

**FHLBank** Chicago

# AHP Online: Guide for Project Management 2022

Updated March 2022

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# Introduction

#### Congratulations on your Affordable Housing Program (AHP) award!

An AHP award requires the member and sponsor to provide timely reporting on the status of the project. Compliance reporting begins in the calendar year following the award and remains a requirement through the end of the project's retention period (i.e., 5 years from the project completion date for **Homeownership Projects** and 15 years from the project completion date for **Rental Projects**).

All representations and commitments made in the approved AHP application will be continually evaluated and confirmed through project completion reporting. Please note that any changes to the project's sources and uses, income and expenses, and/ or scoring commitments may jeopardize the AHP award. Failure to comply with reporting requirements may have an adverse impact on future AHP applications.

#### **Helpful Hint**

With a targeted date of June 12, 2022, we will no longer support Microsoft Internet Explorer as a browser on fhlbc.com and eBanking. To ensure optimal user experience, we recommend using Google Chrome or Microsoft Edge to access these sites. Within AHP Online, do not press the Back button or arrow, as this may create a system error. To move through the screens, follow the guides on the bottom-left and bottom-right corners of the screen. All compliance reporting obligations and disbursement requests are completed via AHP Online. Each member and sponsor must have at least one registered user in AHP Online.

AHP Online: Guide for Project Management provides members and sponsors with instructions on how to navigate AHP Online once an award has been made. Users are encouraged to always access the guide through the Federal Home Loan Bank of Chicago's (the Bank's) public website at www. fhlbc.com as it will be updated periodically to provide the most current information.

Pursuant to the Code of Federal Regulations (12 C.F.R. Part 1291), the Bank's Affordable Housing Program Implementation Plan (the Implementation Plan) sets forth certain policies, guidelines, and requirements applicable to the Bank's AHP. The Implementation Plan is subject to revision annually; the calendar year in which an AHP award is made determines the year of the Implementation Plan that governs the award. Implementation Plans from recent years may be accessed through FHLBank Chicago's AHP Program Policy and Forms website.

Members and sponsors with an AHP award are encouraged to contact Community Investment at 312.565.5824 or ci@fhlbc.com with any questions.



# Section 1: How to Change a Contact

# Overview

This section describes the procedures sponsors and members can use to update contacts in AHP Online.

Please note: If a sponsor and/or member anticipates a change to the project, please review the type of change and its impact on the project based on the AHP Project Change Policy. All changes must be requested using the Project Change Form.

**If you are a Lead Sponsor Contact** and need to change the sponsor organization for a project (post-AHP award), please submit a **Project Change Form**.

If you are a Member Contact and need to update your organization's information, please contact FHLBank Chicago Member Support at 855.345.2244, option 0, or email MemberSupport@fhlbc.com. Sponsor and Input Contacts must not create multiple login IDs associated with the same organization. A second login ID should be created and used only if a user needs to associate with a second organization (e.g., if the sponsor entity of the project is the ownership entity limited partnership and not the entity at which the contact is employed). Duplicate login IDs will be identified and removed periodically.

To check whether a login ID has been created for an organization or individual, please contact Community Investment at 312.565.5824 or ci@fhlbc. com.



## Sponsor Procedures

#### **Sponsor Contact Changes to a Project**

Post-award, contact changes can only be made by a Lead Contact. An individual listed as an Input Contact on the application will not be able to access the project. Additionally, a sponsor will not be able to change the sponsor organization via AHP Online. A change to the sponsor organization requires the sponsor to complete and submit a **Project Change Form** for Community Investment review.

To make changes to an individual project, log in to AHP Online and follow these steps:

**1.** Select My Projects from the menu at the top of the page.

**2.** Click on the desired project number.

**3.** Under the Project menu at the top of the page, choose Sponsor and Member Information.

Project Disbursement		
Home Project Profile Sponsor and Member Information Conditions	ary	
Exceptions Documentation Required Modifications	Application Number	_
Project Status Unfunded/not sta Monitoring Status Not Funded	ted Lead Member	More Details

**4.** Lead Contact information can be changed on the Lead Contact tab. Lead Contacts cannot remove themselves. The current Lead Contact must first add another Lead Contact, and then that individual will be able to log in and remove the previous Lead Contact.

**Please note:** To change the sponsor organization listed, a **Project Change Form** must be submitted.



### Sponsor Procedures

#### **Member Contact Changes to a Project**

Contact Community Investment to change a project's Lead Member Contacts or Co-Member Contacts.

#### Changes to a Sponsor User/Organization

Changes to a User Profile can be made at any time by logging in to AHP Online. A Lead Contact is able to change a profile and information pertaining to the organization.

#### To Edit a User Profile

1. Select *Edit Profile* from the *Profile* drop-down menu.

**2.** On the *Edit Profile* tab, changes to information aside from the login ID can be made. Once the changes are made, click on the Save button in the bottom-right corner of the window.



**3.** When the name listed in the User Profile is changed, the password should also be changed under the **Change Password** tab. Click on the Save button once a new password is entered.

**4.** Security questions and answers can be changed under the *Change Security Questions* tab. Again, remember to click on Save.

#### **Helpful Hint**

When changing the organization with which a contact is associated, first determine whether that individual is listed on any existing applications. If a contact is already associated with an application under one organization, the contact needs to be removed from that application before changing the organization with which he or she is associated. If the contact is not removed prior to changing

the organization, that contact will still have access to the application but will not appear on the Lead Contacts screen. If this occurs, select Apply Changes on the Lead Contacts screen to remove the contact

#### **Helpful Hint**

A contact can only be associated with a new organization if the contact does not have a project. A contact on a project who needs to associate with a new organization should contact Community Investment.



### Sponsor Procedures

#### To Make Changes to an Organization

# **1.** Select *Edit Organization* from the *Profile* drop-down menu.

My Applications My Projects	Profile
My Applications	Edit Profile

**2.** Select Edit current organization: (organization name).

**3.** Under **Organization Information**, any information aside from the organization name can be changed. Once changes have been made, click on Next.

**4.** Under *Service Area*, any information can be changed. Once changes have been made, click on Next.

**5.** The *Review & Submit* screen populates automatically from the information entered on the previous screens.

If edits need to be made, they must be done from either the Organization Information or Service Area screen, which can be accessed by clicking on the Back button.

If all the information listed is correct, click on Sub-

Organization 😰							
Select Organization		Organization Information	Service Area	4	Review & Submit	6	Confirmation
Organization Information Organization Name* Organization Type* Not-lor-Protit Or	<b>4</b> gan z		Mailing Ad Address Lin Address Lin	e1*			
Phone Number* Fax Number Website			ZIP <sup>-</sup> City County State	ZIP+4*	Lookup 7		
Services Provided"			E or			-	
<ul> <li>Affordable Housing Development</li> <li>Architectural/Engineering</li> </ul>		Employment Treining Financial Literacy	Other				
Consulting Counseling Services (mental health)		Health Care Services Housing Counseling (pre and post)					
<ul> <li>Counseling Services (residential support</li> <li>Counseling Services (substance abuse)</li> </ul>		Job Training/Welfare to Work Legal					
Day Care/Youth Programs		Office of Minority and Women Inclusion (OMWI)					
<ul> <li>Education</li> <li>Elderly Services</li> </ul>		Property Management Special Needs Housing					

Lead Member or Co-Member Contacts are able to view, but not update, any contact associations via AHP Online.

If changes are required during the application round, please ask a Lead Sponsor Contact to make the appropriate changes. If the Lead Sponsor Contact is experiencing difficulties, please contact Community Investment.

If a Member Contact needs to update his or her contact information, this may be done at any time by logging in to the Member Contact's eBanking profile. (Click on the eBanking link on the upperright corner of any page on the Bank's public website at www.fhlbc.com, and enter the member's login ID and password or PIN+Token.)



# Section 2: Semi-Annual Progress Reporting

# Overview and Process

#### **Overview**

All AHP projects will be subject to semi-annual progress reporting, beginning in the first year after the award date and continuing semi-annually until the project has reached completion. Community Investment will use information obtained from the project file and Semi-Annual Progress Reports (SAPRs) to verify the following:

**1.** The AHP project is making satisfactory progress toward initial drawdown of the AHP subsidy.

**2.** The AHP project is making satisfactory progress toward completion.

Additionally, Community Investment should be notified of any significant changes to the project via the SAPR and may request additional details based on the information provided.

#### **The SAPR Sponsor Submission Process**

The reporting periods for SAPRs are the sixmonth periods ending on *March 31* and *September 30*. The Lead Sponsor Contact(s) and Lead Member Contact(s) will receive an auto-generated email notification of the due date for submission of a certified SAPR. The project sponsor submits an SAPR by logging in to AHP Online and completing each section on the SAPR Home screen (completion is denoted by a green check mark in the Status column). Once the SAPR is complete and certified, it will be made available to the Lead Member Contact(s) and Community Investment for review.

#### Withdrawal of an AHP Project

If the project sponsor and member intend to withdraw the project from the AHP Program, the sponsor is required to complete each section on the SAPR Home screen (providing the minimum amount of information necessary) and certify the SAPR. Once the SAPR has been certified with a status of Withdrawn and submitted to Community Investment, the project's Lead Member will be notified by email. At this time, the Lead Member is required to review the report; no further action is required.

The Lead Sponsor Contact(s) must submit a written request to withdraw the project from the AHP Program to AHPInitial@fhlbc.com, copying the Lead Member Contact(s).



Project Dis	sbursement	Monitoring	Extension		
urrant D	rainat C.		rogress Reports nitoring – Sponsor/Owner Certification		
Project Profile Project Name Project Numbe Project Status	r Unfunded/i	not started	Application Number Project Type Rental Lead Sponsor		
Monitoring Sta	tus Not Funde	d 🛂	Lead Member	More Details	
Conditions					
No conditions f	ound.			More Details	
Documentation	Required				
	Categorie	s / Types	Documentation Required	Status	
Acquisition			Reference Documentation Matrix	Needed	
Acquisition Cos	t i		Reference Documentation Matrix	Needed	
Zoning			Reference Documentation Matrix	Needed	
			at a 1/6 s Last		
				More Details	
Modifications					
No modification	s found.			More Details	

#### **1.** Log in to AHP Online.

**2.** On the *My Projects* page, click on the project number for which the SAPR is being completed.

**3.** Hover the cursor over the Monitoring tab on the Current Project Summary screen and click on *Semi-Annual Progress Reports*.

Project	Disbursement	Monitoring	Extension		
emi-/	Annual Prog	jress Rep	orts		
Current §	Semi-Annual Progres	s Report (SAPR)	(		If you have any questions
Action	Repo	orting Period	Due Date	Status	regarding monitoring, please feel free to contact Community
			The second se	Not Certified	Investment at 312-565-5824.

**4.** On the Semi-Annual Progress Reports page, find the appropriate Semi-Annual Progress Report and click on the *Edit* link next to it (under the Action heading).

FHLBank

Chicago

#### **Rental Projects**

Semi Annual Progress	s Report	
SAPR Home		
Reporting Period	April 01, 2017 - September 30, 2017	
SAPR Status	Not Certified	
Approved AHP Funding Amount		
FHLB Lead Member		
	Chicago, IL	
	Section	Status
Units/Targeting		×
Financial Feasibility : Fina	ancial Review	×
Financial Feasibility : Imp	port Spreadsheet	×
Financial Feasibility : Fea	usibility Analysis	×
Financial Feasibility : Cor	mmitment Letters	×
Project Timeline		×
Project Progress		X
× Not Visited		
In Progress		

#### **Homeownership Projects**

Semi Annual Progress I	Report	
SAPR Home		
Reporting Period SAPR Status Approved AHP Funding / FHLB Lead Member	April 01, 2017 - September 30, 2017 Not Certified Amount \$ 360,000.00	
	Section	Status
Units/Targeting		X
Project Timeline		×
Project Progress		×
X Not Visited In Progress Complete		

**5.** On the SAPR Home screen, click on the Units/Targeting link.

#### **Rental Projects**

		Project Name:
		Project Number:
		SAPR Number: 188
Semi Annual Progress Report		
Units/Targeting		
Units		
Please indicate all progress to date.		
Total Units 36		
Units Complete*		
Units Vacant*		
Please indicate the number of units currently occupied by income o	Number Of Units	
Less than or equal to 50% AMI (Area Median Income)*	Humber of onits	
Greater than 50% and less than or equal to 60% AMI*		
Greater than 60% and less than or equal to 80% AMI*		
Greater than 80% AMI*		
Total		
	Update 🔫	_
Required to save the page		To submit your changes please click Save before exiting this page.
Required before Certification		Save Undo
		Next
		© 2017 Federal Home Loan Bank of Chicago. All rights reserved

#### **Homeownership Projects**

	Project Name:
	Project Number: SAPR Number: 1876
Semi Annual Progress Report	
Units/Targeting	
Units	
Please indicate all progress to date.	
Total Units 60	
Units Complete*	
Units Vacant*	
Required to save the page	To submit your changes please click Save better exiting this page.
Required before Certification	Save Undo
	Next>



**6.** In the Units fields, provide all of the requested numbers as indicated below.

• Total Units (auto-populated, read-only): the total number of units the project committed to complete at the time of application

• Units Complete: the number of units for which construction, rehabilitation, or (for acquisition-only projects) purchase is complete at the end of the applicable reporting period

• Units Vacant: the number of units that are unoccupied at the end of the applicable reporting period

7. For Rental projects only: In the Targeting fields, indicate the number of units occupied by households in each area median income (AMI) category (based on HUD Income Guidelines) at the end of the applicable reporting period. If the project is unoccupied at the end of the applicable reporting period, enter 0 for each AMI category. Once these fields are complete, click on the Update button to save the targeting information.

**8.** Click on the Save button. The following message should appear at the top of the page, confirming that the entry has been saved and the page is complete.

9. Click on Next at the bottom-right corner of the

OInformation.

Your changes have been saved to the system.



**Helpful Hint** 

Click here to view the HUD Income Guidelines on the Bank's public website.



#### Financial Information: Financial Review (Rental Projects Only)

	ation									
ancial Review   Import	Spreatsheet	Feasibility	Analysis Convention	of Letters						
now is the most recent for	ancial information	tion approved	for your project. If this	information has signif	cantly chang	ed, piease	prepare	an updal	ted Financial	Feasibility
weedsheet with current pr	oject Beancial	information.	0.000	8	- 80 - 8		6.13 -	15		- 53
wrrent Financial Feasibilit	y Spreadsheet	Uploaded Fil	e bite	Vinancial/es	adulty Auto	1.25-2017	06-21.4			
Hoosing Development So	lucces of Funds							<i>a</i> :		
Source of Funds	Amount (Si	Housing or Commercial	Descr	ation	Committee	Rate (%)	Term (years)	Amort Period (pears)	Aresual Debt Sivc (\$) (Hard only)	Hant Debt?
AHP Direct Subsidy	\$40,000.00	and the state of the second seco	AHP Subsidy		No	0.00%	0.0	0.0	0.00	
First Morigage	644,000-00		Permanent Financing by		Yes	5.50%	16.0	30.0	44,655.00	
LIHTC Equity Historic Tax Credit Equity	3,925,777.00		Federal Low-Income Ho Historic Preservation Ta		Yes	0.00%	0.0	00	0.00	
Seller Note	1,900,000,00		Other Loans	a contraction of the	Yes	0.00%	0.0	0.0	0.00	
OP Equity	100.00		Owner's Equity		Yes	0.00%	0.0	9.8	0.00	No
Deterred Developer Fee	132,726.00	Housing	Deferred Developer Fas		788	0.00%	0.0	0.0	0.00	) No
Subtotal - Housing Subtotal - Commol	\$ 6,918,250.00									
Total Funding Sources	\$ 6,918,258.00									
	No of them		an or equal to 50% AM		Next	Umite 18		ierica Uni	la -	Units 22
Rehabilitation Units New Construction Units	3	Greater	than 50% and less than			18		droom Un droom Un		
Acquisition units	39	Disate	than 50% and less than than 30% AM	or equal to 80% AMI		8	3-be	dream Ur	sita i	0
Total Units	3	5 Todal U	inits			34		droom Ur d Units	site .	0 36
Housing Development Us	es of Funds Se	unnary								
Tatal Accuration Conta			\$1,835,615,00							
Total Construction / Rehat Hard Construction Hard Rehabilitation	an Caseta		\$ 3,290,009.50 \$ 2,751.5	0.00						
Other Costs			\$ 539,4							
Total Fees Total Takes and Hourance	e Costs		\$ 0.00 \$ 29.359.00							
Tetal Construction Financi	ing.		\$ 252,598.00							
Totel Permanent Financials Total Project Reserves	a		\$ 6,440.00							
			8 541 282 00							
Total Soft Costs			\$ 541,292.00 \$ 648,732.62							
Total Developer Fees	d Expenses		\$ 448,732,62 \$ \$12,051.00							
			\$ 448,732.62							
Total Developer Fees Total Syndication Fees an Total Development Cost			\$ 448,732,62 \$ 512,051,00 \$ 58,160,00							
Total Developer Fees Total Syndication Fees an Total Development Cost Housing Pro Forma			\$ 448,732,62 \$ 512,051,00 \$ 58,160,00	Actual						
Total Developer Fees Total Syndication Fees an Total Development Cost			\$ 448,732,62 \$ 512,051,00 \$ 88,160,00 \$ 6,958,250,00	Actual 3 300 250 00 5 264 523 00						
Total Developer Fees Total Syndication Fees an Total Development Cost Housing Pro Forms Oreas Annual Fiertial Inco Effective Gross Income and Operating Income			\$ 448,732,62 \$ 512,051,00 \$ 88,160,00 \$ 6,958,250,00	\$ 380,280,00 \$ 358,533,00 \$ 140,706,00						
Total Developer Fees Total Syndication Fees an Total Development Cest Housing Pro Forma Orass Annual Fierfal Incor Effective Orass Income			\$ 448,732,62 \$ 512,051,00 \$ 88,160,00 \$ 6,958,250,00	\$ 380,280,00						
Total Developer Fees an Total Development Fees an Total Development Fees an Nousing Pro Forma Orass Annual Piertial Incom Structure Orass Income Juriot Death Service Instal Case File Deat Development Case File Deat Develop Robe			\$ 448,732,62 \$ 512,051,00 \$ 88,160,00 \$ 6,958,250,00	\$ 380,380 00 \$ 258,533 00 \$ 140,766,00 \$ 44,658 00 \$ 81,706 00 2 85						
Total Developer Fees Total Syndication Fees an Total Development Cest Housing Pro Forms Cross Annual Rental Inco Shective Gross Income And Operang Income Hard Oper Service Initial Cape Fiele			1 448,732,63 3 512,051,00 5 58,140,00 5 68,918,250,00 Standard	\$ 380,280 00 \$ 258,533 00 \$ 140,706 00 \$ 44,658 00 \$ \$1,708 00						
Total Ceveniques Fees Total Syndication Fees an Total Development Ceab Housing Pro Forms Crass Annue Rental Incom Stactus Once Isonice Net Operating Income Net Operating Income Net Operating Income Det Coverage Ratio Det Cevenage Ratio			1 448,732,63 3 512,051,00 5 58,140,00 5 68,918,250,00 Standard	\$ 380,280 00 \$ 258,533 00 \$ 140,766,00 \$ 44,658,00 \$ 81,706,00 2 85,200 2 85,2000 2 85,2000 2 85,2000 2 85,2000000000000000000000000000000000000						
Total Developer Fees Total Syndroxton Fees an Total Development Cesh Incursing Pro Forms Cross Armue Rental Incor Effective Cross Income Junt Operating In			1 448,732,63 3 512,051,00 5 58,140,00 5 68,918,250,00 Standard	\$ 360,260 00 \$ 264,553 00 \$ 44,658 00 \$ 44,658 00 \$ 61,706 00 \$ 61,706 00 \$ 61,706 00 \$ 61,706 00 \$ 60,00 \$ 0.00 \$ 0.00 \$ 1.00						
Total Developer Fees Total Syndroxton Fees an Total Development Cesh Total Development Cesh Housing Pro Forms Cross Armue Rental Incor Effective Cross Income Junt Operating Income Junt Operating Income Junt Oper Service Ded Coverage Ratio Ded Cesh Service Secondary Cesh Coverage	ne ne		1 448,732,63 3 512,051,00 5 58,140,00 5 68,918,250,00 Standard	\$ 200,200,00 \$ 258,523,00 \$ 140,704,00 \$ 81,704,00 \$ 81,704,00 2 85 2 85 2 85 2 85 2 85 2 85 2 85 2 85		Acto	ar 8 334 9			
Total Developer Fees Total Syndication Fees an Total Development Cest Housing Pro Forma Housing Pro Forma Destination Cest Secondary Cest Pro Cest Service Secondary Cest Feed Cestrolog Ratio Dest Ce	nne I Rashe I Rashe		1 448,732,63 3 512,051,00 5 58,140,00 5 68,918,250,00 Standard	\$ 380,280 or \$ 196,533 00 \$ 196,533 00 \$ 44,650 00 \$ 81,700 00 \$ 50,700 00 \$ 50,700 00 \$ 50,000 \$ 50,0000 \$ 50,00000 \$ 50,00000 \$ 50,00000 \$ 50,00000 \$ 50,000000 \$ 50,00000000000000000000000000000000000		\$3.5	\$354.9 93.382.5	i -		
Total Developer Fees Total Syndication Fees an Total Development Cest Housing Pto Forma Housing Pto Forma Destination Cest Sectors Office Income and Destination Cest Part Central Sectors India Cest Ptote Secondary Ocea Tote Secondary Cest Ptote Secondary Cest P	n me i Rate er Sourie Foot er Colf er Foot		1 448,732,63 3 512,051,00 5 58,140,00 5 68,918,250,00 Standard	\$ 360,260 00 \$ 264,553 00 \$ 44,658 00 \$ 44,658 00 \$ 61,706 00 \$ 61,706 00 \$ 61,706 00 \$ 61,706 00 \$ 60,00 \$ 0.00 \$ 0.00 \$ 1.00		13.7	\$ 354.9	1		
Total Developer Fees Total Sprinkcalam Fees an Total Development Ceal Housing Pro Forms Cross Annual Rental Inco Status Oracis Income Sectors Processing Income Sectors Processing Ded Coverage Rate Secondary Cash Files Secondary Cash Files Secondary Cash Files Secondary Cash Files Total Development Cort P Adjusted Statu Development Cash Development Cort File Adjusted Status Development Total Development Cort Files Total Development Cort Files Adjusted Status Development Cort Total Adjusted Development Cort Files Status Feel Part	ne reans r Fanse er Source Foot et Cout et Cout Unit		1 448,732,63 3 512,051,00 5 58,140,00 5 68,918,250,00 Standard	\$ 380,280 or \$ 196,533 00 \$ 196,533 00 \$ 44,650 00 \$ 81,700 00 \$ 50,700 00 \$ 50,700 00 \$ 50,000 \$ 50,0000 \$ 50,00000 \$ 50,00000 \$ 50,00000 \$ 50,00000 \$ 50,000000 \$ 50,00000000000000000000000000000000000		13.7	8 334 9 93 382 5 88 705 0 53 850 5 573 7	100.000		
Total Developer Fees Total Syndication Fees an Total Development Ceal Housing Pro Forms Crass Annue Rental Inco. Sectors Orace Income Net Operating Income Net Operating Income Net Operating Income Sectors Orace Income Sectors Orace Income Sectors Operating Income Adjusted Operations Feel Per Aming Sparse Feel Per Aming Sparse Feel Per	e Rene Participation et Court Unit Unit Unit Unit Unit Unit Unit Uni	on)	1 448,732,63 3 512,051,00 5 58,140,00 5 68,918,250,00 Standard	\$ 380,280 or \$ 196,533 00 \$ 196,533 00 \$ 44,650 00 \$ 81,700 00 \$ 50,700 00 \$ 50,700 00 \$ 50,000 \$ 50,0000 \$ 50,00000 \$ 50,00000 \$ 50,00000 \$ 50,00000 \$ 50,000000 \$ 50,00000000000000000000000000000000000		13.7	\$ 334 9 \$3.82 5 86.704 6 53.850 5 573.7 573.7 573.7	THE R. LEWIS CO.		
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This page will always display the **most current** Community Investment-approved financial data as uploaded in the Financial Feasibility Spreadsheet. On initiation of the SAPR, the most current approved financial feasibility data will most likely be from the time of application, although in some cases it may be from a modification, extension request, or disbursement request whichever might have occurred and been approved by Community Investment most recently.

**1.** Review this page to become reacquainted with the previous approved upload.

**2.** Click on the Save button. The following message should appear at the top of the page, confirming that the entry has been saved and the page is complete:

Information
 Your changes have been saved to the system.

**3.** Click on Next at the bottomright corner of the Financial Information: Financial Review page.

#### **Helpful Hint**

Effective January 1, 2020, the Bank requires Microsoft Office 2010 or newer for files uploaded to AHP Online and/ or DPP Online. Microsoft no longer supports Office versions prior to 2010. This change minimizes security threats associated with older versions. Users must obtain Microsoft Excel 2010 or a newer version in order to upload worksheets in the system.



#### Financial Information: Import Spreadsheet (Rental Projects Only)

Semi Annual Progress Report	
Financial Information	
Financial Review Import Spreadsheet Feasibility Analysis Commitment L	etters
Complete and attach all of the project's financial information using the Financial Fe Have you completed an updated Financial Feasibility Spreadsheet with current info Please attach your updated Financial Feasibility spreadsheet.*	asibility Spreadsheet template found on the FHLBC Community Investment website. rmation?*  Yes O No Browse 7
Required to save the page Required before Sponsor Approval	To submit your changes please click Save before exiting this page.

I have reviewed the information above and affirm it accurately reflects the current project financial information." O Yes O No

**1.** Click on the appropriate radio button to indicate whether an updated Financial Feasibility Spreadsheet has been completed. If the answer is No, proceed to Step 5.

**2.** If Yes is chosen, the user will be prompted to upload the most recently updated Financial Feasibility Spreadsheet. Update the application Financial Feasibility Spreadsheet with any changes.

#### **Helpful Hint**

Sponsors **requesting an extension** during the second SAPR reporting period (ending on September 30) are **required** to select Yes and upload a Financial Feasibility Spreadsheet that reflects the current project financial information.

**3.** Once the spreadsheet is uploaded, review the screen for accuracy. If a correction needs to be made, remove the spreadsheet, make corrections to the spreadsheet, re-save, re-upload, and review for accuracy again.

**4.** Before proceeding to the Feasibility Analysis screen, answer the prompt *I have reviewed the* 

#### *information above and affirm it accurately reflects the current project financial informa-*

**tion** by clicking on the Yes or No radio button. If No is selected, the user will be prompted to make a correction (as described in Step 3) and affirm the accuracy of the financial information.

**5.** Click on the Save button. The following message should appear at the top of the page, confirming that the entry has been saved and the page is complete.

Information

Your changes have been saved to the system.

**6.** Click on Next at the bottom-right corner of the Financial Information: Import Spreadsheet page.

#### **Helpful Hint**



Follow all of the instructions on the application Financial Feasibility Spreadsheet to ensure a quick and successful upload process.



#### Financial Information: Feasibility Analysis (Rental Projects Only)

nancial Revie	w Import Spreadsheet	Feasibility Analysis	Commitment Letters			
he following is	ssues were found. You must	provide an explanation	for each of them or re-upload	the spreadsheet to resolve the	e issue.	
Action	Feasibility Value	Details	Standard	Current Approved	New	Explained
Explain	Adjusted Development Cost Unit	Per More Info	≤ \$ 103,647.62	\$ 121,173.46	\$ 121,173.46	Yes
Explain	Construction Contingency	More Info	5.00 % - 10.00 %	2.02 %	2.02 %	Yes
Explain	Capitalized Reserves Housin (months)	ng More Info	3.00 - 12.00	6.26	12.51	No
Explain	Capitalized Reserves Overal (months)	More Info	3.00 - 12.00	6.26	12.51	No
Explain	Deferred Developer Fee Sta	ndard More Info	Match	Deferred Developer Fee Sources: \$6,506.00, Deferred Developer Fee Cumulative: \$6,506.00	Deferred Developer Fee Sources: \$103,138.00, Deferred Developer Fee Cumulative: \$6,506.00	No
Explain	Cumulative Cashflow per un	it More Info	\$ 100.00 - \$ 500.00	\$ 113.89	-\$ 153.07	No
Explain	Overall Cumulative Cashflov unit	w per More Info	\$ 100.00 - \$ 500.00	\$ 113.89	-\$ 153.07	No
Feasibility Issa	ue					
Feasibility Va Details Standard Current Appro New	Capitalize and all de 3.00 – 12. oved 6.26 12.51	bt service payments exc	st be at least 3 months and not m		Update Feasibility Issue	Cancel
Current Expla						
Current Expla						

This page will display any details of the project that are not within the financial feasibility guidelines.

**1.** Please address these issues by clicking on the *Explain* link (under the Action heading) and explaining the reasons for changes to the financial data most recently approved by Community Investment (make sure to explain why the project is outside of that particular feasibility guide-line).

**2.** Save each explanation by clicking on the **Update Feasibility Issue** button before moving on to the next explanation.

#### **Helpful Hint**

If the project sponsor did not complete and upload an updated Financial Feasibility Spread-



an updated Financial Feasibility Spreadsheet at the time of the SAPR, a message will appear, indicating that no new feasibility issues were found and no action is required on this tab. Click on the Save button and Next.



#### Financial Information: Feasibility Analysis (Rental Projects Continued)

inancial Review	Import Spreadsheet Feas	ibility Analysis	Commitment Letters			1
he following iss	ues were found. You must provid	e an explanation	for each of them or re-upload t	he spreadsheet to resolve the	rissue.	
Action	Feasibility Value	Details	Standard	Current Approved	New	Explained
Explain	Adjusted Development Cost Per Unit	More Info	≤\$ 103,647.62	\$ 121,173.46	\$ 121,173.46	Yes
xplain	Construction Contingency	More Info	5.00 % - 10.00 %	2.02 %	2.02 %	Yes
Explain	Capitalized Reserves Housing (months)	More Info	3.00 - 12.00	6.26	12.51	Yes
Explain	Capitalized Reserves Overall (months)	More Info	3.00 - 12.00	6.26	12.51	Yes
xplain	Deferred Developer Fee Standard	More Info	Match	Deferred Developer Fee Sources: \$6,506.00, Deferred Developer Fee Cumulative: \$6,506.00	Deferred Developer Fee Sources: \$103,138.00, Deferred Developer Fee Cumulative: \$6,506.00	Yes
Explain	Cumulative Cashflow per unit	More Info	\$ 100.00 - \$ 500.00	\$ 113.89	-\$ 153.07	Yes
Explain	Overall Cumulative Cashflow per unit	More Info	\$ 100.00 - \$ 500.00	\$ 113.89	-\$ 153.07	Yes
Please provid	n any significant financial change de an explanation* 6 characters remaining for your d		● Yes ○ No	<b>↓</b> 0		
equired to save t				To submit your changes	please click Save before	exiting this pa
	Sponsor Approval				Save	Undo

**3.** Verify that each feasibility value has a Yes under the Explained column.

**4.** Indicate whether there have been any significant financial changes to the project by clicking on the Yes or No radio button. If Yes is chosen, a text box will appear, requesting a detailed description of significant financial changes to the project.

**5.** After all of the necessary explanations have been entered, click on the Save button. The following message should appear at the top of the page, confirming that the entry has been saved and the page is complete.

Information
 Your changes have been saved to the system.

**6.** Click on Next at the bottom-right corner of the Financial Information: Feasibility Analysis page.

#### **Helpful Hint**

**Remember:** In order to save and complete the page, you must first explain each applicable feasibility value and verify that every row in the Explained column contains a Yes.



#### Financial Information: Commitment Letters (Rental Projects Only)

Anding sources were found. Y Source of Funds First Mortgage LIHTC Equilty Historic Tax Credit Equilty Seller Note GP Equilty Deferred Developer Fee	You must provide a commitment letter for each of them Description Permanent Financing by Member Federal Low-Income Housing Tax Credit Equity Historic Preservation Tax Credit Equity Other Loans Owner's Equity	or re-upload the spread Amount \$ 644,000.00 \$ 3,025,777.00 \$ 675,647.00 \$ 1,900,000.00	Approved Yes Yes Yes	as done in error. Letter Provided Yes Yes Yes
First Mortgage LIHTC Equilty Historic Tax Credit Equilty Seller Note GP Equilty	Permanent Financing by Member Federal Low-Income Housing Tax Credit Equity Historic Preservation Tax Credit Equity Other Loans	\$ 644,000.00 \$ 3,025,777.00 \$ 675,647.00	Yes Yes Yes	Yes Yes
LIHTC Equity Historic Tax Credit Equity Seller Note GP Equity	Federal Low-Income Housing Tax Credit Equity Historic Preservation Tax Credit Equity Other Loans	\$ 3,025,777.00 \$ 675,647.00	Yes Yes	Yes
Historic Tax Credit Equity Seller Note GP Equity	Historic Preservation Tax Credit Equity Other Loans	\$ 675,647.00	Yes	
Seller Note GP Equity	Other Loans		Coster,	Yes
GP Equity		\$ 1,900,000.00	1.6	
and the second	Owner's Equity		Yes	Yes
Deferred Developer Fee		\$ 100.00	Yes	Yes
	Deferred Developer Fee	\$ 132,726.00	Yes	Yes
oproval	To sub	mit your changes pleas	and the second se	tore exiting this parave Undo
				Ne
P	proval	proval	provat	To submit your changes please click Save by proval

1. If a committed source was added to the Financial Feasibility Spreadsheet since the last approved upload, the Letter Provided column will say No, indicating that a commitment letter has not been received. In this case, please upload that letter for review.

2. Click on *Update Commitment Letter* to save the commitment letter in the table.

**3.** Verify that each commitment letter has a Yes under the Letter Provided column.

4. Click on the Save button. The following message should appear at the top of the page, confirming that the entry has been saved and the page is complete.

**5.** Click on Next at the bottom-right corner of the Financial Information: Commitment Letters page.

Information Your changes have been saved to the system.

#### Helpful Hint

If the project sponsor did not complete and upload an updated Financial Feasibility Spreadsheet at the time of the SAPR, a

message will appear, indicating that no action is required on this tab. Click on the Save button and Next.

#### Helpful Hint



Remember: In order to save and complete the page, you must first upload and save each applicable commitment letter and verify that every row in the Letter Provided column contains a Yes.



#### **Project Timeline for Rental Projects**

Semi Annual Progress Report		
Project Timeline		
Notify FHLBC immediately upon Project Completion		
Please supply the current project timeline dates listed below:		
Award Date	11/14/2016	
AHP Initial Draw Date*		Expected 2
Construction/Rehabilitation Start Date*	03/02/2017	*      Actual      Expected
Complete Construction/Rehabilitation of all Units Date*	03/01/2018	*      Actual      Expected
Stabilized Occupancy Date*	12/01/2018	* O Actual  Expected
Date of Certificate of Occupancy/Certificate of Substantial Rehabilitation*	03/02/2018	• O Actual  Expected
Project Closing Date	03/01/2017	2
100% of Financing Committed Date*	12/01/2016	2
Project Completion Date		2
Have there been any material delays to the project?" $\odot$ Yes $\bigcirc$ No $\checkmark$		
Please provide a detailed explanation of reason for delays		
test		^
		~
You have 3996 characters remaining for your description.		
Required to save the page	To submit yo	our changes please click Save before exiting this p
Required before Certification		Save Undo
Previous		N

• Stabilized Occupancy Date: the date when the project reached or is expected to reach 90% occupancy. Please note: The increase to 90% occupancy is a change instituted in 2022 and applies to all projects moving forward.

• Date of Certificate of Occupancy/Certificate of Substantial Rehabilitation: the date the Certificate of Occupancy or Certificate of Substantial Rehabilitation was received or is expected to be received; for acquisition-only projects, enter the purchase date or expected purchase date of the final unit(s)

**1.** Provide all of the requested dates as indicated below.

• **AHP Initial Draw Date:** the date when the AHP subsidy disbursement request is anticipated to be Member Approved

**Please note:** If a project has submitted a Member Approved disbursement request, the AHP Initial Draw Date will auto-populate and be read-only.

**Remember:** For the following four dates, note whether the date provided is **actual** or **expected** by clicking on the applicable radio button.

• **Construction/Rehabilitation Start Date:** the date the construction or rehabilitation work began or is expected to begin; for acquisition-only projects, enter the purchase date or expected purchase date of the first unit(s)

• Complete Construction/Rehabilitation of All Units Date: the date the construction or rehabilitation work was completed or is expected to be completed; for acquisition-only projects, enter the purchase date or expected purchase date of the final unit(s) • **Project Closing Date:** the date of the project's finance closing or expected finance closing

• **Project Completion Date (read-only):** the date the project was or will be completed, based on the AHP Monitoring Policy definition of project completion; the beginning of the project's retention period

**2.** Indicate whether there have been material delays to the project by clicking on the Yes or No radio button. If Yes is chosen, a text box will appear, requesting a detailed description of the material delays.

**3.** Click on the Save button. The following message should appear at the top of the page, confirming that the entry has been saved and the page is complete.

**4.** Click on Next at the bottom-right corner of the Project Timeline page.

**OInformation** 

Your changes have been saved to the system.



#### **Project Timeline for Homeownership Projects**

Semi Annual Progress Report		
Project Timeline		
Notilly FHLBC immediately upon Project Completion Please supply the current project timeline dates listed below: Award Date	11/14/2016	
AHP Initial Draw Date Construction/Rehabilitation Start Date*	02/01/2017	Expected 7
Complete Construction/Rehabilitation/Purchase of all Units Date*	06/02/2019	O Actual      Expected
Project Completion Date Have there been any material delays to the project?*  • Yes  No		•
Please provide a detailed explanation of reason for delays		
test		0
You have 3996 characters remaining for your description.		
Required to save the page Required before Certification	To submit y	our changes please click Save before exiting this page. Save Undo
Previous		Next>

**1.** Provide all of the requested dates as indicated below.

• Award Date (auto-populated, read-only): the date the project was awarded AHP funds

• **AHP Initial Draw Date:** the date when the first AHP subsidy disbursement request is anticipated to be Member Approved

**Please note:** If a project has submitted at least one Member Approved disbursement request, the AHP Initial Draw Date will auto-populate and be read-only.

**Remember:** For the following two dates, note whether the date provided is **actual** or **expected** by clicking on the applicable radio button.

• **Construction/Rehabilitation Start Date:** the date the construction or rehabilitation work began or is expected to begin; for acquisition-only projects, enter the purchase date or expected purchase date of the first unit(s)

• Complete Construction/Rehabilitation/Purchase of All Units Date: the date the construction or rehabilitation work was completed or is expected to be completed; for acquisition-only projects, enter the purchase date or expected purchase date of the final unit(s)

• **Project Completion Date (read-only):** the date the project was or will be completed, based on the **AHP Monitoring Policy** definition of project completion; the beginning of the project's retention period

**2.** Indicate whether there have been material delays to the project by clicking on the Yes or No radio button. If Yes is chosen, a text box will appear, requesting a detailed description of the material delays.

**3.** Click on the Save button. The following message should appear at the top of the page, confirming that the entry has been saved and the page is complete.

OInformation

Your changes have been saved to the system.

**4.** Click on Next at the bottom-right corner of the Project Timeline page.



#### **Project Progress**

Semi Annual Progress Report	
Project Progress	
Project Status' Unfunded/not started Unfunded/started Funded/started Has Project Sponsor cd Complete	0
* Required to save the page	To submit your changes please click Save before exiting this page.
Required before Certification	Save Undo

**1.** On the Project Progress screen, select the appropriate AHP Project Status code. This code measures the progress the AHP project is making in the disbursement process, as well as its progress toward completion of construction, rehabilitation, or acquisition.

**Unfunded/not started:** A disbursement request for the project has not been approved by Community Investment staff. The project has **not** started construction/rehabilitation or (for acquisition-only projects) acquisition.

**Unfunded/started:** A disbursement request for the project has not been approved by Community Investment staff. The project has initiated construction/rehabilitation or (for acquisition-only projects) acquisition.

**Funded/started:** At least one disbursement request for the project has been approved by Community Investment staff. The project has initiated and/or is making substantial progress toward completion of construction/rehabilitation or (for acquisition-only projects) acquisition.

**Complete (for Rental projects): All** approved AHP funds have been disbursed to the project, construction/rehabilitation/acquisition is complete, and the project has reached **90%** occupancy. **Complete (for homeownership projects): All** approved AHP funds have been disbursed to the project, construction/rehabilitation/acquisition is complete, and all units are sold.

#### **Helpful Hint**

If a Sponsor Approved and Member Approved disbursement request has not been submitted for

an AHP project, a Project Status code of Withdrawn will appear in addition to the Project Status codes described here. Select Withdrawn if no approved AHP funds have been disbursed to the project and:

• The project sponsor and member no longer intend to move forward with the project construction/rehabilitation/acquisition.

• The project will not be able to meet conditions of award or eligibility per the Code

of Federal Regulations (12 C.F.R. Part 1291) or the Bank's Affordable Housing Program Implementation Plan.

For more information, see Withdrawal of an AHP Project in this guide.



#### **Rental Projects**

Semi Annual Progres	s Report		
Project Progr	ress		
Project Status*	Funded/started		
Has Project Sponsor	contact information changed since ap	plication?"  Yes O No  Mailing Address	
Lead Sponsor Name Organization Name Organization Type Cell Phone Number:	Not-for-Profit Organization	Email:" Confirm Email:"	AHP-test@fhibc.com
Work Phone Number: Fax Number:	Extn:		
<ul> <li>Required to save the pa</li> <li>Required before Certification</li> </ul>			To submit your changes please click Save before exiting this page
<previous< td=""><td></td><td></td><td></td></previous<>			

#### **Homeownership Projects**

Semi Annual Progress	Report				
Project Progre	SS				
Project Status'	Funded/started	-	-		
Have there been any sig	nificant financial changes t	o the project?"	Yes O No +		
Please provide an expla	nation <sup>*</sup>				
lest				~ ~	
You have 1996 characte	rs remaining for your descr	iption.			
Has Project Sponsor co	ntact information changed	since application	n?" 🖲 Yes 🔿 No 🚄	-	
Logged In Sponsor In	formation		Mailing Address		
Lead Sponsor Name	±:		Email:*	AHP-test@fhlbc.com	
Organization Name Organization Type	Not-for-Profit Organization		Confirm Email:*	AHP-test@fhlbc.com	
Cell Phone Number:					1
Work Phone Number:"		xtn:			
Fax Number:					
Required to save the page	g			To submit your changes please cl	ick Save before exiting this page
Required before Certification	tion				Save Undo
Previous					
				© 2017 Federal Home Loan	Bank of Chicago. All rights reserved

**2. For Homeownership projects only:** Indicate whether there have been any significant financial changes to the project by clicking on the appropriate radio button. If the answer is Yes, provide a thorough explanation of any significant financial changes to the project in the text box.

**3.** Indicate whether the project sponsor contact information has changed since the time of application by clicking on the appropriate radio button. If the answer is Yes, provide information in each requested field.

**4.** Click on the Save button. The following message should appear at the top of the page, confirming that the entry has been saved and the page is complete.

Information
 Your changes have been saved to the system.



Section 2: Semi-Annual Progress Reporting

# To Review and Submit an SAPR

Semi Annual Progress	Report					
Home						
Units/Targeting						
Financial Feasibility : Fina						
Financial Feasibility : Imp Financial Feasibility : Fea		ystem. 🛷				
Financial Feasibility : Con		and a second				
Project Timeline Project Progress		~				
Back to Semi-Annual Pro	aress Reports		A CONTRACT OF A CONTRACT.			
Tias Project sponsor co	macrimormation	munged since applic				
Logged in Sponsor in	nformation		Mailing Address			
Lead Sponsor Name Organization Name			Email:*	AHP-test@fhibc.com		
Organization Type	Not-for-Profit Org	anization	Confirm Email:*	AHP-test@fhibc.com		
Cell Phone Number:						
Work Phone Number:*	1	Extn:				
Fax Number:						
we will have the liter of the						
<ul> <li>Required to save the page</li> </ul>				To submit your changes ple	ease click Save before exit	ting this page.
<ul> <li>Required before Certifica</li> </ul>	tion			Landard and the second s	Save	Undo
<previous< td=""><td></td><td></td><td></td><td></td><td></td><td></td></previous<>						
				© 2017 Federal Home	e Loan Bank of Chicago All	rights reserved

# **1.** Click on the Semi-Annual Progress Report tab and select Back to Semi-Annual Progress Reports.

Project Number:

**2.** On the Semi-Annual Progress Reports page, find the appropriate SAPR and click on the Edit link next to it (under the Action heading).



# To Review and Submit an SAPR

#### **Rental Projects**

Semi Annual Progress R	eport	
SAPR Home		
Reporting Period	April 01, 2017 - September 30, 2017	
SAPR Status Approved AHP Funding	Not Certified \$ 540,000.00	
Amount	\$ 540,000.00	1
FHLB Lead Member	Chicago H-	N.
	Chicago, IL	
	Section	🔻 Status
Units/Targeting		1
Financial Feasibility : Financial	cial Review	4
Financial Feasibility : Import	t Spreadsheet	1
Financial Feasibility : Feasib	oility Analysis	4
Financial Feasibility : Comm	sitment Letters	-
Project Timeline		4
Project Progress		1
Certify		
X Not Visited In Progress		
Complete		

#### **Homeownership Projects**

Semi Annual Progress Repo	et	
APR Home		
Reporting Period SAPR Status Approved AHP Funding Amo	April 01, 2017 - September 30, 2017 Not Certified unt	١
FHLB Lead Member	Section	Status
Inits/Targeting	Section	- Status
Project Timeline		1
Project Progress		1

**3.** The details of the SAPR will be displayed. Verify that each section of the SAPR has a green check mark ( ) under the Status heading. If a red X ( ) or yellow check mark ( ) is displayed in the Status column, that section has not been completed and saved. The sponsor will need to click on the link for that section, complete the section, and save it.

Once the information displayed on this page is correct and complete (with a green check mark in the Status column for every section), click on *Certify* to submit the report.



## To Review and Submit an SAPR

								Project Name	s.
								Pro	ect Number: SAPR Number: 188
Semi Annual Progress R	eport								ant is municipal. Too
SAPR Home		-	-						
Information     SAPR Certification	a successfully completed.								
Reporting Period	April 01, 2017 - September 30, 2017	1		Status Ch	ange Details				
SAPR Status Approved AHP Funding	Certified \$ 540,000.00		From Status	To Status	Changed By	Char	nged Date		
Amount FHLB Lead Member	Chicago, IL	i į	Not Certified	Certified		10/0	06/2017		
	Section						Status		
Units/Targeting							4		
Financial Feasibility : Financ	tial Review						1		
Financial Feasibility : Import	Spreadsheet						1		
Financial Feasibility : Feasib	ility Analysis						1		
Financial Feasibility : Comm	itment Letters						1		
Project Timeline							1		
Project Progress							1		
X Not Visited In Progress Complete									
					© 20	17 Fe	deral Home Lo	san Bank of Chie	ago. All rights reserved

SAPR Certification	0.220.2		
authorized to mai information		tations conta le, complete,	
	Yes	No	3

**4.** When prompted, click on the Yes button to certify and submit the request.

**5.** Once the report is certified, a message will be displayed, confirming the certification and submission of the SAPR to Community Investment.



# Community Investment SAPR Review

Once the SAPR has been certified and submitted to Community Investment, the project's Lead Member will be notified by email. At this time, the Lead Member is only required to review the report; no further action is required.

#### The Community Investment review process takes approximately four to six weeks, depending on the current volume of SAPRs.

The sponsor or member may check whether the report has been approved by reviewing the SAPR Status on the SAPR Home screen.



# **Section 3: Extensions**

# **Overview and Process**

#### **Overview**

If initial disbursement of AHP funds will not be requested **within 12 months** of the project's AHP award date, an extension may be requested. Community Investment may issue a written approval for a **one-time extension of 12 additional months** from the award date, if:

- The conditions of the award have been met;
- There is a sound reason for the initial funding delay;

• Documentation is provided to support the reason for the delay in requesting initial funding; and

• Reasonable progress is still being made on the project as a whole.

#### **Prerequisites**

All applicable conditions to the AHP project's award must be satisfied at the time of the extension request by uploading the required documentation to the Conditions section of the project's Current Project Summary page.

**Please note:** If an AHP project has a Developer Fee condition, Community Investment will continually evaluate and confirm the condition through project completion reporting.

#### **Extension Request Submission Process**

The project sponsor requests an extension by logging in to AHP Online, generating an extension request, and completing each section on the Extension Request home screen (section completion is denoted by a green check mark in the Status column). Once the extension request is complete and certified, it will be made available to the Lead Member Contact(s) and Community Investment for review.

**For Rental projects only:** To submit an extension request, the project sponsor must have uploaded an updated Financial Feasibility Spreadsheet as part of the current Semi-Annual Progress Report (SAPR). Refer to Section 2 of this guide to learn how to submit an SAPR in AHP Online.



			Project Name: Project Number:
Project Disbursement Monitoring	Extension		
Current Project Summary	Home Request Extension		
Project Profile Project Number Project Status Unfunded/not started Monitoring Status Not Funded	Application Number Lead Sponsor Lead Member	More Outaila	If you have any questions regarding the AHP program, please contact us at 312-565- 5824. Hours of Operation AHP Online system hours are from 6:30 a.m. to midnight CT.
Conditions			Community Investment hours
Description	Documentation Required	Status	operation are from 8.30 a.m. to 5:00 p.m. CT, Monday through
Financial Feasibility : Summary	Evidence of LIHTC reservation	Needed	Friday
a intoi	(at a	More Details	
Documentation Required			
Categories / Types	Documentation Required	Status	
Acquisition	see documentation matrix	Needed	
Acquisition Cost	see documentation matrix	Needed	
Existence	see documentation matrix	Needed	

1. Log in to AHP Online.

**2.** On the *My Projects* page, click on the project number for which the SAPR is being completed.

**3.** Hover the cursor over the *Extension* tab on the Current Project Summary screen and click on *Request Extension*.

			Project Name:
			Project Number:
			Extension Number
Extension Recuest			
Extension Request			
Request Status	Not Certified		
Initial Disbursement Request Deadline Date	December 09, 2016		
FHLB Load Member	Barrah J		
Approved AHP Subsidy Amount	\$ 630,000.00		
	Section	Status	
Project Timeline		×	
Project Delay		×	
× Not Visited			
🥜 in Pregress			
🗸 Complete			

**4.** On the Extension Request screen, click on the *Project Timeline* link.



#### Rental Projects

11/14/2016		
12/21/2017	Expected	7
11/27/2017	* O Actual      Expected	
07/02/2018	* O Actual      Expected	
09/24/2018	• O Actual      Expected	2
09/24/2018	* O Actual      Expected	
10/31/2017	0	
10/31/2017	0	
	2	
	. 14	
	~	
	Y	
To submit u	our changes please click Save t	pefore exiting this page
	12/21/2017 *** 11/27/2017 *** 07/02/2018 *** 09/24/2018 *** 10/31/2017 *** 10/31/2017 ***	12/21/2017       Expected         11/27/2017       • O Actual • Expected         07/02/2018       • O Actual • Expected         09/24/2018       • O Actual • Expected         09/24/2018       • O Actual • Expected         10/31/2017       • O Actual • Expected         10/31/2017       • O Actual • Expected         10/31/2017       • O Actual • Expected

**5.** Provide all of the requested dates as indicated below.

#### **Rental Projects**

• Award Date (auto-populated, read-only): the date the project was awarded AHP funds

• **AHP Initial Draw Date:** the date when the AHP subsidy disbursement request is anticipated to be Member Approved

**Remember:** For the following four dates, note whether the date provided is **actual** or **expected** by clicking on the applicable radio button.

• **Construction/Rehabilitation Start Date:** the date the construction or rehabilitation work began or is expected to begin; for acquisition-only projects, enter the purchase date or expected purchase date of the first unit(s)

• Complete Construction/Rehabilitation of All Units Date: the date the construction or rehabilitation work was completed or is expected to be completed; for acquisition-only projects, enter the purchase date or expected purchase date of the final unit(s)

• **Stabilized Occupancy Date:** the date when the project reached or is expected to reach 90% occupancy

• Date of Certificate of Occupancy/Certificate of Substantial Rehabilitation: the date the Certificate of Occupancy or Certificate of Substantial Rehabilitation was received or is expected to be received; for acquisition-only projects, enter the purchase date or expected purchase date of the final unit(s)

• **Project Closing Date:** the date of the project's finance closing or expected finance closing

• **Project Completion Date (read-only):** the date the project was or will be completed, based on the **AHP Monitoring Policy** definition of project completion; the beginning of the project's retention period

**6.** Indicate whether there have been material delays to the project by clicking on the Yes or No radio button. If Yes is chosen, a text box will appear, requesting a detailed description of the material delays.

7. Click on the Save button.

**8.** Click on *Next* at the bottom-right corner of the Project Timeline page.



Section 3: Extensions

# To Request an Extension

#### **Homeownership Projects**

#### **Project Timeline**

lotify FHLBC immediately upon Project Completion			
Please supply the current project timeline dates listed below:			
Award Date	11/14/2016		
AHP Initial Draw Date*	· · · · · · · · · · · · · · · · · · ·	Expected ?	
Construction/Rehabilitation Start Date*	02/01/2017	*      Actual      Expected	?
Complete Construction/Rehabilitation/Purchase of all Units Date*	01/04/2017	*   Actual   Expected	?
Project Completion Date		2	
		10 m l	
Have there been any material delays to the project?* $\odot$ Yes $\bigcirc$ No			
Have there been any material delays to the project?*          • Yes          No          Please provide a detailed explanation of reason for delays			
Please provide a detailed explanation of reason for delays  You have 3000 characters remaining for your description.	To submit you	ur changes please click Save before exiting t	his pade
	To submit you	ur changes please click Save before exiting t	his page

**5.** Provide all of the requested dates as indicated below.

#### **Homeownership Projects**

• Award Date (auto-populated, read-only): the date the project was awarded AHP funds

• **AHP Initial Draw Date:** the date when the first AHP subsidy disbursement request is anticipated to be Member Approved

**Remember:** For the following two dates, note whether the date provided is **actual** or **expected** by clicking on the applicable radio button.

• **Construction/Rehabilitation Start Date:** the date the construction or rehabilitation work began or is expected to begin; for acquisition-only projects, enter the purchase date or expected purchase date of the first unit(s)

• Complete Construction/Rehabilitation/Purchase of All Units Date: the date the construction or rehabilitation work was completed or is expected to be completed; for acquisition-only projects, enter the purchase date or expected purchase date of the final unit(s)

• **Project Completion Date (read-only):** the date the project was or will be completed, based on the **AHP Monitoring Policy** definition of project completion; the beginning of the project's retention period

**6.** Indicate whether there have been material delays to the project by clicking on the Yes or No radio button. If Yes is chosen, a text box will appear, requesting a detailed description of the material delays.

7. Click on the Save button.

**8.** Click on Next at the bottom-right corner of the Project Timeline page.



Explain why the project has not requested the initial draw of AHP funds and	requires an extension.
	0
You have 1000 characters remaining for your description.	

<ul> <li>Vour changes have been saved to the s</li> </ul>	system. 🛷
Explain why the project has not requested th	e initial draw of AHP funds and requires an extension."
Testing	$\bigcirc$
You have 993 characters remaining for your o	description.
Required to save the page	To submit your changes please click Save before exiting this

**9.** On the **Project Delay** screen, provide a thorough explanation of why the initial draw of AHP funds will not be requested within the allotted 12 months following the AHP award date and why the project should receive an extension.

**10.** Click on the Save button. A message should appear, confirming that the entry has been saved.

	Project Name: Project Number: Extension Number: 1
Extension Request	
Home	
Project Delay	
Project Timeline	
Back to Extension Home	n saved to the system. 🖋
Testing	· · · · · · · · · · · · · · · · · · ·
	not requested the initial draw of AHP funds and requires an extension.*
You have 993 characters rem	naining for your description.
* Required to save the page	To submit your changes please click Save before exiting this page

**11.** Click on the Extension Request tab and select Back to Extension Home.

					Project Name:
					Project Number:
Project	Disbursement Mor	nitoring Extension			
Extension(	s) Extension ID #	Status	From Extension Date	To Extension Date	
		Net Certified	D 00 0040		
Edit	1262	Not Certified	Dec 09, 2016		

**12.** On the *Extension Home* page, find the appropriate extension ID and click on the Edit link next to it (under the Action heading).



			Project Name: Project Number: Extension Number: 1262
Extension Request			
Extension Request			
Initial Disbursement Request Deadline Date			
FHLB Lead Member	Bank I		
Approved AHP Subsidy Amount	\$ 630,000.00		
	Section	Status	
Project Timeline		1	
Project Delay		× 🔪	
Certify			
X Nol Visiled			
🗸 In Progress			
🖌 Complete			

**13.** The details of the extension request will be displayed. Verify that the Project Timeline and Project Delay sections both have green check marks under the Status heading. If the information displayed on this page is correct and complete, click on *Certify* to submit the request.

**14.** When prompted, click on the Yes button to certify and submit the request.

ly indicating its	acceptance below. Sponsor certifies that it is duly
	ake the representations contained herein, and the
	on provided is true, complete, and accurate.
Are you (	certain you want to submit this information?
	Yes No



## Section 3: Extensions To Request an Extension

								Project Name:	
								Project Number:	
								Extension Nun	nber: 126
Extension Request									
Extension Request									
@Information							]		
Extension Request Certification	n successfully completed.			1					
Request Status	Not Certified		Statue 0	nango Detaile					
Initial Disbursement Request Deadline	December 09, 2016	From Otation	Status Change Details From Status To Status Changed By Changed			Dete			
Date				Changed By					
FHLB Lead Member	Bank	Not Certified	Certified		06/13/201	6			
Approved ALIP Subsidy Amount	\$ 630,000.00								
	-						_		
	Section					Status			
Project Timeline						<ul> <li>Image: A second s</li></ul>			
Project Delay						<b>/</b>			
× Not Visited									
In Progress									
✓ Complete									
• •••••									

**15.** Once the request is certified, a message will be displayed, confirming the certification and submission to Community Investment.



Once the extension request has been certified and submitted to Community Investment, the project's Lead Member Contact(s) will be notified by an auto-generated email. At this time, the member is only required to review the request; no further action is required.

The Community Investment review process takes approximately two weeks, depending on the current volume of AHP extension requests. Once the review is complete, both the Lead Sponsor Contact(s) and Lead Member Contact(s) will receive an email indicating whether the extension request has been approved or denied.



# **Section 4: Disbursement**

## Sponsor and Member Information

This section of the guide will explain how to submit an AHP Online disbursement request so it may be reviewed by Community Investment for deposit into the selected project member's Daily Investment Deposit (DID) account.

### **The Disbursement Process**

The initial disbursement of an AHP subsidy must be requested within 12 months of the AHP award date. The project sponsor requests a drawdown of subsidy by logging in to AHP Online, generating a disbursement request transaction, and submitting supporting documentation per the **Owner-Occupied Documentation Matrix or Rental Documentation Matrix**.

Once the sponsor initiates a disbursement request and clicks on Submit, a disbursement request ID is generated for that transaction in the project. Once the sponsor has completed each section on the Disbursement Request Home screen (denoted by a green check mark in the Status column) and clicks on Submit, an email is sent to the member associated with the disbursement, informing the member that a disbursement request is available for review. Once the member has reviewed and approved the disbursement request, it will be made available to Community Investment for review. Prior to any subsidy disbursement request being processed for payment, Community Investment will review supporting documentation to determine that the project sponsor and member have submitted the proper disbursement documentation, are still making progress toward their AHP application commitments, and continue to meet eligibility, scoring, and financial feasibility criteria. An incomplete disbursement request submission will result in rejection of the disbursement request.

**Rental Projects:** Disbursement Requests typically take FHLBank Chicago staff between four and six weeks to review, depending on the number of clarifications. Rental projects request a lump sum disbursement for the entire subsidy.

Homeownership Projects: Disbursement Requests typically take FHLBank Chicago staff about four weeks to review, depending on the number of clarifications. Homeownership projects submit individual Disbursement Requests for each household served.



# Sponsor and Member Information

## **Helpful Hints**

- Use the resources, information, and templates available in the Affordable Housing Program General Fund section of the Bank's public website (and particularly the AHP Program Policy and Forms page) to help in completing your AHP Online disbursement request transaction.

The system will time out after 10 minutes of inactivity. Therefore, save each page often or data entered may be lost.

- When completing a disbursement request, do not use your browser's Back button. To move through the screens, follow the guides on the bottom-left and bottom-right corners of the screen.
- Only a Lead Sponsor Contact may initiate a disbursement request. Please refer to the How to Change a Contact section in this guide to determine who in your project is assigned as a Lead Sponsor Contact.
  - If a sponsor or member needs to make a change to AHP Online contacts or organizations, please refer to the **How to Change a Contact** section in this guide.

Preapprovals for Rental Project disbursement requests: Community Investment will continue to grant preapprovals for disbursement requests submitted via AHP Online. The sponsor and member must complete and approve the disbursement request. Once completed, the request will be reviewed by Community Investment for completeness. If there are questions, the member and sponsor will receive a request for clarification. Once the review is complete, Community Investment will send an email to the sponsor and member, notifying them of preapproval and documents needed to complete the funding. After receiving the preapproval, the member and sponsor must submit the required documentation via email in order for Community Investment to approve and fund the disbursement request.



# Sponsor and Member Information

### **Prerequisites**

Once a project has been awarded an AHP subsidy, the Lead Sponsor Contact(s) will be able to initiate a disbursement request. Conditions associated with the project will need to be satisfied by uploading the necessary documentation to the Conditions section of the project's Current Project Summary page. Please refer to the AHP Subsidy Disbursement Policy and the Owner-Occupied Documentation Matrix or Rental Documentation Matrix to understand policy and documentation requirements for a disbursement request.

### **Helpful Hint**

Homeownership Projects: To expedite the process of submitting a disbursement request for a homeownership project, you may find it helpful to gather any necessary documentation and to complete the Household Member

Questionnaire and Income Calculation Workbook prior to beginning your data entry.

### **Disbursement Request Status Codes**

The following codes describe the status of the disbursement request:

**Pending:** A disbursement request has been initiated. The member will have read-only ability, and will not be able to approve or reject the transaction until the sponsor has approved it.

**Sponsor Approved:** The sponsor has approved the disbursement request (and is awaiting member approval). The member may now review and approve or reject the disbursement request transaction.

**Member Approved:** The member has approved the disbursement request. It is now awaiting Community Investment review and approval. The disbursement request can no longer be edited by either the member or the sponsor. **Under Review:** Community Investment is in the process of reviewing the disbursement request.

**Clarification Pending:** This status code (not to be confused with a normal Pending status) indicates that the sponsor or member needs to address a question from Community Investment. An automatically generated email will be sent to notify the sponsor of this status change, and Community Investment will follow up with a separate email detailing which questions need to be addressed.

**Funded:** Community Investment has completed its review, and the amount approved in the disbursement request transaction has been deposited into the member's DID account.

**Rejected:** Community Investment has completed its review, and the amount requested in the disbursement request transaction will not be deposited into the member's DID account.



# Sponsor and Member Information

## System Messages

System Message	Meaning						
Your changes have been saved to the system.	Changes have been successfully saved and the page is complete.						
Your changes have been saved to the system.	Changes have been successfully saved but the page is incomplete.						
Make the following corrections:	The page cannot be saved until it is corrected.						



## How to Log In

FHLBank	
Chicago	
Welcome to AHP Online. Sponsors, please log in. Login ID:	
Log In	
Members must log in to <u>eBanking</u> to access AHP Online.	
Forgot your password? Click here to reset.	
If you have not registered for AHP Online, please click here.	
AHP Online Hours: 6:30 a.m. to midnight CST	
There will be no access to AHP Online on March 19 and March 20 due to system maintenance.	
Questions? Please call Community Investment at 312-565-5824, or email us at <u>AHPOnlineSupport@fhlbc.com</u> .	
Microsoft Excel 2010 or Newer Required for Uploading Worksheets	
This site is supported by Internet Explorer 11.0 and above.	
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Sponsors may access AHP Online at https://sponsors.fhlbc.com. Access to the login page is also available at the top-right corner of every page in the Community Investment section of the Bank's public website.

Enter the sponsor's login ID and password to enter the AHP Online system.





## Finding or Creating a Disbursement Request

If the **My Applications** page is displayed, to initiate a disbursement request or to continue working on an existing request, click on the My Projects link in the toolbar and choose Home.

VIY Project Project Number Project Name		g Round Select V Se	arch Reset	If you have any questions regarding the AHP program, please contact us at 312-565-5824. Visit the Bank's website at www.FHLBC.com for additional
Project Number	Project Name	Status	Monitoring Status	resources, including the Implementation Plan, Guide for
2016A07025	5th Street School Apartments	Unfunded/not started	Not Funded	Project Management, application templates, and more.
				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.

**1.** The *My Projects* page will be displayed. If the relevant project is not displayed, select the project's award year in the Funding Round drop-down menu and click on Search. The project(s) for that award year will then be displayed. Click on the appropriate project number to display the Current Project Summary page.



## Finding or Creating a Disbursement Request

Project Disbursement	
Home	
Current Request Disbursement y	
Dening Dentila	
Project Profile	
Project Name MCCA Down Payment Assistance 2013 Application Number 3172	If you have any questions regarding the AHP program,
Project Number 2013A07021 Lead Sponsor Mid Central Community Action, In	
Project Status Funded/started Lead Member Busey Bank   Champaign, II	5824.
Monitoring Status Not Funded	Hours of Operation
M	Iore Details AHP Online system hours are from 6:30 a.m. to midnight CT.
Conditions	
No conditions found.	Community Investment hours of operation are from 8:30 a.m. to
M	lore Details 5:00 p.m. CT, Monday through
Documentation Required	Friday.
Categories / Types Documentation Required	Status Approved Application
Site Control Ne	eeded
Acquisition	eeded
Zoning	eeded
«« « 1/4 » Last	
M	lore Details
Modifications	
No modifications found.	
M	lore Details
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**2.** Click on *Disbursement* in the menu at the top of the page and choose Home or Request Disbursement. Choosing Request Disbursement will open the Initiate Disbursement Request page. Choosing Home will open the Disbursement Home screen.



## Finding or Creating a Disbursement Request

	ement Hom	-					
roject Status	Funded/started						Approved Application (PDF)
AHP Approv	ved Amount						If you have any questions
-Grant Amo	ount						regarding disbursements, please feel free to contact Community
Original Awarded Amount \$ 300,000.00							Investment at 312-565-5824.
Current Ap	pproved Amount	\$ 30	0,000.00				
Disbursen		\$ 2	3,772.00				
Withdrawr Recapture	n/Deobligated		\$ 0.00 \$ 0.00				
Available	u	\$ 27	6.228.00				
Disburseme	ent Requests						
Request #	Date Created	Date Received	Amount F	Requested	Funding Status	Date Funded	
20050	06/13/2014		Grant	\$ 3,232.00	Pending		
20049	06/12/2014		Grant	\$ 2,540.00	Pending		
	06/03/2014	06/12/2014	Grant	\$ 6,000.00	Funded	06/12/2014	
20040	00/00/00 4 4	06/26/2014	Grant	\$ 6,000.00	Under Review		
20040 20039	06/03/2014				Funded	06/12/2014	
	05/14/2014		Grant	\$ 6,000.00	T unuou		
20039		<b>««</b>		\$ 6,000.00	T unusu		

**3.** From the **Disbursement Home** screen, the user can choose a previously initiated disbursement request in a Pending state to finish completing (so it may be submitted to the member and Community Investment for review and approval) or click on the Request Disbursement link to initiate a new disbursement for that project.



## **Initiating a Disbursement Request**

Project Disbursement	
Initiate Disbursement Request Amount Requested* Grant*	
Uses of Funds (select at least one) <sup>*</sup>	
Assistance with Acquisition Costs	
Please select (1) one FHLBC member institution into which the funds from this disbursement request will be deposited. If the member inst listed, please call Community Investment at 312-565-5824 for instructions on how to proceed.	itution to receive the funds is not
Member to disburse the requested funds*	
Is this the final disbursement request for this project? $^{*}$ $\odot$ Yes $\odot$ No	
Has there been an escrow account established for this project?* $\odot$ Yes $\odot$ No	
* Required to save the page	Submit Cancel
Required before Sponsor Approval	ounou
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Clicking on the Request Disbursement link will cause the *Initiate Disbursement Request* page to appear. To initiate a disbursement, fill in the screen and click on the Submit button.

## Helpful Hint

When initiating a disbursement request, the sponsor will be prompted to provide documents and information evidencing project details and commitments. Refer to the **Owner-**

Occupied Documentation Matrix or the Rental Documentation Matrix for guidance.

## **Helpful Hint**

For **Homeownership Projects**, a disbursement request will be initiated for one unit at a time (for example, if it is a 10-unit project there will be 10 disbursement requests).

### **Helpful Hint**

**Rental Projects** will only need one disbursement request as all funds must be drawn in a single transaction.

### **Helpful Hint**

After a disbursement request is initiated, the **Member Contact(s)** will be able to view the disbursement request via eBanking. The member will not be able to approve the request until the transaction's status is Sponsor Approved.



## **Initiating a Disbursement Request Continued**

Project Disbursement	
nitiate Disbursement Request	
Information The disbursement request # 20073 has been successfully initiated.	
Amount Requested* Grant* \$1,000.00	
Uses of Funds (select at least one)* <ul> <li>Assistance with Acquisition Costs</li> </ul> <li>Types of Assistance with Acquisition Costs* <ul> <li>Closing Costs</li> <li>Down Payment Assistance</li> <li>Financial Literacy/Homebuyer Counseling</li> </ul> </li>	
Member to disburse the requested funds* Busey Bank   Champaign, II - LEAD MEMBER	
Is this the final disbursement request for this project? <sup>* No</sup>	
Has there been an escrow account established for this project?* No	
Required to save the page	7
Required before Sponsor Approval	/

**Amount Requested:** Enter the amount of the subsidy being requested, which must be rounded up to the nearest whole dollar.

**Uses of Funds:** Check the box or boxes that describe how the funds will be used, which should be consistent with the approved application. If Other is an option and is chosen, please type in how the funds will be used.

Member to disburse the requested funds:

Choose the member to which the funds (as indicated in the Amount Requested box) will be deposited for an approved disbursement request. Members associated with the project should be listed in the drop-down menu.

# Is this the final disbursement request for this project?: Choose Yes if:

• The disbursement is for a rental project (for rental projects, only one disbursement request transaction may be completed);

• The sum of all disbursement requests (including this one) is equal to the total amount awarded; or

• This is the last disbursement request and the sum of all disbursement requests (including this one) is less than the awarded amount. **Please indicate your anticipated closing date** (Rental Projects only): Enter the date when the project's finance closing will occur.

Has there been an escrow account established for this project?: Choose Yes if an escrow account has been created. Choose No if an escrow account has not been created.

#### Are you expecting the AHP funds to be disbursed at time of closing? (Rental Projects only): Choose accordingly.

Clicking on the **Submit** button will create a disbursement request to be completed. Clicking on **Cancel** will delete the entry.

Once the required information has been entered and the Submit button has been clicked (without an error message appearing), a read-only summary screen will appear, indicating that a disbursement request has been successfully initiated. A unique disbursement request number is now assigned to the request. This number is used to identify this particular disbursement request in the project. **The Finish button must be clicked to complete the initiation process.** This disbursement request will now be listed on the Disbursement Home page with a status of Pending.

### **Initiating a Disbursement Request Continued**

Disbursement Request								
Disbursement Request Home								
Funding Status Pending Funding Member Busey Bank   Champaign, IL								
Section	Status							
Amount Requested and Uses of Funds	A							
Site Selection	×							
Beneficiary Selection	×							
Household Income	×							
Project Status Information	×							
Project Timeline	×							
Scoring Information	×							
Project and Disbursement Documentation	×							
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The Disbursement Request Home page will now display a green check mark ( ) in the Status column next to the Amount Requested and Uses of Funds link, indicating that section of the disbursement request is complete. Click on the Amount Requested and Uses of Funds link to edit any details entered when the transaction was initiated, and be sure to click on Save after making any changes. Otherwise, click on the next section, Site Selection, to continue filling out the disbursement request.



## **Disbursement Site Selection**

	nount approved		ş	58,000.00							
	inds disbursed to			\$ 1,151.23)							
	ending disbursem	ent requests		\$ 1,151.23)							
	nount available			56,848.77							
ISDUISE	ement requested			\$ 1,000.00							
Ad	ld Disbursement	Sites									
			5	iite(s)							
Select	Site Information	Central Site	Address Line 1	Address Line 2	City	County	State	Zip Code			
			40 Vine St		URBANA	CHAMPAIGN	IL	61801-3336			
		<ul> <li>Image: A second s</li></ul>	400 S Vine Street		URBANA	CHAMPAIGN	IL	61801-3336			
equired	I to save the page						То	submit your	hanges please	click Save befor	e exiting this page
	d before Sponsor	Approval								Save	Undo
Require	a before opensor i										

#### **Rental Projects**

- All project sites must be entered on this screen.
- Select all sites in the project for a disbursement request.
- If a site or address has changed, please contact Community Investment.

### **Homeownership Projects**

• If known, data for multiple project sites can be simultaneously entered on this screen for future use.

- Only one site can be selected per disbursement request.
- The site selected for the disbursement request must correspond to the beneficiary on the Beneficiary Selection screen.

Choose one of the addresses listed; however, please note that a Central Site may not be chosen as a location. (A Central Site is the closest intersection/coordinates/address describing the location of the project at the time of application if an exact address was unknown at that time.)

If the relevant address is not listed, an available site (that hasn't been chosen in a prior disbursement) may be added or edited by clicking on the Add Disbursement Sites button. Clicking on this button will navigate the user outside of the disbursement request module to the Application Details: Site Information page.

### **Disbursement Site Selection Continued**

Application	i Details 🦉	ļ								
Site Information										
Is the Project sing	gle site?* 💿 Yes	No								
How many sites a	are part of the proje	ect?* 10								
Are the addresses	s for all of the sites	s known? <sup>*</sup> O Ye	es 🔍 No							
	Idresses are know									
1										
Add Known Site	s							1		
	Question 1 Office	Address House	Site(s)	O'the	Questa	<b>0</b> 4-4-	The Original	-		
Action	Central Site	Address Line 1	Address Line 2	City	County	State	Zip Code			
		40 Vine St		URBANA	CHAMPAIGN	IL	61801- 3336			
	<b>v</b>	400 S Vine Street		URBANA	CHAMPAIGN	IL	61801- 3336			
Back to Disbursen	ment Site Selection									
Required to save th	e page						To submit	your changes please click §	Save before exi	ting this pag
Required before S	ponsor Approval								Save	Undo
							© 2	2014 Federal Home Loan Ban	k of Chicago. All	l rights reserv

The top portion of the page lists read-only application or project-level details.

### To Edit a Site

To edit a site, click on the individual site's Edit button. Make any necessary updates, click on the Update Site button, and save the page by clicking on the Save button.

### To Add a Site

1. Click on the Add Known Sites button.

**2.** Provide the required information, denoted by an asterisk (\*).

**a.** Enter the nine-digit ZIP+4 code, and then click on the Lookup button to automatically populate the city, county, state, census tract, and other details. If these details are not as expected, please contact Community Investment.

**b.** If the last four digits of the ZIP+4 code are unknown, please use the ZIP code look-up function provided by the **United States Postal Service**.



## **Disbursement Site Selection Continued**

City In famme diam									
Site Information									
Is the Project single site? <sup>*</sup> O Yes O No									
How many sites are part of the project?* 10									
Are the addresses for all of the sites known?* 0 Yes 0 No									
How many site addres	ses are know	n?*							
Add Known Sites									
			Site(s)						
Action	Central Site	Address Line 1	Address Line 2	City	County	State	Zip Code		
		40 Vine St		URBANA	CHAMPAIGN	IL	61801- 3336		
	<b>~</b>	400 S Vine Street		URBANA	CHAMPAIGN	IL	61801- 3336		
Site Address Line1* Address Line2	Address Line1* ZIP* Zip+4* Lookup ?								
Number of Units <sup>*</sup>			Та	rgeted Are	ea:*			•	
Appraisal Date: Acquisition Price <sup>*</sup> Appraised Value: Is the site Donated or	Discounted?		ls	/ Will the p	rty located on l roperty be in a a Foreclosure,	Land	Trust?* 🔘	Yes 💿 No	
Is the Site Rural?*						,			
Is the Site Rural? Yes No Dwelling type Ves Ves No Dwelling type Ves Ves Ves Ves Ves Ves Ves Ves Ves Ve									
Attach an "as is" appr		alue of the prope	rty:		Browse	?			
lack to Disbursement Site	Selection								
quired to save the page equired before Sponsor A	pproval					T	o <mark>submit y</mark> o	ur changes please click Save before exiting this page Save Undo	
							© 201	4 Federal Home Loan Bank of Chicago. All rights reserve	

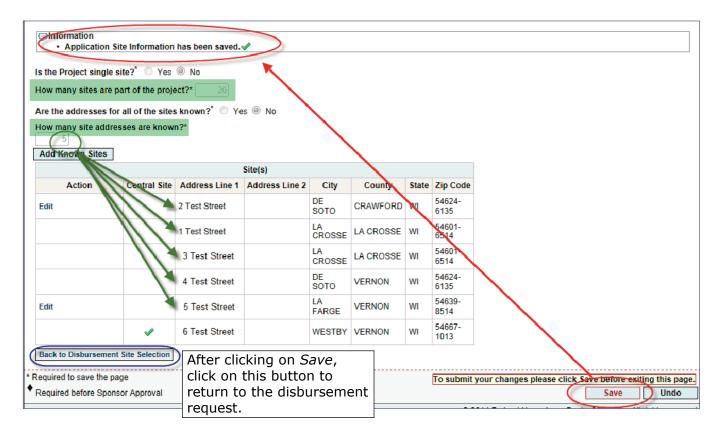
**3.** Click on the Update Site button to save the details.

### Helpful Hint

Refer to the **Owner-Occupied Docu**mentation Matrix or **Rental Documen**tation Matrix to determine whether it is necessary to upload an "as is" appraisal.



### **Disbursement Site Selection Continued**



**4.** It is also necessary to save the page by clicking on the Save button.

**5.** Next, click on the Back to Disbursement Site Selection button to navigate back to the disbursement request to select a site.



### **Disbursement Site Selection Continued**

Disbursement Request								
<b>Disbursement Site Selection</b>								
Grant amount approved	\$ 58,000.00							
Less: Funds disbursed to date	(\$ 1,152.23)							
Less: Pending disbursement requests	(\$ 1,152.23)							
Grant amount available	\$ 56.847.77							
Disbursement requested	\$ 1,001.00							
Add Disbursement Sites								
$\frown$	Site(s)							
Select Site Information Site Parcel Central Site	Address Line 1	Address Line 2	City	County	State	Zip Code		
Edit   Remove Add/Edit	100 S. Vine Street		URBANA	CHAMPAIGN	IL	61801-3363		
	40 Vine St		URBANA	CHAMPAIGN	IL	61801-3336		
· · ·	400 S Vine Street		URBANA	CHAMPAIGN	IL	61801-3336		
* Required to save the page				Taauhm	it usur	shanges play	ana aliak Caus hafara avitin	a this page
Required before Sponsor Approval				TO SUDI	it your	changes plea	ase click Save before exitin	
Nequired before Sponsor Approval							(Save)	Undo
<previous< th=""><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th>Next&gt;</th></previous<>								Next>
								INCAL.

### **Site Parcel Information**

If the site was denoted as donated or discounted on the Site Information screen, the site parcel information must be added by clicking on the Add/Edit button for that site, which will bring up the Site Parcel Information screen. Choose the address by clicking on the corresponding Edit link. Click on the Add Site Parcel box and enter the required information. Click on the Update Site Parcel button to save the information, and then Save to save the screen and apply the changes. Click on the Back to Disbursement Site Selection button to navigate back to the disbursement request.

Click on the check box for the site associated with this disbursement request.

Save the page.



## Tenant Income (for Rental Projects Only)

Disbursement Request	
Tenant Income	
Is the project property occupied at the time of this disbursement request?' $ullet$ Yes $igodot$ No	
Please complete and upload a Tenant Income Workbook that includes all current property occupation	Browse ?
* Required to save the page	To submit your changes please click Save before exiting this page.
◆ Required before Sponsor Approval	Save Undo
<previous< th=""><td>Next&gt;</td></previous<>	Next>

Answer the questions on the screen and upload the completed Tenant Income Worksheet (TIW), if necessary. The TIW can be found on the AHP Program Policy and Forms page of the Bank's public website. Open the TIW, complete it, and save it to a local drive for later uploading. Directions for completing the TIW are provided in the worksheet.



Section 4: Disbursement

## For Sponsors

## Beneficiary Selection (for Homeownership Projects Only)

Disbursem	ent Request						
Benefic	iary Selection	n					
		Site	(S)				
Select	Address Line 1	Address Line 2	City	County	State	Zip Code	
Add Beneficiary	111 Test Street		CHICAGO	соок	IL.	60614-5506	
$\sim$							
Beneficiar	ry Last Name <sup>*</sup>		ach member of	f the househo	ld.		Save Cancel
* * Required to a	Browse						
	efore Sponsor Approval					To subn	nit your changes please click Save before exiting this page, Save Undo
<previous< th=""><th></th><th></th><th></th><th></th><th></th><th></th><th>Next&gt;</th></previous<>							Next>
						(	© 2014 Federal Home Loan Bank of Chicago. All rights reserved.

Add the name(s) of the individuals from the Retention Documents, as applicable, as the beneficiary and co-beneficiaries.

### To Add a Beneficiary

Click on the Add Beneficiary link that corresponds to the address chosen on the Disbursement Site Selection screen. Provide the required information and click on Save. The name added (the primary beneficiary) is now available to edit or remove (if it was added in error) and co-beneficiaries may now be added.



Section 4: Disbursement

## For Sponsors

## Beneficiary Selection (for Homeownership Projects Only)

Disburs	ement Request											
_												
Bene	ficiary Select	ion										
			S	ite(s)								
Select	Address Line 1	Addres	s Line 2	City	County	State	Zip Cod	de				
	111 Test Street			CHICAGO	COOK	IL	60614-5506	6				
			Benef	iciaries								
Select	Beneficiary N	Name		Site Address		Ac	tion					
select	John Doe			street CHICAGO	Add C							
SCIECL	John Doe		COOKIL	60614-5506	Benef	iciaries   E	dit   Remove					
		««	« <b>1</b>	/1 » »»	$\sim$							
Add C	o-Beneficiary											
/100 01	Denenciary									G	Save	Cancel
	• -										Save	Cancer
Co-Be	neficiary Last Name*											
Co-Be	neficiary First Name*											
Please a	ittach a completed Ben	eficiary Ques	tionnaire fo	r each member o	f the househ	nold.						
*	Brov	wse ?										
• D												
	I to save the page						Tos	submit your char	iges please	click Save befor	re exitin	g this page.
<ul> <li>Require</li> </ul>	d before Sponsor Approv	val								Save		Undo

## **To Add Co-Beneficiaries**

If more than one person is listed on the applicable Retention Documents, those people will need to be added as co-beneficiaries. Click on Add Co-Beneficiaries. Provide the required information and click on the Save button. The name entered will now appear on the screen. If more than two people are listed on the Retention Documents, repeat these steps to add additional co-beneficiaries.

Once all co-beneficiaries have been added, click on the Save button to save the list of names. To view and/or edit the list of beneficiaries for that property, click on the word select and then on the Edit or Remove button. Please attach a completed Household Member Questionnaire for each member of the household: The Household Member Questionnaire should be filled out for every member of the household who is 18 years or older, whether he or she is listed on the Retention Documents or not.

Go to the AHP Program Policy and Forms page of the Bank's public website to retrieve the Household Member Questionnaire. Open the document, fill in the required data, and save to a local drive for later uploading. Combine the individual Household Member Questionnaires into one document (as a ZIP file or PDF) and click on the Browse button. Navigate to the location where the file was saved and add the document.



## Household Income (for Homeownership Projects Only)

Disbursement Request	
Household Income	
Have you completed Income Calculation Workbook found on our website that includes all household	d members? ( Yes) No
Please attach your completed Income Calculation Workbook <sup>*</sup> Browse	
* Required to save the page	To submit your changes please click Save before exiting this page.
Required before Sponsor Approval	Save Undo
<previous< td=""><td>Next&gt;</td></previous<>	Next>

### **Helpful Hint**

Please refer to the AHP Program Policy and Forms page of the Bank's public website for resources associated with the Household Income page: Household Member Questionnaire, Income Calculation Guidelines, Income Calculation Workbook, Certification of Zero Income, etc.

#### Helpful Hint

The most current version of the **Income Calculation Workbook** should always be used and can be found on the Bank's public website.

Have you completed the Income Calculation Workbook found on our website that includes all household members?: If No is chosen, the user will be prompted to complete the Income Calculation Workbook. The workbook can be found on the AHP Program Policy and Forms page of the Bank's public website. Open the workbook, provide the required information, and save to a local drive for later retrieval. Remember: All members of the household, regardless of age, need to be listed on the Household Summary tab. If **Yes** is chosen, the user will be prompted to upload the completed Income Calculation Workbook. Once this is uploaded and the Save button is clicked, data from the workbook will appear on the screen, specifically: household size, total household income, and AMI category (based on HUD Income Guidelines). Review the results displayed in AHP Online to ensure that they match the expected AMI for that transaction. If corrections need to be made, remove the workbook and make the necessary changes. Re-save and re-upload the workbook. Again, review the page for accuracy and answer the *I affirm that I have reviewed the AMI category indicated and it is correct* prompt accordingly.

Combine into one document (ZIP or PDF) all supporting documentation behind the income calculations for each household member. If a member of the household is 18 years or older and does not receive income, please have that individual fill out a Certification of Zero Income and include it with the supporting documentation. Upload the document in the section of the screen marked: **Please attach all Household Income supporting documentation for all household members listed on the affirmed Household Income Calculation Workbook.** 



## **Project Status Information**

Disbursement Request	
Project Status Information	
Has there been any change in the sponsor role to this project?* 🔘 Yes 🔘 No	
Upload supporting documentation Browse	
Please provide details and supporting documentation*	
	·
You have 2000 characters remaining for your description.	Ŧ
Does the project still comply with applicable Fair Housing and Accessibility Laws?' $\odot$ Yes $\odot$ No	
Please provide details*	
	·
	-
You have 2000 characters remaining for your description.	
Is the subject property(ies) owned by the member applicant (REO)? $^{*}$ $\odot$ Yes $\odot$ No	
As per FHFA regulations, please supply an appraisal performed by a state certified or licensed appra than six months old*	Browse ?
Required to save the page	To submit your changes please click Save before exiting this page.

Answer all questions on the page and provide explanations in the box provided, as well as supporting documentation when necessary.

# Has there been any change in the sponsor role to this project?

Is the project 50% or more complete? (Rental Projects only)

Does the project still comply with applicable Fair Housing and Accessibility Laws?

Is the subject property(ies) owned by the member applicant (REO)?



## **Project Timeline: Rental Projects**

<previous< th=""><th></th><th>n/</th><th>Next&gt;</th></previous<>		n/	Next>
Required before Sponsor Approval		Save	Undo
* Required to save the page	To submit y	our changes please click Save b	efore exiting this page.
Have there been any material delays to the project?* O Yes O No			
Project Completion Date		0	
100% of Financing Committed Date*	12/01/2016	2	
Project Closing Date'	02/15/2017	2	
Date of Certificate of Occupancy/Certificate of Substantial Rehabilitation*	10/23/2018	• O Actual      Expected	
Stabilized Occupancy Date"	11/18/2019	* O Actual      Expected	0
Complete Construction/Rehabilitation of all Units Date*	10/22/2018	* O Actual      Expected	
Construction/Rehabilitation Start Date*	09/25/2017	•      Actual      Expected	
AHP Initial Draw Date	03/12/2018	Expected	0
Award Date	11/14/2016		
Please supply the current project timeline dates listed below:			
Notify FHLBC immediately upon Project Completion			

The Project Timeline section will be used throughout the life cycle of the project. Provide dates for the following project milestones and answer any questions on the page.

### **Rental Projects**

• **AHP Initial Draw Date:** the date when the AHP subsidy disbursement request is anticipated to be Member Approved

**Remember:** For the following four dates, note whether the date provided is **actual** or **expected** by clicking on the applicable radio button.

• **Construction/Rehabilitation Start Date:** the date when the construction or rehabilitation started or is expected to begin; for acquisition-only projects, enter the purchase date or expected purchase date of the first unit(s)

• Complete Construction/Rehabilitation of All Units Date: the date when the construction or rehabilitation of all units was completed or is expected to be completed; for acquisition-only projects, enter the purchase date or expected purchase date of the final unit(s)

• **Stabilized Occupancy Date:** the date when the project reached **90%** occupancy or is expected to be **90%** occupied

• Date of Certificate of Occupancy/Certificate of Substantial Rehabilitation: the date when the project received or is expected to receive a Certificate of Occupancy or Certificate of Substantial Rehabilitation; for acquisition-only projects, enter the purchase date or expected purchase date of the final unit(s)

• **Project Closing Date:** the date of finance closing

• **100% of Financing Committed Date:** the date all dources of funds for the project were committed

• **Project Completion Date (read-only):** the date the project was or will be completed, based on the **AHP Monitoring Policy** definition of project completion; the beginning of the project's retention period



Section 4: Disbursement

## For Sponsors

F	Project Timeline: Homeownership Projects	
Γ	Notific SUI DC immediately users Devices Completion	-

Notify FHLBC immediately upon Project Completion		
Please supply the current project timeline dates listed below:		
Award Date	11/16/2015	
AHP Initial Draw Date	10/24/2016	Actual ?
Construction/Rehabilitation Start Date*	06/27/2016	*      Actual      Expected
Complete Construction/Rehabilitation/Purchase of all Units Date*	12/31/2017	
Project Completion Date	11/16/2018	?
Have there been any material delays to the project?* O Yes  No		
* Required to save the page	To submit yo	ur changes please click Save before exiting this page.
Required before Sponsor Approval		Save Undo
<previous< th=""><th></th><th>Next&gt;</th></previous<>		Next>

The Project Timeline section will be used throughout the life cycle of the project. Provide dates for the following project milestones and answer any questions on the page.

### **Homeownership Projects**

#### • Award Date (auto-populated, read-only)

• **AHP Initial Draw Date:** the date when the first AHP subsidy disbursement request is anticipated to be Member Approved

**Remember:** For the following two dates, note whether the date provided is **actual** or **expected** by clicking on the applicable radio button.

• **Construction/Rehabilitation Start Date:** the date when the construction or rehabilitation started or is expected to begin; if not applicable, use the AHP Initial Draw Date; for acquisition-only projects, enter the purchase date or expected purchase date of the first unit(s)

• Complete Construction/Rehabilitation/ Purchase of All Units Date: the date when the construction, rehabilitation, or purchase of all units was completed or is expected to be completed; for down payment assistance projects, the retention execution date should correspond to the closing/settlement date from the final closing disclosure for that unit; for acquisition-only projects, enter the purchase date or expected purchase date of the final unit(s)

• **Project Completion Date (read-only):** the date when the project was or is anticipated to be completed, based on the AHP Monitoring Policy definition of project completion; the beginning of the project's retention period



## **Scoring Information**

#### Scoring Information

lease select any commitments you have fulfilled and su Please respond to the following statement:	ipply supportin	ng documentati	ion. (Selection is	NOT required to save this	page).
affirm that I have reviewed the Scoring Commitments	isted below an	d that they are	correct.* • Ye	s O No	
Scoring Category	Commitment Status	Project	Filled by This Request?	Previous Documentation	Attach Supporting Documentation
Priority 2 - Project Sponsorship	Needed	45			Browse
Priority 3 - Targeting					
<= 50% AMI	Needed	30			
> 50% and <=60% AMI	Needed	15			
Priority 4 - Housing for Homeless	Needed	9			Browse
Priority 5 - Promotion of Empowerment					
Employment services (i.e., employment/career counseling, job training and/or placement)	Needed	45		Housing_Employm ent Services MOU.pdf	Browse
Financial literacy, independent of homebuyer education and/or pre-purchase counseling	Needed	45		Housing_Financi al Literacy MOU.pdf	Browse,

*I affirm that I have reviewed the Scoring Commitments listed below and that they are* 

**correct:** If No is selected, the user will be prompted to contact Community Investment. Select Yes to affirm the project's scoring commitments are correct in order to indicate commitments fulfilled via the disbursement request and to provide supporting documentation.

For **Homeownership Projects**, the Scoring Information page summarizes the scoring commitment totals by units, commitments that have been fulfilled through previously approved disbursement requests, and commitments that are pending through pending disbursement requests. Indicate which scoring commitments will be fulfilled in this disbursement request and attach supporting documentation. For **Rental Projects**, the Scoring Information page summarizes the scoring commitment totals by units. Indicate all scoring commitments that will be fulfilled at the time of the disbursement request and attach supporting documentation.

For information on supporting documentation for scoring categories, please carefully review the Owner-Occupied Documentation Matrix or Rental Documentation Matrix and its instructions. Incomplete or incorrect documentation will delay processing of disbursement requests by Community Investment.



## **Scoring Information**

sbursement Request					
oring Information					
ase select any commitments you have fulfilled an	d supply supportin	g documentai	ion. (Selection is	NOT required to save this	page).
ase respond to the following statement:					
ffirm that I have reviewed the Scoring Commitme	nts listed below an	d that they are	correct." 🖲 Ye	15 O No	
Scoring Category	Commitment	Project	Filled by This Request?	Previous	Attach Supporting
riority 2 - Project Sponsorship	Status	Commitment 45	This Request?	Documentation	Documentation
nonity 2 - Project Sponsorship	Needed	49.)			Brinne 2
<= 50% AMI	Needed	30			
<= 50% AMI.	Needed	30			
> 50% and <=60% AMI	Needed	15			
riority 4 - Housing for Homeless	Needed	9		Ť	fiyna 👔
riority 5 - Promotion of Empowerment					
Employment services (i.e., employment/career counseling, job training and/or placement)	Needed	45		Housing_Employm ent Services MOU.pdf	Birdwide
Financial literacy, independent of homebuyer educa and/or pre-purchase counseling	fion Needed	45		Housing_Financi al Literacy MOU.pdf	Brease, 3
Assistance accessing benefits and/or entitlements t provide income and/or reduce the cost of living	hat Needed	45	٥	Housing Assists nce with Benefits MOU.pdf	ingenia 🤇 🕈
riority 6 - District Priority 1					
In-District	Needed	45			Browne
nority 7 - District Priority 2					
Project Readiness	Satisfied	45			
Member Financial Participation					
Points will be awarded if a member or members provide long-term financing with a minimum term. 15 years to the project (i.e., permanent financing, participation in permanent financing, letter of cred for credit enhancement, direct purchase of tax credits, or purchase of tax credits through a proprietary investment fund), the sum total of white constitutes >= 10% of total development costs. Projects consisting of inhabitation-only are eigiba to receive points for long term financing only if a member commits to provide financing for the proposed rehabilitation in an amount >=10% of the total development cost.	t h Needed e				fitopoya. 9
Points will be awarded if a member or members provide(s) intermediate or short-term financing to project (i.e., construction or bridge loan, or performance guaranty letters of cred(t), the sum of which constitutes >=10% of total development cost.	the on Needed				firmwye: 🥑
riority 8 - AHP Subsidy per Unit		\$0.00 - \$15,000.00			
riority 9 - Community Stability	Needed	45		1	Erdane.
guired to save the page				To submit your charges	please click Save before exiting this p

# Scoring Information Columns

The **Commitment Status** column identifies whether a document evidencing the commitment is Needed or Required, or whether the requirement has been Satisfied. After reviewing documents provided for previous disbursements, Community Investment may adjust the status of the scoring commitment to Satisfied, if applicable.

• **Needed** means a document may be uploaded, but the category has not been fulfilled or it isn't required until a subsequent disbursement request is made or until the time of project completion reporting. If a category's status is changed from Needed to Satisfied, no further evidence is necessary for that category.

• **Required** means evidence must be provided that the commitment is being fulfilled before the disbursement request can be submitted.

• **Satisfied** means the document(s) provided for an earlier disbursement have been accepted as evidence that a scoring commitment has been met, and this completes a scoring commitment category for the disbursement module. For example, if five units are needed, the category doesn't change to Satisfied until the necessary evidence has been provided for all five units.

The **Project Commitment** column helps identify how many units of each commitment are needed.

## The **Fulfilled to Date** column

(homeownership projects only) identifies how many units have been approved by Community Investment.



### **Scoring Information Continued**

The **Pending Fulfillments** column (homeownership projects only) identifies how many prior disbursement requests are in a Pending state with that commitment checked off.

The *Filled by This Request?* column identifies which commitments are accounted for via documentation provided as part of this disbursement request.

The **Previous Documentation** column lists documentation supplied at the time of application.

The **Attach Supporting Documentation** column is where documents evidencing scoring compliance are uploaded for Community Investment review to determine whether the scoring category is being fulfilled. Use the **Owner-Occupied Documentation Matrix** or **Rental Documentation Matrix** to help identify acceptable documents for uploading.

### **Helpful Hint**

If the sponsor uploaded a document at the time of application that fulfilled a scoring commitment and that scoring commitment is labeled as **Needed**, the sponsor must upload the document again at the time of disbursement.

### **Helpful Hint**

For **Rental Projects**, check the box and upload the documents evidencing the commitment when the commitment category is completely fulfilled, which may not be until **project completion**. **Community Stability Scoing Category:** Reference the Summary of Commitments report that was attached to the project's notification letter to determine Community Stability subcategory commitments (e.g., Elimination of Blight, Rehabilitation of Existing Occupied Housing, etc.). **Note:** The Elimination of Blight scoring category is phased out for the 2022 program year, but the category continues to apply to projects from previous years. Evidence for all subcategories must be uploaded as a single file (ZIP, PDF, Microsoft Word, etc.).

### Helpful Hint



Refer to the **Implementation Plan** from the year of your AHP award for scoring categories from that year. Implementation Plans are available on the AHP Program Policy and Forms website.



## Financial Information: Financial Review (for Rental Projects Only)

ancial Review 1 Impo	at Free states	R	An entropy 11 march 11	address of the						
Contraction of the second			Analysis Commitment L				1			
ilow is the most recent f ibursement request and	inancial informa	ation approves	d for your project. Please pre debest tab to import	epare an update	d Nesibility	spreadst	neet with currie	ent inform	ation as of th	*
		Unioatiet Fi								
ument Financial Feasibili	ity Spreadsheel	1	ntalsproadshowt (1).ads							
Hunting Development S	loarces of Fund									
		NUCLEAR STR						Amort	Annual	125
Source of Funds	Amount	Housing or Commercial	Description		Committed	Refe (%)	Term (years)	Pertod (years)	Debt Svc (B) (Marsf only)	Hard Debt?
AHP Direct Subordy	\$ 228,000.00	Housing	AHF Suboidy		140	9.05%	0	0	0.00	No
Permanent Debt	\$ 563,503.00	Hausing	Permanent Financing by Men	rber	Yes	8.85%	15	30	39,892.00	Yes
LIHTC Equily	2 624 106 00	Housing	Federal Low-Income Housing	Tai Credit	Ne	0.00 %	0	0	0.00	No
HOME	\$ 200,000.00	Income	Equity		No.	0.00%	0	0	0.00	No
TIF	\$ 225,000.00		TIFILocal Oovernment Subsid	du	No	8.00%	0	8	0.00	
Deferred Developer	8-87.057.00		Deferred Developer Fee		No	0.00 %	15	-15	0.00	
Fee			Deserves Developer Pee		140	0.047.96	. 19		. 0.90	
Subtotal - Housing Subtotal - Commol	\$ 1,927,726.0									
Total Funding Sources	\$ 3,927,726.0									
Units Breakout										
									20722	100
	No of Unit	6	C. C. Sanada		N	o of Linits	Effici	incy Linit	No of	Oneth
Rehabilitation Units		0 Circuit	han or equal to 50% AW arthan 50% and less than or ec	num to SDN AM		14	1-ber	troom Us	ets .	0
New Construction Units Acquisition units		o Oreale	er than 60% and less than or ec			2	2-00	boom Un boom Un		15
Total Units		4 Greate	er than 80% AMI			24	4.000	hoors Un		0
		Teta	UNIS			24	Total	Units		24
Building has Elevator (Y)	ND Yes									
Hoosing Development G	lses of Future 5	ammary								
ann Stear a bhann a			100.000							
Tetal Acquisition Cests Total Construction / Refu	abilitation Code		\$ 1.00 \$ 2.742.328.00							
Hard Construct			\$ 2,206.521.0	0						
Hard Rehabilita	ation Cests		\$0.0							
Other Costs Total Fees			\$ 455,807.0 \$ 272,000.00	10						
Total Taket and Insuran	ce Castr		\$ 29,500.00							
Total Construction Finan			8 215,000 00							
Total Permanent Financi	ing.									
			\$ 5,635.00							
Total Project Reserves			\$ 100,012,00							
Total Soft Costs			\$ 100.012.00 \$ 30,000.00							
	end Expenses		\$ 100,012,00							
Total Soft Costs Total Developer Fees			\$ 190,012,00 \$ 30,000,00 \$ 512,250,00							
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This page will always display the most current approved financial data (per Community Investment review) as uploaded from the Financial Feasibility Spreadsheet. Review this page to become reacquainted with the previous approved upload. On initiation of the disbursement request, the most current approved financial feasibility data will most likely be from the time of application, although in some cases it may be from a Semi-Annual Progress Report or from a modification- whichever might have occurred and been approved by Community Investment most recently.



## Financial Information: Import Spreadsheet (for Rental Projects Only)

Disbursement Request
Financial Information
Financial Review Import Spreadsheet Feasibility Analysis Commitment Letters
Complete and attach all of the project's financial information using the Financial Feasibility Spreadsheet template found on the FHLBC Community Investment website.
Have you completed an updated financial workbook with current information as of this disbursement request?* 💿 Yes 🔘 No
Please attach your updated Financial Workbook.* Browse ?
* Required to save the page To submit your changes please click Save before exiting this page.
Required before Sponsor Approval
<previous next=""></previous>
1

Answer the question and update the application Financial Feasibility Spreadsheet with any changes that have occurred between the time of application and disbursement. Save the spreadsheet to a local drive for uploading.

Once the spreadsheet is uploaded, review the screen for accuracy. If a correction needs to be made, remove the spreadsheet, make corrections to the spreadsheet, re-save to a local drive for upload, re-upload, and review for accuracy once again.

Be sure to review the sources of funds named in the current submission and compare them with the last approved submission (see the Financial Review tab). If the amount committed by a source has changed, a new commitment letter will need to be uploaded under the Commitment Letters tab.

Click on Save to save the information on the page.

### Helpful Hint



Even if the Letter Provided column on the Commitment Letters tab says Yes (indicating that a letter has been uploaded), if the source amount has changed, a new commitment letter reflecting the new source amount must still be uploaded.



## Financial Information: Feasibility Analysis (for Rental Projects Only)

isbursen	nent Reque	est 🔻						
nanc	ial Info	ormation						
inancial	Review	Import Spreadshe	et Feas	ibility Analysis	Commitment Letters			
he follo	wing issue	es were found. You	must provide	e an explanation	for each of them or re-uplo	ad the spreadsh	eet to resolve the issue.	
Action	Fe	asibility Value	Details	Standard	Current Appro	oved	New	Explained
•	Adjusted D Unit	evelopment Cost Pe	f More Info	≤ \$ 187,522.33	\$ 191,735.77		\$ 191,735.77	Yes
Explain	Developer	Fees	More Info	≤ \$ 2,070,882.48	\$ 3,000,000.00		\$ 3,000,000.00	Yes
Explain	Deferred D Standard	eveloper Fee	More Info	Match	\$1,798,218.00, Deferred Developer Fee Cumulative:		Deferred Developer Fee Sources: \$1,798,218.00, Deferred Developer Fee Cumulativ \$722,276.00	e: Yes
Feasil	bility Issue							
Detai Stand Curre New	dard ent Approve ent Explana	fftt inci env ≤\$ ed \$1 \$1	e developme emental cost ironmental co	s of those features onsiderations, city	ceeds FHLBC guidelines ple s to the project. Examples ma	ay include infrastru als, lead/asbestos	res that are unique to the project and ucture costs, individual garages, und a abatement, etc. Do not simply state	lerground parking,
							0	
You I	have 1000 d	characters remainin	g for your de	escription.				
Have	there been	any significant fina	incial chang	es to the project	?* ○ Yes ◉ No			
uired to	save the pa	age				To submit	t your changes please click Save t	before exiting this page.
quired b	efore Spon	sor Approval					S	Save Undo

This page will display any details of the project that are not within the financial feasibility guidelines (e.g. Adjusted Development Cost per unit which exceeds \$250,000 per unit). Please address these by clicking on the **Explain** link (under the Action heading) and identifying any changes to the feasibility guidelines and why these changes occurred between application and disbursement (make sure to describe why the project is outside of that particular feasibility guideline). Be sure to save each individual section by clicking on the Update Feasibility Issue button. After all sections have been explained, click on the *Save* button to save the page. FHLBank Chicago staff will review the explanations for each item outside of guidelines to verify if they are acceptable during the disbursement request review.

## Financial Information: Commitment Letters (for Rental Projects Only)

u	rmation nport Spreadsheet   Feasibility An	alysis Commitment Letters			
Action	Source of Funds	nust provide a commitment letter for each of them or Description	Amount	Approved	Letter Provided
View	LIHTC Equity	Federal Low-Income Housing Tax Credit Equity	\$ 3,167,759.00	Yes	Yes
View	GP Equity Including Donations	Owner's Equity	\$ 196,414.00	Yes	Yes
View	Deferred Developer Fee	Deferred Developer Fee	\$ 132,446.00	Yes	Yes
View	First Mortgage	Permanent Financing by Member	\$ 1,581,000.00	Yes	Yes
Required to save the pag					
Required before Sponso	or Approval				
Previous					Ne

If any changes were made to the Sources tab of the Financial Feasibility Spreadsheet since the last approved submission (to check this, compare the Financial Review tab with the most recent spreadsheet submission under the Import Spreadsheet tab), click on the View link (under the Action heading), remove the existing commitment letter, and upload a new commitment letter for that source. Be sure to save the upload section on the screen by clicking on the Update Commitment Letter button and then the Save button on the main page.

**Please note:** The commitment letter requirements for application and disbursement are different. Even if the Letter Provided column says Yes, indicating that a letter has been uploaded, a new commitment letter that follows disbursement request requirements will need to be uploaded. Similarly, if a source amount has changed, a new commitment letter reflecting the new source amount will need to be uploaded. If a source was added to the Financial Feasibility Spreadsheet since the last approved upload, the Letter Provided column should say No, indicating that a commitment letter has not been received. In this case, please upload that letter for review.



### **Project Documentation: Rental Projects**

For Rental Projects, documentation is at the overall project level. Documents are organized according to project characteristics listed in the Document Description column.

For information on required documentation based on project characteristics, please carefully review the Rental Documentation Matrix and the accompanying instructions.

Incomplete or incorrect documentation will delay processing of disbursement requests by Community Investment.

#### **Helpful Hint**

Details on the following upload categories:

Acquisition Costs: Settlement statement, lease, or property transfer tax receipt Existence: COGS for the sponsor organization **Project Sources**: Construction or bridge loan agreements and if applicable, letter of credit by FHLBank Chicago member bank

Project Uses: If using an escrow, select documentation as not available and enter NA in the comments and save

Delivery of Subsidy: Reference AHP project number, name and AHP amount Income: Copy of any rental assistance, service income, or commercial leases, as applicable

#### Disbursement Request 🔹

#### Project Documentation

#### Request Documents

### Project Documents

Action	Description	Documentation Required	Status	Document Available?	Explained?	Attached Document
Edit	Subsidy Agreement	Reference Documentation Matrix.	Needed		No	
Edit	Acquisition	Reference Documentation Matrix.	Needed		No	
Edit	Acquisition Cost	Reference Documentation Matrix.	Needed		No	
Edit	Existence	Reference Documentation Matrix.	Needed		No	
Edit	Authority to do Business	Reference Documentation Matrix.	Needed		No	
Edit	Ownership	Reference Documentation Matrix.	Needed		No	
Edit	Rehabilitation and Construction Scope	Reference Documentation Matrix.	Needed		No	
Edit	Construction Costs	Reference Documentation Matrix.	Needed		No	
Edit	Construction Payments and Completion	Reference Documentation Matrix.	Needed		No	
Edit	Permission to Occupy	Reference Documentation Matrix.	Needed		No	
Edit	Project Sources	Reference Documentation Matrix.	Needed		No	
Edit	Project Uses	Reference Documentation Matrix.	Needed		No	
Edit	Delivery of Subsidy	Reference Documentation Matrix.	Needed		No	
Edit	Retention Agreement	Reference Documentation Matrix.	Needed		No	
Edit	Compliance	Reference Documentation Matrix.	Needed		No	
Edit	Pictures	Reference Documentation Matrix.	Needed		No	
-	to save the page		To si	ubmit your changes plea	se click Save	before exiting this pa
equired	before Sponsor Approval				Save	Undo

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### **Project Documentation: Homeownership Projects**

For **Homeownership Projects**, the Project Documentation Screen displays both a **Request Doc***uments* section for documentation that applies to the individual disbursement level, and a **Project Documents** section which applies to the overall project level. The documentation requirements for the **Request Documents** section must be filled during the disbursement request, while the **Project Documents** section will only be fulfilled during the project's final disbursement request, or at the time of Project Completion Reporting. Accordingly, during each disbursement request, simply select "no" and enter "N/A" in the available explanation text box for each item in the **Project Documents** section.

For information on required documentation based on project characteristics, please carefully review the **Owner-Occupied Documentation Matrix** and the accompanying instructions. Incomplete or incorrect documentation will delay processing of disbursement requests by Community Investment.

### **Helpful Hint**

For **down payment assistance projects**, the retention execution date should correspond to the closing/settlement date from the final closing disclosure for that unit. Beginning in 2020, **rehabilitation-only Homeownership Projects** are no longer subject to a retention agreement. Furthermore, any outstanding



retention agreements for rehabilitation-only homeownership units are not enforceable. Please refer to the Owner-Occupied Documentation Matrix for more information.

	Documents								
Action	Document Description	Requirements	Has Template?			Attached Documen	nt		
Edit	Acquisition Required		Yes	Site Appraisal PDF.pdf					
Edit	Acquisition Cost Required		Yes	Site Appraisal.docx					
Edit Zoning Op		Optional	Yes	Market Study.	docx				
Edit Project Sources R		Required	Yes	Cost Verificat	Cost Verification Documentation.pdf				
Edit Project Uses		Required	Yes	3646 [Member-Approved Application Archive] Rental AcqRehabNewConst.pdf					
Edit Delivery of Subsidy Req		Required	Yes	MOU - Habitat.pdf					
Edit	t Retention Agreement Required		Yes	2021_TIW_IL_WI.xlsx					
Edit	Pictures	Optional	Yes						
Edit	Subsidy Agreement	1	Reference Documentation Matrix		Needed	No	Yes		
Edit	Subsidy Agreement	-			Needed	No	Yes		
Edit	Acquisition		Reference Documentation Matrix		Needed	No	Yes		
E alta	Acquisition Cost		Reference Documentation Matrix		Needed	No	Yes Yes		
Edit			Reference Documentation Matrix Reference Documentation Matrix		Needed	No	Yes		
Edit		1	Reference Documental		Neeueu	NU	Yes		
Edit Edit	Project Sources		Reference Documentati	on Matrix	Needed	No			
Edit Edit Edit	Project Sources Project Uses		Reference Documentati Reference Documentati		Needed	No			
Edit Edit Edit Edit	Project Sources Project Uses Delivery of Subsidy		Reference Documentati Reference Documentati Reference Documentati	on Matrix	Needed Needed Needed	No No No	Yes		
Edit Edit Edit	Project Sources Project Uses Delivery of Subsidy Retention Agreement		Reference Documentati	on Matrix on Matrix	Needed	No	Yes		
Edit Edit Edit Edit Edit Edit	Project Sources Project Uses Delivery of Subsidy		Reference Documentati Reference Documentati	on Matrix on Matrix	Needed Needed	No No	Yes Yes		



## **Project Documentation Continued**

### Section Definitions

The **Request Documents** section lists documents that are requested for this particular disbursement. The documents are listed as either Required, meaning a document must be submitted, or Optional, meaning the user should refer to the Owner-Occupied Documentation Matrix or Rental **Documentation Matrix** to determine whether the document is required at this phase or for the project's activity type. In most cases, the Request Documents section will be populated for homeownership projects only.

The Project Documents section lists all documents that are necessary for the overall project life cycle. Only one of each document will be retained. If a document is identified as Satisfied by Community Investment, then the category will appear as such on the list. If a document has been submitted and the category is still labeled as Needed, a new document representing the full commitment may be uploaded; however, this new document will replace (and not be appended to) the previous document, so please ensure that the new document includes information supplied in previous uploads (as the previous document will not be retained). For homeownership projects, the project documents typically will not be provided with each disbursement request. This section is for evidencing commitments for the entire project, not the individual site/beneficiary request.

### How to Attach a Document

In the **Request Documents** section (see Figure 1): Click on the Edit link to open a document section. Upload the required document. Click on Update Request Document. After uploading all the necessary documents, click on Save. Navigating off this page before clicking on Save will result in a loss of data. Use the Owner-Occupied Documentation Matrix or Rental Documentation Matrix as a guide to which documents need to be uploaded and when.

In the **Project Documents** section (see Figure 2): Click on the Edit link to open a document section. If a document has previously been uploaded, it will appear. Answer the question, Is the document available? If Yes is chosen, the user will be prompted to upload a new document; if No is chosen, the user will be prompted to enter an explanation. After uploading a document or entering an explanation, click on the Update Project Document button and then on Save. Navigating off this page before clicking on Save will result in a loss of data.

Click on the Next button at the bottom of the screen to navigate back to the Disbursement Request Home screen.

### **Helpful Hints**

"When the Document Available?" column is marked No, the "Explained?" column must be marked Yes.

- "When the Document Available?" column is marked Yes, the "Explained?" column will be marked **No** and the name of the document uploaded will appear in the "Attached Document" column.
  - Only after all Required documents are submitted and all Needed documents have beenaddressed will the page save with a green check mark.
- A status of Required means an upload is necessary.

 $\checkmark$ 

A status of Needed means the document must be submitted, but not necessarily with this disbursement request.

A status of Optional means you should refer to the Owner-Occupied Documentation Matrix or Rental Documentation Matrix to determine if a document must be uploaded for the disbursement.



## Figure 1: Attaching Documents in the Request Documents Section

#### Disbursement Request Project Documentation Request Documents Action **Document Description** Requirements Has Template? Attached Document Acquisition Required Site Appraisal PDF.pdf Yes Edit Required Site Appraisal.docx Edit Acquisition Cost Yes Edit Zoning Optional Yes Market Study.docx Edit Project Sources Required Yes Cost Verification Documentation.pdf Edit Project Uses Required Yes 3646 [Member-Approved Application Archive] Rental AcqRehabNewConst.pdf Edit Delivery of Subsidy Required Yes MOU - Habitat.pdf 2021\_TIW\_IL\_WI.xlsx Retention Agreement Required Yes ۲ Pictures Optional Yes Edit Request Document Update Request Document Cancel **Document Description** Retention Agreement Requirements Required Template 2 Uploaded File Info Attach Documentation + 2021\_TIW\_IL\_WI.xlsx Remove Explain 1 You have 1000 characters remaining for your description. Project Documents Action Description Documentation Required Status Document Available? Explained? Attached Document Edit Subsidy Agreement Reference Documentation Matrix Needed No Yes Fdit Acquisition Reference Documentation Matrix Needed No Yes Edit Acquisition Cost Reference Documentation Matrix Needed No Yes Edit Existence Reference Documentation Matrix Needed No Yes Edit Project Sources Reference Documentation Matrix Needed No Yes



## For Sponsors

## Figure 2: Attaching Documents in the Project Documents Section

roject	Documents					
Action	Description	Documentation Required	Status	Document Available?	Explained?	Attached Document
Edit	Subsidy Agreement	Reference Documentation Matrix.	Needed		No	
	Acquisition	Reference Documentation Matrix.	Needed		No	
Edit	Acquisition Cost	Reference Documentation Matrix.	Needed		No	
Edit	Existence	Reference Documentation Matrix.	Needed		No	
Edit	Authority to do Business	Reference Documentation Matrix.	Needed		No	
Edit	Ownership	Reference Documentation Matrix.	Needed		No	
Edit	Rehabilitation and Construction Scope	Reference Documentation Matrix.	Needed		No	
Edit	Construction Costs	Reference Documentation Matrix.	Needed		No	
Edit	Construction Payments and Completion	Reference Documentation Matrix.	Needed		No	
Edit	Permission to Occupy	Reference Documentation Matrix.	Needed		No	
Edit	Project Sources	Reference Documentation Matrix.	Needed		No	
Edit	Project Uses	Reference Documentation Matrix.	Needed		No	
Edit	Delivery of Subsidy	Reference Documentation Matrix.	Needed		No	
Edit	Retention Agreement	Reference Documentation Matrix.	Needed		No	
Edit	Compliance	Reference Documentation Matrix.	Needed		No	
Edit	Pictures	Reference Documentation Matrix.	Needed		No	
Proje	ect Document					
Docι	us Needed cription Acquisition umentation Required Reference Documentati e documentation available? <sup>*</sup> O Yes O N			Update Pr	oject Docume	ent Cancel
15 01						
15 11						



## For Sponsors

### **Approving a Disbursement Request**

Once each section of the disbursement request has a green check mark ( $\checkmark$ ) in the Status column, an Approve button will appear.

If Community Investment makes an edit on behalf of the sponsor or member while a disbursement request is in Pending status, a red exclamation point will appear in the Status column for that section. The sponsor will have to open that section, review the page, and save the page to obtain the needed green check mark ()).

To approve or reject the disbursement request, the member must log in to the AHP Online system

(see For Members: Reviewing and Approving or Rejecting a Disbursement Request in this guide for further details).

Once the *Approve* button has been clicked, the system will complete a validation of all of the pages to ensure they have been filled out and saved correctly. If no technical issues are found, the disbursement request's status will change from Pending to Sponsor Approved. An email will be sent to the member indicated on the Amount Requested and Uses of Funds page, notifying it that a disbursement request is awaiting its review and approval.

Disbursement Re	quest							
Disbursem	ent Request Home							
Funding Status Funding Member	Pending Busey Bank   Champaign, IL							
	Section	Status						
Amount Requested a	Ind Uses of Funds	✓						
Site Selection		×						
Beneficiary Selection	1	<b>v</b>						
Household Income		×						
Project Status Inform	nation	✓						
Project Timeline		✓						
Scoring Information		×						
Project and Disburse	ement Documentation	✓						
Approve	Approve Disbursement Request     The signatory representing Sponsor, by indicating its acceptance below, is duly authorized to make the representations presented in this Disbursement Request;     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 project was approved;     Sponsor certifies that it has not engaged in, and is not engaging in, covered misconduct as defined in FHA's Suspended Counterparty Program regulation (12 CFR part 1227);     Sponsor certifies that it has reviewed the FHLBC's AHP subsidy disbursement policies;     Sponsor certifies that the information provided in this Disbursement Request is true, complete, and accurate; and     Sponsor acknowledges that, if the information provided is false, misleading, or incomplete, this Disbursement Represent Repr							
	Important! After clicking the "Yes" buffort, the funding status will change to "Spontor Approved". You will not be able to modify the request after the status change							
	Yes No							



## For Members

## **Approving a Disbursement Request**

Once the sponsor has completed a disbursement request and submitted it for the member to review and approve, the status of the disbursement request will go from Pending to Sponsor Approved. The member will need to log in to AHP Online to review and approve the request before Community Investment will be able to complete its review and determine whether the funds requested can be deposited into the member's DID account.

Members may log in to AHP Online through eBanking. Click on the eBanking link on the upper-right corner of any page on the Bank's public website (www. fhlbc.com), and enter the member's login ID and password or PIN+Token.

After successfully logging in to eBanking, place the mouse pointer over the AHP Online link at the top-right corner of the screen.

### How to Log In

FHLBank Chicago		e <b>Banking</b>
	eBanking Login	
	Login ID	
	Forgot your login ID? Password or PIN+Token or Soft Token ①	
	Forgot your password? Change your password?	
	Log In	
	eBanking hours: 6:30 a.m. to midnight CST	
	This site is supported by Internet Explorer 11.0 and above.	



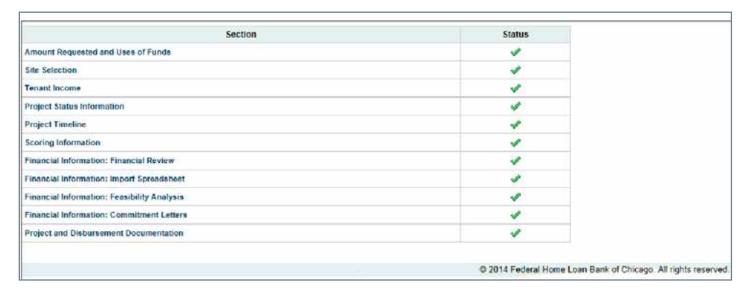
## For Members

### **Finding Disbursement Requests**

The **My Applications** page will be displayed. Click on the My Projects link in the toolbar and choose Home.

The **My Projects** page will be displayed. If the relevant project is not displayed, select the project's year in the Funding Round drop-down menu and click on Search. Click on the appropriate project number. The Current Project Summary page will be displayed. Click on Disbursement in the toolbar and choose Home. The Disbursement Home page will now appear. Choose the disbursement request to be viewed.

### **Reviewing and Approving or Rejecting a Disbursement Request**



Open each of the disbursement page links and review the information and attachments submitted by the sponsor.

After all pages have been reviewed, click on the **Approve** or **Reject** button. If the Reject button is chosen, a pop-up box will appear with a space to enter comments as to why the request is being rejected. These comments will be included in an email sent to notify the sponsor that the disbursement request has been rejected.

At this point, the disbursement request will return to Pending status and the sponsor will have the ability to change and resubmit the request, if necessary. If the member approves the disbursement request, its status will change from Sponsor Approved to Member Approved and Community Investment will be able to begin its review to determine whether the funds can be deposited into the member's DID account.



Once the member has approved the disbursement request and Community Investment begins its review, the status of the request will be Under Review. If Community Investment has questions regarding information or documents submitted with the disbursement request, a clarification will be requested via email and the status of the request may be changed to Clarification Pending until the member or sponsor has responded to the clarification request via email. Once the clarification is received, the request will return to Under Review status until the review is complete and Community Investment sends a preapproval email authorizing the member to disburse funds. Once the member has disbursed the AHP award funds and appropriate evidence of subsidy delivery has been provided, the member's DID account will be credited for the amount of subsidy approved within 24–48 hours, changing the status to Funded. If the disbursement request is incomplete, Community Investment may reject the request, changing the status to Rejected. If the request is rejected, the sponsor will be required to initiate a new disbursement request for review by Community Investment.



## Section 5: Project Completion Reporting

## **Rental Projects**

### **Overview**

A Project Completion Report (PCR) is the means by which Community Investment will review all necessary documentation and information to verify that an AHP project has fulfilled application commitments, and that the project continues to meet eligibility, scoring, and financial feasibility criteria.

Community Investment sends a PCR request to the project sponsor and member after a project has reached completion. Rental projects must reach completion within 42 months of the AHP award date.

For **Rental Projects**, the completion date is the later of:

- The date the project reports an 90% occupancy rate,
- The date when construction or rehabilitation is complete, or
- The date of the final disbursement of the AHP subsidy.

#### **Helpful Hint**

If the project received LIHTC, the Project Sponsor shall provide prompt written notice to FHLBank Chicago if the Project is in material and unresolved compliance with the LIHTC income-targeting or rent requirements at any time during the Project's retention period.

Project sponsors and members are responsible for responding to PCR requests in a timely manner; if PCR materials are not provided to Community Investment by the project's assigned due date, the project may be deemed noncompliant for failure to comply with monitoring requirements.

The time frame for PCR review completion is based on:

- The number of clarification items to be resolved,
- The information provided by the sponsor, or
- The timeliness and responsiveness of the sponsor.

Project sponsors and members will be notified of the initiation of the Project Completion Report process with the receipt of an automated email sent through AHP online. This is then followed by a detailed email and/or call with FHLBank staff reviewers to assist you with the process.



## **Getting Started**

My Projects *	Profile *			
My Project	ts			
Project Number	Funding Rou	nd Select V Search	Reset	If you have any questions regarding the AHP program, please contact us at 312-565-5824. Visit the Bank's website at www.FHLBC.com for additional
Project Number Project Name		Status	Monitoring Status	resources, including the Implementation Plan, Guide for
2020A05001	AHP Project A	Funded/started	Project Completion Review Not Started	Project Management, application templates, and more.
	(1 of 1)	1 ee 1 1 ee 1 ee 1		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.

**1.** Log in to AHP Online, and navigate to the *My Projects* screen.

**2.** Click on the project number for which the PCR is being completed. This will open the Current Project Summary screen.



## **Getting Started**

			Project Name:				
			Project Number:				
Project * Disbursement * Monitoring	Extension *						
Semi-Annual P	rogress Reports						
Warning • The commitment date has exprese	nitoring - Sponsor/Owner	]	If you have any questions regarding the AHP program, please contact us at 312-565-				
Project Profile Project Name Project Number Project Status Funded/started Monitoring Status Project Completion Review Not S	Application Number Project Type Rental Lead Sponsor Lead Member Project Retention Date	Project Type Rental Lead Sponsor Lead Member Project Retention					
Conditions							
No conditions found.		More Details					
Documentation Required							
Categories / Types	Documentation Required	Status					
Construction Payments and Completion	Reference Documentation Matrix	Needed					
Permission to Occupy	Reference Documentation Matrix	Needed					
Project Uses	Reference Documentation Matrix	Needed					
(1 of 2	) is is 12 ++ +i						
		More Details					

**3.** Hover the cursor over the Monitoring tab at the top of the screen, and then select *Initiate Project Completion.* 



**4.** If your project is complete based on the **AHP Monitoring Policy** definition of project completion (see the Overview for this section), select Yes to navigate to the Project Completion Home Page.



## **Getting Started**

					Project Name: Project Number:
				Project C	ompletion Certificate Number
Project * Disbursement * Monitoring * Extension *					
roject Completion Home Page					
		Status Cl	hange Details		
	From Status To Status Changed By Cl		Changed Date		
Section				Status	
Tenant Income				4	
Project Status Information				4	
Project Timeline				1	
Scoring Information				1	
Financial Information: Financial Review				1	
Financial Information: Import Spreadsheet				×	
Financial Information: Feasibility Analysis				×	
Financial Commitments Letters		×			
Project Documentation		1			
				×	

**5.** The Project Completion Home Page lists each section of the PCR that requires completion. The status of each section is marked using the following symbols:

- X Not Visited
- 🧹 In Progress
- Complete
- Modified by Community Investment Group staff

This guide will help you complete all sections and successfully submit your PCR.



## **Tenant Income**

		Project Name	é,
		Project Numb	
	Project Comple	tion Certificat	Number:
Project Completion *			
Tenant Income			
Have you completed a Tenant Income Workbook for this project?" ( Yes  No			
Please attach your completed Tenant Income Workbook. (FHLBC's request for supporting documentation	Uploaded File Info		
will be forwarded after our review of the Tenant Income Workbook.)	Sample Upload File.xlsx	Rem	ove
Required to save the page			
Required before Sponsor Approval	submit your changes please click Sav		
requires service openious reporter		5ave	Cancel
			Ne
	© 2020 Federal Home Loan Bank of	Chicago. All r	

#### What our reviewers are looking to verify:

Community Investment reviewers check that all tenants in the project income-qualify for the unit in which they live. To verify this, reviewers require a current Tenant Income Worksheet (TIW), reflecting:

- Number of residents in the household and bedrooms in the unit
- Date of move-in or income targeting recertification
- Annual income at move-in or recertification
- Unit targeting (<30%, <50%, <60%, <80%, 80% AMI)
- Actual monthly rent and tenant's monthly rent share
- Special needs, homeless, or permanent supportive housing designation

After reviewing the TIW, Community Investment will request a Tenant Income Verification (TIV) sample, generally of 10% of tenants in the project. Reviewers will analyze documentation provided for each sampled tenant to verify household income eligibility and targeting, rent restrictions, and rent affordability.

What you should provide: A completed Tenant Income Worksheet.

From the Project Completion Home Page, select the Tenant Income section to navigate to its screen. Upload the completed Tenant Income Worksheet in Microsoft Excel format. **Please ensure that the TIW is filled out completely before submitting.** 



#### **Tenant Income Continued**

### **Rental Tenant Income Worksheet**

DIRECTIONS: Please complete the cells highlighted in blue on this worksheet before entering Tenant information worksheet can be found below. Cells in white on this worksheet include formulas that will cal relevant to the Project Status selected below. Please submit the completed workbook electronically in Ex

Project Status:	Application
AHP Project #:	Disbursement Project Completion Reporting Long-Term Monitoring
Project Name:	
Sponsor Name:	
Date Completed:	

#### **The Tenant Income Worksheet**

**1.** Complete the *Project Information tab* of the TIW. This tab must be completed in order for the Tenant Information tab to populate.

You must select Project Completion Reporting as the Project Status on the Project Information tab before the worksheet will allow any edits to the Tenant Information tab. If you are working from an older version of the TIW, please remember to change the status from Application or Disbursement to Project Completion Reporting.

You must enter the AHP Project Number and Project Name for the Tenant Income tab to populate.

Enter the sponsor name and date completed.



### **Tenant Income Continued**

Using the Summary of Commitments provided at the time of your AHP award, fill out the **Targeting column** based on the original income targeting commitments made at application, **not** the incomes of your current tenants. (Once you complete the Tenant Information tab, the information you enter there will populate the Actual column.)

If the project has committed to providing housing for individuals with a history of homelessness, individuals with special needs, or individuals requiring permanent supportive housing, complete the Scoring Commitments: Approved column, based on the number of units committed to in each scoring category.

If the project did not commit to providing housing to these populations (even if the project currently has tenants who qualify for these categories), please leave the Approved column blank.

Project Address	Number of units in each	income targetir	ng range	Scoring	Operations Summary		
	% of AMI	Targeting	Actual	Commitment	Approved	Actual	Annual Rental Income
1000 Project Drive	<=50%	6	0	Homeless	2	0	\$0
	51-60%	4	0	Perm Supp Housing	0	0	Tenant's Share
State:	61-80%	0	0	Disabled	2	0	\$0
Wisconsin	Total AHP Assisted Units	10	0				Rental Subsidy
County	>80%	0	0				\$0
Dane	Vacant Units		0				Vacancy Rate
Income Guideline	Total Units	10	0				0.0%
Select income guideline to use:							Units Over Affordability Ratio
HUD Income Guidelines	]						0
							Units Over Targeting Selection
							0



### **Tenant Income Continued**

Rental Targeting - Affordab	ility																	
				R									A	A	A	A	A	A
Address/Unit	Head of Household Name	● In Household	Date of Move- in or Income Targeting Reclass	Year of Move-in/ Reclass Income	Annual Income at Move-In/ Reclass	Annual Income at Applic. (2014)	Unit Targeting (<30,<50, <60,<80,> 80)	Lease Rene <del>v</del> al Date	Year of Lease Rene <del>v</del> al	Actual \$ Monthly Rent Charged	Tenant's Rent Share	● of Bedrooms in Unit	Special Needs	Homeless		Max. \$ Inc. Allowed for Family Size	Actual Below Max	Unit Affordability Ratio
1000 Project Drive, Unit 1	Tenant A	1	12/29/2015	2015	\$27,891		<50	12/1/19	2019	\$650		1	D			\$28,950	(\$1,059)	20.70%
1000 Project Drive, Unit 2	TenantB	2	2/26/2016	2016	\$31,922		<50	2/1/19	2019	\$800		2				\$33,600	(\$1,678)	21.24%
1000 Project Drive, Unit 3	Tenant C	1	12/29/2015	2015	\$24,128		<30	12/1/18	2018	\$400		2				\$28,950	(\$4,822)	11.62%
1000 Project Drive, Unit 4	TenantD	1	1/8/2016	2016	\$12,406		<30	1/1/19	2019	\$400		1		Y		\$29,400	(\$16,994)	12.74%
1000 Project Drive, Unit 5	TenantE	3	12/29/2015	2015	\$38,910		<60	12/1/19	2019	\$900		2				\$44,640	(\$5,730)	19.91%
1000 Project Drive, Unit 6	TenantF	3	12/29/2015	2015	\$43,054		<60	12/1/19	2019	\$900		2				\$44,640	(\$1,586)	19.91%
1000 Project Drive, Unit 7	TenantG	1	4/5/2016	2016	\$14,307		<30	4/1/19	2019	\$400		2	D			\$29,400	(\$15,093)	10.62%
1000 Project Drive, Unit 8	TenantH	1	1/21/2016	2016	\$22,744		<30	1/1/19	2019	\$400		2	D			\$29,400	(\$6,656)	10.62%
1000 Project Drive, Unit 9	Tenanti	1	2/11/2016	2016	\$33,054		<60	2/1/19	2019	\$800		1				\$35,280	(\$2,226)	21.23%
1000 Project Drive, Unit 10	Tenant J	1	1/27/2016	2016	\$29,734		<60	1/1/19	2019	\$800		1				\$35,280	(\$5,546)	21.23%
		Address/Unit Name 1000 Project Dive, Unit 1 Tenant A 1000 Project Dive, Unit 2 Tenant B 1000 Project Dive, Unit 3 Tenant C 1000 Project Dive, Unit 4 Tenant D 1000 Project Dive, Unit 5 Tenant E 1000 Project Dive, Unit 6 Tenant F 1000 Project Dive, Unit 7 Tenant G 1000 Project Dive, Unit 8 Tenant H 1000 Project Dive, Unit 9 Tenant H	Address/Unit         Head of Household Name         Image:	Address/Unit         Head of Household Name         In Household         Date of Move- in or Income           1000 Project Dive, Unit 1         Tenart A         1         12/23/2015           1000 Project Dive, Unit 2         Tenart B         2         2/26/2015           1000 Project Dive, Unit 3         Tenart C         1         12/23/2015           1000 Project Dive, Unit 4         Tenart C         1         12/23/2015           1000 Project Dive, Unit 5         Tenart C         3         12/23/2015           1000 Project Dive, Unit 6         Tenart F         3         12/23/2015           1000 Project Dive, Unit 6         Tenart F         3         12/23/2015           1000 Project Dive, Unit 6         Tenart F         3         12/23/2015           1000 Project Dive, Unit 6         Tenart G         1         4/5/2016           1000 Project Dive, Unit 7         Tenart H         1         12/23/2015           1000 Project Dive, Unit 3         Tenart H         1         12/23/2015           1000 Project Dive, Unit 3         Tenart H         1         12/12/2016	AddresstUnit         Head of Household Name         In Household         Date of Move- in or Income in or Income         Year of Move- in or Income           1000 Project Drive, Unit 1         Tenant A         1         12/23/2015         2015           1000 Project Drive, Unit 2         Tenant B         2         22/25/2015         2015           1000 Project Drive, Unit 3         Tenant C         1         12/23/2015         2015           1000 Project Drive, Unit 3         Tenant C         1         19/2016         2015           1000 Project Drive, Unit 6         Tenant F         3         12/23/2015         2015           1000 Project Drive, Unit 6         Tenant F         3         12/23/2015         2015           1000 Project Drive, Unit 6         Tenant G         1         445/2016         2016           1000 Project Drive, Unit 8         Tenant H         1         12/23/2015         2015           1000 Project Drive, Unit 8         Tenant H         1         12/23/2015         2015           1000 Project Drive, Unit 8         Tenant H         1         12/23/2015         2015           1000 Project Drive, Unit 8         Tenant H         1         12/23/2015         2015           1000 Project Drive, Unit 8         Tenant H	AddresstUnit         Head of Household Name         In Household         Date of Move- in or Income Reclass         Year of Move-in/ Progent Progen	Address/Unit         Head of Household Name         Image: Image for the second	Address/Unit         Head of Household Name         Image in the interview Processing in or income in or income         Year of Move-in/ income         Annual Move-in/ Processing         Annual Move-in/ Reclass         Annual Reclass	Address/Unit         Head of Household Name         Image in the processing in or income in or income         Year of Move-in/ income         Annual Move-in/ Reclass         Lease (30, 40, 20, 2016         Lease Reclass           1000 Project Drive, Unit 2         Tenart B         2         22/26/2016         2016         437,921         <50	Address/Unit         Head of Household Name         In Household         In Household         In Household         Date of Hove- in or income Reclass         Year of Rover-in/ Reclass         Annual Mover-in/ Reclass         Annual Mover-in/ Reclass         Annual Mover-in/ Reclass         Annual Mover-in/ Replic.         Unit         Lease Reneval (30, 50, 60, 60)         Lease Reneval Reneval 800           1000 Project Dive, Unit 1         Tenant A         1         1/2/23/2015         2015         8/27.891         <50	AddresstUnit         Head of Household Name         Image: Household Name         Image: Household Name         Image: Household Name         Image: Household Note in or Income Reclass         Year of Househol Reclass         Year of Househol Reclass         Annual Annual Move-in/ Reclass         Annual Applic, (20) (50), (20) (50), (60)         Lease Lease Receared Receared Receared (530, (50), (60), (730, (50), (60), (730, (50), (730, (730, (50), (730	AddresstUnit         Head of Household Name         B in Household         Date of Move in or income Reclass         Year of Household         Annual Household         Annual Household         Annual Household         Annual Household         Annual Household         Lease Household         Year of Household         Annual Household         Annual Household         Annual Household         Annual Household         Lease Household         Year of Henewal         Annual Household         Lease Household         Year of Henewal         Annual Household         Lease Household         Year of Henewal         Annual Household           1000 Project Dive, Unit 1         Tenant A         1         12/23/2015         2015         #31.922         <50	AddressfUnit         Head of Household Name         In Household Name         Date of Move- in or Income Reclass         Year of Move-in/ Reclass         Annual Annual Move-in/ Reclass         Unit Largeing Move-in/ Reclass         Leas Largeing (50,60) (60,0)         Leas Date Date         Actual Monthy Reclass         Ferrat Reclass         Actual Move-in/ Reclass         Con- trageing Move-in/ Reclass         Annual Move-in/ Reclass         Annual Move-in/ Reclass         Leas Move-in/ Reclass         Leas Move-in/ Reclass         Leas Move-in/ Reclass         Annual Move-in/ Reclass         Annual Move-in/ Reclass         Leas Move-in/ Reclass         Leas Move-in/ Reclass         Annual Move-in/ Reclass         Annual Move-in/ Reclass         Annual Move-in/ Reclass         Leas Move-in/ Reclass         Leas Move-in/ Reclass         Annual Move-in/ Reclass         Annual Move-in/ Reclass         Leas Move-in/ Reclass         Leas Move-in/ Reclass         Annual Move-in/ Reclass         Annual Move-in/ Reclass         Annual Move-in/ Reclass         Leas Move-in/ Reclass         Leas Move-in/ Reclass         Annual Move-in/ Reclass         Annual Move-in/ Reclass         Annual Move-in/ Reclass         Leas Move-in/ Reclass         Leas Move-in/ Reclass         Leas Move-in/ Reclass         Leas Move-in/ Reclass         Annual Move-in/ Reclass         Annual Move-in/ Reclass         Leas Move-in/ Reclass         Leas Reclass         Annual Reclass         Leas Move-in/ Reclass         Leas Move-in/ Reclass         Leas Move-in/ Reclass	AddressRUmit         Head of Household Name         In Plane         Date of Move- in or Income Reclass         Year of Move-in/ Reclass         Annual Income at Move-in/ Reclass         Unit Income at Move-in/ Reclass         Leas Income at Move-in/ Reclass         Vear of Registric (30,50) (80,0)         Could Date         Period Reclass         Could Reclass         Period Reclass         Annual Move-in/ Reclass         Unit Income at Move-in/ Reclass         Leas Reclass         Vear of Renewal         Annual Reclass         Manual Move-in/ Reclass         Leas Reclass         Vear of Renewal         Annual Reclass         Manual Move-in/ Reclass         Manual Move-in/ Reclass         Leas Reclass         Vear of Renewal         Annual Reclass         Manual Move-in/ Reclass         Manual Move-in/ Reclass         Leas Renewal         Annual Renewal         Manual Reclass         Manual Move-in/ Reclass         Manual Move-in/ Reclass         Leas Renewal         Annual Renewal         Manual Reclass         Manual Move-in/ Reclass         Manual Move-in/ Reclass         Leas Renewal         Annual Renewal         Manual Reclass         Manual Move-in/ Reclass         Manual Move-in/ Reclass         Manual Move-in/ Reclass         Manual Move-in/ Reclass         Manual Move-in/ Reclass         Leas Reclass         Annual Reclass         Leas Reclass         Annual Reclass         Manual Move-in/ Reclass         Manual Reclass         Manual Move-in/ Reclass         Manual Move-in/ Reclass         M	Address/Unit         Head of Household Name         Unit Household         Date of Move- in or Income Reclass         Year of Move- Income Reclass         Annual Move- (2014)         Annual Applic. (2015)         Unit Hassing (2015)         Lease Beneval (2014)         Year of Reneval Beneval Bare of Move- Beneval         Char of Move- Rent (2015)         Date of Household (2015)         Beneval Move- (2014)         Vear of Beneval Bare of Beneval (2015)         Char of Beneval Beneval (2014)         Tenant's Beneval Bare of Beneval (Char	Address/Unit         Head of Household Name         In Buschold         Date of Move- in or Income Reclass         Annual Move-inf Income at Move-inf Reclass         Annual Income at Move-inf Reclass         Case Renew (2014)         Cotual Bac Renew Re	Address/Unit         Head of Household Name         Unit Household Reclass         Year of In on income Reclass         Year of Rove-In/ Reclass         Annual Income (2014)         Lase Lageting (2014)         Vear of Renewal Bate         New of Reclass         Annual Income Reclass         Lase Lageting (2014)         Vear of Renewal Bate         Annual Reclass         Lase Lageting (2014)         Lase Lageting (2014)         Annual Renewal Bate         Lase Lageting Renewal (2014)         Control Renewal Bate         Annual Renewal Bate         Lase Lageting Renewal Bate         Control Renewal Bate         Control Renewal Renewal Bate         Control Renewal Renewal Bate         Control Renewal Renewal Bate         Control Renewal Renewal Bate         Control Renewal Renewal Renewal Renewal Renewal Bate         Control Renewal Re	AddressfUnit         Head of Household Name         Image: Household in or income reclass         Year of household Reclass         Annual Rome- Reclass         Annual Applic, (20), 50, (20), 50, (2

**2.** Complete the **Tenant Information tab** of the TIW, paying special attention to the following columns, which are frequently completed incorrectly:

Date of Move-In or Income Targeting

**Recertification:** Enter the date of the household's initial income certification (move-in date), or the date of the most recent income recertification.

**Year of Move-In or Income Targeting Recertification:** Enter the year the tenant moved in, or the year of the most recent income recertification. This will populate the three righthand columns with year-specific calculations.

C Annual Income at Move-In or Income

**Targeting Recertification:** Enter the tenant's annual income at initial income certification (movein) or recertification. The value entered here should match the amount of total annual income that was used to determine the tenant's income eligibility and AMI category. The annualized income should be based on third-party income verifications, such as pay stubs, Social Security or SSDI statements, or other supporting documentation.

**D** Actual Monthly Rent Charged and Tenant's

**Rent Share:** Enter the total monthly rent on the unit, as well as the tenant's rent share. If the unit is not subsidized, enter the same dollar amount in both columns.

Special Needs, Homeless, and Permanent Supportive Housing: If your project committed to providing housing to individuals with special needs, to those experiencing homelessness, and/ or to those needing permanent supportive housing at application, you will need to evidence compliance with this commitment on the TIW. Select from the drop-down menus to indicate any tenants who have special needs, experienced homelessness immediately prior to moving into their current unit, and/or are living in a permanent supportive housing environment. For permanent supportive housing units, households must be at or below 30% AMI.

If the project did not commit to providing housing to these populations (even if the project currently has tenants who qualify for these categories), please leave these columns blank.

 Maximum Income Allowed for Family Size, Actual Income Below Maximum, and Unit Affordability Ratio: These columns will auto-populate. Reference these numbers as you compare the tenant's actual income with income limits. For permanent supportive housing units, households must be at or below 30% AMI.



#### **Tenant Income Continued**

**3.** Once the Tenant Information tab is completed, the Project Information tab will auto-populate a summary of the information entered:

Project Address	s Number of units in each income targeting range Scoring Commitments						Operations Summary
	% of AMI	Targeting	Actual	Commitment	Approved	Actual	Annual Rental Income
1000 Project Drive	<=50%	6	6	Homeless	2	1	\$77,400
	51-60%	4	4	Perm Supp Housing	0	0	Tenant's Share
State:	61-80%	0	0	Disabled	2	3	\$0
Wisconsin	Total AHP Assisted Units	10	10				Rental Subsidy
County	>80%	0	0				\$77,400
Dane	Vacant Units		0				Vacancy Rate
Income Guideline	Total Units	10	10				0.0%
Select income guideline to use:							Units Over Affordability Ratio
HUD Income Guidelines							0
							Units Over Targeting Selection
							0

**Remember:** Review the **Project Information tab** to ensure that the current tenant mix is compliant with:

• **Income targeting requirements** (i.e., does the number of units in the Targeting and Actual columns match at each targeting bracket?)

• **Scoring commitments** (i.e., if your application committed to providing housing for the homeless, is the correct number of units currently occupied by this tenant population? If not, the Actual cell will flag the discrepancy, as shown above).



## **Tenant Income Verification (TIV)**

When completing the TIW, please remember that Community Investment analysts will request a TIV sample to confirm all information entered on the TIW. Please be prepared to provide the following documentation for all tenants selected in the TIV sample:

• Initial income certification and calculation (from the later of either move-in or AHP application)

• Third-party income verification documents, such as pay stubs, Social Security or SSDI statements, etc.

• The current lease agreement

• If the project received points in the **Special Needs, Homeless, or Permanent Supportive Housing** scoring categories:

 A self-certification of history of homeless ness,

OR

 Third-party evidence confirming that the family or individual has a history of homelessness (if applicable); examples include:

• Documentation from a referral agency or supportive service provider, evidencing his tory of homelessness

• A land use agreement indicating home less designation

#### - A self-certification of special needs status,

OR

- Third-party evidence confirming special needs status; examples include:

• A copy of a previous Supplemental Securi ty Income statement

• Documentation from a referral network

- Evidence of provision of permanent supportive housing; examples include:

• A self-certification verifying that the unit is reserved for a permanent supportive housing household

- A tenant selection plan, reflecting prefer ence for households in need of supportive services
- A supportive housing plan to increase rates of housing stability or retention
- Evidence of service delivery
- Evidence that 20% of units are reserved for tenants at or below 30% AMI



#### **Project Status Information**

	Project Name:
	Project Number:
	Project Completion Certificate Number:
Project Completion *	
Project Status Information	
Does the project still comply with applicable Fair Housing and Accessibility	Laws?' 🖲 Yes 🔿 No
Please attach your Fair Housing evidence in the Project Documents section.	
is the project 50% or more complete?' $\label{eq:Yes}$ $\bigcirc$ $_{No}$	
"Supporting validation of cost documentation is required. Please attach docu	umentation to the Validation of Cost line item in the Project Documentation Section."
Has Project Sponsor contact information changed since application?' $\bigcirc$ Ye	es 🖲 No
Required to save the page	To submit your changes please click Save before exiting this page.
Required before Sponsor Approval	Save Undo
Previous	Next
	© 2020 Federal Home Loan Bank of Chicago. All rights reserved
	w 2020 Hederal Home Loan Bank of Chicado, All ridhts reserve

#### What our reviewers are looking to verify:

Community Investment reviewers confirm that the project remains compliant with fair housing and accessibility legislation; is more than 50% complete; and reflects accurate, up-to-date sponsor contact information. What you should provide: Fair housing and accessibility information, cost validation documentation, and contact information, as needed.

After navigating to the Project Status Information screen, verify that the fair housing evidence, project completion information, and sponsor contact information for your project remain correct and up-to-date; confirm these details by selecting the appropriate radio buttons. If you need to make changes (for example, if the project sponsor's contact information has changed), select the appropriate radio button and enter your explanation in the text box that will appear below the question.



## **Project Timeline**

Project Completion *		
Project Timeline		
Please supply the current project timeline dates listed below:		
Award Date	11/14/2016	
Award Expiration Date	11/29/2018	
AHP Initial Draw Date	11/28/2018	Actual ?
Construction/Rehabilitation Start Date*	04/24/2019	* Actual
Complete Construction/Rehabilitation of all Units Date*	01/31/2020	* Actual
Stabilized Occupancy Date <sup>*</sup>	07/03/2020	* Actual
Date of Certificate of Occupancy/Certificate of Substantial Rehabilitation*	05/07/2020	* Actual
Please attach Certificate of Occupancy/Certificate of Substantial Rehabilitation $^{\star}$	Uploaded File Info	
	Sample Upload File.pdf	
Project Closing Date <sup>*</sup>	07/31/2020	2
100% of Financing Committed Date*	04/17/2019	?
Project Completion Date	07/03/2020	?
Have there been any material delays to the project?* Yes		

After navigating to the Project Timeline screen, modify relevant dates as needed. Please ensure that dates entered make logical sense (for example, for new construction projects, we would not expect to see a Certificate of Occupancy issued prior to construction completion of all units).

#### What our reviewers are looking to verify:

Community Investment reviewers check that relevant project dates in AHP Online are accurate and match those provided in supporting documentation.

#### What you should provide:

#### • Accurate dates for all Project Timeline items. Please ensure that dates match those shown in supporting documentation.

• Certificate of Occupancy/Certificate of Substantial Rehabilitation. AHP Online will prompt an upload of the document; please ensure that the certificate verifies completion of 100% of units in the project.

### The following dates will auto-populate:

- Award Date
- Award Expiration Date
- Initial Draw Date

#### Please enter verified dates for the following:

- Construction/Rehabilitation Start Date
- Complete Construction/Rehabilitation of All Units Date
- Project Completion Date (reference the **Helpful**
- *Hint* on the next page for a definition of this date)
- Stabilized Occupancy Date (90% occupancy)
- Date of Certificate of Occupancy/Certificate of
- Substantial Rehabilitation
- Project Closing Date
- 100% of Financing Committed Date

Please continue to the next page for more information.



### **Project Timeline Continued**

#### Have there been any material delays to

**the project?:** Material delays include events causing significant schedule impacts on either the construction or lease-up phase of a project. Examples include extreme storm events (e.g., hurricanes, tornadoes, severe flooding), fire damage, and longstanding labor disputes. It is unlikely that a project will experience these delays; most AHP sponsors will answer **No.** 

If the project has experienced material delays, select **Yes** and enter an explanation in the text box.

#### **Helpful Hint**

For **Rental Projects**, the project completion date is the latest date of:

1) the date the project reports a 90% occupancy rate, 2) the date when construction or rehabilitation is complete, or 3) the date of the final disbursement of AHP subsidy.

For more information, please reference the **AHP Definitions Policy**.



## **Scoring Information**

					Project Name: Project Number: Project Completion Certificate Number:
Project Completion *					
coring Information					
lease attach supporting documentation for commitments	s that are Requ	ired/Needed st	atus.		
lease respond to the following statement:					
affirm that I have reviewed the Scoring Commitments lin	sted below and	that they are c	orrect." 🖲 Yes	No No	
Scoring Category	Commitment Status	Project Commitment	Filled by This Request?	Previous Documentation	Attach Supporting Documentation
Priority 2 - Project Sponsorship	Satisfied	32			Browbe.
Priority 3 - Targeting					
<= 50% AMI	Needed	20	<b>X</b>		
> 50% and <=60% AMI	Needed	9	Ø		
> 80% AMI	Needed	3	V		
Priority 5 - Promotion of Empowerment					
Employment services (i.e., employment/career counseling, job training and/or placement)	Needed	32	N	Sample Upload File.pdf	Browse
Financial literacy, independent of homebuyer education and/or pre-purchase counseling	Needed	32	X	Sample Upload File.pdf	Browse
Youth education programs serving as a substitute for child care, or those that create employment and/or volunteer opportunities for youth	Needed	32	X	Sample Upload File.pdf	Browse
Assistance accessing benefits and/or entitlements that provide income and/or reduce the cost of living	Needed	32	¥	Sample Upload File.pdf	Browse
Priority 6 - District Priority 1					
Rural	Satisfied	15		0	Browse.
In-District	Satisfied	32		1	Balance
Priority 7 - District Priority 2					
Project Readiness	Satisfied	32			
Member Financial Participation					
Points will be awarded if a member or members provide long-term financing with a minimum term of 15 years to the project (a. permanent financing, letter of credit for credit enhancement, direct purchase of tax credits, or purchase of tax credits through a proprietary investiment fund), the sum total of which constitutes >=5% and <10% of total development costs.	Needed		R	Ű	Browse
Priority 8 - AHP Subsidy per Unit		\$0.00 - \$15,000.00			
Priority 9 - Community Stability	Satisfied	32			Elfune a 2
equired to save the page				To submit your chan	ges please click Save before exiting this pa
Required before Sponsor Approval					Save Cancel

#### What our reviewers are looking to verify: Community Investment reviewers confirm that scoring commitments made at application are still valid and in place at project completion.

#### What you should provide: On

the Scoring Information screen, review the scoring commitments made at application. Once you have verified all scoring commitments and uploaded all necessary documentation, select *Yes* and save your changes. Please reference the following page for specifics on supporting documentation.

#### Consult the AHP Program Policy and Forms page, specifically the Rental

**Documentation Matrix**, for additional information on scoring commitments and documentation requirements specific to your program year.



### **Scoring Commitments**

The list below represents commitments that frequently require supporting documentation at PCR. **This list is not exhaustive.** 

Promotion of Empowerment – Memorandum of Understanding (MOU): If your project committed to one or more services under the Promotion of Empowerment category, you will need to provide the current executed MOU to evidence that service provision is still in place.

Please do not provide the original MOU from your application. Community Investment reviewers require the current copy, signed by both parties (i.e., the sponsor and the service provider, unless the sponsor is providing services directly) and dated from the current calendar year. We recommend downloading the original MOU from your application, adding or changing relevant information, and signing the new copy.

Permanent Supportive Housing, Housing for Special Needs Populations, Housing for Homeless Household: The Targeted Population Certificate is required for all projects with scoring committments in these categories. This form can be found on our website.

**Targeting:** Verify compliance with targeting commitments by checking the boxes. No upload is required.

### **Helpful Hint**

When submitting **updated MOUs** at Project Completion Reporting, it may take time to acquire the updated signatures from the sponsor and service provider (especially if a third-party signature is needed). We recommend getting these started early while gathering materials to complete the PCR.



## **Financial Information: Financial Review**

fow is the most recent financial it			sis. Commitment Letters						
ormation and proceed to the "Im	information ap port Spreader	proved for yo wer" tab.	ur project. Please prepare an updale	d Rental Feasi	bility Worl	dook w	ith curren	nt project fina	ncial
arrent Financial Feasibility Sprea		isacled Frie Ind	10 C						
	- CONT		Financial Feasibility Disbursem	HIR- DRAFTVI	tate .				
Rousing Development Sources o	d Funde								
Searce of Funds	Amount (1)	Housing or Commercial	Description	Committee	Rate (%)	Term (jeuraji		Annual Debt Svc (S) (Hard only)	Hard Debr
AHP Direct Suberdy	435.000.00	Housing	AHP Subsidy	No	0.00%	0.0	0.0	0.00	No
LIHITC Equity	3.840,108.00	Housing	Federal Low-Income Housing Tax Credit Equity	788	0.00%	00	0.0	0.00	Nộ
Municipal Fee Reimburgement	09,008.00	Housing	TIFILocal Government Suberdy	Yee	0.00%	0.0	0.0	0.00	NO
Bubordinalett Loan (City of Burlington)	25.000.00	Housing	Other Loams	. 1986	2.00%	20.0	0.0	0.00	No
Permanent Loan (IFF)	310.000.00	Housing	Other Lisaria	Yes	6.00%	15.0	35.0	23.945.00	Yes
Subordnated Loan (CR)	418.000.00		Other Loane	Yes	1.00%	55.0	0.0		
Managing Member Equity Defensed Ceveloper Fee	100.00		Owner's Equity Defended Developer Fee	Yes Yes	0.00%	0.0	0.0		
	16,533.00	Provine M	Chained Canadon Line		0.06%	0.0	0.0	0.00	140
Sublotal - Commot	\$ 0.00								
Children and Anna and Anna	86,533.00								
Units Breakout									
100	of Units			No of U		Dire	ncy Unb	No of D	otta 0
Rehabilitation Units	2 2	Sieutier than 50	cual to 50% AME. Ne and less that or equal to 60% AMI		20 Ø	1-040	room Uris	8	15
New Construction Units Acquisition units	30 5		% and less than or equal to \$0% AMI		0	3-040	room Un	0	11 0
Total Linita		Iotal Units	50.04E		38		toom Uni	ta -	32
Building has Envator						177	150		1
(YAG) Yes									
Housing Development Uses of Fu	unde Summer	r							
Total Acquisitor Costs		\$ 175	000-00						
Total Construction / Rehabilitation		\$ 3.99	1,902.00						
Hard Construction Costs Hard Renabilitation Costs			\$ 3,317,255.05 \$ 0.00						
Other Costs									
Total Fees			£ 674,647.00 \$ 0.00						
Total Feen Total Taxies and Insurance Costs			\$ 0.00 5.000 30						
Total Feen Total Taxles and Insurance Costs Total Construction Financing		\$ 257	\$ 0.00 5.000.00 7.517.00						
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Total Fees Total Taxies and Insurance Dotts Total Construction Financing Total Premanent Financing Total Poster Reserves Total Stot Costs Total Developer Fees Total Development Costs Total Development Costs		\$ 25	6 0.00 000 30 7 47 7 00 5 000 30 1 13 .00 1 13 .00 7 003 55						
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#### The *Financial Information: Financial Review* screen is

only a review of the previously submitted Financial Feasbility Workbook. No further action is needed.

Click Save and Next.



### **Financial Information: Import Spreadsheet**

Project Completion <ul> <li>Inancial Information</li> <li>Financial Review</li> <li>Import Spreadsheet</li> <li>Feasibility Analysis</li> <li>Commitment Letters</li> <li>Complete and attach all of the project's financial information using the Financial Feasibility Spreadsheet template found on the FHLBC Community Investment website.</li> <li>Have you completed an updated financial workbook with current information as of this Project Completion Request?</li> <li>Yes No</li> <li>Please attach your updated Financial Feasibility spreadsheet.</li> <li>Browse.</li> <li>Import Spreadsheet Financial Feasibility spreadsheet.</li> <li>Browse.</li> <li>To submit your changes please click Save before exiting this project to save the page</li> </ul>					Project Name:
Project Completion <ul> <li>Inancial Information</li> <li>Financial Review</li> <li>Import Spreadsheet</li> <li>Feasibility Analysis</li> <li>Commitment Letters</li> <li>Complete and attach all of the project's financial information using the Financial Feasibility Spreadsheet template found on the FHLBC Community Investment website.</li> <li>Have you completed an updated financial workbook with current information as of this Project Completion Request?</li> <li>Yes No</li> <li>Please attach your updated Financial Feasibility spreadsheet.</li> <li>Browse</li> <li>Import Spreadsheet.</li> <li>Import Spreadsheet.</li></ul>					Project Number:
mancial Information         Financial Review       Import Spreadsheet       Feasibility Analysis       Commitment Letters         Complete and attach all of the project's financial information using the Financial Feasibility Spreadsheet template found on the FHLBC Community Investment         Have you completed an updated financial workbook with current information as of this Project Completion Request?       Yes       No         Please attach your updated Financial Feasibility spreadsheet.       Browse       ?					Project Completion Certificate Number:
Financial Review Import Spreadsheet Feasibility Analysis Commitment Letters Complete and attach all of the project's financial information using the Financial Feasibility Spreadsheet template found on the FHLBC Community Investment Have you completed an updated financial workbook with current information as of this Project Completion Request? • Yes • No Please attach your updated Financial Feasibility spreadsheet. Browse 2 equired to save the page	roject Completion	8575			
Financial Review Import Spreadsheet Feasibility Analysis Commitment Letters Complete and attach all of the project's financial information using the Financial Feasibility Spreadsheet template found on the FHLBC Community Investment Have you completed an updated financial workbook with current information as of this Project Completion Request? • Yes • No Please attach your updated Financial Feasibility spreadsheet. Browse 2 equired to save the page					
Complete and attach all of the project's financial information using the Financial Feasibility Spreadsheet template found on the FHLBC Community Investment website. Have you completed an updated financial workbook with current information as of this Project Completion Request? • Yes No Please attach your updated Financial Feasibility spreadsheet. Browse 2	nancial Inf	ormation			
Complete and attach all of the project's financial information using the Financial Feasibility Spreadsheet template found on the FHLBC Community Investment website. Have you completed an updated financial workbook with current information as of this Project Completion Request? • Yes No Please attach your updated Financial Feasibility spreadsheet. Browse 2		1			
website.         Have you completed an updated financial workbook with current information as of this Project Completion Request?*        Yes <ul> <li>Yes              <li>No</li> </li></ul> Please attach your updated Financial Feasibility spreadsheet.*         Browse         Image: Completion Request?*         Yes <ul> <li>Yes              <li>No</li> </li></ul> Please attach your updated Financial Feasibility spreadsheet.*         Image: Completion Request?*         Yes <ul> <li>Yes              <li>Yes              </li> <li>Yes              </li> <li>Yes              <li>Yes              </li> <li>Yes</li></li></li></ul>	Financial Review	Import Spreadsheet	Feasibility Analysis	Commitment Letters	
equired to save the page To submit your changes please click Save before exiting this p		ted an updated financial	workbook with current in	formation as of this Project Completion F	Request?" 💿 Yes 🔘 No
quired to save the page To submit your changes please click Save before exiting this p	Please attach you	r undated Financial Feas	ibility spreadsheet *	Browse 7	
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	equired before Spor	nsor Approval			Save Undo

#### What our reviewers are looking to verify:

Community Investment reviewers analyze the final Financial Feasibility Spreadsheet to verify that all feasibility indicators remain within guidelines (or that any exceptions are reasonable), that project costs in the spreadsheet match those on third-party cost certification documents, and that the project continues to demonstrate a need for the AHP subsidy.

What you should provide: AHP Online will request a **final copy** of the Financial Feasibility Spreadsheet (which may differ from the copies provided at application and disbursement), reflecting the project's final Sources of Funds and Uses of Funds; development costs; and operating pro forma.

After navigating to the Financial Information: Import Spreadsheet screen, upload the most current version of the Financial Feasibility Spreadsheet. We recommend downloading a copy of the Financial Feasibility Spreadsheet that was uploaded at disbursement and modifying it to reflect the final project costs. This will ensure that you are completing the spreadsheet specific to your AHP program year, and reduce manual data entry.

Before uploading your spreadsheet, check for the following:

#### • Does construction contingency equal \$0.00

**(0%)?** As construction is complete at PCR, Community Investment reviewers will expect to see a contingency of zero (i.e., no funds still allocated for contingency).

• Do the dollar amounts, rates, and terms shown on the Sources tab match those shown on the financial commitment letters? Please ensure that financing commitments match across documents. If they do not, Community Investment will request either a) an updated Financial Feasibility Spreadsheet, or b) revised commitment letters from relevant source(s).



## **Financial Information: Feasibility Analysis**

					Projec	Pro	ject Name: ject Number: Certificate Numbe
oject Comple	etion *				Projec	t Completion	Certificate Numbe
nancial	Information						
inancial Revi	ew Import Spreadsheet	Feasibility Analysis	Commitment L	etters			
	issues were found. You must ust provide an explanation for				preadsheet to resolve the issue ssue.	The followi	ng issues were
Action	Feasibilit	y Value	Details	Standard	Current Approved	New	Explained
Explain	Debt Coverage Ratio		More Info	1.15 - 1.45	2.05	1.85	Yes
Explain	Debt Coverage Ratio, DCR - C	Overall	More Info	1.15 - 1.45	2.05	1.85	Yes
	provide an explanation* e 2000 characters remaining fo	or your description.			¢		
quired to save	B						
				T	o submit your changes please c	lick Save be	fore exiting this
equired before	Sponsor Approval			ľ	o submit your changes please o		efore exiting this
equired before				ľ	o submit your changes please c		

#### What our reviewers are looking to verify:

Community Investment will reassess any financial feasibility indicators that are outside of guidelines, to ensure they remain reasonable. Reviewers will also analyze financial changes to the project, if any have occurred.

What you should provide: If significant financial changes have occurred, or additional feasibility indicators have moved outside of guidelines since disbursement, explanations will be required.

Navigate to the Financial Information: Feasibility Analysis screen. If any feasibility indicators were outside of guidelines at application or disbursement, explanations were required. These values and associated explanations will autopopulate. If there have been significant financial changes to the project, select Yes and enter an explanation in the text box provided. Depending on the changes, feasibility values outside of guidelines may populate and require explanation.

If an explanation is required for an indicator that is outside of guidelines, select Explain next to the feasibility value, and enter your explanation in the text box provided.



## **Financial Information: Commitment Letters**

What our reviewers are looking to verify: Community Investment reviewers confirm that all funding sources committed at application and verified at disbursement are still committed to the project, and that dollar amounts reflected on commitment documents match those in the Financial Feasibility Spreadsheet.

What you should provide: Please submit final funding commitments for all sources. We require final loan notes and grant agreements at PCR. Draft commitment letters submitted at application or at disbursement will not be sufficient.

#### Please do not provide:

• Non-final funding commitments, such as letters of intent

• Funding commitments in which dollar amounts provided do not match totals shown on the Financial Feasibility Spreadsheet

Acceptable final commitment documents are outlined below, by funding type.

TYPE OF COMMITMENT	DOCUMENTATION NEEDED
All permanent loans	Final promissory note
	An initial Letter of Intent indicating commitment is not sufficient.
Low-Income Housing Tax Credit (LIHTC)	Signed limited partnership agreement or operating agreement
Historic Tax Credit	Signed limited partnership agreement or operating agreement
Illinois Affordable Housing Tax Credit (IAHTC)	Signed transfer agreement
HOME or CDBG	Signed grant agreement and/or note, if required by jurisdiction; the grant agreement or note should include repayment terms, if applicable
Other grants	Signed grant agreement
Deferred developer fee / owner equity	Signed commitment letter from the developer, which reflects the final amount of the deferred fee
	An initial commitment letter reflecting a different deferred fee amount is not sufficient.

#### **Documentation Requirements**



## **Financial Information: Commitment Letters**

olect Com	nletion *			1	F	Project Name: Project Number: on Certificate Number
	I Information					
inancial Re	wiew Import Spreadsheet	Feasibility Analysis	Commitment Letters			
he followir	ng approved funding sources w	ere found. You must prov	vide a commitment letter for each of t	them or re-upload the sp	readsheet if th	is was done <mark>i</mark> n error.
Action	Source of Funds		Description	Amount	Approved	Letter Provided
- L	LIHTC Equity	Federal Low	-Income Housing Tax Credit Equity	\$ 3,940,106.00	Yes	Yes
Attachi N	Municipal Fee Reimbursement	TIF/Local Go	overnment Subsidy	\$ 59,008.00	Yes	Yes
Attach \$	Subordinated Loan (City of Burling	ton) Other Loans	e	\$ 25,000.00	Yes	Yes
Attach F	Permanent Loan (IFF)	Other Loans		\$ 350,000.00	Yes	Yes
Attach S	Subordinated Loan (Citi)	Other Loans		\$ 390,000.00	Yes	No
Attach C	Deferred Developer Fee	Deferred De	veloper Fee	\$ 25,710.00	Yes	No
Committee	nent Letter					America
	of Funds LIHTC Equity	e Housing Tax Credit Equi	a.	Update Com	nitment Letter	Cancel
Amount Approve	\$ 3,940,106.00	e Housing Fax Creut Equ				
			Uploaded File Info			
Attach a	commitment letter for this appr	roved funding source.*	Sample Upload File.pdf	Remove		
juired to say	ve the page		To	submit your changes ple	ase click Save	before exiting this r
			Longer Lander	and the second se		and a second sec
quired befo	ore Sponsor Approval					Save Undo

#### 1. Navigate to the *Financial Information: Commitment Letters* screen.

**2. Review all commitment letters.** Are the source names, descriptions, and dollar amounts correct?

**3.** Review the Letter Provided column. If any sources are listed as No, please click on Attach to upload the relevant commitment documentation, using the Documentation Requirements table on the previous page as a guide.



## **Project Documentation**

Project	Documents						
Action	Des	cription	Documentation Required	Status	Document Available?	Explained?	Attached Document
Edit	Rehabilitation and Cor	nstruction Scope	See documentation matrix	Needed	No	Yes	
Edit	Construction Payment	ts and Completion	See documentation matrix	Needed	Yes	No	Sample Upload File.pdf
Edit	Permission to Occupy		See documentation matrix	Needed	Yes	No	Sample Upload File.pdf
Edit	Project Uses		See documentation matrix	Needed	Yes	No	Sample Upload File.pdf
Edit	Income		See documentation matrix	Needed	No	Yes	
Edit	Retention Agreement		See documentation matrix	Needed	Yes	No	Sample Upload File.pdf
Edit	Compliance		See documentation matrix	Needed		No	
Edit	Pictures		See documentation matrix	Needed	Yes	No	Sample Upload File.pdf
View	Site Control			Satisfied		No	
View	Acquisition		See documentation matrix	Satisfied		No	
View	Acquisition Cost		See documentation matrix	Satisfied		No	
View	Zoning		See documentation matrix	Satisfied		No	
View	Existence		See documentation matrix	Satisfied		No	
View	Authority to do Busine	<b>S</b> S	See documentation matrix	Satisfied		No	
View	Ownership		See documentation matrix	Satisfied		No	
View	Experience/Capacity			Satisfied		No	
View	Market Information			Satisfied		No	
View	Construction Costs		See documentation matrix	Satisfied		No	
View	Accessibility			Satisfied		No	
View	Project Sources		See documentation matrix	Satisfied		No	
View	Delivery of Subsidy		See documentation matrix	Satisfied		No	
View	Floor and Site Plan		See documentation matrix	Satisfied		No	
View	Subsidy Agreement		See documentation matrix	Satisfied		No	1
Proje	ct Document				[ Hodate Pro	ject Docume	nt Cancel
Docu	us rription irmentation Required ious Attached Docum e documentation avail	See docume Uploaded Sample (	Payments and Completion ntation matrix 1 File Info Ipload File.pdf		Colores Line		
		Uploaded File Info					
Atta	ch Documentation*	Sample Upload Fil	e.pdf Remove				
duired i	to save the page			To su	bmit your changes pleas	a click Save I	hefore exiting this pag

On the Project Documentation screen, you will upload any necessary project documents, as specified in the **Rental Documentation Matrix**. The following sections provide detailed information on what you should upload for many of the requested documentation types.



## **Project Documentation Continued**

O OWNER:		PROJECT	PERIOD	ATION NO.: TO: T NOS.:	Distribution to: OWNER ARCHITECT CONTRACTOR		
ROM CONTRACTOR:		VIA ARCHITECT	CONTR	ACT DATE:			
ONTRACT FOR:							
CONTRACTOR'S APPLI pplication is made for payment, as sl antinuation Sheet, AIA Document G	hown below, in conr		The undersigned Contractor certifies that i mation and belief the Work covered by th in accordance with the Contract Docum Contractor for Work for which previous ments received from the Owner, and the	is Application for Pa tents, that all amou Certificates for Pay	yment has been completed nts have been paid by the ment were issued and pay-		
ORIGINAL CONTRACT SUM			CONTRACTOR:	i internet particular			
. Net change by Change Orders					Dated		
. CONTRACT SUM TO DATE (Line I	t ± 2)		By Signed	Du	Dated		
. TOTAL COMPLETED & STORED T (Column G on G703)	O DATE \$		State of: County of:				
. RETAINAGE: a% of Completed Work (Columns D + E on G703)	8		Subscribed and sworn to before me this day of NOTARIZED Notary Public: My Commission expires:				
<ul> <li>b% of Stored Material (Column F on G703)</li> <li>Total Retainage (Line 5a + 5b or Total in Column I of G703)</li> </ul>	ss						
. TOTAL EARNED LESS RETAINAG (Line 4 less Line 5 Total)	Es		ARCHITECT'S CERTIFIC	ATE FOR PA	YMENT		
LESS PREVIOUS CERTIFICATES ( (Line 6 from prior Certificate)			In accordance with the Contract Docume comprising this application, the Architec Architect's knowledge, information and b	t certifies to the Ox	vner that to the best of the		
CURRENT PAYMENT DUE			quality of the Work is in accordance with is entitled to payment of the AMOUNT	the Contract Doci			
BALANCE TO FINISH, INCLUDING (Line 3 less Line 6)	S RETAINAGE \$0.0	0	AMOUNT CERTIFIED				
CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS	(Attach explanation if amount certified all figures on this Application and on	the Continuation	Sheet that are changed to		
Total changes approved in previous months by Owner			conform to the amount certified.) ARCHITECT:				
Total approved this Month			By: Signed This Certificate is not negotiable. The AM	the second se	te Dated		
TOTALS NET CHANGES by Change Order			tractor named herein. Issuance, payme prejudice to any rights of the Owner or	int and acceptance	of payment are without		
			Including an and address and address	Cardenary and a second second			

### **Construction Payments and Completion**

What our reviewers are looking to verify: Community Investment reviewers confirm that construction is complete and that the project's contractor has been paid.

What you should provide: A final executed copy of G702, Application and Certificate for Payment, which is:

• Signed by both the contractor and architect, and

• Notarized by a notary public.

**G702 should reflect project completion** (i.e., a balance to finish, including retainage, of \$0.00), and should be fully executed and notarized, as shown above.



### **Project Documentation Continued**

#### **Permission to Occupy**

What our reviewers are looking to verify: Community Investment reviewers verify that the project is complete and safe for occupancy by confirming that all units have received a Certificate of Occupancy.

**What you should provide:** A signed copy of the Certificate(s) of Occupancy, reflecting that:

• All units in the project may safely be occupied, and

• The date on each certificate matches that entered on the Project Timeline screen.

**Please do not provide** incomplete copies of Certificate(s) of Occupancy that do not include all project units and/or addresses.

## **Project Uses**

What our reviewers are looking to verify: Community Investment reviewers attempt to tie out 100% of construction costs, in order to confirm project completion and verify uses of project funds.

What you should provide: Depending on the project type, please provide at least one of the following documents to tie out 100% of construction costs:

- Third-party cost certification
- Fully executed final Owner's Sworn Statement
- Contractor invoices and proof of payments
- Final lien waivers

Dollar amounts should match those shown on the Financial Feasibility Spreadsheet.

#### Income

What our reviewers are looking to verify: Community Investment reviewers verify that projects with operating income sources (such as rental assistance or operating grants) can demonstrate that these sources are in place.

What you should provide: Depending on the income source, provide:

• A Housing Assistance Payment (HAP) contract or proof of rental assistance, reflecting the dollar amount of rental assistance shown on the Financial Feasibility Spreadsheet.

• An operating grant agreement, reflecting the dollar amount of the grant shown on the Financial Feasibility Spreadsheet.



### **Project Documentation Continued**

#### **Retention Agreement**

#### What our reviewers are looking to verify:

Community Investment reviewers confirm that the member and sponsor have **final executed and recorded copies** of the retention/repayment agreement, AHP mortgage, and collateral assignment of the AHP mortgage to the member bank (if applicable).

# Sponsors must submit copies that have been recorded with their county Register of Deeds, as shown below.



If documents are missing a document number and language regarding being recorded (generally found on the upper-right of the first page), they will likely not be sufficient.

#### What you should provide:

- Recorded Retention agreement (executed and recorded copy), **and**
- Recorded AHP mortgage (executed and recorded copy), **and**
- Recorded collateral assignment (executed and recorded copy, if applicable)

## Please do not provide copies of these documents that are not recorded.

### Compliance

What our reviewers are looking to verify: Community Investment reviewers check that the Initial Monitoring Questionnaire is complete, accurate, and fully executed by the sponsor.

What you should provide: A copy of the Rental Project Monitoring Questionnaire, fully completed and signed by the sponsor.

### **Pictures**

#### What our reviewers are looking to verify: Community Investment reviewers confirm that construction or rehabilitation is complete, and that the project's buildings appear ready for occupancy.

What you should provide: If you have not already provided photographs (at disbursement, for example), please provide site photos depicting construction or rehabilitation completion.



Section 5: Project Completion Reporting

## Rental Projects

## **Project Completion Miscellaneous**

	Project Name: Project Number:	
	Project Completion Certificate N	
ject Completion *		
ject Completion Miscellaneous		
Add Issue	Cancel Save Is	sue
Issue Description"		
	~	
	0	
You have 250 characters remaining for your description.	0	
You have 250 characters remaining for your description.	<u> </u>	
Explanation		
Explanation  You have 3000 characters remaining for your description.		
Explanation  You have 3000 characters remaining for your description.		this pa

1. Navigate to the Project Completion Miscellaneous screen, where you can record any changes or upload any information not captured on the prior screens. It is unlikely that a sponsor will need to use this screen; most sponsors will only need to click on Save at the bottom right.

**2.** If necessary, select Add Issue to enter an issue, provide an accompanying explanation, and upload supporting documentation. Click on Save Issue in the upper right of the box, and then Save at the bottom right of the screen, to ensure that changes are captured.



## **Sponsor Certification**

						Project Name: Project Number:
					Project C	ompletion Certificate Number
Project * Disbursement *	Monitoring. * Extension *					
Project Completion	Semi-Annual Progress Reports Completion Certification	1				
	Completion Certification sponsor approval	_				
	Long Term Monitoring - Sponsor/Owner		Status Cl	hange Details		
	Certification	rom Status	To Status	Changed By	Changed Date	
	Section				Status	
Tenant Income					4	
Project Status Information					1	
Project Timeline					4	
Scoring Information					4	
Financial Information: Financial Revie	W				1	
Financial Information: Import Spreads	heet				4	
Financial Information: Feasibility Anal	ysis				4	
Financial Commitments Letters					-	
Project Documentation					1	
Project Completion Miscellaneous					1	

**1.** Navigate back to the Project Completion Home Page. If all sections of the PCR have been completed and all associated files successfully uploaded, each section will have a green check mark in the Status column, as shown below:

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

If any sections are incomplete or have not been visited, please complete them. 2. Once all sections are marked as complete, and the sponsor is confident that the entire PCR is complete and accurate, the Sponsor Certification may be completed. Please note that completing the Sponsor Certification will prevent you from making any further changes to the PCR; only certify when you are confident that the PCR is complete and accurate.

Hover the cursor over the **Monitoring** tab at the top of the screen, and select **Completion Certification Sponsor Approval.** 



### **Sponsor Certification**

			Project Name: Project Namber:
			Project Completion Certificate Number
Pre	ject * Olaborsement * Monal	oring * Extension *	
Sp	onsor Certification		
	ct Name ct Number	Project Sponsor Project Member	
10je	ci City, State		
ode	roject has been approved by the Bank t	e Loan Bank of Chicago (Bank) in connection with the Affordat o receive a 3obsidy in an amount determined by the bank thro is). All capitalized terms used herein are as defined within AHG d that:	rugh the AHP, which is administered pursoant to Part 1291 of t
	The individual executing this certification	is authorized to make the representations contained herein.	
0	The AHP Subsidy was used for eligible p	orposes according to the commitments made in the approved AHP	application;
	The tenant incomes and rents are compl	ant with commitments made in the approved AHP application	
	The Project is habitable and suitable for	sccupancy,	
	The Project Sponsor/Owner maintains do	ocumentation regarding tenant incomes and rents, at the earlier of r	nove-in or application submission, if existing occupied projects;
	The Project Sponsor/Gener continues to	have an ownership interest in the Project,	
Π	The Project Sporteor is in existence and	has good standing.	
	The Project's debt payments, if any, are	turnint;	
	The Project's real estate tax payments, it	fany, and current,	
0	The current vacancy rate of this 32 unit p	rosect is	
	The Project has not suspended schedule	id soft debt payments or reserve deposits.	
D	The Project is able to operate without the	and of reserves, grants, donations, or subsidies, beyond those iden	ntified at application, funding, or project completion (PCR)
y ind	ate, and that it understands that the Bar		tions in the event that this certification is found to be invalid o
			I Centry
			@ 2020 Federal Home Loan Barli of Chicago. All rights reserv

**3.** Complete the Sponsor Certification by checking the box to certify the information on each line. If you are unable to certify any line item(s), provide an explanation in the text box at the bottom of the screen.

**4.** When finished, select **I Certify** in the lower right of your screen. This will complete the Sponsor Certification, and trigger the AHP Online system to automatically notify the project member that it may now complete its Member Certification.

#### Note that many sponsors also choose to manually email their Member Contact,

indicating that the project is ready for Member Certification. This ensures that the Member Certification is completed promptly.



### **Member Certification**

Project Number	Fund	ing Round 2015A V S	earch Reset	If you have any questions regarding the AHP program, please contact us at 312-565-5824. Visit the Bank's website at
Project Number Project Name		Status	Monitoring Status	www.FHLBC.com for additional resources, including the Implementation Plan, Guide for
2020A05001	AHP Project A	Complete	Long-Term Monitoring - LIHTC	Project Management, application templates, and more.
2020A05002	AHP Project B	Complete	Project Completion Review Not Started	Hours of Operation
	(1 of 1	)		AHP Online system hours are from 6:30 a.m. to midnight CT.

**1.** Log in to AHP Online via **eBanking** and navigate to the *My Projects* screen.

**2.** Click on the project number for which the PCR is being completed. This will open the Current Project Summary screen.



## **Member Certification Continued**

					Project Name: Project Number:
Project * Disbursement *	Monitoring • Ex	tension *			Project Mandel.
urrent Project Sum	Semi-Annual Progress Completion Certificatio	n			
	Completion Certification Member approval Long Term Monitoring - Member Certification				
riojectitulile			umber Rental		If you have any questions regarding the AHP program, please contact us at 312-565-
Project Status Monitoring Status Project Completion	n Review Not Started	Lead Spo 2 Lead Men Project R Date	nber	More Details	5824. 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
Conditions					5:00 p.m. CT, Monday through Friday.
No conditions found.				More Details	rinaay.
Documentation Required					
Categories / Types	Documentation Required		Status		
Rehabilitation and Construction Scope		See documentation matrix		Needed	
Construction Payments and Completion	See documentation matrix Ne		Needed		
Permission to Occupy	See documentation matrix Needed		Needed		
	(1 of 3)	1 2 3	1 40 H		
				More Details	
Modifications					
No modifications found.				More Details	
				© 2020 Federal Home L	oan Bank of Chicago. All rights res

**3.** Hover the cursor over the *Monitoring* tab at the top of the screen, and select *Completion Certification Member Approval.* 



### **Member Certification Continued**

						Proje	ct Name:
						10.1 million 10.1 mi	ct Number:
						Project Completion C	ertificate Number:
Pro	ject * Disbursement *	Monitoring * Ext	tension *				
Me	mber Certification	n					
Proje	ct Name		Project Sponsor				
Proje	ct Number		Project Member				
Proje	ct City, State						
The P Code	ertification is made to the Fed roject has been approved by th of Federal Regulations (AHP R ecking the following boxes, it i	he Bank to receive a Subs legulations). All capitalize	sidy in an amount determine	d by the Bank through	the AHP, which is a		
	The individual executing this c	ertification is authorized to	make the representations con	tained herein;			
	The Project units are subject to a deed restriction or other legally enforceable retention agreement or mechanism meeting the requirements of the FHFA's AHP Regulations;						
	The retention agreement or m Bank.	echanism is confirmed as re	ecorded and the Project Mem	ber maintains evidence	of the recorded docur	ment that is available f	or review by the
	Based on an exterior visual ins	spection of the Project, it ap	opears to be suitable for occup	ancy.			
Prov	de an explanation for each ite	m to which you are unabl	e to certify:		0		
					×		
You	ave 3000 characters remaining	y for your description.					
ccur	icating its acceptance below, ite, and that it understands the s non-compliance with the ter	at the Bank has a duty to i	invoke sanctions pursuant	to the AHP Regulation:	s in the event that th	his certification is fou	
						I Certify	I do not Certify
					@ 2020 Federal Hon	ne Loan Bank of Chica	go. All rights reserved
							11년 기산학 11월 전성 11월 11일

**4.** After reviewing the PCR as completed by the sponsor, complete the Member Certification by checking the box to certify the information on each line. If you are unable to certify any line item(s), provide an explanation in the text box at the bottom of the screen.

**5.** When finished, select *I Certify* in the lower right of your screen.

If you find errors in the PCR documentation or require the sponsor to correct or change any information, select *I Do Not Certify*. Doing so will send the PCR back to the sponsor and allow them to make any needed changes.



## **Member Certification Continued**

					Project Name:		
					Project Number:		
				Project C	ompletion Certificate Number		
Project * Disbursement * Moni	toring * Extension *						
roject Completion Hom	Page						
Toject Completion Home	e rage						
		Status Change Details					
	From Status			Changed Date			
	Not Started	Outstanding		10/31/2019			
	Outstanding	Overdue		11/21/2019			
	Overdue	Sponsor Approved		01/21/2020			
	Sponsor Approved	Member Approved		01/21/2020			
	aponsor Approved	wember Approved		0112112020			
	Section			Status			
Tenant Income		1					
Project Status Information				1			
Project Timeline				4			
Scoring Information		4					
Financial Information: Financial Review		4					
Financial Information: Import Spreadsheet		4					
Financial Information: Feasibility Analysis		*					
Financial Commitments Letters		1					
Project Documentation				4			
				1			

**6.** Upon completion of both the Sponsor and Member Certification, the Project Completion Home Page will reflect a completed PCR. The Status Change Details box will show dates of both Sponsor and Member Approval. Community Investment review staff will be automatically notified that the PCR is complete and ready for review.



#### **Overview**

A Project Completion Report (PCR) is the means by which Community Investment will review all necessary documentation and information to verify that an AHP project has fulfilled its application commitments, and that the project continues to meet eligibility, scoring, and financial feasibility criteria.

Community Investment will send a PCR request to the project sponsor and member following the project's final disbursement request. The final disbursement request for a homeownership project must be made within 36 months of the AHP award date.

Because PCR review occurs shortly after disbursement, Community Investment should already have received all necessary documentation to verify project completion from the project sponsor and member during the disbursement process. Therefore, the sponsor and member must complete the required PCR module in AHP Online, but are generally not required to upload any additional information. Project sponsors and members are responsible for responding to PCR requests in a timely manner; **if PCR materials are not provided to Community Investment by the project's assigned due date, the project may be deemed noncompliant for failure to comply with monitoring requirements.** 

Owner-occupied projects are exempt from long-term monitoring.

### **Getting Started**

Project Number	Fundir	ng Round Select V	arch Reset	If you have any questions regarding the AHP program, please contact us at 312-565-5824.
Project Name				Visit the Bank's website at www.FHLBC.com for additional resources, including the
Project Number	Project Name	Status	Monitoring Status	Implementation Plan, Guide for
2020A05001	AHP Project A	Funded/started	Project Completion Review Not Started	Project Management, application templates, and more.
	(1 of 1)			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.

1. Log in to AHP Online, and navigate to the **My Projects** screen.

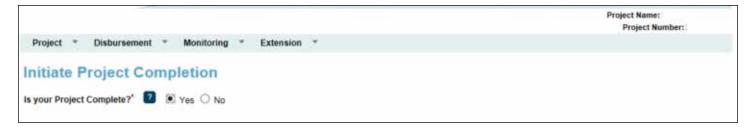
**2.** Click on the project number for which the PCR is being completed. This will open the Current Project Summary screen.



### **Getting Started**

		Project Name:
		Project Number:
roject * Disbursement * Monitoring * Exter	ision *	
Semi-Annual Progress Re		
urrent Project Sum Initiate Project Completion		
Long Term Monitoring - S     Warning     The commitment date has express	ponsor/Owner	If you have any questions
roject Profile		regarding the AHP program, please contact us at 312-565-
Project Name	Application Number	5824.
Project Number	Project Type	Hours of Operation AHP Online system hours are
Project Status Funded/started	Lead Sponsor	from 6:30 a.m. to midnight CT.
Monitoring Status Project Completion Review Not Started	Lead Member	Community Investment hours of
	Project Retention Date	operation are from 8:30 a.m. to 5:00 p.m. CT, Monday through Friday.
	More Details	20002202
Conditions		
o conditions found.	More Details	
ocumentation Required		

**3.** Hover the cursor over the *Monitoring* tab at the top of the screen, and then select *Initiate Project Completion.* 



**4.** If your final disbursement request has been completed and your project is complete, select Yes to navigate to the Project Completion Home Page.



### **Getting Started**

			Project Name	:	
				Broke	Project Number: t Completion Certificate Number:
Project * Disbursement * Monitorir	ng * Extension *			Projec	a completion certificate wumber:
Project Disbursement wonitori	ny Extension				
Project Completion Home F	Page				
		Status Ch	anas Dataita		
	Even Blaker		ange Details	Characteria (Data)	
	From Status	To Status	Changed By	Changed Date	N
			1.		3
	Section			Status	
Project Status Information	Section			Status 🖋	
Project Status Information Project Timeline	Section				
	Section			4	
Project Timeline	Section			4 1	

**5.** The Project Completion Home Page lists each section of the PCR that requires completion. The status of each section is marked using the following symbols:

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

This guide will help you complete all sections and successfully submit your PCR.



#### **Project Status Information**

	Project Name:
	Project Number: Project Completion Certificate Number:
Project Completion *	
Project Status Information	
Does the project still comply with applicable Fair Housing and Accessibility Laws	?"
Please attach your Fair Housing evidence in the Project Documents section.	
Is the project 50% or more complete?" ( Yes O No	
"Supporting validation of cost documentation is required. Please attach documen	tation to the Validation of Cost line item in the Project Documentation Section."
Has Project Sponsor contact information changed since application?* O Yes @	NO NO
* Required to save the page	
Required before Sponsor Approval	To submit your changes please click Save before exiting this page. Save Undo
<previous< td=""><td>Next&gt;</td></previous<>	Next>
	a page Proceedings I are Park of Philase 1 in the second

What our reviewers are looking to verify: Community Investment reviewers verify that the project remains compliant with fair housing and accessibility legislation; is more than 50% complete; and reflects accurate, up-to-date sponsor contact information.

What you should provide: Fair housing and accessibility information, cost validation documentation, and contact information, as needed. For homeownership projects, this information is entered and confirmed at disbursement; please review for accuracy and confirm before saving the screen and moving on. After navigating to the Project Status Information screen, verify that the fair housing evidence, project completion information, and sponsor contact information for your project remain correct and up-to-date; confirm these details by selecting the appropriate radio buttons. If you need to make changes (for example, if the project sponsor's contact information has changed), select the appropriate radio button and enter your explanation in the text box that will appear below the question.



### **Project Timeline**

		Project Name:	
		Proj	Project Number: ect Completion Certificate Number:
Project Completion *		B	
Project Timeline			
Please supply the current project timeline dates listed below:			
Award Date	11/16/2015		
Award Expiration Date	11/16/2016		
AHP Initial Draw Date	07/21/2016	Actual	2
Construction/Rehabilitation Start Date*	03/01/2016	Actual O Expecte	đ
Complete Construction/Rehabilitation/Purchase of all Units Date	01/13/2017	. Actual O Expected	8
Project Completion Date	03/15/2017	Actual O Expecte	
Have there been any material delays to the project?" No			
* Required to save the page			
Required before Sponsor Approval			
Previous			Nex

What our reviewers are looking to verify: Community Investment reviewers check that relevant project dates in AHP Online are accurate and match those provided in supporting documentation.

What you should provide: Accurate dates for all Project Timeline items. Please ensure that dates match those shown in supporting documentation. For homeownership projects, most timeline dates are updated during disbursement; please review for accuracy before saving the screen.

On the Project Timeline screen, modify dates as needed. **The following dates will autopopulate:** 

- Award Date
- Award Expiration Date
- Initial Draw Date

#### Please enter verified dates for the following:

- Construction/Rehabilitation Start Date
- Complete Construction/Rehabilitation/Purchase of All Units Date
- Project Completion Date (reference Helpful Hint)

#### Have there been any material delays to the

**project?:** Material delays include events causing significant impacts to a project's schedule. Examples include extreme storm events (e.g., hurricanes, tornadoes, severe flooding), fire damage, and long-standing labor disputes. It is unlikely that a project will experience these delays; most AHP sponsors will answer No.

If the project has experienced material delays, select Yes and enter an explanation in the text box.

#### **Helpful Hint**

For **Homeownership Projects**, the project completion date is the latest date of:

 the date all units are sold, 2) the date when construction or rehabilitation is complete, or 3) the date of the final disbursement of AHP subsidy.

For more information, please reference the **AHP Definitions Policy**.



### **Scoring Information**

Project Completion *						register C-sampler solar i	Certificate Number:
Scoring Information							
Phase attach supporting documentation for commitments that	are Bernsterett	And the Party of t					
Please respond to the following statement:	and closed and						
I affires that I have reviewed the Scoring Commitments listed to	wive and that	they are corre-	n." Yes				
Scoring Category	Commitment Status	Project Commitment	Fulfilled To-Date	Open Fulfilments	Filled by This Request?	Previous Documentation	Attach Supportin Documentation
							Uploaded File Info
Petority 2 - Project Sponsorship	Safefed	.*					Artachment net spinaded
Priority 3 - Targeting							Teneral Inclusion and the second
> SON and soliON AME	tiatuted	1	з.				
+ 60% and -=30% AMI	Saturbud	2	a.	. 8			
Priority 5 - Promotion of Empowerment							
Employment services (i.e., employment/career counseling, job						Sample Upload	Uploaded File Info
training and/or placement)	Satured	8				the pet	Anachment mil aphoeded
							Uploaded File Info
Financial literacy, independent of homebuyar education and/s pre-purchase controlling	flatisfied	.5	. 6	5 8		Sangis Upload File.pdf	Attachment
							uploaded
Education related to accounts: empowerment (e.g., English as							Upleaded File Info
a Second Language ("ESL"). General Educational Development ("GED"). High School Egolvalent Diptoma ("HSED"), or computer classes)	Satured	5	5	5 8		Sample Upload File and	Attachment sof uphoded
Priority 6 - District Priority 1							
							Uploaded Fee tafo
Special Needs	Salsfied		3				Attachment not oploaded
Visitable by persons with physical disabilities		.1					
							Uploaded File Info
Panal	Satufed	3	5	8			Attactement
							upinaded
							Uploaded File Info
in Dollard	Salafed	5	3				Attachment out upticaded
Priority 7 - District Priority 2							E. Martine Contraction
Member Financial Participation							
Points will be awarded if a member or members will provide							Upleaded File Info
Brancing with a moment loan term of 5 years to == 10% and <25% of the homeboyers/homeminent.	Satufed	3	0	3 <b>9</b> 5			Example Updeter File per
Priority 8 - AHP Subsidy per Unit		\$0.00 - \$6,000.00	\$4,754.80	\$0.00			
							Uploaded Fele Info
Priority 9 - Community Stability	Satisfied	5	з	0			Attachment nat uploaded
Required to save the page							
Required before Sponsor Approval							

What our reviewers are looking to verify: Community Investment reviewers confirm that scoring commitments made at application are still valid and in place at project completion. For homeownership projects, scoring commitments are confirmed at disbursement; no further action is needed from the project's sponsor or member at PCR.

#### What you should provide:

Sponsors and members should review the Scoring Information screen, but are not required to upload any additional documentation.

For additional information on scoring commitments and documentation requirements specific to your program year, please consult the AHP Program Policy and Forms page, specifically the Owner-Occupied Documentation Matrix.



#### **Project Documentation**

			Project			roject Number: In Certificate Number
Project (	Completion *					
rojec	t Documentation					
Project	Documents					
Action	Description	Documentation Required	Status	Document Available?	Explained?	Attached Document
View	Experience/Capacity	Reference Documentation Matrix	Satisfied		No	
View	Market Information	Reference Documentation Matrix	Satisfied		No	
View	Rehabilitation and Construction Scope	Reference Documentation Matrix	Satisfied		No	
View	Subsidy Agreement	Reference Documentation Matrix	Satisfied		No	
	to save the page					
Required	before Sponsor Approval					

#### What our reviewers are looking to verify:

Community Investment reviewers confirm that all project documentation has been provided and is valid and complete at project completion. For homeownership projects, all necessary project documentation is submitted and reviewed at disbursement; no further action is needed from the project's sponsor or member at PCR.

What you should provide: Sponsors and members should review the Project Documentation screen, but are not required to upload any additional documentation. For additional information on documentation requirements specific to your program year, please consult the AHP Program Policy and Forms page, specifically the Owner-Occupied Documentation Matrix.



Section 5: Project Completion Reporting

### Homeownership Projects

#### **Project Completion Miscellaneous**

Project Na Project Nu Project Completion Certifi	mbers
Cancel	ave Issue
Ô	
0	
rour changes please click Save before e	xiting this pag
Save	Undo
20	Save Save

**1.** Navigate to the Project Completion Miscellaneous screen, where you can record any changes or upload any information not captured on the prior screens.

It is unlikely that a sponsor will need to use this screen; most sponsors will not need to take action beyond clicking on Save at the bottom right. **2.** If necessary, select Add Issue to enter an issue, provide an accompanying explanation, and upload supporting documentation. Click on Save Issue in the upper right of the box, and then Save at the bottom right of the screen, to ensure that changes are captured.



### **Sponsor Certification**

				Project Name	e	
						Project Number:
		220000			Projec	t Completion Certificate Number
Project * Disbursement *	Monitoring	Extension *				
roject Completion	Semi-Annual Prog					
roject completion i	Completion Certif					
	Completion Geral	cation sponsor approval	Sta	us Change Details		
		From St			By Changed Date	
	Se	ction			3441 (1977) (1	
		Servin .			Status	
Project Status Information		CHOIL			Status	
Project Status Information Project Timeline						
					1	
Project Timeline					✓ 0	

**1.** Navigate back to the Project Completion Home Page. If all sections of the PCR have been completed and all associated files successfully uploaded, each section will have a green check mark in the Status column, as shown below:

- X Not Visited
- 🧹 In Progress
- Complete
- Modified by Community Investment Group staff

If any sections are incomplete or have not been visited, please complete them.

2. Once all sections are marked as complete, and the sponsor is confident that the entire PCR is complete and accurate, the Sponsor Certification may be completed. Please note that completing the Sponsor Certification will prevent you from making any further changes to the PCR; only certify when you are confident that the PCR is complete and accurate.

Hover the cursor over the *Monitoring* tab at the top of the screen, and select *Completion Certification Sponsor Approval.* 



#### **Sponsor Certification Continued**

		Project Name:		
		Desired Connect	Project Number:	
	Project * Disbursement * Monitoring * Ex	Project Comp	letion Certificate N	umber:
	Toject Disbursement Monitoring Ex	amson		
S	ponsor Certification			
Pro	oject Name	Project Sponsor		
	nber	Project Member		
Pro Sta	oject City, te			
The Cod	Project has been approved by the Bank to receive a Sub	Chicago (Bank) in connection with the Affordable Housing Program (AHP) project re sidy in an amount determined by the Bank through the AHP, which is administered p ed terms used herein are as defined within AHP Regulations.		
~	The individual executing this certification is authorized to ma	ake the representations contained herein;		
1	The Project Sponsor was integrally involved, as defined by	the Bank in its Implementation Plan, in the Project;		
1	The AHP Subsidy was used for eligible purposes according	to the commitments made in the approved AHP application;		
1	The households receiving AHP Subsidy were eligible to receive	eive the Subsidy pursuant to the approved AHP application;		
1	The services and activities committed to in the approved AH	IP application have been provided in connection with the Project;		
1	The Project Sponsor maintains household income verification	on documentation to support this certification that is available for review by the Bank.		
Pro	ovide an explanation for each item to which you are unab	le to certify:		
By	ndicating its accentance below. Sponsor certifies that it i	is authorized to make the representations contained herein, that the information prov	vided is true, com	nlete, and
acc	urate, and that it understands that the Bank has a duty to	is authorized to make the representations contained herein, that the information pro- invoke sanctions pursuant to the AHP Regulations in the event that this certification application and any subsequent modifications as approved by the Bank.		

**3.** Complete the Sponsor Certification by checking the box to certify the information on each line. If you are unable to certify any line item(s), provide an explanation in the text box at the bottom of the screen.

**4.** When finished, select *I Certify* in the lower right of your screen. This will complete the Sponsor Certification, and trigger the AHP Online system to automatically notify the project member that it may now complete its Member Certification.

Note that many sponsors also choose to manually email their Member Contact,

indicating that the project is ready for Member Certification. This ensures that the Member Certification is completed promptly.



### **Member Certification**

roject Number	Funding Rou	nd 2016A V Search	Reset	If you have any questions regarding the AHP program, please contact us at 312-565-5824. Visit the Bank's website at www.FHLBC.com for additional
Project Number	Project Name	Status	Monitoring Status	resources, including the Implementation Plan, Guide for Project Management, application
2016A07100	AHP Project A	Complete	Long-Term Monitoring - FHLB	templates, and more
	(1 of 1)	e 1 av ar		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.

**1.** Log in to AHP Online via **eBanking** and navigate to the *My Projects* screen.

**2.** Click on the project number for which the PCR is being completed. This will open the Current Project Summary screen.



Section 5: Project Completion Reporting

# Homeownership Projects

### **Member Certification Continued**

			Project Name:	
				Project Number:
Project * Disbursement *	Monitoring * Extension	*		
Current Project Sum	Semi-Annual Progress Reports Completion Certification			
Project Profile	Completion Certification Member approval	er		
Project Name Project Number Project Status		Application Number Project Type Lead Sponsor Lead Member		If you have any questions regarding the AHP program, please contact us at 312-565- 5824.
Monitoring Status		Project Retention Date	More Details	Hours of Operation AHP Online system hours are from 6:30 a.m. to midnight CT. Community Investment hours of
Conditions				operation are from 8:30 a.m. to
No conditions found.			More Details	5:00 p.m. CT, Monday through Friday.
Documentation Required				
All documents satisfied.			More Details	

**3.** Hover the cursor over the *Monitoring* tab at the top of the screen, and select *Completion Certification Member Approval.* 



### Member Certification Continued

	Project Name:
	Project Number: Project Completion Certificate Number:
P	roject * Disbursement * Monitoring * Extension *
M	ember Certification
Pro	ject Name Project Sponsor Project Member
	ject mere
	ject City,
The Cod	s certification is made to the Federal Home Loan Bank of Chicago (Bank) in connection with the Affordable Housing Program (AHP) project referenced above (Project). Project has been approved by the Bank to receive a Subsidy in an amount determined by the Bank through the AHP, which is administered pursuant to Part 1291 of the le of Federal Regulations (AHP Regulations). All capitalized terms used herein are as defined within AHP Regulations. checking the following boxes, it is certified that:
~	The individual executing this certification is authorized to make the representations contained herein;
1	The AHP Subsidy was used for eligible purposes according to the commitments made in the approved AHP application;
~	Each AHP-assisted unit of the Project, excluding those units that are approved for rehabilitation-only, is subject to a deed restriction or other legally enforceable retention agreement or mechanism meeting the requirements of the FHFA's AHP Regulations; and
1	The Project Member has recorded such retention agreement(s) or mechanism(s) and maintains evidence of the recorded document(s) that is available for review by the Bank.
By i	ndicating its acceptance below, Member certifies that it is authorized to make the representations contained herein, that the information provided is true, complete, and urate, and that it understands that the Bank has a duty to invoke sanctions pursuant to the AHP Regulations in the event that this certification is found to be invalid or e is non-compliance with the terms of the approved AHP application and any subsequent modifications as approved by the Bank.
	I Certify I do not Certify

**4.** After reviewing the PCR as completed by the sponsor, complete the Member Certification by checking the box to certify the information on each line. If you are unable to certify any line item(s), provide an explanation in the text box at the bottom of the screen.

**5.** When finished, select *I Certify* in the lower right of your screen.

If you find errors in the PCR documentation or require the sponsor to correct or change any information, select *I Do Not Certify*. Doing so will send the PCR back to the sponsor and allow them to make any needed changes.



#### **Member Certification Continued**

			Project Name:			
					Project Number:	
				Project	Completion Certificate Numbe	
Project * Disbursement * Monitoring * E	xtension *					
roject Completion Home Page						
		Status Change Details				
	From Status	To Status	Changed By	Changed Date		
	Not Started	Outstanding				
	The Assessment and	· · · · · · · · · · · · · · · · · · ·				
	Outstanding	Sponsor Approved				
	Outstanding Sponsor Approved	Approved Member Approved				
Section	Sponsor Approved	Approved Member		Status		
Section	Sponsor Approved	Approved Member		Status		
Project Status Information	Sponsor Approved	Approved Member		1		
Project Status Information Project Timeline	Sponsor Approved	Approved Member		1		
Project Status Information Project Timeline Scoring Information	Sponsor Approved	Approved Member		*		
Project Status Information Project Timeline	Sponsor Approved	Approved Member		1		

**6.** Upon completion of both the Sponsor and Member Certification, the Project Completion Home Page will reflect a completed PCR. The Status Change Details box will show dates of both Sponsor and Member Approval. Community Investment review staff will be automatically notified that the PCR is complete and ready for review.



# Section 6: Long-Term Monitoring

# **Rental Projects**

#### **Overview and Process**

Once the PCR review is finalized, the project will be placed on a long-term monitoring schedule and either:

• The project will be required to submit an annual Sponsor Certification to verify that income targeting and rent comply with commitments made in the approved application for 15 years, per the AHP Monitoring Policy

#### OR

• If the project has received the LIHTC, it will not be required to complete any future reporting to Community Investment. This is because the project's income targeting and rent requirements will be monitored by the Housing Finance Agency for the state that issued the project's tax credits

Some projects depending on project type may need to submit rent rolls, Tenant Income Workbooks, or Tenant Income Verifications, which we may choose to sample based on project risk rating every three to five years. **FHLBank Chicago can at any point during the retention period require this documentation for any awarded project.** 

#### **Helpful Hint**

**If the project received LIHTC**, the Project Sponsor shall provide prompt written notice to FHLBank Chicago if the Project is in material and unresolved compliance with the LIHTC income-targeting or rent requirements at any time during the Project's retention period.





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www.fhlbc.com