



**FHLBank**  
Chicago

# AHP Online: **Guide for Project Management 2024**

## **Owner-Occupied Projects**

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# Introduction

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

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

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 Security Authentication**

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

For assistance, please contact the Member Support team at [membersupport@fhlbc.com](mailto: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](http://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](mailto: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: General Project Administration

## Overview

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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](mailto:Membersupport@fhlbc.com). For more information, please view the [AHP Online Guide for Member Applicants](#).

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

Under the new security system, 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.11-23** 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 selecting "Forgot your password?" on the AHP Online login screen. For more information, follow the instructions on **p.24-28** of the [Guide for Sponsor Applicants](#).

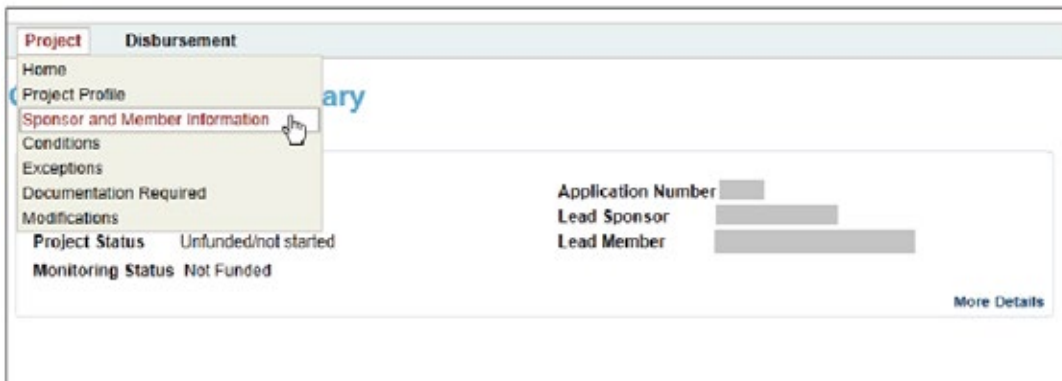
# Sponsor Procedures

## 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.



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

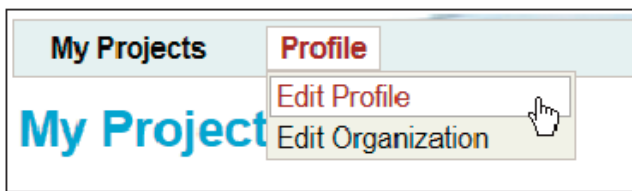
Contact Community Investment to change a project's Lead Member Contacts or Co-Member Contacts.

## Changes to a Sponsor User/Organization

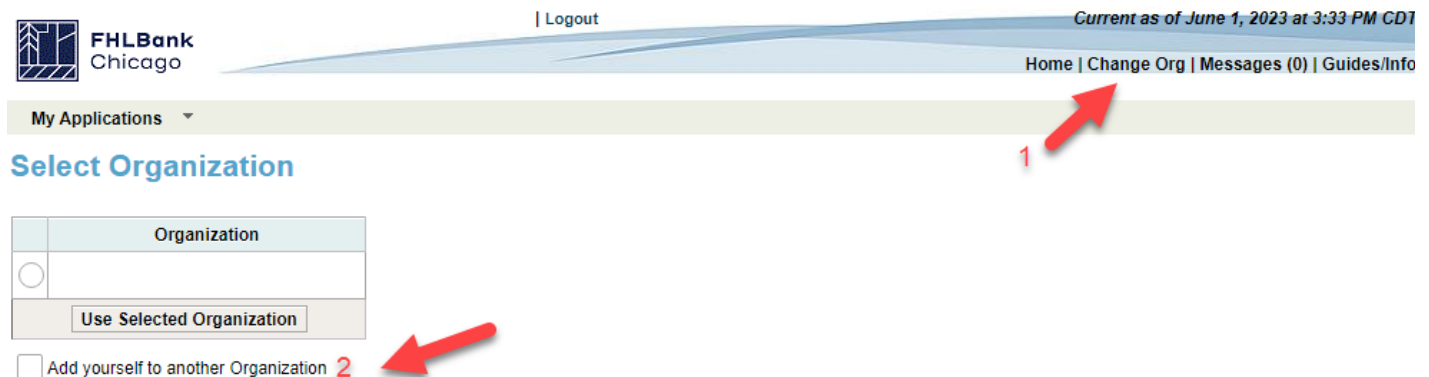
Changes to a User Profile can be made at any time by logging in to AHP Online. A Lead Contact is able to change a profile and information pertaining to the organization.

### 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.



If one unique email is associated with multiple organizations, please change the organization or add a new organization by clicking the buttons in AHP Online shown below:

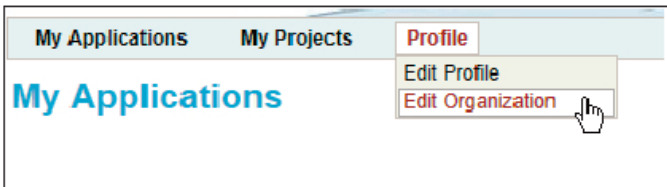




# Sponsor Procedures

## To Make Changes to an Organization

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



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.

A screenshot of the 'Organization' form in a web application. At the top, there is a progress bar with five steps: 1. Select Organization, 2. Organization Information, 3. Service Area, 4. Review & Submit, and 5. Confirmation. Step 2 is currently active. The form is divided into several sections:
 

- Organization Information:** Contains fields for Organization Name\* (with a red arrow pointing to it and the text 'Cannot Edit'), Organization Type\* (a dropdown menu set to 'Not-for-Profit Organization'), Phone Number\*, Fax Number, and Website.
- Services Provided\*:** A list of checkboxes for various services, including Affordable Housing Development, Architectural/Engineering, Consulting, Counseling Services (mental health), Counseling Services (residential support), Counseling Services (substance abuse), Day Care/Youth Programs, Education, Elderly Services, Employment Training, Financial Literacy, Health Care Services, Housing Counseling (pre and post), Job Training/Welfare to Work, Legal, Office of Minority and Women Inclusion (OMWI), Property Management, and Special Needs Housing.
- Mailing Address:** Contains fields for Address Line1\*, Address Line2, ZIP\*, ZIP+4\*, City, County, and State. There is a 'Lookup' button next to the ZIP+4\* field.
- Other:** A checkbox labeled 'Other' with a text input field.

# Sponsor Procedures

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## How to Add a Sponsor Contact

- 1.** Ensure the new contact has sponsor approval to be added to the organization.
- 2.** The new contact must setup Microsoft Authenticator on their mobile device by following these [Step-by-Step Instructions](#).
- 3.** Follow the instructions in the [Guide for Sponsor Applicants](#) to link Microsoft Authenticator to the new AHP Online account (p.11-23).
- 4.** Once the new contact has successfully logged into the account and associated the email with the correct sponsor organization, please notify Community Investment staff at [ci@fhlbc.com](mailto:ci@fhlbc.com) which project(s) the new contact should be associated with. Then CI staff will internally associate them with the applicable projects.



## Member Procedures

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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](mailto: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](http://www.fhlbc.com), and enter the member's login ID and password or PIN+Token.)

# How to Download the Executed AHP Subsidy Agreement

To view and download a copy of the fully executed AHP Subsidy Agreement, follow these simple steps:

1. Sign into AHP Online and select the applicable project profile.
2. Next, click "More Details" on the bottom-right corner of the Documentation Required section.

## Current Project Summary

**Project Profile**

Project Name Project Number Project Status  Monitoring Status Not Funded <span style="color: blue;">?</span>	Application Number Project Type Lead Sponsor  Lead Member Project Retention Date
--	---

[More Details](#)

---

**Conditions**

No conditions found.

[More Details](#)

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**Documentation Required**

Categories / Types	Documentation Required	Status
Acquisition Cost	Reference Documentation Matrix	Needed
Existence	Reference Documentation Matrix	Needed
Ownership	Reference Documentation Matrix	Needed

(1 of 4) << < 1 2 3 4 > >>

[More Details](#)

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**Modifications**

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.

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

3. Then click "View" next to the Subsidy Agreement label.

## Documentation Required

Action	Categories or Types	Documentation Required	Status	Attached Document	Reviewed by CID?
View	Subsidy Agreement	Reference Documentation Matrix	Satisfied	Sample Upload File.pdf	Yes
View	Site Control	Reference Documentation Matrix	Satisfied	Sample Upload File.pdf	Yes
View	Acquisition Cost	Reference Documentation Matrix	Needed		Yes
View	Zoning	Reference Documentation Matrix	Satisfied	Sample Upload File.pdf	Yes
View	Existence	Reference Documentation Matrix	Needed		Yes
View	Ownership	Reference Documentation Matrix	Needed		Yes

4. Lastly, click on the agreement to download.

# 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 six-month 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. **Note: The Lead Member Contact doesn't need to submit anything for SAPR(s).**

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.

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

### 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](mailto:AHPInitial@fhlbc.com), copying the Lead Member Contact(s).



# To Complete an SAPR

**Project**   **Disbursement**   **Monitoring**   **Extension**

**Current Project Summary**

Semi-Annual Progress Reports  
Long Term Monitoring – Sponsor/Owner Certification

**Project Profile**

Project Name  
Project Number  
Project Status   Unfunded/not started  
Monitoring Status   Not Funded ?

Application Number  
Project Type   Rental  
Lead Sponsor  
Lead Member

[More Details](#)

**Conditions**  
No conditions found.  
[More Details](#)

**Documentation Required**

Categories / Types	Documentation Required	Status
Acquisition	Reference Documentation Matrix	Needed
Acquisition Cost	Reference Documentation Matrix	Needed
Zoning	Reference Documentation Matrix	Needed

[More Details](#)

**Modifications**  
No modifications 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-Annual Progress Reports**

**Current Semi-Annual Progress Report (SAPR)**

Action	Reporting Period	Due Date	Status
<a href="#">Edit</a>			Not Certified

**Previous Semi-Annual Progress Reports**  
No Previous Semi-Annual Progress reports(SAPR) found.

If you have any questions regarding monitoring, please feel free to contact Community Investment at 312-565-5824.

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

# To Complete an SAPR

## Units/Targeting

Semi Annual Progress Report

**SAPR Home**

Reporting Period April 01, 2017 - September 30, 2017  
 SAPR Status Not Certified  
 Approved AHP Funding Amount \$ 360,000.00  
 FHLB Lead Member

Section	Status
Units/Targeting	✘
Project Timeline	✘
Project Progress	✘

✘ Not Visited  
 ✓ In Progress  
 ✓ Complete

Semi Annual Progress Report

**Units/Targeting**

Units

Please indicate all progress to date.

Total Units 60  
 Units Complete\*   
 Units Vacant\*

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

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

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

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

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

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

9. Click on Next at the bottom-right corner of the Units/Targeting page.



**Helpful Hint**  
 Click [here](#) to view the HUD Income Guidelines on the Bank's public website.

# To Complete an SAPR

## 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 [?]

Construction/Rehabilitation Start Date\*: 02/01/2017 \*  Actual  Expected

Complete Construction/Rehabilitation/Purchase of all Units Date\*: 06/02/2019 \*  Actual  Expected

Project Completion Date: [?] [?]

Have there been any material delays to the project?\*  Yes  No

Please provide a detailed explanation of reason for delays\*  
 test  
 You have 3996 characters remaining for your description.

\* Required to save the page  
 \* Required before Certification

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

Save Undo

<Previous Next>

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

- **Award Date (auto-populated, read-only):** the date the project was awarded AHP funds
- **AHP Initial Draw Date:** the date when the first AHP subsidy disbursement request is anticipated to be Member Approved

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

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

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

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

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

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

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

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



# To Complete an SAPR

## Project Progress

Semi Annual Progress Report

### Project Progress

Project Status\*  
 Unfunded/not started  
 Unfunded/started  
 Funded/started  
 Complete

Has Project Sponsor c... Submitted since application?\*  Yes  No

\* Required to save the page  
 ♦ Required before Certification

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

Save Undo

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

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

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

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

**Complete:** All approved AHP funds have been disbursed to the project, construction/rehabilitation/acquisition is complete, and all units are sold.

### Helpful Hint

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

- The project sponsor and member no longer intend to move forward with the project construction/rehabilitation/acquisition.
- The project will not be able to meet conditions of award or eligibility per the Code of Federal Regulations (12 C.F.R. Part 1291) or the Bank's Affordable Housing Program Implementation Plan.

For more information, see [Withdrawal of an AHP Project](#) in this guide.

# To Complete an SAPR

## Project Progress Continued

The screenshot shows a web form titled "Semi Annual Progress Report" with a sub-section "Project Progress". The form includes the following elements:

- Project Status\***: A dropdown menu with "Funded/started" selected. A red arrow points to this dropdown.
- Have there been any significant financial changes to the project?\***: Radio buttons for "Yes" (selected) and "No". A red arrow points to the "Yes" radio button.
- Please provide an explanation\***: A text input field containing the word "test". A red arrow points to the right side of the text box.
- You have 1996 characters remaining for your description.**: A message below the text box.
- Has Project Sponsor contact information changed since application?\***: Radio buttons for "Yes" (selected) and "No". A red arrow points to the "Yes" radio button.
- Logged In Sponsor Information**: Fields for Lead Sponsor Name, Organization Name, Organization Type (with "Not-for-Profit Organization" selected), Cell Phone Number, Work Phone Number\*, Fax Number, and Extn:.
- Mailing Address**: Fields for Email:\* (with "AHP-test@fhilbc.com" entered) and Confirm Email:\* (with "AHP-test@fhilbc.com" entered).
- Footer**: A red-bordered box containing the text "To submit your changes please click Save before exiting this page." and two buttons: "Save" and "Undo". A red arrow points to the "Save" button.
- Navigation**: A "<Previous" link at the bottom left.

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

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

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

# To Review and Submit an SAPR

## Review & Submit an SAPR

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

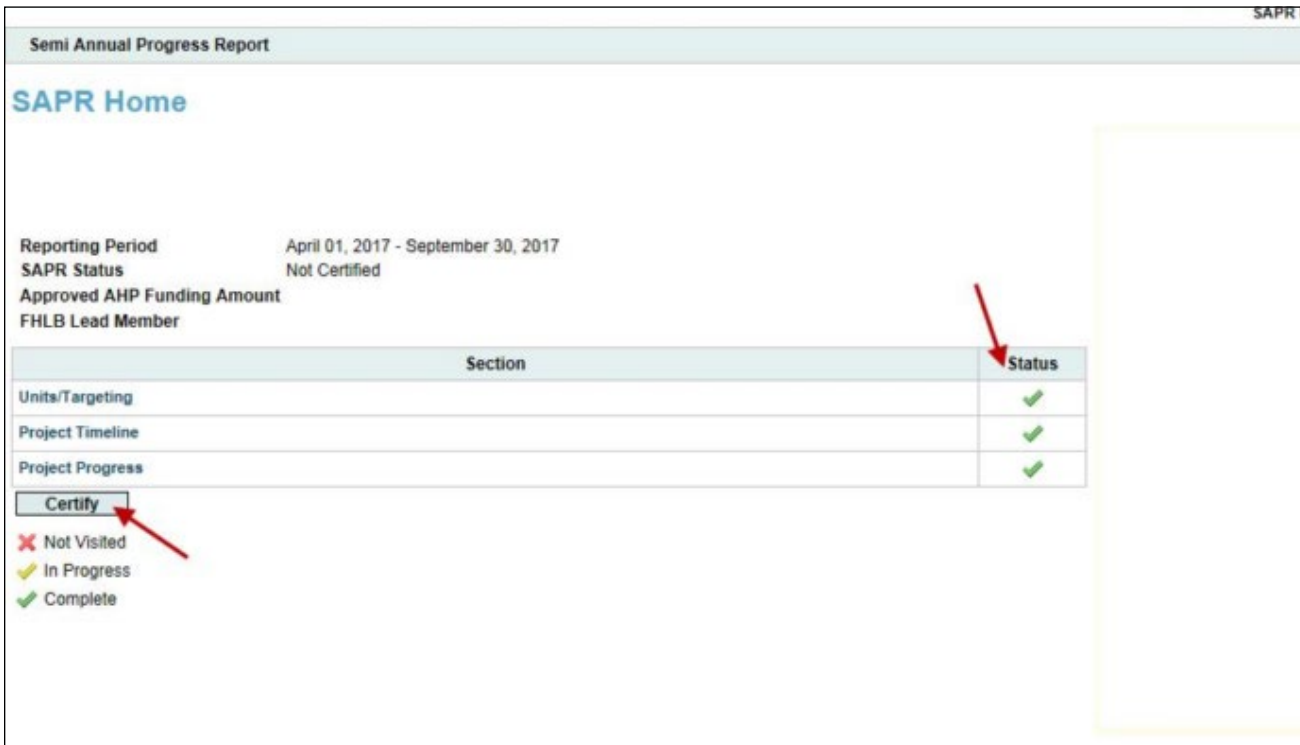
Action	Reporting Period	Due Date	Status
Edit	April 01, 2017 - September 30, 2017	10/16/2017	Not Certified

Previous Semi-Annual Progress Reports  
No Previous Semi-Annual Progress reports(SAPR) found.

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



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.

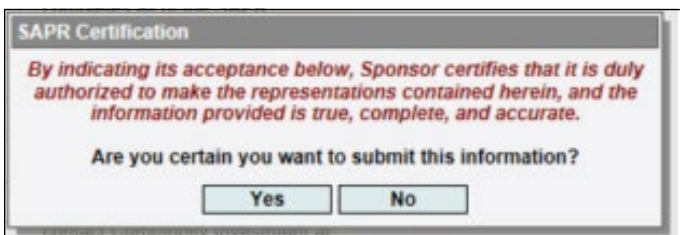
4. When prompted, click on the Yes button to certify and submit the request.

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

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### 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.

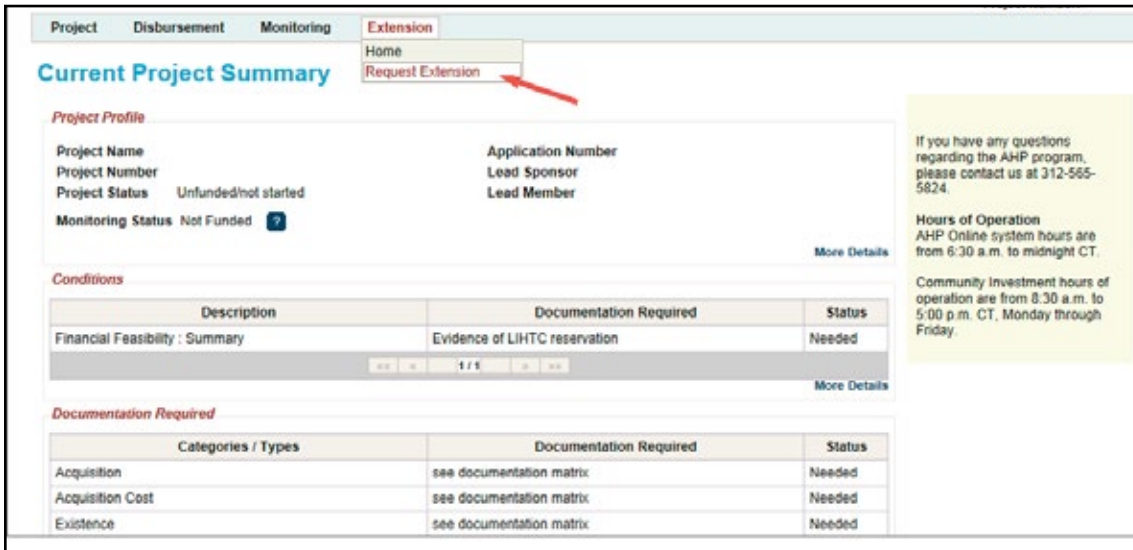
### Extension Request Submission Process

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.

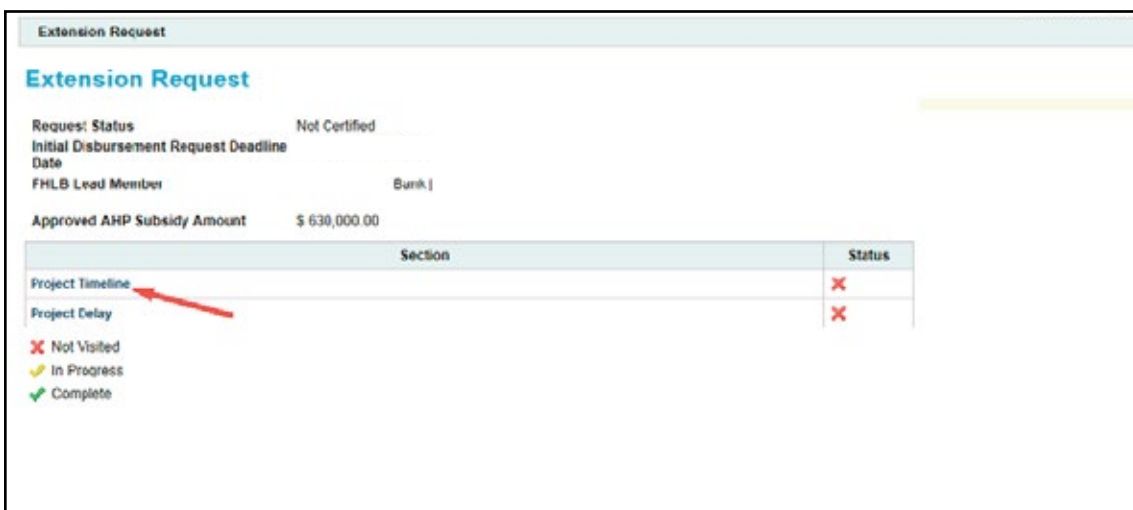
**\*Note: Failure to complete previously awarded AHP projects in a timely manner may impact receipt of future AHP awards.**



# To Request an Extension



1. Log in to [AHP Online](#).
2. On the **My Projects** page, click on the project number for which the extension is being completed.
3. Hover the cursor over the **Extension** tab on the Current Project Summary screen and click on **Request Extension**.



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

# To Request an Extension

## Continued

### 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*	<input type="text"/>	Expected	<input type="radio"/>
Construction/Rehabilitation Start Date*	02/01/2017	* <input checked="" type="radio"/> Actual <input type="radio"/> Expected	<input type="radio"/>
Complete Construction/Rehabilitation/Purchase of all Units Date*	01/04/2017	* <input checked="" type="radio"/> Actual <input type="radio"/> Expected	<input type="radio"/>
Project Completion Date			<input type="radio"/>

Have there been any material delays to the project?\*  Yes  No

Please provide a detailed explanation of reason for delays\*

You have 3000 characters remaining for your description.

\* Required to save the page  
\* Required before Certification

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

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

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

### Homeownership Projects

- **Award Date (auto-populated, read-only):** the date the project was awarded AHP funds
- **AHP Initial Draw Date:** the date when the first AHP subsidy disbursement request is anticipated to be Member Approved

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

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

- **Complete Construction/Rehabilitation/Purchase of All Units Date:** the date the construction or rehabilitation work was completed or is expected to be completed; for acquisition-only projects,

enter the purchase date or expected purchase date of the final unit(s)

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

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

7. Click on the Save button.

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

# To Request an Extension

## Continued

**Project Delay**

Explain why the project has not requested the initial draw of AHP funds and requires an extension.\*

*You have 1000 characters remaining for your description.*

\* Required to save the page  
† Required before Certification

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

<Previous

*Red arrows point to the text input field and the Save button.*

**Project Delay**

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

Explain why the project has not requested the initial draw of AHP funds and requires an extension.\*

Testing

*You have 993 characters remaining for your description.*

\* Required to save the page  
† Required before Certification

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

<Previous

*Red arrows point to the confirmation message and the Save button.*

**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.



# To Request an Extension

## Continued

Extension Request

Home

Project Delay

Project Timeline

**Back to Extension Home** Changes saved to the system. ✓

Explain why the project has not requested the initial draw of AHP funds and requires an extension.\*

Testing

You have 993 characters remaining for your description.

\* Required to save the page

Required before Certification

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

Save Undo

<Previous

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

Project Disbursement Monitoring Extension

Extension Home

Extension(s)

Action	Extension ID #	Status	From Extension Date	To Extension Date
Edit	1262	Not Certified	Dec 09, 2016	

« « 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).

# To Request an Extension

## Continued

Extension Request

### Extension Request

Request Status: Not Certified

Initial Disbursement Request Deadline Date: \_\_\_\_\_

FHLB Lead Member: Bank I

Approved AHP Subsidy Amount: \$ 630,000.00

Section	Status
Project Timeline	✔
Project Delay	✔
<input type="button" value="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 Request Certification

By indicating its acceptance below, Sponsor certifies that it is duly authorized to make the representations contained herein, and the information provided is true, complete, and accurate.

Are you certain you want to submit this information?

**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 [Owner-Occupied 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.

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

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 about four weeks to review, depending on the number of clarifications. Homeownership projects submit individual Disbursement Requests for each household served.**

**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.



# Sponsor and Member Information

## Prerequisites

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

### Helpful Hint

To expedite the process of submitting a disbursement request for a homeownership project, you may find it helpful to gather any necessary documentation and to complete the Household Member Questionnaire and Income Calculation Workbook prior to beginning your data entry.



## Disbursement Request Status Codes

The following codes describe the status of the disbursement request:

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

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

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



**Under Review:** Community Investment is in the process of reviewing the disbursement request.

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

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

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

## 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.
<b>Make the following corrections:</b>	The page cannot be saved until it is corrected.



# For Sponsors

## Finding or Creating a Disbursement Request

The screenshot shows the 'My Projects' page in the AHP Online system. At the top, there are navigation links for 'My Projects' and 'Profile'. Below that, there are search filters for 'Project Number', 'Project Name', and 'Funding Round' (a dropdown menu). There are 'Search' and 'Reset' buttons. A table below the search filters shows the following data:

Project Number	Project Name	Status	Monitoring Status
		Unfunded/not started	Not Funded

On the right side of the page, there is a yellow box with the following text:

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](http://www.FHLBC.com) for additional resources, including the Implementation Plan, Guide for Project Management, application templates, and more.

**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. 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

If you forget your password, please try resetting it using the security questions set at registration.

**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.

# For Sponsors

## Finding or Creating a Disbursement Request Continued

Project
**Disbursement**

Current

Home
Request Disbursement

**Project Profile**

Project Name	MCCA Down Payment Assistance 2013	Application Number	
Project Number		Lead Sponsor	Mid Central Community Action, Inc.
Project Status	Funded/started	Lead Member	Busey Bank   Champaign, IL
Monitoring Status	Not Funded		

[More Details](#)

**Conditions**

*No conditions found.*

[More Details](#)

**Documentation Required**

Categories / Types	Documentation Required	Status
Site Control		Needed
Acquisition		Needed
Zoning		Needed

[More Details](#)

**Modifications**

*No modifications found.*

[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.

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

**Approved Application**

**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.

# For Sponsors

## Finding or Creating a Disbursement Request Continued

Project
Disbursement

### Disbursement Home

Project Status Funded/started

**AHP Approved Amount**

— Grant Amount —

Original Awarded Amount	\$ 300,000.00
Current Approved Amount	\$ 300,000.00
Disbursements	\$ 23,772.00
Withdrawn/Deobligated	\$ 0.00
Recaptured	\$ 0.00
Available	\$ 276,228.00

**Disbursement Requests**

Request #	Date Created	Date Received	Amount Requested	Funding Status	Date Funded
20050			Grant \$ 3,232.00	Pending	
20049			Grant \$ 2,540.00	Pending	
20040			Grant \$ 6,000.00	Funded	
20039			Grant \$ 6,000.00	Under Review	
20025			Grant \$ 6,000.00	Funded	

« « 1 / 1 » »

[Request Disbursement](#)

**Approved Application (PDF)**

If you have any questions regarding disbursements, please feel free to contact Community Investment at 312-565-5824.

**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.



# For Sponsors

## 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 institution to receive the funds is not listed, please call Community Investment at 312-565-5824 for instructions on how to proceed.*

**Member to disburse the requested funds\***


Is this the final disbursement request for this project?\*  Yes  No


Has there been an escrow account established for this project?\*  Yes  No


\* Required to save the page

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

# For Sponsors

## 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, IL - 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 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.

**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.

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.

# For Sponsors

## Initiating a Disbursement Request Continued

Disbursement Request

### Disbursement Request Home

**Funding Status** Pending  
**Funding Member** Busey Bank | Champaign, IL

Section	Status
Amount Requested and Uses of Funds	✔
Site Selection	✘
Beneficiary Selection	✘
Household Income	✘
Project Status Information	✘
Project Timeline	✘
Scoring Information	✘
Project and Disbursement 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.

# For Sponsors

## Disbursement Site Selection

Disbursement Request

### Disbursement Site Selection

Grant amount approved	\$ 58,000.00
Less: Funds disbursed to date	(\$ 1,151.23)
Less: Pending disbursement requests	(\$ 1,151.23)
Grant amount available	\$ 56,848.77
Disbursement requested	\$ 1,000.00

Add Disbursement Sites

Site(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
		✓	400 S Vine Street		URBANA	CHAMPAIGN	IL	61801-3336

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

◆ Required before Sponsor Approval

<Previous
Next>

## Owner-Occupied Projects

- If known, data for multiple project sites can be simultaneously entered on this screen for future use.
- Only one site can be selected per disbursement request.
- The site selected for the disbursement request must correspond to the beneficiary on the Beneficiary Selection screen.

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

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

# For Sponsors

## Disbursement Site Selection Continued

### Application Details ?

**Site Information**

Is the Project single site?  Yes  No

How many sites are part of the project?

Are the addresses for all of the sites known?  Yes  No

How many site addresses are known?

**Add Known Sites**

Site(s)							
Action	Central Site	Address Line 1	Address Line 2	City	County	State	Zip Code
		40 Vine St		URBANA	CHAMPAIGN	IL	61801-3336
	✓	400 S Vine Street		URBANA	CHAMPAIGN	IL	61801-3336

**Back to Disbursement Site Selection**

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

◆ Required before Sponsor Approval

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The 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](#).



# For Sponsors

## Disbursement Site Selection Continued

**Site Information**

Is the Project single site?  Yes  No

How many sites are part of the project?

Are the addresses for all of the sites known?  Yes  No

How many site addresses are known?

[Add Known Sites](#)

Site(s)							
Action	Central Site	Address Line 1	Address Line 2	City	County	State	Zip Code
		40 Vine St		URBANA	CHAMPAIGN	IL	61801-3336
	<input checked="" type="checkbox"/>	400 S Vine Street		URBANA	CHAMPAIGN	IL	61801-3336

**Site**

City:  Congressional District:   
County:  Census Tract:   
State:  CBSA:

Number of Units\*  Targeted Area\*

Appraisal Date:   Is the property located on Indian Land?  Yes  No

Acquisition Price\*  Is/ Will the property be in a Land Trust?  Yes  No

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

Is the site Donated or Discounted?  Dwelling type\*

Is the Site Rural?  Yes  No

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

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

Attach an "as is" appraisal of the value of the property:

[Back to Disbursement Site Selection](#)

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

Required before Sponsor Approval

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

✓

### Helpful Hint

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

# For Sponsors

## Disbursement Site Selection Continued

Information  
• Application Site Information has been saved. ✓

Is the Project single site?  Yes  No

How many sites are part of the project?\*

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

How many site addresses are known?\*

[Add Known Sites](#)

Site(s)							
Action	Central Site	Address Line 1	Address Line 2	City	County	State	Zip Code
Edit		2 Test Street		DE SOTO	CRAWFORD	WI	54624-6135
		1 Test Street		LA CROSSE	LA CROSSE	WI	54601-6514
		3 Test Street		LA CROSSE	LA CROSSE	WI	54601-6514
		4 Test Street		DE SOTO	VERNON	WI	54624-6135
Edit		5 Test Street		LA FARGE	VERNON	WI	54639-8514
	✓	6 Test Street		WESTBY	VERNON	WI	54667-1013

[Back to Disbursement Site Selection](#)

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

After clicking on *Save*, click on this button to return to the disbursement request.

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

**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.

# For Sponsors

## 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**

Site(s)									
Select	Site Information	Site Parcel	Central Site	Address Line 1	Address Line 2	City	County	State	Zip Code
<input type="checkbox"/>	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  
♦ Required before Sponsor Approval

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

**Save** **Undo**

<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.



# For Sponsors

## Beneficiary Selection

Disbursement Request

**Beneficiary Selection**

Site(s)						
Select	Address Line 1	Address Line 2	City	County	State	Zip Code
Add Beneficiary	111 Test Street		CHICAGO	COOK	IL	60614-5506

Add Beneficiary

Save
Cancel

Beneficiary Last Name\*   
 Beneficiary First Name\*

Please attach a completed [Beneficiary Questionnaire](#) for each member of the household.

\*  Browse... ?

---

\* Required to save the page

◆ Required before Sponsor Approval

Save
Undo

<Previous
Next>

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

### To Add a Beneficiary

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

# For Sponsors

## Beneficiary Selection Continued

**Disbursement Request**

### Beneficiary Selection

Site(s)						
Select	Address Line 1	Address Line 2	City	County	State	Zip Code
	111 Test Street		CHICAGO	COOK	IL	60614-5506

Beneficiaries			
Select	Beneficiary Name	Site Address	Action
select	John Doe	111 Test Street CHICAGO COOK IL 60614-5506	Add Co-Beneficiaries   Edit   Remove

Add Co-Beneficiary

Co-Beneficiary Last Name\*

Co-Beneficiary First Name\*

Please attach a completed [Beneficiary Questionnaire](#) for each member of the household.

\*

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

◆ Required before Sponsor Approval

### To Add Co-Beneficiaries

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

Once all co-beneficiaries have been added, click on the Save button to save the list of names. To view and/or edit the list of beneficiaries for that property, click on the word select and then on the Edit or Remove button.

**Please attach a completed Household Member Questionnaire for each member of the household.** The Household Member Questionnaire should be filled out for every member of the household who is 18 years or older, whether he or she is listed on the Retention Documents or not.

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

Click on Save to save the information on the screen.

# For Sponsors

## Household Income

**Helpful Hint**  
Please refer to the [AHP Program Policy and Forms](#) page of the Bank’s public website for resources associated with the Household Income page: Household Member Questionnaire, Income Calculation Guidelines, Income Calculation Workbook, Certification of Zero Income, etc.

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

**Have you completed the Income Calculation Workbook found on our website that includes all household members?:** If **No** is chosen, the user will be prompted to complete the Income Calculation Workbook. The workbook can be found on the [AHP Program Policy and Forms](#) page of the Bank’s public website. Open the workbook, provide the required information, and save to a local drive for later retrieval. **Remember: All members of the household, regardless of age, need to be listed on the Household Summary tab.**

If **Yes** is chosen, the user will be prompted to upload the completed Income Calculation Workbook. Once this is uploaded and the Save button is clicked, data from the workbook will appear on the screen, specifically: household size, total household income, and AMI category (based on HUD Income Guidelines). Review the results displayed in AHP Online to ensure that they match the expected AMI for that transaction. If corrections need to be made, remove the workbook and make the necessary changes. Re-save and re-upload the workbook. Again, review the page for accuracy and answer the ***I affirm that I have reviewed the AMI category indicated and it is correct*** prompt accordingly.

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

Click on Save to save the information on the screen.

# For Sponsors

## Project Status Information

Disbursement Request

### Project Status Information

Has there been any change in the sponsor role to this project?  Yes  No

Upload supporting documentation   

Please provide details and supporting documentation\*

*You have 2000 characters remaining for your description.*

Does the project still comply with applicable Fair Housing and Accessibility Laws?  Yes  No

Please provide details\*

*You have 2000 characters remaining for your description.*

Is the subject property(ies) owned by the member applicant (REO)?  Yes  No

As per FHFA regulations, please supply an appraisal performed by a state certified or licensed appraiser which is less than six months old\*   

---

\* 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?**

**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.

# For Sponsors

## Project Timeline

**Notify FHLBC immediately upon Project Completion**

Please supply the current project timeline dates listed below:

Award Date	11/16/2015	
AHP Initial Draw Date	10/24/2016	Actual <span>?</span>
Construction/Rehabilitation Start Date*	<input type="text" value="06/27/2016"/>	* <input checked="" type="radio"/> Actual <input type="radio"/> Expected
Complete Construction/Rehabilitation/Purchase of all Units Date*	<input type="text" value="12/31/2017"/>	* <input type="radio"/> Actual <input checked="" type="radio"/> Expected
Project Completion Date	11/16/2018	<span>?</span>

Have there been any material delays to the project?\*  Yes  No

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

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

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

### Homeownership Projects

- **Award Date (auto-populated, read-only)**
- **AHP Initial Draw Date:** the date when the first AHP subsidy disbursement request is anticipated to be Member Approved

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

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

was completed or is expected to be completed; for down payment assistance projects, the retention execution date should correspond to the closing/settlement date from the final closing disclosure for that unit; for acquisition-only projects, enter the purchase date or expected purchase date of the final unit(s)

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

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

# For Sponsors

## Scoring Information

**Scoring Information**

[Next Page >>](#)

[Cancel](#)

To submit your changes please click Apply Changes before exiting this page.

Please select at least one or more commitments being filled by this request and attach supporting documentation in order to complete this page.

Please respond to the following question:

I affirm that I have reviewed the Scoring Commitments listed below and that they are correct.\*  Yes  No

Scoring Category	Commitment Status	Project Commitment	Fulfilled To-Date	Pending Fulfillments	Filled by this Request?	Previous Documentation	Attach Supporting Documentation*
Priority 2 - Project Sponsorship	Needed	24	12	0	<input checked="" type="checkbox"/>		
Priority 3 - Targeting							
> 50% and <=80% AMI	Needed	19	10	0	<input type="checkbox"/>		
> 60% and <=80% AMI	Needed	5	2	0	<input checked="" type="checkbox"/>		
Priority 4 - Underserved Communities and Populations							
Special Needs	Needed	5	12	0	<input checked="" type="checkbox"/>		
Physically, developmentally or mentally disabled		5					
Priority 5 - Creating Economic Opportunity Through Residential Economic Diversity							
Priority 6 - Community Stability	Needed	24	12	0	<input checked="" type="checkbox"/>		
Priority 7 - Bank District Priorities							
In-District	Needed	24	12	0	<input checked="" type="checkbox"/>		
AHP Subsidy per Unit		\$0.00 - \$15,000.00	\$13,970.17				
Projects of 24 or Fewer Units	Needed	24	12	0	<input checked="" type="checkbox"/>		

[Cancel](#)

To submit your changes please click Apply Changes before exiting this page.

[Previous Page <<](#)

[Next Page >>](#)

**I affirm that I have reviewed the Scoring Commitments listed below and that they are correct:** If No is selected, the user will be prompted to contact Community Investment. Select Yes to affirm the project’s scoring commitments are correct in order to indicate commitments fulfilled via the disbursement request and to provide supporting documentation.

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

**Important:** Please confirm that all scoring commitments will continue to be met by dividing the number of fulfilled units for each scoring commitment by the number of total fulfilled units for the AHP Project, and confirming the minimum threshold is still met.

Do not submit the disbursement request if doing so would render the project out of compliance with one or more scoring commitments.

For information on supporting documentation for scoring categories, please carefully review the [Owner-Occupied 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.

Section 4: Disbursement  
For Sponsors

Scoring Information Continued

Project Name: \_\_\_\_\_  
Project Number: \_\_\_\_\_  
Disbursement Request Number: 21472

**Disbursement Request**

**Scoring Information**

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

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

Scoring Category	Commitment Status	Project Commitment	Fulfilled by This Request?	Previous Documentation	Attach Supporting Documentation
Priority 2 - Project Sponsorship	Needed	45	<input type="checkbox"/>		<input type="button" value="Browse"/> ?
Priority 3 - Targeting					
<= 50% AMI	Needed	30	<input type="checkbox"/>		
> 50% and <=60% AMI	Needed	15	<input type="checkbox"/>		
Priority 4 - Housing for Homeless	Needed	9	<input type="checkbox"/>		<input type="button" value="Browse"/> ?
Priority 5 - Promotion of Empowerment					
Employment services (i.e., employment/career counseling, job training and/or placement)	Needed	45	<input type="checkbox"/>	Housing_Employment Services MOU.pdf	<input type="button" value="Browse"/> ?
Financial literacy, independent of homebuyer education and/or pre-purchase counseling	Needed	45	<input type="checkbox"/>	Housing_Financial Literacy MOU.pdf	<input type="button" value="Browse"/> ?
Assistance accessing benefits and/or entitlements that provide income and/or reduce the cost of living	Needed	45	<input type="checkbox"/>	Housing_Assistance with Benefits MOU.pdf	<input type="button" value="Browse"/> ?
Priority 6 - District Priority 1					
In-District	Needed	45	<input type="checkbox"/>		<input type="button" value="Browse"/> ?
Priority 7 - District Priority 2					
Project Readiness	Satisfied	45			
Member Financial Participation					
Points will be awarded if a member or members provide long-term financing with a minimum term of 15 years to the project (i.e., permanent financing, participation in permanent financing, letter of credit for credit enhancement, direct purchase of tax credits, or purchase of tax credits through a proprietary investment fund), the sum total of which constitutes >=10% of total development costs. Projects consisting of rehabilitation-only are eligible to receive points for long term financing only if a member commits to provide financing for the proposed rehabilitation in an amount >=10% of the total development cost.	Needed		<input type="checkbox"/>		<input type="button" value="Browse"/> ?
Points will be awarded if a member or members provide(s) intermediate or short-term financing to the project (i.e., construction or bridge loan, participation in a construction or bridge loan, or performance guaranty letters of credit), the sum of which constitutes >=10% of total development cost.	Needed		<input type="checkbox"/>		<input type="button" value="Browse"/> ?
Priority 8 - AHP Subsidy per Unit		\$0.00 - \$15,000.00			
Priority 9 - Community Stability	Needed	45	<input type="checkbox"/>		<input type="button" value="Browse"/> ?

\* Required to save the page  
 Required before Sponsor Approval

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

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**Scoring Information Columns**

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

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

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

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

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

The **Fulfilled to Date** column identifies how many units have been approved by Community Investment.

# For Sponsors

## Scoring Information Continued

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

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

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

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

### Helpful Hint

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

### Helpful Hint

**\*Important:** 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.

**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 or 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) Scoring 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.).



# For Sponsors

## Project Documentation

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

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

### Helpful Hint

For **down payment assistance projects**, the retention execution date should correspond to the closing/settlement date from the final closing disclosure for that unit. **Rehabilitation-only Homeownership Projects** are **not subject to a retention agree-**



For information on required documentation based on project characteristics, please carefully review the [Owner-Occupied Documentation Matrix](#) and the accompanying instructions.

Disbursement Request
▼

### Project Documentation

Request Documents

Action	Document Description	Requirements	Has Template?	Attached Document
<a href="#">Edit</a>	Acquisition	Required	Yes	Site Appraisal PDF.pdf
<a href="#">Edit</a>	Acquisition Cost	Required	Yes	Site Appraisal.docx
<a href="#">Edit</a>	Zoning	Optional	Yes	Market Study.docx
<a href="#">Edit</a>	Project Sources	Required	Yes	Cost Verification Documentation.pdf
<a href="#">Edit</a>	Project Uses	Required	Yes	3646 [Member-Approved Application Archive] Rental AcqRehabNewConst.pdf
<a href="#">Edit</a>	Delivery of Subsidy	Required	Yes	MOU - Habitat.pdf
<a href="#">Edit</a>	Retention Agreement	Required	Yes	2021_TIW_IL_WI.xlsx
<a href="#">Edit</a>	Pictures	Optional	Yes	

Project Documents

Action	Description	Documentation Required	Status	Document Available?	Explained?	Attached Document
<a href="#">Edit</a>	Subsidy Agreement	Reference Documentation Matrix	Needed	No	Yes	
<a href="#">Edit</a>	Acquisition	Reference Documentation Matrix	Needed	No	Yes	
<a href="#">Edit</a>	Acquisition Cost	Reference Documentation Matrix	Needed	No	Yes	
<a href="#">Edit</a>	Existence	Reference Documentation Matrix	Needed	No	Yes	
<a href="#">Edit</a>	Project Sources	Reference Documentation Matrix	Needed	No	Yes	
<a href="#">Edit</a>	Project Uses	Reference Documentation Matrix	Needed	No	Yes	
<a href="#">Edit</a>	Delivery of Subsidy	Reference Documentation Matrix	Needed	No	Yes	
<a href="#">Edit</a>	Retention Agreement	Reference Documentation Matrix	Needed	No	Yes	
<a href="#">Edit</a>	Pictures	Reference Documentation Matrix	Needed	No	Yes	

\* Required to save the page

◆ Required before Sponsor Approval

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

# For Sponsors

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

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

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

### Helpful Hints

- ✓ "When the Document Available?" column is marked **No**, the "Explained?" column must be marked **Yes**.
- ✓ "When the Document Available?" column is marked **Yes**, the "Explained?" column will be marked **No** and the name of the document uploaded will appear in the "Attached Document" column.
- ✓ Only after all Required documents are submitted and all Needed documents have been addressed will the page save with a green check mark.
- ✓ A status of Required means an upload is necessary.
- ✓ A status of Needed means the document must be submitted, but not necessarily with this disbursement request.
- ✓ A status of Optional means you should refer to the **Owner-Occupied Documentation Matrix** to determine if a document must be uploaded for the disbursement.



# For Sponsors

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

Disbursement Request ▾

## Project Documentation

**Request Documents**

Action	Document Description	Requirements	Has Template?	Attached Document
Edit	Acquisition	Required	Yes	Site Appraisal PDF.pdf
Edit	Acquisition Cost	Required	Yes	Site Appraisal.docx
Edit	Zoning	Optional	Yes	Market Study.docx
Edit	Project Sources	Required	Yes	Cost Verification Documentation.pdf
Edit	Project Uses	Required	Yes	3646 [Member-Approved Application Archive] Rental AcqRehabNewConst.pdf
Edit	Delivery of Subsidy	Required	Yes	MOU - Habitat.pdf
▶	Retention Agreement	Required	Yes	2021_TIW_IL_WI.xlsx
Edit	Pictures	Optional	Yes	

**Request Document**

Document Description: Retention Agreement  
 Requirements: Required  
 Template:

Attach Documentation ▾

Uploaded File Info

2021\_TIW\_IL\_WI.xlsx

Explain

You have 1000 characters remaining for your description.

**Project Documents**

Action	Description	Documentation Required	Status	Document Available?	Explained?	Attached Document
Edit	Subsidy Agreement	Reference Documentation Matrix	Needed	No	Yes	
Edit	Acquisition	Reference Documentation Matrix	Needed	No	Yes	
Edit	Acquisition Cost	Reference Documentation Matrix	Needed	No	Yes	
Edit	Existence	Reference Documentation Matrix	Needed	No	Yes	
Edit	Project Sources	Reference Documentation Matrix	Needed	No	Yes	

# For Sponsors

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

Disbursement Request ▾

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**Project Documentation**

**Request Documents**

**Project Documents**

Action	Description	Documentation Required	Status	Document Available?	Explained?	Attached Document
Edit	Subsidy Agreement	Reference Documentation Matrix.	Needed		No	
▶	Acquisition	Reference Documentation Matrix.	Needed		No	
Edit	Acquisition Cost	Reference Documentation Matrix.	Needed		No	
Edit	Existence	Reference Documentation Matrix.	Needed		No	
Edit	Authority to do Business	Reference Documentation Matrix.	Needed		No	
Edit	Ownership	Reference Documentation Matrix.	Needed		No	
Edit	Rehabilitation and Construction Scope	Reference Documentation Matrix.	Needed		No	
Edit	Construction Costs	Reference Documentation Matrix.	Needed		No	
Edit	Construction Payments and Completion	Reference Documentation Matrix.	Needed		No	
Edit	Permission to Occupy	Reference Documentation Matrix.	Needed		No	
Edit	Project Sources	Reference Documentation Matrix.	Needed		No	
Edit	Project Uses	Reference Documentation Matrix.	Needed		No	
Edit	Delivery of Subsidy	Reference Documentation Matrix.	Needed		No	
Edit	Retention Agreement	Reference Documentation Matrix.	Needed		No	
Edit	Compliance	Reference Documentation Matrix.	Needed		No	
Edit	Pictures	Reference Documentation Matrix.	Needed		No	

**Project Document**

**Status**                      Needed

**Description**                Acquisition

**Documentation Required** Reference Documentation Matrix.

**Is the documentation available?\***    Yes    No

---

\* Required to save the page

◆ Required before Sponsor Approval

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

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# For Sponsors

## Approving a Disbursement Request

Once each section of the disbursement request has a green check mark (✓) 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 (✓).

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.

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).

Disbursement Request

### Disbursement Request Home

Funding Status Pending  
Funding Member

Section	Status
Amount Requested and Uses of Funds	✓
Site Selection	✓
Beneficiary Selection	✓
Household Income	✓
Project Status Information	✓
Project Timeline	✓
Scoring Information	✓
Project and Disbursement 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 FHFA's Suspended Counterparty Program regulation (12 CFR part 1227);
- Sponsor certifies that it has reviewed the FHLBC's AHP subsidy disbursement policies;
- Sponsor certifies that the information provided in this Disbursement Request is true, complete, and accurate; and
- Sponsor acknowledges that, if the information provided is false, misleading, or incomplete, this Disbursement Request may be delayed or denied, and any previously funded AHP subsidy for the project may be recaptured.

**Important!** After clicking the "Yes" button, the funding status will change to "Sponsor Approved". You will not be able to modify the request after the status change.

# For Members

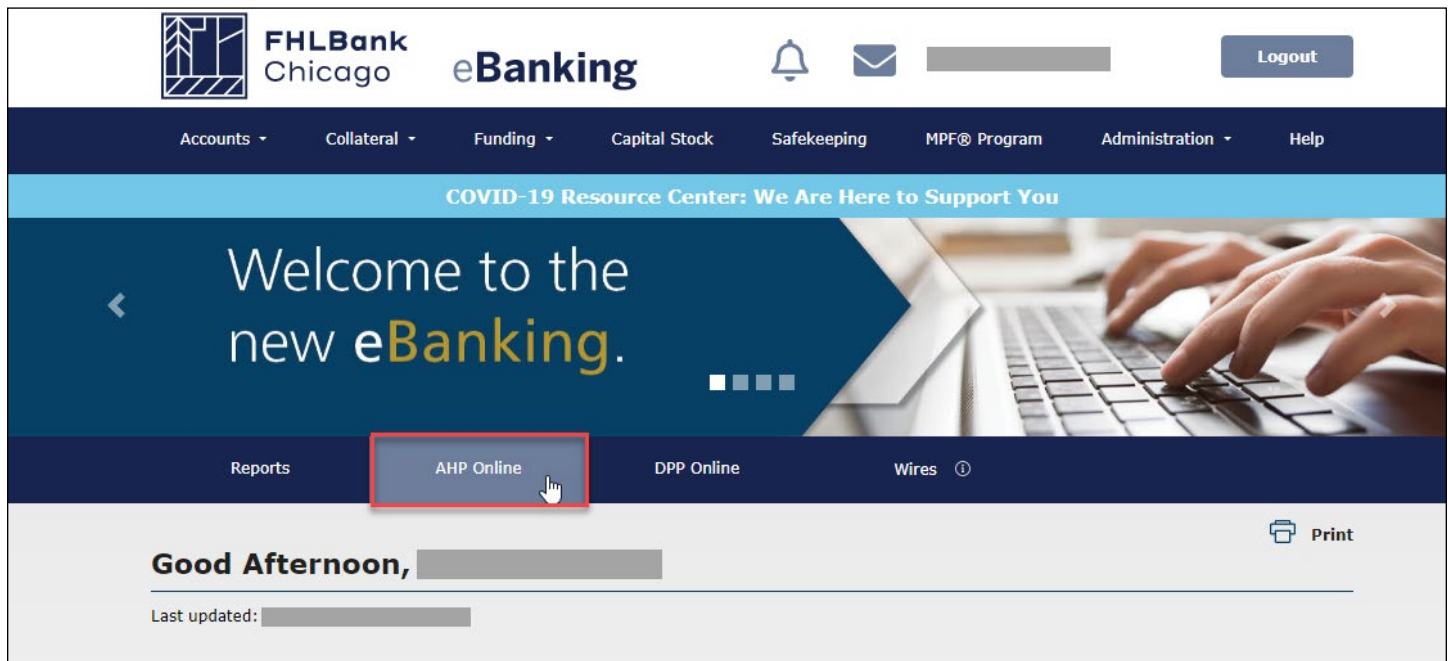
## Approving a Disbursement Request

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](http://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	✓
Project Timeline	✓
Scoring Information	✓
Financial Information: Financial Review	✓
Financial Information: Import Spreadsheet	✓
Financial Information: Feasibility Analysis	✓
Financial Information: Commitment Letters	✓
Project and Disbursement Documentation	✓

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.

## Community Investment Disbursement Request Review

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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

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### Owner-Occupied 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 its application commitments, and that the project continues to meet eligibility, scoring, and financial feasibility criteria.

Community Investment will send a PCR request to the project sponsor and member following the project's final disbursement request. For 2023 and prior year project awards, the final disbursement request for a homeownership project must be made **within 36 months of the AHP award date.**

**NEW:** For 2024 project awards and beyond, the final disbursement request for a homeownership project must be made **within 42 months of the AHP award date.**

Because PCR review occurs shortly after disbursement, Community Investment should already have received all necessary documentation to verify project completion from the project sponsor and member during the disbursement process. Therefore, the sponsor and member must complete the required PCR module in AHP Online, but are generally not required to upload any additional information.

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

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

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

The time frame for PCR review completion is based on:

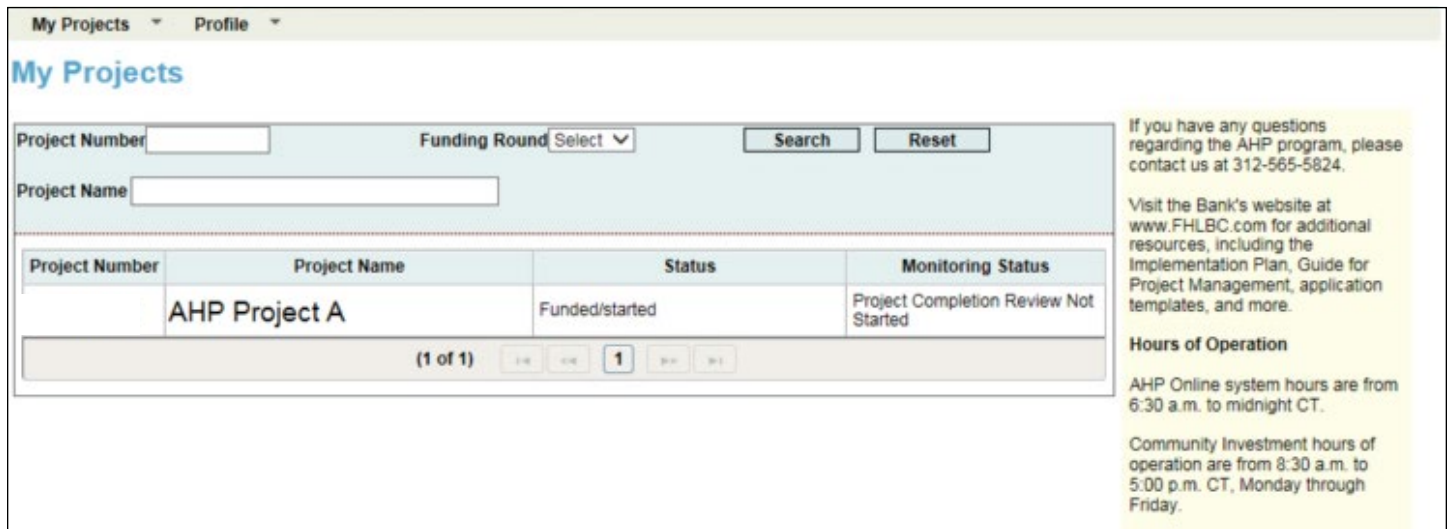
- The number of clarification items to be resolved,
- The information provided by the sponsor, or
- The timeliness and responsiveness of the sponsor.

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

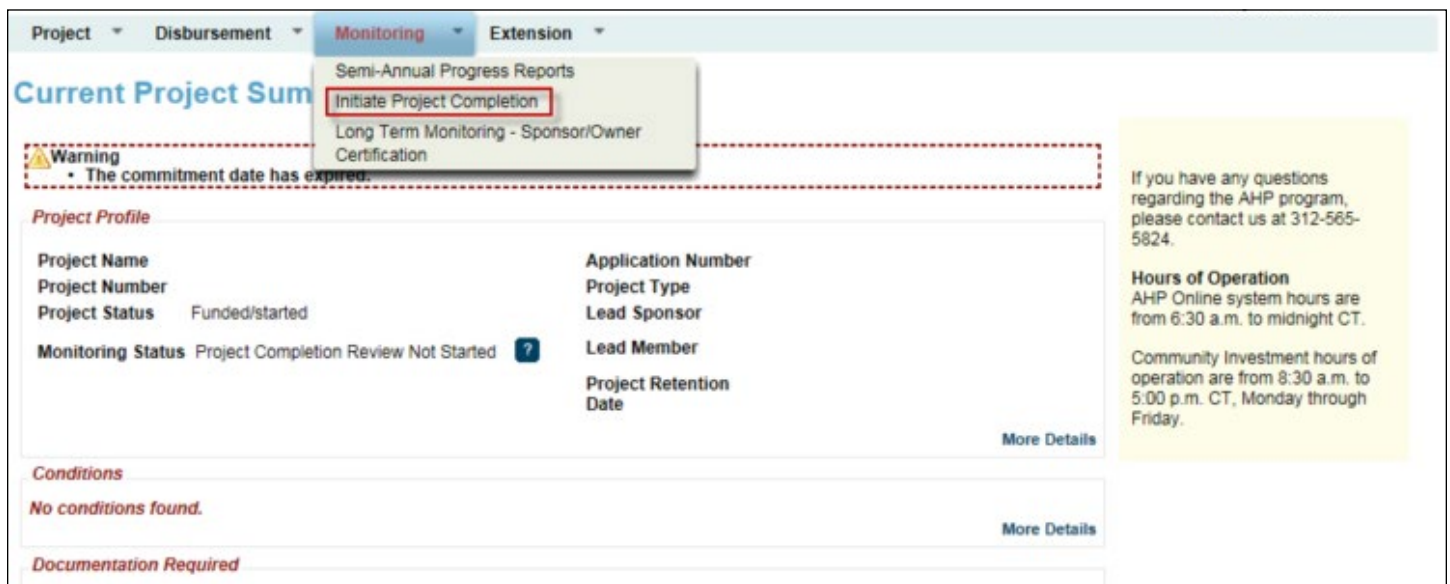


# Homeownership Projects

## Getting Started



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.



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

# Homeownership Projects

## Getting Started Continued

Project Name:  
Project Number:

Project ▾ Disbursement ▾ Monitoring ▾ Extension ▾

### Initiate Project Completion

Is your Project Complete?  Yes  No

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

Project ▾ Disbursement ▾ Monitoring ▾ Extension ▾

### Project Completion Home Page

Status Change Details			
From Status	To Status	Changed By	Changed Date

Section	Status
Project Status Information	✔
Project Timeline	✔
Scoring Information	✔
Project Documentation	✔
Project Completion Miscellaneous	✔

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:

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

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

# Homeownership Projects

## Project Status Information

Project Completion ▾

### Project Status Information

Does the project still comply with applicable Fair Housing and Accessibility Laws?\*  Yes  No

Please attach your Fair Housing evidence in the Project Documents section.

Is the project 50% or more complete?\*  Yes  No

**"Supporting validation of cost documentation is required. Please attach documentation to the Validation of Cost line item in the Project Documentation Section."**

Has Project Sponsor contact information changed since application?\*  Yes  No

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

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

Save Undo

<Previous Next>

### What our reviewers are looking to verify:

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

### What you should provide:

Fair housing and accessibility information, cost validation documentation, and contact information, as needed. For homeownership projects, this information is entered and confirmed at disbursement; please review for accuracy and confirm before saving the screen and moving on.

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



# Homeownership Projects

## Project Timeline

### What our reviewers are looking to verify:

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

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

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

- Award Date
- Award Expiration Date
- Initial Draw Date

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

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

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

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

### Helpful Hint

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

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

For more information, please reference the [AHP Definitions Policy](#).

# Homeownership Projects

## Scoring Information

Project Completion

### Scoring Information

Please attach supporting documentation for commitments that are Required/Needed status.

Please respond to the following statement:  
I affirm that I have reviewed the Scoring Commitments listed below and that they are correct. Yes

Scoring Category	Commitment Status	Project Commitment	Fulfilled To Date	Open Fulfillments	Filled by This Request?	Previous Documentation	Attach Supporting Documentation
<b>Priority 2 - Project Sponsorship</b>	Satisfied	5	5	0			Uploaded File Info Attachment not uploaded
<b>Priority 3 - Targeting</b>							
> 50% and <=80% AMI	Satisfied	3	1	0			
> 60% and <=80% AMI	Satisfied	2	2	0			
<b>Priority 5 - Promotion of Empowerment</b>							
Employment services (i.e., employment/career counseling, job training and/or placement)	Satisfied	5	5	0		Sample Upload File.pdf	Uploaded File Info Attachment not uploaded
Financial literacy, independent of homebuyer education and/or pre-purchase counseling	Satisfied	5	5	0		Sample Upload File.pdf	Uploaded File Info Attachment not uploaded
Education related to economic empowerment (i.e., English as a Second Language ("ESL"), General Educational Development ("GED"), High School Equivalent Diploma ("HSED"), or computer classes)	Satisfied	5	5	0		Sample Upload File.pdf	Uploaded File Info Attachment not uploaded
<b>Priority 6 - District Priority 1</b>							
Special Needs	Satisfied	1	1	0			Uploaded File Info Attachment not uploaded
Visitable by persons with physical disabilities		1					
Rural	Satisfied	3	5	0			Uploaded File Info Attachment not uploaded
In-District	Satisfied	5	5	0			Uploaded File Info Attachment not uploaded
<b>Priority 7 - District Priority 2</b>							
Member Financial Participation							
Points will be awarded if a member or members will provide financing with a minimum loan term of 5 years to <= 10% and <25% of the homebuyer/homeowners.	Satisfied	5	0	0			Uploaded File Info Sample Upload File.pdf
<b>Priority 8 - AHP Subsidy per Unit</b>							
		\$0.00 - \$6,000.00	\$4,764.80	\$0.00			
<b>Priority 9 - Community Stability</b>	Satisfied	5	4	0			Uploaded File Info Attachment not uploaded

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

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

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

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

# Homeownership Projects

## Project Documentation

Project Completion ▾

### Project Documentation

**Project Documents**

Action	Description	Documentation Required	Status	Document Available?	Explained?	Attached Document
<a href="#">View</a>	Experience/Capacity	Reference Documentation Matrix	Satisfied		No	
<a href="#">View</a>	Market Information	Reference Documentation Matrix	Satisfied		No	
<a href="#">View</a>	Rehabilitation and Construction Scope	Reference Documentation Matrix	Satisfied		No	
<a href="#">View</a>	Subsidy Agreement	Reference Documentation Matrix	Satisfied		No	

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

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

### What our reviewers are looking to verify:

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

**What you should provide:** Sponsors and members should review the Project Documentation screen, but are not required to upload any additional documentation.

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



# Homeownership Projects

## Project Completion Miscellaneous

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

**It is unlikely that a sponsor will need to use this screen;** most sponsors will not need to take action beyond clicking on Save at the bottom right.

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



# Homeownership Projects

## Sponsor Certification

The screenshot shows a software interface with a top navigation bar containing 'Project', 'Disbursement', 'Monitoring', and 'Extension' tabs. A dropdown menu is open under 'Monitoring', listing 'Semi-Annual Progress Reports', 'Completion Certification', and 'Completion Certification sponsor approval' (which is highlighted with a red box). Below the menu is a 'Status Change Details' table with columns: 'From Status', 'To Status', 'Changed By', and 'Changed Date'. At the bottom, there is a table with two columns: 'Section' and 'Status'.

Section	Status
Project Status Information	✓
Project Timeline	ⓘ
Scoring Information	✓
Project Documentation	✓
Project Completion Miscellaneous	✓

**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:

- ✗ 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**.

# Homeownership Projects

## Sponsor Certification Continued

Project ▾
Disbursement ▾
Monitoring ▾
Extension ▾

### Sponsor Certification

**Project Name**

**Project Number**

**Project City, State**

**Project Sponsor**

**Project Member**

This certification is made to the Federal Home Loan Bank of Chicago (Bank) in connection with the Affordable Housing Program (AHP) project referenced above (Project). The Project has been approved by the Bank to receive a Subsidy in an amount determined by the Bank through the AHP, which is administered pursuant to Part 1291 of the Code of Federal Regulations (AHP Regulations). All capitalized terms used herein are as defined within AHP Regulations.

By checking the following boxes, it is certified that:

<input checked="" type="checkbox"/>	The individual executing this certification is authorized to make the representations contained herein;
<input checked="" type="checkbox"/>	The Project Sponsor was integrally involved, as defined by the Bank in its Implementation Plan, in the Project;
<input checked="" type="checkbox"/>	The AHP Subsidy was used for eligible purposes according to the commitments made in the approved AHP application;
<input checked="" type="checkbox"/>	The households receiving AHP Subsidy were eligible to receive the Subsidy pursuant to the approved AHP application;
<input checked="" type="checkbox"/>	The services and activities committed to in the approved AHP application have been provided in connection with the Project;
<input checked="" type="checkbox"/>	The Project Sponsor maintains household income verification documentation to support this certification that is available for review by the Bank.

Provide an explanation for each item to which you are unable to certify:

By indicating its acceptance below, Sponsor certifies that it is authorized to make the representations contained herein, that the information provided is true, complete, and accurate, and that it understands that the Bank has a duty to invoke sanctions pursuant to the AHP Regulations in the event that this certification is found to be invalid or there is non-compliance with the terms of the approved AHP application and any subsequent modifications as approved by the Bank.

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

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

**Note that many sponsors also choose to manually email their Member Contact,** indicating that the project is ready for Member Certification. This ensures that the Member Certification is completed promptly.

# Homeownership Projects

## Member Certification

**My Projects**

Project Number  Funding Round 2016A

Project Name

Project Number	Project Name	Status	Monitoring Status
2016A07100	AHP Project A	Complete	Long-Term Monitoring - FHLB

(1 of 1)

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](http://www.FHLBC.com) for additional resources, including the Implementation Plan, Guide for Project Management, application templates, and more.

**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.

**Current Project Summary**

Project

- Semi-Annual Progress Reports
- Completion Certification
- Completion Certification Member approval**

**Project Profile**

Project Name  Application Number

Project Number  Project Type

Project Status  Lead Sponsor

Monitoring Status  Lead Member

Project Retention Date

[More Details](#)

**Conditions**

No conditions found. [More Details](#)

**Documentation Required**

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

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

# Homeownership Projects

## Member Certification Continued

Project ▾ Disbursement ▾ Monitoring ▾ Extension ▾

### Member Certification

**Project Name**

**Project Number**

**Project City, State**

**Project Sponsor**

**Project Member**

This certification is made to the Federal Home Loan Bank of Chicago (Bank) in connection with the Affordable Housing Program (AHP) project referenced above (Project). The Project has been approved by the Bank to receive a Subsidy in an amount determined by the Bank through the AHP, which is administered pursuant to Part 1291 of the Code of Federal Regulations (AHP Regulations). All capitalized terms used herein are as defined within AHP Regulations.

By checking the following boxes, it is certified that:

<input checked="" type="checkbox"/>	The individual executing this certification is authorized to make the representations contained herein;
<input checked="" type="checkbox"/>	The AHP Subsidy was used for eligible purposes according to the commitments made in the approved AHP application;
<input checked="" type="checkbox"/>	Each AHP-assisted unit of the Project, excluding those units that are approved for rehabilitation-only, is subject to a deed restriction or other legally enforceable retention agreement or mechanism meeting the requirements of the FHFA's AHP Regulations; and
<input checked="" type="checkbox"/>	The Project Member has recorded such retention agreement(s) or mechanism(s) and maintains evidence of the recorded document(s) that is available for review by the Bank.

Provide an explanation for each item to which you are unable to certify:

By indicating its acceptance below, Member certifies that it is authorized to make the representations contained herein, that the information provided is true, complete, and accurate, and that it understands that the Bank has a duty to invoke sanctions pursuant to the AHP Regulations in the event that this certification is found to be invalid or there is non-compliance with the terms of the approved AHP application and any subsequent modifications as approved by the Bank.

**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.

# Homeownership Projects

## Member Certification Continued

Project ▾ Disbursement ▾ Monitoring ▾ Extension ▾

**Project Completion Home Page**

Status Change Details			
From Status	To Status	Changed By	Changed Date
Not Started	Outstanding		
Outstanding	Sponsor Approved		
Sponsor Approved	Member Approved		

Section	Status
Project Status Information	✓
Project Timeline	✓
Scoring Information	✓
Project Documentation	✓
Project Completion Miscellaneous	✓

**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.

Thank you and that completes all project responsibilities!



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Chicago

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