

FHLBank Chicago

AHP Online: Guide for Project Management 2023

Rental Projects

Updated March 2023

Table of Contents

Introduction

Section 1: How to Change a Contact

verview	1:1
ponsor Procedures	1:2
Sponsor Contact Changes to a Project1:2	
Member Contact Changes to a Project1:3	
Changes to a Sponsor User/Organization	
• To Edit a User Profile1:3	
 To Make Changes to an Organization1:4 	
ember Procedures	1:5

Section 2: Semi-Annual Progress Reporting

Overview and Process	2:1
The SAPR Sponsor Submission Process2:1	
Withdrawal of an AHP Project2:1	
o Complete an SAPR	2:2
Units/Targeting Screen2:4	
Financial Information: Financial Review	
Financial Information: Import Spreadsheet	
Financial Information: Feasibility Analysis	
Financial Information: Commitment Letters	
Project Timeline2:10	
Project Progress2:11	
o Review and Submit an SAPR2:	13
2:	15

Section 3: Extensions

Overview and Process	
Prerequisites	
The Extension Request Submission Process	3:1
To Request an Extension	
Community Investment Extension Request Review	



Table of Contents

Section 4: Disbursement

Sponsor and Member Information	
The Disbursement Process4:1	
Helpful Hints4:2	
Prerequisites4:3	
Disbursement Request Status Codes4:3	
System Messages4:3	
For Sponsors	4:4
Finding or Creating a Disbursement Request	
Initiating a Disbursement Request4:7	
Disbursement Site Selection4:10	
• To Edit a Site4:11	
• To Add a Site	
Site Parcel Information4:14	
Tenant Income4:15	
Project Status Information4:16	
Project Timeline4:17	
Scoring Information4:18	
Scoring Information Columns4:19	
Financial Information: Financial Review	
Financial Information: Import Spreadsheet	
Financial Information: Feasibility Analysis	
Financial Information: Commitment Letters	
Project Documentation4:25	
Section Definitions & Helpful Hints	
How to Attach a Document4:26	
Approving a Disbursement Request	
For Members	4:30
How to Log In	
Finding Disbursement Requests	
Reviewing and Approving or Rejecting a Disbursement Request4:31	
Community Investment Disbursement Request Review	4:32



Table of Contents

Section 5: Project Completion Reporting

Renta	l Projects	5:1
	Getting Started5:2	
	Tenant Income	
	The Tenant Income Worksheet	
	Tenant Income Verification 5:10	
	Project Status Information	
	Project Timeline5:12	
	Scoring Information	
	Scoring Commitments	
	Financial Information: Financial Review	
	Financial Information: Import Spreadsheet	
	Financial Information: Feasibility Analysis	
	Financial Information: Commitment Letters	
	Documentation Requirements	
	Project Documentation5:21	
	 Construction Payments and Completion	
	Permission to Occupy 5:23	
	• Project Uses5:23	
	• Income	
	Retention Agreement	
	Compliance5:24	
	• Pictures	
	Project Completion Miscellaneous	
	Sponsor Certification	
	Member Certification	

Section 6: Long-Term Monitoring

erview and Process6:1



Introduction

Congratulations on your Affordable Housing Program (AHP) award!

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

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

*Important: New Security Authentication

FHLBank Chicago is migrating to a new security authentication platform to modernize how users access our systems, heighten safety and security, and enhance ease of use. Follow these **Step-by-Step Instructions** to download and install the Microsoft Authenticator application to your mobile device and computer. Members, sponsors, and consultants must complete the registration process after **April 14, 2023** in order to access AHP Online.

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

All compliance reporting obligations and disbursement requests are completed via AHP Online. Each member and sponsor must have at least one registered user in AHP Online.

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

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

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

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



Section 1: How to Change a Contact

Overview

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

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

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

If you are a Member Contact and need to update your organization's information or contacts, please utilize the Member Security Administrators (MSAs). If you require assistance setting up MSAs, please contact Member Support at 855.345.2244, option 0, or email MemberSupport@fhlbc.com. For more information, please view the AHP Online Guide for Member Applicants. A new 2-Step Microsoft Authentication will be required for all members, sponsors, and consultants to access AHP Online starting **April 17**, **2023**. <u>First</u>, you must follow these **Step-by-Step Instructions** to download and install the Microsoft Authenticator application to your mobile device and computer. For more information, visit the FHLBank Chicago **resource page**. For assistance, please contact Member Support at **membersupport**@ **fhlbc.com** or 855.345.2244, option 6.

Under the new security system, each individual AHP sponsor, member, and consultant contact 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 a new sponsor contact needs to be added to an organization and is not already registered in AHP Online, please follow the instructions on **p.11-27** of the **Guide for Sponsor Applicants** to get set up in AHP Online and download Microsoft Authenticator.

Forgot Your Password?

If users have successfully registered under the new Microsoft Authentication tool but forgot their password, users can reset their password by selcting "Forgot your password?" on the AHP Online login screen. For more information, follow the instructions on **p.28-32** of the **Guide for Sponsor Applicants**.



Section 1: How to Change a Contact

Sponsor Procedures

Sponsor Contact Changes to a Project

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

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

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

2. Click on the desired project number.

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

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

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

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



Sponsor Procedures

Member Contact Changes to a Project

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

Changes to a Sponsor User/Organization

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

To Edit a User Profile

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

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

My Projects	Profile	
	Edit Profile	
My Project	Edit Organization	

Helpful Hint

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

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

Helpful Hint

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



Sponsor Procedures

To Make Changes to an Organization

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

My Applications	My Drojects	Drofilo
my Applications	my Projecta	Edit Profile
My Applications		Edit Organization
		\Box

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

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

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

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

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

If all the information listed is correct, click on Submit and then Finish.

Organization 👔		
Select Organization	Organization Information	Service Area 4 Review & Submit 5 Confirmation
Organization Information Organization Name* Organization Type* Not-for-Front Org Phone Number*	Cannot Edit anization	Mailing Address Address Line1* Address Line2
Fax Number Website		ZIP* ZIP+4* Lookup ? City County State
Affordable Housing Development Architectural/Engineering Consulting Counseting Services (mental health) Counseting Services (residential support) Counseting Services (substance abuse) Day Care/Youth Programs Education Identy Services	 Employment Training Financial Literacy Health Care Services Housing Counseling (pre and post) Job Training/Wetlare to Work Legal Office of Minority and Women Inclusion (OMW Property Management Special Needs Housing 	□ Other



Sponsor Procedures

How to Add a Contact

monization **A**

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

My Applications	My Projects	Profile
My Applications		Edit Profile

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

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

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

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

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

If all the information listed is correct, click on Submit and then Finish.

Select Organiz	ation 2		Organization Information	Service Area	4	Review & Submit	5 Confirmation
Prganization Informat Organization Name* Organization Type* None Number* ax Number Vebsite	ion Not-Ior-Protit Org	jan	Cannol Edit	Mailing Ad Address Lin Address Lin ZIP ⁻ City County State	dress e1* e2 ZIP+4*	Lookup 7	
ervices Provided"		_		_			
Affordable Housing De	velopment	J	Employment Treining	Other			
Architectural/Engineer	ing	7	Financial Literacy				
Consulting			Health Care Services				
Counseling Services (mental health)	¥	Housing Counseling (pre and post)				
Counseling Services (residential support)	¥	Job Training/Welfare to Work				
Counseling Services (substance abuse)		Legal				
Day Care/Youth Progr	ams		Office of Minority and Women Inclusion (OMW	1)			
Education		J	Property Management				
Iderly Services		3	Special Needs Llousing				



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

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

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



Section 2: Semi-Annual Progress Reporting

Overview and Process

Overview

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

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

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

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

The SAPR Sponsor Submission Process

The reporting periods for SAPRs are the sixmonth periods ending on *March 31* and *September 30.* *Important: SAPRs will not be requested during the first reporting period after the project is awarded. For example, projects awarded in 2023 will submit their first SAPR in October 2024.

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

Withdrawal of an AHP Project

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

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



Section 2: Semi-Annual Progress Reporting

To Complete an SAPR

Project	Disbursement	Monitoring	Extension		
		Semi-Annual P	rogress Reports		
urrent	t Project Su	Long Term Mo	nitoring – Sponsor/Owner Certification		
Project Pro Project Na Project St Monitorin	ofile ame umber tatus Unfunded/ ig Status Not Funde	not started	Application Number Project Type Rental Lead Sponsor Lead Member		
				More Details	
Conditions	S				
No conditio	ons found.			More Details	
Document	tation Required				
	Categorie	s / Types	Documentation Required	Status	
Acquisition	1		Reference Documentation Matrix	Needed	
Acquisition	Cost		Reference Documentation Matrix	Needed	
Zoning			Reference Documentation Matrix	Needed	
			aa a 1/6 » Last		
				More Details	
Modificatio	ons				
No modific	cations found.			More Details	

1. Log in to AHP Online.

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

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

Project	Disbursement	Monitoring	Extension		
Semi-A	Annual Prog	ress Rep	orts		
Current Se	emi-Annual Progres	s Report (SAPR)		If you have any qu	estions
Action	Repo	orting Period	Due	Status free to contact Con	ng, please teel nmunity
				Investment at 212.	565,5024

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



Semi Annual Progress Report	
SAPR Home	
Reporting Period SAPR Status Not Certified	
Approved AHP Funding	
FHLB Lead Member	
Chicago, IL	
Section	Status
Units/Targeting	×
Financial Feasibility : Financial Review	×
Financial Feasibility : Import Spreadsheet	×
Financial Feasibility : Feasibility Analysis	×
Financial Feasibility : Commitment Letters	×
Project Timeline	×
Project Progress	×
¥ Not Visited	
In Progress	

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



Units/Targeting Screen

Units/Targeting		
Units		
Please indicate all progress to date.		
Total Units 36		
Units Complete*		
Units Vacant*		
a de Marten de		
Please indicate the number of units currently occupied by income o	ategory Number Of Units	
Please indicate the number of units currently occupied by income of Units Description Less than or equal to 50% AMI (Area Median Income)*	Number Of Units	
Please indicate the number of units currently occupied by income of Units Description Less than or equal to 50% AMI (Area Median Income)* Greater than 50% and less than or equal to 60% AMI*	Number Of Units	
Please indicate the number of units currently occupied by income of Units Description Less than or equal to 50% AMI (Area Median Income)* Greater than 50% and less than or equal to 60% AMI* Greater than 60% and less than or equal to 80% AMI*	Number Of Units	
Please indicate the number of units currently occupied by income of Units Description Less than or equal to 50% AMI (Area Median Income)* Greater than 50% and less than or equal to 60% AMI* Greater than 60% and less than or equal to 80% AMI* Greater than 80% AMI*	Ategory Number Of Units	
Please indicate the number of units currently occupied by income of Units Description Less than or equal to 50% AMI (Area Median Income)* Greater than 50% and less than or equal to 60% AMI* Greater than 60% and less than or equal to 80% AMI* Greater than 80% AMI* Total	Ategory Number Of Units	
Please indicate the number of units currently occupied by income of Units Description Less than or equal to 50% AMI (Area Median Income)* Greater than 50% and less than or equal to 60% AMI* Greater than 60% and less than or equal to 80% AMI* Total	Number Of Units	
Please indicate the number of units currently occupied by income of Units Description Less than or equal to 50% AMI (Area Median Income)* Greater than 50% and less than or equal to 60% AMI* Greater than 60% and less than or equal to 80% AMI* Greater than 80% AMI* Total	Ategory Number Of Units	
Please Indicate the number of units currently occupied by income of Units Description Less than or equal to 50% AMI (Area Median Income)* Greater than 50% and less than or equal to 60% AMI* Greater than 60% and less than or equal to 80% AMI* Greater than 80% AMI* Total	Ategory Number Of Units	To submit your changes please click Save before exiting this page.

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

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

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

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

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

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

4. Click on Next at the bottom-right corner of the units/Targeting page.

Helpf Click h Guideli

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



Financial Information: Financial Review

THE PARTY OF THE P	Streadsheet	Fearbine	Analysis Comm	interest Latters						
	spreadsheet	reasonity	Analysis Comm	annent Cetters			1010.00			
adsheet with current pro	oject financial i	son approved information.	for your project. If	this information has signifi	icantly chang	ied, piease	brebare	an updat	ted Fistancial F	easibilit
rent Financial Feasibility	y Spreadsheet	Uploaded Fill	e Info					1		
		4		VFinancialFea	isibility_Rent	149-2017-	(4-71.K)	5		
ousing Development Sou	urces of Funds									
former of funds	Amount (P)	Housing or		an colorina	Committee	Rate (B)	Term	Amort	Annual David Res (1)	Hard
Source of Fortun	venous (s)	Commercial		escription	Committee	FLAGE (16)	(years)	(pears)	(Hard only)	Debt?
AHP Direct Subsidy	540,000.00	Housing	AHP Subsidy		No	0.00%	0.0	0.0	0.00	No
First Mortgage	644,000.00	Housing	Permanent Finance	ng by Member	Yes	5.66%	16.0	30.0	44,658.00	Yes
Historic Tax Credit Faulty	875.647.00	Housing	Historic Preservation	e Tax Credit Faulty	Ves	0.00%	0.0	0.0	0.00	No
Seller Note	1,900,000.00	Housing	Other Loans		Yes	0.00%	0.0	0.0	0.00	No
OP Equity	100.00	Housing	Owner's Equity		Yes	0.00%	0.0	0.0	0.00	No
Deferred Developer Fee	132,726.00	Housing	Deferred Developer	Fee	Yes	0.00%	0.0	0.0	0.00	No
ubtotal - Housing ubtotal - Commcl otal Eurofical Sources	\$ 6,918,250.00 \$ 0.00									
our Penning Sources	\$ 0,310,230.00									
hits breakout										
	44. 444.44				No of	Units			No of I	Units
Rehabilitation Units	Less Th	an or equal to 50% A	M		18	1-be	droom Un	nita.	9	
New Construction Units	Greater	than 60% and less t	han or equal to 80% AM		18			2-bedroom Units		
Total Units 36 Total Units 36 Total Units				0 3-bet 4-bet				sts	0	
		Total U	nota.			Tota	Units		36	
ousing Development Us	es of Funds Su	mmary								
Total Accessibilities Conta			8 1 038 618 00							
Total Construction / Rehab	alitation Costs		\$ 3,290,999.50							
Hard Construction	in Casts			\$ 0.00						
Other Costs	on contra		\$5	39,473.00						
Total Fees Total Taxas and Insurance	Contra		\$ 0.00							
Total Construction Financia	ng		\$ 262,598.00							
Total Permanent Financing	9		\$ 6,440.00							
FOLM PTOMICS PORSIMITYES	Total Permanent Financing 6 6,440.00									
Total Soft Costs			\$ 341,292.00 \$ 448,732.62							
Total Soft Costs Total Developer Fees			\$ 341,292,00 \$ 448,732,62 \$ 512,051,00							
Total Soft Costs Total Developer Fees Total Syndication Fees and	d Expenses		\$ 341,292,00 \$ 448,732,62 \$ 512,051,00 \$ 88,160,00							
Total Soft Costs Total Developer Fees Total Syndication Fees and Total Development Costs	d Expenses		\$ 341,292,00 \$ 448,732,62 \$ 512,051,00 \$ 88,160,00 \$ 6,918,250,00							
Total Soft Costs Total Developer Fees Total Dyndication Fees and Total Development Costs Iousing Pro Forma	d Expenses		\$ 341,292.00 \$ 448,732.62 \$ 512,051.00 \$ 88,160.00 \$ 6,918,250.00							
Total Soft Coots Total Developer Fees Total Syndication Fees and Total Development Costs Iousing Pro Forma	d Expenses		\$ 341,292,00 \$ 448,732,62 \$ 512,051,00 \$ 63,918,250,00 \$ 4,918,250,00 Standa	ard Actual						
Total Soft Costs Total Developer Fees Total Development Costs Iousing Pro Forma Dosts Annual Revital Incon	d Expenses		\$ 341,292,00 \$ 448,732,62 \$ 512,051,00 \$ 88,140,00 \$ 4,918,250,00 \$ tanda	and Actual 5 380,280 00 5 3 3974 531 00						
Total Soft Costs Total Developer Fees Total Development Costs tousing Pro Forma Dross Annual Rental Incon Elective Gross Income Vet Operating Income	d Expenses N		\$ 341,282,00 \$ 448,732,62 \$ 512,051,00 \$ 88,140,00 \$ 4,918,250,00 Standa	erd Actual 5 306 280 00 5 305 33 00 5 40 266 00						
Total Soft Cests Total Developer Feis Total Development Costs Total Development Costs Iousing Pro Forms Dross Annual Rental Incon Elective Gross Income fund Deet Service milat Coentry Income	d Expenses 1		\$ 341.292.00 \$ 448.732.62 \$ 512.05100 \$ 63.190.00 \$ 4,918.250.00 Standa	ard Actual 5 300,280 00 5 155,533 00 5 44,695 00 5 8 44,695 00 5 8 17 20 00						
Tetal Soft Cests Total Developer Fees Total Synchradion Fees an Total Bynchradion Fees an Total Bynchradion Costs Iousing Pro Forma Oross Annual Rental Incon Effective Gross Income Net Operating Income Net Operating Income Net Operating Income Net Operating Income Net Operating Income Auto Cash Files	d Expenses N		\$ 341.292.00 \$ 448.732.62 \$ 512.05 10 \$ 8.150.00 \$ 6.918.250.00 Standa	ard Actual 5 300,280 00 5 440,766 00 5 847,056 00 5 817,080 00 5 2,85						
Tetal Soft Cests Total Developer Fees Total Developer Fees Total Development Cests ionsing Pro Forme Brocke Gross Income Her Operating Income Her Operating Income Her Operating Income India Cash Flave Det Coverage Ratio Soft Service Becondum Cash Flave	d Expenses a		5 341,292,00 5 448,732,82 5 512,051 5 82,5140,00 5 8,918,250,00 Standa	ard A-theal 5 300 280 00 5 350 533 00 5 442,766 00 5 4 7,00 00 9 2,85 9 0 5 9.00 5 8 0.00 5 8 0.00						
Tetal Soft Cests Total Developer Fees Total Developer Fees Total Development Cests iousing Pro Forms Dross Annual Rental Incom Net Centraling Income Net Central Service Net Central Service Net Central Service Net Central Service	d Expenses ne		\$ 341,292,00 \$ 448,732,82 \$ 512,05 12 \$ 88,190,00 \$ 8,918,250,00 \$ 4,918,250,00 \$ tanda	ard A-cheal 5 360,260 00 5 356,533 00 5 440,766 00 5 4,705 00 5 4,705 00 5 4,705 00 5 5 0,00 5 0,000 5 0,0000 5 0,00000 5 0,0000000000						
Tetal Soft Cests Total Developer Fees Total Development Cests Total Development Cests Including National Restal Income Strong Annual Restal Income Met Centraling Income Met Centraling Income Met Cests Income Met Cests Resto Restrong Rido Debt Service Recondery Cesh Flow Recondery Cesh Flow Recondery Cesh Flow	d Expenses ne		5 341,282.00 5 448,732.62 5 552.051.00 5 88,100.00 5 6,948,250.00 Standa	ard Achaal 5 360,280 00 5 364,785 00 5 447,786 00 5 817,780,20 0 5 80,700 5 0,00 5 0,00 1 0,00 1 0,00						
Total Soft Cests Total Developer Fees Total Development Costr Iotal Development Costr Iousing Pro Forma Dross Annual Rental Incom Bective Gross Income Her Operating Income Her O	d Expenses ne		5 341,282.00 5 448,732.62 5 552.051.00 5 68,169.00 5 6,918,250.00 Standa	ard Actual 5 360,280 00 5 340,785 00 5 440,786 00 5 440,786 00 5 41,708 00 9 2,85 5 6,00 1 00 1 00 5 5 0,00 5 5 5 0,000 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5		Actua		1		
Telal Soft Cests Total Developer Fees Total Developer Fees Total Development Cest iousing Pro Forma Oross Annual Rental Incon Effective Gross Income Hard Geet Service Intel Cest Total Soft Detri Service Becondary Cash Flow Becondary Cash Flow	d Expenses ne Ratio		\$ 341,282.00 \$ 448,732.02 \$ 512,051.00 \$ 88,160.00 \$ 6,918,250.00 Standa	ard Actual 5 300,280 00 5 44,695 00 5 81,705 00 5 9 00 5 9 00 5 0 00 5 100 5 0 00 5 100 5 0 00 5 00		Actu	\$ 334.94			
Telai Soft Cests Total Developer Fees Total Developer Fees Total Development Cests Intil Synchradiator Fees an Total Development Cests Development Rental Incon Effective Gross Income Met Operating Income Secondary Cash Flow Secondary Cash Flow	d Expenses Ratio Fratio er Square Foot		\$ 341,282,00 \$ 448,732,82 \$ 512,051 \$ 88,160,00 \$ 8,918,350,00 Standa More Infi	erd Actual 5 300,280 00 5 44 055 00 5 44 055 00 5 5 1,705 00 0 2 85 0 3 60 1 00 5 40 5 000 1 00 5 400 5 000 1 00 5 400 5 000 1 00 5 400 5 00 1 00 5 00 1 00 5 00 1 00 5 00 1 00 5		Actas \$3,1	\$ 334 9 \$ 334 9 10,342 50 10,704 25			
Tetal Soft Cests Total Developer Fees Total Developer Fees Total Development Cests in Total Development Cests Dross Annual Rental Incon Effective Gross Income Effective Gross Income Feed Coverage Ratio Del Coverage Ratio Recondary Cast Fee Secondary Cast Fee Secondary Cast Fee Secondary Cast Fee Secondary Cast Fee Upsined Total Development Cast Fe Upsined Development Cast Fee	Ratio		\$ 341,292,00 \$ 448,732,82 \$ 512,051 \$ 88,160,00 \$ 8,918,350,00 \$ 14,918,350,00 \$ 14,918,350,00	ard Actual \$ 300,280,00 \$ 140,765,00 \$ 440,765,00 \$ 44,054,00 \$ 47,705,00 \$ 5,000 \$ 5,0000 \$ 5,00000 \$ 5,00000 \$ 5,00000 \$ 5,00000 \$ 5,0000000 \$ 5,000000 \$ 5,000000000000000000000000000000000000		Actas \$3.11 \$ \$	# \$33.4.9 0.3.32.5 53.80.5 53.80.5			
Tetal Soft Cests Total Developer Fees Total Developer Fees Total Development Cests in Broke Software Software Brokes Gross Income Her Operating Income Her O	I Expenses Ratio Ratio Ratio Ratio Unit Unit Unit Unit Unit Ratio		3 341,282.00 5 448,732.62 5 512,051.00 5 88,100.00 5 6,948,250.00 Standa More Infi	ard A-theal 5 300 280 00 5 150 533 00 5 442 766 00 5 4 700 00 5 4 700 00 5 0 00 5 0		Actus \$3,11 \$1 \$1	# \$ 334 99 03.342 50 18,706 0 573 72			
Tetal Soft Cests Total Developer Fees Total Developer Fees Total Development Cests in Total Development Cests Dross Annual Rental Incon Brachar Gross Income Her Operating Income Her Operating Income Her Operating Income Her Operating Income Her Operating Income Her Operating Income Secondary Cests Play Def Coverage Ratio Soft Development Cest Total Accession Square Fact Per Cevelopment Cesta Square Fact Per Cevenop Square Fact Per Cevenop	d Expenses Ratio Ratio r Square Foot r Cost d Pre Unit Unit Unit	641) P(1)	\$ 341,282.00 \$ 448,732.62 \$ 552.051.00 \$ 88,190.00 \$ 6,918,250.00 Standa	ard A-theal 5 300,200 00 5 356,533 00 5 440,766 00 5 4 1,705 00 5 0 00 5 0 00 5 0 00 1 00 5 0 00 5 000 5 00 5 00 5 00 5 00 5 000 5 00 5 00 5 00 5 00		Acta \$3,11 \$ \$	# \$ 334.99 03.342.56 187.06 0 573.72 573.72 0.00			
Telai Soft Cests Total Developer Fees Total Developer Fees Total Development Cests in Total Development Cests Doss Annual Rental Incon Becktre Gross Income Net Operating Income Net Centraling Income Net Centraling Income Net Centraling Income Net Centraling Income Net Centraling Income Net Central Development Det Coverage Ratio Soft Det Service Becondery Det Forviers Recondery Det Forviers Recondery Det Coverage Ry Feesibility Values Total Development Cest Per Variange Square Feet Per Diversing Square Feet Per Variange Square Feet Per Diversing Square Feet Per Variange Square Feet Per Diversing Square Feet Per Diversion Per Diversion Feet Per Diversion Feet Per Diversion Feet Per Diversion Per Diversion Feet Per Diversion	d Expenses Rato re Source Fost er Cost control Unit Unit Unit Unit Unit Construction	ion) pr) Only)	3 341,282.00 5 448,732.82 5 512,051.00 5 88,190.00 5 4,948,250.00 Standa More Infi	ard Actual 5 300,280 00 5 355,533 00 5 44,695 00 5 8 7,760 00 5 9 2855 9 5 0 00 5 1 00 5 8 00 5 0 00		Actas \$3.11 5 5	al § 334 99 10, 342 94 10, 342 95 10, 342 95 10, 345 95 10,			
Telai Soft Cests Total Developer Fees Total Developer Fees Total Development Cest Invasing Pro Forma Oross Annual Rental Incon Effective Gross Income Hard Development Income Hard Development Income Hard Development Cest Recordary Cash Flow Recordary Cash Flow Record	Ratio	1601) 1911 1 Only)	\$ 341,282.00 \$ 448,732.02 \$ 512,051.00 \$ 88,160.00 \$ 6,918,250.00 Standa	ard Actual 5 300,280 00 5 195,533 00 5 44 695 00 5 8 1700 00 5 8 00 5 0 0 5 0 5		Actas 6 3.11 5 1 8	# 6 334 99 10, 342 56 16, 706 0 573 7, 573 7, 6 0 0 0 0 0 0 0 0 0 0 0 0 0 0			
Telai Boft Cests Total Developer Fees Total Developer Fees Total Synchrotheres an Total Development Cests Intel Synchrotheres Rectores Annual Rental Incon Effective Gross Income Net Operating Income Net Operating Income Net Operating Income India Cash Fier Operating Income India Cash Fier Det Coverage Faito Det Coverage Faito Secondary Cash Fier Secondary Cash Fier Secondary Cash Fier Secondary Cash Coverage Teld Acquisition Cost Per Namage Square Fait Per U Warage Square Fait Per U Warage Square Fait Per OverSecon The Square Foot (Cor Det Per Square Foot (Cor	Ratio	sen) Int() IConty)	\$ 341,282,00 \$ 448,732,82 \$ 512,051,20 \$ 88,160,00 \$ 8,918,250,00 Standa More int	erd Actual 5 300,280 00 5 44 056 531 0 5 81,708 00 0 2 85 0 2 85 0 1 00 1 00		Actua \$ 3.11 \$ 5 \$	# \$ 334 99 5 3342 55 56 70 60 57 372 57 57 57 57 57 57 57 57 57 57 57 57 57 57 57 57 5			
Tetal Soft Cests Total Developer Fees Total Developer Fees Total Development Cests Intil Syndradion Fees an Total Development Cests Intil Cests Development Rental Incom Effective Gross Income Her Coveraing Income Her Coveraing Income Her Coveraing Income Her Coveraing Income India Cash Fiew Ded Coverage Ratio Soft Det Service Secondary Cash Fiew Secondary Cash Fie	Ratio	ion) m) Gmly)	\$ 341,292,00 \$ 448,732,82 \$ 512,051 \$ 88,160,00 \$ 8,918,350,00 Standa More Infi	ard Actual 5 300,280 00 5 44,050 00 5 44,050 00 5 81,700 00 5 0 00 5		Actas 63.01 61 81 81 81	# \$ 334 99 \$ 334 95 \$ 370 60 \$ 33,800 55 \$ 373 72 \$ 375 72			
Total SPAC Ceals Total Developer Fees Total Developer Fees Total Development Ceals Cousing Pro Forme Dross Annuali Rantal Incon Elective Gross Income ter Operating Incom	I Expenses I IIII IIIIIIIIIIIIIIIIIIIIIIIIIII	om) mi Omly) using) entit	3 341,282.00 5 448,732.62 5 512,051.00 5 88,100.00 5 4,948,250.00 Standa More Infi	and Actual \$ 300,200,00 \$ 310,200,00 \$ 440,266,00 \$ 440,266,00 \$ 440,266,00 \$ 40,000 \$ 50,000 \$ 50,0000 \$ 50,00000 \$ 50,00000 \$ 50,000000 \$ 50,00000000 \$ 50,0000000000000000000000000000000		Actas 63.11 5.1 5.1 5.1	al \$ 334 99 33,825 95 \$ 573 77 0 00 \$ 133,250 \$ 0 00 \$ 000 \$ 0000 \$ 0000 \$ 0000 \$ 0000 \$ 0000 \$ 0000 \$ 0000 \$ 0000 \$ 0			
Total Soft Cests Total Developer Fees Total Developer Fees Total Development Cests in Total Development Cests Booss Annual Rantal Incon Bioche Gross Income Her Operating Income	I Expenses I I I I I I I I I I I I I I I I I I	ion) ini (Only) ining) erally	3 341,282.00 5 448,732.62 5 512,051.00 5 88,190.00 5 4,918,250.00 Standa atore Infi	and Actual 5 300 280 00 6 150 533 00 5 442 766 00 5 4 700 00 5 0 00 5 00		Actau \$3.vti \$1 \$1 \$1	# \$ 334 99 0.342 26 \$ 573 7; 0 07 \$ 0 00 \$ 133 25 0 00 % \$ 0 00 \$ 0 000 \$ 0000 \$ 00000 \$ 00000 \$ 00000 \$ 00000 \$ 00000 \$ 000000 \$ 000000 \$ 0000000000			
Tabil Soft Costs Total Developer Fees Total Developer Fees Total Development Costs Total Development Costs Total Development Costs Dross Annual Rental Incon Efficitive Gross Income ver Operating Income verge Source Peer Per Versing Source Peer Peer Versing Source Peer P	d Expenses Ratio Ratio re Source Foot re Cost re Cos	ion) in) Only) using) eraty	3 341,282.00 5 448,732.82 5 512,051.80 5 88,190.80 5 4,948,250.00 Standa More Infi	ard Actual 5 300,280 00 5 44,696 00 5 8 1708 00 5 0 00 5 00		Actas 6 3.11.15 5 1 5	al § 3,34 99 (5,342 56 (5,356 57) (5,357) (
Total Soft Costs Total Developer Fees Total Developer Fees Total Developer Fees Total Development Costs Total Development Costs Total Development Costs Process Annual Rental Incon Effective Gross Income with Orestation Income with Orestation Income with Orestation Income Web Coeverage Income with Orestation Income Income Costs Total Decodary Cash Flow Recondary Reconstruction Cost Flow Square Feet Flow Reconder Flow Reconstruction Cont Flow Square Feet Flow Reconstruction Contingency Constitution Contingency Co	I Expenses I Ratio Ratio Ratio Ratio Ratio Ratio Ratio Ratio Ratio Repaired a resolution	ion) in) i Only) using) eratij	\$ 341,282.00 \$ 448,732.02 \$ 512,051.00 \$ 88,160.00 \$ 6,918,250.00 Standa More Infi	ard Actual 5 300,280 00 \$ 150,533 00 \$ 44 695 00 \$ 5 8 1,700 00 \$ 5 0 00 \$ 5 0 00 \$ 1 00 \$ 4 00 \$ 1 00 \$ 4 00 \$ 1 00 \$ 4 00 \$ 1 00 \$ 4 00 \$ 1 00 \$ 1 00 \$ 4 00 \$ 0 00 \$ 1 0		Actua \$3.11.5 \$1	# \$ 334 9 8 3 8 3 8 3 8 3 8 3 8 3 8 3 8 3			
Total SPAC Costs Total Developer Fees Total Developer Fees Total Development Costs Total Development Costs Profile Space Rental Incon Elective Gross Income Met Operating	Ratio	ion) ion) Greyy uring) erat()	\$ 341,282.00 \$ 448,732.02 \$ 512,051 \$ 512,051 \$ 88,160.00 \$ 6,918,250.00 Standa More int	ard Actual 5 300,280 00 5 44,056 00 5 44,056 00 5 5 00 5 00 5 00 5 00 1 00 5 00 1 00 5 000 1 00 5 000 5 000 1 00 5 000 1 00 5 000 1 00 5 000 5 000 1 00 5 000 5 0000		Actus 53.015 51 51	# \$ 334.99 \$ 334.99 \$ 3380.57 \$ 533.77 \$ 0.00 \$ 50.00 \$ 0.00 \$ 0.000 \$ 0.000 \$ 0.000 \$ 0.000 \$ 0			
Telai Soft Cests Total Developer Fees Total Developer Fees Total Development Cests Intil Syndicator Fees an Total Development Cests Intil Syndicator Fees Intil Cest Benvice Intel Cests Income Feective Gross Income Feective Gross Income Feective Gross Income Feedbare Cests Income Feedbare Cests Intel Cests Income Feedbare Cests Intel Cests Income Feedbare Cests Intel Cests Income Feedbare Cests Income Feedbare Values Income Feedbare Cests Income Feedbare Values Income Values Income Income Cests Income Cests	Ratio	om) m) conly) using) eratio	3 341,282.00 5 448,732.62 5 512,051.00 5 88,190.00 5 4,948,250.00 Standa More Infi	ard Actual \$ 300,280,00 \$ 140,765,00 \$ 44,056,00 \$ 44,056,00 \$ 4,056,00 \$ 5,000 \$ 5,0000 \$ 5,000 \$ 5,0000 \$ 5,		Actau 6 3.% 5 1 8 1	# 334.9% 534.9% 534.9% 533.7% 533.7% 0.0% 533.7% 0.0% 533.7% 0.0% 533.7% 0.0% 533.7% 0.0% 533.7% 0.0% 533.7%			
Telai Soft Cests Total Developer Fees Total Developer Fees Total Development Cests in Total Development Cests in Sortal Synchrothyn Fees Englise Stranger Effective Gross Income Effective Gross Income India Cash Flow Secondary Cash Flow Secondary Cash Flow Secondary Cash Flow Secondary Cash Flow Secondary Cash Flow Secondary Cash Coverage Inter Square Foot Gross Inter Square Foot (Sec Commercial Anzale Feet Per Used Fer Square Foot (Sec Commercial Anzale Front Development Feet Per Used Fer Square Foot (Sec Commercial Anzale Front Cash Fer Square Foot (Sec Commercial Anzale Front Development Feet Per Used Fer Square Foot (Sec Commercial Anzale Front Development Feet Per Used Front Secondary Foot Development Feet Per Used Front Secondary Feet Development Feet Per Used Front Secondary Feet Development Feet Per Used Front Secondary Feet Development Feet	I Expenses I I I I I I I I I I I I I I I I I I	684) 94) 10hty) 10hty) 4980)	3 341,282.00 5 448,732.62 5 512,051.00 5 88,190.00 5 4,918,250.00 Standa atore int	and Actual 5 300 280 00 5 300 280 00 5 440,766 00 5 440,766 00 5 41,700 00 9 2.85 9 0 2.85 9 0 0 9 0 9		Actaa 6.3.11 5.1	H 5 3 34 99 10 342 54 10 342 54 10 3380 55 15 37 7 0 00 12 13 4 13 52 10 00 14 14 16 00 16 000 16 000 16 000 16 000 16 000 10			
Tabil Soft Carls Total Developer Fees Total Developer Fees Total Development Cost Total Development Cost Total Development Cost Doss Annual Rental Incon Efficitive Gross Income wire Operating Income Incom	d Expenses Ratio Ratio r Square Foot r Cean r Ce	ion) on) Only) willing) enally	3 341,282.00 5 448,732.52 5 512,051.00 5 88,190.00 5 4,948,250.00 Standa Atore Infi	ard Actual 5 300,280 00 5 455,533 00 5 44,695 00 5 8 000 5 9 00 5 0 00 5 00		Actau 6 3.11.15 5 1 5 1	al § 334 99 10,342 96 10,342 96 10,342 96 10,342 96 10,342 96 10,00 10,			
Total Soft Costs Total Developer Fees Total Developer Fees Total Developer Fees Total Development Cost Total Development Cost Process Annual Rental Incon Effective Gross Income et Operating Income et Income et Operating Income et Income	d Expenses Ratio Ratio r Square Foot r Square Foot r Cost r Cost	ion) in) Only) using) eraty	3 341,292.00 5 440,732.02 5 512,051.00 5 80,100.00 5 40,918,250.00 Standa	ard Actual 5 300,280 00 \$ 44,695 00 \$ 6 1700 00 \$ 6 1700 00 \$ 5 0 00 \$ 5 00 \$ 5 0 00 \$ 5 000 \$ 5 00 \$ 5 00 \$ 5 000		Actua 5.111 51	al \$ 334 99 03,342 56 05,3380 95 573 77 573 77 5			
Total Suft Costs Total Developer Fees Total Developer Fees Total Developer Fees Total Development Costs Total Development Costs Total Development Costs Total Development Costs Total Costs Total Development and Costs Total Costs Total Costs Total Costs Development Costs Fee Total Development Cost Pe Indicated Development Cost Pe Indicate Development Cost Developer Feat Peol Cost Developer Feat Peol Developer Peol D	I Expenses I Ratio	ion) ion) Genty) eratij	\$ 341,282.00 \$ 448,732.82 \$ 512,051.00 \$ 88,100.00 \$ 6,918,250.00 Standa More Infi	ard Actual 5 300,280 00 \$ 44 695 00 \$ 61,700 00 \$ 5 81,700 00 \$ 5 00 \$ 5 00 \$ 00 \$ 100 \$ 44 695 00 \$ 5 000 \$ 100 \$ 100 \$ 4000 \$ 000 \$ 100 \$ 4000 \$ 000 \$ 4000 \$ 000 \$ 000		Actus \$3.00 \$1	4 5 334 99 10,342 56 573 77 5 30 80 5 973 77 6 00 5 000 5 00 5 000 5 000 5 000 5 000 5 00			

This page will always display the **most current** Community Investment-approved financial data as uploaded in the Financial Feasibility Spreadsheet. On initiation of the SAPR, the most current approved financial feasibility data will most likely be from the time of application, although in some cases it may be from a modification, extension request, or disbursement request whichever might have occurred and been approved by Community Investment most recently.

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

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

Information
 Your changes have been saved to the system.

page is complete:

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



Financial Information: Import Spreadsheet

Financial Informatio	on		
Financial Review Import Spre	adsheet Feasibility Analysis	Commitment Letters	
Complete and attach all of the pro Have you completed an updated	oject's financial information using Financial Feasibility Spreadsheet	the Financial Feasibility Spre with current information?*	adsheet template found on the FHLBC Community Investment website. $lacebox{ Yes } \bigcirc$ No
Please attach your updated Fina	ncial Feasibility spreadsheet."	Brows	e ?
Required to save the page			To submit your changes please click Save before exiting this page
Required to save the page Required before Sponsor Approval			To submit your changes please click Save before exiting this page Save Undo

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

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

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

Helpful Hint

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

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

4. Before proceeding to the Feasibility Analysis screen, answer the prompt *I have reviewed the information above and affirm it accurately reflects the current project financial information* by clicking on the Yes or No radio button. If No is selected, the user will be prompted to make a correction (as described in Step 3) and affirm the accuracy of the financial information.

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

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



Financial Information: Feasibility Analysis

nancial Review	Import Spreadsheet Feasi	bility Analysis	Commitment Letters			
he following is:	sues were found. You must provide	e an explanation	for each of them or re-upload	the spreadsheet to resolve the	e issue.	
Action	Feasibility Value	Details	Standard	Current Approved	New	Explained
xplain	Adjusted Development Cost Per Unit	More Info	≤ \$ 103,647.62	\$ 121,173.46	\$ 121,173.46	Yes
xplain	Construction Contingency	More Info	5.00 % - 10.00 %	2.02 %	2.02 %	Yes
xplain	Capitalized Reserves Housing (months)	More Info	3.00 - 12.00	6.26	12.51	No
Explain	Capitalized Reserves Overall (months)	More Info	3.00 - 12.00	6.26	12.51	No
Explain	Deferred Developer Fee Standard	More Info	Match	Deferred Developer Fee Sources: \$6,506.00, Deferred Developer Fee Cumulative: \$6,506.00	Deferred Developer Fee Sources: \$103,138.00, Deferred Developer Fee Cumulative: \$6,506.00	No
Explain	Cumulative Cashflow per unit	More Info	\$ 100.00 - \$ 500.00	\$ 113.89	-\$ 153.07	No
Explain	Overall Cumulative Cashflow per unit	More Info	\$ 100.00 - \$ 500.00	\$ 113.89	-\$ 153.07	No
easibility Issue	e					
				[Update Feasibility Issue	Cancel
Details	Capitalized Rese and all debt serv 3.00 – 12.00 6.26 12.51 ation: An explanation v	rves Housing mu ice payments exc vas previously not	st be at least 3 months and not m luding cash flow notes. required since the value was wit	iore than 12 months of total ope hin guideline.	rating expenses plus replace	ement reserv
Current Approv New Current Explan						
Current Approv New Current Explan Explain						

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

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

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

Helpful Hint

If the project sponsor did not complete and upload an updated Financial Feasibility Spreadsheet at the time of the SAPR, a message will appear, indicating that no new feasibility issues were found and no action is required on this tab. Click on the Save button and Next.



Financial Information: Feasibility Analysis Continued

inancial Review	Import Spreadsheet Fe	easibility Analysis	Commitment Letters			
he following issu	ues were found. You must pro	vide an explanation	for each of them or re-upload t	he spreadsheet to resolve the	issue.	
Action	Feasibility Value	Details	Standard	Current Approved	New	Explained
Explain	Adjusted Development Cost Pe Unit	More Info	≤ \$ 103,647.62	\$ 121,173.46	\$ 121,173.46	Yes
Explain	Construction Contingency	More Info	5.00 % - 10.00 %	2.02 %	2.02 %	Yes
Explain	Capitalized Reserves Housing (months)	More Info	3.00 - 12.00	6.26	12.51	Yes
Explain	Capitalized Reserves Overall (months)	More Info	3.00 - 12.00	6.26	12.51	Yes
xplain	Deferred Developer Fee Standa	ard More Info	Match	Deferred Developer Fee Sources: \$6,506.00, Deferred Developer Fee Cumulative: \$6,506.00	Deferred Developer Fee Sources: \$103,138.00, Deferred Developer Fee Cumulative: \$6,506.00	Yes
Explain	Cumulative Cashflow per unit	More Info	\$ 100.00 - \$ 500.00	\$ 113.89	-\$ 153.07	Yes
xplain	Overall Cumulative Cashflow pe unit	More Info	\$ 100.00 - \$ 500.00	\$ 113.89	-\$ 153.07	Yes
Have there been Please provide test	any significant financial char e an explanation*	nges to the project?	* ● Yes ○ No	•		I
	- harmonic and a later for such	an description				1

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

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

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

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

Helpful Hint

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



Financial Information: Commitment Letters

Financial Review	Import Spreadsheet	Feasibility Ar	nalysis	Commitment Letters			
he following appr Action	Source of	Funds	must pro	Description	Amount	Approved	Letter Provided
Attach	First Mortgage	F	Permanent Financing by Member		\$ 644,000.00	Yes	Y
Attach	LIHTC Equity		Federal Lo	w-Income Housing Tax Credit Equity	\$ 3,025,777.00	Yes	Y
Attach	Historic Tax Credit	t Equity H	Historic Pr	reservation Tax Credit Equity	\$ 675,647.00	Yes	Y
Attach	Seller Note	(Other Loa	ns	\$ 1,900,000.00	Yes	Y
Attach	GP Equity	(Owner's E	quity	\$ 100.00	Yes	Y
Attach	Deferred Develope	er Fee [Deferred D	Developer Fee	\$ 132,726.00	Yes	Y
							1
find to sour Pro					E		

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

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

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

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

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

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

Helpful Hint

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

Spreadsheet at the time of the SAPR, a message will appear, indicating that no action is required on this tab. Click on the Save button and Next.

Helpful Hint



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



Project Timeline

Semi Annual Progress Report			
Project Timeline			
Notify FHLBC immediately upon Project Completion			
Please supply the current project timeline dates listed below:			
Award Date	11/14/2016		
AHP Initial Draw Date*		Expected ?	1
Construction/Rehabilitation Start Date*	03/02/2017	* Actual Expected	
Complete Construction/Rehabilitation of all Units Date*	03/01/2018	* Actual Expected	
Stabilized Occupancy Date*	12/01/2018	* O Actual Expected	2
)ate of Certificate of Occupancy/Certificate of Substantial Rehabilitation*	03/02/2018	O Actual Expected	
Project Closing Date	03/01/2017	2	
100% of Financing Committed Date*	12/01/2016	2	
Project Completion Date		2	
Have there been any material delays to the project?* \odot Yes \bigcirc No			
Please provide a detailed explanation of reason for delays			
test		~	
		~	
You have 3996 characters remaining for your description.			
Required to save the page	To submit v	our changes please click Save before ex	iting this pag
Required before Certification	(Save	Undo
Previous			Net

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

• Date of Certificate of Occupancy/Certificate of Substantial Rehabilita-

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

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

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

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

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

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

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

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

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

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

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



Project Progress

Semi Annual Progress Report	
Project Progress	
Project Status' Unfunded/not started Unfunded/started Funded/started	
Has Project Sponsor ce Complete a since application? O Yes O No	
* Required to save the page	

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

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

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

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

Complete: All approved AHP funds have been disbursed to the project, construction/rehabilitation/ acquisition is complete, and the project has reached **90%** occupancy.

Helpful Hint

If a Sponsor Approved and Member Approved disbursement request has not been submitted for an AHP project, a Project Status code of **Withdrawn** will appear in addition to the Project Status codes described here. Select Withdrawn if no approved AHP funds have been disbursed to the project and:

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

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

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

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



Section 2: Semi-Annual Progress Reporting

To Complete an SAPR

Project Progress Continued

Semi Annual Progres	s Report			
Project Progr	ress			
Project Status"	Funded/started			
Has Project Sponsor	contact information changed since a	pplication?" Yes No		
Logged In Sponsor	Information	Mailing Address		
Lead Sponsor Name		Email:*	AHP-test@fhlbc.com	
Organization Name Organization Type	Not-for-Profit Organization	Confirm Email:*	AHP-test@fhlbc.com	
Cell Phone Number:				
Work Phone Number:*	Extn:			
Fax Number:				
			1	
* Required to save the pa	ige		To submit your changes please click Save bef	ore exiting this page
Required before Certifi	cation		Sav	e Undo
Previous				
AT TEXTOUS				

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

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



To Review and Submit an SAPR

Review & Submit an SAPR

Semi Annual Progress Re	eport				
Home					
Units/Targeting Financial Feasibility : Finan Financial Feasibility : Impor Financial Feasibility : Feasi Financial Feasibility : Comm Project Timeline Project Progress	cial Review t Spreadsheet bility Analysis nitment Letters	ystem. 🖋			
Back to Semi-Annual Progr has Project aponsor com Logged In Sponsor Info Lead Sponsor Name Organization Name Organization Type Cell Phone Number: Work Phone Number:* Fax Number:	Not-for-Profit Orga	initiation Extn:	ation?" Yes O No Mailing Address Email:" Confirm Email:"	AHP-test@fhibc.com AHP-test@fhibc.com	
* Required to save the page				To submit your changes please click Save before exiting this	page.
 Required before Certification 	n			Save Un	do
<previous< td=""><td></td><td></td><td></td><td></td><td></td></previous<>					

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

				Project Name:
				Project Number:
Project Di	sbursement Monitoring	Extension		
emi-Ann Current Semi-A Action	ual Progress Rep unnual Progress Report (SAPR Reporting Period) Due Dat	e Status	
E-DA			Not Certified	

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



To Review and Submit an SAPR

Review & Submit an SAPR Continued

Semi Annual Progress R	eport	
SAPR Home		
Reporting Period	April 01, 2017 - September 30, 2017	
SAPR Status Approved AHP Funding	Not Certified \$ 540.000.00	
Amount		1
FHLB Lead Member	Chicago IL	1
	Section	Status
Units/Targeting		1
Financial Feasibility : Financial	al Review	1
Financial Feasibility : Impor	tSpreadsheet	1
Financial Feasibility : Feasib	vility Analysis	1
Financial Feasibility : Comm	itment Letters	1
Project Timeline		1
Project Progress		1
Certify		
X Not Visited		
In Progress		
✓ Complete		

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

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



To Review and Submit an SAPR

Review & Submit an SAPR Continued

Semi Annual Progress R	leport					
SAPR Home			/	,		
Information SAPR Certification	n successfully completed.					
Reporting Period				Status Ch	ange Details	
SAPR Status Approved AHP Funding	S 540.000.00		From Status	To Status	Changed By	Changed Date
Amount			Not Certified	Certified		
FHLB Lead Member	Chicago, IL	1				
		Section				Status
Units/Targeting						4
Financial Feasibility : Finan	cial Review					1
Financial Feasibility : Impor	t Spreadsheet					1
Financial Feasibility : Feasib	bility Analysis					-
Financial Feasibility : Comm	nitment Letters					-
Project Timeline						1
Project Progress						1
× Not Visited						
In Progress						
Complete						

SAPR Certification			
By indicating its ac authorized to make information Are you cert	ceptance belo the represen provided is tru ain you want t	w, Sponsor ce tations contain le, complete, a o submit this i	rtifies that it is duly ned herein, and the nd accurate. nformation?
	Yes	No	

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

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

Community Investment SAPR Review

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

The Community Investment review process takes approximately four to six weeks, depending on the current volume of SAPRs. The sponsor or member may check whether the report has been approved by reviewing the SAPR



Section 3: Extensions

Overview and Process

Overview

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

- The conditions of the award have been met;
- There is a sound reason for the initial funding delay;
- Documentation is provided to support the reason for the delay in requesting initial funding; and
- Reasonable progress is still being made on the project as a whole.

Prerequisites

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

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

Extension Request Submission Process

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

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



Section 3: Extensions To Request an Extension

Project Disbursement Monitoring	Extension		
Surrent Project Summary	Home Request Extension		
Project Profile			
Project Name Project Number Project Status Unfundedhot started Monitoring Status Not Funded	Application Number Lead Sponsor Lead Member	More Details	If you have any questions regarding the AHP program, please contact us at 312-565- 5824. Hours of Operation AHP Online system hours are from 6:30 a.m. to midnight CT.
Conditions			Community Investment hours of
Description	Documentation Required	Status	operation are from 8:30 a.m. to 5:00 p.m. CT, Monday through
Financial Feasibility : Summary	Evidence of LIHTC reservation	Needed	Friday.
	Los Los III 1/1 Los Los Los		
		More Details	
Documentation Required			
Categories / Types	Documentation Required	Status	
Acquisition	see documentation matrix	Needed	
Acquisition Cost	see documentation matrix	Needed	
Existence	see documentation matrix	Needed	

1. Log in to AHP Online.

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

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

Extension Request Request Status Not Certified Initial Disbursement Request Deadline Date FHLB Lead Member Bank	
Request Status Not Certified Initial Disbursement Request Deadline Date FHLB Lead Member Bank	
FHLB Lead Member Bank	
Approved AHP Subsidy Amount \$ 630,000.00	
Section Statu	i l
Project Timeline X	
Project Delay X	
X Not Visited	
Pin Progress	
- Complete	

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



To Request an Extension

Continued

Notify FHLBC immediately upon Project Completion		
Please supply the current project timeline dates listed below:		
Award Date	11/14/2016	
AHP Initial Draw Date	12/21/2017	Expected ?
Construction/Rehabilitation Start Date*	11/27/2017	* O Actual Expected
Complete Construction/Rehabilitation of all Units Date*	07/02/2018	* O Actual Expected
Stabilized Occupancy Date*	09/24/2018	* O Actual Expected
Date of Certificate of Occupancy/Certificate of Substantial Rehabilitation*	09/24/2018	* O Actual Expected
Project Closing Date*	10/31/2017	2
00% of Financing Committed Date*	10/31/2017	2
Project Completion Date		2
lave there been any material delays to the project?* $\ensuremath{ \ensuremath{\mathbb{S}}}\ _{\ensuremath{Yes}} \bigcirc \ensuremath{No}\ _{\ensuremath{No}\ }$		
Please provide a detailed explanation of reason for delays $igoplus$		
test		~
You have 2996 characters remaining for your description.		~
You have 2996 characters remaining for your description.		

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

Rental Projects

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

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

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

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

• Complete Construction/Rehabilitation of All Units Date: the date the construction or rehabilitation work was completed or is expected to be completed; for acquisition-only projects, enter the purchase date or expected purchase date of the final unit(s) • **Stabilized Occupancy Date:** the date when the project reached or is expected to reach 90% occupancy

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

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

final unit(s)

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

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

7. Click on the *Save* button. Click on *Next* at the bottom-right corner of the Project Timeline page.



To Request an Extension

Continued

Explain why the project has not requested the initial draw of AHP funds and req	juires an extension."
	\$
You have 1000 characters remaining for your description.	

 Your changes have been saved to the system 	n. 🖌 🥌
Tour changes have even survey to the system	ti. ♥
Explain why the project has not requested the initial	al draw of AUD funds and requires an extension "
Tartian	al draw of AAP folios and regaries all extension.
Texang	^
	¥
Marchana 202 abarrana samalalar fasura a dasai	
rob nave sus characters remaining for your descri	paon.
1	

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

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



Continued

Home						
Project Delay						
Project Timeline						
Back to Extension Home	n saved to the system.					
5						
Explain why the project has	s not requested the initial drav	w of AHP funds and require	es an extension.*			
Testing						
				~		
				2.4		
				~		
				×		
Vou have 002 characters re	maining for your description			*		
You have 993 characters re	maining for your description.			Ť		
You have 993 characters re	maining for your description.			~		
You have 993 characters re	maining for your description.			~		
You have 993 characters re	maining for your description.			~		
You have 903 characters re	maining for your description.			~		
You have 993 characters re	maining for your description.			~		
You have 993 characters re	maining for your description.			~		
You have 993 characters re	maining for your description.			~		
You have 993 characters re	maining for your description.			~		
You have 993 characters re	maining for your description.			~		
You have 993 characters re	maining for your description.			~		
You have 993 characters re	maining for your description.			~		
You have 993 characters re	maining for your description.			~		
You have 993 characters re	maining for your description.					
You have 993 characters re	maining for your description.		To su	bmit your changes pleas	e click Save before a	exiting this pa

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

ctensi	on Home				
xtension(s	5)				
Action	Extension ID #	Status	From Extension Date	To Extension Date	
Edit	1	Not Certified			
		«« «	1/1 >> >>>		

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



Continued

Request Status Not Certified Initial Disbursement Request Deadline Date FHLB Lead Member Bank Approved AHP Subsidy Amount \$ 630,000.00 Section Status Project Timeline Project Delay Certify Not Visited Not Visited Not Visited Complete	Extension Request			
FHLB Lead Member Bank Approved AHP Subsidy Amount \$ 630,000.00 Section Status Project Timeline Image: Certify in Progress Nol Visited in Progress Certify in Progress	Request Status Initial Disbursement Request Deadline Date	Not Certified		
Approved AHP Subsidy Amount \$ 630,000.00 Section Status Project Timeline Project Delay Certify Nol Visited In Progress Complete	FHLB Lead Member	Bank		
Section Status Project Timeline Image: Contribution of the section of	Approved AHP Subsidy Amount	\$ 630,000.00		
Project Timeline Project Delay Certify Nol Visited In Progress Complete		Section	Status	
Project Delay Certify Nol Visiled In Progress Complete	Project Timeline		1	
Certify Nol Visited In Progress Complete	Project Delay		× 🔪	
	Certify Not Visited In Progress Complete			

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

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

Extension Re	uest Certification	
By indicatin authorized infor Are y	its acceptance below, Sponsor certifies that it o make the representations contained herein, a lation provided is true, complete, and accurate. bu certain you want to submit this information?	is dul nd the
	Yes No	

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

Community Investment Extension Request Review

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

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



Section 4: Disbursement

Sponsor and Member Information

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

The Disbursement Process

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

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

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

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



Sponsor and Member Information

Helpful Hints

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

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

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

Preapprovals for disbursement requests:

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



Sponsor and Member Information

Prerequisites

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

Disbursement Request Status Codes

The following codes describe the status of the disbursement request:

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

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

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

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

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

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

System Messages

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



For Sponsors

Finding or Creating a Disbursement Request

Project Number	Funding Round Select V Search Reset			If you have any questions regarding the AHP program, please contact us at 312-565-5824. Visit the Bank's website at www.FHLBC.com for additional
Project Number	Project Name	Status	Monitoring Status	Implementation Plan, Guide for
		Unfunded/not started	Not Funded	Project Management, application templates, and more.
				AHP Online system hours are from 6:30 a.m. to midnight CT. Community Investment hours of operation are from 8:30 a.m. to 5:00 p.m. CT, Monday through Friday.

1. Log in to AHP Online. Sponsors may access AHP Online at https://sponsors.fhlbc.com. Access to the login page is also available at the top-right corner of every page in the Community Investment section of the Bank's public website.

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

Helpful Hint



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

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


Finding or Creating a Disbursement Request Continued

Project Disbursement			
Home			
Current Request Disbursement y			
Project Profile			
Project Name MCCA Down Payment Assistance 2013	Application Number 3172	If you have any ques	tions
Project Number 2013A07021	Lead Sponsor Mid Central Community Action,	Inc. please contact us at 3	312-565-
Project Status Funded/started	Lead Member Busey Bank Champaign, II	5824.	
Monitoring Status Not Funded		More Details	nours are Inight CT
Conditions			at house of
No conditions found.		More Details	ant nours of 30 a.m. to ay through
Documentation Required		Friday.	
Categories / Types	Documentation Required	Status 🕺 Approved Applie	cation
Site Control		leeded	
Acquisition		leeded	
Zoning		leeded	
<u> </u>	1/4 » Last		
		More Details	
Modifications			
No modifications found.			
		More Details	
	© 2014 F	ederal Home Loan Bank of Chicago. A	All rights reserved

4. Click on *Disbursement* in the menu at the top of the page and choose Home or Request Disbursement. Choosing Request Disbursement will open the Initiate Disbursement Request page. Choosing Home will open the Disbursement Home screen.



Finding or Creating a Disbursement Request Continued

Project I	Disbursement						
)isburse	ement Hom	е					
roject Status	Funded/started						Annound Application (DDD)
	ed Amount						Approved Application (PDP)
							If you have any questions regarding disbursements please
-Grant Amou	unt						feel free to contact Community
Original Aw	varded Amount	\$:300	0,000.00				Investment at 312-565-5824.
Current App	proved Amount	\$ 300	0,000.00				
Withdrawn/	Deobligated	4 Z.	\$ 0.00				
Recaptured	ı Č		\$ 0.00				
Available		\$ 276	6,228.00				
Disbursemen	it Requests						
Request #	Date Created	Date Received	Amou	nt Requested	Funding Status	Date Funded	
20050			Grant	\$ 3,232.00	Pending		
20049			Grant	\$ 2,540.00	Pending		
20040		DOTEILOTT	Grant	\$ 6,000.00	Funded		
20039			Grant	\$ 6,000.00	Under Review		
20025			Grant	\$ 6,000.00	Funded		
		***	« 1/1	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>			
Request Disbu	rsement						

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



Initiating a Disbursement Request

Project Disbursement	
Initiate Disbursement Request Amount Requested*	
Grant*	
Uses of Funds (select at least one)*	
Assistance with Acquisition Costs	
Please select (1) one FHLBC member institution into which the funds from this disbursement request will be deposited. If the member institutio listed, please call Community Investment at 312-565-5824 for instructions on how to proceed.	on to receive the funds is not
Member to disburse the requested funds*	
Is this the final disbursement request for this project? * \odot Yes \odot No	
Has there been an escrow account established for this project?' \odot Yes \odot No	
* Required to save the page	Submit Cancel
Required before Sponsor Approval	

Clicking on the Request Disbursement link will cause the *Initiate Disbursement Request* page to appear. To initiate a disbursement, fill in the screen and click on the Submit button.

Helpful Hint

When initiating a disbursement request, the sponsor will be prompted to provide documents and information evidencing project details and commitments. Refer to the **Rental Documentation Matrix** for guidance.

Helpful Hint

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

Helpful Hint

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



Initiating a Disbursement Request Continued

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

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

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

Member to disburse the requested funds:

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

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

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

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

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

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

Are you expecting the AHP funds to be disbursed at time of closing?: Choose accordingly.

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

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



Initiating a Disbursement Request Continued

Disbursement Request

Disbursement Request Home							
Funding Status Funding Member	Pending Busey Bank Champaign, IL						
	Section	Status					
Amount Requested a	nd Uses of Funds	A					
Site Selection		×					
Beneficiary Selection		×					
Household Income		×					
Project Status Inform	ation	×					
Project Timeline		×					
Scoring Information		×					
Project and Disburse	ment Documentation	×					

The Disbursement Request Home page will now display a green check mark () in the Status column next to the Amount Requested and Uses of Funds link, indicating that section of the disbursement request is complete. Click on the Amount Requested and Uses of Funds link to edit any details entered when the transaction was initiated, and be sure to click on Save after making any changes. Otherwise, click on the next section, Site Selection, to continue filling out the disbursement request.



Disbursement Site Selection

Tunic un	nount approved		ş	\$ 58,000.00						
ess: Fu	inds disbursed to	date	(\$ 1,151.23)						
ess: Pe	ending disbursem	ent requests	(\$ 1,151.23)						
rant an	nount available		ş	55,848.77						
ISDUISE	emenicrequested			\$ 1,000.00						
Ad	Id Disbursement	Sites								
			5	iite(s)						
Select	Site Information	Central Site	Address Line 1	Address Line 2	City	County	State	Zip Code		
			40 Vine St		URBANA	CHAMPAIGN	IL	61801-3336		
		v	400 S Vine Street		URBANA	CHAMPAIGN	IL	61801-3336		

Rental Projects

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



Section 4: Disbursement

For Sponsors

Disbursement Site Selection Continued

Арриса		alis 🕐									
Site Informa	ation										
Is the Proje	ect single site?	* 🔍 Yes	No								
How many	sites are part o	of the proje	ct?* 10								
Are the ad	dresses for all (of the sites	known? [*] 🔍 Ye	es 🔍 No							
How many	site addresses	are knowr	1?*								
1	014-0										
Add Knov	vn Sites			Cite(-)							
Ac	tion Ce	entral Site	Address Line 1	Address Line 2	City	County	State	Zin Code	-		
				Address Elle 2	City	county	State	61801-	-		
			40 Vine St		URBANA	CHAMPAIGN	IL	3336	_		
		1	400 S Vine Street		URBANA	CHAMPAIGN	IL	61801- 3336			
Back to Dis	sbursement Site	Selection									
Required to	save the page							To submit	your changes please click	save before exi	ting this pa
Required b	efore Sponsor A	pproval								Save	Undo
								© 2	2014 Federal Home Loan Ban	k of Chicago. Al	rights reser

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

To Edit a Site

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

To Add a Site

1. Click on the Add Known Sites button.

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

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

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



Section 4: Disbursement

For Sponsors

Disbursement Site Selection Continued

Sit	e Information									
ls	Is the Project single site? Ves WNO									
How many sites are part of the project?* 10										
A	e the addresses for	all of the sites	s known? [*] 🔍 Ye	es 🍭 No						
He	ow many site addres	sses are know	n?*							
1	dd Known Sites									
				Site(s)						
	Action	Central Site	Address Line 1	Address Line 2	City	County	State	Zip Code		
			40 Vine St		URBANA	CHAMPAIGN	IL	61801- 3336		
		•	400 S Vine Street		URBANA	CHAMPAIGN	IL	61801- 3336		
	Site Address Line1*					710*	Zint	A*	Update Site Cancel	
	Address Eller					ZIP^	Zip+	4^	LOOKUP	
	Address Line2					City		Congres	sional District	
						State		CBSA		
N	umber of Units [*]			Та	rgeted Are	a:*			•	
А	ppraisal Date:			le	the proper	the located on l	Indian	land2 [*] 🔘	Yos 🔍 No	
A	cquisition Price*			13	the proper	ity located off	Indian			
A	ppraised Value:			Is	/ Will the p	roperty be in a	Land	Trust?" 🔘	Yes 🔘 No	
ls	the site Donated or	r Discounted?		Pi	roperty is a	a Foreclosure,	REO, o	or Short Sal	e* 📃	
ŀ	s the Site Rural? [*] (🛛 Yes 🔘 No		D	welling typ	e*				
D	oes the member ap	plicant have a	ny current or pas	t financial or own	ership inte	erest in the pro	perty?	* 🔘 Yes (D No	
ŀ	there any relations	ship or conflic	t of interest betwe	een the sellers of	the prope	rty and the spo	onsor o	or any meml	ber of the development team? * ${}^{\circ}$ Yes ${}^{\circ}$ No	
A	ttach an "as is" app	oraisal of the v	alue of the prope	rty:		Browse	?			
ac	c to Disbursement Sit	te Selection								
qui	red to save the page						π	o submit vo	ur changes please click Save before exiting this page	
equ	ired before Sponsor	Approval					-		Save Undo	
							_			

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

Helpful Hint

Refer to the **Rental Documentation Matrix** to determine whether it is necessary to upload an "as is" appraisal.





Disbursement Site Selection Continued



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

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



Disbursement Site Selection Continued

Disbursement Request								
Disbursement Site Selection								
Grant amount approved	\$ 58,000.00							
Less: Funds disbursed to date	(\$ 1,152.23)							
Less: Pending disbursement requests	(\$ 1,152.23)							
Grant amount available	\$ 56,847.77							
Disbursement requested	\$ 1,001.00							
Add Disbursement Sites								
\frown	Site(s)							
Select Site Information Site Parcel Central Site	Address Line 1	Address Line 2	City	County	State	Zip Code		
Edit Remove Add/Edit	100 S. Vine Street		URBANA	CHAMPAIGN	IL	61801-3363		
	40 Vine St		URBANA	CHAMPAIGN	IL 👘	61801-3336		
✓ ✓	400 S Vine Street		URBANA	CHAMPAIGN	IL	61801-3336		
* Required to save the page				To subm	it vour	changes nies	ase click Save bofor	e exiting this nage
Required before Sponsor Approval				10 Subin	ic your	changes plat	Save Save	
							Jave	
<previous< th=""><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th>Next</th></previous<>								Next

Site Parcel Information

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

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

Save the page.



Tenant Income

Disbursement Request	
Tenant Income	
is the project property occupied at the time of this disbursement request? * ullet Yes ullet No	
Please complete and upload a Tenant Income Workbook that includes all current property occupar	Browse ?
* Required to save the name	
♦ Required before Sponsor Approval	To submit your changes please click Save before exiting this page.
Provinue	Save
I TEVIOUS	Next>

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



Project Status Information

Disbursement Request	
Project Status Information	
Has there been any change in the sponsor role to this project?" $ullet$ Yes $igodoldoldoldoldoldoldoldoldoldoldoldoldol$	
Upload supporting documentation Browse ?	
Please provide details and supporting documentation [*]	
	*
	Ŧ
You have 2000 characters remaining for your description.	
Does the project still comply with applicable Fair Housing and Accessibility Laws?' \odot Yes \odot No	
Please provide details*	
	*
	+
You have 2000 characters remaining for your description.	
Is the subject property(ies) owned by the member applicant (REO)? * $@~$ Y_{BS} $\bigcirc~$ N_{0}	
As per FHFA regulations, please supply an appraisal performed by a state certified or licensed appr than six months old*	Provide the set of the
Required to save the page	To submit your changes please click Save before exiting this page.

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

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

Is the project 50% or more complete?

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

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

Click on *Save* to save the information on the page.



Project Timeline

Notify FHLBC immediately upon Project Completion			
Please supply the current project timeline dates listed below:			
Award Date	11/14/2016		
AHP Initial Draw Date	03/12/2018	Expected	?
Construction/Rehabilitation Start Date*	09/25/2017		
Complete Construction/Rehabilitation of all Units Date*	10/22/2018	* O Actual Expected	
Stabilized Occupancy Date"	11/18/2019	* O Actual Expected	?
Date of Certificate of Occupancy/Certificate of Substantial Rehabilitation*	10/23/2018	* O Actual Expected	
Project Closing Date*	02/15/2017	7	
100% of Financing Committed Date*	12/01/2016	?	
Project Completion Date		0	
Have there been any material delays to the project?* $\bigcirc {\rm Yes} \bigcirc {\rm No}$			
* Required to save the page	To submit ye	our changes please click Save befor	e exiting this page.
Required before Sponsor Approval	101 222	Save	Undo

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

Rental Projects

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

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

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

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

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

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

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

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

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

Click on *Save* to save the information on the page.



Scoring Information

							Next Page >>
					To submit your (changes please click Apply	Cancel Changes before exiting this page.
ase select at least one or more commitments being filled by this request and attach	supporting doc	umentation in order	to complete th	is name.			
	compare only over		en ensigeren er	o pege			
respond to the following question:							
are respond to the renorming spectrum.							
		1000					
firm that I have reviewed the scoring Commitments listed below and that they are c	orrect. O res	NO NO					
Scoring Category	Commitment Status	Project Commitment	Fulfilled To-Date	Pending Fulfillments	Filled by this Request?	Previous Documentation	Attach Supporting Documentation
riority 2 - Project Sponsorship	Needed	24	12	0	53		
iority 3 - Targeting							
iority 3 - Targeting > 50% and <=60% AMI	Needed	19	10	0			
iscrity 3 - Targeting > 50% and <=50% AMI > 60% and <=80% AMI	Needed Needed	19 5	10	0	0		
ionity 3 - Targeting > 50% and <=60% AMI > 60% and <=0% AMI ionity 4 - Underserved Communities and Populations	Needed Needed	19 5	10	0	0		
sority 3 - Targeting > 50% and <=60% AMI > 60% and ≤=80% AMI sority 4 - Underserved Communities and Populations Special Needs	Needed Needed	19 5 5	10 2 12	0	0		_
iority 3 - Targeting > 50% and <=60% AMI > 60% and <=80% AMI iority 4 - Underserved Communities and Populations Special Needs Physically, developmentally or mentally disabled	Needed Needed	19 5 5 5 5	10 2 12	0	0 6 6		_
Incrity 3 - Targeting > 50% and <=60% AMI > 60% and <=80% AMI Incrity 4 - Underserved Communities and Populations Special Needs Physically, developmentally or mentally disabled Incrity 5 - Creating Economic Opportunity Through Residential Economic Diversity	Needed Needed Needed	19 5 5 5	10 2 12	0	0 22 23		
Incrity 3 - Targeting > 50% and <=60% AMI > 60% and <=80% AMI Incrity 4 - Underserved Communities and Populations Special Needs Physically, developmentally or mentally disabled Incrity 5 - Creating Economic Opportunity Through Residential Economic Diversity Incrity 6 - Community Stability	Needed Needed Needed	19 5 5 5 24	10 2 12 12	0	0		_
Incrity 3 - Targeting > 50% and <=60% AMI > 60% and <=60% AMI incrity 4 - Underserved Communities and Populations Special Needs Physically, developmentally or mentally disabled incrity 5 - Creating Economic Opportunity Through Residential Economic Diversity incrity 6 - Community Stability incrity 7 - Bank District Priorities	Needed Needed Needed Needed	19 5 5 5 24	10 2 12 12	0 0	8		
Incitig 3 - Targeting > 50% and <=60% AMI > 60% and <=80% AMI Special Needs Physically, 6evelopmentally or mentally disabled Incitig 5 - Creating Economic Opportunity Through Residential Economic Diversity Incit 5 - Community Stability Incit 7 - Bank District Priorities In-District	Needed Needed Needed Needed Needed	19 5 5 24 24	10 2 12 12 12	0	0 0 0 0		
Incitig 3 - Targeting > 50% and <=60% AMI > 60% and <=80% AMI isority 4 - Underserved Communities and Populations Special Needs Physically, developmentally or mentally disabled isority 5 - Creating Economic Opportunity Through Residential Economic Diversity incity 6 - Community Stability incity 7 - Bank District Priorities In-District AHP Subsidy per Unit	Needed Needed Needed Needed	19 5 5 24 24 24 50.00 - \$15.000.00	10 2 12 12 12 12 513,970,17	0	0 00 00 00		
Incrity 3 - Targeting > 50% and ==60% AMI > 60% and <=80% AMI Incrity 4 - Underserved Communities and Populations Special Needs Physically, developmentally or mentally disabled Incrity 5 - Creating Economic Opportunity Through Residential Economic Diversity Incrity 6 - Community Stability Incrity 7 - Bank District Priorities In-District AHP Subsidy per Unit Projects 024 or Fewer Units	Needed Needed Needed Needed Needed Needed	19 5 5 24 24 50.00 - \$15.000.00 24	10 2 12 12 12 12 513.970.17 12	0	0 0 0 0		

I affirm that I have reviewed the Scoring Commitments listed below and that they are correct: If No is selected, the user will be prompt-

ed to contact Community Investment. Select Yes to affirm the project's scoring commitments are correct in order to indicate commitments fulfilled via the disbursement request and to provide supporting documentation.

For **Rental Projects**, the Scoring Information page summarizes the scoring commitment totals by units. Indicate all scoring commitments that will be fulfilled at the time of the disbursement request and attach supporting documentation. For information on supporting documentation for scoring categories, please carefully review the **Rental Documentation Matrix** and its instructions. Incomplete or incorrect documentation will delay processing of disbursement requests by Community Investment.

Click on *Save* to save the information on the page.



Scoring Information Continued

Disbursement Request

Scoring Information

Please respond to the following statement:		
I affirm that I have reviewed the Scoring Commitments listed below and that they are correct.*	Yes No	

Please select any commitments you have fulfilled and supply supporting documentation. (Selection is NOT required to save this page).

eeded	45 30 15 9 45 45 45 45		Housing_Employm ent Services MOU.pdf Housing_Financi al Literacy MOU.pdf	Browse.
eded eded eded eded eded eded eded	30 15 9 45 45 45 45 45		Housing_Employm entServices MOU.pdf Housing_Financi al Literacy MOU.pdf Housing_Assista nee with Benefits MOU.pdf	Browse
eeded eeded eeded eeded eeded eeded eeded	30 15 9 45 45 45 45		Housing_Employm ent Services MOU.pdf Housing_Financi al Literacy MOU.pdf Housing_Assista nee with Benefits MOU.pdf	Browse Browse
eeded eeded eeded eeded eeded	15 9 45 45 45 45 45		Housing_Employm entServices MOU.pdf Housing_Financi al Literacy MOU.pdf Housing_Assista new with Benefits MOU.pdf	Browse
eeded eeded eeded eeded	9 45 45 45 45 45		Housing_Employm ent_Services MOU.pdf Housing_financi al Literacy MOU.pdf Housing_Assista nee with Benefits MOU.pdf	Browse
eded eded eded	45 45 45 45		Housing_Employm ent Services MOU.pot Housing_Financi al Literacy MOU.pot Housing_Assista nee with Benefits MOU.pdf	Browse
reded reded	45 45 45 45		Housing_Engloym ent Services MOU.pdf Housing_Financi al Literacy MOU.pdf Housing_Assista nee with Benefits MOU.pdf	Browse_
eeded eeded	45		Housing_Financi al Literacy MOU.pdf Housing_Assista nce with Benefits MOU.pdf	Browse
eded	45		Housing_Assista nce with Benefits MOU.pdf	Browse.
eded	45			
eded	45			
				Browse
tisfied	45			
eded				Browse.
eded				Browse
	\$0.00 - \$15,000.00			
eded	45		1	Browse.
			To automit your at	please slick faue before a literation
	eeded eeded	eded \$0.00 - \$15,000.00 eded 45	eded eded \$0.00 - \$15,000 00 eded 45	eded

Scoring Information Columns

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

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

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

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



Scoring Information Continued

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

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

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

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

Helpful Hint

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

Community Stability Scoring Category: Reference the Summary of Commitments report that was attached to the project's notification letter to determine Community Stability subcategory commitments (e.g., Elimination of Blight, Rehabilitation of Existing Occupied Housing, Promotion and Preservation of Homeownership).

> **Note:** The Elimination of Blight scoring category is phased out for the 2022 program year, but the category continues to apply to projects from previous years. Evidence for all subcategories must be uploaded as a single file (ZIP, PDF, Microsoft Word, etc.).

Development Team Inclusion (DTI) Scor-

ing Category: This scoring category is new for the 2023 AHP Program year. If applicants were awarded Development Team Inclusion points at application, they will need to confirm whether the development team has changed in relation to the scoring criteria eligibility. If no, then no further information is needed. If yes, then updated documentation will need to be provided (Development Team Inclusion Organizational Chart, MBE/WBE Certificates, etc.).

Helpful Hint

For **Rental Projects**, check the box and upload the documents evidencing the commitment when the commitment category is completely fulfilled, which may not be until **project completion**.

Helpful Hint

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



Financial Information: Financial Review

1 4 5 5 5 7 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	t Spreadsheet	Feesibility	Analysis Commitment Letters						
w is the most recent fir	nancial informa	tion approved	d for your project. Please prepare an upd	lated feasibility	spreads	heet with curre	nt inform	sation as of th	
ursement request and	proceed to the	Import Sprea	isheet tab to import.						
rent Financial Feasibili	ty Spreadsheet	Uploaded Fi	ies info						
		/8	ntalspreadsheet (1).xis						
ousing Development Si	ources of Fund	8							
		Managing or					Amort	Annual	Hard
Source of Funds	Amount	Commercial	Description	Committed	Rate (%)	Term (years)	Period (wears)	Debt Svc (\$) (Mart celul	Debt?
AND Direct Subsidy	\$ 228,000,00	Mounting	ALIP Subside	No	0.00.%	0	(Peers)	0.00	Nin
Darmsnant Date	\$ 563 503 00	Mouring	Exmanant Examine to Member	Ver	6.05 %		10	30 002 00	Var
ernanen Deu	+ 503,503.04 E	riousing	Endered Low-Income Linuxing Tay Credit	145	2.02 18	10		38,886.90	
IHTC Equity	2,624,106.00	Housing	Equity	No	0.00 %	0	0	0.00	No
OME	\$ 200,000.00	Housing	HOME	No	0.00 %	0	0	0.00	No
hF	\$ 225,000.00	Housing	TIF/Local Government Subsidy	No	0.00 %	0	0	0.00	No
Deferred Developer	5 87 057 00	Mousing	Deferred Developer Fee	Ma	0.05 %	15	15	0.00	Nin
Fee	e 61,001.0e	rousing	Centries Ceresgie Fee		0.00 %	19	10	0.00	140
ubtotal - Housing ubtotal - Commcl otal Funding Sources	\$ 3,927,726.00 \$ 0.00 \$ 3,927,726.0	0 0							
nits Brankowd									
the breakingt									
					o of Linits			No of	Units
Constant of the local division of the local	No of Unit	Less T	han or equal to 50% AMI		14	Effici	ency Unit	5	0
New Construction Linits		4 Greate	er than 50% and less than or equal to 60% /	AMI	0	1-0ex 2-ber	droom Lin	its	16
Acquisition units		0 Greate	er than 60% and less than or equal to 80% /	wi	2	3-bec	droom Un	its .	0
fotal Units	2	4 Total	Units		24	4-ber	droom Un	its	0
					-	Total	Units		24
uilding has Elevator (Y/I	N) Yes								
using Development U	ses of Funds S	ummary							
otal Acquisition Costs			\$ 1.00						
otal Construction / Reha	abilitation Costs		\$ 2,742,328.00						
Hard Constructs	on Costs		\$ 2,286,521.00						
Hard Renabilitat	tion Casts		5 0.00						
otal Fees			\$ 272,000,00						
otal Taxes and insurance	ce Costs		\$ 20,500.00						
fotal Construction Finance	aing		\$ 215,000.00						
Total Permanent Financin	10		\$ 5,635.00						
Total Project Heserves			\$ 30,000,00						
fotal Developer Fees			\$ 512,250.00						
fotal Syndication Fees an	nd Expenses		\$ 30,000.00						
fotal Development Cos	ts		\$ 3,927,726.00						
ro Forma									
			Standard Actua	4					
Bross Annual Rental Inco Rective Gross Income	Inte		\$ 174,0	40.00					
let Operating Income			\$ 58.	193.00					
tard Debt Service			\$ 39.1	192.00					
Initial Cash Flow			\$ 11,1	101.00					
Soft Debt Service			more mod	\$ 0.00					
econdary Cash Flow			\$ 2,1	801.00					
Secondary Debt Coverag	e Ratio			1.06					
ey Feasibility Values			Standard Actua	4					
ey Feasibility Values			1,4	0.00					
ey Feasibility Values	Unit			10.000					
ey Feasibility Values werage Square Foot Per werage Square Foot Per werage Square Foot Per	r Unit I Unit (Rehabilita I Unit (Construct	ion)	1.4	158.33					
ey Feasibility Values werage Square Foot Per werage Square Foot Per werage Square Foot Per werage Square Feet Per	r Unit r Unit (Rehabilita r Unit (Construct r Unit (Acquisitio	ion) n Only)	1.0	0.00					
verage Squate Fool Per werage Squate Fool Per werage Squate Fool Per werage Squate Fool Per werage Squate Feel Per idjunted Total Developm	r Unit r Unit (Rehabilita r Unit (Construct r Unit (Acquisitio ent Cost aut Day 2017	non) n Only)	1.4 More Info \$ 2,667,1	0.00 128.00					
ey Feasibility Values werage Square Foot Per werage Square Foot Per werage Square Foot Per werage Square Feet Per viguted Total Developm djusted Development Cr otal Acquision Cost Pe	r Unit r Unit (Rehabilita r Unit (Construct r Unit (Acquisitio ent Cost ost Per Unit r Unit	non) ien) n Only)	1,4 More info \$ 2,067,1 \$ 111,1	158 33 0.00 128 00 138 67 5 0.04					
ey Feasibility Values werage Square Foot Per werage Square Foot Per werage Square Foot Per werage Square Foot Per verage Square Feet Per voluted Development Cr otal Acquisition Cost Fe total Development Cost I	r Unit r Unit (Rehabilita r Unit (Construct r Unit (Acquisitio ent Cost ost Per Unit r Unit Per Square Foot	non) ion) n Only)	1,4 More info \$2,667,1 \$111,1 \$1	658.33 0.00 128.00 138.67 \$ 0.04 112.22					
vy Feasibility Values wwrage Square Fool Per wrage Square Fool Per wrage Square Fool Per wrage Square Fool Per diguted Total Development diguted Total Development folal Development Call Joat Per Square Fool (%)	r Unit r Unit (Rehabilita r Unit (Construct r Unit (Acquisitio ent Cost ost Per Unit r Unit Per Square Foot ehabilitation)	ion) ion) n Only)	1, More info \$2,067, \$111, \$	458 33 0 00 128 00 138 67 5 0 04 112 22 5 0 00 45 33					
rey Feasibility Values iverage Square Fool Per verage Square Fool Per verage Square Fool Per doubted Total Development Co folal Acquisition Cost Per folal Development Cost folar Per Square Fool (R- Sort Per Square Fool CA Sort Per Square Fool CA Sort Per Square Fool CA	r Unit r Unit (Rehabilita r Unit (Construct r Unit (Acquisitio ent Cost out Per Unit r Unit Per Siguare Foot ehabilitation) pristruction) postruction	ion) ion) n Only)	1,1 More Info \$2,007, \$111, \$ \$ \$	458 33 0 00 128 00 138 67 5 0 04 112 22 5 0 00 65 33 5 0 00					
verage Square Fool Per werage Square Fool Per werage Square Fool Per werage Square Fool Per dystee Fool Per dystee Fool Per dystee Fool Per fool Development Cool fool Per Square Fool (A Set Per Square Fool (A Set Per Square Fool (A Set Per Square Fool (A	EUnit FUnit (Rehabilita FUnit (Construct FUnit (Construct FUnit (Acquisition ent Cost Funit Cost Funit Per Square Foot ehabilitation) pestruction() squasition (Only) rcentage	ion) ion) n Onty)	1, More Info \$2,987, \$111, \$ \$ \$ \$	458.33 0.00 128.00 138.67 5.0.04 112.22 5.0.00 65.33 5.0.00 1.00 %					
rey Feasibility Values werage Square Fool Per werage Square Fool Per werage Square Fool Per werage Square Fool Per dysted Development C fotal Acquisition Cost Per dysted Development Cost I fotal D	r Unit F Unit (Rehabilitat Unit (Construct Unit (Aquisition ent Cost Fer Unit v Unit Per Square Foot ehabilitation) enstruction) isquisition Only) roentage tage Based	ilan) ian Onty)	1,1 More Info \$2,067,1 \$111,1 \$1 \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	450.33 0.00 128.00 138.67 5.0.04 112.22 5.0.00 65.33 5.0.00 65.33 5.0.00 100 %					
verage Square Fool Per verage Square Fool Per verage Square Fool Per verage Square Fool Per verage Square Fool Per dysted Development C foal Acquisition Cost Per foal Development Cost 10	r Unit r Unit (Rehabilita Unit (Construct Unit (Aquisitio ent Cost r Unit r Unit Per Square Foot ehabilitation) instruction1 iquisition Only) roentage tage roentage	iser) iser) n Onty)	More Info More Info More Info More Info More Info More Info	450.33 0.00 128.00 128.00 138.67 \$ 0.04 112.22 \$ 0.00 65.33 \$ 0.00 65.33 \$ 0.00 100 % 100 % 100 %					
rey Feasibility Values wrange Square Fool Per wrange Square Fool Per wrange Square Fool Per wrange Square Fool Per wrange Square Fool Per dai beviagement Coart fool Deviagement Coart Square Fool (Ar Square Fool Ar Square Fool Ar Square Fool Ar Samman, Office Area Per Sammancula Reguments Per Sammancula Reguments Per Sammancula Person Samtudion Coeffigency Lennant Reguments Person	r Unit Unit (Rehabilita r Unit (Contactual ent Cost ost Per Unit r Unit Per Square Foot ehabilitation) prestruction square foot entage tage r Centage tage	non) ion) n Only)	More Info More Info More Info More Info More Info	450.33 0.00 128.00 128.00 138.67 \$ 0.04 112.222 \$ 0.00 65.33 \$ 0.00 65.33 \$ 0.00 100 % 100 %					
rey Feasibility Values wrange Square Fool Per wrange Square Fool Per wrange Square Fool Per wrange Square Fool Per dqualed Total Development C fodal Acquisition Cost Per dqualed Development Cost I Cast Per Square Fool (A Dart Per Square Fool Co Dart Per Square Fool (A Dart Per Square Fool Co Dart Per Square Fool Co Dart Per Square Fool (A Dart Per Square Fool (A D	Linit (Rehabilita Linit (Rehabilita Linit (Construct) Linit (Construct) ent Cost ost Per Unit i Linit Per Square Foot ehabilitation) per Square Foot ehabilitation) roentage tage y Percentage tage tage	ion) ion) n Only)	More Info S 2.087 S 111 S More Info S More Info More Info	66.33 0.00 0.100 0.00 128.00 0.00 128.00 0.00 65.33 0.00 65.33 0.00 65.33 0.00 60.00 % 0.00<%					
verage Square Fool Per verage Square Fool Per verage Square Fool Per verage Square Fool Per verage Square Fool Per dquared Development C fotal Acquisition Cost Per dquared Development Cost I Cost Per Square Fool (A Dart Per Square Fool CA Dart Pe	r Unit Unit (Rehabilita Unit (Construct r Unit (Construct r Unit (Acquisitio ent Cost out Fer Unit r Unit Per Square Foot exholitation) mstructioni) mstructioni) rcentage tage rcentage tage p p so Par Linit	non) n Only)	More Info	66.33 0.00 0.28.00 338.67 58.00 38.67 50.04 12.22 50.00 65.33 50.00 50.00 65.33 50.00 60.00 % 60.00 % 60.00 % 64.35 % 65.33 % 65.33 % 60.00 % 64.35 % 65.36 % 65.37 % 65.30 % 65.31 % 65.32 % 65.34 % 65.35 % 65.36 % 65.37 % 65.36 % 65.37 % 65.37 % 65.37 % 65.37 % 65.37 % 65.37 % 65.37 % 65.37 %					
verage Square Fool Per verage Square Fool Re diguted Development C foal Acquisition Cost Per Square Fool (C) Cast Per Square Fool	Unit Cont (Rehabilita Unit (Construct Unit (Construct Unit (Construct Unit (Acquisitio ent Cost ost Per Unit Per Square Foot ehabilitation) noentage tage (Percentage tage tage (Bercentage tage (Bercunit	eon) n Only)	More Info More Info More Info More Info More Info More Info More Info More Info More Info More Info More Info More Info More Info More Info	600 33 0.000 38 128.00 38 128.01 38 128.02 38 128.03 67 50.04 38 122.22 50.00 50.04 33 50.00 50.00 100.% 40.0% 100.% 50.00 50.00 50.00 50.00 50.00 50.00 50.00					
rey Feastbillty Values wrange Square Fool Per wrange Square Fool Per wrange Square Fool Per wrange Square Fool Per wrange Square Fool Por dauted E found Development dauted E found Development dauted E found Development dauted E found Evelopment dauted E favelopment dauted E favelopment dauted E favelopment Cast Per Square Fool (A daut Per Square Fool (A daut Per Square Fool A dauter Square Fool dauter Square Fool A dauter Square Fool A dauter Square Fool A dauter Square Square Square dauter Square Square Square dauter Square Square Square dauter Square Square Square Square Square dauter Square Squ	r Unit Unit (Rehabilitä Unit (Construct Unit (Construct Unit (Construct erit Cost erit	eon) n Only)	More Info	568 333 0 000 388 67 388 67 5 0 04 5 0 000 565 33 5 0 000 565 50 5					
ev Feasibility Values werage Square Fool Per werage Square Fool Per werage Square Fool Per werage Square Fool Per werage Square Fool Per doubled Development C fotal Acquisition Cast Per Gala Bevelopment Cast II Sost Per Square Fool (A) Sost Per S	r Unit Unit (Constudium) Unit (Constudium) Unit (Constudium) ent Cost ost Per Unit ent Cost ost Per Unit entoution) personage and cost ost ost ost ost per unit sege personage tage tage tage tage tage tage tage t	eon) n Only)	More Info More I	163 3.0 0 0.0 10 20.00 138 6.7 112 2.2 112					
verage Square Fool Per verage Square Fool Per verage Square Fool Per verage Square Fool Per verage Square Fool Per dysted Development C fool Acquisition Cost Per dysted Development C fool Acquisition Cost Per Square Fool (Ac 2017) Per Square Fool (Ac 2017) Per Square Fool (Ac 2	e Unit Unit (Rehability Unit (Construct Unit (Acquisition Unit (Acquisition eff Cost out Per Unit eff Cost Per Cost per Unit Per Square Foot enablisation) onstruction) onstruction) onstruction) onstruction per Cost age Percontage age age age age age age age	eon) n Only)	More Info More More More More More More More Mor	168 130 0 000 128 00 128 00 128 00 128 00 128 00 128 00 129 00 112 22 120 00 65 130 100 % 100 </td <td></td> <td></td> <td></td> <td></td> <td></td>					
verage Square Fool Per werage Square Fool Per fool Development Coat Per Square Fool (A Coat Per Square Fool (A Per Square Fool (A Pe	Unit (Rehvability Unit (Rehvability Unit (Construct Unit (Construct Unit (Acquisition eff Cost ort Per Unit unit Per Senage personage per see Per Unit esing (months) per see Per Unit esing (months)	exer) n Only)	More Info More More More More More More More M	168 130 0 000 0 000 138 67 112 22 0 000 6 0.00 6 0.00 100 %					
verage Square Fool Per verage Square Fool Per duited Total Development duited Total Development duited Total Development duited Total Development duited Total Development duited Total Development duited Total Development Sain Per Square Fool (A soin Per Square Fool A soin Per Square Fool A sommon, Office Area Percen- tion Parti Percentage leveloper Fee	r Unit Unit (Rehvabilita Unit (Rehvabilita Unit (Construct Unit (Acquaititis eef Cost) ost Per Unit Unit Per Seguare Foot enabilitation) enstructional ostaviction (Percentage asing (montha) r Unit esing (montha) r Unit	exer) n Onby)	More Info More More More More More More More Mor	$\begin{array}{c} 68 & 13 \\ 0 & 00 \\ 28 & 00 \\ 28 & 60 \\ 38 & 60 \\ 17 & 228 \\ 0 & 00 \\ 18 & 60 \\ 17 & 228 \\ 0 & 00 \\ 10 & 10 \\ 0 & $					

This page will always display the most current approved financial data (per Community Investment review) as uploaded from the Financial Feasibility Spreadsheet. Review this page to become reacquainted with the previous approved upload. On initiation of the disbursement request, the most current approved financial feasibility data will most likely be from the time of application, although in some cases it may be from a Semi-Annual Progress Report or from a modification- whichever might have occurred and been approved by Community Investment most recently.



Financial Information: Import Spreadsheet

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

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

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

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

Click on Save to save the information on the page.

Helpful Hint

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



Financial Information: Feasibility Analysis

Disburser	nent Request 🔻						•	
nanc	ial Information							
inancial	Review Import Spread	Isheet Fea	sibility Analysis	Commitment Letters				
The follo	wing issues were found. Y	ou must provid	le an explanation	for each of them or re-upl	oad the spreadsh	eet to resolve the issue		
Action	Feasibility Value	Details	Standard	Current App	roved	Nev	v	Explained
•	Adjusted Development Cos Unit	t Per More Info	≤ \$ 187,522.33	\$ 191,735.77		\$ 191,735.77		Yes
Explain	Developer Fees	More Info	≤\$ 2,070,882.48	\$ 3,000,000.00		\$ 3,000,000.00		Yes
Explain	Deferred Developer Fee Standard	More Info	Match	Deferred Developer Fee S \$1,798,218.00, Deferred Developer Fee C \$722,276.00	ources: :umulative:	Deferred Developer Fee \$1,798,218.00, Deferred Developer Fee \$722,276.00	e Sources: e Cumulative:	Yes
Feasi	bility Issue							
Detai Stanc Curre New Curre	lard ent Approved ent Explanation: ain †	incremental cos environmental (must also indic: ≤ \$ 187,522.33 \$ 191,735.77 \$ 191,735.77	ent cost per unit ex ts of those feature: considerations, city ate how much each	cceeds FHLBC guidelines pl s to the project. Examples n standards for exterior mate of these features contribute	ease identify featur nay include infrastru rials, lead/asbestos as to project costs.	res that are unique to the ucture costs, individual g abatement, etc. Do not	project and quantify arages, underground simply state the feat	/ the t parking, ures. You
						$\mathbf{\hat{c}}$		
You	have 1000 characters remain	ining for your o	lescription.					
Have	there been any significant	financial chan	ges to the project	?* ○ Yes ④ No				
quired to	save the page				To submit	t your changes please o	click Save before e	xiting this page.
quired b	efore Sponsor Approval						Save	Undo

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



Financial Information: Commitment Letters

Dis	bursement Request					
Fin		nation				
The	e following approved f	unding sources were found. You mu	ist provide a commitment letter for each of them or re-up	load the spreads	neet i f thi s wa	s done in error.
	Action	Source of Funds	Description	Amount	Approved	Letter Provided
Vie	w	LIHTC Equity	Federal Low-Income Housing Tax Credit Equity	\$ 3,167,759.00	Yes	Yes
Vie	w	GP Equity Including Donations	Owner's Equity	\$ 196,414.00	Yes	Yes
Vie	w	Deferred Developer Fee	Deferred Developer Fee	\$ 132,446.00	Yes	Yes
Vie	w	First Mortgage	Permanent Financing by Member	\$ 1,581,000.00	Yes	Yes
* Req	uired to save the page					
* Re	quired before Sponsor /	Approval				
<pre< th=""><th>vious</th><th></th><th></th><th></th><th></th><th>Next></th></pre<>	vious					Next>

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

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

Remember: Click on Save to save the information on the page.



Project Documentation

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

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

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

Helpful Hint

Details on the following upload categories:

Acquisition Costs: Settlement statement, lease, or property transfer tax receipt Existence: COGS for the sponsor organization Project Sources: Construction or bridge loan agreements and if applicable, letter of credit by FHLBank Chicago member bank Project Uses: If using an escrow, select documentation as not available and enter NA in the comments and save

Delivery of Subsidy: Reference AHP project number, name and AHP amount

Income: Copy of any rental assistance, service income, or commercial leases, as applicable

Disbursement Request 🛛 🔻

Project Documentation

Request Documents

Project Documents

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

<Previous



Next>

Project Documentation Continued

Section Definitions

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

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

How to Attach a Document

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

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

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

Helpful Hints

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

- "When the Document Available?" column is marked **Yes**, the "Explained?" column will be marked No and the name of the document uploaded will appear in the "Attached Document" column.
- \checkmark

Only after all Required documents are submitted and all Needed documents have beenaddressed will the page save with a green check mark.



A status of Required means an upload is necessarv.



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

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



Figure 1: Attaching Documents in the Request Documents Section

Disbursement Request 🔹

Edit

Project Sources

Project Documentation

Action	Document Description	Requirements	Has Template?			Attached Documen	it	
lit	Acquisition	Required	Yes	Site Appraisal F	DF.pdf			
lit	Acquisition Cost	Required	Yes	Site Appraisal.d	ocx			
dit	Zoning	Optional	Yes	Market Study.de	осх			
dit	Project Sources	Required	Yes	Cost Verification	n Documentatio	on.pdf		
dit	Project Uses	Required	Yes	3646 [Member-	Approved Appli	ication Archive] Rental Acc	RehabNewCo	onst.pdf
dit	Delivery of Subsidy	Required	Yes	MOU - Habitat.	odf			
	Retention Agreement	Required	Yes	2021_TIW_IL_\	VI.xlsx			
dit	Pictures	Optional	Yes					
Attach Expl	n Documentation [✦]	2021_TIW_IL_I	Wixisx	Remove				
You h	nave 1000 characters remaini	ng for your descrip	tion.			$\hat{}$		
Project D)ocuments							
Action	Description		Documentation	Required	Status	Document Available?	Explained?	Attached Documer
dit	Subsidy Agreement	Re	eference Documentat	ion Matrix	Needed	No	Yes	
un								
dit	Acquisition	Re	eference Documentat	ion Matrix	Needed	No	Yes	
dit dit	Acquisition Acquisition Cost	Re	eference Documentat eference Documentat	ion Matrix ion Matrix	Needed Needed	No No	Yes Yes	

Reference Documentation Matrix

Needed

No

Yes



Figure 2: Attaching Documents in the Project Documents Section

Disbursement Request Project Documentation **Request Documents** Project Documents Document Available? Explained? Attached Document Action Description Documentation Required Status Subsidy Agreement Reference Documentation Matrix. Needed Edit No Acquisition Reference Documentation Matrix. Needed No ۲ Edit Acquisition Cost Reference Documentation Matrix. Needed No Edit Existence Reference Documentation Matrix. Needed No Authority to do Business Reference Documentation Matrix. Needed Edit No Edit Ownership Reference Documentation Matrix Needed No Edit Rehabilitation and Construction Scope Reference Documentation Matrix. Needed No Edit Construction Costs Reference Documentation Matrix. Needed No Edit Construction Payments and Completion Reference Documentation Matrix. Needed No Edit Permission to Occupy Reference Documentation Matrix. Needed No Edit Project Sources Reference Documentation Matrix. Needed No Project Uses Edit Reference Documentation Matrix. Needed No Delivery of Subsidy Reference Documentation Matrix. Needed Edit No Edit Retention Agreement Reference Documentation Matrix. Needed No Edit Compliance Reference Documentation Matrix. Needed No Edit Pictures Reference Documentation Matrix. Needed No Project Document Update Project Document Cancel Status Needed Acquisition Description Documentation Required Reference Documentation Matrix Is the documentation available?* O Yes O No * Required to save the page To submit your changes please click Save before exiting this page. Required before Sponsor Approval Undo Save <Previous Next> © 2022 Federal Home Loan Bank of Chicago. All rights reserved.



Approving a Disbursement Request

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

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

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

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

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

Disbursement Re	equest	
Disbursem	ent Request Home	
Funding Status Funding Member	Pending	
	Section	Status
Amount Requested	and Uses of Funds	✓
Site Selection		✓
Beneficiary Selectio	'n	
Household Income		✓
Project Status Inform	mation	✓
Project Timeline		✓
Scoring Information	1	✓
Project and Disburs	ement Documentation	✓
Approve	Approve Disbursement Request The signatory representing Sponsor, by indicating its acceptance below, is duly authorized to make the representations presented in this Disbursement Request; Sponsor certifies that it meets the project sponsor qualifications criteria established in the AHP Implementation Plan for the applicable Funding Round under which the AHP Project was approved; Sponsor certifies that it has not engaged in, and is not engaging in, covered misconduct as defined in FHA's Suspended Counterparty Program regulation (12 CFR part 1227); Sponsor certifies that it has reviewed the FHLBC's AHP subsidy disbursement policies; Sponsor certifies that it has reviewed the FHLBC's AHP subsidy disbursement policies; Sponsor acknowledges that, if the information provided is false, misleading, or incomplete, his Disbursement Request may be delayed or denied, and any previously funded AHP subsidy for the project may be recaptured.	
	Important! After cicking the "Yes" button, the funding status will change to "Sponsor Approved". You will not be able to modify the request after the status change. Yes No	



For Members

Approving a Disbursement Request

Once the sponsor has completed a disbursement request and submitted it for the member to review and approve, the status of the disbursement request will go from Pending to Sponsor Approved. The member will need to log in to AHP Online to review and approve the request before Community Investment will be able to complete its review and determine whether the funds requested can be deposited into the member's DID account. Members may log in to AHP Online through eBanking. Click on the eBanking link on the upper-right corner of any page on the Bank's public website (www. fhlbc.com), and enter the member's login ID and password or PIN+Token.

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

How to Log In





For Members

Finding Disbursement Requests

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

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

Reviewing and Approving or Rejecting a Disbursement Request

Section	Status	
Amount Requested and Uses of Funds	×	
Site Selection	-	
Tenant Income	×	
Project Status Information	4	
Project Timeline	4	
Scoring Information	×	
Financial Information: Financial Review	-	
Financial Information: Import Spreadsheet	×	
Financial Information: Feasibility Analysis	4	
Financial Information: Commitment Letters	×	
Project and Disbursement Documentation	1	

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

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

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



Once the member has approved the disbursement request and Community Investment begins its review, the status of the request will be Under Review. If Community Investment has questions regarding information or documents submitted with the disbursement request, a clarification will be requested via email and the status of the request may be changed to Clarification Pending until the member or sponsor has responded to the clarification request via email. Once the clarification is received, the request will return to Under Review status until the review is complete and Community Investment sends a preapproval email authorizing the member to disburse funds.

Once the member has disbursed the AHP award funds and appropriate evidence of subsidy delivery has been provided, the member's DID account will be credited for the amount of subsidy approved within 24–48 hours, changing the status to Funded. If the disbursement request is incomplete, Community Investment may reject the request, changing the status to Rejected. If the request is rejected, the sponsor will be required to initiate a new disbursement request for review by Community Investment.



Section 5: Project Completion Reporting

Overview

Rental Projects

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

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

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

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

Helpful Hint If the project received LIHTC, the Project Sponsor shall provide prompt written notice to FHLBank Chicago if the Project is in material and unresolved compliance with the LIHTC income-targeting or rent requirements at any time during the Project's retention period. Project sponsors and members are responsible for responding to PCR requests in a timely manner; if PCR materials are not provided to Community Investment by the project's assigned due date, the project may be deemed noncompliant for failure to comply with monitoring requirements.

The time frame for PCR review completion is based on:

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

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



Getting Started

My Projects *	Profile *			
Project Number Project Name	Funding Rou	nd Select V	ch Reset	If you have any questions regarding the AHP program, please contact us at 312-565-5824. Visit the Bank's website at www.FHI BC com for additional
Project Number	Project Name	Status	Monitoring Status	resources, including the Implementation Plan, Guide for
	AHP Project A	Funded/started	Project Completion Review Not Started	templates, and more.
	(1 of 1)	1		Hours of Operation AHP Online system hours are from 6:30 a.m. to midnight CT.
				Community Investment hours of operation are from 8:30 a.m. to 5:00 p.m. CT, Monday through Friday.

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

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

Getting Started Continued

			t topest training to			
Project * Disbursement * Monitoring	Extension *					
Current Project Sum Initiate Project C Long Term Mon Certification	ogress Reports completion toring - Sponsor/Owner					
Project Profile Project Name Project Number Project Status Funded/started Monitoring Status Project Completion Review Not St	Application Number Project Type Rental Lead Sponsor Lead Member Project Retention Date	lication Number ect Type Rental 1 Sponsor 1 Member ect Retention				
Conditions						
No conditions found.		More Details				
Documentation Required						
Categories / Types	Documentation Required	Status				
Construction Payments and Completion	Needed					
Permission to Occupy	Reference Documentation Matrix	Reference Documentation Matrix Needed				
Project Uses	Reference Documentation Matrix	Needed				
(1 of 2)	14 «« 12 »» »1					
		More Details				

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



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



Getting Started Continued

					Project Name:
				Project (Completion Certificate Number:
Project * Disbursement * Monitoring * Extension *	•			Contractor	
roject Completion Home Page					
		Status Ct	nance Details		
	From Status	To Status	Changed By	Changed Date	
				-	
Section				Status	
Tenant Income				1	
Project Status Information				1	
Project Timeline				1	
Scoring Information				1	
Financial Information: Financial Review				1	
Financial Information: Import Spreadsheet				×	
Financial Information: Feasibility Analysis				×	
Financial Commitments Letters				×	
Project Documentation				1	
				×	

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

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

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



Tenant Income

	Project Number:
	Project Completion Certificate Number:
Project Completion *	
enant Income	
Have you completed a Tenant Income Workbook for this project?" • Yes No	
Please attach your completed Tenant Income Workbook. (FHLBC's request for supporting documentation	Uploaded File Info
will be forwarded after our review of the Tenant Income Workbook.)*	Sample Upload File.xlsx Remove
Required to save the name	
Required to save the page	Ibmit your changes please click Save before exiting this par
lequired to save the page To su Required before Sponsor Approval	ubmit your changes please click Save before exiting this par Save Cancel
Required to save the page To su Required before Sponsor Approval	ubmit your changes please click Save before exiting this pa Save Cancel Ne

What our reviewers are looking to verify:

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

• Number of residents in the household and bedrooms in the unit

- Date of move-in or income targeting recertification
- Annual income at move-in or recertification

• Unit targeting (<30%, <50%, <60%, <80%, 80% AMI)

Actual monthly rent and tenant's monthly rent share

• Special needs, homeless, or permanent supportive housing designation

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

What you should provide: A completed Tenant Income Worksheet.

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



Tenant Income Continued

Rental Tenant Income Worksheet

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

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

The Tenant Income Worksheet

1. Complete the **Project Information tab** of the TIW. This tab must be completed in order for the Tenant Information tab to populate. You must select Project Completion Reporting as the Project Status on the Project Information tab before the worksheet will allow any edits to the Tenant Information tab. If you are working from an older version of the TIW, please remember to change the status from Application or Disbursement to Project Completion Reporting.

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

Enter the sponsor name and date completed.



Tenant Income Continued

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

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

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

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



Tenant Income Continued

Г		Rental Targeting - Affordat	oility																	
	_					R	6			_					A	A	A	A	A	A
U	nit	Address/Unit	Head of Household Name	♥ In Household	Date of Move- in or Income Targeting Reclass	Year of Move-in/ Reclass Income	Annual Income at Move-In/ Reclass	Annual Income at Applic. (2014)	Unit Targeting (<30,<50, <60,<80,> 80)	Lease Rene v al Date	Year of Lease Rene v al	Actual \$ Monthly Rent Charged	Tenant's Rent Share	● of Bedrooms in Unit	Special Needs	Homeless	Perm Supp Housing	Max. \$ Inc. Allowed for Family Size	Actual Below Max	Unit Affordability Ratio
	1	1000 Project Drive, Unit 1	Tenant A	1	12/29/2015	2015	\$27,891		<50	12/1/19	2019	\$650		1	D			\$28,950	(\$1,059)	20.70%
	2	1000 Project Drive, Unit 2	Tenant B	2	2/26/2016	2016	\$31,922		<50	2/1/19	2019	\$800		2				\$33,600	(\$1,678)	21.24%
	3	1000 Project Drive, Unit 3	Tenant C	1	12/29/2015	2015	\$24,128		<30	12/1/18	2018	\$400		2				\$28,950	(\$4,822)	11.62%
	4	1000 Project Drive, Unit 4	Tenant D	1	1/8/2016	2016	\$12,406		<30	1/1/19	2019	\$400		1		Y		\$29,400	(\$16,994)	12.74%
	5	1000 Project Drive, Unit 5	TenantE	3	12/29/2015	2015	\$38,910		<60	12/1/19	2019	\$900		2				\$44,640	(\$5,730)	19.91%
	6	1000 Project Drive, Unit 6	Tenant F	3	12/29/2015	2015	\$43,054		<60	12/1/19	2019	\$900		2				\$44,640	(\$1,586)	19.91%
	7	1000 Project Drive, Unit 7	Tenant G	1	4/5/2016	2016	\$14,307		<30	4/1/19	2019	\$400		2	D			\$29,400	(\$15,093)	10.62%
	8	1000 Project Drive, Unit 8	TenantH	1	1/21/2016	2016	\$22,744		<30	1/1/19	2019	\$400		2	D			\$29,400	(\$6,656)	10.62%
	9	1000 Project Drive, Unit 9	Tenanti	1	2/11/2016	2016	\$33,054		<60	2/1/19	2019	\$800		1				\$35,280	(\$2,226)	21.23%
	10	1000 Project Drive, Unit 10	Tenant J	1	1/27/2016	2016	\$29,734		<60	1/1/19	2019	\$800		1				\$35,280	(\$5,546)	21.23%
_	_																			

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

Date of Move-In or Income Targeting

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

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

C Annual Income at Move-In or Income Targeting Recertification: Enter the tenant's

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

• Actual Monthly Rent Charged and Tenant's

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

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

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

 Maximum Income Allowed for Family Size, Actual Income Below Maximum, and Unit Affordability Ratio: These columns will auto-populate. Reference these numbers as you compare

the tenant's actual income with income limits. For permanent supportive housing units, households must be at or below **30% AMI**.


Tenant Income Continued

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

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

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

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

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



0

Tenant Income Verification (TIV)

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

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

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

• The current lease agreement

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

Homeless Scoring Category:

- A self-certification of history of homeless ness, **OR**

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

- Documentation from a referral agency or supportive service provider, evidencing his tory of homelessness
- A land use agreement indicating home less designation

Special Needs Scoring Category

– A self-certification of special needs status, **OR**

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

- A copy of a previous Supplemental Securi ty Income statement
- Documentation from a referral network

Permanent Supportive Housing Scoring Category

 Evidence of provision of permanent supportive housing; examples include:

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



Project Status Information

Project Completion *	
Project Status Information	
Does the project still comply with applicable Fair Housing and Accessibility Laws? • • Yes O No	
Please attach your Fair Housing evidence in the Project Documents section.	
Is the project 50% or more complete?"	
"Supporting validation of cost documentation is required. Please attach documentation to the Validation	n of Cost line item in the Project Documentation Section."
Has Project Sponsor contact information changed since application?* O Yes No	
* Required to save the page	To submit your changes please click Save before exiting this page.
Required before Sponsor Approval	Save Undo
<previous< td=""><td>Next></td></previous<>	Next>

What our reviewers are looking to verify:

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

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



Project Timeline

Project Completion 🔹

Project Timeline

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

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

What our reviewers are looking to verify:

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

What you should provide:

Accurate dates for all Project Timeline items.

Please ensure that dates match those shown in supporting documentation.

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

The following dates will auto-populate:

- Award Date
- Award Expiration Date
- Initial Draw Date

Please enter verified dates for the following:

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

Please continue to the next page for more information.



Project Timeline Continued

Have there been any material delays to

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

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

Helpful Hint

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

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

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



Scoring Information

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

What our reviewers are

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

What you should provide: On

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

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

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



Scoring Commitments

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

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

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

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

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

Helpful Hint

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



Financial Information: Financial Review

	and the second se	are and second	sis Commitmer	nt Letters						
now is the most recent financia	d information ap	proved for yo	ur project. Please p	vepare an update	d Rental Feasi	bility Worl	ibook w	th curren	t project fina	ncial
formation and proceed to the "I	import Spreadsh	HHET" LAD.			1997-1992					
urrent Financial Feasibility Spr	eadsheet Up	oaded File Inf	D	and the Disk second		-				
			Fanancial Feat	searcy Discorperio	ent- DRAF FV2	CHE				
Housing Development Sources	of Funds									
Source of Funds	Amount (S)	Housing or Commercial	Descr	ription	Committed	Rate (%)	Term (years)	Amort Period	Annual Debt Svc (\$)	Hard Debr?
AHP Direct Suberdy	435,000.00	Housing	AHP Subsidy		No	0.00%	0.0	0.0	0.00	No
LIHTC Equity	3.940.106.00	Housing	Federal Low-Incom	e Housing Tax	Yee	0.00%	0.0	0.0	0.00	No
Municipal Fee Reimbursement	59.008.00	Housing	TIFILocal Governm	ent Subeidy	Yes	0.00%	0.0	0.0	0.00	No
Subordinated Loan (City of	25,000,00	lineire	Other Loans		Ves	2.00%	20.0	0.0	0.00	No
Durlington) Permanent Loan (IFF)	360.000.00	Housing	Other Loans		Yes	6.00%	15.0	35.0	23 948 00	Yes
Subordinated Loan (Cit)	416,000.00	Housing	Other Loans		Yes	1.00%	55.0	0.0	0.00	NO
Managing Member Equity	100.00	Housing	Owner's Equity		Yes	0.00%	0.0	0.0	0.00	No
Deferred Developer Fee	161,319.00	Housing	Deferred Developer	r Fee	Yes	0.00%	0.0	0.0	0.00	Nö
Subtotal - Housing \$ 5, Subtotal - Commit	386,533.00									
Total Funding Sources \$5.	386,533.00									
Units Breakout										
									No. of Co.	
No	of Units	and Disease of	tal to 50% and		No of U	20	Effect	ency Units	are or U	0
Rehabilitation Units New Construction Linits	32	Greater than 50	% and less than or e	INA, 2705 of laup		9	1-040	troom Unit		15
Acquisition units	0	Greater than 60 Greater than 60	7% and less than or e 7% AVII	roual to 60% AM		3	3-040	froom Unit	5	8
Total Units	75	Iotal Units				32	4-bec Total	room Unit Units		32
Building has Elevator Ye (Y.N)										
Housing Development Uses of	Funds Summar									
Total Accuration Costs		5.17	000.00							
Total Construction / Rehabilitation	on Costs	\$ 3,99	1,902.00							
Hard Construction Cos	(3)		\$ 3,317,255.00	0						
Other Costs			\$ 674,647.0							
Total Fees				e						
Total Taxes and Insurance Cost			\$ 0.00							
	8	\$ 2	\$ 0.00 5.000.00							
Total Construction Financing		\$ 2 \$ 25	\$ 0.00 5,000.00 7,517.00							
Total Construction Financing Total Permanent Financing Total Project Reserves	5	\$ 25 \$ 25 \$ 26	\$ 0.00 5.000.00 7,517.00 0,000.00							
Total Construction Financing Total Permanent Financing Total Project Reserves Total Soft Costs		\$2 \$26 \$2 \$9 \$9	\$ 0.00 5.000.00 7.517.00 0.000.00 6.133.00 1.973.00							
Total Construction Financing Total Permanent Financing Total Project Reserves Total Soft Costs Total Developer Fees	•	\$ 2 \$ 25 \$ 2 \$ 2 \$ 2 \$ 2 \$ 2 \$ 2 \$ 2 \$ 2 \$ 2 \$ 2	\$ 0.00 5.000.00 7.517.00 6.133.00 1.973.00 7.003.00							
Total Construction Financing Total Permanent Financing Total Protect Reserves Total Soft Costs Total Developer Fees Total Financing Fees and Exper	5 15#5	\$ 2 \$ 26 \$ 2 \$ 2 \$ 2 \$ 2 \$ 2 \$ 2 \$ 2 \$ 2 \$ 2 \$ 2	\$ 0.00 5.000.00 7.517.00 5.133.00 1.973.00 7.003.00 2.005.00							
Total Construction Financing Total Permanent Financing Total Project Reserves Total Soft Costs Total Developer Fees Total Financing Fees and Exper Total Development Costs	ngee	\$ 25 \$ 26 \$ 27 \$ 90 \$ 21 \$ 56 \$ 4, \$ 5,30	\$ 0.00 5.005.00 7,517.00 0.000.00 1.973.00 7.003.00 2.005.00 8.533.00							
Total Construction Financing Total Permanent Financing Total Phote Reserves Total Soft Costs Total Soft Costs Total Envelopment Costs Housing Pro Forma	585	\$ 2 \$ 26 \$ 30 \$ 9 \$ 21 \$ 56 \$ 4 \$ 5,30	\$ 0.00 5.000 00 7 517 00 0.000 00 5.33.00 1.973.00 7.003.00 2.005.00 6.533.00							
Total Construction Financing Total Permanent Financing Total Phote Reserves Total Bolt Costs Total Development Costs Total Development Costs Housing Pro Forms Coros Annual Rental Income	nges	\$ 2 \$ 26 \$ 30 \$ 90 \$ 21 \$ 55 \$ 4; \$ 5,30	\$ 0.00 5.000 D0 7,517 00 0.000 00 5.133.00 7.033.00 2.005.00 6.533.00 530.00	Actaal \$ 227 336 00						
Total Construction Financing Total Permanent Financing Total Phatel Reserves Total Flot Codes Total Divolognee Fees Total Divolognee Fees Total Divologneet Coda Houssing Pro Forms Codes Annual Rental Income Effective Grass Income	noes	\$ 2 \$ 25 \$ 2 \$ 2 \$ 2 \$ 2 \$ 2 \$ 2 \$ 2 \$ 2	\$ 0.00 5.000.00 0.000.00 5.130.00 7.030.00 7.030.00 2.005.00 5.33.00 5.33.00 5.33.00 5.33.00 5.33.00 5.33.00	Actual \$ 227,328.00 \$ 213,120.00 \$ 214,120.00						
Total Construction Financing Total Permanent Financing Total Phatel Reserves Total Stot Codes Total Divologer Fees Total Divologer Fees Total Divologer Fees Total Divologer Fees Total Divologer Fees Total Divologer Fees Total Divologer Fees Not Constant Rental Income Effective Gross Income Effective Gross Income Feeting Faceme	naes	\$ 2 \$ 25 \$ 2 \$ 2 \$ 2 \$ 2 \$ 2 \$ 2 \$ 2 \$ 2	\$ 0.00 5000 00 7,517 00 0,000 00 1,533 00 1,973 00 7,003 00 2,005 00 2,005 00 5,533 .00 81amdard	Actual \$ 227.328 00 \$ 215.120.00 \$ 23.876.00 \$ 23.946 00						
Total Construction Francing Total Promet Francing Total Protect Reserves Total Division Frees Total Divisioner Frees Total Divisioner Frees Total Divisioneria Contas Houssing Pro Forms Houssing Pro Forms Electrice Constraint Income Electrice Constraints Income Net Oceaniting Income Hard Ded Service India Cash Flow	5665	\$ 2 \$ 25 \$ 37 \$ 9 \$ 27 \$ 55 \$ 4 \$ 55 \$ 4 \$ 5,30	\$ 0.00 5000 00 7,517 00 0,000 00 1,533 00 1,973 00 7,003 00 0,005 00 0,533 00 81amdard Standard	Actual 5 227 338.00 5 213.120 60 5 23.548.00 5 23.548.00 5 25.547.00 2 70						
Total Construction Francing Total Promet Francing Total Protect Reserves Total Divisioner Fees Total Divisioner Fees Total Divisioner Fees Total Divisioner Costa Houssing Pro Forms Houssing Pro Forms Houssing Pro Forms House Annual Rental Income Effective Gross Income Net Generating Income Indea Cash Free Det Coverage Ratio Sof Dect Service	nsee	\$ 2 \$ 25 \$ 37 \$ 9 \$ 27 \$ 55 \$ 4 \$ 55 \$ 4 \$ 5,30	\$ 0.00 5000 500 7 517 00 0.000 00 1,513 00 1,973 80 7033 00 2,005 00 8,533 80 81andard 81andard	Actual 4 227,338 00 8 213,320 00 8 253,326 00 9 23,346 00 9 255,217 00 2 05 3 4,000 00 3 4,000 00						
Total Construction Financing Total Primarent Financing Total Primarent Financing Total Primarent Financing Total Divisioner Fees Total Development Costs Housing Pro Forms Costs Annual Rental Income Effective Gross Income Nat Operating Income Flat Ded Service Indu Case Total Service Mat Case Total Service Secondary Case Flore Secondary Case Flore	5	\$ 22 \$ 25 \$ 37 \$ 97 \$ 27 \$ 555 \$ 4. \$ 5,30	\$ 0.00 5 0.00 7 547 00 0.000 00 1 547 00 0.000 00 1 543 00 1 543 00 1 543 00 2 005 00 8 500 00 8 500 00 8 500 00 8 500 00 1 00 1 00 1 00 1 00 1 00 1 00 1	Actual \$ 227,326,00 \$ 213,120,03 \$ 258,795,00 \$ 25,217,00 \$ 25,217,00 \$ 2,5217,00 \$ 3,520,00 \$ 3,520,000 \$ 3,520,000 \$ 3,520,000 \$ 3,520,000 \$ 3,520,000 \$ 3,500,000 \$ 3,500,000,000 \$ 3,500,000,000 \$ 3,500,000,000,000,000,000,000,000,000,00						
Total Construction Francing Total Promet Francing Total Promet Francing Total Protect Reserves Total Divisioner Fees Total Privinger Fees Total Divisioner Cotas Housing Pro Forms Housing Pro Forms	5 1966	\$ 22 \$ 35 \$ 32 \$ 32 \$ 32 \$ 32 \$ 32 \$ 32 \$ 32 \$ 32	\$ 0.00 5 0.00 7 (517 00 5 000 00 5 153 00 5 000 10 5 153 00 2005 00 5 153 00 2005 00 5 150 0000000000	Actual \$ 207 136 00 \$ 213 120 60 \$ 34 96 60 \$ 23 146 00 \$ 23 146 00 \$ 23 146 00 \$ 2 3 146 00 \$ 2 00 \$ 4.000 00 \$ 0.00 \$ 0.000 \$ 0.0000 \$ 0.00000 \$ 0.00000 \$ 0.00000000 \$ 0.00000000000000000000000000000000000						
Total Construction Francing Total Promet Francing Total Promet Francing Total Protect Reserves Total Divisioner Fees Total Provisioner Cests Total Devisioner Cests Houssing Pro Forms Houssing Pro Forms	5 5	\$ 22 \$ 25 \$ 29 \$ 29 \$ 20 \$ 20 \$ 20 \$ 20 \$ 5 \$ 4 \$ 5,20	\$ 0.00 5000 50 7 517 00 5000 50 1 533 00 1 973 80 7 973 80 7 933 80 7 933 80 7 933 80 7 933 80 7 933 80 7 933 80 8 1000 10 8 1000 10 8 1000 10 8 1000 10 10 10 10 10 10 10 10 10 10 10 10 10 1	Actual \$ 227,326,00 \$ 213,120,00 \$ 25,317,00 \$ 23,541,00 \$ 2,541,00 \$ 2,05 \$ 4,000,00 \$ 0,00 \$ 0,000 \$ 0,0000 \$ 0,0000 \$ 0,0000 \$ 0,0000 \$ 0,0000 \$ 0,0000 \$ 0,0000 \$ 0,0000 \$ 0,00		Actua				
Total Construction Francing Total Promet Francing Total Protect Reserves Total Soft Costs Total Divisioner Fees Total Divisioner Fees Total Divisioner Costs Houssing Pro Forms Houssing Pro Forms Houssing Pro Forms Houssing Pro Forms Head Dati Environme Head Dati Env	noes	5 2 5 35 5 9 5 9 5 9 5 9 5 9 5 9 5 55 5 4 5 55 5 55	\$ 0.00 5000 50 7 517 00 0.000 00 1 517 00 9 000 00 1 513 00 2005 00 2005 00 8 Standard More tolly	Actual \$ 227,308.00 \$ 213,120.05 \$ 4,000.00 \$ 2,3148.00 \$ 2,5217.00 \$ 4,000.00 \$ 0.00 \$ 1.00 \$ tandard		Actual 3 3.90	131.12			
Total Construction Financing Total Primarent Financing Total Primarent Financing Total Primarent Financing Total Divisioper Fees Total Divisioper Fees Total Divisioper Fees Total Divisioper Fees Total Divisioper Forms Housing Pro-Forms Fifthetive Gross Informs Nat Operating Income Fifthetive Gross Informs Nat Operating Income Fifthetive Gross Informs Nat Operating Income Para Data Sancia Secondary, Cato Flow Secondary, Cato Flow Secondary, Cato Flow Secondary, Cato Flow Total Secondary, Cato Flow Total Advantary Cato Flow Total Advantad Division Context Cost Pare Total Total Advantad Development Cost Pare Total Advantad Development Cost Pare Total Advantad Development Cost Pare Total Advantad Development Cost Pare Total Advantad Development Cost Pare Total Advantad	noes	5 2 5 35 5 9 5 9 5 9 5 9 5 9 5 9 5 9 5 9 5 9 5	\$ 0.00 5 0.00 7 547 00 0.000 00 1 547 00 9 000 00 1 547 00 1 548 00000000000000000000000000000000000	Actual \$ 227,336,00 \$ 233,326,00 \$ 245,326,00 \$ 25,517,00 \$ 2,5527,00 \$ 0,00 \$ 0,00 \$ 0,00 \$ 1,00 \$ Standard Mare Info		Actual 5.3,50 5.55	1 5 131 12 1 502 00 2746 54			
Total Construction Financing Total Premarent Financing Total Proct Reserves Total Stot Ceals Total Divisioner Fees Total Divisioner Fees Total Development Ceals Housing Pro Forms Cons Annual Rental Income Effective Oricis Income Nat Operating Income Hard Ded Service India Case Total Det Coverage Ratio Secondary Ceal Flow Secondary Ceal Flow Secondary Ceal Flow Secondary Ceal Reviews Rate Development Cost Per Sig Total Advanted Development Cost Per Sig Total Advanted Development Cost Per Sig Total Advanted Development Cost Per Soc Advanted Per Soc Advanted Per S	s uses Foot	\$ 2 \$ 3 \$ 9 \$ 9 \$ 2 \$ 9 \$ 2 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5	\$ 0.00 5000 50 7 547 00 0,000 00 1,547 00 9,073 80 7,003 00 2,005 00 8,033 300 8,033 300 8,033 300 8,033 300	Acteal \$ 227,328,00 \$ 237,328,00 \$ 258,745,00 \$ 258,217,00 \$ 2,60,00 \$ 0,00 \$ 0,00 \$ 0,00 \$ 1,000 Standard Marr Info		Actual 5 1,50 5 12:5 5 12:5	1 5 131 12 5 902 00 (746 54			
Total Construction Financing Total Prioric Reserves Total Prioric Reserves Total Divideor Fees Total Divideor Fees Total Divideor Fees Total Divideor Fees Total Divideor Fees Total Divideor Reserves Divideor Divideor Reserves Resonance Resonance Reference Resonance Reference Resonance Resonance Resonance Resonance Resonance Resonance Resonance Resonance Resonance Resonance Resonance Resonance Resonance Resonance Resonance Total Divideorem Cost Per Res Total Divideorem Cost Per Lint Average Square Feet Per Lint Average Square Feet Per Lint Research Resonance	s rses uars Foot st Unit Construction) Construction)	\$ 2 \$ 25 \$ 27 \$ 27 \$ 27 \$ 27 \$ 59 \$ 59	\$ 0.00 5 0.00 5 0.00 0 7 517 00 0,000 00 1513 00 1973 00 2,005 00 8,033 00 2,005 00 8,033 00	Actual \$ 227,328 00 \$ 237,328 00 \$ 458,796 30 \$ 25,317 00 \$ 25,317 00 \$ 25,317 00 \$ 25,317 00 \$ 25,317 00 \$ 4,500 00 \$ 5,500 000 \$ 5,500 00000000000000000000000000		Actual 5 3,560 5 12 5 12 5 12	1 5 131 12 5 902 00 7 46 9 75 1 283 75 0 00			
Total Construction Francing Total Prioric Reserves Total Prioric Reserves Total Divideor Fees Total Divideor Fees Total Divideor Fees Total Divideor Fees Total Divideor Fees Total Divideor Fees Total Divideor Reserves Divideor Construction Effective Cross Income Nard Debt Service Indial Cash Tole Deet Coversge Rate Soft Deet Service Becondary Cash Flee Becendary Date Coverage Rate Cash Development Cost Per Sig Total Adjusted Development Cost Adjusted Development Cost Per Sig Total Divideorment Cost Per Sig Total Divideorment Cost Per Sig Total Divideorment Cost Per Lind Average Siguate Feet Per Unit Average Siguate Feet Per Unit	s rsee e uars Foot el UGN Renabilitation) Combrustion	\$ 2 \$ 25 \$ 27 \$ 9 \$ 9 \$ 27 \$ 59 \$ 45 \$ 55 \$ 4 \$ 55 \$ 54 \$ 55 \$ 54 \$ 55 \$ 54 \$ 55 \$ 54 \$ 55 \$ 54 \$ 57 \$ 59 \$ 57 \$ 59 \$ 59	\$ 0.00 5.000	Actual 5 227 328 00 5 48 796 00 5 25 217 00 5 25 217 00 5 0 50 1 05 Standard Mure Info		Actual \$ 1,990 \$ 12 \$ 12 \$ 12 \$ 12 \$ 12 \$ 12 \$ 12 \$ 12	1 1 1 1 1 1 1 1 1 1 1 1 1 1			
Total Construction Francing Total Promet Francing Total Promet Francing Total Product Reserves Total Divisioner Fees Total Divisioner Fees Total Divisioner Action Total Divisioner Action Total Divisioner Cotal Housing Pro Forms House Annual Rental Income Effective Cross Income Net Oceaning Income Part Debt Service Inder Courtage Ratio Soft Deur Service Becondary Cate Fore Secondary Cate Rove Secondary Cate Rove Second Audited Development Cost Per Second Audited Developm	s uses Foot el Unit Renabilitation) Construction Atopilitation) Storij	\$ 2 \$ 5 \$ 2 \$ 9 \$ 9 \$ 7 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5	\$ 0.00 5 0.00 5 0.00 7,517.00 2,000.00 1,973.00 0,073.00 2,005.00 5,533.00 Standard More tofly	Actual 8 227 328 00 8 48 76 60 8 48 76 60 1 00 Standard Mure Info		Actual \$3.66 \$12 \$1	1 1 331 12 1 202 00 1 946 94 2 913 75 0 000 \$ 0.00 \$ 0.000 \$ 0.000 \$ 0.000 \$ 0.000 \$ 0.000 \$ 0.0000 \$ 0.0			
Total Construction Francing Total Promet Francing Total Promet Francing Total Promet Francing Total Divisioner Fees Total Invisioner Fees Total Provingenetic Costs Houssing Pro Forms Houssing Square Feet Per Lind Average Square	s rsee s uars Foot ti Uhit Renabilitation) Construction) Accusation (Prily) attorn) on Only) bit	\$ 2 \$ 25 \$ 27 \$ 9 \$ 9 \$ 27 \$ 59 \$ 55 \$ 4 \$ 555 \$ 4 \$ 5,300 \$ 9 \$ 9 \$ 9 \$ 9 \$ 9 \$ 9 \$ 9 \$ 9	\$ 0.00 5 0.00 5 0.00 7,517.00 2,000.00 1,533.00 1,973.00 2,005.00 1,973.00 2,005.00 1,973.00 35landard More bolly	Actual \$ 207,126,00 \$ 213,126,00 \$ 23,126,00 \$ 25,21,96 \$ 2,521,96 \$ 4,600,00 \$ 0,00 \$ 0,00 \$ 0,00 \$ 1,00 Standard Marr Info		Actual 8 1 56 8 1 22 1 1	5 131 12 5 131 12 500 500 746 54 5 0.000 5 0.005 5 0.005 5 0.005 5 0.005			
Total Construction Francing Total Promet Francing Total Promet Francing Total Protect Reserves Total Divisioner Fees Total Divisioner Fees Total Divisioner Fees Total Divisioner Costs Houssing Pro Forms Houssing Pro Forms	s uare Foot al Uint Rehabilitation) Konjulion Only stion) so Only bio Only Bio	5 2 5 37 5 9 5 9 5 9 5 95 5 95 5 95 5 95 5 95 5	\$ 0.00 5.000 5.000 5.000 5.000 5.000 5.000 5.000 5.005 5.000 5.005 5.000 5.005 5.000 5.005 5.000 5.005 5.000 5.005 5.000 5.005 5.000 5.005 5.000 5.005 5.000 5.005 5.000 5.005 5.000 5.005 5.000 5.005 5.000 5.005 5.000 5.005 5.000 5.005 5.000 5.005 5.000 5.005 5.00 5.005 5.00 5.005 5.00 5.005 5.00 5.005 5.00 5.0	Actual \$ 227,336,00 \$ 237,326,00 \$ 253,745,00 \$ 255,77,00 \$ 2,55,77,00 \$ 2,55,77,00 \$ 2,55,77,00 \$ 3,000 \$ 0,000 \$ 0,000 \$ 0,000 \$ 3,000 \$ 3,0000 \$ 3,0000 \$ 3,0000 \$ 3,0000 \$ 3,0000 \$ 3,00000		Actual \$3,99 \$122 \$1	5 131 12 502 50 502 50 502 50 502 50 50 00 5 0 000 5 0 00 5 000 5 000 5 000 5 000 5 000 5 000 5 00000000			
Total Construction Financing Total Premarent Financing Total Protect Reserves Total Soft Costs Total Divisioner Fees Total Divisioner Fees Total Divisioner Fees Total Divisioner Forms Herussing Pro-Forms Costs Annual Rental Income Effective Gross Income Nat Operating Income Plant Det Sance Inde Cash Poe Secondary, Cash Foe Secondary, Cash Foe Autor Source Total Average Source Average Source Feel Per Unit Average Source Feel Per Unit Cost Per Source Foo (Construct Cost Per Source Foo (Construct Cost Per Source Foo (Construct Cost Per Source Foo (Sourcett) Cost Per Source Foo (Sourcett)	s uare Foot af Crasbitution) Construction Acquisition Chily Acquisition Chily Bennage (Housing) Intrage (Housing)	\$ 2 \$ 5 \$ 9 \$ 9 \$ 2 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5	\$ 0.00 0,000 10 7.517 00 0,000 00 1.517 00 0,000 00 1.513 00 0,005 00 0,075 00 0,005 00 0,005 00 5/0406ard More tofly	Actual \$ 227,328,00 \$ 227,328,00 \$ 258,796,00 \$ 258,796,00 \$ 258,217,00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 1.00 Standard Mare Info More Info		Actual 3 1366 5 12 3 12	6 131 12 6 131 12 6 460 75 746 54 746 54 9 0.00 5 0.00			
Total Construction Francing Total Premarent Financing Total Proct Reserves Total Soft Colls Total Proct Reserves Total Divisioner Fees Total Divisioner Fees Total Development Colls Housing Pro Forms Vision Constructures Effective Cross Income Effective Cross Income Effective Cross Income Effective Cross Income Nat Operating Income Hard Ded Service India Case Total Secondary Case Total Secondary Case Total Secondary Case Total Secondary Case Total Secondary Case Total Secondary Case Total Pre- Secondary Case Total Average Square Feet Per Unit (Average Square Feet Per Unit (Average Square Feet Per Unit Case Pro Secondary Case Total Secondary Cose Per Square Food (Scondard) Cost Per Square Food (Scondard) Conterviction Contingency Perce Construction Contingency Perce Construction Contingency Perce	s rsee uars Foot at Unit Construction) Acquisition Coly Don Dony Dony Dony Dony Dony Dony Dony	\$ 22 \$ 37 \$ 59 \$ 37 \$ 59 \$ 59 \$ 59 \$ 59 \$ 59 \$ 59 \$ 59 \$ 59	\$ 0.00 5.000 500 7547 00 5.000 00 7547 00 5.000 00 57547 00 57547 00 57547 00 57547 00 5754 00 5754 00 5754 00 5754 00 5754 00 575 0 575 0 57 0 575 0 575 0 57 0 575 0 57 0 57 0 57 0 57 0 57	• Actual 5 227,328 00 5 23,328 00 5 23,328 00 5 23,348 00 5 23,348 00 5 20,5517 00 5 2,050 5 4 0000 5 0 00 1 000 5 1 0000 5 1 0000 5 1 0000 5 1 0000 5 1 0000000 5 1 0000000000		Actual 5.399 5.5 5.2 5.2	1 33.1 23 502 200 3 106 2 50 3 100 7 50 3 100 7 50 3 100 7 50 5 10			
Total Construction Francing Total Premarent Financing Total Proct Reserves Total Soft Costs Total Divisional Frees Total Divisional Frees Total Divisional Frees Total Development Costs Housing Pro Forma Orons Annual Rental Income Effective Cons Income Effective Cons Income Marc Dato Service India Cash Income Nata Cash Income Na	s see uare Foot uare Foot uare Foot uare Foot uare foot uare entities entit	\$ 2 \$ 25 \$ 27 \$ 9 \$ 9 \$ 27 \$ 59 \$ 55 \$ 4 \$ 55 \$ 54 \$ 55 \$ 55 \$ 54 \$ 55 \$ 55 \$ 56 \$ 57 \$ 59 \$ 27 \$ 27 \$ 59 \$ 27 \$ 59 \$ 27 \$ 59 \$ 27 \$ 59 \$ 59 \$ 27 \$ 59 \$ 59	\$ 0.00 5.000	- Actual 5 227,328 00 5 38,796 30 5 25,317 00 5 25,317 00 5 25,317 00 5 0 00 1 00 5 0 00 1 00 5 3 4,600 00 5 0 00 5 00 5 0 00 5 0		Actue 53.56 5 (2) 5 (2)	1 131 12 1 131 12 1 201 20 1 201 20 1 201 75 0 000 5 0000 5 0000 5 0000 5 0000 5 0000 5 0000 5 0000 5 00000 5 0000			
Total Construction Francing Total Promet Francing Total Promet Francing Total Promet Francing Total Divisioner Fees Total Invisioner Fees Total Divisioner Annual Housing Pro Forms Housing Pro	s see see see see see see see see see s	\$ 22 \$ 37 \$ 39 \$ 37 \$ 55 \$ 55 \$ 5,30	\$ 0.00 5 0.00 5 0.00 7,517.00 2,000.00 1,973.00 2,005.00 1,973.00 2,005.00 1,973.00 35landard More bolty	- Actual 5 227.128 00 5 48 746 00 5 25 217 00 5 25 217 00 5 0 55 1 05 1 05 Standard Mure Info More Info More Info		Actas 53.66 5 12 5 12 5 12	131 12 121 12 1021 20 1046 54 1046 54 1046 54 1046 54 10 55 10 05 10 10 10 10 10 10 10 10 10			
Total Construction Francing Total Promet Francing Total Promet Francing Total Promet Francing Total Divisioner Fees Total Divisioner Fees Total Divisioner Total Divisioner Total Divisioner Total Divisioner Houses Annual Rental Income Effective Gross Information Net Generating Income Primetry Gross Income Net Generating Income Primetry Gross Income Primetry Gross Income Secondary Deat Free Secondary Case Free Secondary Case Free Secondary Case Free Secondary Case Free Primetry Gross Income Restant Generating Income Income Free Income Average Square Free Primet Average Square Free Primet Average Square Free Primet Average Square Free Primet Average Square Free Primet Dors Prim Spuine Free Charabit Comment Case Precentage Domain Contingency Prece Download Free Primet Primet Database Free Primet Primet Database Free Primet Primet Database Free Primet Primet Database Primet Precentage Builder Overstrage Income	s sees sees sees sees sees sees sees s	\$ 22 \$ 575 \$ 59 \$ 317 \$ 555 \$ 43 \$ 5,500	\$ 0.00 5 0.00 5 0.00 7,517.00 2,000.00 1,533.00 1,973.00 2,005.00 1,973.00 35landard More bolip	- Actual 5 207 326 00 5 253 326 00 5 25 217 00 5 25 217 00 5 25 217 00 5 25 217 00 5 0 00 7 00 1 00 5 100 5 100 5 100 5 100 More Info More Info More Info		Actae 5 3 56 5 12 3 1	1 131 12 1203 12 1203 12 1203 15 1203 15 1003 15 10			
Total Construction Francing Total Promet Francing Total Promet Francing Total Protect Reserves Total Divisioner Fees Total Divisioner Fees Total Divisioner Fees Total Divisioner Total Divisioner Total Divisioner Total Divisioner Total Divisioner Total Divisioner Feed Divisioner Total Divisioner Peter Carl Reserves Total Divisioner Total Divisioner Peter Carl Reserves Diet Coverage Ratio Soft Deor Serves Becondary, Data Prov Becondary, Data Coverage Rate Corp Feesballity Vatures. Total Acustod Development Cost Per Total Acustage Socials Fees Per Lind Average Reserves Housen Construction Contingency Press Development Reserves Housen Budder Oversenter Person Budder Port Person Person Budder Port Person Person Budder Port Person Person Budder Development Contingence Person Budder Development Development Development Budder Development Development Development Budder Development Development Development Budder Development Development Development Budder Development Deve	s sues Foot Uhit Uhit Construction Acquisition Only Acquisition Only and Acquisition Only and	\$ 22 \$ 375 \$ 39 \$ 317 \$ 555 \$ 575 \$ 575 \$ 59 \$ 59 \$ 59 \$ 59 \$ 59 \$ 59 \$ 59 \$ 5	\$ 0.00 0,000 10 7,517 00 0,000 00 1,517 00 0,000 00 1,517 300 0,005 00 0,005 00 0,005 00 83amdand Mare Infly			Actual \$ 3,69 \$ (2) \$ 3	1 131 12 302 05 131 12 302 05 130 15 300 05 \$0.00 \$			
Total Construction Financing Total Premarent Financing Total Prioric Reserves Total Soft Ceals Total Divisioner Fees Total Divisioner Fees Total Divisioner Fees Total Divisioner Fees Total Divisioner Forms Herussing Pro-Forms Mill Careto Forms Filestive Gross Income Plant Data Sancia Mal Careto Forms Nati Careto Forms Nati Careto Forms Nati Careto Forms Secondary Cash Flow Secondary Cash Flow Total Acustal Divisioner Foot Plant Division Autoge Soulair Feel Plant I Antrage Foot (Continue Contraction Contingency Plants Contraction Contingency Plants Development Fee	s uare Foot uare Foot uare Foot uure Construction Constru	\$ 22 \$ 37 \$ 57 \$ 59 \$ 39 \$ 55 \$ 55 \$ 55 \$ 55 \$ 55 \$ 55 \$ 55 \$ 5	\$ 0.00 0,000 10 7.517 00 0,000 00 1.517 00 0,000 00 1.513 00 0,075 00 0,075 00 0,075 00 5/040	- 		Actual 5.369 5.12 5.12 5.12	1 500 00 500			

The *Financial Information: Financial Review* screen is only a review of the previously submitted Financial Feasbility Workbook. No further action is needed.

Click Save and Next.



Financial Information: Import Spreadsheet

indificial Review	Import Spreadsheet	Feasibility Analysis	Commitment Letters				
Complete and atta vebsite. Have you complet	ch all of the project's fina	ancial information using t	he Financial Feasibility Spre	adsheet template four	od on the FHLBC C	community Investn	ent
Please attach you	rupdated Financial Feasi	ibility spreadsheet."	Brows	e ?			

What our reviewers are looking to verify:

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

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

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

Before uploading your spreadsheet, check for the following:

• Does construction contingency equal \$0.00 (0%)? As construction is complete at PCR, Community Investment reviewers will expect to see a contingency of zero (i.e., no funds still allocated for contingency).

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



Financial Information: Feasibility Analysis

nancial Revi	riew	Import Spreadsheet	Feasibility Analysis	Commitment L	etters			
he following ound. You m	g issue nust pro	s were found. You must ovide an explanation for	provide an explanation f each of them or re-uploa	or each of them o d the spreadshe	or re-upload the sp et to resolve the is	readsheet to resolve the issue. sue.	The followi	ng issues were
Action		Feasibilit	y Value	Details	Standard	Current Approved	New	Explained
Explain	Debt	Coverage Ratio		More Info	1.15 - 1.45	2.05	1.85	Yes
					the second second			a a Vision
Explain Have there	Debt	t Coverage Ratio, DCR - C any significant financia	Overall	More Info	1.15 - 1.45	2.05	1.85	Yes
Explain Have there Please (Debt	t Coverage Ratio, DCR - C any significant financia e an explanation*	I changes to the project?	More Info	0 1.15 - 1.45	2.05	1.85	Yes
Explain Have there Please (Debt	t Coverage Ratio, DCR - C any significant financia e an explanation*	overall	More Info	1.15 - 1.45	2.05	1.85	Yes
Explain Have there Please (Debt	t Coverage Ratio, DCR - C any significant financia e an explanation*	overall	More Info	1.15 - 1.45	2.05	1.85	Yes
Explain Have there Please p	Debt	t Coverage Ratio, DCR - C any significant financia e an explanation*	overall I changes to the project?	More Info	1.15 - 1.45	2.05	1.85	Yes

What our reviewers are looking to verify:

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

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

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

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



Financial Information: Commitment Letters

What our reviewers are looking to verify:

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

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

Please do not provide:

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

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

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

Documentation Requirements

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



Financial Information: Commitment Letters

anciar	Review Import Spreadsheet	Feasibility Analysis	Commitment Letters			
he follo	wing approved funding sources w	ere found. You must prov	vide a commitment letter for each of	them or re-upload the sp	preadsheet if th	is was done in error
Action	Source of Funds		Description	Amount	Approved	Letter Provided
6	LIHTC Equity	Federal Low	-Income Housing Tax Credit Equity	\$ 3,940,106.00	Yes	Yes
ttach	Municipal Fee Reimbursement	TIF/Local Go	overnment Subsidy	\$ 59,008.00	Yes	Yes
ttach	Subordinated Loan (City of Burling	ton) Other Loans	·	\$ 25,000.00	Yes	Yes
Attach	Permanent Loan (IFF)	Other Loans		\$ 350,000.00	Yes	Yes
Attach	Subordinated Loan (Citi)	Other Loans		\$ 390,000.00	Yes	No
Attach	Deferred Developer Fee	Deferred De	veloper Fee	\$ 25,710.00	Yes	No
Sourc	ce of Funds LIHTC Equity ription Federal Low-Incom unt \$ 3,940,106.00 oved Yes	e Housing Tax Credit Equ	ity	Update Com	nitment Letter	Cancel
Appro			Unloaded File Info			
Appro		34	oproduced i ne nite			

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

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

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



Project Documentation

Project Documentation **Project Documents** Action Description **Documentation Required** Status Document Available? Explained? Attached Document Edit Rehabilitation and Construction Scope See documentation matrix Needed No Yes Sample Upload Edit Construction Payments and Completion See documentation matrix Needed Yes No File.pdf Sample Upload Edit Permission to Occupy See documentation matrix Needed Yes No File.pdf Sample Upload Edit Project Uses See documentation matrix Needed Yes No File pdf Edit Income See documentation matrix Needed No Yes Sample Upload Edit Retention Agreement See documentation matrix Needed Yes No File.pdf Edit Compliance See documentation matrix Needed No Sample Upload Edit Pictures See documentation matrix Needed Yes No File.pdf Site Control Satisfied View No View Acquisition See documentation matrix Satisfied No View Acquisition Cost See documentation matrix Satisfied No View Zoning See documentation matrix Satisfied No View Existence See documentation matrix Satisfied No View Authority to do Business See documentation matrix Satisfied No See documentation matrix Satisfied No View Ownership View Experience/Capacity Satisfied No View Market Information Satisfied No Construction Costs View See documentation matrix Satisfied No View Accessibility Satisfied No View **Project Sources** See documentation matrix Satisfied No View Delivery of Subsidy See documentation matrix Satisfied No. View Floor and Site Plan See documentation matrix Satisfied No Subsidy Agreement Satisfied View See documentation matrix No **Project Document** Update Project Document Cancel Status Needed Description Construction Payments and Completion Documentation Required See documentation matrix **Uploaded File Info Previous Attached Documentation** Sample Upload File.pdf

Remove

On the Project Documentation screen, you will upload any necessary project documents, as specified in the Rental Documentation Matrix.

Uploaded File Info

Sample Upload File.pdf

Is the documentation available?"
 Yes
 No

Attach Documentation *

The following sections provide detailed information on what you should upload for many of the requested documentation types.

Project Documentation Continued

TO OWNER:		PROJECT	APPLI PERIO PROJE	CATION NO.: D TO: CT NOS.:	Distribution to: OWNER ARCHITECT CONTRACTOR
FROM CONTRACTOR:		VIA ARCHITECT:	CONT	RACT DATE:	
CONTRACT FOR:					
CONTRACTOR'S APPLI Application is made for payment, as s Continuation Sheet, AIA Document G	CATION FOR hown below, in conr 703, is attached.	PAYMENT ection with the Contract.	The undersigned Contractor certifies that mation and belief the Work covered by to in accordance with the Contract Docu Contractor for Work for which previou ments received from the Owner, and t	t to the best of the Co his Application for Pa ments, that all amou s Certificates for Pay hat current payment	ntractor's knowledge, infor- ayment has been completed ints have been paid by the ment were issued and pay- shown herein is now due.
1. ORIGINAL CONTRACT SUM	····\$		CONTRACTOR:		
2. Net change by Change Orders .			Signed		Dated
3. CONTRACT SUM TO DATE (Line	1 ± 2)\$		By: Signed	Da	te: Dateu
4. TOTAL COMPLETED & STORED	TO DATE \$		State of:		
(Column G on G705)			Subscribed and sworn to before		
 ALTINAGE: a% of Completed Work (Columns D + E on G703) 	8		me this day of	NOTARIZED	
 b% of Stored Material (Column F on G703) Total Retainage (Line 5a + 5b or Total in Column I of G703) 	ss		Notary Public: My Commission expires:		
6. TOTAL EARNED LESS RETAINAG (Line 4 less Line 5 Total)	iE\$		ARCHITECT'S CERTIFIC	CATE FOR PA	AYMENT
7. LESS PREVIOUS CERTIFICATES (Line 6 from prior Certificate)	FOR PAYMENT		In accordance with the Contract Docum comprising this application, the Archite Architect's knowledge, information and	ents, based on on-sit ect certifies to the Or belief the Work has	te observations and the data wher that to the best of the progressed as indicated, the
8. CURRENT PAYMENT DUE			quality of the Work is in accordance wi	th the Contract Doci	aments, and the Contractor
9. BALANCE TO FINISH, INCLUDING	G RETAINAGE \$0.0	0	AMOUNT CERTIFIED		5
(Line 5 less Line 6)	3		(Attach explanation if amount certifie	d differs from the a	mount applied for. Initia
CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS	all figures on this Application and or	n the Continuation	Sbeet that are changed to
Total changes approved in previous months by Owner			ARCHITECT		-
Total approved this Month			By: Signed	Da	te: Dated
TOTALS NET CHANGES by Change Order			This Certificate is not negotiable. The A tractor named herein. Issuance, payn prejudice to any rights of the Owner of	MOUNT CERTIFIED tent and acceptance or Contractor under	is payable only to the Con e of payment are without this Contract.
AIA DOCUMENT G702 · APPLICATION	AND CERTIFICATE FOR P	WMENT • 1992 EDITION • AIA [®] •	©1992 • THE AMERICAN INSTITUTE OF ABCHITECT	1735 NEW YORK	
and the second s	s concrete Automatical Physical In 174,765, 17	second a the second a wear a	The second secon	the second state of the se	

Construction Payments and Completion

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

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

Signed by both the contractor and architect, and

• Notarized by a notary public.

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



Project Documentation Continued

Permission to Occupy

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

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

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

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

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

Project Uses

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

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

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

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

Income

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

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

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

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



Project Documentation Continued

Retention Agreement

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

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



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

What you should provide:

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

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

Compliance

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

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

Pictures

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

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



Project Completion Miscellaneous

oject Completion *	
oject Completion Miscellaneous	
Add Issue	Cancel Save Issue
Issue Description	
	Ó
You have 250 characters remaining for your description.	
You have 3000 characters remaining for your description.	0
Attachment Browse 2	
uired to save the page	To submit your changes please click Save before exiting this

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

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



Sponsor Certification

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

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

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

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

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



Sponsor Certification Continued

Pro	ect * Disbursement * Monit	oring " Extension "	
p	onsor Certification		
oje	tt Name	Project Sponsor	
oje	tt Number	Project Member	
oje	t City, State		
de P	ertification is made to the Federal Hom oject has been approved by the Bank t of Federal Regulations (AHP Regulation toking the following boxes, it is certifie	I can Bank of Chicago (Bank) in connection with the Affo o receive a Subsidy in an amount determined by the Bank (s). All capitalized terms used herein are as defined within d that:	rdable Hoosing Program (AHP) project referenced above (Projec through the AHP, which is administered pursuant to Part 1291 o AHP Regulations.
0	The individual executing this certification	is authorized to make the representations contained herein;	
0	The AHP Subsidy was used for eligible p	urposes according to the commitments made in the approved /	AHP application;
0	The tenant incomes and rents are compl	ant with commitments made in the approved AHP application,	
	The Project is habitable and suitable for	occupancy;	
2	The Project Sponsor/Owner maintains do	xumentation regarding tenant incomes and rents, at the earlier	r of move-in or application submission, if existing occupied projects;
3	The Project Sponsor/Owner continues to	have an ownership interest in the Project.	
3	The Project Sponsor is in existence and	has good standing.	
9	The Project's debt payments, if any, are	current,	
2	The Project's real estate tax payments, it	any, are current;	
-	The current vacancy rate of this 32 unit p	roject is	
1	5		
1	The Project has not suspended schedule	d soft debt payments or reserve deposits;	
5	The Project is able to operate without the	aid of reserves, grants, donations, or subsidies, beyond those	identified at application, funding, or project completion (PCR).
IOW	de an explanation for each item to whic	ch you are unable to certify:	
			0
_			
pa h	ave 3000 characters remaining for your	description.	
ind curi	icating its acceptance below, Sponsor ite, and that it understands that the Bar s non-compliance with the terms of the	certifies that it is authorized to make the representations c is has a duty to invoke sanctions pursuant to the AHP Reg approved AHP application and any subsequent modificat	contained herein, that the information provided is true, complete, putations in the event that this certification is found to be invalid ions as approved by the Bank.
			1 March 10 M

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

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

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

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



Member Certification

My Applications My Project	• • My Projects •			
Project Number	Funding Ro	ound 2015A ♥ Se	earch Reset	If you have any questions regarding the AHP program, please contact us at 312-565-5824. Visit the Bank's website at www.FHLBC.com for additional
Project Number	Project Name	Status	Monitoring Status	resources, including the Implementation Plan, Guide for
1	AHP Project A	Complete	Long-Term Monitoring - LIHTC	Project Management, application templates, and more.
	AHP Project B	Complete	Project Completion Review Not Started	Hours of Operation
	AHP Online system hours are from 6:30 a.m. to midnight CT. Community Investment hours of operation are from 8:30 a.m. to			
				5:00 p.m. CT, Monday through Friday.

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

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



Member Certification Continued

Project * Disbursement *	Monitoring E	xtension *			
Current Project Sum	Semi-Annual Progress Completion Certification	s Reports			
Project Profile	Completion Certification	on Member			
Project Name Project Number	Long Term Monitoring Certification	- Member	umber Rental		If you have any questions regarding the AHP program, please contact us at 312-565-
Project Status		Lead Sp	onsor		5824.
Monitoring Status Project Complet	ion Review Not Started	Project Date	ember Retention	More Details	Hours of Operation AHP Online system hours are from 6:30 a.m. to midnight CT. Community Investment hours of operation are from 8:30 a.m. to
Conditions					5:00 p.m. CT, Monday through
No conditions found.				More Details	rinay.
Documentation Required					
Categories / Ty	Status				
Rehabilitation and Construction Scop	See documentation matrix Needed		Needed		
Construction Payments and Complet	See documentation matrix		Needed		
Permission to Occupy	See documentation matrix Neede		Needed		
	(1 of 3)	123	3 +> +1		
				More Details	
Modifications					
No modifications found.				More Details	

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



Member Certification Continued

Pro	ject * Disbursement * Mo	itoring * Extension *				
Me	mber Certification					
Proje Proje Proje	ct Name ct Number ct City, State	Project Sponsor Project Member				
his c he P ode	ertification is made to the Federal He roject has been approved by the Ban of Federal Regulations (AHP Regular acking the following boxes, it is certi	ne Loan Bank of Chicago (Bank) in connection with the Affordable Housing Program (AHP) project referenced above (F to receive a Subsidy in an amount determined by the Bank through the AHP, which is administered pursuant to Part 12 ons). All capitalized terms used herein are as defined within AHP Regulations.	Project). 291 of the			
	The individual executing this certifica	on is authorized to make the representations contained herein;				
	The Project units are subject to a dee	restriction or other legally enforceable retention agreement or mechanism meeting the requirements of the FHFA's AHP Regula	ations;			
	The retention agreement or mechanism is confirmed as recorded and the Project Member maintains evidence of the recorded document that is available for review by the Bank.					
	Based on an exterior visual inspectio	of the Project, it appears to be suitable for occupancy.				
Prov	de an explanation for each item to w	ich you are unable to certify:				
You I By ind accur here	ave 3000 characters remaining for y icating its acceptance below, Memb ate, and that it understands that the s non-compliance with the terms of	ur description. certifies that it is authorized to make the representations contained herein, that the information provided is true, comp ank has a duty to invoke sanctions pursuant to the AHP Regulations in the event that this certification is found to be in the approved AHP application and any subsequent modifications as approved by the Bank.	olete, and valid or Certify			

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

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

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



Member Certification Continued

	(Status Char	ge Details		
	From Status	From Status To Status Changed By			
	Not Started	Outstanding		10/31/2019	
	Outstanding	Overdue		11/21/2019	
	Overdue	Sponsor Approved	S4	01/21/2020	
	Sponsor Approved	Member Approved		01/21/2020	
	Section			Status	
enant Income				1	
ject Status Information	1				
oject Timeline	1				
oring Information	1				
ancial Information: Financial Review	1				
nancial Information: Import Spreadsheet		1			
Financial Information: Feasibility Analysis				1	
ancial Commitments Letters	1				
ect Documentation					

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



Section 6: Long-Term Monitoring

Overview and Process

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

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

OR

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

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

Helpful Hint

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





433 West Van Buren Street, Suite 501S Chicago, IL 60607

www.fhlbc.com