



**FHLBank**  
Chicago

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

## **Owner-Occupied Projects**

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# Introduction

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

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

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

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

### **\*Important: New Security Authentication**

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

For assistance, please contact the Member Support team at [membersupport@fhlbc.com](mailto:membersupport@fhlbc.com) or 855.345.2244, option 6.

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

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



# Key Changes to the 2024 Affordable Housing Program

FHLBank Chicago made several notable changes to its Affordable Housing Program (AHP) in 2024.

**We are excited to announce the maximum AHP Subsidy per Project has been doubled to \$2,000,000!**

## AHP Round Timing

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

## Scoring Guidelines

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

For the 2024 round, we have introduced a **new scoring category, Energy Efficiency & Sustainability**, for three fixed points. This category supports projects following sustainable building standards.

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

## Financial Feasibility Guidelines

**In 2024, the Subsidy Per Unit feasibility guideline has been doubled to \$50,000 per unit!** For all projects, the Bank will consider how effectively the project uses AHP subsidy dollars:

- Owner-occupied acquisition-only projects may request a maximum of **\$10,000** of AHP Subsidy per AHP-assisted unit

Additional changes 2024 AHP feasibility guidelines:

- Operating costs per unit

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

## Homebuyer Education and Counseling

FHLBank Chicago now also accepts online education through **FreddieMac CreditSmart® Homebuyer U**. Please refer to the [Homebuyer Education and Counseling page](#) for more information.

## Software Updates

A 2-Step Microsoft Authentication will be required for all members, sponsors, and consultants to access AHP Online. Follow these [Step-by-Step Instructions](#) to download and install the Microsoft Authenticator application to your mobile device and computer. See p.10-22 of this guide for instructions on how to setup an account in AHP Online. For assistance, please contact Member Support at [membersupport@fhbc.com](mailto:membersupport@fhbc.com) or 855.345.2244, option 6.

## Self-Scoring Worksheet

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



# Key Changes to the 2024 Affordable Housing Program

## Scoring Guidelines

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

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

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

# Glossary

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## **AHP-Assisted Unit**

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

## **AHP Participant**

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

## **Authorized AHP User**

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

## **Co-Member**

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

## **eBanking**

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

## **Input Contact**

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

An Input Contact may initiate and complete an AHP application, but is unable to edit contact screens or Sponsor Approve an AHP application. If the project receives an AHP award, the Input Contact will not be able to access the application during the monitoring period, so plan accordingly.

## **Lead Member**

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

## **Lead Sponsor Contact**

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

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

A Lead Sponsor Contact is responsible for the AHP subsidy for the entire AHP compliance period: 15 years for rental projects, and five years for acquisition-only and acquisition-rehabilitation homeownership projects (rehabilitation-only homeownership projects are not subject to a retention agreement). The date on which these periods begin is described in [Section IV of the Implementation Plan](#). At least one and at most two Lead Sponsor Contacts from the same organization must be assigned for each application. The Lead Sponsor Contact(s) identified will be associated with the complete life cycle of the project, from application submission to project completion and long-term monitoring.

FHLBank Chicago does not recognize co-sponsors.

## **Owner**

Owner in an Owner-Occupied project is the individual identified as the owner of the unit via a recorded legal instrument and is occupying the unit as primary residence.

## **Total Project Units**

The total number of units in the AHP project,

# Helpful Hints for Entering an Application in AHP Online

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

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



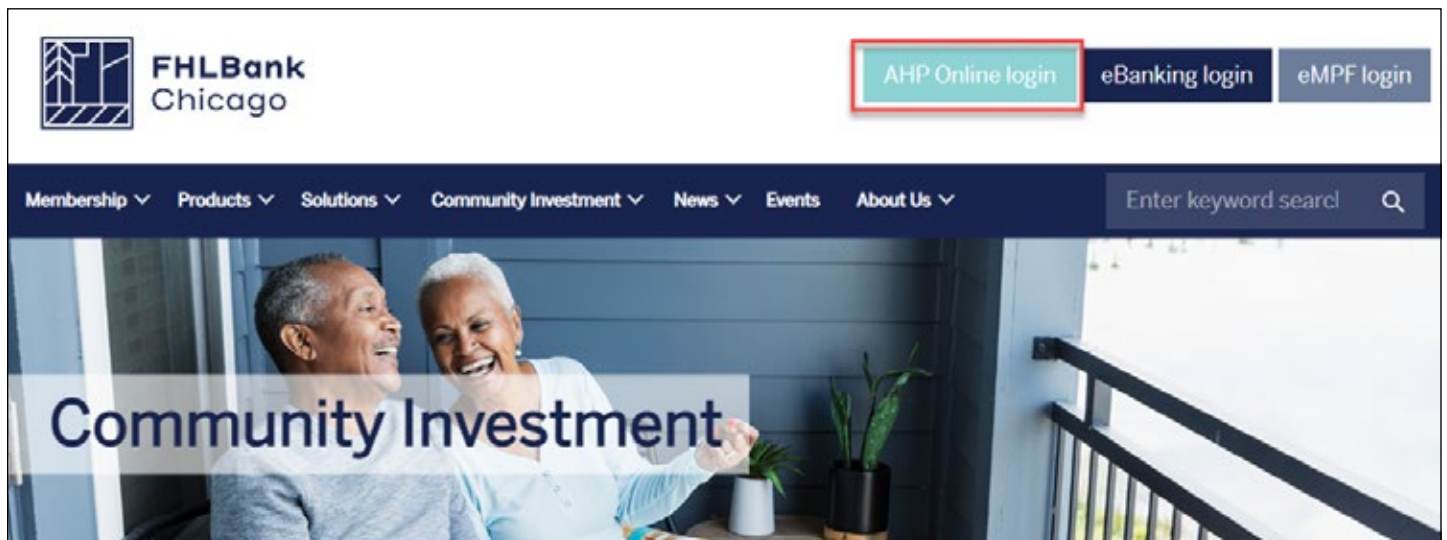
# Helpful Hints for Entering an Application in AHP Online

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

# Setting Up Registration & Profile

## AHP Participant Registration



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

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

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

### First Time Registering in AHP Online?

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

### Forgot Your Password?

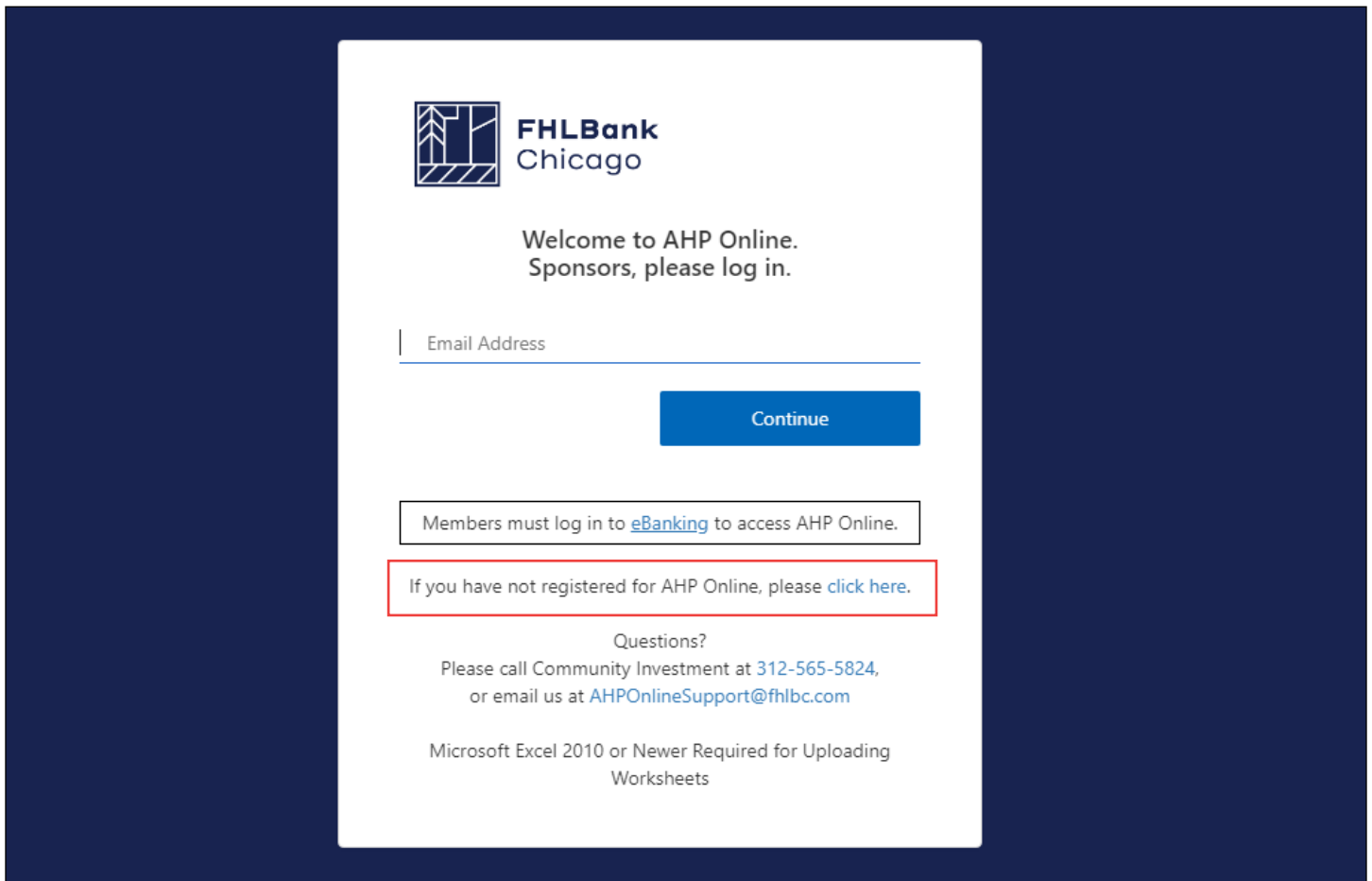
If users have successfully registered under the new Microsoft authentication tool, but forgot their password, they can reset their password following the instructions in the [next section](#) of this guide.


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

### Helpful Hint

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

# AHP Participant Registration



 **FHLBank**  
Chicago

Welcome to AHP Online.  
Sponsors, please log in.

Email Address

Continue

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

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

Questions?  
Please call Community Investment at 312-565-5824,  
or email us at [AHPOnlineSupport@fhlbc.com](mailto:AHPOnlineSupport@fhlbc.com)

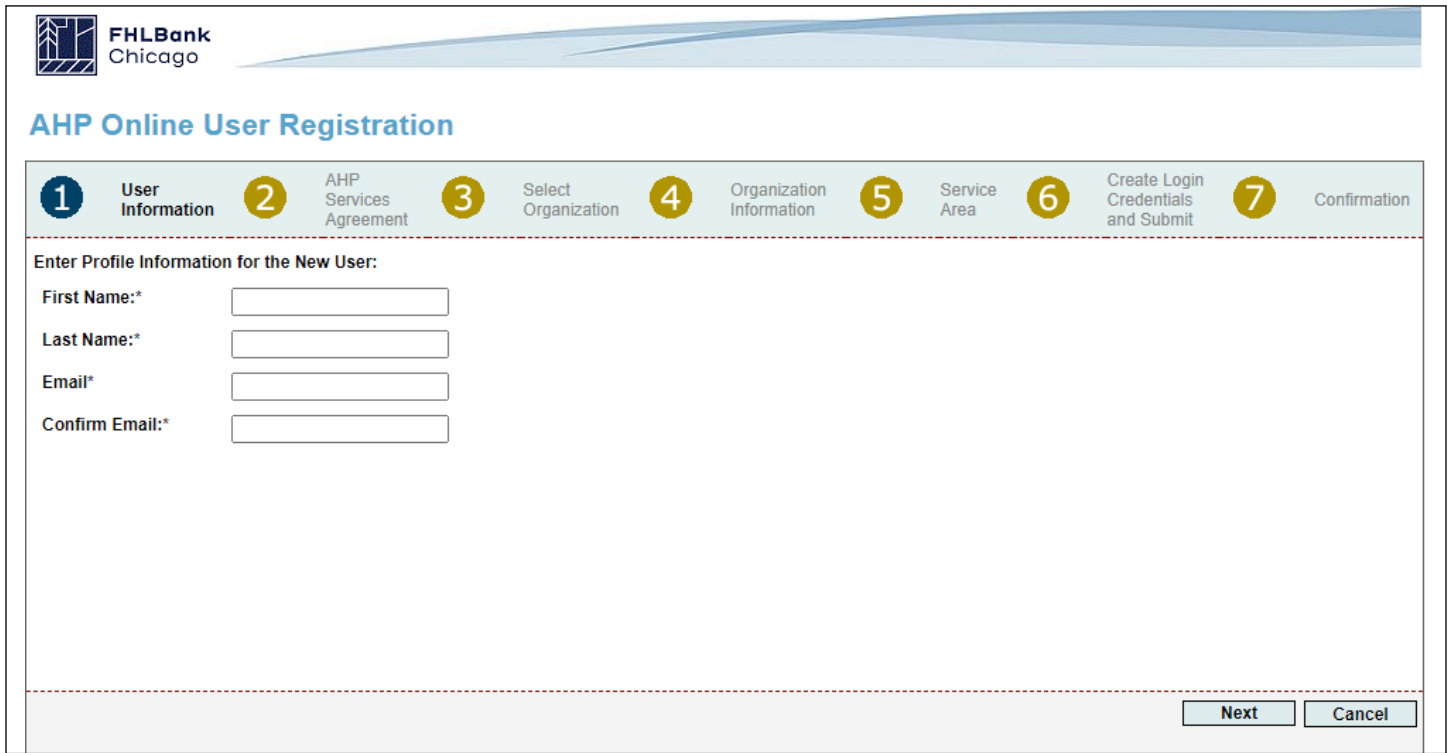
Microsoft Excel 2010 or Newer Required for Uploading  
Worksheets

## Step 1

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

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

# AHP Participant Registration



**FHLBank Chicago**

## AHP Online User Registration

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

Enter Profile Information for the New User:

First Name:\*

Last Name:\*

Email\*

Confirm Email:\*

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

## Step 2

Enter the user's name and email address.

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

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

# AHP Participant Registration

**FHLBank Chicago**

## AHP Online User Registration

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

Please agree to the AHP Services Agreement by clicking on I Agree at the bottom of the page.\*

FHLBCAHP Services Agreement.pdf   1 / 8   77%

**FEDERAL HOME LOAN BANK OF CHICAGO  
AHP SERVICES AGREEMENT**

This AHP Services Agreement (the "Agreement") contains the term and conditions that govern your access to the Federal Home Loan Bank of Chicago's ("Bank") electronic banking website, eBanking, and your use of the AHP Services. It is an agreement between the Bank and the sponsor/consultant ("AHP Participant"). This Agreement takes effect when you click an "I Agree" button or check box presented with these terms ("Effective Date"). You represent to the Bank that you have legal authority to bind the AHP Participant to the terms of this Agreement.

Section 1. **Definitions.**

(a) "AHP Application" shall mean all project and other information required by the Bank's AHP Implementation Plan ("Implementation Plan") that is prepared by the AHP Participant and approved by a Bank member for submission to the Bank.

(b) "AHP Procedures" shall mean the practices, instructions, procedures, and documentation requirements to be followed by the AHP Participant and the Bank under this Agreement, and set forth in the Guide for Sponsor Applicants (the "Guide") or any successor document, as may be amended by the Bank from time to time. The Guide will be posted on the Website (defined below). The AHP Procedures shall be deemed to be incorporated herein by reference.

## Step 3

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

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

# AHP Participant Registration

**FHLBank Chicago**

## Organization

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

Select an option below.\*

Select an existing organization.  
 Create new organization.

Organization Name

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

## Step 4

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

### Helpful Hint

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

**FHLBank Chicago**

## Organization

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

### Organization Information

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

### Mailing Address

Address Line1\*   
Address Line2

ZIP\*  ZIP+4\*     
City  
County  
State

Services Provided\*

<input type="checkbox"/> Affordable Housing Development	<input type="checkbox"/> Employment Training	<input type="checkbox"/> Other <input type="text"/>
<input type="checkbox"/> Architectural/Engineering	<input type="checkbox"/> Financial Literacy	
<input type="checkbox"/> Consulting	<input type="checkbox"/> Health Care Services	
<input type="checkbox"/> Counseling Services (mental health)	<input type="checkbox"/> Housing Counseling (pre and post)	

## Step 5

If creating a new organization, please fill in all of the required boxes and click **Next**. The AHP Participant must ensure that the ZIP+4 is correct by checking at [www.usps.com](http://www.usps.com). If the ZIP code is correct but not found, email or call Community Investment ([ci@fhlbc.com](mailto:ci@fhlbc.com) or 312.565.5824) to have the ZIP code added.

# AHP Participant Registration

**FHLBank Chicago**

## Organization

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

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

## Step 6

Answer the question about the organization's service area.

**FHLBank Chicago**

## AHP Online User Registration

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

First Name:   
Last Name:   
Email:

Enter the displayed text image:  ?

**Organization Information**

Organization Name   
Organization Type   
Services Provided

**Service Area**

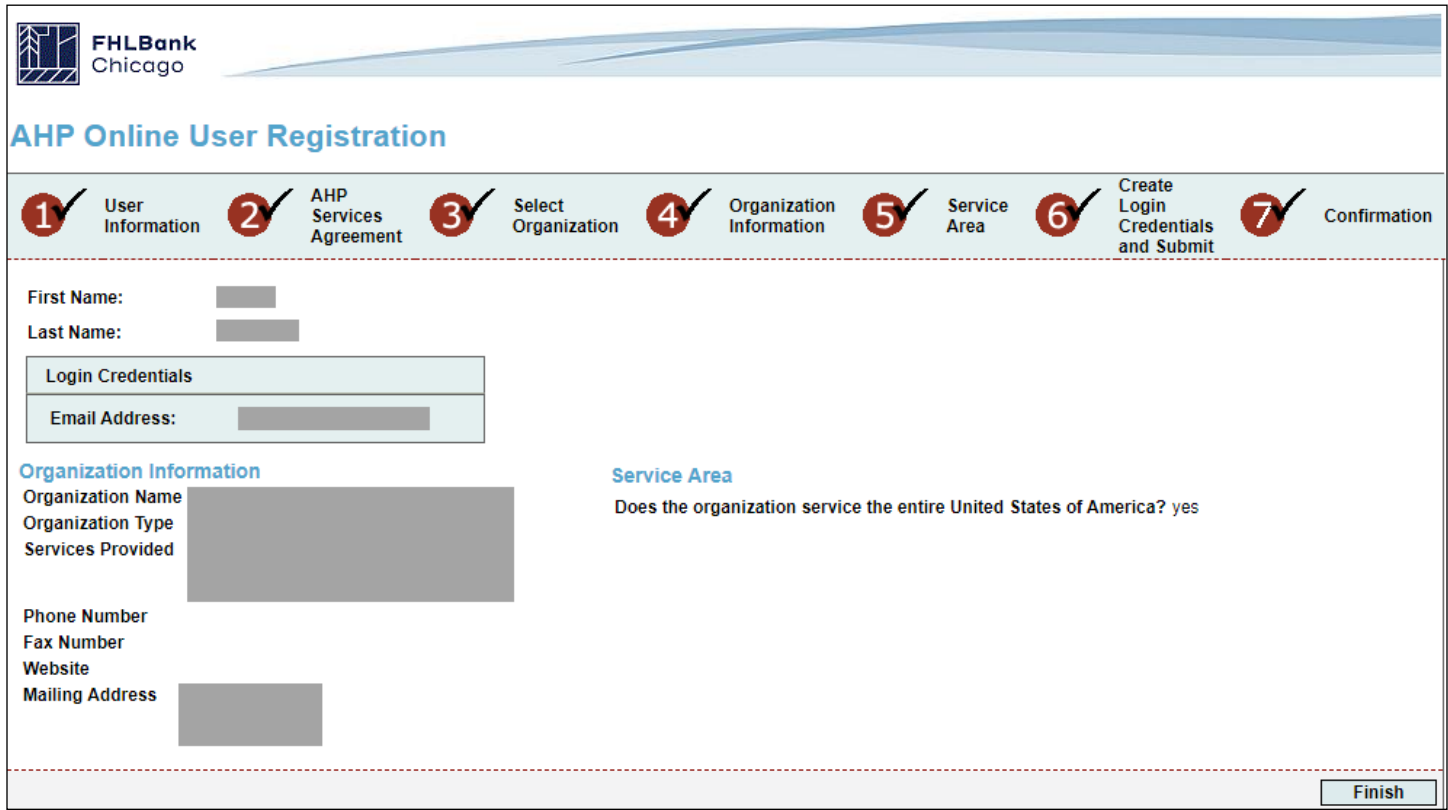
Does the organization service the entire United States of America? yes

Phone Number   
Fax Number   
Website   
Mailing Address

## Step 7

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

# AHP Participant Registration



The screenshot shows the FHLBank Chicago logo at the top left. Below it is the title "AHP Online User Registration". A progress bar at the top indicates seven steps, all of which are completed (marked with a checkmark): 1. User Information, 2. AHP Services Agreement, 3. Select Organization, 4. Organization Information, 5. Service Area, 6. Create Login Credentials and Submit, and 7. Confirmation. The main form area contains fields for "First Name:" and "Last Name:" with greyed-out input boxes. Below these is a "Login Credentials" section with an "Email Address:" field and a greyed-out input box. The "Organization Information" section includes fields for "Organization Name", "Organization Type", "Services Provided", "Phone Number", "Fax Number", "Website", and "Mailing Address", all with greyed-out input boxes. The "Service Area" section contains the question "Does the organization service the entire United States of America? yes". At the bottom right of the form is a "Finish" button.

## Step 8

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

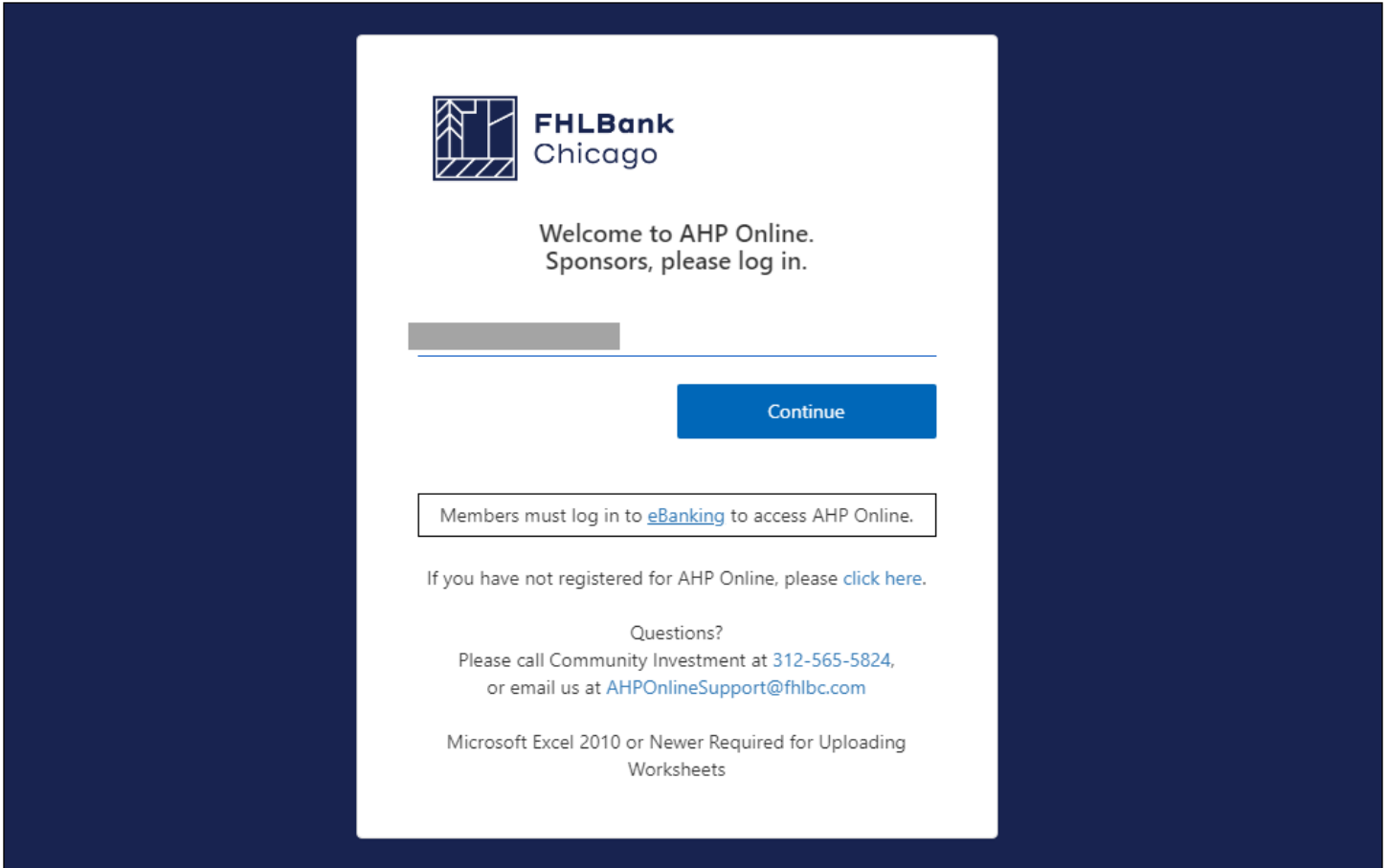
Click on ***Finish***.

### Helpful Hint

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



# AHP Participant Verification in Microsoft Authenticator



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

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

## Step 1

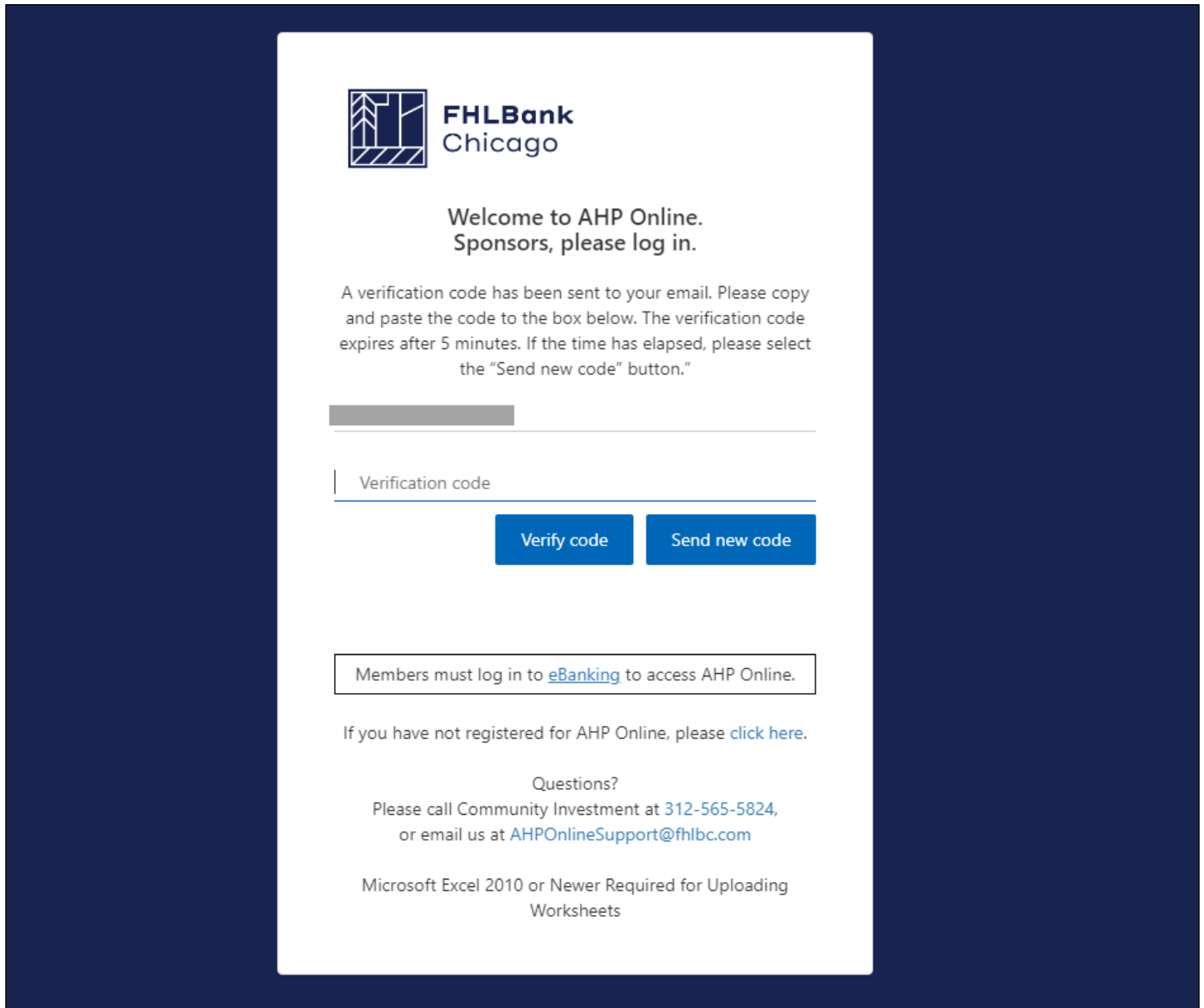
Once the Microsoft Authenticator application has been installed on your mobile device and/or computer, navigate to the AHP Online login page found at the top of the Community Investment website, and you will be taken to this login page.

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

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

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

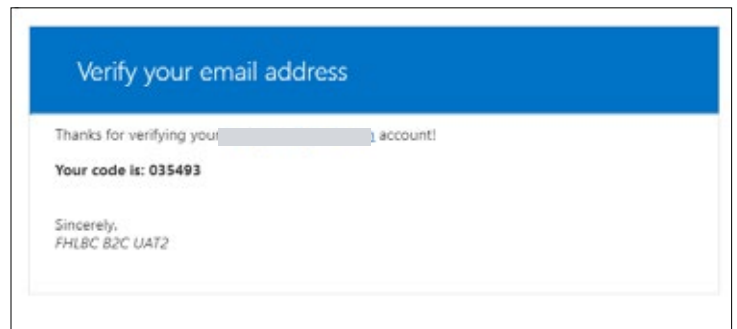
# AHP Participant Verification in Microsoft Authenticator



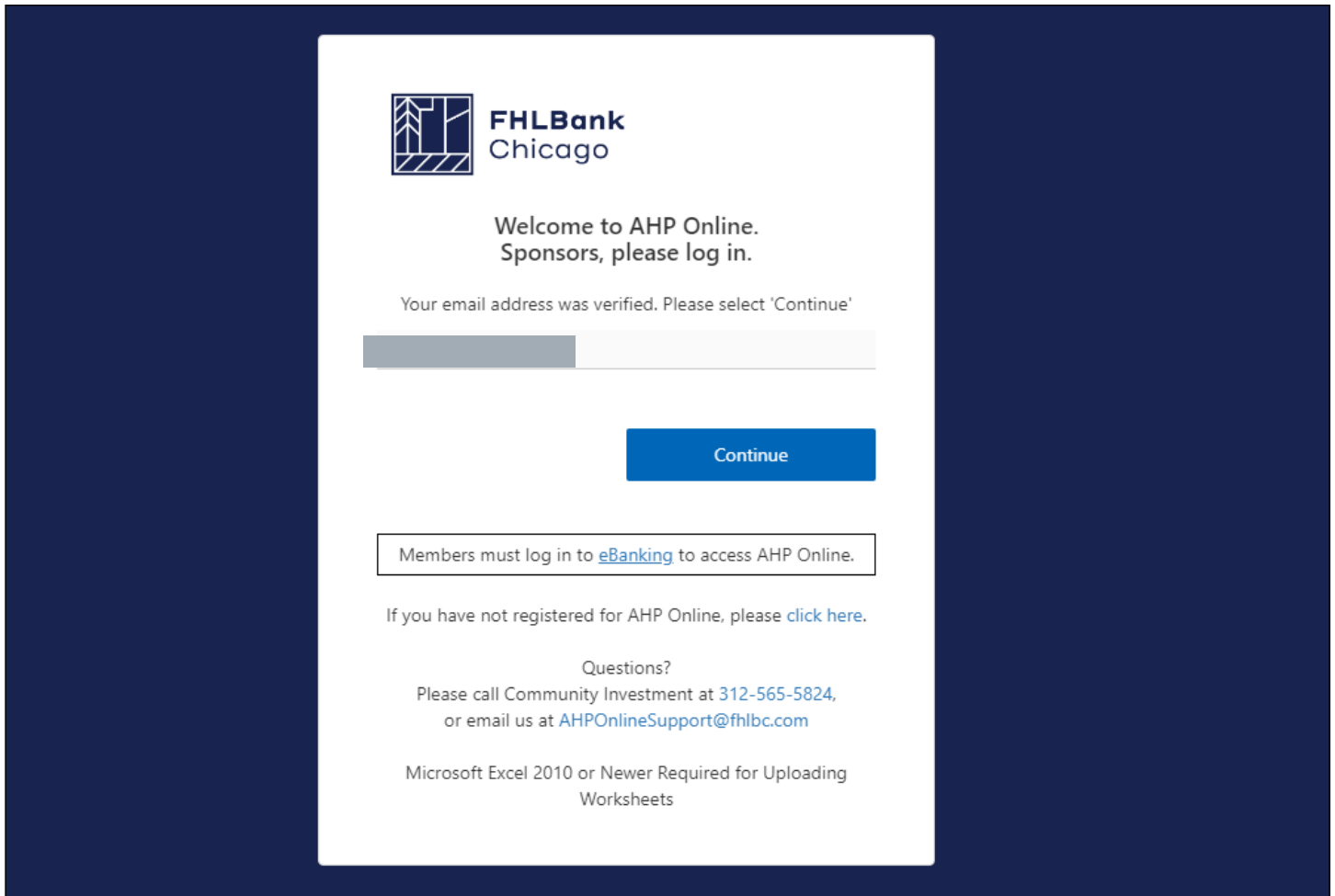
## Step 2

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

Click **Verify Code**.



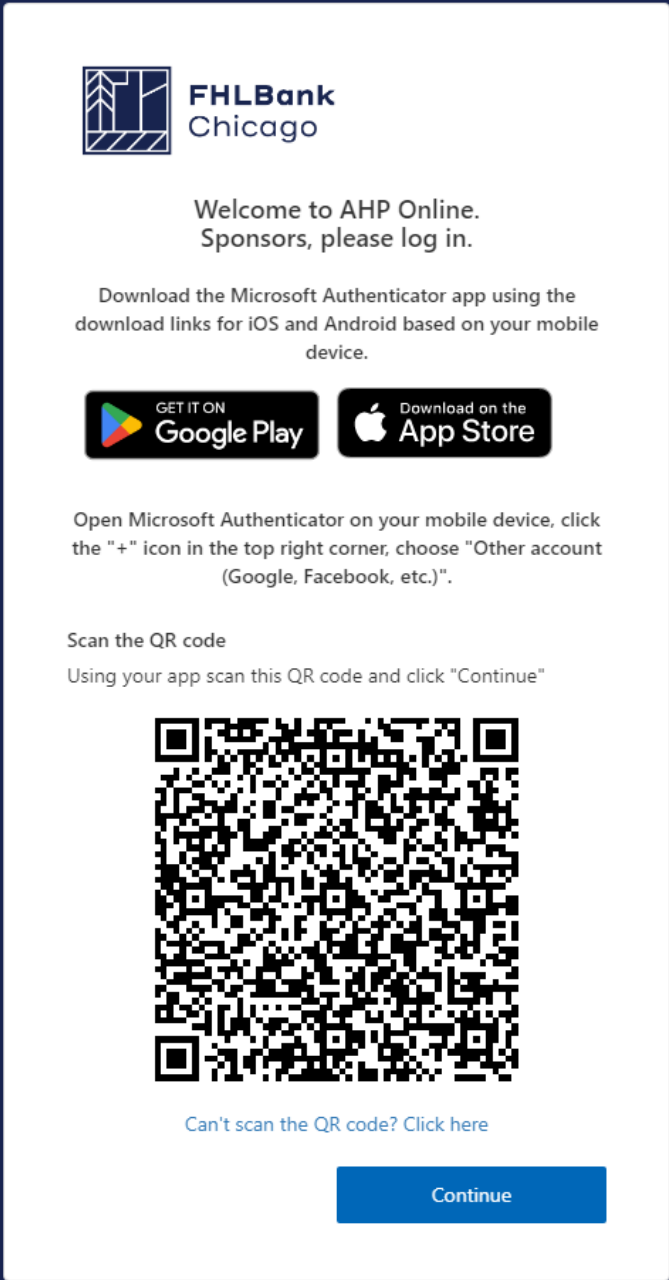
# AHP Participant Verification in Microsoft Authenticator




## Step 3

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


# AHP Participant Verification in Microsoft Authenticator




 **FHLBank**  
Chicago

Welcome to AHP Online.  
Sponsors, please log in.


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

 GET IT ON  
**Google Play**

 Download on the  
**App Store**

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

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



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

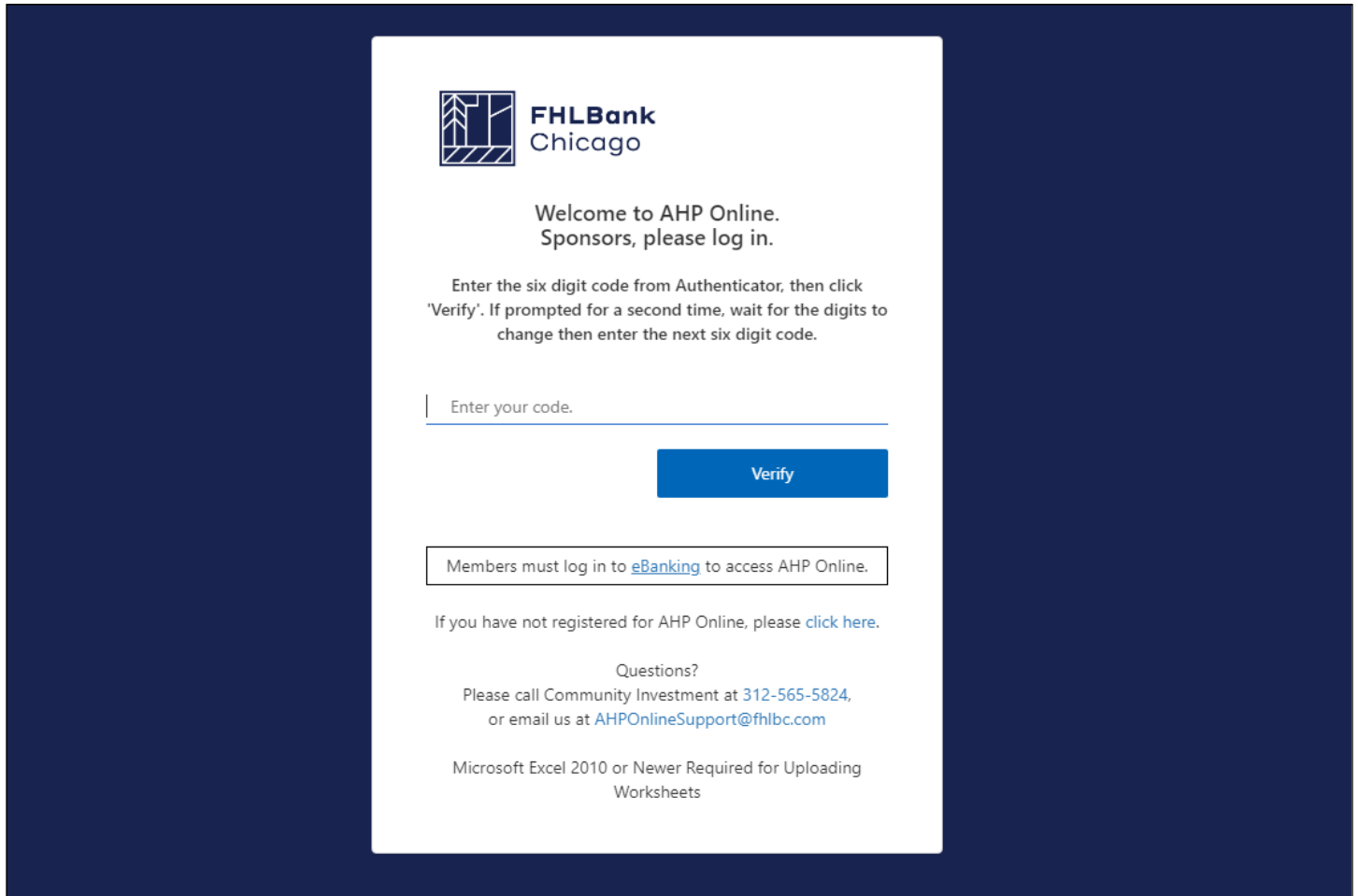
[Continue](#)

## Step 4

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

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

# AHP Participant Verification in Microsoft Authenticator



## Step 5

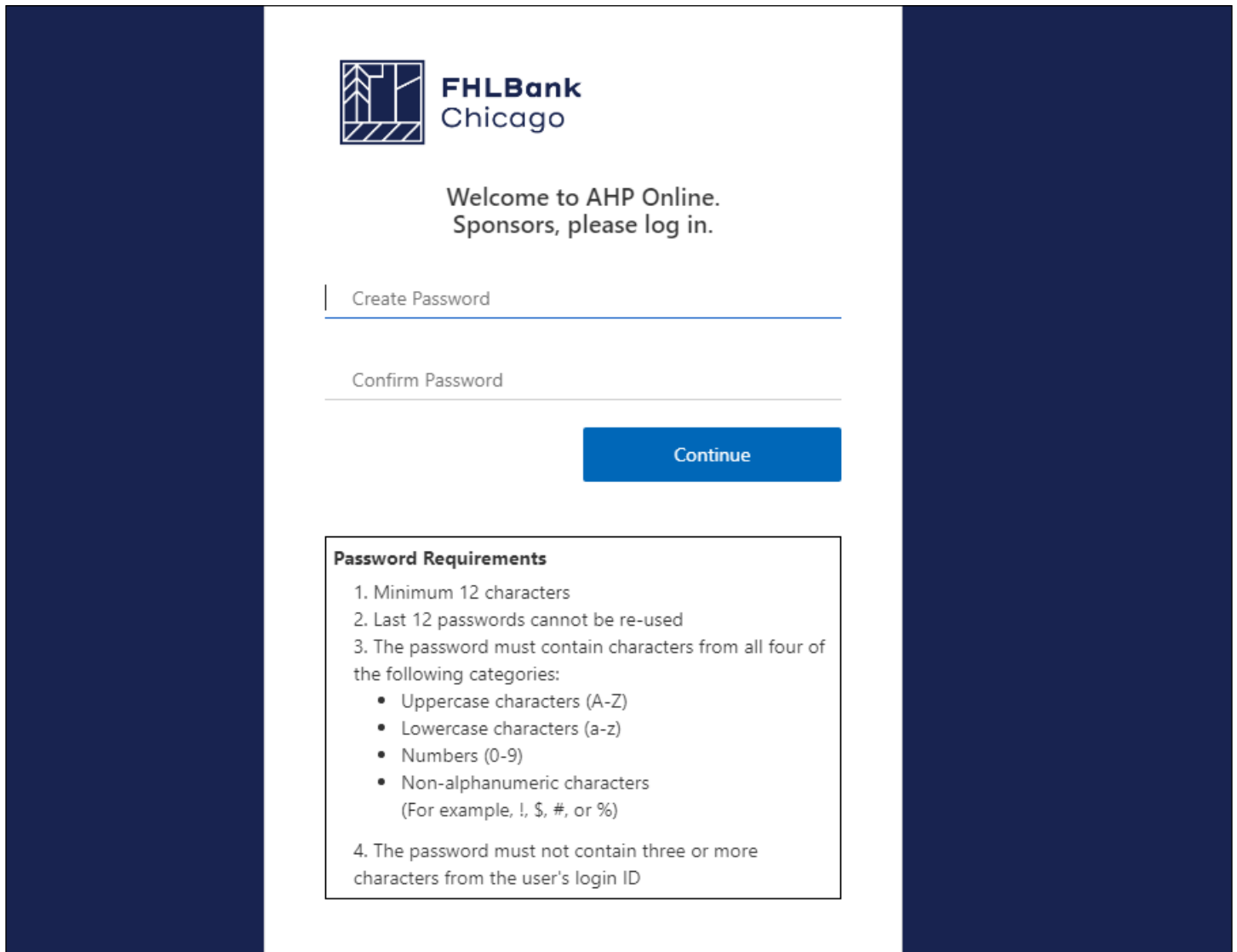
Enter the six digit code shown in the Microsoft Authenticator application.


Click **Verify**.

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



# AHP Participant Verification in Microsoft Authenticator



 **FHLBank**  
Chicago

Welcome to AHP Online.  
Sponsors, please log in.

Create Password

Confirm Password

**Continue**

**Password Requirements**

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

## Step 6

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

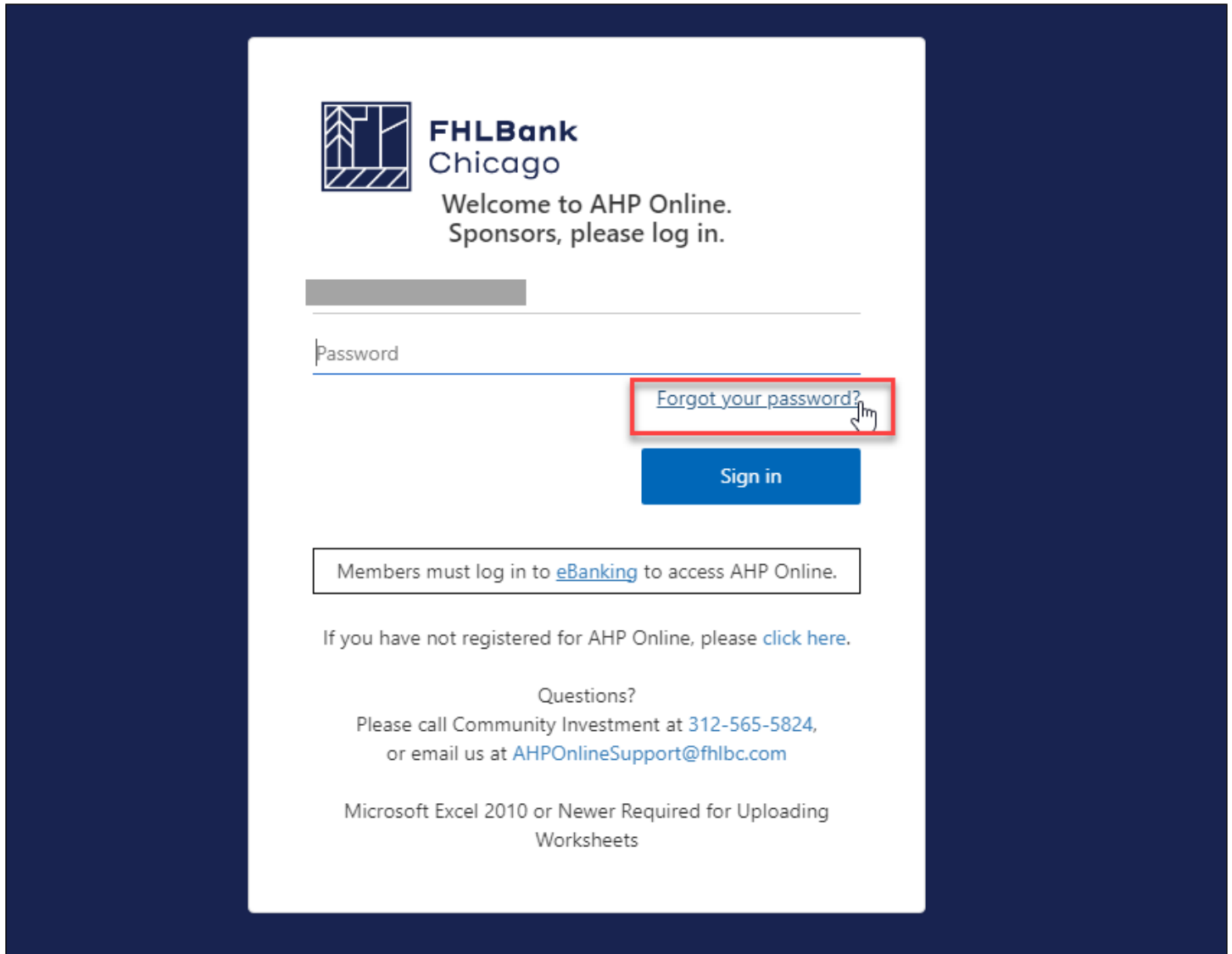
Click Continue.

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

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

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

# Forgot Your Password?




## Forgot Your Password?

### Step 1

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

# Forgot Your Password?

 **FHLBank**  
Chicago

Welcome to AHP Online.  
Sponsors, please log in.

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

\_\_\_\_\_

Verification code

**Verify code** **Send new code**

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

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

Questions?  
Please call Community Investment at 312-565-5824,  
or email us at [AHPOnlineSupport@fhlbc.com](mailto:AHPOnlineSupport@fhlbc.com)

Microsoft Excel 2010 or Newer Required for Uploading Worksheets

## Step 2

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

Click **Verify Code**.

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

Verify your email address

Thanks for verifying your \_\_\_\_\_ account!

Your code is: 035493

Sincerely,  
FHLBC B2C UAT2





# Forgot Your Password?



**FHLBank**  
Chicago

Welcome to AHP Online.  
Sponsors, please log in.

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



Verify

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

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

Questions?

Please call Community Investment at 312-565-5824,  
or email us at [AHPOnlineSupport@fhbc.com](mailto:AHPOnlineSupport@fhbc.com)

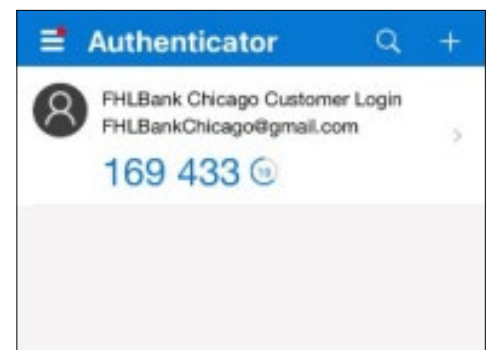
Microsoft Excel 2010 or Newer Required for Uploading  
Worksheets

## Step 3

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

Click **Verify**.

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



# Forgot Your Password?



**FHLBank**  
Chicago

Welcome to AHP Online.  
Sponsors, please log in.

Create Password

Confirm Password

Continue

#### Password Requirements

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

## Step 4

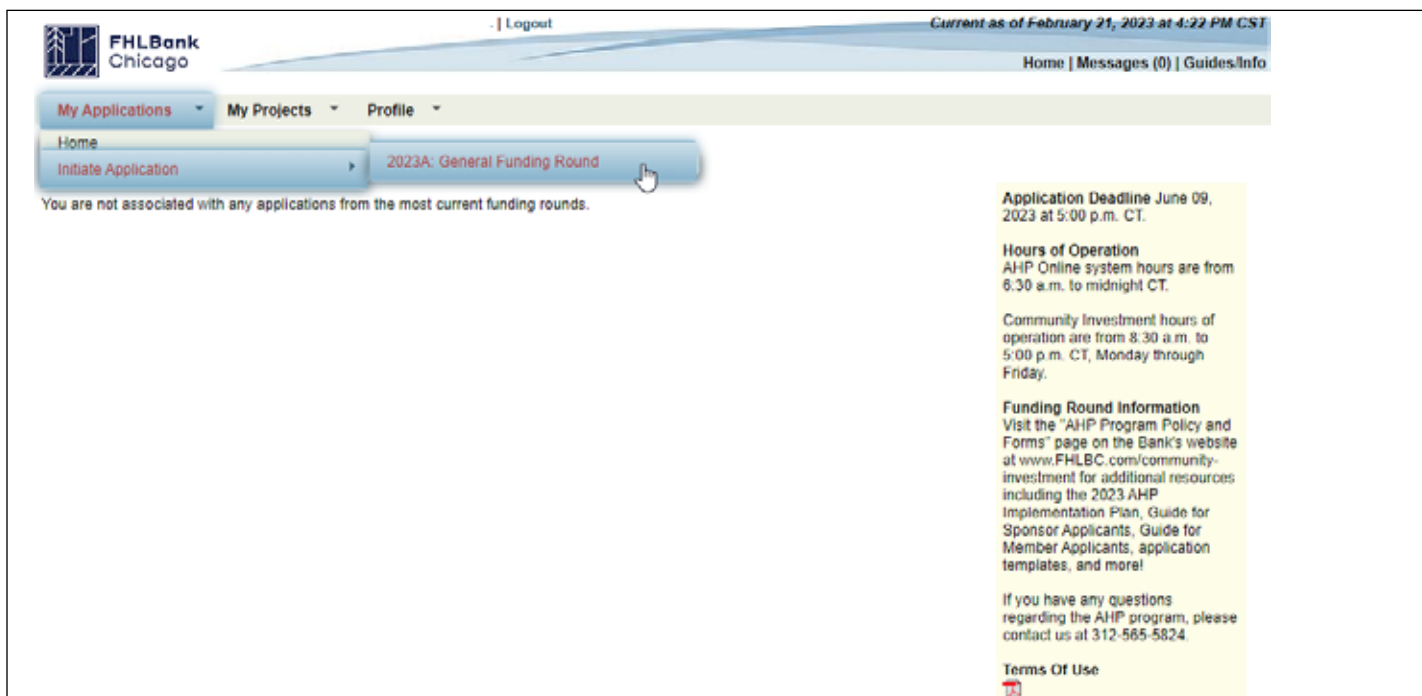
Create your password following the password requirements listed on the screen.

Click **Continue**.

**Congratulations! You have now successfully reset your password.**



# Initiate Application



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

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

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

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

## Helpful Hint


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

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

## Helpful Hint

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

# Initiate Application

| LogoutCurrent as of February 21, 2023 at 4:28 PM CSTHome | Messages (0) | Guides/Info

My Applications My Projects Profile

## Initiate Application ?

1 Application Information

2 Select Lead Contacts

3 Select Input Role

4 Select Lead Member

5 Select Co-Members

6 Review and Submit

7 Confirmation

Funding Round 2023A: General Funding Round

Project Name\*

Project Type\*

Is the Application Consumer Driven?\*

Activity Type(s)\*  Rehabilitation  
 Acquisition (Down Payment Assistance)

ZIP\*   ?

City MATTOON

County COLES

State IL

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

\* Asterisk indicates required field.

## Step 1 - Application Information

Enter project information.

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

### Helpful Hint

The Activity Type refers to the entire project scope. Select all activity types that apply. For example, if the project involves acquisition, regardless of cost, select the Acquisition activity type.

**Homeownership projects** may be either **Consumer Driven** or **Sponsor Driven**. However, the only option displayed on this screen is Consumer Driven. **All applicants must select Consumer Driven**. Sponsor-driven projects are still eligible to apply.

- **Sponsor-driven** projects are those in which the sponsor organization will hold title or acquire properties prior to purchase by the consumer.
- **Consumer-driven projects** are those in which consumers purchase homes on the open market.

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

Click on **Next** to move forward.

# Initiate Application

## Initiate Application ?

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

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

Organization Name:

Organizations			
Select	Organization Name:	City	State
<input checked="" type="radio"/>	Movin' Out, Inc.	MADISON	WI

(1 of 1)

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

Contacts for Movin' Out, Inc.	
Name	Select
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

(1 of 4)

## Step 2 - Lead Sponsor Contact(s)

If an AHP award is made, the Lead Sponsor is responsible for the AHP subsidy for the entire AHP compliance period.

Choose the Organization Name and up to two Lead Contacts:

- The contact(s) must include all responsible contacts from the sponsor organization who will be associated with the complete life cycle of the project, from application submission through project completion and long-term monitoring. See the definition of **Lead Sponsor Contact** in the **Glossary**.

- To search for an organization, enter all or part of the organization name. The system will search using the information the user has supplied. The organization search list includes all types of organizations, including user and sponsor organizations.

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

Click on **Next** to move forward.

# Initiate Application

FHLBank Chicago | Logout | Current as of February 21, 2023 at 4:39 PM CST | Home | Messages (0) | Guides/Info

My Applications | My Projects | Profile

## Initiate Application

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

Organization Name:  Search Reset

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

**Please Note:**

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

(Select at most 3 Input Contacts)

Organization	Name	Delete
No records found.		

(1 of 1) << >>

Back Next Cancel

## Step 3 - Input Role

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

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

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

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

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

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

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

# Initiate Application

Member Name

Members	
Select	Member Name
<input checked="" type="radio"/>	Cinnaire Lending Corporation   Chicago, IL

(1 of 1)

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

Contacts for Cinnaire Lending Corporation   Chicago, IL	
Name	Select
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

(1 of 3)

## Step 4 - Lead Member Contact(s)

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

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

If the Member Contact screen does not list a Member Contact after searching for one, it is because the member has not registered an Authorized AHP User in eBanking.

# Initiate Application

## Initiate Application ?

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

Is this a multi-member consortium project?  Yes  No

Member Name

Members	
Select	Member Name
<input type="radio"/>	First Midwest Bank   Itasca, IL
<input type="radio"/>	First Midwest Bank   Chicago, IL
<input checked="" type="radio"/>	First Mid Bank & Trust, NA   Mattoon, IL
<input type="radio"/>	First Mid-Illinois Bank & Trust, NA   Edwardsville, IL

(1 of 1)

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

Contacts for First Mid Bank & Trust, NA   Mattoon, IL	
Name	Select
	<input type="button" value="Save"/>
	<input type="button" value="Save"/>

(1 of 1)

## Step 5 - Select Co-Members

If the AHP Participant is completing a **multi-member consortium homeownership project** application, enter the Co-Member name and Co-Member Contact(s) for each member of the consortium.

Click on **Next** to move forward.



# Initiate Application

**Initiate Application** ?

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

Project Name: 2023 OO Rehab Example  
Project Type: Home Ownership  
Application Driver: Consumer Driven  
Activity Type(s): Rehabilitation  
ZIP: 61938  
City: MATTOON  
County: COLES  
State: IL

Selected Lead Contacts	
Organization	Name
[REDACTED]	[REDACTED]

Selected Contacts with Input Role	
Organization	Name
No records found.	

Selected Lead Member Contacts	
Member	Name
[REDACTED]	[REDACTED]

Is this a multi-member consortium project?: Yes

Selected Co-Member Contacts	
Member	Name
[REDACTED]	[REDACTED]

(1 of 1) [1]

Back Submit Cancel

## Step 6 - Review & Submit

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

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

# Initiate Application

**Initiate Application** ?

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

Project Name: 2023 OO Rehab Example  
Project Type: Home Ownership  
Application Driver: Consumer Driven  
Activity Type(s): Rehabilitation  
ZIP: 61938  
City: MATTOON  
County: COLES  
State: IL

Selected Lead contacts	
Organization	Name
[REDACTED]	[REDACTED]

Selected Contacts with Input Role	
Organization	Name
No records found.	

Selected Lead Member Contacts	
Member	Name
[REDACTED]	[REDACTED]

Is this a multi-member consortium project?: Yes

Selected Co-Member Contacts	
Member	Name
[REDACTED]	[REDACTED] a

(1 of 1) [Navigation icons]

**Finish**

## Step 7 - Confirmation

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

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

# My Application

**FHLBank Chicago** | Logout Current as of February 21, 2023 at 4:59 PM CST

Home | Messages (0) | Guides/Info

My Applications ▾ My Projects ▾ Profile ▾

## My Applications

Reset Current Filtering

Round Name	Application Number	Application Name	Status	Closing Date	Countdown to Closing
<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>
2023A: General Funding Round	4317	2023 OO Rehab Example	Pending	Mar 31, 2023	38

Showing 1 to 1 of 1 entries < 1 >

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

**Hours of Operation**  
AHP Online system hours are from 6:30 a.m. to midnight CT.

Community Investment hours of operation are from 8:30 a.m. to 5:00 p.m. CT, Monday through Friday.

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

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

**Terms Of Use**

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

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

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

## Application Status

### Pending

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

### Sponsor Approved

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

### Member Approved

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

# AHP Online Application: General Information

## Application Home

Application Status Pending  
 Funding Round 2024A  
 Round Deadline 08/01/2024

Description	Status
<b>General Information</b>	
Application Details : Application Information	✗
Application Details : Site Information	✗
Application Details : Site Parcel	✗
Application Details : Fair Housing	✗
Application Details : Subsidy Amount and Uses of Funds	✗
Sponsor and Member Information : Member Contact	✓
<b>Scoring</b>	
Donated Property : Donation/Discount Information	✗
Donated Property : Donated/Discounted Evidence	✗
Sponsorship By Nonprofit	✗
Targeting	✗
Underserved Communities and Populations : Housing for Homeless	✗
Underserved Communities and Populations : Special Needs	✗
Underserved Communities and Populations : Rural	✗
Creating Economic Opportunity : Residential Economic Diversity	✗
Community Stability	✗
Bank District Priorities : In District Project	✗
Bank District Priorities : Projects Serving Low-Income Minority Areas	✗
Bank District Priorities : Development Team Inclusion	✗
Bank District Priorities : Energy Efficiency and Sustainability	✗
Bank District Priorities : Projects of 24 or Fewer Units	✗
<b>Feasibility</b>	
Financial Feasibility : Import Spreadsheet	✗
Financial Feasibility : Feasibility Analysis	✗
Financial Feasibility : Commitment Letters	✗
Financial Feasibility : Homeownership Rehabilitation	✗
Displacement	✗
Sponsor Role	✗
Primary Developer	✗
Development Team : Role Selection	✗
Development Team : Team Members	✗
Disclosure	✗
Market Study	✗
Project Timeline	✗

## General Information

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

- ✗ Not Visited
- ✓ In Progress
- ✓ Complete
- 🔔 Modified by Community Investment Group

The application is split into 3 main sections:

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

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

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

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

# AHP Online Application Process **General Information**

## Application Details: Application Information

**Application Details**

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

Project Name\* 2023 OO Rehab Example

Project Type Home Ownership

Application Driver Consumer Driven

Activity Type(s) Rehabilitation

ZIP 61936  ?

City MATTOON

County COLES

State IL

Project Description\*  
You have 4000 characters remaining for your description.

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

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

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

HUD 811  Rental or Operating Subsidies  USDA RD Financing  None

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

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

Will the project use any HUD owned property? \*  Yes  No

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

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

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

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

\* Required to save the page

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

\* Required before Sponsor Approval

First, enter the Application Information.

You must complete all sections with a **◆** black diamond symbol.

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

### Helpful Hint

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

### Helpful Hint

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

# AHP Online Application Process **General Information**

## Application Details: Site Information

FHLBank Chicago | Logout | Current as of February 21, 2023 at 5:11 PM CST

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

Project Name: 2023 OO Rehab Example  
Application Number: 4317

Application ▾ General Information ▾ Scoring ▾ Feasibility ▾

### Application Details ?

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

Enter your project's city or county EXACTLY as you would like it to appear on official documentation (e.g. Chicago, Fond du Lac County, Peoria and Tazewell counties). For projects serving more than one state, leave blank.

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

Is the project single site?\*  Yes  No

\* Required to save the page

◆ Required before Sponsor Approval

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

<Previous Next>

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

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

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

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

## How to Proceed in the Application

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

# AHP Online Application Process **General Information**

## Application Details: Site Information Continued

**Application Details** ?

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

**Make the following corrections:**  
• Please enter information in all required fields.

Enter your project's city or county EXACTLY as you would like it to appear on official documentation (e.g. Chicago, Fond du Lac County, Peoria and Tazewell counties). For projects serving more than one state, leave blank.

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

Is the project single site?\*  Yes  No

**Site**

Is the address known?\*  Yes  No

Address Line1\*  ZIP\*  Zip+4\*   ?

Address Line2  City  Congressional District

County  Census Tract

State  CBSA

Number of Units\*  Targeted Area\*

Appraisal Date   ?

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

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

Is the site donated or discounted?\*  Property is a Foreclosure, REO, or Short Sale\*

Is the Site Rural?\*  Yes  No Dwelling type\*

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

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

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

### Address(es) Known

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

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

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

# AHP Online Application Process **General Information**

## Application Details: Site Information Continued

### ZIP+4 and Census Tract Lookup

For each site, the AHP Participant must verify the ZIP+4 by going to [www.usps.com](http://www.usps.com) and looking up the site address.

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

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

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

**Owner-Occupied Projects:** Single-site home-ownership projects with multiple addresses (e.g., a condominium building with numbered units that have distinct legal descriptions) must add a site for each unit. The total number of sites should equal the total number of unit addresses.

### Homeownership Modular Housing

**Definition: Owner-Occupied Projects** using modular building components should adhere to the following modular building definition: A modular building or home is fabricated by assembling pre-fabricated modules or sections and delivering them to a site where they are assembled to create the finished product. Modular or prefabricated buildings must be built on a permanent foundation and must conform to all local building codes.

**Donated or Discounted Sites:** If a project site is donated or discounted, the AHP Participant must choose Donated or Discounted from the drop-down menu on this screen. **Donated/Discounted points** are uncommon for owner-occupied projects, so please contact [ci@fhlbc.com](mailto:ci@fhlbc.com) if you are considering this category.

**Appraisal:** An as-is appraisal is required for the site:

- If there is any current or past financial or ownership interest in the project site by the member (e.g., real estate owned [REO], foreclosure, short sale);
- If the site is discounted; or
- If there is an identity of interest between the buyer and seller, unless the transaction qualifies as a donation (as defined in the **2023 Implementation Plan**). An identity of interest is defined as an instance in which the seller will have a direct or indirect ownership interest in the project. When the acquisition is initially arm's length but is followed by an acquisition where there is an identity of interest between the buyer and seller that is necessary to facilitate the project, an appraisal is not required.

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

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

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



# AHP Online Application Process **General Information**

## Application Details: Site Information Continued

### Application Details ?

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

**Make the following corrections:**

- Please enter information in all required fields.

Enter your project's city or county EXACTLY as you would like it to appear on official documentation (e.g. Chicago, Fond du Lac County, Peoria and Tazewell counties). For projects serving more than one state, leave blank.

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

Is the project single site?\*  Yes  No

Site

Is the address known?\*  Yes  No

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

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

Address Line1	<input type="text"/>	ZIP*	<input type="text"/>	Zip+4	<input type="text"/>	<input type="button" value="Lookup"/> <span>?</span>
Address Line2	<input type="text"/>	City	<input type="text"/>			
		County	<input type="text"/>			
		State	<input type="text"/>			

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

You have 3000 characters remaining for your description.

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

◆ Required before Sponsor Approval

### Single-Site Project With Unknown Address

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

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

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

address to the intersection to find the ZIP+4 on [www.usps.com](http://www.usps.com).

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

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

# AHP Online Application Process **General Information**

## Application Details: Site Information Continued

### Application Details ?

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

**Make the following corrections:**  
• Please enter information in all required fields.

Enter your project's city or county EXACTLY as you would like it to appear on official documentation (e.g. Chicago, Fond du Lac County, Peoria and Tazewell counties). For projects serving more than one state, leave blank.

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

Is the project single site?\*  Yes  No

How many sites are part of the project?\*

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

---

**Central Site**

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

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

Address Line1\*  ZIP\*  Zip+4\*   ?

Address Line2  City  Congressional District

County  Census Tract

State  CBSA

Further define the geographical area(s) of the sites with unknown addresses (e.g., neighborhoods, counties, states-wide, etc.):\*

*You have 3000 characters remaining for your description.*

---

\* Required to save the page

Required before Sponsor Approval

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

## Multi-Site Project With Unknown Addresses

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

### ZIP+4 and Census Tract Lookup

The AHP Participant must verify the ZIP+4 by going to [www.usps.com](http://www.usps.com) and looking up the representative site address.

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

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

# AHP Online Application Process **General Information**

## Application Details: Site Information Continued

**Application Details** ?

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

Enter your project's city or county EXACTLY as you would like it to appear on official documentation (e.g. Chicago, Fond du Lac County, Peoria and Tazewell counties). For projects serving more than one state, leave blank.

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

Is the project single site?  Yes  No

Site(s)						
Action	Address Line 1	Address Line 2	City	County	State	Zip Code
<a href="#">Edit</a>   <a href="#">Remove</a>	2850 S. Ellen Street		MILWAUKEE	MILWAUKEE	WI	53207-2536

(1 of 1)

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

◆ Required before Sponsor Approval

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

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

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

# AHP Online Application Process **General Information**

## Application Details: Site Parcel Information

### Application Details ?

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

Site(s)							
Action	Address Line 1	Address Line 2	City	County	State	Zip Code	Description
<a href="#">▶</a>	2850 S. Ellen Street		MILWAUKEE	MILWAUKEE	WI	53207-2536	Discounted

(1 of 1) [◀](#) [▶](#) [1](#) [▶▶](#) [▶▶▶](#)

[Add Site Parcel](#)

There are no Site Parcels for this Site

Site Parcel

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

Donating or Discounting Party\*

Parcel Number/PIN\*

How long has the donating or discounting party owned the property (years)?

Number of existing units:

Number of existing units retained at project completion

Select donated/discounted documentation\*

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

To submit your changes please click [Save before exiting this page.](#)

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

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

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

Click on **Edit** in the Action column to insert the Site Parcel Information for each donated or discounted site. Add all applicable site parcels in the project. This information is **important** for the **Donated or Discounted scoring category**. Donated/Discounted points are rare for owner-occupied projects, so please contact [ci@fhlbc.com](mailto:ci@fhlbc.com) if you are considering this category.

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

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

# AHP Online Application Process **General Information**

## Application Details: Site Parcel Information N/A

**Application Details** ?

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

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

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

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

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

# AHP Online Application Process **General Information**

## Application Details: Fair Housing

The screenshot shows the FHLBank Chicago AHP Online Application Process interface. At the top left is the FHLBank Chicago logo. To its right is a 'Logout' link. Further right is the current date and time: 'Current as of February 21, 2023 at 5:30 PM CST'. Below this are navigation links: 'My Applications | Home | Messages (0) | Guides/Info'. On the right side, the 'Project Name: 2023 OO Rehab Example' and 'Application Number: 4317' are displayed. A navigation bar contains 'Application', 'General Information', 'Scoring', and 'Feasibility' dropdown menus. The main heading is 'Application Details' with a help icon. Below this is a tabbed interface with five tabs: 'Application Information', 'Site Information', 'Site Parcel Information', 'Fair Housing' (which is selected and highlighted in red), and 'Subsidy Amount and Uses of Funds'. The 'Fair Housing' section contains the following fields and options:

- A question: 'Will the project comply with all the federal, state and local Fair Housing Laws?' with radio buttons for 'Yes' (selected) and 'No'.
- A text area with the prompt: 'Describe how the marketing of the project will affirmatively promote fair housing \*'. Below the text area, it says 'You have 4000 characters remaining for your description.'
- A file upload field: 'Attach the Fair Housing Plan, if one has been prepared for the project' with a 'Choose File' button and 'No file chosen' text, and a help icon.
- A question: 'Do any of the project's building(s) include four or more units?' with radio buttons for 'Yes' (selected) and 'No'.
- A text instruction: 'Download, complete and attach the Architect's Accessibility Certification template available on the Bank's website'.
- A file upload field: 'Attach the Architect Accessibility Certification:' with a 'Choose File' button and 'No file chosen' text, and a help icon.

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

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

**For programs,** this may include encouraging banks and other lending organizations to lend in areas that are under-served and to provide services to under-served populations and/or use nontraditional methods for evaluating credit and loan amount terms based on cultural differences and other individual factors; it may also include the targeted outreach efforts described above.

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

# AHP Online Application Process **General Information**

## Application Details: Subsidy Amount and Uses of Funds

### Application Details ?

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

Subsidy Amount

Grant Amount\*

Select at least one Uses of Funds\*

- Assistance with Acquisition Costs
- New Construction
- Rehabilitation
- Other

Choose AHP Specific Retention\*  ?

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

Has this application previously been submitted to, approved by, and/or funded by the Federal Home Loan Bank of Chicago?\*  Yes  No

\* Required to save the page

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

◆ Required before Sponsor Approval

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

### Education and Counseling Costs

For **homeownership projects** using an AHP subsidy to fund education and counseling costs, the per-household amount may not exceed the current year maximum. If it does, any amount over the maximum per-household limit must be covered with a different source of funds.

If **Other** is chosen, the applicant must contact Community Investment to determine whether the proposed use is eligible.

### Mortgage/Retention Agreement

The Bank **requires** a recorded retention agreement for each AHP-assisted unit in a homeownership project. You must select "Mortgage/Retention Agreement" to move to the next screen.

**Rehabilitation-only homeownership projects** are no longer subject to a retention agreement.



### Helpful Hint

Applicants should select as many uses of funds for the AHP subsidy as may be necessary to complete the project.

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

# AHP Online Application Process **General Information**

## Sponsor and Member Information

**Sponsor and Member Information** ?

**Lead Information** | **Input Role Information** | **Lead Member Information** | **Co-Member Information**

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

Organization Name: Milwaukee Search Reset

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

(1 of 2) 1 2

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

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

(1 of 1) 1

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

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

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

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

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

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



# AHP Online Application Process **General Information**

## Sponsor and Member Information

**FHLBank Chicago** | Logout | Current as of February 21, 2023 at 5:36 PM CST  
My Applications | Home | Messages (0) | Guides/Info

Project Name: 2023 OO Rehab Example  
Application Number: 4317

Application ▾ General Information ▾ Scoring ▾ Feasibility ▾

### Sponsor and Member Information ?

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

Is this a multi-member consortium project?  Yes  No

**Please Note:**

- Select Yes if there is at least one co-member associated with this application in addition to the Lead Member selected.
- Select No if the Lead Member is the only Member Institution associated with this application.
- For a Consortium Application, at least one co-member must be selected.
- At least one and at most three contacts must be selected at each co-member.
- Please click "Save" after selecting the co-member contacts to save your selections.

\* Required to save the page  
Required before Sponsor Approval

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

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### Multi-Member Consortium Project:

Based on project type, select **Yes** or **No** if the it is a multi-member consortium project.

If **Yes**, follow the instructions listed in red on the right-side column.

**FHLBank Chicago** | Logout | Current as of February 21, 2023 at 5:36 PM CST  
My Applications | Home | Messages (0) | Guides/Info

Project Name: 2023 OO Rehab Example  
Application Number: 4317

Application ▾ General Information ▾ Scoring ▾ Feasibility ▾

### Sponsor and Member Information ?

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

Is this a multi-member consortium project?  Yes  No

Member Name  Search Reset

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

Selected Co-Member Contacts		
Member	Name	Delete
		Delete

(1 of 1) << < 1 > >>

\* Required to save the page  
Required before Sponsor Approval

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

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# AHP Online Application Process **General Information**

## Member Involvement Information

**Member Involvement Information** ?

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

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

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

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

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

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

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

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

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

---

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

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**Member Involvement Information** ?

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

Excluding the pass through of AHP subsidy, are grant(s) or in-kind contributions or services being provided by any member applicant (Lead or Co-Member)?\*

---

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

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

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

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

# Scoring

## 2024 Scoring Summary for Owner-Occupied Projects

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

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

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

SCORING CATEGORY	POINT SYSTEM	MAX POINTS	*CHANGE
1. Use of Donated or Conveyed Government-Owned or Other Properties	Variable	5	
2. Project Sponsorship	Fixed	5	
3. Targeting	Variable	20	
4. Housing for Homeless Households	Fixed	5	
5. Housing for Special Needs Populations	Fixed	5	
6. Rural Housing	Fixed	7	
7. Creating Economic Opportunity through Residential Economic Diversity	Variable	5	
8.a. Community Stability: Rehabilitation of Existing Occupied Housing	Fixed	9	X
8.b. Community Stability: Preservation of Homeownership	Fixed	7	X
9. In-District Projects	Variable	8	X
10. Projects Serving Low-Income Minority Areas	Fixed	4	X
11. Development Team Inclusion	Fixed	2	X
12. <b>NEW:</b> Energy Efficiency & Sustainability	Fixed	3	X
13. Projects of 24 or Fewer Units	Fixed	5	X
<b>TOTAL POSSIBLE POINTS</b>		<b>90</b>	

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

# AHP Online Application Process **Scoring**

## Scoring Overview in AHP Online

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

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

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

Please take advantage of the updated **AHP Self-Scoring Worksheet**, available on the [AHP Program Policy and Forms](#) website. However, please note that this checklist is for informational purposes only and does not guarantee a specific score. We recommend utilizing the **AHP Self-Scoring Worksheet** and the **AHP Application Exhibit Checklist** while completing the application.

If you have scoring questions, please reach out to [ci@fhlbc.com](mailto:ci@fhlbc.com) or 312.565.5824.

# AHP Online Application Process **Scoring**

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

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

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

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

**OR**

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

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

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

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

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

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

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

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

**If you are considering donated/discounted points for an owner-occupied project, please contact [ci@fhlbc.com](mailto:ci@fhlbc.com) to seek technical assistance.**

# AHP Online Application Process **Scoring**

## 1.a. Donated/Discounted Information

### Donated/Discounted Property ?

Donation/Discount Information Donated/Discounted Evidence

Is at least 20% of the land or units conveyed by the federal government or any agency or instrumentality thereof?  Yes  No

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

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

**Discounted units and land:**

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

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

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

Total number of units in the project

Total square footage of land in the project  ◆

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

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

The number of donated/discounted properties for which addresses are not known?  ? ◆

Please provide an explanation of why the addresses are not known and when they will be known: ◆

*You have 4000 characters remaining for your description.*

---

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

◆ Required before Sponsor Approval

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

For **Donated points**, an AHP Participant must answer **Yes** to the second question on the screen. For **Discounted points**, the third question must be answered **Yes**. If the project will include **both donated and discounted property**, both questions must be answered **Yes**.

The "Total number of units in the project claimed in Targeting" field is auto-filled based on the number of units filled in on the **Targeting** screen.

This field will indicate "0" units until the Targeting screen is completed later in the application process.

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

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

# AHP Online Application Process **Scoring**

## 1.b. Donated/Discounted Evidence

### Donated/Discounted Property ?

Donation/Discount Information **Donated/Discounted Evidence**

Attach all documents that evidence donated/discounted properties and acquisition prices listed on the Site Information tab under Application Details. <sup>\*</sup> ?

Choose File No file chosen ?

Do any of your donating/discounting parties have any relationship to the project, project sponsor or project owner or any member of the development team? ?  Yes  No

Do any of the donated/discounted properties being acquired have any debt that will be assumed by the project? ?  Yes  No

---

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

Required before Sponsor Approval Save Undo

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

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

Applicants must submit evidence of commitment to donate and/or discount that meets eligibility requirements for **site control documentation or conveyance** (see the Project Timeline section of this guide for the requirements); documentation should reflect the conveyance cost. Such evidence should reference the specific site(s), the anticipated or actual date of the conveyance, and any condition(s) the donation and/or discount is contingent on, and it must be signed by the conveyor.

If attempting discounted points, be sure to include a third-party appraisal on the **Site Information** screen.

# AHP Online Application Process **Scoring**

## 2. Project Sponsorship

Projects submitted by a **not-for-profit sponsor** with integral involvement may receive **5 points**, as follows.

### Owner-Occupied Projects

Sponsor must be a not-for-profit organization, a state or political subdivision of a state, a state housing agency, a local housing authority, a Native American Tribe, an Alaskan Native Village, or the government entity for Native Hawaiian Home Lands, **and** play at least one integral role in the project by:

- (1) managing the construction or rehabilitation of 100% of the units, **and/or**
- (2) qualifying borrowers and providing or arranging financing for the owners of the owner-occupied units.

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

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

### Helpful Hint

The Sponsorship by Nonprofit organization must be the same as the Lead Sponsor identified for the project.





# AHP Online Application Process **Scoring**

## 2. Sponsorship by Nonprofit: Organization Information

### Sponsorship by Nonprofit ?

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

Is the sponsor a not-for-profit organization, a state or a political subdivision of a state, a state housing agency, a local housing authority, a Native American Tribe, an Alaskan Native Village or the government entity for Native Hawaiian Home Lands?  Yes  No

Please indicate if the sponsor will fulfill either of the following roles:

Managing the construction or rehabilitation of 100% of the units.

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

*For the sponsor organization that is integrally involved in the application, select the type of organization, provide the organization's name, describe the organization's involvement, specify the fee percentage paid to the organization and, if a Not-for-profit organization, attach Certificate of Good Standing and, if necessary, Certificate of Authority (if organization does business in another state).*

Integrally Involved Organizations		
Action	Organization Type	Organization Name
No records found.		
(1 of 1) <span>&lt;&lt;</span> <span>&gt;&gt;</span>		

Organization Type\*

Organization Name\*

Explanation of involvement including fees paid to the organization ?

*You have 1000 characters remaining for your description.*

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

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

### Owner-Occupied Projects

To complete the Homeownership Sponsorship by Nonprofit screen, first select **Yes** or **No** for the question "**Are you a charitable organization incorporated outside of Illinois?**" at the bottom of the screen. Then, click on *Add Organization*. Complete the required fields and click on *Update Organization*. **Documentation for this scoring category must also be uploaded on the Sponsor Role screen in the Feasibility section.**

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

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

1. ◆ A valid Certificate of Charitable Organization (to evidence nonprofit status), date no earlier than **13 months** prior to the AHP application deadline, **and**
2. A valid Certificate of Status (to evidence "good standing"), dated no earlier than **90 days** prior to the AHP application deadline

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

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

# AHP Online Application Process **Scoring**

## 3. Targeting

**Targeting** ?

**Information**

- Your changes have been saved to the system. ✓

	Number of Units
Less than or equal to 50% AMI (Area Median Income)*	<input type="text" value="0"/>
Greater than 50% and less than or equal to 60% AMI*	<input type="text" value="12"/>
Greater than 60% and less than or equal to 80% AMI*	<input type="text" value="8"/>
Greater than 80% AMI	<input type="text"/>
<b>Total</b>	20

Make any changes above?

---

\* Required to save the page

◆ Required before Sponsor Approval

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

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

### Owner-Occupied Projects Eligibility Information

All AHP-assisted households must be **≤80% AMI**. **Failure to commit to the required minimum will result in the application being deemed ineligible.**

The Number of Units field for "Greater than 80% AMI" is locked for all homeownership projects. All other fields must be completed.

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

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

# AHP Online Application Process **Scoring**

## 4. Housing for Homeless Households

**Underserved Communities and Populations/Housing for Homeless Households** ?

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

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

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

Intake Form  
 Referrals  
 Other

Specify the Referral sources.

*You have 3000 characters remaining for your description.*

If provided, identify sources of funding for specialized services and/or any subsidies targeting eligible homeless populations.

*You have 3000 characters remaining for your description.*

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

\* Required to save the page

◆ Required before Sponsor Approval

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

<Previous Next>

Projects may receive **5 points** if they provide housing to **individuals who are homeless**. Eligible owner-occupied projects must create permanent owner-occupied housing, reserving **20% of the total units** for homeless households.

Please fill out the supplemental text boxes to provide specifics on how your project will serve persons experiencing homelessness.

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

**If you are considering Housing for Homeless Households points for an owner-occupied project, please contact [ci@fhlbc.com](mailto:ci@fhlbc.com) to seek technical assistance.**

**Helpful Hint**

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

# AHP Online Application Process **Scoring**

## **5. Housing for Special Needs Populations**

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

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

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

### **Supporting Documentation**

- 1.** Provide a referral source or indicate that the sponsor has a network through which qualified individuals/families will be referred.
- 2.** Provide information describing the sponsor's experience serving special needs populations.

Please combine all Special Needs evidence into one PDF document and attach to the screen.

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

**For owner-occupied projects, the fulfillment of this scoring criteria will be monitored over the life of the project.**

#### **Helpful Hint**

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

#### **Helpful Hint**

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

# AHP Online Application Process **Scoring**

## 5. Housing for Special Needs Populations Continued

**Underserved Communities and Populations/Special Needs** ?

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

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

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

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

Attach description of referral sources and sponsor history of housing individuals with special needs.

\*  No file chosen ?

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

♦ Required before Sponsor Approval

<Previous Next>

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

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

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

Please combine all Special Needs evidence into one PDF document and attach to the screen.

# AHP Online Application Process **Scoring**

## 6. Rural Housing

**Underserved Communities and Populations/Rural** ?

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

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

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

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

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

The number of households served (integer)

The percentage of households served (%)

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

*You have 500 characters remaining for your description.*

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

◆ Required before Sponsor Approval

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

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

**If a project involves unidentified sites** (e.g., an owner-occupied rehabilitation project in which specific homeowners have not yet been identified), applicants should submit documentation of their service territory or a list of representative projects, with locations identified, to confirm the likelihood that at least **50% of units** will be located in rural areas.

### Helpful Hint

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



# AHP Online Application Process **Scoring**

## 7. Creating Economic Opportunity through Residential Economic Diversity

**Creating Economic Opportunity/Residential Economic Diversity** ?

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

Are all sites known?  Yes  No

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

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

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

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

Census Tract Details	
Census Tract # *	<input type="text"/>
# of Units *	<input type="text"/>
FFIEC Map/Documentation *	<input type="button" value="Choose File"/> No file chosen

\* Required to save the page

◆ Required before Sponsor Approval

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

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

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

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

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

**If a project involves unidentified sites** (e.g., an owner-occupied rehabilitation project in which specific homeowners have not yet been identified), applicants should submit documentation on representative census tracts to be served in reference to the closest address selected in FFIEC, to confirm the likelihood that at least 75% of units will be located in higher-income areas.

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

# AHP Online Application Process **Scoring**

## 8. Community Stability

### Community Stability ?

**Information**

- Your changes have been saved to the system. ✓

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

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

Community Stability Attachment ◆

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

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

◆ Required before Sponsor Approval

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

- Rehabilitation of Existing Occupied Housing
- Preservation of Homeownership

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

**Preservation of Homeownership (7 points, Homeownership Projects only):** 100% of the AHP-assisted beneficiaries must be existing homeowners. Down payment assistance projects are not eligible for these points.

Once the completed Community Stability form is uploaded, with the appropriate field checked, no additional evidence is required.

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

1. ≤25% of the total units in the project may be new construction (verify in cell C9 on the Cost Breakout tab of the Financial Feasibility Workbook)
2. Hard rehabilitation costs must be ≥25% of the total development cost (verify in cell D70 on the Cost Breakout tab of the Financial Feasibility Workbook), **and**
3. A project's vacancy rate at the time of AHP application must be ≤50%

Homeownership projects involving acquisition are **ineligible** for points in this category.

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



# AHP Online Application Process **Scoring**

## 9. In-District Projects

**Bank District Priorities/In-District Project** ?

Information

- Your changes have been saved to the system. ✓

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

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

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

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

Site(s)					
Address Line 1	Address Line 2	City	County	State	Zip Code
917 N 22nd St		MATTOON	COLES	IL	61938-2750

(1 of 1) < << 1 >> >

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

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

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

A list of qualifying counties is published on FHLBank Chicago's website at [AHP Policy and Forms](#) under Application Exhibits.

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

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

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

**If a project involves unidentified sites** (e.g., an owner-occupied rehabilitation project in which specific homeowners have not yet been identified), applicants should submit documentation on representative counties to be served in reference to the published list of qualifying counties, to confirm the likelihood that at least 50% of units will be located in an eligible county. For owner-occupied projects with unidentified sites, the fulfillment of this scoring category will be monitored over the life of the project.

### Helpful Hint

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



# AHP Online Application Process **Scoring**

## 10. Projects Serving Low-Income Minority Areas

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

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

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

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

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

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

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

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

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

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

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

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

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

**If a project involves unidentified sites** (e.g., an owner-occupied rehabilitation project in which specific homeowners have not yet been identified), applicants should submit documentation on representative census tracts to be served in reference to the published list of **2024 Low-Income Minority Areas**, to confirm the likelihood that at least 75% of total units will be located in an eligible area.

# AHP Online Application Process **Scoring**

## 11. Development Team Inclusion

**Bank District Priorities/Development Team Inclusion** ?

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

Please select one or more roles as are applicable:

Select	Role	WBE	MBE	Non-Profit	Doc Upload
<input type="checkbox"/>	Project Sponsor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Choose File No file chosen ?

**Instruction**

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

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

\* Required to save the page

◆ Required before Sponsor Approval

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

Save Undo

**Development Team Inclusion: Owner-occupied projects** may score **2 points** if the project Sponsor qualifies as a Minority Business Enterprises (MBE) or Women’s Business Enterprises (WBE).

### To qualify as an MBE or WBE:

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

• **Not-for-profit Entity:** The project Sponsor must demonstrate one of the following via self-certification and a Development Team Inclusion Organizational Chart:

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

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

For not-for-profit entities, attach the **Development Team Inclusion Organizational Chart**, found at **AHP Policy and Forms** under Application Exhibits. You can also reference the Exhibits section of this guide for an example of the exhibit.

## 12. NEW: Energy Efficiency & Sustainability

**Bank District Priorities/Energy Efficiency and Sustainability ?**

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

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

Is this an Owner Occupied Rehab only or New Construction Project?\*  Yes  No

Select the acceptable work being done from one or more of the following\*

- Improved weatherization
- Improved water conservation
- Improved energy efficiency
- Use of sustainable building materials
- Will provide the household with use of alternative (i.e. non fossil fuel) energy

*NOTE: The work selected above should be reflected on your Financial Feasibility Workbook*

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

◆ Required before Sponsor Approval

**Energy Efficiency & Sustainability** is a new scoring category for 2024. **Owner-occupied new construction and/or rehabilitation projects** may receive **3 points** if 50% of the total project units meets one of the two criteria:

**1) 50% of project units will meet one or more of the following building standards:**

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

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

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

**2) 50% of project units will meeting one or more of the following criteria:**

- Improved weatherization
- Improved water conservation
- Improved energy efficiency
- Use sustainable building materials
- Will provide the household with use of alternative (i.e. non-fossil fuel) energy

**Important:** Please ensure this type of work is reflected in the **Financial Feasibility Workbook**. If the project is an **Owner-Occupied Rehabilitation Project**, please include a description of energy efficiency and sustainability-related work in the *Rehabilitation* screen of AHP Online.

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

# AHP Online Application Process **Scoring**

## **13.** Projects of 24 or Fewer Units

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

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


### Bank District Priorities/Projects of 24 or Fewer Units

Do you want to commit to this scoring category?  Yes  No

*You are eligible for this scoring category's points.*

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 Required before Sponsor Approval

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

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# Feasibility

## Financial Feasibility Introduction

### Financial Feasibility ?

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

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

Import the Feasibility Workbook\*  No file chosen ?

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

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

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

◆ Required before Sponsor Approval

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

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

# AHP Online Application Process **Feasibility**

## Tips for Completing the Financial Feasibility Workbook

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

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

If your project involves **new construction of single-family homes**, please contact Community Investment at [ci@fhlbc.com](mailto:ci@fhlbc.com) for technical assistance.

### Helpful Hints for Tabs in the Financial Feasibility Workbook

#### ***Instructions Tab***

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

#### ***Summary of Uses***

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

- **Homeownership Education & Counseling Costs**: The total amount of AHP subsidy used for homeownership education and counseling costs on the Subsidy Amount and Uses of Funds screen in AHP Online must match the total amount of AHP subsidy used for homeownership education and counseling costs under the *Summary of Uses* tab of the Financial Feasibility Spreadsheet.

# AHP Online Application Process **Feasibility**

## Source Code Classifications

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

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



# AHP Online Application Process Feasibility

## Financial Feasibility: Import Spreadsheet

### Financial Feasibility

Import Spreadsheet
Feasibility Analysis
Commitment Letters
Rehabilitation Information

Information  
\* Your changes have been saved to the system.

Download and complete the Homeownership Feasibility Workbook found on the FHLCB website.

Import the Homeownership Feasibility Workbook \*

Uploaded File Info

2023\_FinancialFeasibility\_Owner Rehab over 15K.xlsx

Remove

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

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

Housing Development Sources of Funds

Source of Funds	Amount (\$)	Housing or Commercial	Description	Committed	Rate (%)	Term (years)	Amort Period (years)	Annual Debt Svc (\$ (Hard only))	Hard Debt?
AHP Direct Subsidy	400,000.00	Housing	AHP Subsidy	No	0.00%	0.0	0.0	0.00	No
Weatherization	300,000.00	Housing	Permanent Financing by Member	Yes	0.00%	0.0	0.0	0.00	No
Member Banks	60,000.00	Housing	Permanent Financing by Member	Yes	6.00%	5.0	0.0	0.00	Yes
Homeowners	75,000.00	Housing	Owner's Equity	Yes	0.00%	0.0	0.0	0.00	Yes
<b>Subtotal - Housing</b>	<b>\$ 835,000.00</b>								
<b>Subtotal - Commel</b>	<b>\$ 0.00</b>								
<b>Total Funding Sources</b>	<b>\$ 835,000.00</b>								

Units Breakout

	No of Units		No of Units
Rehabilitation Units	20		
New Construction Units	0	Less than or equal to 60% AMI	12
Acquisition Units	0	Greater than 60% and less than or equal to 80% AMI	8
<b>Total Units</b>	<b>20</b>	<b>Total Units</b>	<b>20</b>

Housing Development Uses of Funds Summary

Total Acquisition Costs	\$ 0.00
Total Construction / Rehabilitation Costs	\$ 792,145.00
Hard Construction Costs	\$ 0.00
Hard Rehabilitation Costs	\$ 792,145.00
Other Costs	\$ 0.00
<b>Total Fees</b>	<b>\$ 0.00</b>
Total Taxes and Insurance Costs	\$ 0.00
Total Construction Financing	\$ 0.00
Total Permanent Financing	\$ 0.00
Total Project Reserves	\$ 0.00
Total Soft Costs	\$ 0.00
Total Developer Fees	\$ 42,855.00
Total Financing Fees and Expenses	\$ 0.00
Total Home Buyer Counseling Costs	\$ 0.00
<b>Total Development Costs</b>	<b>\$ 835,000.00</b>

Key Feasibility Values

	Standard	Actual
Average Square Feet Per Unit		1,800.00
Average Square Feet Per Unit (Rehabilitation)		1,800.00
Average Square Feet Per Unit (Construction)		0.00
Average Square Feet Per Unit (Acquisition Only)		0.00
Subsidy per Unit	More Info	\$ 20,000.00
Total Adjusted Development Cost		\$ 792,145.00
Adjusted Development Cost Per Unit		\$ 39,607.26
Total Acquisition Cost Per Unit		\$ 0.00
Total Development Cost Per Square Foot		\$ 23.10
Cost Per Square Foot (Rehabilitation)		\$ 20.00
Cost Per Square Foot (Construction)		\$ 0.00
Cost Per Square Foot (Acquisition Only)		\$ 0.00
General Requirements Percentage		0.00 %
Builder Overhead Percentage		0.00 %
Builder Profit Percentage		0.00 %
Developer Fee Percentage	More Info	5.41 %
Developer Fee Dollars	More Info	NA

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

• Required before Sponsor Approval 
Save
Undo

<Previous Next>

After the AHP Participant clicks on **Save**, the Financial Feasibility Workbook will upload and display a summary of the project's development.

### Site and Floor Plans

If available, one or more site and floor plan(s) should be attached to the **Financial Feasibility: Import Spreadsheet** screen.

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

# AHP Online Application Process **Feasibility**

## Financial Feasibility: Feasibility Analysis

### Financial Feasibility ?

[Import Spreadsheet](#) [Feasibility Analysis](#) [Commitment Letters](#) [Rehabilitation Information](#)

The following feasibility issues/items were discovered in the most recently imported Feasibility Spreadsheet. For each issue/item with Explain displayed in the Action column and a No value in the Explained column, click on the Explain link. The Feasibility Issue panel will open at the bottom of the page. In the Explain box, please provide a reason for deviating from the feasibility guideline or for Adjusted Development Cost per Unit that is above typical costs. Once an issue/item is explained and updated, the Explain column will display a Yes value. Once all issues/items are explained (i.e., all Yes values in Explained column), please save the page and click Next. All issues/items must be explained before the application can be approved.

Feasibility Issues					
Action	Feasibility Value	Details	Standard	Actual	Explained
▶	Subsidy per Unit	<a href="#">More Info</a>			No

#### Feasibility Issue

[Update Feasibility Issue](#) [Cancel](#)

**Feasibility Value** Subsidy per Unit

**Details** The Subsidy per Unit is higher than we typically see. Please explain what extraordinary costs or factors are elevating your Subsidy per Unit.

**Standard**

**Actual**

**Explain**

*You have 4000 characters remaining for your description.*

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

**Note:** The Adjusted Development Cost per Unit (ADCU) guidelines have been updated in the **2024 Implementation Plan**. Please review the whole Feasibility Guidelines section for additional updates.

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

### To Explain or Justify Feasibility Issues

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

### Helpful Hint

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



# AHP Online Application Process **Feasibility**

## Financial Feasibility: Commitment Letters

### Financial Feasibility ?

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

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

Commitment Letters					
Action	Source of Funds	Description	Amount	Approved	Letter Provided
Attach	Member Banks	Permanent Financing by Member	\$ 60,000.00	Yes	No
Attach	LIHEAP	Other HUD (HOPE VI, 202, 811, Section 8)	\$ 100,000.00	Yes	No
Attach	Homeowners	Owner's Equity	\$ 75,000.00	Yes	No

Will the project include construction financing?\*  Yes  No

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

Financing of Operating Costs

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

\* Required to save the page

◆ Required before Sponsor Approval

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

**Save**   **Undo**

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

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

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

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

For each funding source, click on the *Attach* link under the Action column and upload the corresponding funding source commitment letter. After uploading, click on *Update Commitment Letter*. **If the project has construction financing, evidence of the commitment(s) must be uploaded on this screen.**

## Financial Feasibility: Commitment Letters Continued

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

### Owner-Occupied Projects:

Projects must submit evidence of committed long-term, permanent financing sources comprising  $\geq 50\%$  of total development costs. **For projects in which the requested AHP subsidy is  $\geq 50\%$  of the total development costs, 100% of the remaining funding must be committed and evidenced.**

Committed financing may be evidenced by executed commitment letter(s) from non-member financial institutions, grant award letters, executed grant contracts, or other documentation indicating a firm commitment. Homebuyer/homeowner contributions may be considered a committed financing source.

Note that AHP subsidy used for down payment assistance may not be paired with a first mortgage insured by the Federal Housing Administration (FHA).

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

Commitment must be evidenced by:

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

**\*Note:** No documentation is required for the homebuyer contribution made to purchase or rehabilitate a home.

If you have questions about anything above, please contact [ci@fhbc.com](mailto:ci@fhbc.com).

### Helpful Hint

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

### Helpful Hint

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

# AHP Online Application Process **Feasibility**

## Financial Feasibility: Rehabilitation Information

### Financial Feasibility ?

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

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

Describe the types of repairs on which the program will focus.\*  
abc  
*You have 3997 characters remaining for your description.*

Describe the process to determine and assess the scope and costs of rehabilitation work needed.\*  
abc  
*You have 3997 characters remaining for your description.*

Describe the process to screen and select contractors to perform needed work.\*  
abc  
*You have 3997 characters remaining for your description.*

Describe the process to confirm the work has been performed.\*  
abc  
*You have 3997 characters remaining for your description.*

Identify the party who will verify that work has been completed.\*  
abc  
*You have 3997 characters remaining for your description.*

Describe the process to collect, review and pay contractor bills.\*  
abc  
*You have 3997 characters remaining for your description.*

Describe the process to identify, record and report total sources and uses of funds for the entire project.\*  
abc  
*You have 3997 characters remaining for your description.*

If post-purchase counseling will be provided, indicate whether it will be administered prior to the rehabilitation work or after.  
abc  
*You have 3997 characters remaining for your description.*

For homeownership projects, all questions on the Rehabilitation Information screen must be completed. **All homeownership rehab projects are no longer required to upload the FHL-Bank Chicago Homeownership Rehabilitation Scope Checklist template at the bottom of the screen.** In order to complete the screen, please upload a word document stating "Not Applicable."

### Homeownership Rehabilitation

For homeownership projects that include rehabilitation, applicants must provide a thoughtful description/estimate of rehabilitation costs from previous, similar programs.

The **Cost Breakout** tab of the Financial Feasibility Spreadsheet must match descriptions in terms of scope and cost.

If attempting Energy Efficiency and Sustainability points, include a description of the related work on this screen.

# AHP Online Application Process **Feasibility**

## Displacement

### Displacement ?

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

Indicate Number of households displaced/relocated:

Attach the Relocation Plan:  No file chosen 

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

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

*You have 4000 characters remaining for your description.*

---

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

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

Relocation of existing homeowners or homebuyers is not typical. **Please contact Community Investment at [ci@fhlbc.com](mailto:ci@fhlbc.com) for technical assistance if your project involves relocation.**

# AHP Online Application Process **Feasibility**

## Sponsor Role

### Sponsor Role ?

Specify Movin' Out, Inc.'s role in the AHP project (check all that apply).\*

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

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

Attach the completed Sponsor Experience Template. ◆  No file chosen ?

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

No file chosen ?

---

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

◆ Required before Sponsor Approval

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

**Sponsor Experience:** Sponsors must complete the Sponsor Experience form and demonstrate the capacity to fulfill all roles, responsibilities, and obligations throughout the entire AHP retention period.

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

### Helpful Hint

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

## Returning Sponsors of Previously Awarded AHP Projects

Sponsors of previously approved AHP projects will be evaluated on:

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

**NEW:** Returning sponsors need to complete the **Owner-Occupied Sponsor Capacity Form**, located in the Application Exhibits. Please attach the form to the **Sponsor Experience Template** and upload it on this screen.

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

# AHP Online Application Process **Feasibility**

## Primary Developer

### Primary Developer ?

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

Primary Developer Name\*

Contact Name

Company Type

Telephone Number

CEO's Name\*

Download the Developer Experience Template from the Bank's website.  
Download the Developer Experience Template and save it to your local network. Attach the completed template in the field provided  No file chosen ?

---

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

Required before Sponsor Approval

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

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

### Helpful Hint

For **homeownership projects** without a primary developer, click on **Yes** to indicate that the sponsor is the primary developer.



# AHP Online Application Process **Feasibility**

## Development Team

### Development Team ?

**Role Selection** | **Team Members**

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

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

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

*You have 4000 characters remaining for your description.*

---

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

⬆ Required before Sponsor Approval

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

The sponsor must click on **Yes** if the sponsor's organization plays any of the roles on the Development Team screen. For instance, if the sponsor is also the homebuilder or general contractor, indicate **Yes** next to that role. Similarly, if the sponsor is the Co-Developer of the project, it must be indicated on this screen.

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

### Helpful Hint

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

# AHP Online Application Process **Feasibility**

## Development Team

### Development Team ?

**Role Selection** | **Team Members**

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

Team Members				
Action	Role	Company Name	Person Name	Telephone Number
	General Contractor			
Edit	Management Company			
Edit	Architect			
Edit	Attorney			

#### Team Member

Role

Company Name  Telephone Number

Person Name  Contract Executed?  Yes  No

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

*You have 4000 characters remaining for your description.*

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

◆ Required before Sponsor Approval

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## Team Members

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

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

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

# AHP Online Application Process **Feasibility**

## Disclosure

**Disclosure** ?

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

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

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

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

---

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

◆ Required before Sponsor Approval

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

# AHP Online Application Process **Feasibility**

## Market Study

### Market Study

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

Please describe the need and demand for the proposed project, including the source used to substantiate this information. ◆

*You have 3000 characters remaining for your description.*

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

---

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

◆ Required before Sponsor Approval

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**Owner-occupied projects are not required to submit a third-party market study.**

### Projects Involving Acquisition of Unidentified Sites

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

**Need and Demand:** An AHP Participant must demonstrate the need and demand for the project and/or program being proposed. Need may be substantiated by local housing needs analyses (e.g., Annual Action Plans, community housing plans, neighborhood revitalization strategies, etc.), comparison between cost of housing and wages, and/or local studies on housing quality and/or conditions (for rehabilitation programs).

Demand may be substantiated by waiting lists for similar projects and/or programs, identifying the gap between the need and current supply, and/or the sponsor's performance history with similar projects and/or programs.

If other organizations are offering similar programs in the same geographic area, describe either how the need and demand necessitate both programs, or how they are different enough not to be overlapping or duplicative.

Save market demand evidence as a PDF or ZIP file and attach it to the **Market Study** screen as one document.

# AHP Online Application Process **Feasibility**

## Project Timeline

### Project Timeline ?

Information

- Your changes have been saved to the system. ✓

AHP Initial Draw Date

Construction / Rehabilitation Start Date

Complete Construction / Rehabilitation of all Units Date

#### Project Timeline

Complete and attach detailed information regarding the project timeline, using the Project Timeline Template

Attach the completed Project Timeline

Does the project have site control?  Yes  No

Please attach evidence of site control

Does the project comply with current zoning?  Yes  No

Attach evidence of zoning compliance

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

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

Complete the **Project Timeline** form and attach it to the Project Timeline screen.

### Helpful Hint

Initial Draw Date must be by **10/31/2025**.  
Construction Start = Purchase of First Homes  
Complete Construction = Purchase of All Homes

## Homebuyer Purchase or Homeowner Rehabilitation Applications

Indicate that site control and zoning is in place and then upload the **Site Control and Zoning** form. You can find a copy of the form at [AHP Policy and Forms](#).

If a project with **unknown sites** does not have site control or zoning in place, enter the date the project is expected to receive site control and zoning and the process by which site control and zoning will be obtained.

Site control is required for all projects utilizing **identified sites**. For **sponsor-driven homeownership projects** with identified sites, site control must be in the name of the project sponsor and **must exactly match** the name of an individual or entity that appears on the **Project Ownership Chart**. Failure to do so may put the project at risk of ineligibility.

### Application Complete

This is the last screen. The Application Entry is complete. Click on **Save** on this page and then on **Application** in the top-right corner.

# AHP Online Application Process **Feasibility**

## Application Home Screen

Application Home	
Application Status	Pending
Funding Round	2025A
Round Deadline	03/31/2025
Description	Status
<b>General Information</b>	
Application Details : Application Information	✓
Application Details : Site Information	✓
Application Details : Site Parcel	✓
Application Details : Fair Housing	✓
Application Details : Subsidy Amount and Use of Funds	✓
Sponsor and Member Information : Member Contact	✓
<b>Scoring</b>	
Donated Property : Donation/Discount Information	✓
Donated Property : Donated/Discounted Evidence	✓
Sponsorship by Nonprofit	✓
Targeting	✓
Underserved Communities and Populations : Housing for Homeless	✓
Underserved Communities and Populations : Special Needs	✓
Underserved Communities and Populations : Rural	✓
Creating Economic Opportunity : Residential Economic Diversity	✓
Community Stability	✓
Bank District Frontage : In District Project	✓
Bank District Frontage : Member Financial Participation	✓
Bank District Frontage : Projects Serving Low-Income Minority Areas	✓
Bank District Frontage : Development Team Inclusion	✓
Bank District Frontage : Projects of 24 or Fewer Units	✓
<b>Feasibility</b>	
Financial Feasibility : Import Spreadsheet	✓
Financial Feasibility : Feasibility Analysis	✓
Financial Feasibility : Commitment Letters	✓
Financial Feasibility : Homeownership Rehabilitation	✓
Displacement	✓
Sponsor Role	✓
Primary Developer	✓
Development Team : Role Selection	✓
Development Team : Team Members	✓
Disclosure	✓
Market Study	✓
Project Timeline	✓

On the **Application Home** screen, the AHP Participant must verify that the Status column has a green check mark for each section.

If any section has a **yellow** check mark or a **red "X"**, information is incomplete. The AHP Participant must return to these sections to complete them prior to Sponsor Approval and submittal.

# Sponsor Approval

The screenshot displays the FHLBank Chicago application portal. At the top left is the FHLBank Chicago logo. The top right shows the current date and time: "Current as of February 22, 2023 at 12:30 PM CST". Below this are navigation links: "My Applications | Home | Messages (0) | Guides/Info". The main content area has a navigation bar with tabs: "Application", "General Information", "Scoring", and "Feasibility". The "Application" tab is selected, and a sub-menu is open showing "Home" and "Sponsor Approval" (highlighted with a mouse cursor). Below the navigation bar, the application status is shown as "Pending", the funding round as "2023A", and the round deadline as "03/31/2023". A table lists various application sections with their status, all marked with a green checkmark. To the right of the table, there is a yellow callout box with text providing information about the AHP program policy and forms, and a recommendation to print the application for records.

Logout Current as of February 22, 2023 at 12:30 PM CST

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

Project Name: 2023 OO Rehab Example  
Application Number: 4317

Application ▾ General Information ▾ Scoring ▾ Feasibility ▾

Home  
Sponsor Approval

Application Status Pending  
Funding Round 2023A  
Round Deadline 03/31/2023

Description	Status
<b>General Information</b>	
Application Details : Application Information	✓
Application Details : Site Information	✓
Application Details : Site Parcel	✓
Application Details : Fair Housing	✓
Application Details : Subsidy Amount and Uses of Funds	✓
Sponsor and Member Information : Member Contact	✓
<b>Scoring</b>	
Donated Property : Donation/Discount Information	✓
Donated Property : Donated/Discounted Evidence	✓
Sponsorship By Nonprofit	✓

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

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

**AHP Application**

It is recommended that you print the application for your records. A "Print Application" (pdf) link will appear in this area after the application has been approved by the sponsor.

If the application is complete, a Lead Sponsor Contact must choose **Sponsor Approval** under the **Application** tab.

If there are any error messages or warnings, the Lead Sponsor Contact must correct the application and return to Sponsor Approve the application.

# Sponsor Approval

Rebecca Wiese | Logout

Current as of February 22, 2023 at 12:33 PM CST

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

Project Name: 2023 OO Rehab Example  
Application Number: 4317

Application ▾ General Information ▾ Scoring ▾ Feasibility ▾

## Sponsor Approval ?

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

The AHP subsidy will only be used for the purposes specified in the approved application and in accordance with the federal regulations governing the operation of the Affordable Housing Program (the "AHP Regulations"). The subsidy received for this project will not be used for arbitrage purposes, or for any other purpose prohibited by the AHP Regulations. The project will comply with the requirements of all applicable federal and state laws on fair housing and housing accessibility, including, but not limited to, the Fair Housing Act, the Rehabilitation Act of 1973, the Architectural Barriers Act of 1965, and the Americans with Disabilities Act of 1990.

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

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

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

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

Sponsor certifies that it meets the project sponsor qualifications criteria established in the AHP Implementation Plan for the applicable Funding Round under which the AHP application is being submitted.

Sponsor certifies that it has not engaged in, and is not engaging in, covered misconduct as defined in FHFA's Suspended Counterparty Program regulation (12 CFR part 1227).

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

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

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

Application Attachments

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

Approve Refresh

When Sponsor Approval is chosen, the certification information will appear on the screen.

The Lead Sponsor Contact must review the AHP certification, check the box to certify, and approve the application by clicking on the **Approve** button.

After Sponsor Approval, the Current Application Status moves from Pending to Sponsor Approved.

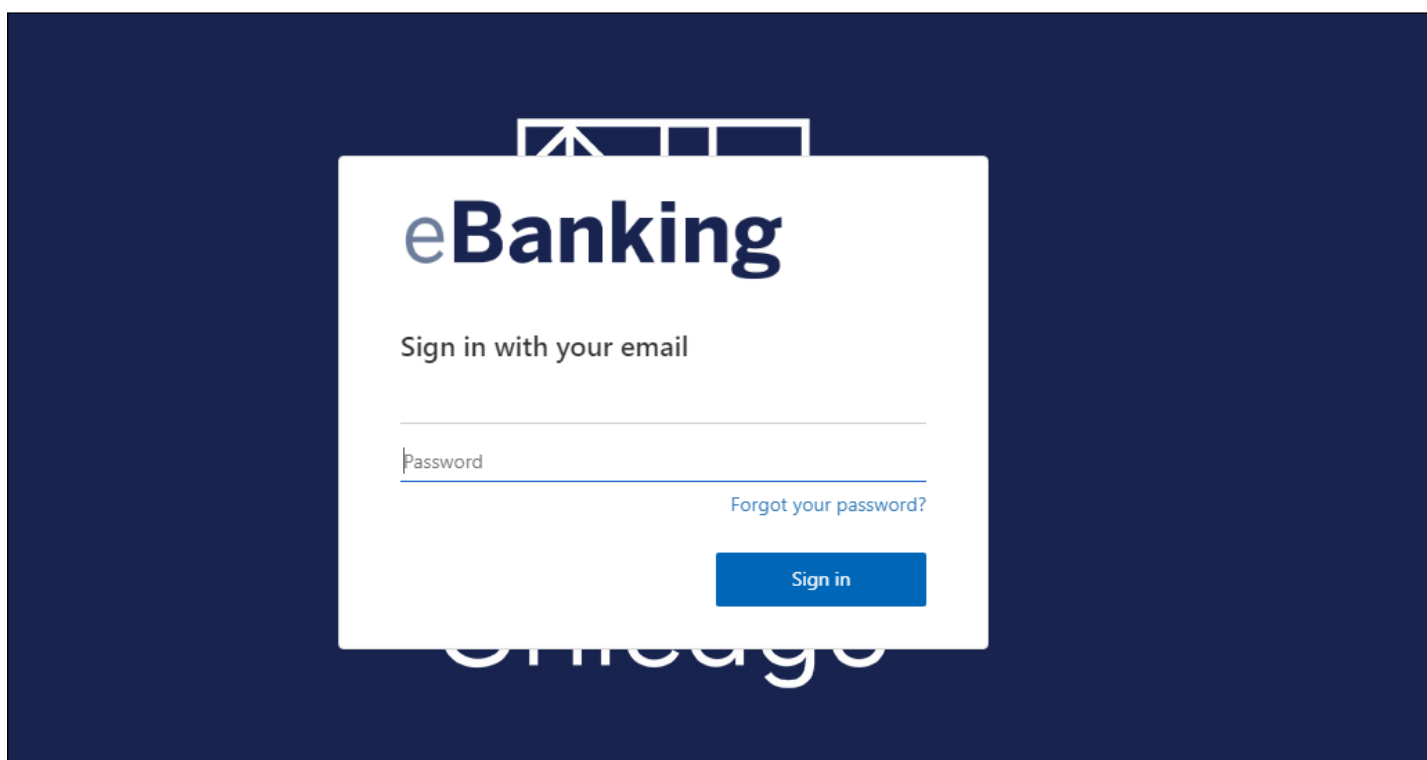
**The Member Contact(s) will receive an email notification that an application is awaiting Member Approval.**

**\*Note:** Once the application is **Member Approved** (shown in the next section), the AHP Participant and the Member Contact are **unable to edit the application**.



# Member Approval: Lead Member

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The member(s) associated with the application will be notified via email that the application is ready for Lead Member Approval.

A Member Contact logs in to AHP Online via [eBanking](#).

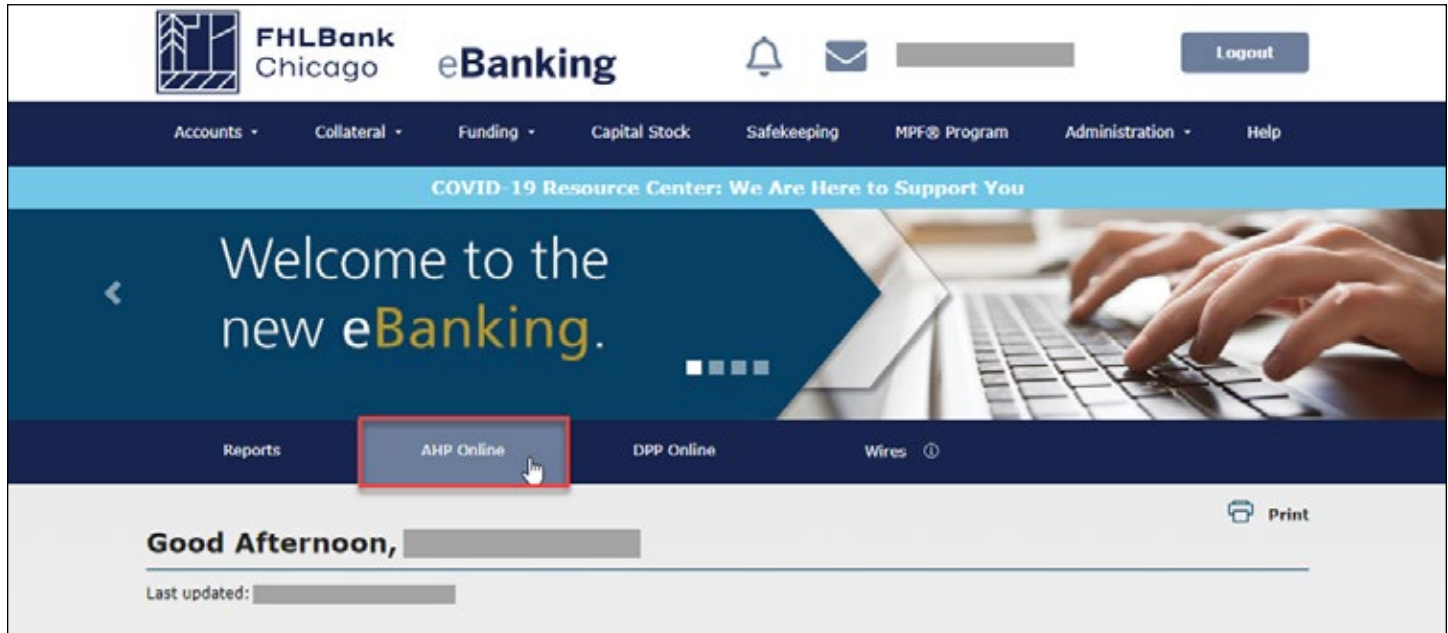
**Important:** The member institution must be in good standing with FHLBank Chicago. A poor member risk rating may prohibit an AHP award and/or the disbursement of funds post-award for a project.

## **\*Important: New Security Authentication**

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

For assistance, please contact the Member Support team at [membersupport@fhlbc.com](mailto:membersupport@fhlbc.com) or 855.345.2244, option 6.

# Member Approval: Completed by the Lead Member



The Member Contact clicks on the AHP Online link from the eBanking Home screen.

Only Member Contacts identified as Authorized AHP Users will be able to view the AHP Online link.

# Member Approval: Completed by the Lead Member

Logout Current as of February 23, 2023 at 9:19 AM CST  
Home | eBanking | Messages (0) | Guides/Info

My Applications My Projects

## My Applications

Reset Current Filtering

Round Name	Application Number	Application Name	Status	Closing Date	Countdown to Closing
2023A: General Funding Round	4317	2023 OO Rehab Example	Sponsor Approved	Mar 31, 2023	37

Showing 1 to 1 of 1 entries

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

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

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

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




**Terms Of Use**

All of the applications associated with this member will appear on the **My Applications** screen in AHP Online.


Notice the status of each application. The member will only be able to approve applications whose status is Sponsor Approved.

The member may view applications in Pending status; however, the member may not approve the application until the status is Sponsor Approved.

An application in Pending status may show various status icons which signify the following:

-  – Not visited
-  – In progress
-  – Complete

# Member Approval: Completed by the Lead Member


Logout
Current as of February 23, 2023 at 9:22 AM CST

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

Project Name: 2023 OO Rehab Example  
Application Number: 4317

Application ▾
General Information ▾
Scoring ▾
Feasibility ▾

## Application Home

Application Status: Sponsor Approved  
Funding Round: 2023A  
Round Deadline: 03/31/2023

Status Change Details			
From Status	To Status	Changed By	Changed Date
Pending	Sponsor Approved		02/22/2023

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

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

**AHP Application**

Print your application by clicking the link below. You will not be able to print your application after the round closes.

[Print Application](#)

**Application Attachments**

The Member Contact opens the Sponsor Approved application and completes the two **Member Involvement Information** screens.

# Member Approval: Completed by the Lead Member

## Member Involvement Information ?

Member Policy Member Services

Does the member have a mortgage or lien on the property?\*  Yes  No

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

Excluding the pass through of AHP subsidy, is non-permanent financing being provided by any member applicant (Lead or Co-Member)?\*  Yes  No

Are any bridge loans being provided for the rental project by the member?\*  Yes  No

Are any construction loans being provided for the rental project by the member?\*  Yes  No

Will the member use a Community Investment Program (CIP) advance from the Federal Home Loan Bank as part of the project financing?\*  Yes  No

Excluding the pass through of AHP subsidy, is a mortgage loan being provided by any member applicant (Lead or Co-Member)?\*  Yes  No

Excluding the pass through of AHP subsidy, are reduced closing costs being provided by any member applicant (Lead or Co-Member)?\*  Yes  No

---

\* Required to save the page

◆ Required before Member Approval


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

**Save** **Undo**

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

The Member Contact must complete the required fields before the **Member Policy** screen can be saved. Even if the Member Contact answers No to all questions, he or she must click on **Save** to complete the screen.

The responses to the questions on this screen should reflect the financial involvement of member applicants and co-applicants associated with the project. There is no relation to any scoring categories.



### Helpful Hint

Non-permanent financing includes construction loans, bridge loans, and performance guaranty letters of credit.

# Member Approval: Completed by the Lead Member

## Member Involvement Information ?

Member Policy | **Member Services**

Excluding the pass through of AHP subsidy, are grant(s) or in-kind contributions or services being provided by any member applicant (Lead or Co-Member)?  Yes  No

Describe services provided. ◆

*You have 4000 characters remaining for your description.*

Fee Charged ◆

Estimated market value of services ◆

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

◆ Required before Member Approval

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

The Member Contact must complete the required fields before the **Member Services** screen can be saved. Even if the Member Contact answers No to the question, he or she must click on **Save** to complete the screen.

The responses to the questions on this screen should reflect the financial involvement of member applicants and co-applicants associated with the project. There is no relation to any scoring categories.

# Member Approval: Completed by the Lead Member

**FHLBank Chicago** | Logout

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

Project Name: Application Number:

**Application** | General Information | Scoring | Feasibility

Home  
Member Approval

Application Status: Sponsor Approved  
Funding Round  
Round Deadline

Status Change Details			
From Status	To Status	Changed By	Changed Date
Pending	Sponsor Approved		03/05/2021

Description	Status
<b>General Information</b>	
Application Details : Application Information	✓
Application Details : Site Information	✓
Application Details : Site Parcel	✓
Application Details : Fair Housing	✓
Application Details : Subsidy Amount and Uses of Funds	✓
Sponsor and Member Information : Member Contact	✓
Member Involvement : Member Policy	✓
Member Involvement : Member Service	✓

Visit the "AHP Program Policy and Forms" page on the Bank's website at [www.FHLBC.com](http://www.FHLBC.com) for additional resources including the Implementation Plan, Guide for Project Management, application templates, and more!

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

**AHP Application**

Print your application by clicking the link below. You will not be able to print your application after the round closes.

Once both the **Member Policy** and **Member Services** screens are complete and have a green check mark, the Member Contact should review the completed AHP application.

The Member Contact may do so by clicking on **Application > Home** in the top-left corner. From the Application Home screen, click on the first link under Description and use the **Previous** and **Next** buttons to navigate through the application screens.

To Member Approve, the Member Contact should begin by choosing **Application > Member Approval** in the top-left corner of the Application Home screen.

# Member Approval: Completed by the Lead Member

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

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

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

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

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

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

The Member certifies that the information provided in this application is true, complete, and accurate, and that it will be bound by the commitments made in the application. The Member acknowledges that any misrepresentations or false or fictitious statements made in the application, which are used by the FHLBC to award an AHP subsidy, as well as any material changes to the application that are not communicated to the FHLBC, may result in the withdrawal or required repayment of the awarded AHP subsidy. The Member represents and warrants that it has the full corporate power and authority, and has received all corporate and governmental authorizations and approvals as may be required, to enter into and perform its obligations under this application.

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

Print your application by clicking the link below. You will not be able to print your application after the round closes.

Print Application

Application Attachments

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

Approve Reject Refresh

## To Approve

Once the member is ready to approve, the following steps must be taken:

- Read the AHP certification;
- Check the box indicating that the certification has been read and understood; and
- Click on **Approve** at the bottom of the screen.

## To Reject

If the member would like to reject the application and have the sponsor make changes, the Member Contact should click on **Reject**.

### Helpful Hint

To save a copy of the application as submitted, the Member Contact should click on **Print Application** to save a PDF copy.





# Member Approval: Completed by the Lead Member

The screenshot displays the FHLBank Chicago application portal. At the top left is the FHLBank Chicago logo. To its right is a 'Logout' link. Further right, the current date and time are shown: 'Current as of February 23, 2023 at 9:30 AM CST'. Below this, there are navigation links: 'My Applications | Home | eBanking | Messages (0) | Guides/Info'. On the right side, the 'Project Name: 2023 OO Rehab Example' and 'Application Number: 4317' are displayed. A navigation bar contains tabs for 'Application', 'General Information', 'Scoring', and 'Feasibility'. The main heading is 'Member Approval'. Below this, an 'Information' box contains a message: 'Your application is now 'Member Approved'. Thank you for participating in the AHP program.' The current status is 'Member Approved' and a note states 'The application is complete. There are no issues found.' A message prompts the user to 'Print your application by clicking the link below. You will not be able to print your application after the round closes.' A 'Print Application' button is visible. Below it is a link for 'Application Attachments'. At the bottom right, there is a 'Refresh' button.

Once the application's status is **Member Approved**, the AHP Participant and the Member Contact **are unable to edit the application**.

**At this point, the application is submitted to Community Investment for review!**

The member and sponsor are notified via email that the application's status has changed to Member Approved.

# AHP Application Exhibits

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All application exhibits can be found on FHLBank Chicago's website [AHP Policy and Forms](#) under Application Exhibits.

# Exhibits AHP Self-Scoring Worksheet

## AHP Self-Scoring Worksheet

This form can be used as a tool to assist the tracking of scoring categories and assessing overall scores. Please reference the **Implementation Plan** or specifics on scoring categories.

 <b>FHLBank Chicago</b>			
<b>Application Self-Scoring Worksheet: 2024 AHP Round</b>			
<b>Application Name:</b>		<b>Project Address:</b>	
<b>Sponsor:</b>		<b>Number of total units in project (AHP-assisted and market rate):</b>	
<b>FHLBank Chicago Member:</b>		<b>20% of total units:</b>	
<p><b>Directions:</b> Enter your calculated score in the "App. Score" column; worksheet will calculate the total (cell D34). For scoring category details, consult the 2024 Implementation Plan: <a href="https://www.fhlbc.com/docs/default-source/community-investment/affordable-housing-program/ahp-program-policy-and-forms/2024-ahp-implementation-plan.pdf?sfvrsn=864ece18_8">https://www.fhlbc.com/docs/default-source/community-investment/affordable-housing-program/ahp-program-policy-and-forms/2024-ahp-implementation-plan.pdf?sfvrsn=864ece18_8</a></p> <p><b>Fixed-points</b> = pass/fail for all points in the category</p> <p><b>Variable-points</b> = varying degrees by which an application can satisfy the criteria, resulting in varying point ranges for the scoring category</p>			
Category	Max. Score	App. Score	Notes
Use of Donated or Conveyed Government-Owned or Other Properties ( <u>Variable-points</u> )	5		At least 20% of project land area must be donated for \$1,500 or less, OR sold at a discount of at least 20% below Fair Market Value (FMV). OR land or units may also be conveyed by a government entity for 1 point. Rehabilitation-only projects are ineligible for points in this category.
Project Sponsorship ( <u>Fixed-points</u> )	5		<b>Owner-Occupied Projects:</b> Nonprofit or public agency must manage construction/rehab of 100% of units, or qualify borrowers and arrange financing for homeowners/homebuyers. For government entities, no supporting documentation is required.
Income Targeting ( <u>Variable-points</u> )	20		Based on formula in 2024 Implementation Plan.
Housing for Homeless Households ( <u>Fixed-points</u> )	5		20% hard set-aside for residents who meet FHLBank Chicago definition of homelessness (see 2023 Implementation Plan).
Housing for Special Needs Populations ( <u>Fixed-points</u> )	5		20% hard set-aside for residents who meet FHLBank Chicago definition of special needs (see 2023 Implementation Plan).
Rural Housing ( <u>Fixed-points</u> )	7		At least 50% of total units are located in a rural area, per USDA Rural Areas map: <a href="https://eligibility.sc.egov.usda.gov/eligibility/welcomeAction.do?pageAction=sfp">https://eligibility.sc.egov.usda.gov/eligibility/welcomeAction.do?pageAction=sfp</a>
Creating Economic Opportunity through Residential	5		Up to 5 points if at least 75% of total units in the project are located in a census tract with a Tract Median Family Income at or above 100%, per the FFIEC website:
Rental Self-Score	<b>Owner-Occupied Self-Score</b>	+	

# Exhibits Architect's Accessibility Certification

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## Architect's Accessibility Certification

### Architect's Accessibility Certification

Project Name:

*Required for buildings with four or more units*

I  have prepared (or caused to be prepared under my direct supervision) OR  will prepare (or will cause to be prepared under my direct supervision), the plans and specifications of the proposed project and state that, to the best of my knowledge and belief and to the extent of my contractual obligation, such plans and specifications are, or will be, in compliance with applicable federal and state laws on fair housing and housing accessibility, including, but not limited to, the Fair Housing Act, the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Architectural Barriers Act.

Project Address:

Architect/Engineer:

Printed Name

Signature:

Firm:

State Registration No.:

Date:

# Exhibits Community Stability

## Community Stability Form

Select Yes from the dropdown to indicate the categories in which you are attempting points.



### 2024 Affordable Housing Program

#### Community Stability Form

Project Name:

- ▶ Before completing this form, please review the Guide for Sponsor Applicants for important information, examples, and **required** forms of documentation that must be submitted in addition to this form.
- ▶ Attachments must be compressed in a .zip or .pdf format and attached to this form.
- ▶ Number of units meeting the criteria is required for points on most categories.

Indicate categories in which the project is attempting points and then complete the associated section below (use links to jump to relevant sections):

- |     |   |
|-----|---|
| Yes | <a href="#">Rehabilitation of Existing Occupied Housing</a> |
| Yes | <a href="#">Preservation of Homeownership</a>               |

#### Rehabilitation of Existing Occupied Housing

In order to qualify for points in the Rehabilitation of Existing Occupied Housing category, the project must meet the following criteria:

- No more than 25% of the total units in the project may be new construction.
- Hard rehabilitation costs must be greater than or equal to 25% of the total development costs.
- Project's vacancy rate must be less than or equal to 50%.

For projects seeking points for the rehabilitation of existing occupied units, what percent, if any, of the total units are new construction?  (Required for points)

Homeownership projects involving acquisition are ineligible for points in this category.

#### Preservation of Homeownership

100% of AHP-assisted beneficiaries must be existing homeowners.

Indicate number of beneficiaries meeting criteria:  (Required for points)

# Exhibits Developer Experience

## Developer Experience Form

This does not need to be an exhaustive list. Identify projects of similar size and scope. If none exist, identify projects that reflect the developer’s capacity.

Identify specific project types in the Project Type column, with a focus on projects similar to the one you are submitting.

**The developer must read and acknowledge the Objectionable Practices section of the form.**

### Developer Experience

Developer Name: \_\_\_\_\_

**Required for all projects for which the sponsor is NOT the developer.**

► List below, projects (a) completed by the developer, and (b) comparable to the proposed project in size and scope, starting with the most recent.

► If the developer has not completed any project comparable to the proposed project in size and scope, list all projects completed in the most recent five years.

► List the developer’s direct experience only; do not list the experience of outside parties.

For homeownership projects, list experience on an annual basis.

For rental projects, list experience on a project basis.

**The Project Developer must review of the following list of Objectionable Practices and disclose any unacceptable practices. An entity may not be an appropriate development person or entity if any of the following practices apply:**

- A person or entity with an ownership interest in a Project that experienced an event of foreclosure (including a deed-in-lieu of foreclosure), has declared bankruptcy, or failed to close or be Placed in Service.
- A person or entity that has misrepresented or omitted to disclose material facts in connection with any application for AHP or any other affordable housing program.
- A person or entity maintaining an ownership interest in a Project has an uncured default on any loan or grant on the Project.
- A person who has committed negligent actions (including fraud) that led to the financial distress of project, including an AHP Project or other housing development
- A person or entity that has abandoned a project, including an AHP Project, at any time during its life cycle.
- A person or entity demonstrating a pattern of Non-Compliance or a single instance of flagrant Non-Compliance.
- A person or entity that has been found to be in violation of fair housing, housing accessibility or nondiscrimination laws.

**In the event any of the above apply to any person or entity, the AHP Application must include an explanation of the circumstances surrounding the unacceptable practices, and attach the explanation to this Developer Experience template.**


Please check this box to indicate the Objectionable Practices section above has been read.

	Project/Phase Name	Project Location	Project Dates	Project Type	# of units	Project Cost	Project Status
	Include AHP Project # if applicable	City, State	mm/yy Actual or Anticipated PS=Project Start PC=Project Complete	Mark all that apply NC = New Construction R = Rehab P = Purchase N = Special Needs			Select from drop-down menu below
1			PS	<input type="checkbox"/> NC <input type="checkbox"/> P			
			PC	<input type="checkbox"/> R <input type="checkbox"/> N			
2			PS	<input type="checkbox"/> NC <input type="checkbox"/> P			
			PC	<input type="checkbox"/> R <input type="checkbox"/> N			
3			PS	<input type="checkbox"/> NC <input type="checkbox"/> P			
			PC	<input type="checkbox"/> R <input type="checkbox"/> N			
4			PS	<input type="checkbox"/> NC <input type="checkbox"/> P			
			PC	<input type="checkbox"/> R <input type="checkbox"/> N			
5			PS	<input type="checkbox"/> NC <input type="checkbox"/> P			
			PC	<input type="checkbox"/> R <input type="checkbox"/> N			
6			PS	<input type="checkbox"/> NC <input type="checkbox"/> P			

# Exhibits Development Team Inclusion

## Development Team Inclusion Organizational Chart

A Development Team Inclusion Organizational Chart must be submitted for the eligible Owner-Occupied project Sponsor. If you have any questions, please contact [ci@fhbc.com](mailto:ci@fhbc.com).

**2024 Affordable Housing Program**

### Development Team Inclusion Organizational Chart

Rental Projects

Project Name:

► **Before completing this form, please review the Guide for Sponsor Applicants for important information and required forms of documentation that must be submitted in addition to this form.**

► **Attachments must be compressed in a .zip or .pdf format and attached to this form.**

**You must submit one form for each entity attempting points.**  
**Entities must be separate, unrelated, and unaffiliated. Indicate which type of entity:**

**Not-for-Profit Entity**

For a not-for-profit entity to qualify for points in the Development Team Inclusion category, the entity must meet **ONE** of the following criteria:

- **MBE or WBE Leadership:** A minimum of 35% of director-level employee leadership are minority or women including the Executive Director and a share of those employees reporting directly to the Executive Director **OR**
- **MBE or WBE Governance:** A non-profit with a Board Chair and a Board composition of minorities or women of at least 30% or, whose overall Board composition of minorities or women is at least 40%

Entity Name:

Development Team Role:

Do you certify that the referenced entity meets the definition of MBE or WBE as described in the 2023 Implementation Plan?  **Required for points**

**MBE or WBE Leadership:**

Does your Executive Director identify as a woman or minority?	<input type="text" value="No"/>	
How many director-level employees identify as Women or Minority (excluding the Executive Director)?	<input type="text"/>	
How many total director-level employees report directly to the Executive Director (excluding the Executive Director)?	<input type="text"/>	
<b>Total Percentage:</b>	<input type="text" value="#DIV/0!"/>	<b>Must be 35% or above to be eligible for these points</b>

**OR:**

**MBE or WBE Board Composition:**

Does your Board Chair identify as a woman or minority?	<input type="text" value="No"/>	
How many members of your Board identify as a woman or minority (excluding the Board Chair)?	<input type="text"/>	
How many total members does your Board have (excluding the Board Chair)?	<input type="text"/>	
<b>Total Percentage:</b>	<input type="text" value="#DIV/0!"/>	<b>Must be 40% or above to be eligible for these points</b>

# Exhibits Financial Feasibility: Owner-Occupied

## Instructions

Please carefully read the *Instructions* tab before inputting information.

<b>Project Name:</b>	
<b>Lead Sponsor:</b>	
<b>Subsidy Requested:</b>	

### Application Instructions:

- ▶ Do not include formulas in any cells.
- ▶ The workbook is programmed to minimize inconsistencies throughout the application. Enter data into cells that are shaded yellow. Cells that are not shaded yellow are locked and cannot be changed.
- ▶ In cells with drop-down selections, select one of the options for the workbook to work properly. Typing an answer or ignoring the cell entirely may cause errors on other worksheets in the application.
- ▶ The AHP subsidy amount on the Sources tab must match the AHP subsidy amount from the Subsidy Amount and Uses of Funds screen in the online system.
- ▶ The targeting reflected on the Project Worksheet tab must match the targeting reflected on the Targeting screen in the online system.
- ▶ On the Sources tab: Do not skip a line when inputting sources of funds. Do not list more than 13 sources.
- ▶ It is highly recommended that worksheets are completed in the order they appear in the document. Worksheet formulas are often dependent on data entered in earlier worksheets.
- ▶ Cutting and pasting information into Excel spreadsheets from elsewhere may invalidate formulas in cells, resulting in errors throughout the application.
- ▶ If attachments are submitted with a disabled password, or have otherwise been tampered with, the decision as to whether the application will be considered for an award will be at the discretion of the FHLBC.

### A description of each of the individual Excel worksheets follows:

Tab	Worksheet Description and Required Fields
<b>Instructions</b>	Instructions include important information for all applicants.
<b>Project Worksheet</b>	Assumptions for individual home buyer(s).
<b>Cost Breakout</b>	All projects must complete the Unit and Square Footage Breakout section at the top of the worksheet. Projects involving rehabilitation or construction must also complete the lower portion of the worksheet.
<b>Summary of Uses</b>	Hard Construction/Rehabilitation Costs are pulled from the Cost Breakout tab. Enter data into cells that are shaded yellow.
<b>Needs Analysis</b>	Analysis required by AHP regulations. Complete if project sponsor is providing financing to home buyers.
<b>Sources</b>	List of both permanent and Interim funding sources. The Source name, Amount, Description Code and Status Code are required fields for all sources listed. Total Sources of Funds must equal the Total Project Costs on the Summary of Uses tab.
<b>Feasibility Guidelines</b>	Project feasibility and need for subsidy analysis.

If you encounter problems in completing or uploading the workbook, please e-mail: [ci@fhlbc.com](mailto:ci@fhlbc.com)  
Refer to the specific tab and cells that are involved and provide a detailed description of the issue.



# Exhibits Financial Feasibility: Owner-Occupied

## Project Worksheet

Homeownership projects are either **Consumer-Driven** (i.e., homebuyers purchasing homes on the open market) or **Sponsor-Driven** (i.e., sponsors building or purchasing homes to be sold to consumers). Ensure that the *Total Costs of Typical Home* cell matches what is on the Summary of Uses tab. Ensure that the *Total Funding Sources of Typical Home* cell matches what is on the Sources tab.

Home Ownership Project Worksheet				
<b>Project Name:</b>				
If project is multi-state or multi-county, please select a representative area.				
State:	<input type="text"/>	County:	<input type="text"/>	
<b>Please select the income guideline to use.</b>				
Income Guideline:	<input type="text" value="HUD Income Guidelines"/>			
<b>Driver Determination</b>				
See the Guide for Sponsor Applicants for more information on the definition of the project Driver.				
Project is:	<input type="text" value="Select Activity"/>			
Project driver is:	<input type="text"/>			
<b>Project Characteristics</b>				
<b>Income Targeting Commitments (based on HUD Income Guidelines)</b>				
Households earning ≤ 60.00% of the Area Median Income	<input type="text"/>			
Households earning 60.01% - 80.00% of the Area Median Income	<input type="text"/>			
Total units in project	<input type="text" value="0"/>			
<b>Targeted Income Group:</b>				
	60% AMI	80% AMI		
Number of Households (per targeting commitment above)	<input type="text" value="0"/>	<input type="text" value="0"/>		
Average Number of Bedrooms per Home	<input type="text"/>	<input type="text"/>		
Average Household Size	<input type="text"/>	<input type="text"/>		
Maximum Annual Income for Income Group <sup>(1)</sup>	<input type="text"/>	<input type="text"/>		
Maximum Monthly Income for Income Group	<input type="text"/>	<input type="text"/>		
<b>Cost of Typical Home for Income Group</b>				
	60% AMI	80% AMI	<b>Cost for Total Project</b>	
Expected Gross Sales Price	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0"/>	
+ Closing Costs, including counseling	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0"/>	
+ Rehab Costs, if applicable	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0"/>	
= Total Costs of Typical Home	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/> (2)	
<b>Total Funding Sources for Typical Home</b>				
	60% AMI	80% AMI	<b>Sources for</b>	
Borrower down payment	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0"/>	
+ AHP Subsidy	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0"/>	
+ Other Grants	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0"/>	
+ Mortgage Amount	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0"/>	
= Total Funding Sources - Typical Home	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/> (2) (3)	
<b>Mortgage Information</b>				
	60% AMI	80% AMI	<b>Average</b>	
Mortgage Rate Assumption (%)	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00%"/>	
Mortgage Term (number of months)	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	
Monthly Principal and Interest	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0.00"/>	
+ Monthly Taxes & Insurance	<input type="text"/>	<input type="text"/>		
+ Est. Monthly Condo Assoc. Fees	<input type="text"/>	<input type="text"/>		
= Total Monthly Housing Expense	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>		
<b>Housing Expense to Income Ratio</b>				
Monthly Housing Expense/Monthly Income	<input type="text" value="0.00%"/>	<input type="text" value="0.00%"/>		
<b>Unit Size</b>	<b># of Units</b>			
0 Bedroom Units	<input type="text" value="0"/>			
1 Bedroom Units	<input type="text" value="0"/>			
2 Bedroom Units	<input type="text" value="0"/>			
3 Bedroom Units	<input type="text" value="0"/>			
4+ Bedroom Units	<input type="text" value="0"/>			
(1) Income limits for indicated household size and income group for the state and county selected using the selected income guidelines (HUD or NAHASDA).				
(2) Total Cost should equal Total Funding Sources and Total Project Cost per the Summary of Uses tab.				
(3) Sources for Total Project should correspond with amounts reflected on Sources tab of this spreadsheet for individual line items as well as				

# Exhibits Financial Feasibility: Owner-Occupied

## Cost Breakout

Remember to enter the average total square footage of all homes.

Rehabilitation cost line items identified on this tab must match those listed on the Rehabilitation Scope Checklist form. For example, if plumbing work will be completed in the units, the Rehabilitation Scope Checklist should identify plumbing and this tab should reflect plumbing costs.

Cost Breakout			
Unit and Square Footage Breakout	Percent of Total Units		
Acquisition Only Units	0.00%	Please make sure to answer the questions at the bottom of this form if the project involves Rehabilitation or New	
Acquisition Only Square Footage			
Rehabilitation Units	0.00%	If project includes a commercial component, fill out the form below only for the housing component. Then, in addition, upload the commercial component's development budget to the Floor plan or Site plan section of the Feasibility Import Spreadsheet screen in the AHP Online system.	
Rehabilitation Square Footage			
New Construction Units	0.00%		
New Construction Square Footage			
Modular Units	0.00%		
Modular Square Footage			
Total Square Footage	0		
Total Units	0		

Description of Work	Housing			Total
	New Construction	Rehabilitation	Modular	
Concrete				\$ --
Masonry				\$ --
Metal				\$ --
Rough Carpentry				\$ --
Exterior Doors, Windows, Glass				\$ --
Waterproofing				\$ --
Insulation				\$ --
Flooring and Sheet Metal				\$ --
Siding				\$ --
<b>Total Rough Structure (Rows 20-26)</b>	\$ --	\$ --	\$ --	\$ --
Finish Carpentry				\$ --
Cabinets, Vanities and Countertops				\$ --
Interior Doors and Frames				\$ --
Lath and Plaster				\$ --
Drywall				\$ --
Tile Work				\$ --
Anoustical				\$ --
Carpeting				\$ --
Resilient Floor				\$ --
Painting and Decorating				\$ --
Specialties and Furnishings				\$ --
Special Equipment				\$ --
Appliances				\$ --
Special Construction				\$ --
Elevators				\$ --
<b>Total Finish Structure (Rows 30-44)</b>	\$ --	\$ --	\$ --	\$ --
Plumbing				\$ --
Heat and Ventilation				\$ --
Air Conditioning				\$ --
Fire Protection				\$ --
<b>Total Mechanical Systems (Rows 46-49)</b>	\$ --	\$ --	\$ --	\$ --
Electrical				\$ --
Other Structure				\$ --
<b>Total Structure (Rows 28, 45, 50-52)</b>	\$ --	\$ --	\$ --	\$ --
Distate Earth Work				\$ --
Distate Site Utilities				\$ --
Distate Road and Sidewalks				\$ --
Distate Landscaping				\$ --
Distate Environmental Remediation				\$ --
Other Distate				\$ --
<b>Total Distate Improvement (Rows 54-59)</b>	\$ --	\$ --	\$ --	\$ --
Distate Earth Work				\$ --
Distate Site Utilities				\$ --
Distate Road and Sidewalks				\$ --
Distate Landscaping				\$ --
Distate Environmental Remediation				\$ --
Other Distate				\$ --
<b>Total Distate Improvement (Rows 61-66)</b>	\$ --	\$ --	\$ --	\$ --
<b>Total (Rows 53, 60, 67)</b>	\$ --	\$ --	\$ --	\$ --

%Hard Rehab Costs: 0.00%

If the development budget includes off-site costs, what type of improvements are included?

Are there any special construction techniques impacting cost (e.g., precast concrete, geothermal, solar or other green building design elements)?

Are there unique remediation issues to this project that will impact cost?

Does the development have any unique city infrastructure requirements on site?

# Exhibits Financial Feasibility: Owner-Occupied

## Summary of Uses of Funds

Any costs entered in the *Other* lines will cause a comment box to appear. Please provide an explanation of these costs.

If there are costs budgeted for construction or bridge loan financing, these financing sources should be included in the Interim Sources section of the Sources of Funds tab.

Summary of Uses of Funds	
If project includes a commercial component, fill out the form below only for the housing component. Then, in addition, upload the commercial component's development budget to the Feasibility Import Spreadsheet screen in the AHP Online system.	
<b>Acquisition Costs</b>	<b>Total</b>
Building Acquisition	
Land Acquisition	
Carrying Costs	
Legal Fees	
Closing Costs	
Title and Recording	
<b>Total Acquisition Costs</b>	<b>\$ -</b>
<b>Construction/Rehabilitation Costs</b>	<b>Total</b>
Construction Costs	\$ -
Rehabilitation Costs	\$ -
Modular Costs	\$ -
On-Site Improvements	\$ -
Off-Site Improvements	\$ -
Demolition	
Contingency	
Builders Overhead	
Builders Profit	
General Requirements	
Bond Premium	
Furniture, fixtures and equipment	
<b>Total Construction/Rehabilitation Costs</b>	<b>\$ -</b>
<b>Soft Costs</b>	<b>Total</b>
Architect Fees	
Engineering Fees	
Appraisal Fees	
Legal Fees	
Accounting Fees	
Environmental Fees	
Tax Credit Reservation Fees	
Municipality Fees	
Permits Fees	
Market Study	
Survey Study	
Marketing Expenses	
Relocation	
Construction Period Insurance	
Construction Period Property Taxes	
Other Soft Costs	
<b>Total Soft Costs</b>	<b>\$ -</b>
<b>Construction/Bridge Loan Financing</b>	<b>Total</b>
Interest	
Origination Fees	
Application Fees	
Other Fees	
<b>Total Construction Financing</b>	<b>\$ -</b>
<b>Permanent Financing</b>	<b>Total</b>
Permanent Loan Origination Fees	
Bond Related Costs	
Application Fees	
Other Permanent Financing Fees	
<b>Total</b>	<b>\$ -</b>
<b>Other Financing Fees and Expenses</b>	<b>Total</b>
Tax Credit Reservation Fees	
Application Fees	
Other Financing Costs	
<b>Total Other Financing Fees and Expenses</b>	<b>\$ -</b>
<b>Developer Fees</b>	<b>Total</b>
Developer Fees	
Consultant Fees	
<b>Total Developer Fees</b>	<b>\$ -</b>
<b>Counseling Costs</b>	<b>Total</b>
Home Buyer Education and Counseling Costs Covered by AHP	
Home Buyer Education and Counseling Costs NOT Covered by AHP	
<b>Total Home Buyer Counseling Costs</b>	<b>\$ -</b>
<b>Total Project Costs</b>	<b>\$ -</b>

# Exhibits Financial Feasibility: Owner-Occupied

## Needs Analysis

### AHP Needs Analysis

#### For Home Ownership Projects with Sponsor-Provided Mortgage Financing

Project Name:

Complete this form if Sponsor will provide mortgages to home buyers. Enter data in shaded cells only.

Does Sponsor directly provide home buyer financing?

\$ - Sale price of homes to home buyers - per Project Worksheet

\$ - Cash required to complete project - per Summary of Uses

If sales price of homes exceed cash required to complete project, an appraisal will be required. If not available now, provide at the time funding is requested for the unit. Sales price of the homes should not exceed the appraised value.

Appraised value of sponsor-financed homes, if known. Submit appraisal copies as Exhibit 9, if available.

Sponsor-provided first mortgage total (total for all home buyers)

Will sponsor provide additional mortgage(s) to home buyers in addition to first mortgage?

Indicate total amount of additional mortgages (other than first mortgage) sponsor will provide:  (all home buyers)

Are second mortgages forgivable?

Describe terms of sponsor-provided mortgages below. Include information on amount, maturity date, required payments from home owners, repayment upon refinance or sale, and terms of forgiveness.

#### A. Cash Required to Complete Project:

\$ - Total Uses of Funds per Summary of Uses

#### B. Cash Sources Other than Sponsor:

\$ - Total cash down payment from borrowers per Project Worksheet

CDBG

HOME

State Housing Finance Agency grant

State/Local gov't grant(s)

Foundation/Corporation grant(s)

Other:

Other:

\$ - Total Cash Sources Other than Sponsor

#### C. Present Value of sponsor-provided mortgage(s):

6.11% Market Rate assigned by the FHLBC

Sponsor Mortgage / Note Amount - **Repayable loans only**

0 Mortgage Term (months)

0.00% Mortgage Rate

\$ - Mortgage P&I Payment (aggregate of all home buyers)

\$ - Present Value - to be reflected on Sources of Funds

#### D. Cash Contributions/Sponsor Fundraising

Amount Sponsor will contribute to the home buyers' homes in addition to the value of the sponsor-provided mortgage

#### AHP NEEDS ANALYSIS SUMMARY

\$ - (A) Cash Required to Complete Project

\$ - (B) Cash Sources Other than Sponsor

\$ - (C) Present Value of Sponsor Provided Mortgage

\$ - (D) Cash Contributions/Sponsor Fundraising

→  Funding Gap

→  AHP Subsidy Requested (cannot be greater than above funding gap)



# Exhibits Financial Feasibility: Owner-Occupied

## Feasibility Analysis

In order for the spreadsheet to upload successfully, Total Units must match the number entered on the Targeting screen of AHP Online; Sources of Funds must equal Uses of Funds; and Homeownership Counseling and Education costs cannot exceed \$500/unit.

Error messages will appear if project characteristics are outside of FHLBank Chicago guidelines. This does not mean the application is ineligible, but an explanation will need to be provided for each indicator that is outside of guidelines.

### AHP Feasibility Analysis

Items	Value
Total units	0
Sources of Funds = Uses of Funds	TRUE
Cost Breakout Total Units = Project Worksheet Total Units	TRUE
Total Development Cost	\$0.00
Total Development cost per unit	\$0.00
Total Development Cost per square foot	\$0.00
Adjusted Total Development Cost	\$0.00
Adjusted Total Development Cost per Unit	\$0.00
Total Acquisition cost per unit	\$0.00
Acquisition cost per square foot	\$0.00
Rehabilitation cost per square foot (From Cost Breakout tab)	\$0.00
New Construction cost per square foot (From Cost Breakout tab)	\$0.00
Total New Construction and Rehabilitation cost per square foot (Summary of Uses total)	\$0.00
Average Square Foot per unit	0
Average Acquisition Square Foot per unit	0
Average Rehabilitation Square Foot per unit	0
Average New Construction Square Foot per unit	0
General requirements %	0.00%
Builder overhead %	0.00%
Builder profit %	0.00%

### Feasibility Guidelines

Guideline	Description	Min Standard	Max Standard	Actual
AHP Subsidy per Unit	Subsidy requested per unit	\$0.00		\$0.00
Adjusted Total Development Cost per Unit	Enter location on Project Worksheet			\$0.00
Developer fee %	Enter Driver Information on Project Worksheet	NA	NA	0.00%
Developer fee (\$) - For acquisition-only projects	Enter Driver Information on Project Worksheet	NA	NA	\$0.00
Homeowner Counseling and Education	Project does not include acquisition- Not Eligible			\$0.00
Spread on Financing	Basis Points above the FHLBC Community Advances rate on round open date	0	400	TRUE
AHP	% of Total Project Costs	0.00%	75.00%	0.00%



# Exhibits Project Timeline

## Project Timeline



### 2024 Affordable Housing Program

#### Project Timeline

Project Name:

*Provide a detailed timeline reflecting significant project milestones and the corresponding dates by which the sponsor expects to reach each milestone.*

Activity	Proposed/Actual Completion Date
Projects that involve new construction or substantial rehabilitation:	
Site Control Expiration Date	
Site Acquisition	
Zoning Approval	
Property Leasing Completed	
HOMEOWNERSHIP	
Projects that involve the down payment and closing cost assistance for home purchases	
Start Project Marketing/Outreach	
Start AHP Eligibility/Income Screening for Homeowners	
AHP Subsidy Initial Draw Date; must be <=10/30/2025	
Start Purchases for Homebuyers	
Complete Closings for 100% Homebuyers; must be <=10/30/2027	
HOMEOWNERSHIP	
Projects involving the rehabilitation of existing owner-occupied dwellings:	
Start Project Marketing/Outreach	
Start AHP Eligibility/Income Screening for Homeowners	
AHP Subsidy Initial Draw Date; must be <=10/30/2025	
Start Rehabilitation for Homeowners	



# Exhibits **Site Control & Zoning**

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## **Site Control & Zoning**

The form can be downloaded from our website [here](#).

### **Site Control and Zoning**

Project Name:

**Consumer-driven homeownership projects only: upload this form on the Project Timeline Screen under Feasibility.**

This is a consumer driven project that will serve existing property owners and properties for which site control and zoning are already in place.

# Exhibits Sponsor Experience: Homeownership

## Sponsor Experience Form

This does not need to be an exhaustive list. Identify projects of similar size and scope. If none exist, identify projects that reflect the sponsor’s capacity.

Identify specific project types in the Project Type column, and past roles in the Sponsor’s Role column, with a focus on projects similar to the one you are submitting.

**The Sponsor must read and acknowledge the Objectionable Practices section of the form.**

### Sponsor Experience - Owner-Occupied

Sponsor Name: \_\_\_\_\_

*Required for all homeownership projects.*

- ▶ *List below, homeownership developments or programs (a) completed by the sponsor, and (b) comparable to the proposed project in size and scope, starting with the most recent.*
- ▶ *List the sponsor’s direct experience only; do not include the experience of outside parties.*
- ▶ *List experience on an annual basis.*

**The Project Sponsor must review of the following list of Objectionable Practices and disclose any unacceptable practices. An entity may not be an appropriate development person or entity if any of the following practices apply:**

- A person or entity with an ownership interest in a Project that experienced an event of foreclosure (including a deed-in-lieu of foreclosure), has declared bankruptcy, or failed to close or be Placed in Service.
- A person or entity that has misrepresented or omitted to disclose material facts in connection with any application for AHP or any other affordable housing program.
- A person or entity maintaining an ownership interest in a Project has an uncured default on any loan or grant on the Project.
- A person who has committed negligent actions (including fraud) that led to the financial distress of project, including an AHP Project or other housing development
- A person or entity that has abandoned a project, including an AHP Project, at any time during its life cycle.
- A person or entity demonstrating a pattern of Non-Compliance or a single instance of flagrant Non-Compliance.
- A person or entity that has been found to be in violation of fair housing, housing accessibility or nondiscrimination laws.

**In the event any of the above apply to any person or entity, the AHP Application must include an explanation of the circumstances surrounding the unacceptable practices, and attach the explanation to this Sponsor Experience template.**

Please check this box to indicate the Objectionable Practices section above has been read.

Year	Project/Phase Name	Project Location	Project Type	# of units	Sponsor’s Role	Project Cost	Project Status
	AHP Project # if applicable	City, State	Mark all that apply NC = New Construction R = Rehab P = Purchase N = Special Needs		Mark all that apply CD = Co-developer D = Developer AF = Arrange financing/ Qualify borrowers SP = Service Provider CT= Contractor		Select from drop-down menu below
			<input type="checkbox"/> NC <input type="checkbox"/> P <input type="checkbox"/> R <input type="checkbox"/> N		<input type="checkbox"/> CD <input type="checkbox"/> AF <input type="checkbox"/> CT <input type="checkbox"/> D <input type="checkbox"/> SP		
			<input type="checkbox"/> NC <input type="checkbox"/> P <input type="checkbox"/> R <input type="checkbox"/> N		<input type="checkbox"/> CD <input type="checkbox"/> AF <input type="checkbox"/> CT <input type="checkbox"/> D <input type="checkbox"/> SP		
			<input type="checkbox"/> NC <input type="checkbox"/> P <input type="checkbox"/> R <input type="checkbox"/> N		<input type="checkbox"/> CD <input type="checkbox"/> AF <input type="checkbox"/> CT <input type="checkbox"/> D <input type="checkbox"/> SP		
			<input type="checkbox"/> NC <input type="checkbox"/> P <input type="checkbox"/> R <input type="checkbox"/> N		<input type="checkbox"/> CD <input type="checkbox"/> AF <input type="checkbox"/> CT <input type="checkbox"/> D <input type="checkbox"/> SP		
			<input type="checkbox"/> NC <input type="checkbox"/> P		<input type="checkbox"/> CD <input type="checkbox"/> AF <input type="checkbox"/> CT		

# Exhibits Sponsor Funding Commitment: Board Letter

## Sponsor Funding Commitment: Board Letter

If the project involves **Equity Contributions and/or Loans** (e.g. self-funding via a capital campaign, fundraising), the commitment can be evidenced using this template. The letter from the entity should be on the organization's letterhead indicating the source, amount of contributions, and specific dates of commitment and expiration.

**SAMPLE BOARD LETTER – Please use this as a template to confirm your organization’s commitment of financial support for the proposed project’s development and or operations. Place the letter on your organization’s letterhead and have it signed by the Board president. The amounts should match the amounts shown on the project’s sources and or operating proformas contained in the AHP Financial Feasibility Workbook.**

### Sponsor Funding Commitment Letter Template

**Date (Within 6 months of submission)**

**Proposed Project Name:** \_\_\_\_\_

**Proposed Project Address(es):** \_\_\_\_\_

**Proposed Project Description:** \_\_\_\_\_

On behalf of [Insert Sponsor Name], this letter confirms its support and financial commitment for the development and on-going financial support of the proposed project’s operations. The organization commits to the developmental and operational feasibility of the proposed project as stated below:

- Development financial commitment: \$ \_\_\_\_\_
- Housing Operations: \$ \_\_\_\_\_
- Service Operations: \$ \_\_\_\_\_
- Duration of Operations: \_\_\_\_\_

The full board of [insert sponsor name] [will, has] acknowledge and [approve, approved] these commitments on [date].

#### Certification

I, the undersigned, hereby certify that: (1) I am a duly authorized representative for [insert sponsor name], and (2) all the information and statements contained in this letter are true, complete, and accurate.

\_\_\_\_\_  
Signature

[Printed Name]

Board President

\_\_\_\_\_  
Date

# Exhibits Sponsor Fundraising History Experience

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## Sponsor Fundraising History Experience

If the project involves **Equity Contributions and/or Loans** (e.g. self-funding via a capital campaign, fundraising), the sponsor must provide proof of successful fundraising history. Please use this template to confirm your organization's experience and fundraising plan for the proposed project.

**If an organization is using fundraising or capital campaigns as a development source, the sponsor must provide proof of successful fundraising history. Please use this template to confirm your organization's experience and fundraising plan for the proposed project.**

### **Fundraising Experience and Plan Template**

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#### **Sponsor Experience and History of Fundraising**

*Provide descriptions to demonstrate sufficient experience to meet fundraising goal.*

*Provide history and description of past fundraising campaigns.*

- *Detail number of years*
- *Detail number of successful campaigns*
- *Detail amount of fundraising obtained*

#### **Fundraising Plan for Proposed Project**

*Describe fundraising strategy*

*Describe fundraising timeline*

*Provide evidence of sponsor's current financial position and or on-going fundraising balances. These can be sponsor's annual/interim financial statements, annual reports, bank statements, or equivalent.*

# Exhibits Targeted Populations Experience/Services

## Targeted Populations Experience/Services

This form is recommended as a supplemental narrative template for projects attempting points in the Homeless, Special Needs, and Permanent Supportive Housing scoring categories.

### Targeted Populations Experience and Services Template

*Sponsor Experience and Service Plan Narrative Outline*

#### Targeted Populations:

- Homeless
- Special Needs, and/or
- Permanent Supportive Housing

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#### Sponsor Experience

*Provide descriptions to demonstrate sufficient experience to effectively serve the identified population.*

1. *Description of mission and operating model for residential properties*
2. *Describe targeted population and related history and service experience*
  - a. *Detail number of years*
  - b. *Detail number of properties and units owned*
  - c. *Detail number of units managed*
3. *Describe experience utilizing specialized service programs*
4. *Description of staff roles/ responsibilities; including staff training, education, or credentials.*
5. *Description of service delivery and coordination*
6. *Describe housing retention measurements and results*

#### Network and Referral Sources

*Describe network of referral sources or partnerships through which qualified individuals/families will be identified and or referred to the project.*

*Include tenant selection preference, waitlists utilized, as applicable*

#### Specialized Services / Supportive Services Activities

*Describe specialized and or supportive services that will be offered.*

- **For Permanent Supportive Housing properties:**

*Describe types of services that increase housing stability by addressing root causes of chronic homelessness and providing long-term case management.*

#### Resident Assessment and Access to Services

*Describe how tenant assessment for programs and services will be conducted.  
Describe how tenants will access services.*

# Appendix

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## Members Accessing AHP Online Through eBanking

1. Members may only participate in the competitive AHP round through AHP Online via eBanking.
2. The member executes the eBanking Services Agreement and the Corporate Certificate of Authority and Certificate of Incumbency. Please email [MemberSupport@fhlbc.com](mailto:MemberSupport@fhlbc.com) for documentation requests.
3. The member identifies a Member Security Administrator (MSA).
4. The MSA assigns Authorized AHP Users in eBanking.

## AHP Participants Accessing AHP Online

### [AHP Participants may access AHP Online here.](#)

AHP Online can also be accessed via a link on each page of the [Community Investment section](#) of the Bank's public website. The AHP Online hours are between 6:30 a.m. and midnight CT every day, including weekends and holidays. FHLBank Chicago reserves the right to modify hours of operation and/or interrupt service at any time without prior notice to its customers if business or technology dictates the disruption. AHP Online is programmed with AHP Participants' protection in mind and will automatically log the user out if the page has been inactive for 15 minutes. For assistance in accessing AHP Online via eBanking, members may call Member Support at 855-FHLB-CHI (855.345.2244), option 0.

Beginning **May 6**, AHP Participants may initiate an application, which includes associating that application with a Lead Member and Member Contact(s). The member must be registered in eBanking with Authorized AHP Users in order for an AHP Participant to initiate an application. (Refer to "Members Accessing AHP Online Through eBanking" above.)

## AHP Participant Authorization Recertification for Sponsors

The Lead Member and Sponsor Contacts are responsible for recertifying the AHP Participant(s) associated with their respective organizations on an annual basis. To recertify, log in to AHP Online and confirm that the listed users are in the General Information section on the Sponsor and Member Information screen. The screen will list all contacts associated with an organization that are approved and authorized for access to the applications and/or projects with which they are associated. Updates to Authorized AHP Users, profiles, and project contacts may be made at any time throughout the year.

## AHP Online Minimum Supported System Requirements

The following minimum supported system requirements are necessary to access and use AHP Online. If these requirements are not met, users may not be able to log in to the site or access all of the functionality that their role would otherwise allow:

- **Browser:** FHLBank Chicago no longer supports Microsoft Internet Explorer as a browser for AHP Online and fhbc.com. To ensure an optimal user experience, we recommend using Google Chrome or Microsoft Edge to access these sites.
- **Operating system:** Microsoft Windows Vista (with the latest service pack) or above.
- **Display:** a recommended monitor display setting of 1024 x 768.
- **Other software,** such as Adobe Acrobat/Reader 9 or 10, to view and print Portable Document Format (PDF) files.
- **Adobe Flash Player** to view Flash demonstrations.
- **Microsoft Excel Viewer 2010** or above to upload Excel spreadsheets.

## Privacy Policy

In order to assist members of the Federal Home Loan Bank of Chicago ("FHLBank Chicago") with their required regulatory compliance, the following guidelines are adopted to address the privacy of confidential information which is received by the FHLBank Chicago from or on behalf of members or customers of FHLBank Chicago (the "Members"):

With respect to nonpublic personal information (as that term is defined in the Gramm-Leach-Bliley Act) received by FHLBank Chicago from or on behalf of Members, appropriate administrative, technical, and physical safeguards have been instituted to:

- Maintain the security and confidentiality of such information;
- Protect against anticipated threats or hazards to the security or integrity of such information; and
- Protect against unauthorized access to or use of such information.

No nonpublic personal information which is received from or on behalf of a Member is used by FHLBank Chicago or disclosed to third parties, other than uses and disclosures which are permitted by statutory or regulatory exceptions.

Third parties engaged by FHLBank Chicago who have access to nonpublic personal information received from or on behalf of Members are required:

- To comply with all applicable privacy laws;
- To institute administrative, technical, and physical safeguards which are consistent with those outlined in paragraph 1 above;
- To limit their use of nonpublic personal information to the purpose(s) for which it was provided to them; and
- To release nonpublic personal information only as permitted by statutory or regulatory exceptions.



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