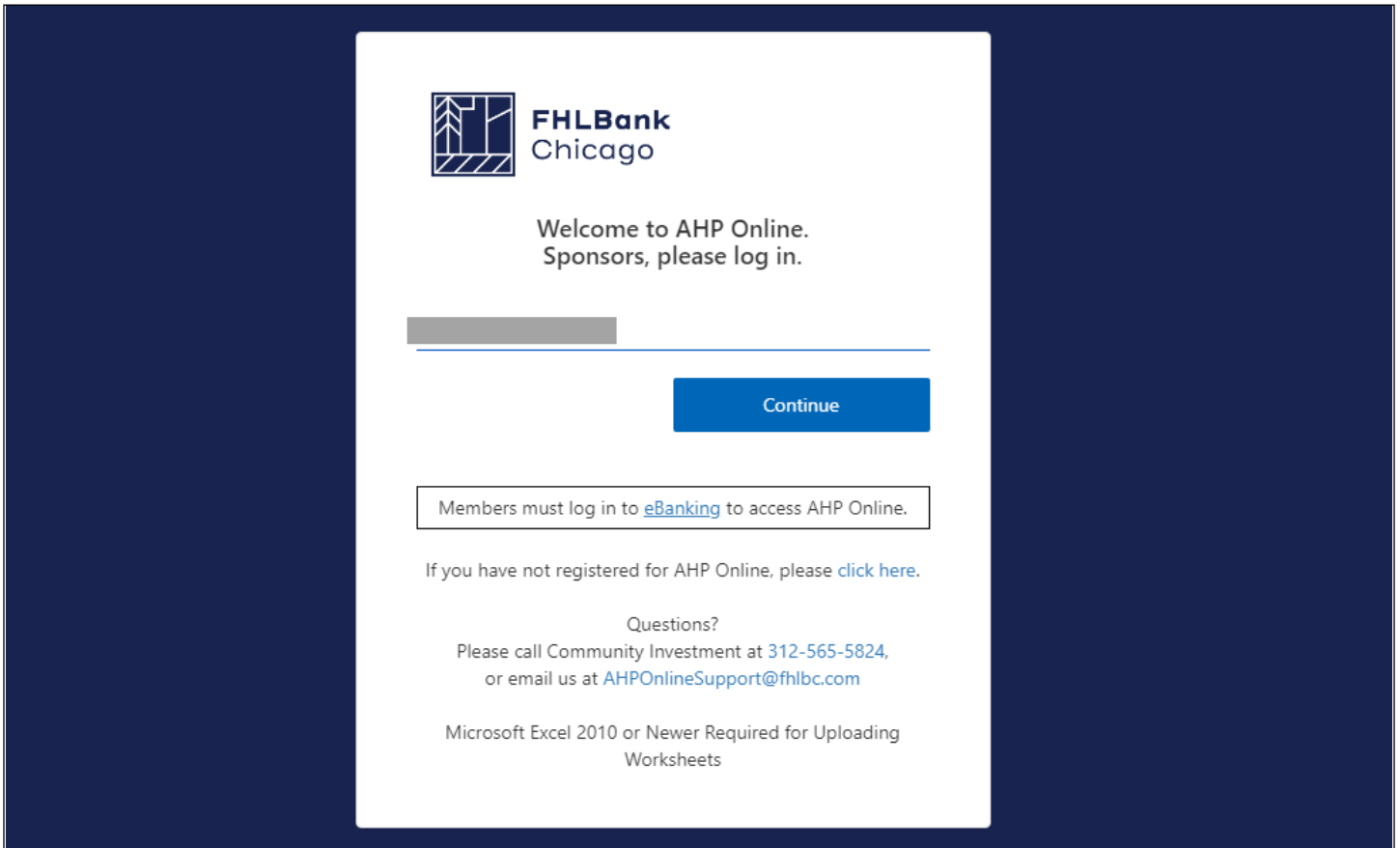
The last screen is confirmation that the AHP Participant has successfully associated with an organization.

Click on **Finish**.

Helpful Hint

Users cannot go back to the User Profile screen from the Organization screen. If an error occurs, continue through the Organization screens and edit the User Profile information later.

AHP Participant Verification in Microsoft Authenticator



If you are a **newly registered AHP Participant**, or an **existing AHP participant** with a registered email in the AHP Online system but have not set up your account in the Microsoft Authentication security system, please follow these steps to verify your account.

Before you begin, you must follow these Step-by-Step Instructions to download and install the Microsoft Authenticator application to your mobile device and/or computer. For more information, visit the FHLBank Chicago [resource page](#).

Step 1


Once the Microsoft Authenticator application has been installed on your mobile device and/or computer, navigate to the AHP Online login page found at the top of the [Community Investment](#) website, and you will be taken to this login page.

Enter your email address and press **Continue**.

Important: If you are an **existing AHP participant associated with multiple organizations**, after you get set up in the Microsoft Authenticator and login to AHP Online, you can:

- Select an organization to work with
- Switch the organization OR
- Add a new organization by clicking on the "**Change Org**" link from the main menu in the top right

AHP Participant Verification in Microsoft Authenticator

 **FHLBank**
Chicago

Welcome to AHP Online.
Sponsors, please log in.

A verification code has been sent to your email. Please copy and paste the code to the box below. The verification code expires after 5 minutes. If the time has elapsed, please select the "Send new code" button."

Verification code

[Verify code](#) [Send new code](#)

Members must log in to [eBanking](#) to access AHP Online.

If you have not registered for AHP Online, please [click here](#).

Questions?
Please call Community Investment at 312-565-5824,
or email us at AHPOnlineSupport@fhlbc.com

Microsoft Excel 2010 or Newer Required for Uploading Worksheets

Step 2

Locate the verification code sent to your email and input the code.

Click **Verify Code**.

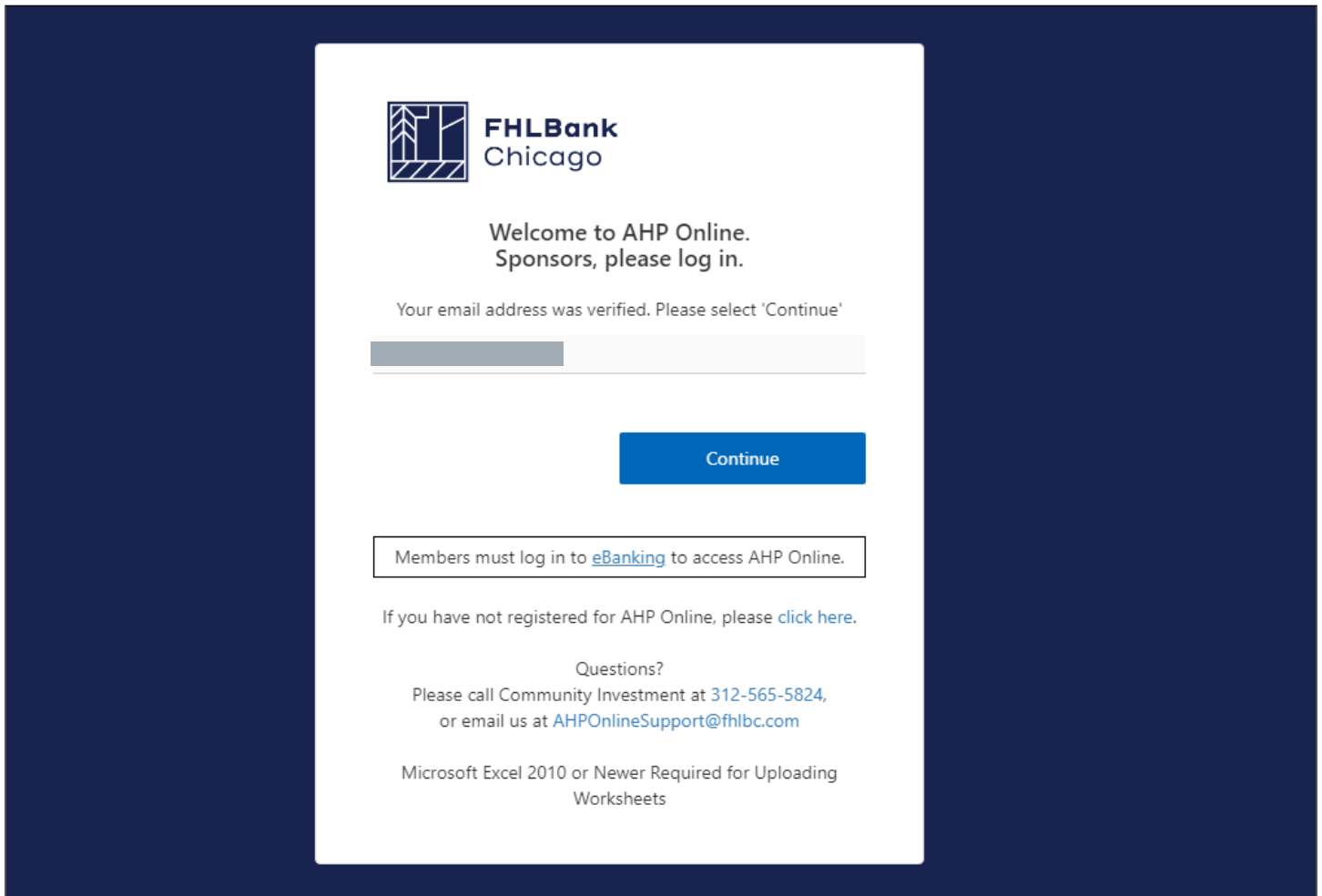
Verify your email address

Thanks for verifying your [redacted] account!

Your code is: 035493

Sincerely,
FHLBC B2C UAT2

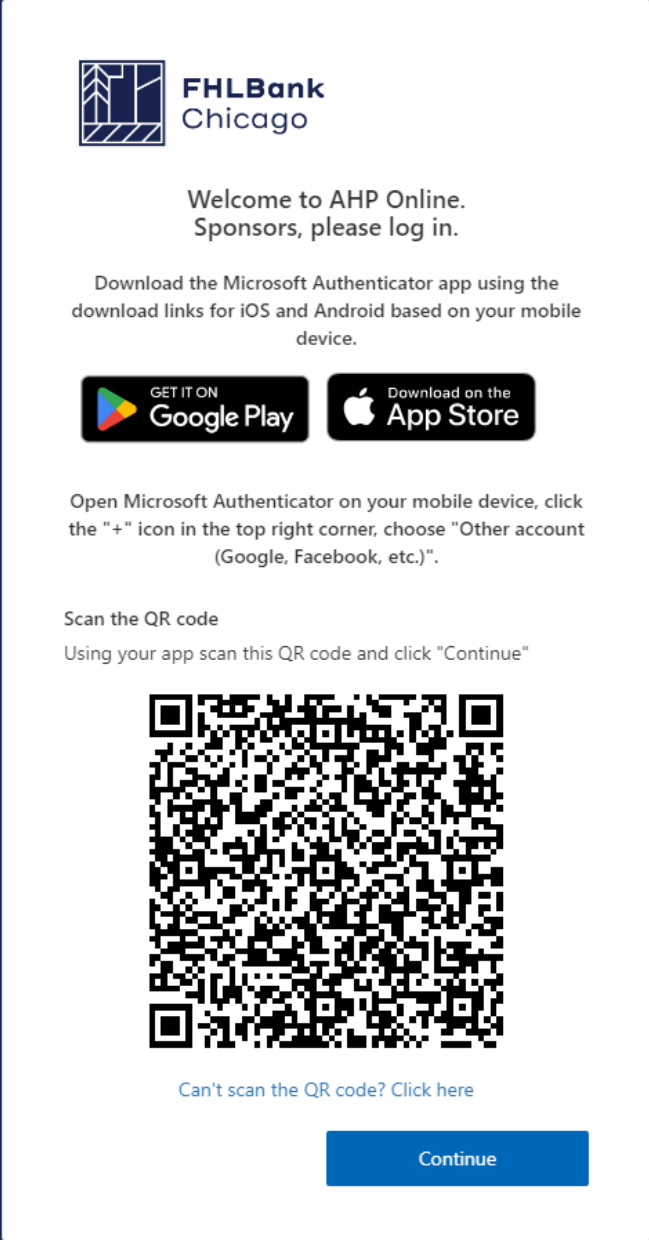
AHP Participant Verification in Microsoft Authenticator




Step 3

Once the email is successfully verified, press **Continue**.


AHP Participant Verification in Microsoft Authenticator




 **FHLBank**
Chicago

Welcome to AHP Online.
Sponsors, please log in.


Download the Microsoft Authenticator app using the download links for iOS and Android based on your mobile device.

 GET IT ON
Google Play

 Download on the
App Store

Open Microsoft Authenticator on your mobile device, click the "+" icon in the top right corner, choose "Other account (Google, Facebook, etc.)".

Scan the QR code
Using your app scan this QR code and click "Continue"



[Can't scan the QR code? Click here](#)

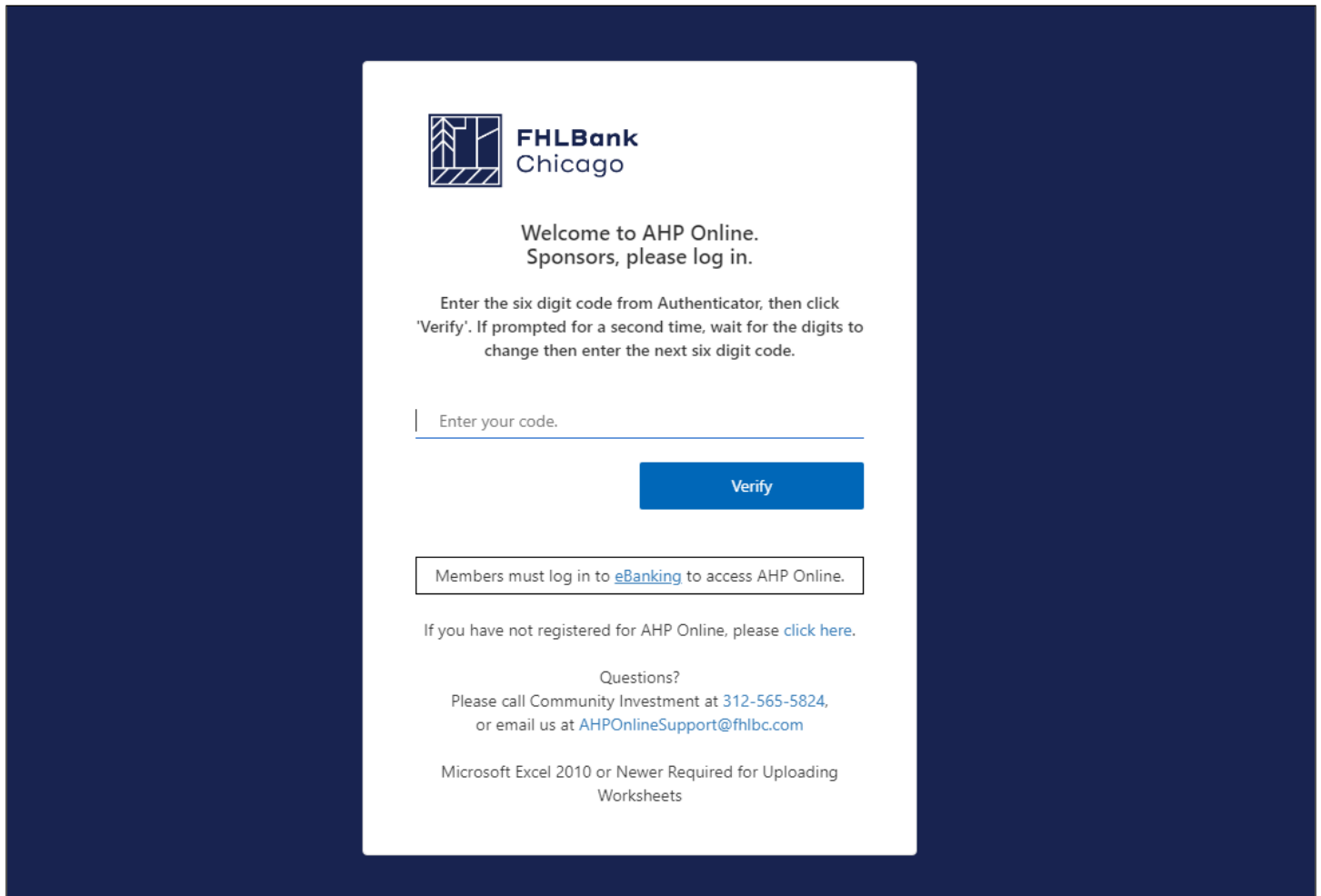
[Continue](#)

Step 4

Open the Authenticator app on your mobile device by scanning the QR code.

Please open up the [Step-by-Step Instructions \(p.7-10\)](#) to successfully set up the Microsoft Authenticator application settings before pressing Continue.

AHP Participant Verification in Microsoft Authenticator

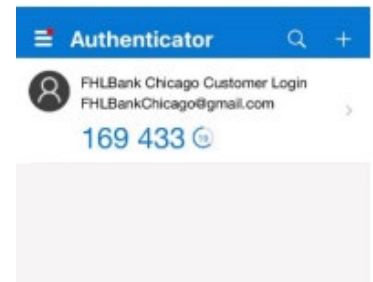


Step 5

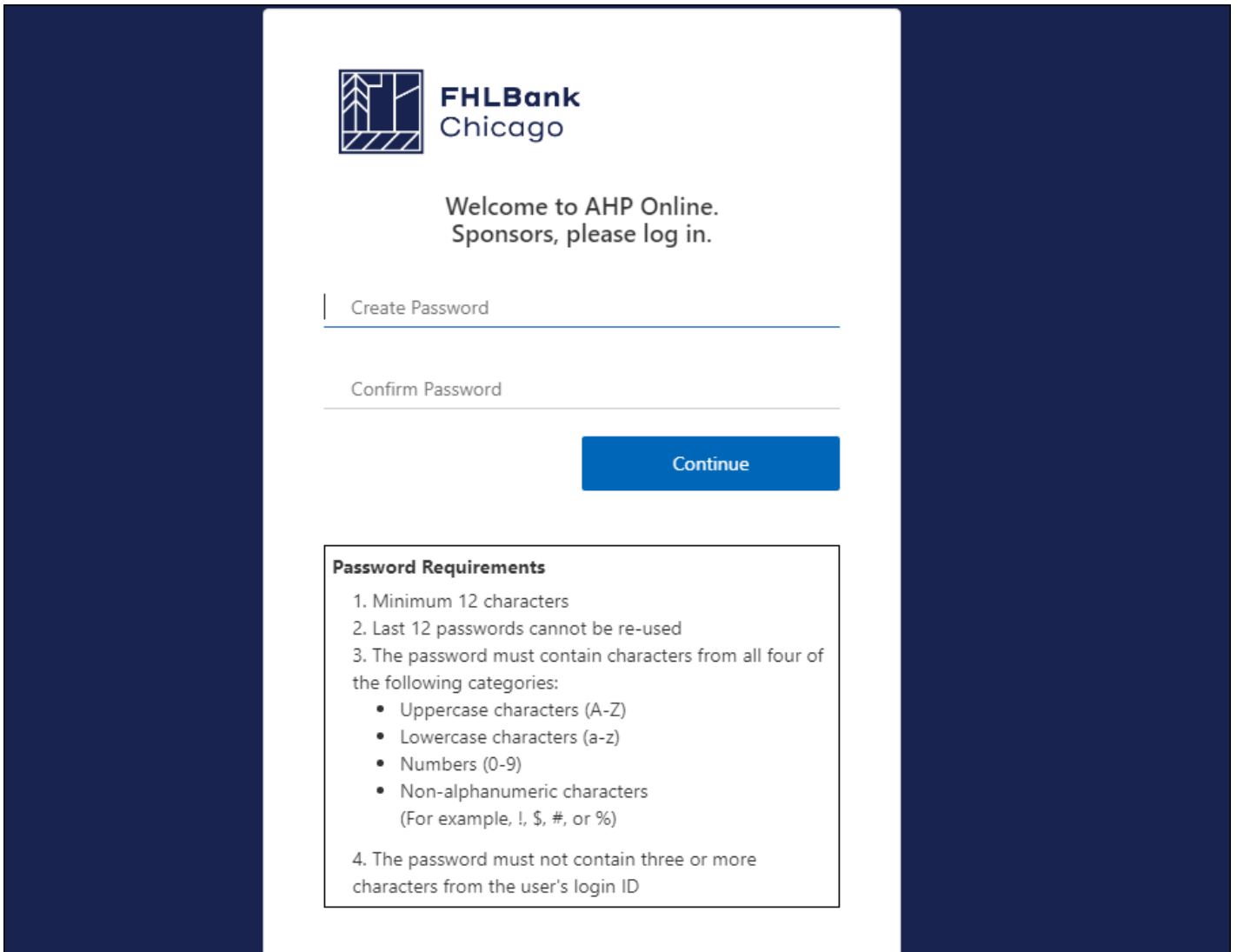
Enter the six digit code shown in the Microsoft Authenticator application.


Click **Verify**.

You may be prompted to input the numbers a second time. If that is the case, you must wait for the digits to change and then enter the next six digit code. Click **Verify** again.



AHP Participant Verification in Microsoft Authenticator



 **FHLBank**
Chicago

Welcome to AHP Online.
Sponsors, please log in.

Create Password

Confirm Password

Continue

Password Requirements

1. Minimum 12 characters
2. Last 12 passwords cannot be re-used
3. The password must contain characters from all four of the following categories:
 - Uppercase characters (A-Z)
 - Lowercase characters (a-z)
 - Numbers (0-9)
 - Non-alphanumeric characters
(For example, !, \$, #, or %)
4. The password must not contain three or more characters from the user's login ID

Step 6

Create your password following the password requirements listed on the screen.

Click **Continue**.

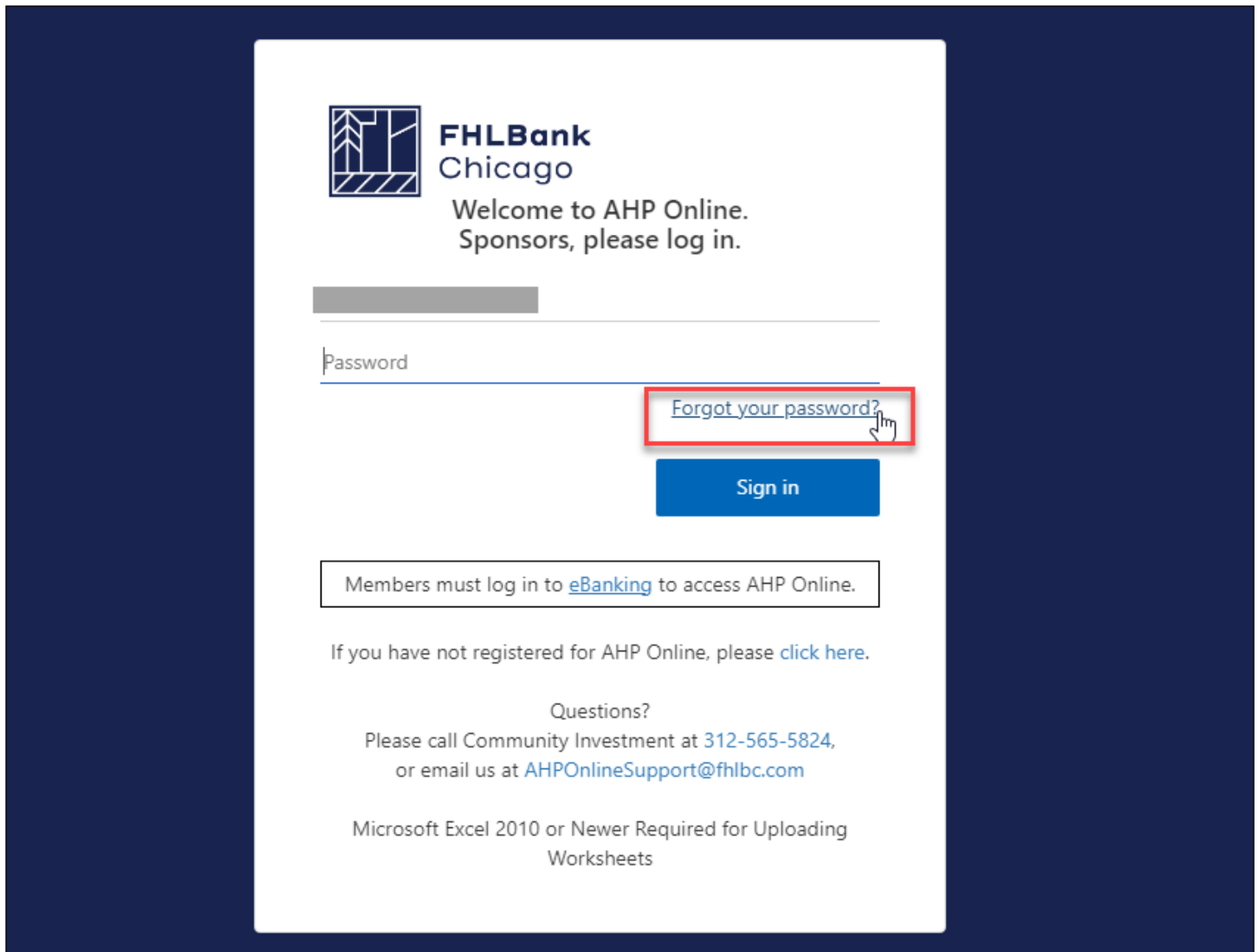
Congratulations! You have successfully completed the installation of Microsoft Authenticator! Now everytime you log into AHP Online, you will use a six digit Microsoft Authentication code. For questions or token inquiries, please reach out our Member Support team at membersupport@fhlbc.com or 855.345.2244, option 6.

Important: If you are an **existing AHP participant associated with multiple organizations**, after you get set up in the Microsoft Authenticator and login to AHP Online, you can:

- Select an organization to work with
- Switch the organization OR
- Add a new organization by clicking on the "Change Org" link from the main menu



Forgot Your Password?




Forgot Your Password?

Step 1

On the AHP Online login page, click "Forgot your password?" located on the screen.

Forgot Your Password?

 **FHLBank**
Chicago

Welcome to AHP Online.
Sponsors, please log in.

A verification code has been sent to your email. Please copy and paste the code to the box below. The verification code expires after 5 minutes. If the time has elapsed, please select the "Send new code" button.

Verification code

Members must log in to [eBanking](#) to access AHP Online.

If you have not registered for AHP Online, please [click here](#).

Questions?
Please call Community Investment at 312-565-5824,
or email us at AHPOnlineSupport@fhlbc.com

Microsoft Excel 2010 or Newer Required for Uploading
Worksheets

Step 2

Locate the verification code sent to your email and input the code.

Click **Verify Code**.

Verify your email address

Thanks for verifying your [redacted] account!

Your code is: 035493

Sincerely,
FHLBC B2C UAT2

Forgot Your Password?



FHLBank
Chicago

Welcome to AHP Online.
Sponsors, please log in.

Your email address was verified. Please select 'Continue'.

Continue

Members must log in to [eBanking](#) to access AHP Online.

If you have not registered for AHP Online, please [click here](#).

Questions?

Please call Community Investment at 312-565-5824,
or email us at AHPOnlineSupport@fhlbc.com

Microsoft Excel 2010 or Newer Required for Uploading
Worksheets

Step 3

Once the email is successfully verified, press
Continue.



Forgot Your Password?



FHLBank
Chicago

Welcome to AHP Online.
Sponsors, please log in.

Enter the six digit code from Authenticator, then click 'Verify'. If prompted for a second time, wait for the digits to change then enter the next six digit code.



Verify

Members must log in to [eBanking](#) to access AHP Online.

If you have not registered for AHP Online, please [click here](#).

Questions?

Please call Community Investment at 312-565-5824,
or email us at AHPOnlineSupport@fhlbc.com

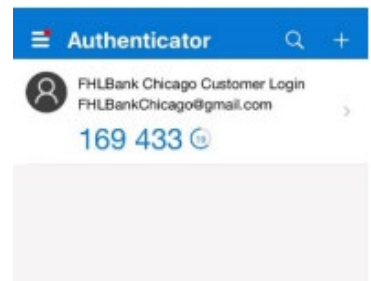
Microsoft Excel 2010 or Newer Required for Uploading
Worksheets

Step 4

Enter the six digit code shown in the Microsoft Authenticator application.

Click **Verify**.

You may be prompted to input the numbers a second time. If that is the case, you must wait for the digits to change and then enter the next six digit code. Click **Verify** again.



Forgot Your Password?



FHLBank
Chicago

Welcome to AHP Online.
Sponsors, please log in.

Create Password

Confirm Password

Continue

Password Requirements

1. Minimum 12 characters
2. Last 12 passwords cannot be re-used
3. The password must contain characters from all four of the following categories:
 - Uppercase characters (A-Z)
 - Lowercase characters (a-z)
 - Numbers (0-9)
 - Non-alphanumeric characters
(For example, !, \$, #, or %)
4. The password must not contain three or more characters from the user's login ID

Step 5

Create your password following the password requirements listed on the screen.

Click **Continue**.

Congratulations! You have now successfully reset your password.



Initiate Application

FHLBank Chicago | Logout Current as of February 13, 2023 at 11:10 AM CST
Home | Messages (0) | Guides/Info

My Applications ▾ My Projects ▾ Profile ▾

Home
Initiate Application ▸ 2023A: General Funding Round

You are not associated with any applications from the most current funding rounds.

Application Deadline June 09, 2023 at 5:00 p.m. CT.

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

Funding Round Information
Visit the "AHP Program Policy and Forms" page on the Bank's website at www.FHLBC.com/community-investment for additional resources including the 2023 AHP Implementation Plan, Guide for Sponsor Applicants, Guide for Member Applicants, application templates, and more!

If you have any questions regarding the AHP program, please contact us at 312-565-5824.

Terms Of Use

The next step in the process is to initiate an AHP application. AHP Participants may initiate as many applications as they plan to submit for the current competitive AHP round.

Important: The **Lead Sponsor contact** should be permanent staff or serve on the board of directors of the sponsor organization and who has been authorized by the sponsor to accept and enter into contractual and financial obligations on behalf of the sponsor.


Input Contacts may initiate an application, but are unable to edit Lead Contact, Input Contact, or Member Contact information once the application is initiated. Input Contacts are also unable to Sponsor Approve an application.

The only role an Input Contact may play is to complete an application on behalf of the Lead Sponsor Contact(s).

Helpful Hint

After an application is initiated, the Member Contact(s) selected will be able to view the application via eBanking. The member will not be able to make edits or Member Approve until the application's status is set to Sponsor Approved.

Initiate Application

| LogoutCurrent as of February 13, 2023 at 11:19 AM CSTHome | Messages (0) | Guides/Info

My Applications My Projects Profile

Initiate Application ?

1 **Application Information** 2 **Select Lead Contacts** 3 **Select Input Role** 4 **Select Lead Member** 5 **Select Co-Members** 6 **Review and Submit** 7 **Confirmation**

Funding Round	2023A: General Funding Round
Project Name*	<input type="text" value="2023 Rental Example"/>
Project Type*	<input type="text" value="Rental"/>
Activity Type(s)*	<input checked="" type="checkbox"/> Acquisition <input type="checkbox"/> New Construction <input checked="" type="checkbox"/> Rehabilitation
ZIP*	<input type="text" value="53207"/> <input type="button" value="Lookup"/> ?
City	MILWAUKEE
County	MILWAUKEE
State	WI

Please note that once the application has been initiated, neither the Project Type nor the Activity Type can be changed. Refer to the Guide for Sponsor Applicants for more information.

* Asterisk indicates required field.

Step 1 - Application Information

Enter project information.

AHP Participants are able to make changes/corrections to some of the information requested in the Initiate Application process, once it is complete and an application is initiated. However, once an application is initiated, it **will not be possible to edit the Project Type or Activity Type**. It is important to choose the correct Project Type and Activity Type(s) for the project during the Initiate Application process.

Note: If acquisition of land or units is a part of the proposed project, regardless of cost, please select **Acquisition** as an **Activity Type**.

The AHP Participant must ensure that the ZIP+4 is correct by checking at www.usps.com. If the ZIP code is correct but not found, contact Community Investment (ci@fhlbc.com or 312.565.5824) to have the ZIP code added.

Click on **Next** to move forward.

Helpful Hint

The Activity Type refers to the project's entire scope, not what the AHP subsidy will be used to fund. More than one Activity Type may be selected.

Helpful Hint

Acquisition type should be checked if the project involves any of the following: 1) acquisition of land/building; 2) donation of land/building; or 3) a long-term ground lease.

Rehabilitation type should be checked if the project involves any of the following: 1) renovation of an existing building; 2) adaptive reuse; 3) gut rehabilitation; and/or 4) tearing down an existing structure and rebuilding on the same foundation.

Initiate Application

Logout Current as of February 13, 2023 at 11:26 AM CST

FHLBank Chicago Home | Messages (0) | Guides/Info

My Applications ▾ My Projects ▾ Profile ▾

Initiate Application ?

- Application Information
- Select Lead Contacts
- Select Input Role
- Select Lead Member
- Select Co-Members
- Review and Submit
- Confirmation

The Lead Sponsor is responsible for the AHP subsidy for the entire AHP compliance period : 5 years for homeownership projects (not applicable to rehabilitation-only units after January 1, 2020) and 15 years for rental projects from the time of project completion.

Organization Name:

Organizations			
Select	Organization Name:	City	State
<input checked="" type="radio"/>	City of Milwaukee	MILWAUKEE	WI
<input type="radio"/>	Housing Authority of the City of Milwaukee	MILWAUKEE	WI
<input type="radio"/>	Impacting Milwaukee LLC	MILWAUKEE	WI
<input type="radio"/>	Milwaukee Center for Independence	MILWAUKEE	WI
<input type="radio"/>	Milwaukee Community Service Corps.	MILWAUKEE	WI

(1 of 2)

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

Contacts for City of Milwaukee	
Name	Select
	<input type="checkbox"/>

Step 2 - Lead Sponsor Contact(s)

Choose the Organization Name of the Lead Sponsor and up to two Lead Contacts:

- The contact(s) must include all responsible contacts from the sponsor organization who will be associated with the complete life cycle of the project, from application submission through project completion and long-term monitoring. See the definition of **Lead Sponsor Contact** in the **Glossary**.
- To search for an organization, enter all or part of the organization name. The system will search using the information the user has supplied. The organization search list includes all types of organizations, including user and sponsor organizations.

If the organization that should be associated with an application does not appear in the contact list, the AHP Participant must create a new organization and associate the contact with the organization.


As you enter Lead Sponsor Contacts and Input Contacts, consider the following:

Eligibility: Each project may have one Lead Sponsor Organization with multiple contacts from that organization (Application, Compliance, Monitoring). The Bank does not recognize co-sponsors.

Sponsor Experience: Sponsors must demonstrate the capacity to fulfill all roles, responsibilities, and obligations throughout the entire AHP retention period. If the sponsor has little or no previous affordable housing development experience, the sponsor and its development and property management team will be evaluated to determine whether adequate development and compliance experience exists to successfully complete the project.

***Note:** Failure to complete previously awarded AHP projects in a timely manner may impact receipt of future AHP awards.

Initiate Application

 **FHLBank**
Chicago

| Logout Current as of February 13, 2023 at 11:30 AM CST

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 Lead Member

5 Select Co-Members

6 Review and Submit

7 Confirmation

Organization Name:

Please enter a partial or full input organization name and click search.

Please Note:

- At most three contacts can be selected as input roles from multiple organizations.
- Please click NEXT after selecting the Contacts to save your changes.

(Select at most 3 Input Contacts)

Selected Contacts with Input Role		
Organization	Name	Delete
No records found.		
(1 of 1) <input type="button" value="◀"/> <input type="button" value="⏪"/> <input type="button" value="⏩"/> <input type="button" value="▶"/>		

Step 3 - Input Role

Enter up to three **Input Contacts** if there will be another person (or persons) inputting information in AHP Online. Follow the same directions used to enter the Lead Sponsor Contact(s) on the previous screen. Refer to the **Glossary** (p.8) for the definition of Input Contact.

If there is no need for an Input Contact, click on **Next** with no information added.

More than one contact from multiple organizations can be given an Input Role for an application on this screen.

Initiate Application

Logout | Current as of February 13, 2023 at 11:31 AM CST
Home | Messages (0) | Guides/Info

My Applications | My Projects | Profile

Initiate Application

- Application Information
- Select Lead Contacts
- Select Input Role
- Select Lead Member
- Select Co-Members
- Review and Submit
- Confirmation

Member Name: Search Reset

Select	Member Name
<input type="radio"/>	BMO Harris Bank, National Association ,
<input checked="" type="radio"/>	BMO Harris Bank National Association Chicago, IL

(1 of 1) << 1 >>

(Select at least 1 and at most 3 Lead Member contacts.)

Contacts for BMO Harris Bank National Association Chicago, IL	
Name	Select
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

(1 of 2) << 1 2 >>

Back Next Cancel

Step 4 - Lead Member Contact(s)

Select the Lead Member and Lead Member Contact(s). At least one and at most three Lead Member Contacts must be chosen to successfully initiate an application. Member Contacts must be Authorized AHP Users from eBanking.

To search for a member, enter all or part of the member name. The system will search using the information the user has provided.

If the Member Contact screen does not list a Member Contact after searching for one, it is because the member has not registered an Authorized AHP User in eBanking. You will not be able to initiate an application until the Member Bank is registered in eBanking. Please contact your Member Bank partner to discuss.

Important: The member institution must be in good standing with FHLBank Chicago. A poor member risk rating may prohibit an AHP award and/or the disbursement of funds post-award for a project.

Initiate Application

FHLBank Chicago | Logout | Current as of February 13, 2023 at 11:33 AM CST | Home | Messages (0) | Guides/Info

My Applications | My Projects | Profile

Initiate Application ?

- Application Information
- Select Lead Contacts
- Select Input Role
- Select Lead Member
- Select Co-Members
- Review and Submit
- Confirmation

Is this a multi-member consortium project? Yes No

Member Name

Please enter a partial or full member name and click search.

Step 5 - Co-Members N/A

For **rental projects**, a multi-member consortium rental application is not allowed. Select **No** and click on **Next** to move forward.

Click on **Next** to move forward.

Initiate Application

FHLBank Chicago| LogoutCurrent as of February 13, 2023 at 11:34 AM CST

[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 Lead Member**5** ✓ Select Co-Members**6** Review and Submit**7** Confirmation

Project Name	2023 Rental - Acq/Rehab Example
Project Type	Rental
Activity Type(s)	Acquisition Rehabilitation
ZIP	53207
City	MILWAUKEE
County	MILWAUKEE
State	WI

Selected Lead Contacts	
Organization	Name

Selected Contacts with Input Role	
Organization	Name
No records found.	

Selected Lead Member Contacts	
Member	Name
BMO Harris Bank National Association Chicago, IL	

Is this a multi-member consortium project?: Yes

Selected Co-Member Contacts	
Member	Name
No records found.	

(1 of 1) ◀ << >> ▶


Back Submit Cancel

Step 6 - Review & Submit

This screen is an overview of the application information entered. Review this information and click on **Submit**.

If changes need to be made, use the **Back** button on the bottom-right corner of the screen to navigate to the page that needs to be updated.

Initiate Application

 **FHLBank Chicago** | Logout Current as of February 13, 2023 at 11:36 AM CST
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 Lead Member
- 5 ✓ Select Co-Members
- 6 ✓ Review and Submit
- 7 ✓ Confirmation

Project Name: 2023 Rental - Acq/Rehab Example
Project Type: Rental

Activity Type(s): Acquisition
Rehabilitation

ZIP: 53207
City: MILWAUKEE
County: MILWAUKEE
State: WI

Selected Lead contacts	
Organization	Name

Selected Contacts with Input Role	
Organization	Name
No records found.	

Selected Lead Member Contacts	
Member	Name
BMO Harris Bank National Association Chicago, IL	

Is this a multi-member consortium project?: No

Selected Co-Member Contacts	
Member	Name
No records found.	

(1 of 1) ⏪ ⏩ ⏴ ⏵

Step 7 - Confirmation

The last screen of the Initiate Application process is the Confirmation. Click on **Finish**.

The application has not been initiated until the user clicks on *Finish*. Be sure to complete both the Review and Submit screen and the Confirmation screen in a timely manner or AHP Online will time out and the Initiate Application process will need to be started from the beginning.

My Application

FHLBank Chicago | Logout Current as of February 13, 2023 at 11:38 AM CST
Home | Messages (0) | Guides/Info

My Applications ▾ My Projects ▾ Profile ▾

My Applications

[Reset Current Filtering](#)

Round Name	Application Number	Application Name	Status	Closing Date	Countdown to Closing
<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>
2023A: General Funding Round	4311	2023 Rental - Acq/Rehab Example	Pending	Mar 31, 2023	47

Showing 1 to 1 of 1 entries < 1 >

Application Deadline June 09, 2023 at 5:00 p.m. CT.

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

Funding Round Information
Visit the "AHP Program Policy and Forms" page on the Bank's website at www.FHLBC.com/community-investment for additional resources including the 2023 AHP Implementation Plan, Guide for Sponsor Applicants, Guide for Member Applicants, application templates, and more!

If you have any questions regarding the AHP program, please contact us at 312-565-5824.

Terms Of Use

The **My Applications** page is the first screen the AHP Participant will view once logged in to AHP Online.

This screen allows AHP Participants to locate all initiated applications with which they are associated.

To view an individual application, click on its Application Number.

Application Status

Pending

The application is initiated, but is not complete and has not yet been Sponsor Approved.

Sponsor Approved

The sponsor has approved the application and received confirmation of approval via email. The application is awaiting Member Approval.

Member Approved

The member has completed the Member Involvement screens, reviewed the application, and approved the application. Member Approved status indicates that the application has been completed and submitted to Community Investment for review. Only applications with Member Approved status are considered complete and ready for review. The application is read-only for sponsors and members at this point, and changes can no longer be made.

AHP Online Application: General Information

Application Home	
Description	Status
Application Status Pending Funding Round 2024A Round Deadline 06/01/2024	
Visit the "AHP Program Policy and Forms" page on the Bank's website at www.FHLBC.com/community-investment for additional resources including the 2024 AHP Implementation Plan, Guide for Sponsor Applicants, Guide for Member Applicants, application templates, and more! If you have any questions regarding the AHP program, please contact us at 312-565-5824.	
General Information	
Application Details : Application Information	✗
Application Details : Site Information	✗
Application Details : Site Parcel	✗
Application Details : Fair Housing	✗
Application Details : Subsidy Amount and Uses of Funds	✗
Sponsor and Member Information : Member Contact	✓
Scoring	
Donated Property : Donation/Discount Information	✗
Donated Property : Donated/Discounted Evidence	✗
Sponsorship By Nonprofit : Ownership Structure	✗
Sponsorship By Nonprofit : Organization Information	✗
Targeting	✗
Underserved Communities and Populations : Housing for Homeless	✗
Underserved Communities and Populations : Special Needs	✗
Underserved Communities and Populations : Rural	✗
Underserved Communities and Populations : Large Family Units	✗
Creating Economic Opportunity : Residential Economic Diversity	✗
Community Stability	✗
Bank District Priorities : In District Project	✗
Bank District Priorities : Projects Serving Low-Income Minority Areas	✗
Bank District Priorities : Development Team Inclusion	✗
Bank District Priorities : Permanent Supportive Housing	✗
Bank District Priorities : Energy Efficiency and Sustainability	✗
Bank District Priorities : Projects of 24 or Fewer Units	✗
Feasibility	
Financial Feasibility : Import Spreadsheet	✗
Financial Feasibility : Feasibility Analysis	✗
Financial Feasibility : Commitment Letters	✗
Financial Feasibility : Rental Rehabilitation	✗
Displacement	✗
Sponsor Role	✗
Primary Developer	✗
Development Team : Role Selection	✗
Development Team : Team Members	✗
Disclosure	✗
Market Study	✗
Project Timeline	✗
AHP Application It is recommended that you print the application for your records. A "Print Application" (pdf) link will appear in this area after the application has been approved by the sponsor.	
Application Attachments	

General Information

Clicking on the individual Application Number opens the AHP Online Application Home screen, which provides an overview of the status of each application section:

- ✗ Not started
- ✓ Started, but information is missing
- ✓ Complete

The application is split into 3 main sections:

- 1. General Information**
- 2. Scoring**
- 3. Feasibility**

This guide will walk you through each screen in each category.

It's important to complete the tabbed sections in order. Skipping around may cause error messages to appear during the application entry process. If a box under one tab is not selected, it may not trigger the necessary boxes to appear under another tab.

Users may navigate the application by clicking on the links under the Description column.

AHP Online Application Process **General Information**

Application Details: Application Information

Application Details

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

Project Name*

Project Type

Activity Type(s)

ZIP

City

County

State

Project Description*

You have 4000 characters remaining for your description.

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

Supportive Living Facility(SLF) HUD 202 Overnight Shelter USDA 514

Residential Care Apartment Complex(RCAC) Permanent Supportive Housing Group Home/CILA USDA 515

HUD 811 Rental or Operating Subsidies USDA RD Financing 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

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

* Required to save the page

† Required before Sponsor Approval

First, enter the Application Information.

The **Project Name** is required and should be the same name entered on the Initiate Application screen.

Project Description: The Project Description field must include information on project type (single-family or multi-family), type of development (e.g., duplex, low-rise, or mid-rise), unit size, construction type (e.g., exterior wall, masonry, pre-cast), project amenities, population to be served, and any other special project features.

All questions on this screen must be answered in order to save the page.

Helpful Hint

Remember that AHP Online screens must be saved every **15 minutes** or the system will automatically log a user off. Some sponsors may find it helpful to draft the project description in a separate document, then cut and paste it into AHP Online.

Helpful Hint

Please do not use special characters such as \$, &, !, or # within a text box.

AHP Online Application Process **General Information**

Application Details: Site Information

The screenshot shows the FHLBank Chicago application portal. At the top left is the FHLBank Chicago logo. To the right, there is a 'Logout' link and the current date and time: 'Current as of February 13, 2023 at 12:15 PM CST'. Below this, there are navigation links: 'My Applications | Home | Messages (0) | Guides/Info'. On the right side, the project name 'Project Name: 2023 Rental - Acq/Rehab Example' and application number 'Application Number: 4311' are displayed. A navigation bar contains tabs for 'Application', 'General Information', 'Scoring', and 'Feasibility'. The 'Application Details' section is active, showing a sub-tab for 'Site Information'. The 'Site Information' form includes a text input field for the city or county (filled with 'Milwaukee'), a dropdown menu for the state (filled with 'WI'), and radio buttons for 'Is the project single site?' with 'Yes' selected. There is also an 'Add Site' button.

AHP Participants must specify whether the project is a single-site or multi-site project and provide the address(es) of all known sites. If the project will serve more than one state, please choose Multi-state from the drop-down menu.

A single-site project is defined as a project where all units will ultimately be constructed on one site (regardless of whether the units are in one or multiple buildings), but may include contiguous site assembly.

Additionally, at project completion, a single-site project has one legal description.

A multiple-site project is defined as a project where the units will be constructed on scattered and/or generally noncontiguous sites with individual legal descriptions.

How to Proceed in the Application

- If your application is for a **single-site or multi-site project with known address(es)**, please proceed through p.40-41.
- If your application is for a **single-site project with an unknown address**, please jump to p.42.
- If your application is for a **multi-site project with some or all unknown addresses**, please jump to p.43.

AHP Online Application Process **General Information**

Application Details: Site Information Continued

FHLBank Chicago Logout Current as of February 13, 2023 at 12:15 PM CST
My Applications | Home | Messages (0) | Guides/Info

Project Name: 2023 Rental - Acq/Rehab Example
Application Number: 4311

Application ▾ General Information ▾ Scoring ▾ Feasibility ▾

Application Details ?

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

Enter your project's city or county EXACTLY as you would like it to appear on official documentation (e.g. Chicago, Fond du Lac County, Peoria and Tazewell counties). 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

Site

Is the address known?* Yes No

Address Line1* ZIP* Zip+4* ?

Address Line2 City Congressional District
County Census Tract
State CBSA

Number of Units* Targeted Area*

Appraisal Date Is the property located in an Indian Area and/or Hawaiian homeland as defined by NAHASDA?* Yes No

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

Appraised Value Property is a Foreclosure, REO, or Short Sale*

Is the site donated or discounted?* Dwelling type*

Is the Site Rural?* Yes No

Does the member applicant have any current or past financial or ownership interest in the property?* Yes No

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

Attach an "as is" appraisal of the value of the property No file chosen ?

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

◆ Required before Sponsor Approval

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

Address(es) Known

Enter the address of the first (or only) site in the project. Fill in the required information and click on the **Update Site** button. This button will add the site to the site page.

If the project has multiple sites, click on **Add Site** again. Complete the required information and click on **Update Site** after each site addition. Add as many sites as the project includes.

When all sites have been added, save the page. If the page is not saved after sites have been added, they will have to be added again.

AHP Online Application Process **General Information**

Application Details: Site Information Continued

ZIP+4 and Census Tract Lookup

For each site, the AHP Participant must verify the ZIP+4 by going to www.usps.com and looking up the site address.

Once the ZIP+4 is entered and the AHP Participant clicks on Lookup, AHP Online will automatically show the site census tract. The AHP Participant must verify that the census tract is correct by going to www.FFIEC.gov. **Important:** Please select "2022" in the "Year" dropdown before clicking search.

If the census tract shown for the site in AHP Online is incorrect, contact Community Investment (ci@fhbc.com or 312.565.5824) before the application is Sponsor Approved.

Please see below for how to enter site information for specific project types:

Donated or Discounted Sites: If a project site is donated or discounted, the AHP Participant **must choose** Donated or Discounted from the drop-down menu on this screen.

Short-Sale Projects: The Bank defines a short sale as having two characteristics: **1)** the proceeds from selling the property are insufficient to satisfy the balance of the debts secured by liens against the property; and **2)** the lien holder agrees to release its lien on the real estate in exchange for less than the amount owed on the debt.

Number of Units: This indicates the number of units to be built or rehabilitated. It should be the final number of units at completion for each site added. If sites are added for nonresidential uses (e.g., a community center), enter 0.

Appraisal: An appraisal is required for the site:

- If there is any current or past financial or ownership interest in the project site by the member bank (e.g., real estate owned [REO], foreclosure, short sale);
- If the purchase price for the site is discounted; or
- If there is an identity of interest between the buyer and seller, unless the transaction qualifies as a donation (as defined in the current **Implementation Plan**). An identity of interest is defined as an instance in which the seller will have a direct or indirect ownership interest in the project. When the acquisition is initially arm's length but is followed by an acquisition where there is an identity of interest between the buyer and seller that is necessary to facilitate the project, an appraisal is not required.

The third-party appraisal must be completed within 18 months of the earlier of the conveyance date or AHP application deadline.

AHP Online Application Process **General Information**

Application Details: Site Information Continued

The screenshot shows the 'Application Details' section of the AHP Online application process, specifically the 'Site Information' tab. The form is titled 'Application Details' and includes a navigation bar with tabs for 'Application Information', 'Site Information', 'Site Parcel Information', 'Fair Housing', and 'Subsidy Amount and Uses of Funds'. The 'Site Information' tab is active.

Instructions: Enter your project's city or county EXACTLY as you would like it to appear on official documentation (e.g. Chicago, Fond du Lac County, Peoria and Tazewell counties). 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

Buttons: Add Site, Update Site, Cancel

Is the address known?* Yes No

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 the street address (optional) and the 5-digit zip code (mandatory) that is closest to the project site. Enter the Zip+4 if it is known.

Address Line1: [Text Box] ZIP*: [Text Box] Zip+4: [Text Box] Lookup [?] [Button]

Address Line2: [Text Box] City: [Text Box] Congressional District: [Text Box]

County: [Text Box] Census Tract: [Text Box]

State: [Text Box] CBSA: [Text Box]

Further define the geographical area of the site with the unknown address (e.g., neighborhood, census tract, etc.).*

[Text Area]

You have 3000 characters remaining for your description.

* Required to save the page

Required before Sponsor Approval

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

Save [Button] Undo [Button]

<Previous [Button] Next> [Button]

Single-Site Project With Unknown Address

For projects with an **unknown site address**, indicate the anticipated address of the site. An intersection near the site is an acceptable entry for the address.

If an address is not available, the AHP Participant must enter the ZIP+4 (mandatory) for the area closest to the anticipated project site.

If an intersection is used as the closest address to an unknown single site and the ZIP+4 is unknown, the AHP Participant should locate the closest

address to the intersection to find the ZIP+4 on www.usps.com.

Once the ZIP+4 is entered and the AHP Participant clicks on **Lookup**, AHP Online will automatically show the site census tract. The AHP Participant must verify that the census tract is correct by going to www.FFIEC.gov. **Important:** Please select "2022" in the "Year" dropdown before clicking search.

If the census tract shown for the site in AHP Online is incorrect, contact Community Investment (ci@fhlbc.com or 312.565.5824) before the application is Sponsor Approved.

AHP Online Application Process **General Information**

Application Details: Site Information Continued

Multi-Site Project With Unknown Addresses

Projects with **multiple unknown sites** should indicate an address near the middle of the anticipated target area. The address must include the ZIP+4.

ZIP+4 and Census Tract Lookup


The AHP Participant must verify the ZIP+4 by going to www.usps.com and looking up the representative site address.

Once the ZIP+4 is entered and the AHP Participant clicks on **Lookup**, AHP Online will automatically show the site census tract. The AHP Participant must verify that the census tract is correct by going to www.FFIEC.gov. **Important:** Please select "2022" in the "Year" dropdown before clicking search.

If the census tract shown for the site in AHP Online is incorrect, contact Community Investment (ci@fhllbc.com or 312.565.5824) before the application is Sponsor Approved.

AHP Online Application Process **General Information**

Application Details: Site Information Continued

| LogoutCurrent as of February 13, 2023 at 12:41 PM CST
My Applications | Home | Messages (0) | Guides/Info
Project Name: 2023 Rental - Acq/Rehab Example
Application Number: 431

Application ▾ General Information ▾ Scoring ▾ Feasibility ▾

Application Details ?

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

Information

- Application Site Information has been saved. ✓

Enter your project's city or county EXACTLY as you would like it to appear on official documentation (e.g. Chicago, Fond du Lac County, Peoria and Tazewell counties). 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

Site(s)						
Action	Address Line 1	Address Line 2	City	County	State	Zip Code
Edit Remove	2615 S Greeley St		MILWAUKEE	MILWAUKEE	WI	53207-2055

(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>

Once all known site information has been entered, save the site information and save the entire page to ensure no information is lost.

Then click **Next** for the **Site Parcel Information** screen.

AHP Online Application Process **General Information**

Application Details: Site Parcel Information

The screenshot shows the FHLBank Chicago application portal. At the top, there is a navigation bar with "Logout" and "Current as of February 13, 2023 at 2:28 PM CST". Below this, there are links for "My Applications | Home | Messages (0) | Guides/Info". The project name is "2023 Rental - Acq/Rehab Example" and the application number is "4311".

The main content area is titled "Application Details" and has a sub-menu with "Application Information", "Site Information", "Site Parcel Information" (highlighted), "Fair Housing", and "Subsidy Amount and Uses of Funds".

Under "Site Parcel Information", there is a table with the following data:

Site(s)							
Action	Address Line 1	Address Line 2	City	County	State	Zip Code	Description
▶	2615 S Greeley St		MILWAUKEE	MILWAUKEE	WI	53207-2055	Donated

Below the table, there is a button "Add Site Parcel" and a message "There are no Site Parcels for this Site".

The "Add Site Parcel" form includes the following fields:

- Donating or Discounting Party*
- Parcel Number/PIN♦
- How long has the donating or discounting party owned the property (years)?
- Number of existing units:
- Number of existing units retained at project completion
- Select donated/discarded documentation♦

At the bottom of the form, there are "Update Site Parcel" and "Cancel" buttons. A red dashed line separates the form from the footer, which contains the text: "* Required to save the page" and "♦ Required before Sponsor Approval". A warning box says "To submit your changes please click Save before exiting this page." with "Save" and "Undo" buttons. Navigation links "<Previous" and "Next>" are also present.

The **Site Parcel Information** screen must be completed for each site for which **Donated or Discounted** was selected on the **Site Information** screen.

Click on **Edit** in the Action column to insert the Site Parcel Information for each donated or discounted site. Add all applicable site parcels in the project. This information is **important** for the **Donated or Discounted scoring category**.

Input information for all required fields, then click on **Update Site Parcel**. If this button is not clicked, the information will not update or save.

Once each address with donated or discounted property is complete, click on **Save**.

AHP Online Application Process **General Information**

Application Details: Site Parcel Information N/A

FHLBank Chicago | Logout | Current as of February 13, 2023 at 2:48 PM CST

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

Project Name: 2023 Rental - Acq/Rehab Example
Application Number: 4311

Application ▾ General Information ▾ Scoring ▾ Feasibility ▾

Application Details ?

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

There are no Donated or Discounted sites identified. Site Parcel information is not applicable.

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

◆ Required before Sponsor Approval Save Undo

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

If there is nothing to save on the **Site Parcel Information** screen, it is still necessary to click on the **Save** button to complete the screen. Once the information has been saved, click on **Next**.

AHP Online Application Process **General Information**

Application Details: Fair Housing

The screenshot shows the 'Fair Housing' section of the application process. At the top, there is a navigation bar with the FHLBank Chicago logo, a 'Logout' link, and the current date and time: 'Current as of February 13, 2023 at 2:55 PM CST'. Below this, there are links for 'My Applications | Home | Messages (0) | Guides/Info' and project details: 'Project Name: 2023 Rental - Acq/Rehab Example' and 'Application Number: 4311'. A breadcrumb trail shows 'Application > General Information > Scoring > Feasibility > Fair Housing'. The main content area has a tabbed interface with 'Fair Housing' selected. A message box states 'Information: The Fair Housing information has been saved. ✓'. A question asks 'Will the project comply with all the federal, state and local Fair Housing Laws?' with 'Yes' selected. Below is a text area for describing marketing efforts, with a character count of 3977 remaining. There are two file upload sections: one for the Fair Housing Plan (with a sample PDF file) and one for the Architect's Accessibility Certification (with a 2022 docx file). At the bottom, there are 'Save' and 'Undo' buttons, and a note to 'submit your changes please click Save before exiting this page.' Navigation links for '<Previous' and 'Next>' are also present.

Fair Housing: The project must comply with applicable fair housing laws and regulations. To evidence compliance, AHP Participants must provide a statement and/or describe activities that demonstrate that the sponsor will provide fair and equal access to the project.

For projects, this may include targeted outreach efforts to the persons/populations least likely to apply for the housing, ongoing fair housing training for staff, referral agreements with organizations serving under-served populations, and comprehensive marketing.

Architect's Accessibility: For projects with one or more buildings that include at least four or more units, the AHP Participant must attach a completed **Architect's Accessibility Certification**. This form must be completed and executed by an architect or architecture firm identified as a member of the development team. Projects located on tribal land are exempt from this requirement. View [Application Exhibits](#) for more details.

- **Minor Rental Rehabilitation Projects:** If the scope of work does not require an architect, the sponsor may sign the certification and attest this.

AHP Online Application Process **General Information**

Application Details: Subsidy Amount and Uses of Funds

The screenshot shows the 'Subsidy Amount and Uses of Funds' section of the AHP Online Application Process. The page header includes the FHLBank Chicago logo, a 'Logout' link, and the current date and time: 'Current as of February 13, 2023 at 3:02 PM CST'. Below the header, there are navigation links for 'My Applications | Home | Messages (0) | Guides/Info' and project information: 'Project Name: 2023 Rental - Acq/Rehab Example' and 'Application Number: 4311'. A breadcrumb trail shows 'Application > General Information > Scoring > Feasibility > Subsidy Amount and Uses of Funds'. The main content area has tabs for 'Application Information', 'Site Information', 'Site Parcel Information', 'Fair Housing', and 'Subsidy Amount and Uses of Funds'. The 'Subsidy Amount' section includes a 'Grant Amount*' field with the value '1000000'. Below this, there is a 'Select at least one Uses of Funds*' section with radio buttons for 'Assistance with Acquisition Costs' (checked), 'New Construction', 'Rehabilitation' (checked), 'Refinance', and 'Other'. Underneath, there is a 'Types of Assistance with Acquisition Costs*' section with radio buttons for 'Closing Costs' and 'Property Acquisition' (checked). A dropdown menu for 'Choose AHP Specific Retention*' is set to 'Mortgage/Retention Agreement'. A question 'Has this application been submitted to another Federal Home Loan Bank for AHP funding?*' has 'Yes' selected. Below this is a table for listing other FHLBs with columns for 'FHLB at' and 'Amount Approved or Requested', and an 'Add' button. Another question 'Has this application previously been submitted to, approved by, and/or funded by the Federal Home Loan Bank of Chicago?*' has 'Yes' selected. There are input fields for 'Previous application or project ID(s) *' and 'Previous project name(s) *'. A text area for a description is present with a note: 'You have 4000 characters remaining for your description.' At the bottom, there are 'Save' and 'Undo' buttons, and a note: 'To submit your changes please click Save before exiting this page.' Navigation links '<Previous' and 'Next>' are also visible.

The AHP grant amount may not exceed the current year **AHP subsidy-per-project limit** (**\$2,000,000** in 2024).


If selecting "Other" for **Uses of Funds**, please reference the **Compiled AHP Policies** for the full list eligible and ineligible uses of funds.

If an AHP application has been submitted to another Federal Home Loan Bank, the project can only receive an award from one bank. FHLBank Chicago will manage this process internally with the other FHLBank.

Helpful Hint
Applicants should select as many uses of funds as may be necessary to complete the project.

AHP Online Application Process **General Information**

Sponsor and Member Information


| Logout
Current as of March 3, 2021 at 2:51 PM CST

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

Project Name: 2021 AHP Application - Rental
 Application Number: 4151

Application ▾ General Information ▾ Scoring ▾ Feasibility ▾

Sponsor and Member Information ?

Lead Information
Input Role Information
Lead Member Information
Co-Member Information

The Lead Sponsor is responsible for the AHP subsidy for the entire AHP compliance period : 5 years for homeownership projects (not applicable to rehabilitation-only units after January 1, 2020) and 15 years for rental projects from the time of project completion.

Organization Name:

Organizations			
Select	Organization Name:	City	State
<input checked="" type="radio"/>	City of Milwaukee	MILWAUKEE	WI
<input type="radio"/>	Housing Authority of the City of Milwaukee	MILWAUKEE	WI
<input type="radio"/>	Impacting Milwaukee LLC	MILWAUKEE	WI
<input type="radio"/>	Milwaukee Center for Independence	MILWAUKEE	WI
<input type="radio"/>	Milwaukee Community Service Corps.	MILWAUKEE	WI

(1 of 2) ⏪ ⏩ 1 2 ⏪ ⏩

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

Contacts for City of Milwaukee	
Name	Select
	<input type="checkbox"/>
	<input checked="" type="checkbox"/>

(1 of 1) ⏪ ⏩ 1 ⏪ ⏩

The **Sponsor and Member Information** section reflects Lead Contact, Input Contact, Lead Member, and Co-Member information previously inputted. Please review the screens for accuracy. The Lead Sponsor Contact(s) may change the Lead Sponsor, Input Contact, Lead Member, and Co-Member information.

Important: The **Lead Sponsor contact** should be permanent staff or serve on the board of directors of the sponsor organization and who has been authorized by the sponsor to accept and enter into contractual and financial obligations on behalf of the sponsor.

If the Lead Sponsor is changed to another organization, the current Lead Sponsor Contact(s) will no longer have access to this application.

If the AHP Participant completing the application is an Input Contact, these screens will be read-only as they cannot change this information.

AHP Online Application Process **General Information**

Member Involvement Information

Member Involvement Information ?

Member Policy | **Member Services**

Does the member have a mortgage or lien on the property?*

Does the member have any past or present financial or ownership interest in the project?*

Excluding the pass through of AHP subsidy, is non-permanent financing being provided by any member applicant (Lead or Co-Member)?*

Are any bridge loans being provided for the rental project by the member?*

Are any construction loans being provided for the rental project by the member? *

Will the member use a Community Investment Program (CIP) advance from the Federal Home Loan Bank as part of the project financing?*

Excluding the pass through of AHP subsidy, is a mortgage loan being provided by any member applicant (Lead or Co-Member)?*

Excluding the pass through of AHP subsidy, are reduced closing costs being provided by any member applicant (Lead or Co-Member)?*

* Required to save the page
◆ Required before Member Approval

<Previous Next>

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 any member applicant (Lead or Co-Member)?*

* Required to save the page
◆ Required before Member Approval

<Previous Next>

The two **Member Involvement Information** screens will be completed by the Lead Member Contact(s) during the Member Approval process and do not apply to the Sponsor Applicant while filling out the application.

Click on **Next** to move through these screens.

If the application's status is Pending, these screens will be read-only for the AHP Participant completing the application.

Scoring

2024 Scoring Summary for Rental Projects

Note: Applications are only eligible to receive points for the categories in which they attempt points.

Fixed-point criteria: pass/fail for all points in the category

Variable-point criteria: varying degrees by which an application can satisfy the criteria

SCORING CATEGORY	POINT SYSTEM	MAX POINTS	*CHANGE
1. Use of Donated or Conveyed Government-Owned or Other Properties	Variable	5	
2. Project Sponsorship	Fixed	5	
3. Targeting	Variable	20	
4. Housing for Homeless Households	Fixed	5	
5. Housing for Special Needs Populations	Fixed	5	
6. Rural Housing	Fixed	7	
7. Large Family Units	Fixed	3	
8. Creating Economic Opportunity through Residential Economic Diversity	Variable	5	
9. Community Stability: Rehabilitation of Existing Occupied Housing	Fixed	9	X
10. In-District Projects	Variable	8	X
11. Projects Serving Low-Income Minority Areas	Fixed	4	X
12. Development Team Inclusion	Variable	4	X
13. Permanent Supportive Housing	Fixed	5	
14. NEW: Energy Efficiency & Sustainability	Fixed	3	X
15. Projects of 24 or Fewer Units	Fixed	5	X
TOTAL POSSIBLE POINTS		93	

***CHANGE:** The scoring categories marked in the "Change" column have been updated since the 2023 AHP program year. Please pay close attention to these sections in the guide and review the [2024 Implementation Plan](#) for more details.

AHP Online Application Process **Scoring**

Scoring Overview in AHP Online

Scoring	
Donated Property : Donation/Discount Information	X
Donated Property : Donated/Discounted Evidence	X
Sponsorship By Nonprofit : Ownership Structure	X
Sponsorship By Nonprofit : Organization Information	X
Targeting	X
Underserved Communities and Populations : Housing for Homeless	X
Underserved Communities and Populations : Special Needs	X
Underserved Communities and Populations : Rural	X
Underserved Communities and Populations : Large Family Units	X
Creating Economic Opportunity : Residential Economic Diversity	X
Community Stability	X
Bank District Priorities : In District Project	X
Bank District Priorities : Projects Serving Low-Income Minority Areas	X
Bank District Priorities : Development Team Inclusion	X
Bank District Priorities : Permanent Supportive Housing	X
Bank District Priorities : Energy Efficiency and Sustainability	X
Bank District Priorities : Projects of 24 or Fewer Units	X

Above is an overview of the AHP Online Scoring screens for Rental Projects. This section of the guide will walk you through how to complete each scoring category.

Note: Applications are only eligible to receive points for the categories in which they attempt points.

Please take advantage of the updated **AHP Self-Scoring Worksheet**, available on the **AHP Program Policy and Forms** website. However, please note that this checklist is for informational

purposes only and does not guarantee a specific score. We recommend utilizing the **AHP Self-Scoring Worksheet** and the **AHP Application Exhibit Checklist** while completing the application.

If you have scoring questions, please reach out to ci@fhlbc.com or 312.565.5824.

AHP Online Application Process **Scoring**

1. Use of Donated or Conveyed Government-Owned or Other Properties

Up to 5 points may be awarded to projects in which at least 20% of land or units are **donated to the project or conveyed at a discount**, as follows:

(a) Land or units donated or conveyed by the federal government or any agency or instrumentality thereof:

- 1) 1 point** for land or units conveyed, **OR**
- 2) Up to 5 variable points** for land or units donated or conveyed at a discount of $\geq 20\%$ below fair market value*,

OR

(b) Land or units donated or conveyed by any other party:

- 1) Up to 5 variable points** for land or units donated or conveyed at a discount of $\geq 20\%$ below the fair market value.

*** Please note that projects may receive either 1 point for conveyance from a government entity, OR up to 5 points, calculated by the donation and/or discounted conveyance price.**

Rehabilitation-only projects that do not involve the acquisition of land or units/buildings are **not eligible** to receive points in this category.

With the exception of the federal government or any agency or instrumentality thereof, the property must be donated or conveyed by an entity not related to, or affiliated with, the member bank, sponsor, or owner through ownership or control.

Helpful Hint

Property with a conveyance cost of \$1,500 or less qualifies as **donated**. Long-term leases of 15 years or more with a nominal annual rent payment of no more than \$100 qualify as **donated**.

Please view the point calculation formula and examples on the next page.

***Note:** The formula must result in ≥ 1.00 in order for applicants to receive a score in this category.

For projects with both donated and discounted land and/or units the score will be the sum of the donated and discounted calculations.

Helpful Hint

Federal government or any agency or instrumentality thereof includes states, units of local government, tribal government, and public housing authorities.

Helpful Hint

Projects in which land is donated back to the property or project with a change of ownership (e.g., Illinois Affordable Housing Tax Credit (IAHTC) projects and/or Rental Assistance Demonstration (RAD) restructuring projects) may be eligible for points in this category. The donation must be evidenced with the following:

- Properly evidence the donation from the donating entity to the ownership entity
- Include acquisition cost of donation on pro forma
- Offset acquisition cost with seller note
- Include associated equity in permanent sources

AHP Online Application Process **Scoring**

1. Donated/Discount Properties Continued

Example Calculations

$$\left[\frac{B}{A} \right] \times 5 = \text{Point(s)}$$

For Land or Units Donated:

A = Total number of units or total square footage of land in the project

B = Total number of units or total square footage of land donated to the project

For Land or Units Conveyed at a Discount:

A = Fair market value of total units and/or total square feet of land not donated in the project

B = Fair market value of total units and/or total square feet of land not donated in the project, less the total amount of conveyance

Simplified Formula for Discounted Points:

$$[(\text{FMV} - \text{conveyance cost}) / \text{FMV}] \times 5$$

Example 1: Discounted

Project A's project site is a total of three parcels. All three parcels (#1-3) were conveyed together from one seller at a discount.

Project A Details:

Discounted Parcels #1-3

- \$500,000 total conveyance cost
- 50,000 total sq ft

Appraisal of Discounted Parcels #1-3

- Fair Market Value (FMV): \$750,000
- ***Note:** See p.41 for Appraisal Requirements

$$\left[\frac{\$750,000 \text{ FMV} - \$500,000 \text{ cost}}{\$750,000 \text{ FMV}} \right] \times 5 = 1.67 \text{ points}$$

Example 2: Donated

Project B's project site is a total of two parcels. Both parcels #1 and #2 were donated by the city for \$1 each.

Project B Details:

Donated Parcels #1-2

- \$2 total conveyance cost
- 25,000 total sq ft

$$\left[\frac{25,000 \text{ donated sq ft}}{25,000 \text{ total sq ft}} \right] \times 5 = 5 \text{ points}$$

Example 3: Donated & Discounted

Project C's project site is a total of five parcels. Parcels #1-3 were donated by the city for \$1 each. Parcel #4 was conveyed by a private seller at a discount. Parcel #5 was conveyed by a different private seller at a discount.

Project C Details:

Donated Parcels #1-3

- \$3 total conveyance cost
- 30,000 total sq ft

Discounted Parcel #4

- \$150,000 conveyance cost
- 5,000 sq ft

Discounted Parcel #5

- \$125,000 conveyance cost
- 5,000 sq ft

Appraisal of Discounted Parcels #4-5

- Fair Market Value: \$350,000

Donated Points

$$\left[\frac{30,000 \text{ donated sq ft}}{40,000 \text{ total sq ft}} \right] \times 5 = 3.75 \text{ points}$$

Discounted Points

$$\left[\frac{\$350,000 \text{ FMV} - \$275,000 \text{ cost}}{\$350,000 \text{ FMV}} \right] \times 5 = 1.07 \text{ points}$$

Total Points = 4.82 points



AHP Online Application Process **Scoring**

1.a. Donated/Discounted Information

Donated/Discounted Property ?

Donation/Discount Information | Donated/Discounted Evidence

Is at least 20% of the land or units 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 Federal Home Loan Bank of Chicago?* ? Yes No

Does the project involve the use of discounted property as defined by Federal Home Loan Bank of Chicago?* ? Yes No

1 *Discounted units and land:*
Fair market value of the total units and or square footage in the project, minus the fair market value of all donated units and or square footage in the project ?

2 Total purchase price for total units and or square footage in the project, minus total purchase price of all donated properties :

The following questions apply to projects with Donated and/or Discounted properties

Total number of units in the project 0

Total square footage of land in the project

Total number of properties to be acquired in the project ?

Have all donated/discounted properties been identified on the Site Information Screen?* ? Yes No

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

Required before Sponsor Approval

If a project includes donated and/or discounted property and the sites are known, the AHP Participant must have indicated Donated or Discounted for each address on the **Site Information** screen. In addition, the **Site Parcel Information** screen must be complete.

For **Donated points**, an AHP Participant must answer **Yes** to the second question on the screen. For **Discounted points**, the third question must be answered **Yes**. If the project will include **both donated and discounted property**, both questions must be answered **Yes** (please reference **p.56** for an example of a combination of Donated & Discounted points).

The "Total number of units in the project claimed in Targeting" field is auto-filled based on the number of units filled in on the **Targeting** screen. This field will indicate "0" units until the Targeting screen is completed later in the application process.

Discounted Points

Example 1: Discounted Points in AHP Online

Reference **Example 1 - Project A** on the previous page for an example of what numbers to input into AHP Online:

- 1** \$750,000: FMV of total sq ft in the project
- 2** \$500,000: Total purchase price for total sq ft in the project

Complete and save all required fields to move forward in the application.

AHP Online Application Process **Scoring**

1.a. Donated/Discounted Information Continued

Donated/Discounted Property ?

Donation/Discount Information Donated/Discounted Evidence

Is at least 20% of the land or units 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 Federal Home Loan Bank of Chicago?* ? Yes No

1 *Donated units or land:* ♦

Total number of units donated to the project

or

Total square footage of land donated to the project:

Does the project involve the use of discounted property as defined by Federal Home Loan Bank of Chicago?* ? Yes No

The following questions apply to projects with Donated and/or Discounted properties

Total number of units in the project

2 Total square footage of land in the project ♦

Total number of properties to be acquired in the project ♦ ?

Have all donated/discounted properties been identified on the Site Information Screen?* ? Yes No

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

♦ Required before Sponsor Approval

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

Donated Points

Example 2: Donated Points in AHP Online

Reference **Example 2 - Project B** on page 53 for an example of what numbers to input into AHP Online:

- 1** 25,000 (sq ft): Total sq ft of land donated
- 2** 25,000 (total sq ft): Total sq ft of land in the project

Complete and save all required fields to move forward in the application.

AHP Online Application Process **Scoring**

1.a. Donated/Discounted Information Continued

Donated/Discounted Property ?

Donation/Discount Information Donated/Discounted Evidence

Is at least 20% of the land or units 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 Federal Home Loan Bank of Chicago?^{*} ? Yes No

1 *Donated units or land:* ♦

Total number of units donated to the project

or

Total square footage of land donated to the project:

Does the project involve the use of discounted property as defined by Federal Home Loan Bank of Chicago?^{*} ? Yes No

3 *Discounted units and land:*

Fair market value of the total units and or square footage in the project, minus the fair market value of all donated units and or square footage in the project ♦ ?

4 Total purchase price for total units and or square footage in the project, minus total purchase price of all donated properties : ♦

The following questions apply to projects with Donated and/or Discounted properties

Total number of units in the project 0

2 Total square footage of land in the project ♦

Total number of properties to be acquired in the project ♦ ?

Have all donated/discounted properties been identified on the Site Information Screen?^{*} ? Yes No

* Required to save the page

♦ Required before Sponsor Approval

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

Donated & Discounted Points

Example 3: Donated & Discounted Points in AHP Online

Reference **Example 3 - Project C** on page 53 for an example of what numbers to input into AHP Online:

- 1** 30,000 (sq ft): Total sq ft of land donated
- 2** 40,000 (sq ft): Total sq ft of land in the project
- 3** \$350,000: FMV of total sq ft in the project, minus the FMV of all donated sq ft in the project
- 4** \$275,000: Total purchase price for total sq ft in the project, minus total purchase price of all donated properties

If the project will include **both donated and discounted property**, select **Yes** to both the second and third questions.

Complete and save all required fields to move forward in the application.

AHP Online Application Process **Scoring**

1.b. Donated/Discounted Evidence

All evidence of donated and/or discounted properties must be attached as one PDF file. After attaching the PDF file, click on Save to successfully save the attachment.

Donated and/or discounted properties do not have to be conveyed prior to application; however, if they have been, the **conveyance** must have occurred within the **36 months** prior to the AHP application deadline (after **June 14, 2021**) in order to be eligible for points in this scoring category.

Applicants must submit evidence of commitment to donate and/or discount that meets eligibility requirements for **site control documentation or conveyance** (see **Site Control section** for more information):

- Documentation should reflect the conveyance cost
- Evidence should reference the specific site(s), the anticipated or actual date of the conveyance, and any condition(s) the donation and/or discount is contingent on, and it must be signed by the conveyer
- ***Important:** The site control buyer/lessee name needs to **exactly** match the name on the **Project Ownership Chart**. If the name is different between the documents, then please provide an assignment of site control (dated after **June 14, 2021**). An assignment of site control is also needed if there is a

project specific Limited Partnership that differs from the sponsor organization.

If attempting **discounted points**, applicants must submit a **third-party appraisal** completed within **18 months** of the conveyance date or AHP application deadline. The "as is" value of the appraisal will be compared with the purchase price of the property (as indicated in the site control documentation and development budget) to calculate the discount.

If a portion of the project site(s) has been donated or discounted, a site plan or survey verifying the donated or discounted square feet and total square feet in the project must be submitted with the documentation of donation or discount.

For donated or discounted properties conveyed via a ground lease, the lease must specify a minimum term of **15 years** and any financial consideration (e.g., an annual lease payment).

If the transaction utilizes Illinois Donation Tax Credits, please attach an explanation of how the donated property will be transferred to the proposed project. Include relevant donor, sponsor, project owner entities, and as applicable, donation amount, seller notes, leases, etc.

AHP Online Application Process **Scoring**

2. Project Sponsorship

Projects submitted by a **not-for-profit sponsor** with a majority ownership interest may receive **5 points**, as follows.

Sponsor must be a not-for-profit organization, a state or political subdivision of a state, a state housing agency, a local housing authority, a Native American Tribe, an Alaskan Native Village, or the government entity for Native Hawaiian Home Lands, **and** have an ownership interest that exceeds **50%** of the managing member, general partner, or overall property ownership.


If project sponsor is a government entity (such as a state or political subdivision of a state, a state housing agency, a local housing authority, a Native American Tribe, an Alaskan Native Village, or the government entity for Native Hawaiian Home Lands), no supporting documentation is needed to be awarded project sponsorship points, but the entity must have majority interest shown on the **Project Ownership Chart**.

Types of Ownership Structure:

1. Limited Partnership (LP/Limited Liability Company (LLC)/General Partner (GP) (**p.59**)
2. Wholly Owned or Multiple Partners (not LP, LLC, or GP) (**p.60**)

***Note:** Applications will only receive points for the categories in which they attempt points.

Helpful Hint



The sponsor must be the owner(s) of the rental project or must have an ownership interest (including any partnership interest) in the entity that is the owner of the rental project. **Failure to clearly identify ownership interest on the *Project Ownership Chart* may cause the application to be deemed ineligible.**

*Important Note for Project Eligibility:

For **rental project** applications to be considered eligible, For-Profit and Non-profit applicants must complete the **Ownership Structure** screen and upload the **Project Ownership Chart**, regardless of whether the AHP Participant intends to apply for Sponsorship by Nonprofit points.

AHP Online Application Process Scoring

2.a. Sponsorship by Nonprofit: Ownership Structure

Sponsorship by Nonprofit ?

Ownership Structure | Organization Information

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

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)

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

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

Limited Partners		
Action	Name	Ownership Interest(%)
Edit Remove	LP 1	100.000
		100.000

General Partners		
Action	Name	Ownership Interest(%)
Edit Remove	GP 1	51.000
Edit Remove	GP 2	49.000
		100.000

Briefly describe any unique features to the ownership structure

You have 227 characters remaining for your description.

Download, complete and attach the Project Ownership Chart template available on the Bank's website

Attach the Project Ownership Chart ?

Uploaded File Info
2023_Project_Ownership_Chart.xlsx <input type="button" value="Remove"/>

* Required to save the page
♦ Required before Sponsor Approval

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

<Previous Next>

1. LP/LLC/GP

If the project ownership is a Limited Partnership, Limited Liability Company, or General Partner, the top two tiers of ownership must be identified on the screen.


Note: The percentage of ownership must equal **100%** at each tier or an **error message** will appear.

All tiers of ownership must be identified on the **Project Ownership Chart** (reference the Application Exhibits section of this guide for an example), which the AHP Participant must upload to the screen.



Helpful Hint

To add organizations that are part of the LP and GP, click on *Add Limited Partner* and *Add General Partner*. Add required information and click on *Update Limited Partner* or *Update General Partner*.



Helpful Hint

The AHP Participant may edit or remove organization information by clicking on *Edit* or *Remove* in the Action column.

AHP Online Application Process **Scoring**

2.a. Sponsorship by Nonprofit: Ownership Structure Continued

Sponsorship by Nonprofit ?

Ownership Structure | Organization Information

Information

- Your changes have been saved to the system. ✓

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.

Add Wholly Owned Partner

Wholly Owned Partners		
Action	Name	Ownership Interest(%)
Edit Remove	Owner 1	100.000
		100.000

Briefly describe any unique features to the ownership structure

INSERT TEXT DESCRIPTION

You have 227 characters remaining for your description.

Download, complete and attach the Project Ownership Chart template available on the Bank's website

Attach the Project Ownership Chart ◆

Uploaded File Info
2023_Project_Ownership_Chart.xlsx Remove

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

◆ Required before Sponsor Approval Save Undo

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

2. Wholly Owned or Multiple Partners

Identify every partner and its ownership interest by clicking on Add Wholly Owned Partner for each partner. Fill in the required fields and click on Update Wholly Owned Partner to add the partner.

Note: The sum of ownership interest for all partners must equal **100%**.

The AHP Participant may edit or remove organization information by clicking on **Edit** or **Remove** in the Action column.

AHP Online Application Process **Scoring**

2.b. Sponsorship by Nonprofit: Organization Information

Sponsorship by Nonprofit ?

Ownership Structure | **Organization Information**

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

Is the Project Sponsor a not-for-profit organization, a state or a political subdivision of a state, a state housing agency, a local housing authority, a Native American Tribe, an Alaskan Native Village or the government entity for Native Hawaiian Home Lands and has an ownership interest that exceeds 50% of the managing member, general partner or overall property ownership? Yes No

Are you a charitable organization incorporated outside of Illinois? Yes No

Please upload a Certificate of Charitable Organization or similar state issued document dated no earlier than 13 months prior to the AHP application deadline. See AHP Online: Guide for Sponsor Applicants for more details.* No file chosen ?

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

◆ Required before Sponsor Approval

<Previous Next>

In order for a nonprofit organization to receive points for nonprofit status, the applicant must submit a Certificate of Good Standing (or equivalent) from the state in which the applicant is incorporated. Additionally, if the proposed project is located in a state other than the state of incorporation, a Certificate of Authority (or equivalent) from that state must also be submitted. The certificate(s) must be dated no earlier than **90 days** prior to the AHP application deadline.

Sponsors incorporated in the state of **Wisconsin** must submit two documents to receive points in this scoring category:

1. A valid Certificate of Charitable Organization (to evidence nonprofit status), dated no earlier than **13 months** prior to the AHP application deadline. Please upload this certificate at the bottom of this screen in AHP Online.

2. A valid Certificate of Status (to evidence "good standing"), dated no earlier than **90 days** prior to the AHP application deadline. Please upload this certificate to the **Sponsor Role** screen in AHP Online.

Out-of-District Nonprofit Sponsors: (not located in Illinois or Wisconsin) must submit a **Certificate of Good Standing** (or equivalent) from the state the sponsor is incorporated in and the state where the project will be located, proving authority to do business in that state.

***Note:** A determination letter from the Internal Revenue Service **may not** be used in lieu of a Certificate of Good Standing, Certificate of Charitable Organization, or Certificate of Status.

AHP Online Application Process **Scoring**

3. Targeting

Targeting ?

	Number of Units
Less than or equal to 50% AMI (Area Median Income)*	30
Of the less than or equal to 50% AMI units, how many are targeted to households at or below 30% AMI?*	10
Greater than 50% and less than or equal to 60% AMI*	10
Greater than 60% and less than or equal to 80% AMI*	10
Greater than 80% AMI*	0
Total	50

Make any changes above?

* Required to save the page
◆ Required before Sponsor Approval

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

<Previous Next>

Projects may receive up to **20 points** for the **income levels** that they choose to target.

Eligibility Information

Please ensure the Targeting matches the Project Worksheet tab of the Financial Feasibility Workbook.

Rental projects: at least **20%** of the units must be occupied by, and affordable for, households **≤50% AMI**. **Failure to commit to the required minimum will result in the application being deemed ineligible.**

If the AHP Participant leaves any blank fields in the Targeting grid, AHP Online will generate an error message. Please make sure to enter 0 in all fields where the number of units is zero.

Important: If a 4% and 9% tax credit project must make changes to unit counts to align with the tax credit agency, the project must remain in compliance with AHP Targeting commitments, other scoring commitments, and feasibility guidelines.

Helpful Hint

The unit mix, rents, and affordability commitments **must be consistent** throughout the application and supporting documents.

Helpful Hint

If the project has a **Manager's Unit**, include it in the Targeting unit count. If this unit will not be income-restricted, it should be counted as a "Greater than 80% AMI" unit.

Helpful Hint

If the project is currently **occupied**, the current tenant occupancy must equal or be below this commitment.

AHP Online Application Process **Scoring**

4. Housing for Homeless Households

Underserved Communities and Populations/Housing for Homeless Households ?

Will the project specifically reserve 20% of the total units for populations that meet the Homeless definition?* ? Yes No

Indicate how many total units will specifically be reserved for homeless populations. ◆

How will it be documented that individuals meet the definition of homeless? ◆

Intake Form
 Referrals
 Other

Specify the Referral sources.
INSERT TEXT DESCRIPTION
You have 2977 characters remaining for your description.

If provided, identify sources of funding for specialized services and/or any subsidies targeting eligible homeless populations.
INSERT TEXT DESCRIPTION
You have 2977 characters remaining for your description.

Will residents be permitted to stay at least six (6) months? ◆ Yes No

* Required to save the page
◆ Required before Sponsor Approval

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

Projects may receive **5 points** if they provide housing to **individuals who are homeless**. Eligible rental projects must:

- (1) create rental housing, excluding overnight shelters, reserving **20% of the total units** for homeless households, OR
- (2) create transitional housing permitting minimum of six (6) months of occupancy, reserving **20% of the total units** for homeless households

Helpful Hint

A commitment in this scoring category is a "hard set-aside," meaning the unit must be held vacant if eligible individuals or households cannot be found, regardless of how long that may take.

Please fill out the supplemental text boxes to provide specifics on how your project will serve persons experiencing homelessness. Please use the **Targeted Populations Experience & Services Template** to provide a comprehensive description.

Reference the **2024 Implementation Plan** for FHLBank Chicago's definition of homelessness.

For existing-occupied projects: In order to receive points in this category, the project must have:

- A current vacancy rate $\geq 20\%$, **or**
- The sum of currently-occupied transitional housing units and vacant units must make up 20% or more of total units.

The property's current occupancy will be documented via the **Tenant Income Workbook**, uploaded to the **Financial Feasibility: Commitment Letters** screen. If you are attempting these points as an existing occupied project, please contact ci@fhlbc.com to seek technical assistance.

AHP Online Application Process **Scoring**

5. Housing for Special Needs Populations

The financing of housing in which **20% of the total units** are reserved for occupancy by **households with special needs** are eligible to receive **5 points**.

For purposes of this scoring criterion, special needs populations are defined as:

- Persons with physical, mental, or developmental disabilities
- Persons recovering from physical abuse
- Persons recovering from substance abuse
- Victims of domestic violence, dating violence, sexual assault or stalking
- Formerly incarcerated persons

Please refer to the **2024 Implementation Plan** for more information on FHLBank Chicago’s definition of populations with special needs.

Supporting Documentation

If supportive services are integral to the operations of the housing and the stability of the tenants, attach documentation confirming:

- 1.** How the proposed supportive services are currently funded or expected to be funded. Integral implies that the success of the housing and/or the tenants is dependent on the availability of supportive services.
- 2.** Provide a referral source or indicate that the sponsor has a network through which qualified individuals/families will be referred.
- 3.** Provide information describing the sponsor’s experience serving special needs populations.

Please use the **Targeted Populations Experience & Services Template** to provide a comprehensive description.

Helpful Hint

The individual with the qualifying special need(s) is not required to be the head of household.

Helpful Hint

Units occupied by individuals with special needs may “float” throughout the project.

Helpful Hint

A commitment to housing individuals with disabilities under this scoring category is a **“hard set-aside,”** meaning the unit must be held vacant if eligible individuals or households cannot be found, regardless of how long that may take.

Helpful Hint

If the project is currently occupied, the current tenant demographic must equal or exceed the special needs population commitment, and must be evidenced in the **Tenant Income Workbook**.

AHP Online Application Process **Scoring**

5. Housing for Special Needs Populations Continued

Underserved Communities and Populations/Special Needs ?

Will the project reserve 20% of the total units for individuals with special needs?* ? Yes No

Indicate how many total units will be specifically reserved for individuals with special needs. ◆

Please indicate the categories of Special Needs populations you anticipate serving. You will not be required to serve these specific categories as long as the total units meet or exceed 20%. ◆

<input type="checkbox"/>	Persons with physical, mental, or developmental disabilities
<input type="checkbox"/>	Persons recovering from physical abuse
<input type="checkbox"/>	Persons recovering from substance abuse
<input type="checkbox"/>	Victims of domestic violence, dating violence, sexual assault or stalking
<input type="checkbox"/>	Formerly incarcerated persons

Attach description of referral sources and sponsor history of housing individuals with special needs. If applicable, attach a Supportive Service Plan.

* Sample Doc.pdf ?

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

◆ Required before Sponsor Approval

<Previous Next>

Input the total number of units that the project will set aside for populations with physical, developmental, and mental disabilities, ensuring the number is **at least 20% of total units**.

Check the applicable boxes for the targeted special needs populations for the project.

You **must attach** supporting documentation (as referenced on the previous page) demonstrating a network or referral source(s) through which qualified individuals/families will be referred to the project and the sponsor's experience serving special needs populations. Please use the **Targeted Populations Experience and Services Template** to provide a comprehensive description.

Please combine all supporting documentation into one PDF document and attach to the screen.

For existing-occupied projects: The property's current occupancy will be documented via the **Tenant Income Workbook**, uploaded to the **Financial Feasibility: Commitment Letters** screen. The current tenant demographic must equal or exceed the special needs population commitment.

Important: The application must be awarded points for **Housing for Special Needs Populations** to be eligible for points in the **Permanent Supportive Housing** category.

AHP Online Application Process **Scoring**

6. Rural Housing

Underserved Communities and Populations/Rural ?

Are 50% of the project's total units located within a rural area?* Yes No

How many total units will be located in a rural area?*

Please attach a USDA map(s) indicating that the unit addresses identified are eligible for rural location points: USDA Map.pdf ?

If sites are not yet identified, is a portion of the targeted area not located in a rural area? Yes No

Provide number and percentage of households served in rural areas for past two years.

The number of households served (integer) ◆

The percentage of households served (%) ◆

Explain what actions will be taken to ensure that the application target will be met:

You have 500 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

<Previous Next>

Projects in which **50% of the total units** are located in a rural area are eligible for **7 points**.

FHLBank Chicago's definition of a rural area will be consistent with the U.S. Department of Agriculture definition.

If a project involves unidentified sites, applicants should submit documentation of their service territory or a list of representative projects, with locations identified, to confirm the likelihood that at least **50% of units** will be located in rural areas.

Helpful Hint

[Click here](#) for eligibility determination on the U.S. Department of Agriculture's website and to obtain the screenshot necessary for points in this category. **The screenshot must be dated no earlier than 90 days prior to the AHP application deadline.**



AHP Online Application Process **Scoring**

7. Large Family Units

Underserved Communities and Populations/Large Family Units ?

Do at least 20% of the total units meet the Large Family Units criteria? Yes No

Indicate the number of units meeting this criteria*

Provide a market study and/or floorplans. The market study must clearly indicate the percentage of affordable (i.e. AHP assisted) units with three or more bedrooms, and that the units are generally spread across income targeting commitments. If a market study is not required for the AHP application, the commitment must be confirmed with floorplans prepared by a third party.

Upload a market study and/or floorplans* Sample Doc.pdf ?

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

◆ Required before Sponsor Approval

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

Rental projects in which **20% of total units** add rental units with **three or more bedrooms** to the housing market may receive **3 points**.

This is generally accomplished via new construction, unit reconfiguration in conjunction with rehabilitation, and/or adaptive reuse.

The units must generally be spread evenly across the income targeting commitments or disproportionately concentrated in the lower income targeting tiers. Only units that are not age-restricted may be considered.

Note: Rehabilitation of existing three-bedroom units is not eligible for this scoring category.

This scoring category may be **evidenced by a market study and/or floor plans**. The market study must clearly indicate the percentage of total project units with three or more bedrooms, and that the units are generally spread across income targeting commitments. If a market study is not required for the AHP application, the commitment must be confirmed with floor plans prepared by a third party.

AHP Online Application Process **Scoring**

8. Creating Economic Opportunity through Residential Economic Diversity

Creating Economic Opportunity/Residential Economic Diversity ?

Are at least 75% of the total units in the project located in a Census tract(s) where the median income equals or exceeds the median income for the county or metropolitan area? Yes No

Are all sites known? Yes No

Select one of the choices below. At least 75% of the total units on the Targeting page must meet the criteria to be eligible for points. Please provide the details by clicking on the "Add Census Tract Details" button below. The FFIEC screen grab uploaded must be dated within 90 days of Application submission. If the site addresses are unknown, change your answer to "No" for the question "Are all sites known?" and provide representative census tracts, unit counts for the known and unknown sites, and upload an FFIEC map for each known/unknown site. Then please also provide details requested in the textbox below the table.

At least 75% of total units are located in a Census tract(s) where the median income equals or exceeds 120% of the median income for the county or metropolitan area.

At least 75% of total units are located in a Census tract(s) where the median income equals or exceeds 110% but is below 120% of the median income for the county or metropolitan area.

At least 75% of total units are located in a Census tract(s) where the median income equals or exceeds 100% but is below 110% of the median income for the county or metropolitan area.

Census Tract Details

Census Tract #

of Units

FFIEC Map/Documentation* No file chosen

Projects in a Census tract(s) where the **median income equals or exceeds the median income for the county or metropolitan area** may receive up to **5 points**.

To receive points, **at least 75% of the total units** in the project are located in a Census tract(s) where the family median income equals or exceeds:

Points	Percent Tract Median Family Income
5	≥120% Tract Median Income
4.5	≥110% to <120% Tract Median Income
4.25	≥100% to <110% Tract Median Income

Census	Income	Population	Housing
Tract Income Level	Middle		
Underserved or Distressed Tract	No		
2021 FFIEC Estimated MSA/MD/non-MSA/MD Median Family Income	\$69,600		
2021 Estimated Tract Median Family Income	\$76,302		
2015 Tract Median Family Income	\$66,597		
Tract Median Family Income %	109.63		
Tract Population	2199		
Tract Minority %	4.91		

A screenshot from the **FFIEC website** is **required, dated no earlier than 90 days prior** to the AHP application deadline. Select "2022" in the "Year" dropdown, enter the address and click on Search, then Census Demographic Data. The "Tract Median Family Income %" must be **>100%** (see example on the right).

If a project involves unidentified sites, applicants should submit documentation on representative census tracts to be served in reference to the closest address selected in FFIEC, to confirm the likelihood that at least 75% of units will be located in higher-income areas.

If a project involves multiple sites with varying tract median incomes and you're unsure which point category to select, please contact ci@fhlbc.com for technical assistance.

AHP Online Application Process **Scoring**


9. Community Stability

Community Stability ?

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


Do you wish to be considered for Community Stability points?* Yes No

The purpose of this category is to reward and encourage affordable housing development that has a possible impact on the well-being of the community. Complete and attach the information regarding Community Stability, using the Community Stability Template available on the Bank's website.

Community Stability Attachment 

Uploaded File Info	
2023_Community_Stability.xlsx	<input type="button" value="Remove"/>

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

 Required before Sponsor Approval

The **Community Stability** category includes the following scoring categories:

- Rehabilitation of Existing Occupied Housing
- Preservation of Homeownership (rental projects are ineligible for these points)

Instructions: You must select **Yes** and upload the **Community Stability form** to be considered for these points. Please reference the Exhibits section of this guide for more information. The form can be found at [AHP Policy and Forms](#) under Application Exhibits.

Rehabilitation of Existing Occupied Housing (9 points): Upload the completed Community Stability form with the appropriate field checked. To qualify:

1. $\leq 25\%$ of the total units in the project may be new construction (verify in cell C13 on the Cost Breakout tab of the Financial Feasibility Workbook), **and**
2. Hard rehabilitation costs must be $\geq 25\%$ of the total development cost (verify in cell D73 on the Cost Breakout tab of the Financial Feasibility Workbook), **and**
3. A project's vacancy rate at the time of AHP application must be $\leq 50\%$ (evidenced in the Tenant Income Workbook uploaded on the *Commitment Letters* screen)

AHP Online Application Process **Scoring**

10. In-District Projects

Bank District Priorities/In-District Project ?

Will the project qualify for in-district points?* Yes No

Is this a single site project that is located within a county that has not received disbursed AHP General Fund subsidy from the bank for housing units during the any of the previous 3 years? (i.e. 2020 or prior)* Yes No

Is this a multi-site project with at least 50% of the units located within a county that has not received disbursed AHP General Fund subsidy during any of the previous 3 years? (i.e. 2020 or prior)* Yes No

Is this a project that is sponsored by a Tribal Nation?* Yes No

Site(s)					
Address Line 1	Address Line 2	City	County	State	Zip Code
2615 S Greeley St		MILWAUKEE	MILWAUKEE	WI	53207-2055

(1 of 1)

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

◆ Required before Sponsor Approval

Projects in which 100% of the total units are located in **Illinois or Wisconsin** may receive **5 points**.

Applicants may receive an additional **3 points** for:

- 1. In-District projects sponsored by a Tribal Nation, OR**
- 2. Single-site In-District projects** that are located within a county that has not received disbursed AHP funds in the last 3 years, **OR**
- 3. Multi-site In-District projects** with at least 50% of units located within a county that has not received disbursed AHP funds in the last 3 years

A list of qualifying counties is published on FHLBank Chicago's website at [AHP Policy and Forms](#) under **Application Exhibits**. Please see the [2024 Implementation Plan](#) definition for more information.

Important: If you the project is being sponsored by a Tribal Nation, please email ci@fhlbc.com to confirm eligibility.

Click on **Yes** for the first question if 100% of the project is located within Illinois and/or Wisconsin.

If the project qualifies for the additional 3 points, select **Yes** to the applicable question(s) on the screen.

No supporting documentation is required.

Helpful Hint

Applications are only eligible to receive points for the categories in which they attempt points. If the AHP applicant fails to click on **Yes**, the project will not receive In-District points regardless of where it is located.



AHP Online Application Process **Scoring**

11. Projects Serving Low-Income Minority Areas

Bank District Priorities/Projects Serving Low-Income Minority Areas ?

Do you want to attempt points for Projects Serving Low-Income Minority Areas? Yes No

To receive points, projects serving low-income minority areas must: 1) meet the low-income area definition below and 2) meet at least one of the minority area criteria below.

1) Low-income area - At least 51 percent of all households in the census tract(s) earn equal to or less than 80 percent of the area median income.

2) Minority area - The census tract(s) where the project is located meets at least one of the following criteria: (a) The census tract's total percentage of minority persons is at least 20 points higher than the total percentage of minority persons in the county where the project is located; or (b) The census tract has a non-white population of 50 percent or more.

A list of eligible minority areas is provided in the Application Exhibits section of the AHP Policy and Forms page of FHLBC.com.

Are at least 75 percent of the total units located in low-income minority areas as defined above (and included on the list of eligible census tracts found on our website)? Yes No

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

◆ Required before Sponsor Approval

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

Projects located in FHLBank Chicago's definition of **Low-Income Minority Areas (LIMA)** may receive **4 points**.

At least **75% of the total units** must be located in low-income minority area census tracts defined below as census tracts where:

1. At least 51% of all households earn equal to or less than 80% AMI, **AND**
2. The percentage of the minority population is 20% higher than the total percent minority population in the county **OR** where the non-white population is 50% or more

A published list of eligible census tracts across the country is available on **AHP Policy and Forms**, titled **2024 Low-Income Minority Areas**. Please ensure the census tract(s) in which your project is located appears on the list if you are seeking points in this category.

New for the 2024 Program Year: A community plan and Certification of Consistency Form are no longer required to qualify for this category.

12. Development Team Inclusion

Development Team Inclusion: Rental projects may score up to **4 points** based on the extent to which one or more Minority Business Enterprises (MBE) or Women’s Business Enterprises (WBE) performs an eligible development team role for the project.

As used within this scoring criterion, the term minority carries the same meaning as defined by the **Office of Minority and Women Inclusion**, which means any Black (or African) American, Native American (or American Indian), Hispanic (or Latino) American, or Asian American.

Eligible Development Team Roles for Rental Projects:

- **Developer:** with $\geq 49\%$ stake in all aspects of the development, including but not limited to ownership, cash-flow, and voting rights
- **Co-Developer:** with $\geq 24\%$ stake in all aspects of the development, including but not limited to ownership, cash-flow, and voting rights
- **General Contractor**
- **Property Manager:** defined as the property management company/entity, not the on-site manager

Important: Each role must be performed by a separate, unrelated/unaffiliated eligible MBE or WBE entity. If any single entity is performing more than one eligible development team role, points will only be awarded for the performance of a single eligible role performed by that entity.

The more eligible team members in the project, the higher the points. See the point allocations in the next column.

Scoring Breakdown

# of Development Team Roles	Points
1	1.25
2	2.5
3 or more	4

To qualify as an MBE or WBE:

• **For-profit Entity:** The entity must be a member of the development team and demonstrate at least 51% ownership by minorities or women via self-certification and a current MBE and/or WBE certification issued by a state government, or a political subdivision, public agency or instrumentality thereof, provided at the time of application.

• **Not-for-profit Entity:** The entity must be a member of the development team and demonstrate one of the following via self-certification and a Development Team Inclusion Organizational Chart:

1) MBE or WBE Leadership: a non-profit with a minimum of 35% of director-level employee leadership are minority or women including the Executive Director and a share of those employees reporting directly to the Executive Director

OR

2) MBE or WBE Governance: a non-profit with a Board Chair and a Board composition of minorities or women of at least 30%, or, whose overall Board composition of minorities or women is at least 40 percent

Important: Non-for-profit entities must utilize the **Development Team Inclusion Organizational Chart** for each eligible development team entity. The template will confirm the calculation for you.

AHP Online Application Process **Scoring**

12. Development Team Inclusion Continued

Bank District Priorities/Development Team Inclusion ?

Do you wish to be considered for Development Team Inclusion points? Yes No

Please select one or more roles as are applicable:

Select	Role	WBE	MBE	Non-Profit	Doc Upload
<input type="checkbox"/>	Developer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Choose File No file chosen ?
<input type="checkbox"/>	Co-Developer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Choose File No file chosen ?
<input type="checkbox"/>	General Contractor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Choose File No file chosen ?
<input type="checkbox"/>	Property Management Company	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Choose File No file chosen ?

Instruction

*For each role selected, if only MBE and/or WBE is selected please provide an MBEWBE certification form in the corresponding upload box provided.
For each role selected, if Non-Profit is selected in addition to the MBE and/or WBE please only provide an Development Team Inclusion Organizational Chart corresponding upload box provide.*

I hereby certify that the above referenced members of the Development Team meet the definition of a MBE or WBE as described within the Development Team Inclusion category of the 2023A General Fund AHP Implementation Plan.*

* Required to save the page

◆ Required before Sponsor Approval

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

Save Undo

<Previous Next>

Select the applicable development team roles and classifications (WBE, MBE, or Non-Profit) and upload the required documentation:

For-profit entities:

1. Attach a current **MBE and/or WBE certification** issued by the state government, or a political subdivision, public agency or instrumentality thereof. The certification date must be valid and cannot be expired at the time of application.
2. **Important:** Ensure the entity appears on the **Development Team: Team Members** screen in AHP Online or project may not be awarded the points.

Not-for-profit entities:


1. Attach the **Development Team Inclusion Organizational Chart**, found at [AHP Policy and Forms](#) under Application Exhibits. You can also reference the Exhibits section of this guide for an example of the exhibit.
2. **Important:** Ensure the entity appears on the **Development Team: Team Members** screen in AHP Online or project may not be awarded the points.

Remember: Each role must be performed by a separate, unrelated, unaffiliated eligible MBE or WBE entity. If any single entity is performing more than one eligible development team role, points will only be awarded for the performance of a single eligible role performed by that entity.

13. Permanent Supportive Housing

Bank District Priorities/Permanent Supportive Housing

Information

- Your changes have been saved to the system. 

Permanent supportive housing is defined as rental units that have all of the following characteristics:

- Targeted to individuals and/or families with a history of homelessness (as defined in this Plan), and
- At least one person in the household has a disabling condition (including if a child has a disabling condition), and
- Housing units are designed to allow the tenant(s) to live independently (i.e., full private kitchen and bath facilities), and
- Rents are affordable to households at $\leq 30\%$ of area median income, and
- Supportive services are designed to increase rates of housing stability and retention, and
- Tenants have leases and participation in supportive services is not a condition of tenancy.

Do at least 20% of the total units in the project meet all of the above criteria?* Yes No

Indicate the total number of units committed to Permanent Supportive Housing?*


Upload a description of what supportive services will be offered and how they are designed to increase rates of housing stability and retention.*

Uploaded File Info

Supportive Services Plan.pdf	Remove
------------------------------	--------

Note that evidentiary documentation that the project meets the Federal Home Loan Bank of Chicago's definition of permanent supportive housing will be required at disbursement and project completion, should the project receive an award.

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

 Required before Sponsor Approval

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

Rental projects providing permanent supportive housing may receive **5 points**. **20% of the total units** in the project must meet **all** of the following criteria:

- Targeted to individuals and/or families with a history of homelessness as defined in the **2024 Implementation Plan**, and
- At least one person in the household has a disabling condition * (including if a child has a disabling condition), and
- Housing units are designed to allow the tenant(s) to live independently (i.e., full private kitchen and bath facilities), and
- Rents are affordable to households at **$\leq 30\%$ of area median income**, and
- Supportive services are designed to increase rates of housing stability and retention **, and
- Tenants have leases and participation in supportive services is not a condition of tenancy.

* The applicant **must** commit to Housing for Special Needs Populations points, reserving **20% of units** for individuals with a physical, mental, or developmental disability.

** The project must have a service provision element, which applicants must describe at application. Please use the **Targeted Populations Experience & Services Template** to provide a narrative description, found at **AHP Policy and Forms** under Application Exhibits. You can also reference the Exhibits section of this guide for an example of the exhibit.

Helpful Hint

To receive the Permanent Supportive Housing points, a project must also set aside **20% of total units for Special Needs Households, and 20% of total units for households at $\leq 30\%$ AMI.**

AHP Online Application Process **Scoring**

14. NEW: Energy Efficiency & Sustainability

Bank District Priorities/Energy Efficiency and Sustainability ?

Do you wish to be considered for Energy, Efficiency and Sustainability points?* Yes No

Will the project have an approved certification for this category?* Yes No

Please select from one of the following acceptable certification that you have or will for this project: *

Is the certification document available now?* Yes No

Please upload Supporting Documentation here: * No file chosen ?

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

◆ Required before Sponsor Approval

Energy Efficiency & Sustainability is a new scoring category for 2024. **Rental new construction and/or rehabilitation projects** may receive **3 points** if the project will meet one or more of the following building standards:

- Energy Star Building Standards
- Enterprise Green Communities
- Home Energy Rating System (HERS) score of 60 or below
- Leadership in Energy and Environmental Design (LEED)
- National Green Building Standard
- Passive House Institute U.S. (PHIUS)

Documented certification from the certifying agency must be provided upon project completion.

Click on **Yes** for "Will the project have an approved certification for this category?" and select the applicable certification in the dropdown.

No supporting documentation is required at application, but please ensure you choose the best one for your project because this commitment will for the project post-award.

AHP Online Application Process **Scoring**

15. Projects of 24 or Fewer Units

Bank District Priorities/Projects of 24 or Fewer Units ?

Do you want to commit to this scoring category?* Yes No
You are eligible for this scoring category's points.

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

◆ Required before Sponsor Approval

<Previous Next>

Projects with **24 or fewer units** may receive **5 points**.

Once unit count is entered into AHP Online, no supporting documentation is required.

Feasibility

Financial Feasibility Introduction

Financial Feasibility ?

Import Spreadsheet | Feasibility Analysis | Commitment Letters | Rehabilitation Information

Download and complete the Rental Feasibility Workbook found on the FHLBC website.

Import the Rental Feasibility Workbook* No file chosen ?

Is the project's construction at least 50% complete?* Yes No

Attach a Floor plan or a Site plan : No file chosen ?

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

◆ Required before Sponsor Approval

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

In the Feasibility section of the application, AHP Participants must provide detailed financial information regarding the project's development budget, sources of funds, operations, and income. These details are captured in the **Financial Feasibility Workbook (FFW)**.

Please follow the directions provided under the **Instructions** tab in the excel Financial Feasibility Workbook. Specific tips must be followed in order to successfully upload the Financial Feasibility Spreadsheet. Project feasibility and the need for subsidy are reviewed across the life cycle of a project (i.e., at application, disbursement, and project completion). **Once completed, the Financial Feasibility Workbook will need to be uploaded on this screen in order to move forward in the application.**

Operations are analyzed from an overall perspective, taking into account debt coverage and/or expense-to-income ratios and cash flows, as well as the elements of the operations that affect those factors.

Key Feasibility Changes for 2024

- **Important: Subsidy Per Unit:** All rental projects may request a maximum of **\$50,000** of AHP Subsidy per AHP-assisted unit, with the option to request above the feasibility guideline with provided justification and evidence based on the project details.
- **Operating costs per unit**
- **Adjusted development cost per unit**

For specific changes, please consult the [2024 Implementation Plan](#).

AHP Online Application Process **Feasibility**

Tips for Completing the Financial Feasibility Workbook

It is recommended that applicants **complete their Financial Feasibility Workbook prior to uploading commitment letters**. Removing or replacing a Financial Feasibility Workbook in AHP Online will cause uploaded commitment letters to be deleted.

We suggest that applicants **save a copy of any feasibility explanations** they are required to enter into AHP Online. Removing or replacing a Financial Feasibility Spreadsheet in AHP Online will cause manually entered feasibility explanations to be deleted.

Helpful Hints for Tabs in the Financial Feasibility Workbook

Instructions Tab

- AHP Subsidy Amount - The total AHP subsidy amount on the Subsidy Amount and Uses of Funds screen in AHP Online must match the total subsidy amount requested under the *Instructions* tab of the Financial Feasibility Spreadsheet.

Project Worksheet

- Absorption Period - The Absorption Period field under the *Project Worksheet* tab of the Financial Feasibility Spreadsheet must be completed.

Operating Pro Forma - Housing

- Tax Deferment or Abatement - If the project is receiving tax deferment or abatement, the operating pro forma should reflect only the years for which the deferment or abatement is in effect.

Operating Pro Forma - Supplementary

- Supportive Services - If tenants are receiving supportive services, and income and expenses for these services flow through the project, complete the supportive services pro forma.

Sources

- Source Code Classifications - Please view the following page for more information on the various source code options

Cost Breakout

- Acquisition-only - Be sure to note that under the *Cost Breakout* tab of the Financial Feasibility Spreadsheet, lines 8 and 9 are for projects that only involve acquisition. Do not complete the acquisition-only lines 8 and 9 if the project involves acquisition plus new construction or acquisition plus rehabilitation.

- Community Service Facility - If the project includes a community service facility, provide an explanation at the bottom of the Cost Breakout tab: "If the project includes a community service facility, please describe the facility size, service provider, intended services, and income and operating assumptions.

Summary of Uses

- Total Development Costs: The Total Project Costs under the *Summary of Uses* tab must equal the Total Funding Sources under the *Sources* tab.

AHP Online Application Process **Feasibility**

Tips for Completing the Financial Feasibility Workbook Continued

Source Code Classifications

The **Sources** tab in the Financial Feasibility Workbook requires applicants to identify a code for each source. Each line on the Sources tab should include only one source type (e.g., HOME and CDBG funds need to be listed on different lines and coded accordingly).

Source Code	Source Name	Additional Guidance
1	AHP Subsidy	If the project is requesting AHP from more than one FHLBank, code the AHP amount from the other FHLBank as 1
2	Permanent Financing by Member Applicant	Financing provided by the Lead Member only. All other permanent financing provided by a FHLBank Chicago member should be coded 16
3	FHA Insured Mortgage	
4	Federal Low-Income Housing Tax Credit Equity	
5	Other HUD (HOPE VI, 202, 811, Section 8)	Includes all other Federal housing sources , including Rural Development, HUD (HOPE VI, 202, 811, Section 8), Housing Opportunities for Persons with AIDS (HOPWA), Self-Help Homeownership Opportunity Program (SHOP), Veteran Affairs, Solar Tax Credits, NSP
7	Federal Historic Preservation Tax Credit Equity	
8	HOME, Housing Trust Funds	Includes National Housing Trust Fund and WHEDA Housing Trust Fund
9	State Low Income Tax Credit Equity	Includes the Illinois Affordable Housing Tax Credit (IAHTC) and the Wisconsin Housing Tax Credit.
10	State Housing Loans	Excludes Federal government program funds (e.g. HOME and CDBG)
11	State Government Subsidy	Excludes Federal government program funds (e.g. HOME and CDBG)
12	Community Development Block Grants	
13	TIF/Local Government Sources	Include ARPA funds. Exclude Federal program funds (e.g., HOME, CDBG).
14	Housing Bonds	Tax-exempt multifamily rental housing bonds
15	Grants	Donated funds from non-governmental sources, including fundraising and capital campaigns
16	Other Loans	Loans from non-governmental sources, project sponsor, and FHLBC members that are not the Lead Member
18	Owner's Equity	Includes homebuyer down payments or funds provided by project owner and existing project reserves
19	Deferred Developer Fee	

AHP Online Application Process **Feasibility**

Tips for Completing Commercial Financial Feasibility Workbook

If the project includes a **commercial component**, and it is being financed in the same financial structure as the housing component, make sure to complete the Financial Feasibility Workbook to include commercial development costs, sources, and operations (pro forma). Projects in which the commercial component is owned and financed separately from the housing component do not need to complete the commercial section(s) of the Financial Feasibility Workbook. Complete the commercial operating pro forma from the owner's/landlord's perspective. Include the following:

- **Income:**

- Must reflect the amount the tenant(s) will pay to the owner/landlord.
- If anticipating a market-rate rent, provide evidence of average rental rates for the area. Adequate evidence includes listings from real estate firms such as **LoopNet**.
- Describe the type of lease (e.g., triple net, gross).
- Attach the lease description and validation of rental rates with the project's site and floor plans using the Financial Feasibility: Import Spreadsheet screen upload field called "Attach a Floor Plan or a Site Plan." The attachment must be attached as one PDF.

- **Vacancy rate:** Underwrite the commercial space with a vacancy rate of 50%, or use a vacancy rate required by the lender or equity provider. Exceptions include commercial space where the AHP sponsor or an affiliate will be the sole commercial tenant, or where an executed letter of intent with the anticipated commercial tenant(s) is provided. If using lender or equity provider vacancy requirements, attach evidence of requirement in AHP Online using the Financial Feasibility: Import Spreadsheet screen upload field called "Attach a Floor Plan or a Site Plan." The attachment must be one PDF.

- **Operating expenses:** Expenses must be limited to owner/landlord-incurred costs. Do not include expenses the tenant will cover.

Commercial sources identified under the **Sources** tab must equal the commercial development costs identified under the **Cost Breakout** and **Summary of Uses** tabs in the Financial Feasibility Spreadsheet.

AHP Online Application Process **Feasibility**

Financial Feasibility: Import Spreadsheet

Financial Feasibility ?

Import Spreadsheet
Feasibility Analysis
Commitment Letters
Rehabilitation Information

Information

- Your changes have been saved to the system. ✔

Download and complete the *Rental Feasibility Workbook* found on the [FHLBC website](#).

Uploaded File Info

Import the Rental Feasibility Workbook*	2024_FinancialFeasibility_Rental AcqRehab - Over Guidelines - KLY.xlsx	Remove
---	--	--------

Is the project's construction at least 50% complete?* Yes No

Attach a Floor plan or a Site plan : Choose File No file chosen ?

Housing Development Sources of Funds

Source of Funds	Amount (\$)	Housing or Commercial	Description	Committed	Rate (%)	Term (years)	Amort Period (years)	Annual Debt Svc (\$) (Hard only)	Hard Debt?
AHP Direct Subsidy	2,000,000.00	Housing	AHP Subsidy	No	0.00%	0.0	0.0	0.00	No
LIHTC Equity	10,646,468.00	Housing	Federal Low-Income Housing Tax Credit Equity	Yes	0.00%	0.0	0.0	0.00	No
Housing Trust Funds (WHEDA)	1,000,000.00	Housing	HOME	Yes	3.00%	19.0	35.0	0.00	No
HOME Funds	1,000,000.00	Housing	HOME	No	0.00%	30.0	0.0	0.00	No
WHEDA Permanent Mortgage	2,303,138.00	Housing	State Housing Loans	Yes	6.65%	35.0	35.0	169,831.00	Yes

1. Upload the Financial Feasibility Workbook (FFW) and click **Save.** The FFW will upload and display a summary of the project's development and operating budgets.

2. Answer Yes or No: "Is the project's construction at least 50% complete?"

Eligibility for Projects with Ongoing Construction:

A single-building project is not eligible for AHP subsidy if it has received a Certificate of Occupancy and/or Certificate of Substantial Rehabilitation as of June 9, 2023. If it has not received a Certificate of Occupancy and/or Certificate of Substantial Rehabilitation, **the project is eligible as long as construction work is no more than 85% complete.**

In the case of multiple buildings, projects in which **>85% of the units** have received a Certificate of Occupancy and/or Certificate of Substantial Completion as of June 9, 2023, are **ineligible** for AHP subsidy.

For projects in which construction and/or rehabilitation is **between 50% and 85% complete** at the time of application, cost validation documentation must be provided. Required documentation includes an **Application for Payment (G702) or Contractor Sworn Statement to Owner, and the Owner's Sworn Statement.** These documents will be used to calculate the percentage of construction and/or rehabilitation that is complete and to verify project costs submitted as part of the Financial Feasibility Workbook.

3. Attach a Floor plan or Site Plan

If available, one or more site and floor plan(s) should be attached to the **Financial Feasibility: Import Spreadsheet** screen. This is required for **Donated/Discounted Sites** and preferred for projects attempting the Large Family Units scoring category.

Once the workbook is uploaded and the screen is saved, click **Next**.

AHP Online Application Process **Feasibility**

Financial Feasibility: Feasibility Analysis

Financial Feasibility

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

The following feasibility issues/items were discovered in the most recently imported Feasibility Spreadsheet. For each issue/item 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, please provide a reason for deviating from the feasibility guideline or for Adjusted Development Cost per Unit that is above typical costs. Once an issue/item is explained and updated, the Explain column will display a Yes value. Once all issues/items are explained (i.e., all Yes values in Explained column), please save the page and click Next. All issues/items must be explained before the application can be approved.

Action	Feasibility Value	Details	Standard	Actual	Explained
Explain	Cumulative Cashflow per unit	More Info	\$ 0.00 – \$ 500.00	\$ 851.57	No
Explain	Overall Cumulative Cashflow per unit	More Info	\$ 0.00 – \$ 500.00	\$ 851.57	No
▶	LIHTC Net Equity	More Info	≥ \$ 0.84	\$ 0.83	No

Feasibility Issue

Update Feasibility Issue | Cancel

Feasibility Value: LIHTC Net Equity
Details: Projects must secure LIHTC net equity greater than or equal to the rate set forth in the current year Implementation Plan.
Standard: ≥ \$ 0.84
Actual: \$ 0.83

Explain

You have 4000 characters remaining for your description.

The **Feasibility Analysis** screen will populate using the information provided on the Financial Feasibility Workbook. The analysis is based on whether or not the project budget exceeds one or more of the feasibility guidelines outlined in the **2024 Implementation Plan** applicable to the current round. The **Feasibility Guidelines** tab on the spreadsheet will also indicate whether a value is outside of guidelines before the spreadsheet is uploaded.

Important: If the **Subsidy Per Unit** exceeds the guideline of **\$50,000** per AHP-unit, you must provide a detailed explanation. The project will be assessed for overall financial feasibility.

To remove a feasibility issue, the issue must be fixed in the Financial Feasibility Workbook and the Financial Feasibility Workbook must be re-uploaded on the **Import Spreadsheet** screen.

To Explain or Justify Feasibility Issues

An explanation is **required** for each item that is outside the feasibility guidelines. The sponsor

will not be able to Sponsor Approve an application until each deviation from the feasibility guidelines has been explained. For each feasibility value, please click on the **Explain** link under the Action column. After a justification is entered, click on **Update Feasibility Issue**. The Explained column will show Yes or No. If the column indicates No for a particular feasibility issue, it means the issue has not been justified and saved in the Explain box. Once all issues are explained, please save the page and click on **Next**.

The screen must be saved even if there are no feasibility issues identified for the project.

Helpful Hint

Removing and re-uploading the Financial Feasibility Workbook will require users to re-enter all feasibility explanations. **Save these narratives outside of AHP Online** to copy and paste when needed.

AHP Online Application Process **Feasibility**

Financial Feasibility: Commitment Letters

Financial Feasibility ?

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

Information

- Your changes have been saved to the system. ✓

The following committed sources were found in the Sources tab of the imported Feasibility Spreadsheet. For each committed source listed, click on the "Attach" link in the "Action" column to open the "Commitment Letter" box. Then, the corresponding source commitment letter must be attached and click "Update Commitment Letter". Once all commitment letters are attached (indicated by "Yes" values in the "Letter Provided" column), save the page. For LIHTC applications be sure you included the LIHTC reservation letter and equity letter of interest.

Commitment Letters					
Action	Source of Funds	Description	Amount	Approved	Letter Provided
Attach	LIHTC Equity	Federal Low-Income Housing Tax Credit Equity	\$ 5,304,434.00	Yes	Yes
Attach	Housing Authority ARPA Loan	TIF/Local Government Subsidy	\$ 3,500,000.00	Yes	Yes
Attach	1st Mortgage	Owner's Equity	\$ 2,800,000.00	Yes	Yes
Attach	Deferred Developer Fee	Deferred Developer Fee	\$ 150,645.00	Yes	Yes

Will the project include construction financing? Yes No

Attach evidence of construction financing.*

Uploaded File Info
Sample Doc.pdf

Is the project an existing occupied project where current residents are expected to remain in the project? Yes No

Attach a completed tenant income worksheet available on the Bank's website.*

Uploaded File Info
2023_TIW_IL_WI.xlsx

Financing of Operating Costs

Will the project include rental subsidies or operating grants to subsidize ongoing operations? Yes No

Type of operating subsidy:*

INSERT TEXT DESCRIPTION

You have 3977 characters remaining for your description.

Length of subsidy (in years):*

Please attach evidence of the operating subsidy listed above

Uploaded File Info
Sample Doc.pdf

Committed financing refers to any financing source for which a project has received a preliminary or firm funding commitment.

If a project source is listed as committed under the **Sources** tab in the Financial Feasibility Workbook, the Commitment Letters screen will display the committed source(s) and require the AHP Participant to attach a commitment letter for each committed source.

Evidence of a firm commitment **must indicate** the source and amount of the funding, must specify the dates of the commitment and of the expiration, and must be documented by a letter, grant, or loan

agreement, or other executed documents provided by the funding source.

To remove an approved funding source, the Financial Feasibility Workbook must be fixed (the source must be changed to Requested) and re-uploaded on the **Import Spreadsheet** screen.

For each funding source, click on the *Attach* link under the Action column and upload the corresponding funding source commitment letter. After uploading, click on *Update Commitment Letter*.

If the project has construction financing, evidence of the commitment(s) must be uploaded on this screen.

AHP Online Application Process **Feasibility**

Financial Feasibility: Commitment Letters Continued

Committed financing refers to any financing source for which a project has received a preliminary or firm funding commitment.

Rental Projects:

Utilizing the 9% LIHTC:

Applicants must submit:

- 1)** An award letter or reservation for 9% LIHTCs **and**
- 2)** A letter of interest or intent for the LIHTC equity

- If these two items are not available as of the June 14, 2024 AHP application deadline, then they must be submitted to the FHLBank Chicago within one calendar week of notification by the tax credit allocating agency of the LIHTC award, but not after August 1, 2024.

Utilizing the 4% LIHTC:

Applicants must submit:

- 1)** A bond-issuing agency's confirmation of intent to issue bonds; **and**
- 2)** an executed letter of interest or intent for the LIHTC equity; **and**
- 3)** an executed letter of interest or intent to purchase the bonds or facilitate the sale of the bonds, or confirmation from the bond-issuing agency that the bonds will be sold through a public offering.

Financed with the Federal Historic Tax

Credit: Applicants must submit:

- 1)** evidence of approval of Part 1 of the historic designation application or that the building is already on the National Register of Historic Places; **and**
- 2)** an executed letter of interest or intent for the net amount of the HTC equity.

Not Utilizing the LIHTC: Projects not utilizing the LIHTC must submit evidence of committed long-term, permanent financing sources comprising $\geq 50\%$ (exclusive of any requested AHP funds) of total development costs. For projects in which the requested AHP subsidy is $\geq 50\%$ of the total development costs, 100% of the remaining funding must be committed and evidenced.

NEW Equity Contributions and/or Loans (e.g. self-funding via a capital campaign or fundraising): Direct equity contributions/loans committed by the sponsor.

Commitment must be evidenced by:

- 1)** Board President commitment letter (*see Exhibit Sponsor Funding Commitment Board Letter Template*): a letter from the entity on the organization's letterhead indicating the source, amount of contributions, and specific dates of commitment and expiration; **and**
- 2)** Fundraising Experience and Plan, if applicable (*see Exhibit Sponsor Fundraising History Experience*); **and**
- 3)** An annual report, audited financials, bank statement or other documentation showing fundraising history and financial position.

If you have questions about above, please contact ci@fhlbc.com.

Helpful Hint

Amounts indicated on financing commitment documents should match the **Sources** tab of the Financial Feasibility Workbook. If the commitment documentation reflects an amount greater than what is shown on the **Sources** tab, the AHP subsidy may be adjusted accordingly.

Helpful Hint

Removing and re-uploading the Financial Feasibility Workbook will require re-uploading all commitment letters.

AHP Online Application Process **Feasibility**

Financial Feasibility: Tenant Income Workbook (TIW) for Existing Occupied Projects

Financial Feasibility

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

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

The following committed sources were found in the Sources tab of the imported Feasibility Spreadsheet. For each committed source listed, click on the "Attach" link in the "Action" column to open the "Commitment Letter" box. Then, the corresponding source commitment letter must be attached and click "Update Commitment Letter". Once all commitment letters are attached (indicated by "Yes" values in the "Letter Provided" column), save the page. For LIHTC applications be sure you included the LIHTC reservation letter and equity letter of interest.

Commitment Letters					
Action	Source of Funds	Description	Amount	Approved	Letter Provided
Attach	LIHTC Equity	Federal Low-Income Housing Tax Credit Equity	\$ 5,304,434.00	Yes	Yes
Attach	Housing Authority ARPA Loan	TIF/Local Government Subsidy	\$ 3,500,000.00	Yes	Yes
Attach	1st Mortgage	Owner's Equity	\$ 2,800,000.00	Yes	Yes
Attach	Deferred Developer Fee	Deferred Developer Fee	\$ 150,645.00	Yes	Yes

Will the project include construction financing? Yes No

Attach evidence of construction financing.*

Uploaded File Info
Sample Doc.pdf Remove

Is the project an existing occupied project where current residents are expected to remain in the project? Yes No

Attach a completed tenant income worksheet available on the Bank's website.*

Uploaded File Info
2023_TIW_IL_W.xlsx Remove

If the project is existing occupied with no displacement, a **Tenant Income Workbook (TIW)** must be uploaded on this screen. Select Application as the Project Status in the first drop-down menu on the worksheet to display pertinent information.

Please reference the TIW pages in the **Exhibits** section of this guide for more information. You can find copies of the workbook at [AHP Policy and Forms](#).

Helpful Hint


If a project is existing occupied with no displacement, and the applicant applies for **Special Needs or Permanent Supportive Housing points**, the TIW must match the commitments made in the application.


AHP Online Application Process **Feasibility**


Financial Feasibility: Rehabilitation Information


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

Please attach the following documents to this application:

Most current title or ALTA Policy.*
 No file chosen 

Detailed description of the rehabilitation work to be performed along with cost estimates.*
 No file chosen 

Capital Needs Assessment (CNA) / Physical Needs Assessment (PNA). *
 No file chosen 

Date the sponsor purchased or will purchase the property? 

Explain what led to the deterioration of the project or the need for rehabilitation.*


You have 3000 characters remaining for your description.

If proposed rehab costs are less than immediate repairs detailed in the CNA/PNA, explain how remaining repairs will be financed.

You have 3000 characters remaining for your description.

If proposed rehab costs exceed the scope of work detailed in the CNA/PNA, provide the reason for proposed repairs.


You have 3000 characters remaining for your description.


For rehab items that are not delineated on the CNA/PNA, attach support for cost estimates. No file chosen 

Describe any discrepancies between the cost certification, the CNA/PNA, and the development budget. Please itemize differences in cost and scope by type of work.

You have 3000 characters remaining for your description.

Provide current balances for replacement or other reserve accounts for the property:

Replacement reserve balance: as of 

Other Reserves: as of 

Purpose of other reserves:

You have 4000 characters remaining for your description.

If the existing reserve balances are not applied toward the rehabilitation costs, please explain:

You have 4000 characters remaining for your description.

For projects involving rehabilitation-only or mark-to-market transactions, provide information on all existing financing. Include loans and liens for which payments are not required.

Rental Rehabilitation

If your project involves rehabilitation, this screen is required for your application. Please complete all required and applicable fields.

Please refer to the following page for a complete list of rehabilitation documents requirements by project type.

Helpful Hint

If a specific piece of documentation is not required for your project, please upload a Word document in the relevant upload location stating "Not Applicable."

New for 2024: Please submit the last 2 years of audited financial statements for rental projects in which:

- There is no change in the ownership, i.e. rehabilitation-only, **OR**
- There is a change in the ownership and the prior owner continues to have an ownership interest in the project

Unidentified Sites: If a rental rehabilitation project includes unidentified sites, please provide a thoughtful description of how the rehabilitation scope and costs were determined.

Existing Loans: To add an existing loan, fill in the required fields under Add Loan and then click on *Update Loan*. The AHP Participant may add as many loans as necessary. Be sure to click on *Save* after adding loans.

AHP Online Application Process **Feasibility**

Documentation Requirements for Rehabilitation Screen

PROJECT TYPE	DOCUMENTATION NEEDED
Acquisition-Rehabilitation projects, except gut rehabilitation or adaptive reuse	<ul style="list-style-type: none">• Capital Needs Assessment (CNA) / Physical Needs Assessment (PNA) completed by third party• Audited financial statements from the last two years (<i>if there is a change in the ownership and the prior owner continues to have an ownership interest in the project</i>)
Rehabilitation-Only projects (no acquisition or ownership transfer) with identified sites	<ul style="list-style-type: none">• Capital Needs Assessment (CNA) / Physical Needs Assessment (PNA) completed by third party• Most current title or ALTA policy• Audited financial statements from the last two years
Gut Rehabilitation and Adaptive Reuse Projects	<ul style="list-style-type: none">• CNA/PNA is not required
Rental Rehabilitation projects with unidentified sites	<ul style="list-style-type: none">• Costs from prior rehab projects to substantiate cost estimates

AHP Online Application Process **Feasibility**

Displacement

Displacement ?

Will the project involve any permanent displacement and relocation of current residents? Yes No

Indicate Number of households displaced/relocated:

Attach the Relocation Plan: No file chosen ?

Will the project involve any temporary relocation during construction/rehabilitation? Yes No

Describe the temporary relocation plan and the cost associated with the relocation ?

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

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

Costs associated with displacement and relocation must be identified in the Financial Feasibility Spreadsheet under the **Summary of Uses** tab.

If an AHP application involves the purchase, rehabilitation or demolition of any property that is occupied by existing households and includes displacement, then a **relocation plan is required** with the AHP application.

The **relocation plan** provided can either be **a)** the plan required for the project by a federal, state, or local government, or **b)** a plan that at a **minimum** addresses these points:

- Provide relocation advisory services to displaced residents;
- Provide adequate written notice to the households that provides reasonable time for the household to relocate prior to requiring possession;
- Reimburse displaced households for moving expenses;
- Provide payments for the added cost of comparable replacement housing and;
- Include the costs associated with relocation in the project's Total Development Budget.

AHP Online Application Process Feasibility

Sponsor Role

Sponsor Role ?

Information

- Your changes have been saved to the system. ✓

Specify [REDACTED]'s role in the AHP project (check all that apply).*

Owner Property Manager Other

Qualify Borrowers and Arrange Financing for Homeowners Empowerment or Supportive Services Provider

Developer Construction or Rehab Manager

Download the Sponsor Experience Template from the Bank's website.

Attach the completed Sponsor Experience Template. ◆

Uploaded File Info

2023_Experience_Sponsor_Rental.xlsx

All sponsor organizations must attach a certificate of Good Standing or Status and Certificate of Authorization (if the organization does business in another state) dated no earlier than 90 days prior to the AHP application deadline. ◆

Uploaded File Info

2023 Certification of Good Standing.pdf

If the sponsor applied for points under **Project Sponsorship**, the same roles should be identified on this screen. If **Other** is chosen, specify the role in the text box.

Sponsor Experience: Sponsors must complete the Sponsor Experience form and demonstrate the capacity to fulfill all roles, responsibilities, and obligations throughout the entire AHP retention period. If the sponsor has little or no previous affordable housing development experience, the sponsor and its development and property management team will be evaluated to determine whether adequate development and compliance experience exists to successfully complete the project.

Evidence of Existence: All non- and for-profit sponsors must submit a Certificate of Good Standing or Status (or equivalent) from the state in which the applicant is incorporated. Additionally, if the proposed project is located in a state other than the state of incorporation, a Certificate of Authority (or equivalent) from that state must also be submitted. The certificate(s) must be dated no earlier than **90 days prior** to the AHP application deadline.

In addition to development experience, sponsors of previously approved AHP projects will be evaluated on:

- AHP project milestones, including subsidy drawdown, project completion, and timely submission of compliance reporting and long-term monitoring;
- Event(s) of noncompliance, including type and frequency of event(s) of noncompliance, timeliness of communication by the sponsor, and remediation efforts; and
- Project commitments (progress made toward meeting approved AHP project commitments).

***Note:** Failure to complete previously awarded AHP projects in a timely manner may impact receipt of future AHP awards.

Helpful Hint

Sponsors that are **government entities** do not need to provide a Certificate of Good Standing or Status. Instead, they should upload a Word document stating "N/A."

AHP Online Application Process **Feasibility**

Primary Developer

Primary Developer ?

Information

- Your changes have been saved to the system. ✓

Is the Sponsor also the primary developer?* Yes No

Primary Developer Name*

Contact Name

Company Type

Telephone Number

CEO's Name*

Download the Developer Experience Template from the Bank's website.

Download the Developer Experience Template and save it to your local network. Attach the completed template in the field provided

Uploaded File Info	
2023_Experience_Developer.xlsx	<input type="button" value="Remove"/>

* Required to save the page

Required before Sponsor Approval

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

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

If the sponsor is not the primary developer, the applicant must attach a completed Developer Experience form. Please reference the Exhibits section of this guide for more information on the **Developer Experience** form. The form can be found at [AHP Policy and Forms](#) under Application Exhibits.

Sponsors must demonstrate the capacity to fulfill all roles, responsibilities, and obligations throughout the entire AHP retention period. If the sponsor has little or no previous affordable housing development experience, the sponsor and its development team will be evaluated to determine whether adequate development and compliance experience exists to successfully complete the project.

***Note:** Failure to complete previously awarded AHP projects in a timely manner may impact receipt of future AHP awards.

AHP Online Application Process **Feasibility**

Development Team

Development Team ?

Role Selection | **Team Members**

Indicate the roles represented on the AHP project development 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 checked="" type="radio"/> Yes <input type="radio"/> No
Builder	<input type="radio"/> Yes <input checked="" 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 type="radio"/> Yes <input checked="" type="radio"/> No
Attorney	<input checked="" type="radio"/> Yes <input type="radio"/> No
Other	<input type="radio"/> Yes <input checked="" type="radio"/> No

Describe the selection process for members of the development team. ◆

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 Save Undo

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

At least one development team member must be selected to move forward with the AHP Online application.

The sponsor must click on **Yes** if the sponsor's organization plays any of the roles on the Development Team screen. For instance, if the sponsor is also the property manager, indicate **Yes** next to Management Company. Similarly, if the sponsor is the Co-Developer of the project, it must be indicated on this screen.

Each role must be checked Yes or No before the screen can be saved.

Helpful Hint

Sponsors who plan to partner with a third-party vendor for compliance, monitoring, and/or reporting must identify the **third-party organization in the Other** role.

AHP Online Application Process **Feasibility**

Development Team

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	Co-Developer			
Edit	Consultant			
▶	General Contractor			
Edit	Architect			
Edit	Engineer			
Edit	Attorney			
Edit	Developer			
Edit	Property Management Company			

Team Member

Role: General Contractor

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.

Team Members

Click on the **Edit** link to complete the required team member information.

Once all required fields are complete, click on **Update Team Member** and the Company Name, Person Name, and Telephone Number will populate.

After all roles are edited, click on **Save** to save the information and click on **Next**.


Note: If you are attempting **Development Team Inclusion** points, please ensure the entity is listed on this screen in order to be eligible for the points.

If the Sponsor is the Property Manager


If the sponsor is also the project's property manager or has interest in the property management company, indicate the sponsor's ownership interest in the property management company. The sponsor's ownership interest must be included in the comment box.

AHP Online Application Process Feasibility

Disclosure


Disclosure 

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

Explain 


You have 4000 characters remaining for your description.

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

Explain 


You have 4000 characters remaining for your description.

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

Explain 


You have 4000 characters remaining for your description.

Is there any relationship or conflict of interest between sellers of the properties involved in this project and the sponsor or any member of the development team? Yes No

Explain 

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

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

Any outstanding compliance or performance issues and conflicts of interest associated with the sponsor, the member institution(s), or any of the members of the development team **must be disclosed**.

AHP Online Application Process Feasibility

Market Study

Market Study

Has an independent, third-party market study been completed for the project? * Yes No

Name of the organization completing the market study

Date Completed

Indicate the absorption rate (in months)

Indicate the capture rate (%)

Provide an independent third-party market study completed within the last 18 months. The entire market study is not required, but at a minimum, should include 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. In the absence of an executive summary, provide specific page references to the aforementioned information.

Please attach the independent, third-party market study * No file chosen

For occupied, existing rental and lease-purchase properties, provide historical occupancy of the property (if available). Address any existing or planned affordable housing activity that might compete with the project for tenants and how such developments affect the feasibility of the project.

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

<Previous Next>

Has an independent, third-party market study been completed for the project?

If the answer is Yes:

Rental projects are required to submit a market study dated within the **18 months** prior to the AHP application deadline.

Alternatively, **projects with an LIHTC award may submit a market study completed within 18 months of the reservation**, provided dated evidence of the reservation is included with the application. If the date of the study is **more than 18 months prior** to the AHP application deadline, the applicant must also provide a **reliance letter** from the firm that completed the original study, indicating that the need and demand still exist for the project as proposed; the letter must be dated within **18 months** of the AHP application deadline.

Important: If there is a significant variance between the market study rents and the Project Worksheet in the Financial Feasibility Workbook, please include confirmation from the market analyst to justify the current rents in the market. Otherwise, the project may receive a clarification request during application Feasibility Review.

Exceptions to the market study requirement may include:

- Occupied projects with a vacancy rate of $\leq 10\%$ (at time of application) involving acquisition and/or rehabilitation;
- Projects with 12 or fewer units;
- HUD 202 projects;
- HUD 811 projects;
- Emergency shelters; and
- Transitional housing

AHP Online Application Process **Feasibility**

Market Study Continued

All Rental Projects

The AHP Participant must address how the project will achieve or maintain full occupancy despite any existing or planned affordable housing activity in the area that may compete with the project for tenants.

Projects Involving Acquisition of Unidentified Sites

If sites have not yet been identified for the project, the AHP Participant must submit evidence that there is an adequate supply of properties fitting the proposed characteristics and at the proposed price points in the proposed service area; evidence may include information from the Multiple Listing Service.

Existing-Occupied Rental Projects

In addition to the market study (if required), historical occupancy data must be provided for occupied existing rental projects.

***Note:** If there is a significant variance between the market study rents and the Project Worksheet in the Financial Feasibility Workbook, please include confirmation from the market analyst to justify the current rents in the market. Otherwise, the project may receive a clarification request during application Feasibility Review.

Helpful Hint

The number of units, unit mix, and income targeting detailed in the market study **should match** what is proposed in the **Financial Feasibility Workbook** and the **Targeting screen** in AHP Online. If they do not, please explain the discrepancy.




AHP Online Application Process **Feasibility**


Market Study Continued

Market Study


Has an independent, third-party market study been completed for the project? Yes No

Describe the local market conditions (supply and demand) to illustrate the market demand for the type of housing being developed. Include data and relevant facts that demonstrate the need and viability of the proposed project using current data for the project's targeted area. 

You have 3000 characters remaining for your description.

Please attach documentation that describes the local market conditions (supply and demand) to illustrate the market demand for the type of housing being developed. Include data and relevant facts that demonstrate the need for and viability of the proposed project using current data for the project's targeted area. No file chosen 

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

 Required before Sponsor Approval

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

Has an independent, third-party market study been completed for the project?

If the answer is No:

If the rental project does not require a market study for submission, the AHP Participant must describe the local market conditions to support need and demand for the proposed housing.

In addition, the AHP Participant may attach information to evidence the need for housing in the development's target area.

Be sure to save evidence of demand as a PDF or ZIP file and attach it to the **Market Study** screen as one document.

AHP Online Application Process **Feasibility**

Project Timeline

Complete the **Project Timeline** form and attach it to the Project Timeline screen. Please reference the **Exhibits** section of this guide for more information and at [AHP Policy and Forms](#).

Site Control

Site control documentation is required for all identified sites in all projects. Submit current verifiable evidence that is consistent with the project timeline (e.g., an executed deed, purchase option, sales agreement, ordinance, etc.), evidencing control of the proposed project site(s) through the AHP application deadline. For rental projects, site control **must exactly match** the name of an individual or entity that is identified in the **Project Ownership Chart** for the proposed project.

If the project involves Illinois Donation Tax Credits, you may use the optional **Illinois Donated Tax Credit Flow Chart** to depict how the donated property will be transferred to the proposed project. Attach this document to other site control documentation before uploading into AHP Online.

Helpful Hint

The initial draw date must be by **10/31/2025**.

Helpful Hint

The site control buyer/lessee name needs to **exactly match** the name on the **Project Ownership Chart** (see Application Exhibits in the guide). If the name is different between the documents, then please provide an assignment of site control. An assignment of site control is also needed if there is a project specific Limited Partnership that differs from the sponsor organization. **Failure to do so may put the project at risk of ineligibility.**

Helpful Hint

If the purchaser named in the site control documentation is not identified on the Project Ownership Chart but site control is expected to be assigned to an entity that is, an **executed assignment agreement must be provided.**

AHP Online Application Process **Feasibility**

Project Timeline Continued

Zoning

Identified sites must be appropriately zoned for the proposed use at the time of application submission. Exceptions at the time of application submission may include unidentified sites and projects that have submitted an application to the zoning authority to have the site appropriately zoned for the proposed use.

For projects with identified sites that have proper zoning in place at the time of AHP application submission, provide one of the following (that explicitly states permissive zoning is in place):

- A letter from the unit of local government with zoning authority over the proposed site,
- A letter from a zoning attorney familiar with the project,
- An approved special use permit, or
- A building permit.

The documentation must reference the project name, address, and number of units.

A zoning map is not acceptable documentation to evidence proper zoning for a project.

Please feel free to utilize the **Permissive Zoning Letter Template** to send to the zoning authority to ensure all the required information is provided. The Exhibit is located on FHLBank Chicago's website [AHP Policy and Forms](#).

If the project financing has closed at the time of the AHP application deadline, evidence of proper zoning is not required. However, if you do so, supporting documentation in the rest of the application should reflect the project has closed.

Helpful Hint

For rehabilitation-only projects that do not increase the number of units, **zoning approval is not required. Zoning approval is required** for acquisition-rehabilitation projects, or projects in which there is a change of ownership.

For projects with unidentified sites or those that have submitted an application to the zoning authority to have the site appropriately zoned for the proposed use, select "**No**" to indicate that permissive zoning is not in place and then upload a letter from the unit of local government with zoning authority over the proposed site that includes the following:

- Identification of the specific site,
- The current and requested zoning classification (if the classification is changing),
- Where the project is in the approval process,
- Any contingencies or conditions, and
- The review process and expected processing time.
- For any approvals that require submission of an application, the letter must also state that the application has been submitted.

Please feel free to utilize the **Rezoning Request Letter Template** to send to the zoning authority to ensure all the required information is provided. The Exhibit is located on FHLBank Chicago's website [AHP Policy and Forms](#).

Application Complete

This is the last screen. The Application Entry is complete. Click on **Save** on this page and then on **Application** in the top-right corner.



AHP Online Application Process **Feasibility**

Application Home Screen

Application Home	
Application Status	Pending
Funding Round	2023A
Round Deadline	03/31/2023
Description	Status
General Information	
Application Details : Application Information	✓
Application Details : Site Information	✓
Application Details : Site Parcel	✓
Application Details : Fair Housing	✓
Application Details : Subsidy Amount and Uses of Funds	✓
Sponsor and Member Information : Member Contact	✓
Booring	
Donated Property : Donation/Discount Information	✓
Donated Property : Donated/Discounted Evidence	✓
Sponsorship By Nonprofit : Ownership Structure	✓
Sponsorship By Nonprofit : Organization Information	✓
Targeting	✓
Underserved Communities and Populations : Housing for Homeless	✓
Underserved Communities and Populations : Special Needs	✓
Underserved Communities and Populations : Rural	✓
Underserved Communities and Populations : Large Family Units	✓
Creating Economic Opportunity : Residential Economic Diversity	✓
Community Stability	✓
Bank District Priorities : In District Project	✓
Bank District Priorities : Member Financial Participation	✓
Bank District Priorities : Projects Serving Low-Income Minority Areas	✓
Bank District Priorities : Development Team Inclusion	✓
Bank District Priorities : Permanent Supportive Housing	✓
Bank District Priorities : Projects of 24 or Fewer Units	✓
Feasibility	
Financial Feasibility : Import Spreadsheet	✓
Financial Feasibility : Feasibility Analysis	✓
Financial Feasibility : Commitment Letters	✓
Financial Feasibility : Rental Rehabilitation	✓
Displacement	✓
Sponsor Role	✓
Primary Developer	✓
Development Team : Role Selection	✓
Development Team : Team Members	✓
Disclosure	✓
Market Study	✓
Project Timeline	✓

On the **Application Home** screen, the AHP Participant must verify that the Status column has a green check mark for each section.

If any section has a **yellow** check mark or a **red "X"**, information is incomplete. The AHP Participant must return to these sections to complete them prior to Sponsor Approval and submittal.

Sponsor Approval

Application ▾ General Information ▾ Scoring ▾ Feasibility ▾

Home
Sponsor Approval

Application Status Pending
Funding Round
Round Deadline

Description	Status
General Information	
Application Details : Application Information	✓
Application Details : Site Information	✓
Application Details : Site Parcel	✓
Application Details : Fair Housing	✓
Application Details : Subsidy Amount and Uses of Funds	✓
Sponsor and Member Information : Member Contact	✓
Scoring	
Donated Property : Donation/Discount Information	✓
Donated Property : Donated/Discounted Evidence	✓

Visit the "AHP Program Policy and Forms" page on the Bank's website at www.FHLBC.com for additional resources including the Implementation Plan, Guide for Project Management, application templates, and more!

If you have any questions regarding the AHP program, please contact us at 312-565-5824.

AHP Application

It is recommended that you print the application for your records. A "Print Application" (pdf) link will appear in this area after the application has been approved by the sponsor.

If the application is complete, a Lead Sponsor Contact must choose **Sponsor Approval** under the **Application** tab.

If there are any error messages or warnings, the Lead Sponsor Contact must correct the application and return to Sponsor Approve the application.

Sponsor Approval

The screenshot shows the FHLBank Chicago application interface. At the top, there is a navigation bar with the FHLBank Chicago logo, a "Logout" link, and the current date and time: "Current as of March 5, 2021 at 10:07 AM CST". Below the navigation bar, there are links for "My Applications | Home | Messages (0) | Guides/Info". The project name is "2021 AHP Application - Rental" and the application number is "4151".

The main content area is titled "Sponsor Approval" and shows the current status as "Pending". Below this, there is a message: "The application is complete. There are no issues found." A large yellow box contains the following text:

The 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 Affordable Housing Program (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 those projects approved for rehabilitation-only) 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 Chicago ("FHLBC") member that is also approving this application is required to ensure that the rental project, or each of the Affordable Housing Program ("AHP") assisted units of an owner-occupied project, excluding those units that are approved for rehabilitation-only, is subject to a legally enforceable security instrument 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 modification request approved by the FHLBC in its sole discretion. Any material changes to the information provided in the approved application will be reported to the FHLBC. The Sponsor will monitor the project in accordance with AHP Regulations and FHLBC 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 recaptured and the unused or improperly used subsidy will be returned to the FHLBC.

Funding for this project is made available through a financial commitment from the FHLBC. If this application is approved, the Sponsor agrees that the name of the FHLBC 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 the FHLBC of all of the aforementioned events.

Sponsor certifies that it meets the project sponsor qualifications criteria established in the AHP Implementation Plan for the applicable Funding Round under which the AHP application is being submitted.

Sponsor certifies that it has not engaged in, and is not engaging in, covered misconduct as defined in FHFA's Suspended Counterparty Program regulation (12 CFR part 1227).

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 the FHLBC to award an AHP subsidy, as well as any material changes to the application that are not communicated to the FHLBC, may result in the withdrawal or required 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.

Below the yellow box, there is a link for "Application Attachments". At the bottom of the page, there is a red-bordered box with the following text: "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." To the right of this box are two buttons: "Approve" and "Refresh".

When Sponsor Approval is chosen, the certification information will appear on the screen.

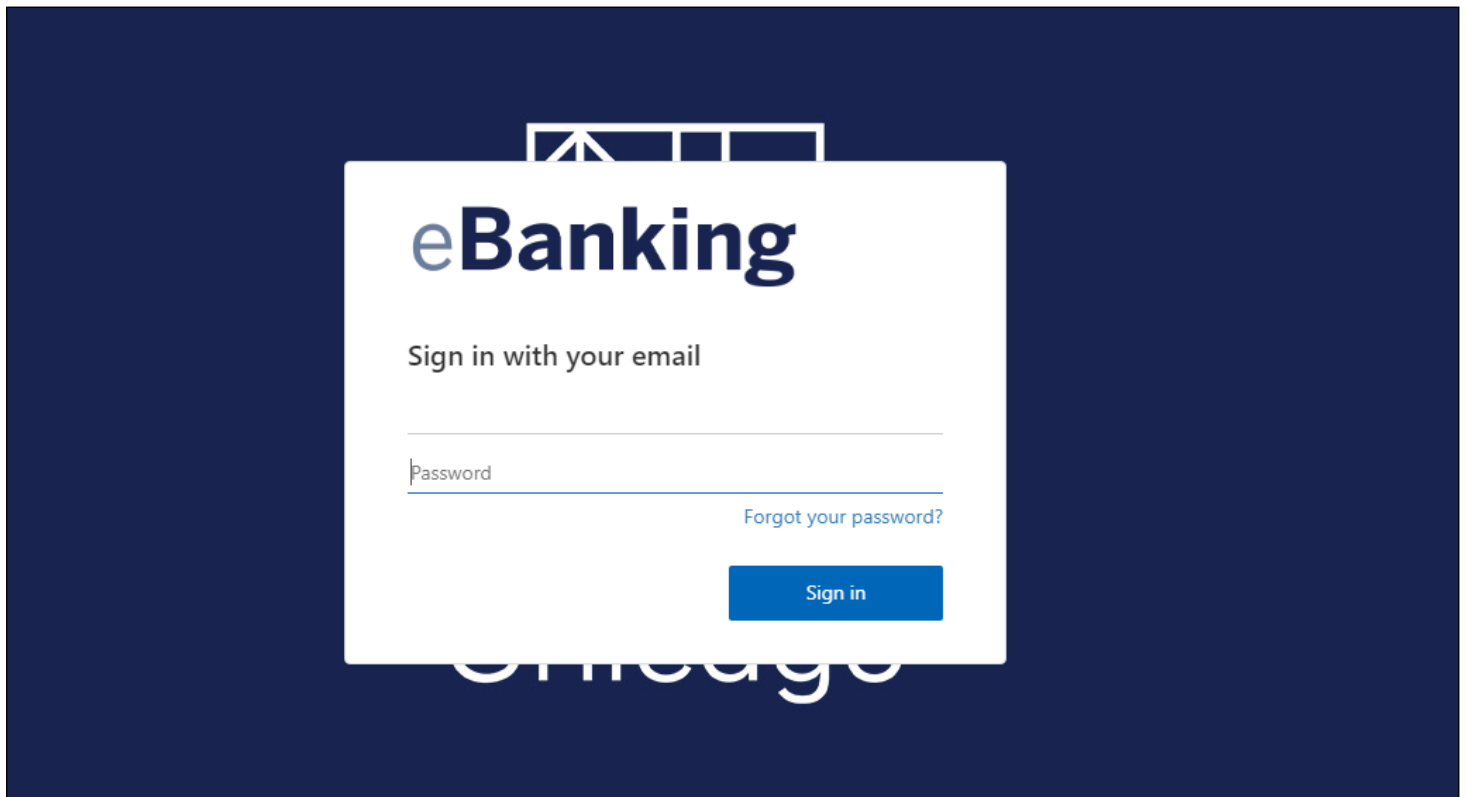
The Lead Sponsor Contact must review the AHP certification, check the box to certify, and approve the application by clicking on the **Approve** button.

After Sponsor Approval, the Current Application Status moves from Pending to Sponsor Approved.

The Member Contact(s) will receive an email notification that an application is awaiting Member Approval.

***Note:** Once the application is **Member Approved** (shown in the next section), the AHP Participant and the Member Contact are **unable to edit the application**.

Member Approval: Lead Member



The member(s) associated with the application will be notified via email that the application is ready for Lead Member Approval.

A Member Contact logs in to AHP Online via [eBanking](#).

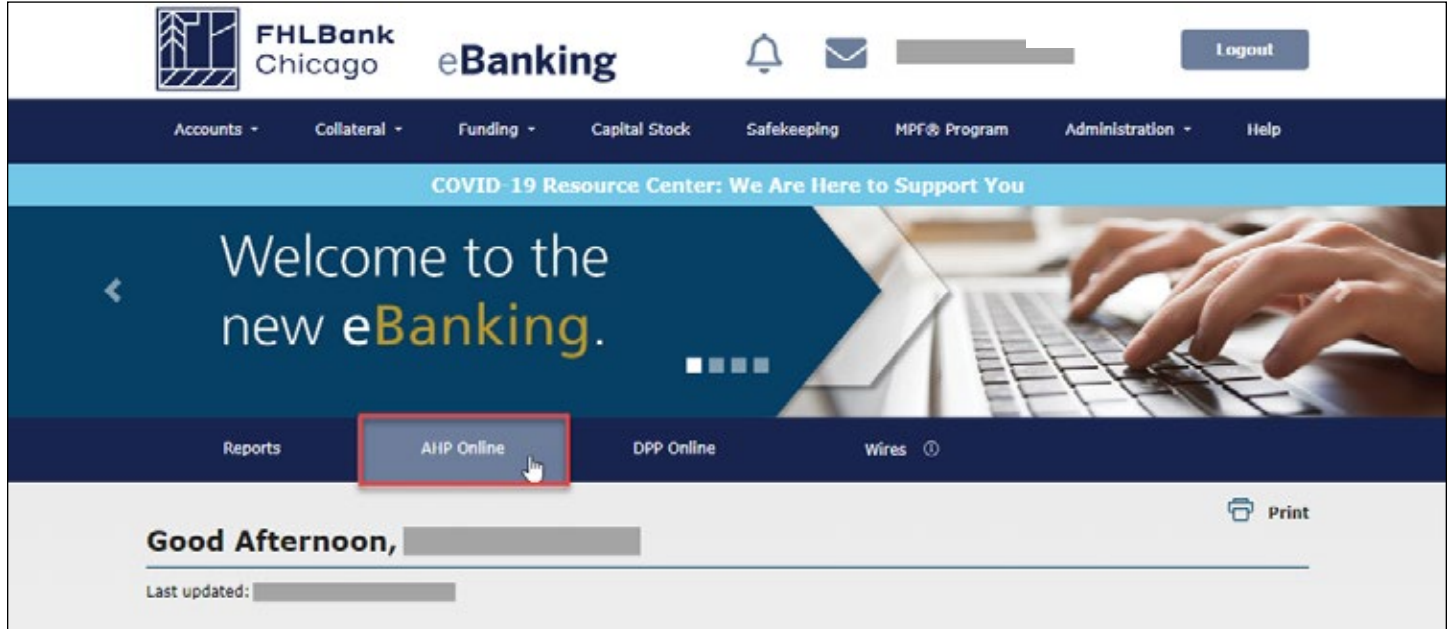
Important: The member institution must be in good standing with FHLBank Chicago. A poor member risk rating may prohibit an AHP award and/or the disbursement of funds post-award for a project.

***Important: Security Authentication**

FHLBank Chicago migrated to a new security authentication platform to modernize how users access our systems, heighten safety and security, and enhance ease of use. Follow these [Step-by-Step Instructions](#) to download and install the Microsoft Authenticator application to your mobile device and computer.

For assistance, please contact the Member Support team at membersupport@fhlbc.com or 855.345.2244, option 6.


Member Approval: Completed by the Lead Member



The Member Contact clicks on the AHP Online link from the eBanking Home screen.

Only Member Contacts identified as Authorized AHP Users will be able to view the AHP Online link.

Member Approval: Completed by the Lead Member


| Logout
Current as of March 5, 2021 at 10:09 AM CST

Home | eBanking | Messages (0) | Guides/Info

My Applications ▾ My Projects ▾

My Applications

Round Name	Application Number	Application Name	Status	Closing Date	Countdown to Closing
<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>
2021A: General Funding Round	4151	2021 AHP Application - Rental	Sponsor Approved	Mar 19, 2021	14
2021A: General Funding Round	4143	2021 Rental Rehabilitation - Test	Member Approved	Mar 19, 2021	14
2021A: General Funding Round	4142	2021 Homeownership Rehabilitation - Test	Application Review Approved	Mar 19, 2021	14
2021A: General Funding Round	4141	2021 Homeownership Acquisition - Test	Application Review Approved	Mar 19, 2021	14

Showing 1 to 4 of 4 entries < 1 >

Application Deadline June 11, 2021 at 5:00 p.m. CT.

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

Funding Round Information
Visit the "AHP Program Policy and Forms" page on the Bank's website at www.FHLBC.com for additional resources including the Implementation Plan, Guide for Project Management, application templates, and more!

If you have any questions regarding the AHP program, please contact us at 312-565-5824.

Terms Of Use

All of the applications associated with this member will appear on the **My Applications** screen in AHP Online.


Notice the status of each application. The member will only be able to approve applications whose status is Sponsor Approved.

The member may view applications in Pending status; however, the member may not approve the application until the status is Sponsor Approved.

An application in Pending status may show various status icons which signify the following:

- ✘ – Not visited
- ✔ – In progress
- ✔ – Complete

Member Approval: Completed by the Lead Member


| Logout
Current as of March 5, 2021 at 10:09 AM CST

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

Project Name: 2021 AHP Application - Rental
 Application Number: 4151

Application ▾ General Information ▾ Scoring ▾ Feasibility ▾

Application Home

Application Status Sponsor Approved

Funding Round 2021A

Round Deadline 03/19/2021

Status Change Details			
From Status	To Status	Changed By	Changed Date
Pending	Sponsor Approved		03/05/2021

Visit the "AHP Program Policy and Forms" page on the Bank's website at www.FHLBC.com for additional resources including the Implementation Plan, Guide for Project Management, application templates, and more!

If you have any questions regarding the AHP program, please contact us at 312-565-5824.


AHP Application

Print your application by clicking the link below. You will not be able to print your application after the round closes.

Description	Status
General Information	
Application Details : Application Information	✓
Application Details : Site Information	✓
Application Details : Site Parcel	✓
Application Details : Fair Housing	✓
Application Details : Subsidy Amount and Uses of Funds	✓
Sponsor and Member Information : Member Contact	✓
Member Involvement : Member Policy	✗
Member Involvement : Member Service	✗

The Member Contact opens the Sponsor Approved application and completes the two **Member Involvement Information** screens.

Member Approval: Completed by the Lead Member

| LogoutCurrent as of March 5, 2021 at 10:10 AM CST
My Applications | Home | eBanking | Messages (0) | Guides/Info
Project Name: 2021 AHP Application - Rental
Application Number: 4151

Application ▾ General Information ▾ Scoring ▾ Feasibility ▾

Member Involvement Information

Member Policy Member Services

Does the member have a mortgage or lien on the property?^{*} Yes No

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

Excluding the pass through of AHP subsidy, is non-permanent financing being provided by any member applicant (Lead or Co-Member)?^{*} Yes No

Are any bridge loans being provided for the rental project by the member?^{*} Yes No


Are any construction loans being provided for the rental project by the member?^{*} Yes No

Will the member use a Community Investment Program (CIP) advance from the Federal Home Loan Bank as part of the project financing?^{*} Yes No

Excluding the pass through of AHP subsidy, is a mortgage loan being provided by any member applicant (Lead or Co-Member)?^{*} Yes No

Excluding the pass through of AHP subsidy, are reduced closing costs being provided by any member applicant (Lead or Co-Member)?^{*} Yes No

^{*} Required to save the page

 Required before Member Approval

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

Save Undo

<Previous Next>


The Member Contact must complete the required fields before the **Member Policy** screen can be saved. Even if the Member Contact answers No to all questions, he or she must click on **Save** to complete the screen.

The responses to the questions on this screen should reflect the financial involvement of member applicants and co-applicants associated with the project. These questions are used to track member applicant and co-applicant involvement.

Helpful Hint

Short-term financing includes construction loans, bridge loans, and performance guaranty letters of credit.

Member Approval: Completed by the Lead Member

| LogoutCurrent as of March 5, 2021 at 10:11 AM CST
My Applications | Home | eBanking | Messages (0) | Guides/Info
Project Name: 2021 AHP Application - Rental
Application Number: 4151

Application ▾ General Information ▾ Scoring ▾ Feasibility ▾

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 any member applicant (Lead or Co-Member)?* Yes No

Describe services provided. ◆

You have 4000 characters remaining for your description.

Fee Charged ◆

Estimated market value of services ◆

* Required to save the page

◆ Required before Member Approval


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

<Previous

Next>

The Member Contact must complete the required fields before the **Member Services** screen can be saved. Even if the Member Contact answers No to the question, he or she must click on **Save** to complete the screen.

The responses to the questions on this screen should reflect the financial involvement of member applicants and co-applicants associated with the project. These questions are used to track member applicant and co-applicant involvement.



Helpful Hint

Services may include, but are not limited to, purchasing tax credits and providing letters of credit (for long-term financing).

Member Approval: Completed by the Lead Member

FHLBank Chicago | Logout Current as of March 5, 2021 at 10:12 AM CST

My Applications | Home | eBanking | Messages (0) | Guides/Info

Project Name: 2021 AHP Application - Rental
Application Number: 4151

Application ▾ General Information ▾ Scoring ▾ Feasibility ▾

Home
Member Approval

Application Status: Sponsor Approved
Funding Round: 2021A
Round Deadline: 03/19/2021

Status Change Details			
From Status	To Status	Changed By	Changed Date
Pending	Sponsor Approved		03/05/2021

Description	Status
General Information	
Application Details : Application Information	✔
Application Details : Site Information	✔
Application Details : Site Parcel	✔
Application Details : Fair Housing	✔
Application Details : Subsidy Amount and Uses of Funds	✔
Sponsor and Member Information : Member Contact	✔
Member Involvement : Member Policy	✔
Member Involvement : Member Service	✔

Visit the "AHP Program Policy and Forms" page on the Bank's website at www.FHLBC.com for additional resources including the Implementation Plan, Guide for Project Management, application templates, and more!

If you have any questions regarding the AHP program, please contact us at 312-565-5824.

AHP Application

Print your application by clicking the link below. You will not be able to print your application after the round closes.

Once both the **Member Policy** and **Member Services** screens are complete and have a green check mark, the Member Contact should review the completed AHP application.

The Member Contact may do so by clicking on **Application > Home** in the top-left corner. From the Application Home screen, click on the first link under Description and use the **Previous** and **Next** buttons to navigate through the application screens.

To Member Approve, the Member Contact should begin by choosing **Application > Member Approval** in the top-left corner of the Application Home screen.

Member Approval: Completed by the Lead Member

FHLBank Chicago | Logout | Current as of March 5, 2021 at 10:14 AM CST

My Applications | Home | eBanking | Messages (0) | Guides/Info

Project Name: 2021 AHP Application - Rental
Application Number: 4151

Application ▾ General Information ▾ Scoring ▾ Feasibility ▾

Member Approval

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

The 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 Affordable Housing Program (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 those projects approved for rehabilitation-only) 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 Chicago ("FHLBC") member approving this application (the "Member") will ensure that the rental project, or each of the Affordable Housing Program ("AHP") assisted units of an owner-occupied project, excluding those units that are approved for rehabilitation-only, is subject to a legally enforceable security instrument 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 build and/or operate the project consistent with the commitments made in the application, or in a modification request approved by the FHLBC in its sole discretion. Any material changes to the information provided in the approved application will be reported to the FHLBC. The Member will monitor the project in accordance with AHP Regulations and FHLBC 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 recaptured and the unused or improperly used subsidy will be returned to the FHLBC.

Funding for this project is made available through a financial commitment from the FHLBC. If this application is approved, the Member agrees that the name of the FHLBC 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 the FHLBC of all of the aforementioned events.

The Member 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 Member acknowledges that any misrepresentations or false or fictitious statements made in the application, which are used by the FHLBC to award an AHP subsidy, as well as any material changes to the application that are not communicated to the FHLBC, 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.

Print your application by clicking the link below. You will not be able to print your application after the round closes.

 [Print 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.

To Approve

Once the member is ready to approve, the following steps must be taken:

- Read the AHP certification;
- Check the box indicating that the certification has been read and understood; and
- Click on **Approve** at the bottom of the screen.

To Reject

If the member would like to reject the application and have the sponsor make changes, the Member Contact should click on **Reject**.

Helpful Hint

To save a copy of the application as submitted, the Member Contact should click on **Print Application** to save a PDF copy.



Member Approval: Completed by the Lead Member

FHLBank Chicago | Logout | Current as of March 5, 2021 at 10:14 AM CST

My Applications | Home | eBanking | Messages (0) | Guides/Info

Project Name: 2021 AHP Application - Rental
Application Number: 4151

Application ▾ General Information ▾ Scoring ▾ Feasibility ▾

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.

Print your application by clicking the link below. You will not be able to print your application after the round closes.

[Print Application](#)

[Application Attachments](#)

[Refresh](#)

Once the application's status is **Member Approved**, the AHP Participant and the Member Contact **are unable to edit the application**.

At this point, the application is submitted to Community Investment for review!

The member and sponsor are notified via email that the application's status has changed to Member Approved.

AHP Application Exhibits




All application exhibits can be found on FHLBank Chicago's website [AHP Policy and Forms](#) under Application Exhibits.

Exhibits AHP Self-Scoring Worksheet

AHP Self-Scoring Worksheet

This form can be used as a tool to assist the tracking of scoring categories and assessing overall scores.

						
Application Self-Scoring Worksheet: 2024 AHP Round						
Application Name:		Project Address:				
Sponsor:		Number of total units in project (AHP-assisted and market rate):				
FHLBank Chicago Member:		20% of total units:				
<p>Directions: Enter your calculated score in the "App. Score" column; worksheet will calculate the total (cell D35). For scoring category details, consult the 2024 Implementation Plan: https://www.fhlbc.com/docs/default-source/community-investment/affordable-housing-program/ahp-program-policy-and-forms/2024-ahp-implementation-plan.pdf?sfvrsn=864ece18_8</p> <p>Fixed-points = pass/fail for all points in the category</p> <p>Variable-points = varying degrees by which an application can satisfy the criteria, resulting in varying point ranges for the scoring category</p>						
Category	Max. Score	App. Score	Notes			
Use of Donated or Conveyed Government-Owned or Other Properties (<u>Variable-points</u>)	5		At least 20% of project land area must be donated for \$1,500 or less, OR sold at a discount of at least 20% below Fair Market Value (FMV). OR land or units may also be conveyed by a government entity for 1 point. Rehabilitation-only projects are ineligible for points in this category.			
Project Sponsorship (<u>Fixed-points</u>)	5		<u>Rental Projects:</u> Nonprofit or public agency must have a majority ownership share in the project. For government entities, no supporting documentation is required.			
Income Targeting (<u>Variable-points</u>)	20		Based on formula in 2024 Implementation Plan.			
Housing for Homeless Households (<u>Fixed-points</u>)	5		20% hard set-aside for residents who meet FHLBank Chicago definition of homelessness (see 2024 Implementation Plan).			
Housing for Special Needs Populations (<u>Fixed-points</u>)	5		20% hard set-aside for residents who meet FHLBank Chicago definition of special needs (see 2024 Implementation Plan).			
Rural Housing (<u>Fixed-points</u>)	7		At least 50% of total units are located in a rural area, per USDA Rural Areas map: https://eligibility.sc.egov.usda.gov/eligibility/welcomeAction.do?pageAction=sfp			
Large Family Units (<u>Fixed-points</u>)	3		20% of total units must have 3BR. Rehab of existing 3BR units ineligible for points; project must add new 3+BR units to affordable market. Units cannot be age-restricted, and must be generally spread across AMI brackets but weighted towards lower income levels (i.e.			
<table border="0" style="width: 100%;"> <tr> <td style="border: 1px solid black; padding: 2px;">Rental Self-Score</td> <td style="border: 1px solid black; padding: 2px;">Owner-Occupied Self-Score</td> <td style="border: 1px solid black; padding: 2px; text-align: center;">+</td> </tr> </table>				Rental Self-Score	Owner-Occupied Self-Score	+
Rental Self-Score	Owner-Occupied Self-Score	+				

Exhibits Architect's Accessibility Certification

Architect's Accessibility Certification

For projects with one or more buildings that include at least four or more units, the AHP Participant must attach a completed **Architect's Accessibility Certification**. This form must be completed and executed by an architect or architecture firm identified as a member of the development team. Projects located on tribal land are exempt from the this requirement. Upload the document to the Fair Housing Screen.

Architect's Accessibility Certification

Project Name:

Required for buildings with four or more units

I have prepared (or caused to be prepared under my direct supervision) OR will prepare (or will cause to be prepared under my direct supervision), the plans and specifications of the proposed project and state that, to the best of my knowledge and belief and to the extent of my contractual obligation, such plans and specifications are, or will be, in compliance with 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 Americans with Disabilities Act, and the Architectural Barriers Act.

Project Address:

Architect/Engineer:

Printed Name

Signature:

Firm:


State Registration No.:

Date:

Exhibits Community Stability

Community Stability Form

Select Yes from the dropdown to indicate the categories in which you are attempting points. The form can be downloaded [here](#) from our website.



FHLBank
Chicago

2024 Affordable Housing Program

Community Stability Form

Project Name:

▶ *Before completing this form, please review the Guide for Sponsor Applicants for important information, examples, and **required** forms of documentation that must be submitted in addition to this form.*

▶ *Attachments must be compressed in a .zip or .pdf format and attached to this form.*

▶ *Number of units meeting the criteria is required for points on most categories.*

Indicate categories in which the project is attempting points and then complete the associated section below (use links to jump to relevant sections):

Yes	Rehabilitation of Existing Occupied Housing
Yes	Preservation of Homeownership

Rehabilitation of Existing Occupied Housing

In order to qualify for points in the Rehabilitation of Existing Occupied Housing category, the project must meet the following criteria:

- No more than 25% of the total units in the project may be new construction.
- Hard rehabilitation costs must be greater than or equal to 25% of the total development costs.
- Project's vacancy rate must be less than or equal to 50%.

For projects seeking points for the rehabilitation of existing occupied units, what percent, if any, of the total units are new construction? (Required for points)

Homeownership projects involving acquisition are ineligible for points in this category.

Preservation of Homeownership

100% of AHP-assisted beneficiaries must be existing homeowners.

Indicate number of beneficiaries meeting criteria: (Required for points)

Exhibits Developer Experience

Developer Experience Form

This does not need to be an exhaustive list. Identify projects of similar size and scope. If none exist, identify projects that reflect the developer’s capacity.

Identify specific project types in the Project Type column, with a focus on projects similar to the one you are submitting.

The developer must read and acknowledge the Objectionable Practices section of the form.

Developer Experience

Developer Name: _____

Required for all projects for which the sponsor is NOT the developer.

- ▶ List below, projects (a) completed by the developer, and (b) comparable to the proposed project in size and scope, starting with the most recent.
- ▶ If the developer has not completed any project comparable to the proposed project in size and scope, list all projects completed in the most recent five years.
- ▶ List the developer’s direct experience only; do not list the experience of outside parties.

For homeownership projects, list experience on an annual basis.

For rental projects, list experience on a project basis.

The Project Developer must review of the following list of Objectionable Practices and disclose any unacceptable practices. An entity may not be an appropriate development person or entity if any of the following practices apply:

- A person or entity with an ownership interest in a Project that experienced an event of foreclosure (including a deed-in-lieu of foreclosure), has declared bankruptcy, or failed to close or be Placed in Service.
- A person or entity that has misrepresented or omitted to disclose material facts in connection with any application for AHP or any other affordable housing program.
- A person or entity maintaining an ownership interest in a Project has an uncured default on any loan or grant on the Project.
- A person who has committed negligent actions (including fraud) that led to the financial distress of project, including an AHP Project or other housing development
- A person or entity that has abandoned a project, including an AHP Project, at any time during its life cycle.
- A person or entity demonstrating a pattern of Non-Compliance or a single instance of flagrant Non-Compliance.
- A person or entity that has been found to be in violation of fair housing, housing accessibility or nondiscrimination laws.

In the event any of the above apply to any person or entity, the AHP Application must include an explanation of the circumstances surrounding the unacceptable practices, and attach the explanation to this Developer Experience template.


Please check this box to indicate the Objectionable Practices section above has been read.

Project/Phase Name	Project Location	Project Dates	Project Type	# of units	Project Cost	Project Status
Include AHP Project # if applicable	City, State	mm/yy Actual or Anticipated PS=Project Start PC=Project Complete	Mark all that apply NC = New Construction R = Rehab P = Purchase N = Special Needs			Select from drop-down menu below
1		PS PC	<input type="checkbox"/> NC <input type="checkbox"/> P <input type="checkbox"/> R <input type="checkbox"/> N			
2		PS PC	<input type="checkbox"/> NC <input type="checkbox"/> P <input type="checkbox"/> R <input type="checkbox"/> N			
3		PS PC	<input type="checkbox"/> NC <input type="checkbox"/> P <input type="checkbox"/> R <input type="checkbox"/> N			
4		PS PC	<input type="checkbox"/> NC <input type="checkbox"/> P <input type="checkbox"/> R <input type="checkbox"/> N			
5		PS	<input type="checkbox"/> NC <input type="checkbox"/> P			

Exhibits Development Team Inclusion

Development Team Inclusion Organizational Chart

A Development Team Inclusion Organization Chart must be submitted for each eligible not-for-profit entity attempting points. If you have any questions, please contact ci@fhbc.com.

**2024 Affordable Housing Program**

Development Team Inclusion Organizational Chart

Rental Projects

► **Before completing this form, please review the Guide for Sponsor Applicants for important information and required forms of documentation that must be submitted in addition to this form.**

► **Attachments must be compressed in a .zip or .pdf format and attached to this form.**

You must submit one form for each entity attempting points.

Entities must be separate, unrelated, and unaffiliated. Indicate which type of entity:

Project Name:

Not-for-Profit Entity

For a not-for-profit entity to qualify for points in the Development Team Inclusion category, the entity must meet **ONE** of the following criteria:

- **MBE or WBE Leadership:** A minimum of 35% of director-level employee leadership are minority or women including the Executive Director and a share of those employees reporting directly to the Executive Director **OR**
- **MBE or WBE Governance:** A non-profit with a Board Chair and a Board composition of minorities or women of at least 30% or, whose overall Board composition of minorities or women is at least 40%

Entity Name:

Development Team Role:

Do you certify that your entity meets the definition of MBE or WBE as described in the 2023 Implementation Plan? **Required for points**

MBE or WBE Leadership:

Does your Executive Director identify as a woman or minority?

How many director-level employees identify as Women or Minority (excluding the Executive Director)?

How many total director-level employees report directly to the Executive Director (excluding the Executive Director)?

Total Percentage: **Must be 35% or above to be eligible for these points**

OR:

MBE or WBE Governance:

Does your Board Chair identify as a woman or minority?

How many members of your Board identify as a woman or minority (excluding the Board Chair)?

How many total members does your Board have (excluding the Board Chair)?

Total Percentage: **Must be 40% or above to be eligible for these points**

Exhibits Financial Feasibility Workbook

Instructions

Please carefully read the *Instructions* tab before beginning the input information on the rest of the spreadsheet.

Project Name:	
Sponsor:	
Subsidy Requested:	

Application Instructions:

- ▶ Do not include formulas in any cells.
- ▶ The workbook is programmed to minimize inconsistencies throughout the application. Enter data into cells that are shaded yellow. Cells that are not shaded are locked and cannot be changed.
- ▶ In cells with drop-down selections, select one of the options for the workbook to work properly. Typing an answer or ignoring the cell entirely may cause errors on other worksheets in the application.
- ▶ The AHP subsidy amount on the sources tab must match the AHP subsidy amount from the Subsidy Amount and Uses of Funds screen in the online system.
- ▶ The targeting reflected on the project worksheet must match the targeting reflected on the Targeting screen via AHP Online.
- ▶ On the Sources tab: Do not skip a line when inputting sources of funds. Do not list more than 13 sources.
- ▶ It is highly recommended that worksheets are completed in the order they appear in the document. Worksheet formulas are often dependent on data entered in earlier tabs.
- ▶ Cutting and pasting information into Excel spreadsheets from elsewhere may invalidate formulas in cells, resulting in errors throughout the application.
- ▶ If attachments are submitted with a disabled password, or have otherwise been tampered with, the decision as to whether the application will be considered for an award will be at the discretion of FHLBC.

A description of each of the individual Excel worksheets follows:

Tab	Worksheet Description and Required Fields
Instructions	Instructions include important information for all applicants.
Project Worksheet	Worksheet includes information on unit mix, income targeting, and rental income. All highlighted fields must be completed.
Operating Assumptions	Details on salaries and operating grants and/or subsidies. Data will flow through to operating pro forma.
Op Pro Forma Housing	15-year cash flow projections for rental housing.
Op Pro Forma Supplementary Sources	Required for projects with a commercial component and/or projects with supportive service component.
Cost Break-Out	For any source of funds - the source, amount, housing or commercial, description code, and status code are required fields. Total Sources of Funds must equal the total project costs.
Summary of Uses	Complete the top part using the number of units and square feet of rehabilitation, construction, and acquisition-only units for all projects. Projects with rehabilitation and construction costs must complete the lower portion.
Group Home	Projects with a commercial component should break-out costs between housing and commercial. Hard costs are pulled from the Cost Break-Out tab, but the remaining fields are required.
Feasibility Guidelines	Supplementary information needed to evaluate group home projects. Complete for group home projects. Project feasibility and need for subsidy analysis.

If you encounter glitches in the application, please e-mail: ci@fhlbc.com
Refer to the specific tab and cells that are involved and provide a detailed description of the issue.

Exhibits Financial Feasibility Workbook

Project Worksheet

If the project includes rental subsidies, they must be reflected in the rents on this tab. The absorption period must match the one identified in the Market Study. This is necessary for calculating the lease-up reserve guideline.

Project Worksheet

Project Name: _____
Total Units: 0

Amounts in income targeting and rental income chart will populate with information entered in shaded areas of table below based on the income guideline selected. Be sure to include manager's unit as part of the total units in the project.

Cost Guidelines will calculate for projects located in Illinois & Wisconsin.

Please select the income guideline to use.

Income Guideline: HUD Income Guidelines

Income Targeting	Rental Income	Unit Size	# Units
<= 50% AMI	Annual Rent	0 Bedroom Units	0
51% - 60% AMI	Tenant's Share	1 Bedroom Units	0
61% - 80% AMI	Rental Subsidy	2 Bedroom Units	0
Over 80% AMI		3 Bedroom Units	0
Total Units		4+ Bedroom Units	0

Absorption period (lease-up) per market study or timeline, in number of months:

State	County	# of Units	Bedrooms per Unit	Assumed HH Size	Targeted Income	Targeted Maximum Income	Total Monthly Rent	Tenant's Rent Share	Housing Ratio	Annual Rent Amount	Cost Guideline	Cost Guidelines (C*L)
									0.00%	\$0		
									0.00%	\$0		
									0.00%	\$0		
									0.00%	\$0		
									0.00%	\$0		
									0.00%	\$0		
									0.00%	\$0		
									0.00%	\$0		
									0.00%	\$0		
									0.00%	\$0		
									0.00%	\$0		
									0.00%	\$0		
									0.00%	\$0		
									0.00%	\$0		
									0.00%	\$0		
									0.00%	\$0		
									0.00%	\$0		
									0.00%	\$0		
									0.00%	\$0		
									0.00%	\$0		
									0.00%	\$0		
									0.00%	\$0		

Exhibits **Financial Feasibility Workbook**

Operating Pro Forma Assumptions

For the Payroll Breakout section, a selection must be made in the *Salary Reflected on* column in order for the salary to be shown on the correct tab (i.e., Housing Pro Forma or Supplementary Pro Forma). The Income Assumption Breakout and Details section is only applicable if the Project Worksheet tab indicates that the project will have rental subsidies.

Operating Pro Forma Assumptions

Project Name: _____

Payroll Breakout

Provide staffing and salary assumptions for all staff positions and indicate whether respective payroll amounts flow through to the Housing, Services, or Commercial Operating Pro Forms. In the comment section, explain your assumptions. *Example: Maintenance salary includes a full-time manager (\$35,000) and part-time janitor (\$14,000). Benefits and taxes are estimated at 20%.*

Position Title	Salary Reflected on	Annual Salary, Benefits, and Taxes	Status	Staffing Assumptions / Comments
Service Coordinator				
Case Manager				
Total		\$0		
Housing Payroll Expenses		\$0		
Services Payroll Expenses		\$0		
Commercial Payroll Expenses		\$0		
Paid from Cash Flow Total		\$0		

Service Staff on Housing Pro Forma	\$0	
---	-----	--

The payroll breakout does not indicate that service staff will be paid from cash flow. Please disregard this comment area.

Income Assumption Breakout and Details

The Project Worksheet indicates that the project WILL NOT have rental subsidies. Please skip the following

Are rental subsidies committed?

Exhibits Financial Feasibility Workbook

Operating Pro Forma Assumptions Continued

Amounts entered for laundry, parking, and other income dependent on occupancy levels in this section will have an applied vacancy rate on the pro forma. Only enter funding that is affected by vacancy levels. In the section below that, the amounts entered for operating grants, donations, reserves, and other income independent of occupancy levels will not have an applied vacancy rate on the pro forma.

Break out income assumptions below. Values will be pulled into the Op_Pro_Forma_Hsg tab automatically.

Category	Source	Amount in Year 1	Term (Y ?)
Laundry			
Parking			
Other Income Dependent on Occupancy Levels			
Operating Grants			
Operating Donations			
Operating Reserves			
Other Income Independent of Occupancy Levels			

Provide contact information for uncommitted rental subsidies or operating grants.

Uncommitted Funding Source	Decision Due Date	Contact Name	Phone Number

For occupied existing rental properties, if vacancy per Op_Pro_Forma_Hsg tab is different than historical vacancy justify the reason for the budgeted vacancy.

Provide additional explanation or guidance on income assumptions here:

Expense Assumption Breakout and Details

Break out expense assumptions below. Values will be pulled into the Op_Pro_Forma_Hsg tab automatically.

Category	Source	Amount in Year 1
Other Expenses		

Debt Payment Details

If project is financed with soft debt, please explain terms of repayment.

Exhibits Financial Feasibility Workbook

Operating Pro Forma - Housing

Indicate whether the project will have a special payment arrangement for property taxes (such as a PILOT), or whether these taxes will be paid normally.

Utilize description boxes to identify *Other Must Pay Debt* and *Cash Flow Dependent Debt Service*.

Operating Pro Forma - Housing							
Project Name:							
# Units: 0		Enter housing data in shaded cells. Enter income, expenses, and debt service for supportive services in space on Supplementary Op_Pro_Formas.					
Income Assumptions		<i>Rate of Increase</i>	Year 1	Year 2	Year 3	Year 4	Year 5
Gross Residential Rents		<i>From Project Worksheet</i>	0	0	0	0	0
Rental Subsidy (a)		<i>From Project Worksheet</i>	0				
Laundry, Parking, Other		<i>From Oper. Assumptions</i>	0	0	0	0	0
Less: Vacancy & bad debt		<i>Vacancy Rate 0.00%</i>					
Operating grants, donations, &/or reserves		<i>From Oper. Assumptions</i>	0				
Total Effective Gross Income			0	0	0	0	0
Expense Assumptions		<i>Rate of Increase</i>					
Management Fee		<i>Select Fee Type</i>		0	0	0	0
Administrative/Office expenses				0	0	0	0
Advertising				0	0	0	0
Legal				0	0	0	0
Accounting & Audit				0	0	0	0
Owner Paid Utilities				0	0	0	0
Water, Sewer, Trash				0	0	0	0
Maintenance/Repair				0	0	0	0
Grounds				0	0	0	0
Security				0	0	0	0
Contract Services				0	0	0	0
Payroll (incl. taxes & benefits)		<i>From Oper. Assumptions</i>	0	0	0	0	0
Real Estate Taxes		<i>Select Payment Type</i>					
Insurance				0	0	0	0
Other Expenses		<i>From Oper. Assumptions</i>	0	0	0	0	0
Total Operating Expenses		<i>Oper Cost/Unit</i> \$0 <i>Staff Use</i> \$0	0	0	0	0	0
Reserves							
Replacement Reserve							
Operating Reserve							
Debt Service (Must Pay only)							
1st Mortgage - Principal & Interest			0	0	0	0	0
2nd Mortgage - Principal & Interest			0	0	0	0	0
Other Must Pay Debt		<i>Enter Description Here</i>					
Total Debt Service			0	0	0	0	0
Debt Coverage Ratio (DCR)			NA	NA	NA	NA	NA
Cash Flow			0	0	0	0	0
Cash Flow Debt Service to:		<i>Enter Description Here</i>					
Cash Flow Debt Service to:		<i>Enter Description Here</i>					
Deferred Developer Fee							
Partnership Management Fee (LIHTC only)							
Net Cash Flow			\$0	\$0	\$0	\$0	\$0
Net Cash Flow per unit							
Net Debt Coverage Ratio			NA	NA	NA	NA	NA

Exhibits Financial Feasibility Workbook

Supplementary Operating Pro Formas

If tenants are receiving supportive services, and income and expenses for these services flow through the project, complete the supportive services pro forma. The operations of the housing cannot support service or commercial space, and vice versa.

If a portion of the project's overall debt service payments is made from service or commercial income, reflect that amount on this pro forma.

Enter budget details in shaded cells in applicable section if project provides supportive svcs or has commercial space		Supplementary Operating Pro Formas Supportive Services / Commercial / Consolidated						
Project Name:								
# Units: 0								
SERVICES								
Income Assumptions		<i>Rate of Increase</i>	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Supportive Services contract				0	0	0	0	0
Enter Income Source Here								
Enter Income Source Here				0	0	0	0	0
Less: Vacancy & bad debt		0.00%						
Total Income - Supportive services			0	0	0	0	0	0
Expense Assumptions		<i>Rate of Increase</i>						
Management Fee				0	0	0	0	0
Administrative expenses				0	0	0	0	0
Utilities				0	0	0	0	0
Food				0	0	0	0	0
Payroll (incl. taxes & benefits)		<i>From Oper. Assumptions</i>	0	0	0	0	0	0
Real Estate Taxes		<i>Rate of Increase</i> 0.00%						
Insurance				0	0	0	0	0
Other Expenses		Enter Description Here						
Total Expenses - Supportive Services		<i>Exp/Unit</i> \$0	0	0	0	0	0	0
Replacement Reserves								
Debt Service (Hard debt only)								
1st Mortgage - Principal & Interest				0	0	0	0	0
2nd Mortgage - Principal & Interest				0	0	0	0	0
3rd Mortgage - Principal & Interest								
Debt Service - Supportive Services			0	0	0	0	0	0
Cash Flow - Supportive Services								
COMMERCIAL SPACE								
Income Assumptions			Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Lease Income								
Less: Vacancy & bad debt		0.00%						
Other Income								
Total Income - Commercial Space			0	0	0	0	0	0
Expense Assumptions		<i>Rate of Increase</i>						
Management Fee				0	0	0	0	0
Common Area Expenses				0	0	0	0	0
Payroll (incl. taxes & benefits)		<i>From Oper. Assumptions</i>	0	0	0	0	0	0
Real Estate Taxes		<i>Rate of Increase</i> 0.00%						
Insurance				0	0	0	0	0
Other Expenses				0	0	0	0	0
Total Expenses - Commercial Space			0	0	0	0	0	0
Replacement Reserves								
Debt Service (Hard debt only)								
1st Mortgage - Principal & Interest				0	0	0	0	0
2nd Mortgage - Principal & Interest				0	0	0	0	0
3rd Mortgage - Principal & Interest								
Debt Service - Commercial Space			0	0	0	0	0	0

Exhibits Financial Feasibility Workbook

Sources of Funds

Description Code 2 is only for permanent financing provided by FHLBank Chicago member applicants. Other FHLBank Chicago members providing financing should be coded as 16, Other Loans. For more information on selecting description codes, please see page 76 of this guide. If your project involves construction, bridge, or other interim financing sources, please include these sources under Interim Financing.

Sources of Funds

Project Name: _____

Description Code		
1. AHP Subsidy	9. State Low Income Housing Tax Credit Equity	17. Other Subsidies
2. Permanent Financing by Member Applicant	10. State Housing Loans	18. Owner's Equity
3. FHA Insured Mortgage	11. State Government Subsidy	19. Deferred Developer Fee
4. Federal Low Income Housing Tax Credit Equity	12. Community Development Block Grants	
5. Other HUD (HOPE VI, 202, 811, Section 8)	13. TIF/Local Government Subsidy	
6. Health Act	14. Housing Bonds	
7. Federal Historic Preservation Tax Credit Equity	15. Grants	
8. HOPE	16. Other Loans	

List all **Permanent** Sources of Project Funding, using one description code per line. Also, fill out columns A thru E for each funding source and columns F thru J for all debt. If financing is not yet secured, please show estimates used to calculate debt service on Operating Pro Forma (Op_Pro_Forma_Hsg).

Permanent Sources												
Please do not cut and paste in the table below.												
A	B	C	D	E	F	G	H	I	J			"For FHLBC Use"
Source of Funds	Amount	Housing or Commercial	Descr Code	Status Code	Rate (%)	Term (years)	Amort Period (years)	Annual Debt Serv Must Pay Only	Must Pay? (Y/N)	Maximum Rate	Rate Overage	Must Pay Debt Serv per Indicated Terms
Deferred Developer Fee			19						N			\$ -
LHTC Equity			4						N			\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
AHP Direct Subsidy	\$ -	Housing	1	d				Debt service - Housing	\$ -			\$ -
Subtotal - Housing	\$ -							Subtotal - Committed Housing	\$ -			\$ -
Subtotal - Commol	\$ -				0.00%			Debt service - Commol	\$ -			\$ -
Total Funding Sources	\$ -				Percent Non-AHP Funding			Total Debt Service:	\$ -			\$ -

For all uncommitted funds listed above, list the date of financing decision, contact name, and phone number.

Funding Source	Decision Due Date	Contact Name	Phone Number

Tax Credits	Tax Credit Equity Assumptions	FHLBC Calc.
LHTC Requested: _____ per year	Equity per LHTC \$ _____	
State Tax Credits Requested: _____	Equity per state tax credit \$ _____	

Explain any assumptions or other pertinent information regarding the project's sources below

Interim Sources									
Please do not cut and paste in the table below.									
A	B	C	D	E	F	G	H	I	J
Source of Funds	Amount	Housing or Commercial	Descr Code	Status Code	Rate (%)	Term (years)	Total Debt Serv	Must Pay? (Y/N)	
Deferred Developer Fee								N	
LHTC Equity								N	
Subtotal - Housing	\$ -							Debt service - Housing	\$ -
Subtotal - Commol	\$ -							Debt service - Commol	\$ -
Total Interim Sources	\$ -							Total Debt Service:	\$ -

For all uncommitted funds listed above, list the date of financing decision, contact name, and phone number.

Funding Source	Decision Due Date	Contact Name	Phone Number

Exhibits Financial Feasibility Workbook

Cost Breakout

Square footage should match any site plans provided.

Parking/Garage Space includes any surface parking or garages, specifically built for residential use.

Residential Space includes residential units and additional space necessary to access and support the units, such as hallways, stairwells, and mechanical rooms.

Non-Housing Space includes any non-income-generating space that complements the operations of the housing, such as a leasing office, community room, or laundry room. Service delivery space should be considered Non-Housing Space if the service provider is not paying rent.

Commercial Space includes any income-generating space (e.g., third-party tenancy or space for commercial use). Service delivery space should be considered Commercial Space if the service provider is paying rent.

Construction/Rehabilitation Cost Breakout					
Does Building Have an Elevator?		(Y/N)	Please make sure to answer the questions at the bottom of this form.		
Is the Project Acquisition Only?		(Y/N)			
	Residential	Non-Housing Space	Parking / Garages	Commercial	Total
Acquisition-Only Units					0
Acquisition-Only Square Footage					0
Rehabilitation Units					0
Rehabilitation Square Footage					0
New Construction Units					0
New Construction Units %	0.00%	0.00%	0.00%	0.00%	0.00%
New Construction Square Footage					0
Total Square Footage	0	0	0	0	0
Total Units	0	0	0	0	0
Square Footage % of Total	0.00%	0.00%	0.00%	0.00%	0

See the Guide for Sponsor Applicants for more information on how to categorize space.

Description of Work	Housing/Community and Services/Office			Commercial		Total Project	
	New Construction	Rehabilitation	Total	New Construction	Rehabilitation	Total	Total
Concrete			\$			\$	
Masonry			\$			\$	
Metals			\$			\$	
Rough Carpentry			\$			\$	
Exterior Doors, Windows, Glass			\$			\$	
Waterproofing			\$			\$	
Insulation			\$			\$	
Roofing and Sheet Metal			\$			\$	
Siding			\$			\$	
Total Rough Structure (Rows 22-30)	\$	\$	\$	\$	\$	\$	\$
Finish Carpentry			\$			\$	
Cabinets, Vanities, and Countertops			\$			\$	
Interior Doors and Frames			\$			\$	
Lath and Plaster			\$			\$	
Drywall			\$			\$	
Tile Work			\$			\$	
Acoustical			\$			\$	
Carpeting			\$			\$	
Resilient Floor			\$			\$	
Painting and Decorating			\$			\$	
Specialties and Furnishings			\$			\$	
Special Equipment			\$			\$	
Appliances			\$			\$	
Special Construction			\$			\$	
Elevators			\$			\$	
Total Finish Structure (Rows 32-46)	\$	\$	\$	\$	\$	\$	\$
Pumbing			\$			\$	
Heat and Ventilation			\$			\$	
Air Conditioning			\$			\$	
Fire Protection			\$			\$	
Electrical			\$			\$	
Total Mechanical Systems (Rows 48-51)	\$	\$	\$	\$	\$	\$	\$
Other Structure			\$			\$	
Total Structure (Rows 31, 47, 53, 54)	\$	\$	\$	\$	\$	\$	\$
Onsite Earth Work			\$			\$	
Onsite Site Utilities			\$			\$	
Onsite Road and Sidewalks			\$			\$	
Onsite Landscaping			\$			\$	
Onsite Environmental Remediation			\$			\$	
Other Onsite			\$			\$	
Total Onsite Improvement (Rows 56-61)	\$	\$	\$	\$	\$	\$	\$
Offsite Earth Work			\$			\$	
Offsite Site Utilities			\$			\$	
Offsite Road and Sidewalks			\$			\$	
Offsite Landscaping			\$			\$	
Offsite Environmental Remediation			\$			\$	
Other Offsite			\$			\$	
Total Offsite Improvement	\$	\$	\$	\$	\$	\$	\$
Total (Rows 55, 62, 69)	\$	\$	\$	\$	\$	\$	\$

%Hard Rehab Costs 0.00%

If the development budget includes off-site costs, what type of improvements will be included?

Are there any special construction techniques impacting cost? (precast concrete, geothermal, solar, or other green building design elements)

Are there unique remediation issues that will impact cost?

Does the development have any unique city infrastructure requirements onsite?

If the project includes a community service facility, please describe the facility size, service provider, intended services, and income and operating assumptions.

Exhibits Financial Feasibility Workbook

Summary of Uses of Funds

Use the *Identity of Interest* cells to show building and/or land acquisition where there is an identity of interest between the buyer and seller. Do not enter the acquisition cost in these cells if the initial acquisition is arm's-length but is followed by an acquisition where there is an identity of interest between the buyer and seller to facilitate the project.

Any costs entered in the *Other* lines will cause a comment box to appear. Please provide an explanation of these costs.

If there are costs budgeted for construction or bridge loan financing, these financing sources should be included in the Interim Sources section of the Sources of Funds tab.

Summary of Uses of Funds				
See the Guide for Sponsor Applicants for more information on how to categorize costs.				
	Housing	Commercial		Total
Acquisition Costs				
Building Acquisition			\$	-
Building Acquisition (w/ Identity of Interest)			\$	-
Land Acquisition			\$	-
Land Acquisition (w/ Identity of Interest)			\$	-
Carrying Costs			\$	-
Legal Fees			\$	-
Closing Costs			\$	-
Title and Recording			\$	-
Total Acquisition Costs	\$ -	\$ -	\$ -	\$ -
Construction/Rehabilitation Costs				
Construction Costs (Structure)	\$ -	\$ -	\$ -	\$ -
Rehabilitation Costs (Structure)	\$ -	\$ -	\$ -	\$ -
On-Site Improvements	\$ -	\$ -	\$ -	\$ -
Off-Site Improvements	\$ -	\$ -	\$ -	\$ -
Demolition			\$	-
Contingency			\$	-
Builders Overhead			\$	-
Builders Profit			\$	-
General Requirements			\$	-
Bond Premium			\$	-
Furniture, fixtures, and equipment			\$	-
Total Construction/Rehabilitation Costs	\$ -	\$ -	\$ -	\$ -
Soft Costs				
Architect			\$	-
Engineering			\$	-
Appraisal			\$	-
Legal			\$	-
Accounting			\$	-
Environmental			\$	-
Municipality			\$	-
Permits			\$	-
Market Study			\$	-
Survey Study			\$	-
Marketing Expenses			\$	-
Relocation			\$	-
Construction Period Insurance			\$	-
Construction Period Property Taxes			\$	-
Other Soft Costs			\$	-
Total Soft Costs	\$ -	\$ -	\$ -	\$ -
Construction/Bridge Loan Financing				
Interest			\$	-
Origination Fees			\$	-
Application Fees			\$	-
Other Fees			\$	-
Total Construction Financing	\$ -	\$ -	\$ -	\$ -
Permanent Financing				
Permanent Loan Origination Fees			\$	-
Bond Related Costs			\$	-
Application Fees			\$	-
Other Permanent Financing Fees			\$	-
Total	\$ -	\$ -	\$ -	\$ -
Other Financing Fees and Expenses				
Tax Credit Reservation Fees			\$	-
Application Fees			\$	-
Other Financing Costs			\$	-
Total Other Financing Fees and Expenses	\$ -	\$ -	\$ -	\$ -
Developer Fees				
Developer Fees			\$	-
Consultant Fees			\$	-
Total Developer Fees	\$ -	\$ -	\$ -	\$ -
Project Reserves				
Real Estate Taxes			\$	-
Insurance			\$	-
Lease-up Reserves			\$	-
Operating Reserves			\$	-
Replacement Reserves			\$	-
Rental Assistance Reserves			\$	-
Debt Service Reserves			\$	-
Supportive Service Reserves			\$	-
Other Reserves			\$	-
Total Project Reserves	\$ -	\$ -	\$ -	\$ -
Total Project Costs	\$ -	\$ -	\$ -	\$ -

Exhibits Financial Feasibility Workbook

Group Home Projects

Group Home Projects

Project Name: _____

Complete if project is a Group Home. Prior to completing this form, enter all information into Summary of Uses, Project Worksheet and Operating Pro Forma Hsg.

A **group home** is defined as housing occupied by two or more individuals or households consisting of common space and/or facilities for group use by the occupants of the building. The structure provides long-term housing and support services for residents.

Will project be operated as a group home, as defined above?

Number of buildings in this project:

Describe building type: _____

Provide information in the adjacent grid for each building:

Number of separate households living in building, excluding caregivers.
(Recommend using minimum household size during 15-year retention)

Number of actual bedrooms in each building

Number of caregivers permanently residing in building

Bldg 1	Bldg 2	Bldg 3	Total
			0
			0
			0

Describe living arrangements:

Will caregiver(s) be related to tenant?

AHP Group Home Policy

For scoring purposes each separate household will be considered a unit. Caregivers are not included as a household in the unit count.

For feasibility purposes the building will be evaluated as a whole. For example, if a single family home serves as a group home, development costs, operating expenses, and replacement reserves will be evaluated based on reasonableness of the costs to acquire/build, operate and maintain a single family home.

Unit / Household size: On the Project Worksheet and Tenant Income worksheet, list as zero bedrooms and one person household size.

Household Income: In general, caregiver income will not be included in household income.

Development Cost

_____ \$0 | Cost to develop group home (Total Project Costs per Summary of Uses Tab / # of buildings in cell D9 at

Summary of Uses has not been completed. Before proceeding further, make sure that this tab is complete.

Operating Expenses

_____ \$0 | Annual operating expenses for group home (Total Operating Expenses per Tab Op_Pro_Forma_Hsg / # of buildings in cell D9 above)

Op_Pro_Forma_Hsg tab has not been completed. Before proceeding further, make sure that this tab is complete.

Management Fee

_____ 0.00% | Management fee for group home (Management Fee / Effective Gross Income) per Tab Op_Pro_Forma_Hsg

Op_Pro_Forma_Hsg tab has not been completed. Before proceeding further, make sure that this tab is complete.

Replacement Reserves

_____ \$0 | Annual replacement reserves for group home (Replacement Reserves per Tab Op_Pro_Forma_Hsg / # of buildings in cell D9 above)

Op_Pro_Forma_Hsg tab has not been completed. Before proceeding further, make sure that this tab is complete.

Exhibits Financial Feasibility Workbook

Feasibility Analysis

In order for the spreadsheet to upload successfully, Total Units must match the number entered on the Targeting screen of AHP Online, and Sources of Funds must equal Uses of Funds.

Error messages will appear if project characteristics are outside of FHLBank Chicago guidelines. This does not mean the application is ineligible, but an explanation will need to be provided for each indicator that is outside of guidelines.

Debt Service Calculation Match fields are not guidelines but verify that debt service payments are consistent and assumptions are accurate. Discrepancies must be explained when the spreadsheet is uploaded.

AHP Feasibility Analysis

Item	Value
Total units	0
Cost Breakout Total Units = Project Worksheet Total Units	TRUE
Sources of Funds = Uses of Funds	TRUE
Housing Sources of Funds = Housing Uses of Funds	TRUE
Commercial Sources = Commercial Uses	TRUE
Total Development Cost	\$0.00
Total Development Cost per unit	\$0.00
Total Development Cost per square foot	\$0.00
Adjusted Total Development Cost	\$0.00
Adjusted Total Development Cost per Unit	\$0.00
Total Acquisition Cost per unit	\$0.00
Acquisition Cost per Square Foot	\$0.00
Rehabilitation Cost per Square Foot (From Cost Breakout tab)	\$0.00
New Construction Cost per Square Foot (From Cost Breakout tab)	\$0.00
Construction/Rehabilitation Cost per square foot (Summary of Uses total)	\$0.00
Average Square Foot per unit	0
Average Acquisition Square Foot per unit	0
Average Rehabilitation Square Foot per unit	0
Average New Construction Square Foot per unit	0
Non-housing & Accessory Space %	0.00%
Commercial %	0.00%
General requirements %	0.00%
Builder overhead %	0.00%
Builder profit %	0.00%

Feasibility Guidelines

Guideline	Description	Min Standard	Max Standard	Actual
Development Budget				
AHP Subsidy per Unit	Subsidy requested per unit	\$0.00	\$50,000.00	\$0.00
Adjusted Total Development Cost per Unit	Enter location on Project Worksheet			\$0.00
Contingency % (Housing)		NA	NA	0.00%
Contingency % (Overall)		NA	NA	0.00%
Developer fee %	Hard Costs equal 0% of TDC for 0 units	0.00%	0.00%	0.00%

Exhibits Financial Feasibility Workbook

Feasibility Analysis Continued

Capitalized Reserves - Overall (months)	Rsrv - Rental Assistance Rsrv / (Op Ex + Replacement Rsrvs + debt service) / 12 months	3.0	12.0	0.00
Lease-Up Reserve	Lease-up Rsrv / ((Op Ex + Replacement Rsrv + Debt Svc)/12*[absorption period])	0.0%	75.0%	Enter Absorption Rate on Proj Wksht
Rental Assistance Reserve		0.0%	Variable	\$0.00
Operating Pro Forma				
Income Trend		2.00%	3.00%	0.00%
Vacancy %		5.00%	10.00%	0.00%
Expense Trend		3.00%	4.00%	0.00%
Trending Spread	Difference of ≥1% required	1.00%	NA	0.00%
Management Fee	As a percent of EGI	3.00%	7.00%	0.00%
Property Tax Trend		3.00%	5.00%	0.00%
Total Operating Expense/Unit	Enter location on Project Worksheet			\$0.00
Replacement Res./Unit		NA	NA	\$0.00
Operating Reserves		\$0.00	Variable	\$0.00
Debt Service Calculation MATCH				
Hard debt provided by applicant - Housing				\$0.00
Hard debt reflected on Pro Forma - Housing				\$0.00
FHLBC calculation on Sources of Funds - Housing				\$0.00
Housing Match				TRUE
Hard debt provided by applicant - Overall				\$0.00
Hard debt reflected on Pro Forma - Overall				\$0.00
FHLBC calculation on Sources of Funds - Overall				\$0.00
Overall Match				TRUE
DCR - Housing		NA	NA	0.00
DCR - Overall		NA	NA	0.00
Expense to Income Ratio		85%	NA	0.00%
Deferred Developer Fee MATCH				
Deferred Developer Fee - Sources				\$0.00
Deferred Developer Fee - Cumulative Repaid				\$0.00
Deferred Developer Fee - Match				TRUE
Cumulative Cash flow per unit - Housing		\$0.00	\$500.00	
Cumulative Cash flow per unit - Overall		\$0.00	\$500.00	
Sources				
Spread on Financing	Basis Points above the FHLBC	0	400	TRUE
LIHTC	No LIHTC financing	NA	NA	
AHP	% of Total Project Costs	0.00%	75.00%	0.00%

Exhibits **Permissive Zoning Letter Template**

Permissive Zoning Letter Template

This form is available for rental projects to confirm permissive zoning is in place for the site(s). Please feel free to use it as a template to send to the zoning authority to ensure all of the needed information is provided. The final submitted form for application must have an Authority letterhead and signed by an authorized individual. If you choose not to use this template, please ensure that any letter received from an authority has all of the elements below included.

SAMPLE ZONING LETTER – Please feel free to use this as a template to send to the zoning authority. It should be placed on the authority letterhead and signed by an authorized individual. Alternatively, ensure that any letter received from an authority includes all the elements below.

Permissive Zoning Letter Template

Proposed Project Name:

Site Address(es):

Number of Units:

- State the proposed project description.
- State the current zoning classification and description.
- Statement that the current zoning designation will permit the proposed project.

Certification

I, the undersigned, hereby certify that: (1) I am a duly authorized zoning authority representative for the proposed project site, and (2) all the information and statements contained in this form are true, complete, and accurate.

Signature

Date

Name (Typed)

Phone Number

Title

Exhibits Project Ownership Chart

Project Ownership Chart

The sponsor entity, as named in the AHP application, must be clearly identified on this chart. The partnership entities are not required to be legally formed prior to application.

Project Ownership Chart

Project Name:

- All sponsors of rental projects must complete and execute this Project Ownership Chart.
- Display all ownership entities proposed (add and remove boxes as needed), including the owner, general partner or managing member, and subsequent members of such entities, limited partner, special limited partner, etc. Indicate the actual name of each
- Indicate proposed ownership percentage in each box.
- Certification signature **MUST** be executed by the sponsor.
- The sponsor must have an "ownership interest" in the rental project as defined in the Implementation Plan.

Signature certifies the project's ownership structure is depicted in the chart below. Any changes to project's ownership will be reported to the FHLBC in the form of an updated project ownership chart.

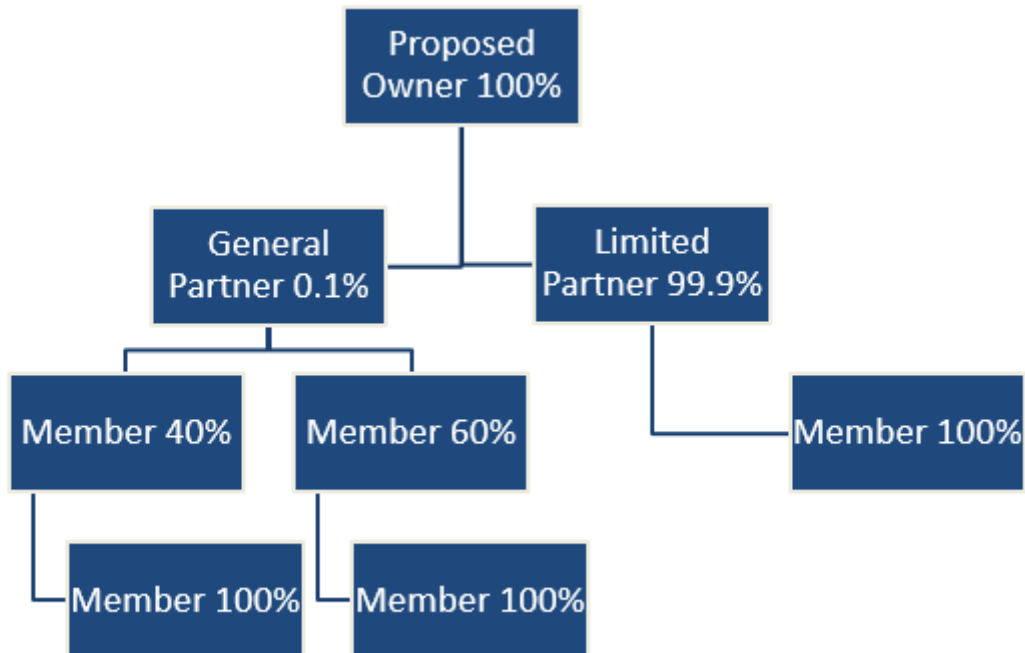
Sponsor Name:

Signature:

Signer (Print name):

Date:

Title:



Exhibits Project Timeline

Project Timeline

Upload the completed form to the **Project Timeline** screen.



2024 Affordable Housing Program

Project Timeline

Project Name:

Provide a detailed timeline reflecting significant project milestones and the corresponding dates by which the sponsor expects to reach each milestone.

Activity	Proposed/Actual Completion Date
Projects that involve new construction or substantial rehabilitation:	
Site Control Expiration Date	
Site Acquisition	
Zoning Approval	
Property Leasing Completed	
HOMEOWNERSHIP	
Projects that involve the down payment and closing cost assistance for home purchases	
Start Project Marketing/Outreach	
Start AHP Eligibility/Income Screening for Homeowners	
AHP Subsidy Initial Draw Date; must be <=10/30/2025	
Start Purchases for Homebuyers	
Complete Closings for 100% Homebuyers; must be <=10/30/2027	
HOMEOWNERSHIP	
Projects involving the rehabilitation of existing owner-occupied dwellings:	
Start Project Marketing/Outreach	
Start AHP Eligibility/Income Screening for Homeowners	
AHP Subsidy Initial Draw Date; must be <=10/30/2025	
Start Rehabilitation for Homeowners	

Exhibits Rezoning Request Letter Template

Rezoning Request Letter Template

This form is available for rental projects that require rezoning for the site(s). Please feel free to use it as a template to send to the zoning authority to ensure all of the needed information is provided. The final submitted form for application must have an Authority letterhead and signed by an authorized individual. If you choose not to use this template, please ensure that any letter received from an authority has all of the elements below included.

SAMPLE REZONING REQUEST LETTER – Please use this template and send to the zoning authority. It should be placed on the authority letterhead and signed by an authorized individual. Alternatively, ensure that any letter received from an authority includes all the elements below.

Rezoning Request Letter Template

Proposed Project Name: _____

Site Address(es): _____

Number of Units: _____

- An application or other documented request for rezoning has been submitted for the above-named project on the above-named site.
 - Date of Zoning Application / Request Submission: _____
 - Current Zoning Classification: _____
 - Requested Zoning Classification: _____
 - Where is the project in the approval process? _____
 - Any contingencies or conditions for the rezoning of the proposed site? _____
 - Overview of Review Process: _____
 - Expected Approval Date: _____

Certification

I, the undersigned, hereby certify that: (1) I am a duly authorized zoning authority representative for the proposed project site, and (2) all the information and statements contained in this form are true, complete, and accurate.

Signature

Date

Name (Typed)

Phone Number

Title

Exhibits Sponsor Experience

Sponsor Experience Form

This does not need to be an exhaustive list. Identify projects of similar size and scope. If none exist, identify projects that reflect the sponsor’s capacity.

Identify specific project types in the Project Type column, and past roles in the Sponsor’s Role column, with a focus on projects similar to the one you are submitting.

The sponsor must read and acknowledge the Objectionable Practices section of the form.

<h3 style="margin: 0;">Sponsor Experience - Rental</h3> <p style="margin: 5px 0 0 20px;">Sponsor Name: _____</p> <p style="margin: 10px 0 0 0;">Required for all rental projects.</p> <ul style="list-style-type: none"> ▶ List below, rental developments or programs (a) completed by the sponsor, and (b) comparable to the proposed project in size and scope, starting with the most recent. ▶ If the sponsor has not completed any project comparable to the proposed project in size and scope, list all projects completed in the most recent five years. ▶ List the sponsor’s direct experience only; do not include the experience of outside parties. ▶ List experience on a project basis. <p style="margin: 0;">NOTE: If the sponsor does not have previous experience, they will be required to partner with an experienced developer and/or property manager.</p>	
<p style="margin: 0;">The Project Sponsor must review of the following list of Objectionable Practices and disclose any unacceptable practices. An entity may not be an appropriate development person or entity if any of the following practices apply:</p> <ul style="list-style-type: none"> • A person or entity with an ownership interest in a Project that experienced an event of foreclosure (including a deed-in-lieu of foreclosure), has declared bankruptcy, or failed to close or be Placed in Service. • A person or entity that has misrepresented or omitted to disclose material facts in connection with any application for AHP or any other affordable housing program. • A person or entity maintaining an ownership interest in a Project has an uncured default on any loan or grant on the Project. • A person who has committed negligent actions (including fraud) that led to the financial distress of project, including an AHP Project or other housing development • A person or entity that has abandoned a project, including an AHP Project, at any time during its life cycle. • A person or entity demonstrating a pattern of Non-Compliance or a single instance of flagrant Non-Compliance. • A person or entity that has been found to be in violation of fair housing, housing accessibility or nondiscrimination laws. <p style="margin: 10px 0 0 0;">In the event any of the above apply to any person or entity, the AHP Application must include an explanation of the circumstances surrounding the unacceptable practices, and attach the explanation to this Sponsor Experience template.</p> <div style="border: 1px solid black; background-color: #ffffcc; padding: 5px; margin: 10px 0 0 0;"> <input type="checkbox"/> Please check this box to indicate the Objectionable Practices section above has been read. </div>	

Project/Phase Name	Project Location	Project Dates	Project Type	# of units	Sponsor’s Role	Project Cost	Project Status
AHP Project # if applicable	City, State	mm/yy Actual or Anticipated PS=Project Start PC=Project Complete	Mark all that apply NC = New Construction R = Rehab P = Purchase N = Special Needs		Mark all that apply O = Owner CD = Co-developer D = Developer PM = Property Mgr SP = Service Provider CT= Contractor		Select from drop-down menu below
1		PS PC	<input type="checkbox"/> NC <input type="checkbox"/> P <input type="checkbox"/> R <input type="checkbox"/> N		<input type="checkbox"/> O <input type="checkbox"/> D <input type="checkbox"/> SP <input type="checkbox"/> CD <input type="checkbox"/> PM <input type="checkbox"/> CT		
2		PS PC	<input type="checkbox"/> NC <input type="checkbox"/> P <input type="checkbox"/> R <input type="checkbox"/> N		<input type="checkbox"/> O <input type="checkbox"/> D <input type="checkbox"/> SP <input type="checkbox"/> CD <input type="checkbox"/> PM <input type="checkbox"/> CT		
3		PS PC	<input type="checkbox"/> NC <input type="checkbox"/> P <input type="checkbox"/> R <input type="checkbox"/> N		<input type="checkbox"/> O <input type="checkbox"/> D <input type="checkbox"/> SP <input type="checkbox"/> CD <input type="checkbox"/> PM <input type="checkbox"/> CT		
4		PS PC	<input type="checkbox"/> NC <input type="checkbox"/> P <input type="checkbox"/> R <input type="checkbox"/> N		<input type="checkbox"/> O <input type="checkbox"/> D <input type="checkbox"/> SP <input type="checkbox"/> CD <input type="checkbox"/> PM <input type="checkbox"/> CT		

Exhibits Sponsor Funding Commitment: Board Letter

Sponsor Funding Commitment: Board Letter Template

If the project involves **Equity Contributions and/or Loans** (e.g. self-funding via a capital campaign, fundraising), the commitment can be evidenced using this template. The letter from the entity should be on the organization's letterhead indicating the source, amount of contributions, and specific dates of commitment and expiration.

SAMPLE BOARD LETTER – Please use this as a template to confirm your organization’s commitment of financial support for the proposed project’s development and or operations. Place the letter on your organization’s letterhead and have it signed by the Board president. The amounts should match the amounts shown on the project’s sources and or operating proformas contained in the AHP Financial Feasibility Workbook.

Sponsor Funding Commitment Letter Template

Date (Within 6 months of submission)

Proposed Project Name: [REDACTED]

Proposed Project Address(es): [REDACTED]

Proposed Project Description: [REDACTED]

On behalf of [Insert Sponsor Name], this letter confirms its support and financial commitment for the development and on-going financial support of the proposed project’s operations. The organization commits to the developmental and operational feasibility of the proposed project as stated below:

- Development financial commitment: \$ [REDACTED]
- Housing Operations: \$ [REDACTED]
- Service Operations: \$ [REDACTED]
- Duration of Operations: [REDACTED]

The full board of [insert sponsor name] [will, has] acknowledge and [approve, approved] these commitments on [date].

Certification

I, the undersigned, hereby certify that: (1) I am a duly authorized representative for [insert sponsor name], and (2) all the information and statements contained in this letter are true, complete, and accurate.

Signature

[Printed Name]

Board President

Date

Exhibits Sponsor Fundraising History Experience

Sponsor Fundraising History Experience

If the project involves **Equity Contributions and/or Loans** (e.g. self-funding via a capital campaign, fundraising), the sponsor must provide proof of successful fundraising history. Please use this template to confirm your organization's experience and fundraising plan for the proposed project.

If an organization is using fundraising or capital campaigns as a development source, the sponsor must provide proof of successful fundraising history. Please use this template to confirm your organization's experience and fundraising plan for the proposed project.

Fundraising Experience and Plan Template

Sponsor Experience and History of Fundraising

Provide descriptions to demonstrate sufficient experience to meet fundraising goal.

Provide history and description of past fundraising campaigns.

- *Detail number of years*
- *Detail number of successful campaigns*
- *Detail amount of fundraising obtained*

Fundraising Plan for Proposed Project

Describe fundraising strategy

Describe fundraising timeline

Provide evidence of sponsor's current financial position and or on-going fundraising balances. These can be sponsor's annual/interim financial statements, annual reports, bank statements, or equivalent.

Exhibits Targeted Populations Experience/Services

Targeted Populations Experience & Services Template

This form is recommended as a supplemental narrative template for projects attempting points in the Homeless, Special Needs, and Permanent Supportive Housing scoring categories.

Targeted Populations Experience and Services Template

Sponsor Experience and Service Plan Narrative Outline

Targeted Populations:

- Homeless
- Special Needs, and/or
- Permanent Supportive Housing

Sponsor Experience

Provide descriptions to demonstrate sufficient experience to effectively serve the identified population.

1. *Description of mission and operating model for residential properties*
2. *Describe targeted population and related history and service experience*
 - a. *Detail number of years*
 - b. *Detail number of properties and units owned*
 - c. *Detail number of units managed*
3. *Describe experience utilizing specialized service programs*
4. *Description of staff roles/ responsibilities; including staff training, education, or credentials.*
5. *Description of service delivery and coordination*
6. *Describe housing retention measurements and results*

Network and Referral Sources

Describe network of referral sources or partnerships through which qualified individuals/families will be identified and or referred to the project.

Include tenant selection preference, waitlists utilized, as applicable

Specialized Services / Supportive Services Activities

Describe specialized and or supportive services that will be offered.

- **For Permanent Supportive Housing properties:**
Describe types of services that increase housing stability by addressing root causes of chronic homelessness and providing long-term case management.

Resident Assessment and Access to Services

*Describe how tenant assessment for programs and services will be conducted.
Describe how tenants will access services.*

Exhibits Targeted Populations Experience/Services

Targeted Populations Experience & Services Template Continued

Service Provision/Coordination

Describe service coordination component; include dedicated staff and anticipated agreements to deliver services for the target population.

Outreach Strategies

Describe the outreach plan to inform and engage residents in the services offered.

Funding Sources

Describe applicable sources of funding and or operating subsidies for specialized services.

Rental Assistance Resources

Describe rental assistance that will be available to the targeted population; including assistance secured and/or referrals from public housing authorities.

Exhibits Tenant Income Worksheet

Tenant Income Worksheet

This form is only required for existing occupied projects where tenants are expected to reside in the project after work is completed.

Multiple versions of the form are available, based on the location of the project. In-district projects should use the Illinois/Wisconsin version. Out-of-district projects should use the TIW file matching their state. Select *Application* from the drop-down menu to populate the directions and field names.



This workbook can ONLY be used for projects located in Illinois or Wisconsin
 Workbooks for projects located in other states can be requested by contacting Community Investment at 312-565-5824 or ci@fhlbc.com.

Rental Tenant Income Worksheet

DIRECTIONS: Please complete the cells highlighted in blue on this worksheet before entering Tenant information on the Tenant Information worksheet. Instructions for completing the Tenant Information worksheet can be found below. Cells in white on this worksheet include formulas that will calculate automatically as the Tenant Information worksheet is completed. Shaded cells are not relevant to the Project Status selected below. Please submit the completed workbook electronically in Excel format.

Project Status: Completed by:

AHP Project #: Title:

Project Name: Organization/Company:

Sponsor Name: Phone:

Date Completed: Email:

Project Address	Number of units in each income targeting range			Scoring Commitments			Operations Summary
	% of AMI	Targeting	Actual	Commitment	Approved	Actual	Annual Rental Income
	<=50%		0				\$0
	51-60%		0				Tenant's Share
State:	61-80%		0				\$0
	Total AHP Assisted Units	0	0				Rental Subsidy
County	>80%		0				\$0
	Vacant Units		0				Vacancy Rate
Income Guideline	Total Units	0	0				0.0%
Select income guideline to use:							Units Over Affordability Ratio
HUD Income Guidelines							0
							Units Over Targeting Selection
							0

Instructions for Completing the Tenant Information Worksheet:

Please select the Project Status above to load the Instructions for that Status.

Exhibits Tenant Income Worksheet

Instructions for Completing the Tenant Information Worksheet:

Income Targeting is calculated based on the State, County and Income Guideline selected above. The lettered definitions below explain what goes in each column on the Tenant Information worksheet.

Column		Definition
A	Unit	Running count of housing units entered.
B	Address/Unit	If project includes multiple addresses, enter street address including unit number. If single property address, enter full address on Project Information worksheet and unit number on Tenant Information gnd.
C	Head of Household Name	Name of the head of the household whose name is on the rental agreement.
D	# In Household	Number of persons living in the unit. Select Vacant if this is presently a vacant unit.
E	Income Recertification Date	Date of last income recertification.
F		Do not complete this column at Application.
G	Annual Income	The documented annual income at the last recertification date. If the tenant has not been re-certified since move-in, enter the annual income at move-in. The annual income should be supported by income verification documentation.
H		Do not complete this column at Application.
I	Unit Targeting (<30,<50,<60,<80,>80)	Select the income targeting for the unit.
J		Do not complete this column at Application.
K		Do not complete this column at Application.
L	Actual \$ Monthly Rent Charged	The actual rent per month charged for the unit - should match the current rental agreement.
M	Tenant's Rent Share	If the unit receives a rental subsidy, enter the rent amount actually being paid by the tenant. If the unit is not subsidized, leave blank.
N	# of Bedrooms in Unit	The number of bedrooms in the unit. For group homes and 1 person units without a separate bedroom enter 0.
O	Special Needs	If the unit is occupied by a special needs resident, use the codes below to denote the special need population.
		D Disabled
P	Homeless	If the resident qualified as Homeless at move-in, enter Y.
Q	Perm Supp Housing	If the unit and household qualifies as Permanent Supportive Housing, enter Y.
R	Max. \$ Inc. Allowed for Family Size	The maximum annual income allowed for the family size based on the State, County, # in household, and the income targeting group selected.
S	Actual Below Max	Computes Annual Income minus Max. \$ Inc. Allowed for Family Size. This is the amount of income the occupants were over/under the allowable HUD limit. This cell is automatically calculated.
T	Unit Affordability Ratio	This is the % of the yearly tenant rent share divided by the income (based on the # of bedrooms in unit). This checks that the % is less than 30%. If the unit is not subsidized, the % will be calculated off the full rent amount. This cell is automatically calculated.

Exhibits Tenant Income Worksheet



Application #:
Application Year:
Project Name:
Project Status: Application

Rental Targeting - Affordability

Unit	Address/Unit	Head of Household Name	# In Household	Income Recertification Date		Annual Income	

Exhibits Tenant Income Worksheet

DIRECTIONS: Enter tenant information in the blue cells below. Refer to the Instructions on the Project Information worksheet for clarification of the data to be entered in each column. Cells in white include formulas that calculate automatically. Shaded cells are not relevant to the Project Status selected on the Project Information worksheet. Please submit the completed workbook

Unit Targeting (<30,<50,<60,<80,>80)			Actual \$ Monthly Rent Charged	Tenant's Rent Share	# of Bedrooms in Unit	Special Needs	Homeless	Perm Supp Housing	Max. \$ Inc. Allowed for Family Size	Actual Below Max	Unit Affordability Ratio

Appendix

Members Accessing AHP Online Through eBanking

1. Members may only participate in the competitive AHP round through AHP Online via eBanking.
2. The member executes the eBanking Services Agreement and the Corporate Certificate of Authority and Certificate of Incumbency. Please email MemberSupport@fhlbc.com for documentation requests.
3. The member identifies a Member Security Administrator (MSA).
4. The MSA assigns Authorized AHP Users in eBanking.

AHP Participants Accessing AHP Online

AHP Online can be accessed via a link on each page of the [Community Investment section](#) of the Bank's public website. The AHP Online hours are between 6:30 a.m. and midnight CT every day, including weekends and holidays. FHLBank Chicago reserves the right to modify hours of operation and/or interrupt service at any time without prior notice to its customers if business or technology dictates the disruption. AHP Online is programmed with AHP Participants' protection in mind and will automatically log the user out if the page has been inactive for 15 minutes. For assistance in accessing AHP Online via eBanking, members may call Member Support at 855-FHLB-CHI (855.345.2244), option 0.

Beginning **May 6**, AHP Participants may initiate an application, which includes associating that application with a Lead Member and Member Contact(s). The member must be registered in eBanking with Authorized AHP Users in order for an AHP Participant to initiate an application. (Refer to "Members Accessing AHP Online Through eBanking" above.)

AHP Participant Authorization Recertification for Sponsors

The Lead Member and Sponsor Contacts are responsible for recertifying the AHP Participant(s) associated with their respective organizations on an annual basis. To recertify, log in to AHP Online and confirm that the listed users are in the General Information section on the Sponsor and Member Information screen. The screen will list all contacts associated with an organization that are approved and authorized for access to the applications and/or projects with which they are associated. Updates to Authorized AHP Users, profiles, and project contacts may be made at any time throughout the year.

Appendix

AHP Online Minimum Supported System Requirements

The following minimum supported system requirements are necessary to access and use AHP Online. If these requirements are not met, users may not be able to log in to the site or access all of the functionality that their role would otherwise allow:

- Browser: FHLBank Chicago no longer supports Microsoft Internet Explorer as a browser for AHP Online and fhbc.com. To ensure an optimal user experience, we recommend using Google Chrome or Microsoft Edge to access these sites.
- Operating system: Microsoft Windows Vista (with the latest service pack) or above.
- Display: a recommended monitor display setting of 1024 x 768.
- Other software, such as Adobe Acrobat/Reader 9 or 10, to view and print Portable Document Format (PDF) files.
- Adobe Flash Player to view Flash demonstrations.
- Microsoft Excel Viewer 2010 or above to upload Excel spreadsheets.

Privacy Policy

In order to assist members of the Federal Home Loan Bank of Chicago ("FHLBank Chicago") with their required regulatory compliance, the following guidelines are adopted to address the privacy of confidential information which is received by the FHLBank Chicago from or on behalf of members or customers of FHLBank Chicago (the "Members"):

With respect to nonpublic personal information (as that term is defined in the Gramm-Leach-Bliley Act) received by FHLBank Chicago from or on behalf of Members, appropriate administrative, technical, and physical safeguards have been instituted to:

- Maintain the security and confidentiality of such information;
- Protect against anticipated threats or hazards to the security or integrity of such information; and
- Protect against unauthorized access to or use of such information.

No nonpublic personal information which is received from or on behalf of a Member is used by FHLBank Chicago or disclosed to third parties, other than uses and disclosures which are permitted by statutory or regulatory exceptions.

Third parties engaged by FHLBank Chicago who have access to nonpublic personal information received from or on behalf of Members are required:

- To comply with all applicable privacy laws;
- To institute administrative, technical, and physical safeguards which are consistent with those outlined in paragraph 1 above;
- To limit their use of nonpublic personal information to the purpose(s) for which it was provided to them; and
- To release nonpublic personal information only as permitted by statutory or regulatory exceptions.



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