



**FHLBank**  
Chicago

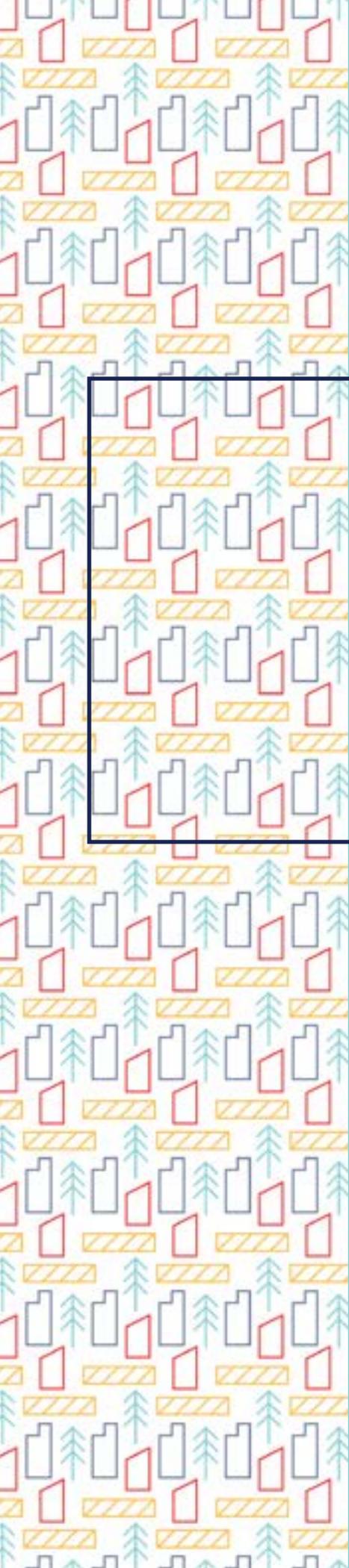
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# **AHP ONLINE: GUIDE FOR MEMBER APPLICANTS 2025**

UPDATED APRIL 2025

# Contents

<b>Introduction</b>	<b>3</b>
Key Changes to the 2025 Affordable Housing Program	5
<b>Member Security Administrators (MSAs)</b>	<b>7</b>
<b>Authorized AHP Users</b>	<b>9</b>
Registering an Authorized AHP User	10
How a Member Approves an AHP Application	11
<b>Appendix</b>	<b>20</b>
Accessing AHP Online	21
Privacy Policy	24
Glossary	26



# INTRODUCTION

# Introduction

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

Members of the Federal Home Loan Bank of Chicago (FHLBank Chicago) who would like to submit an application for the 2025 Affordable Housing Program (AHP) must access AHP Online exclusively through eBanking. All members who plan to submit an AHP application should take the steps necessary to access eBanking. Once the member has eBanking access, the Member Security Administrator (MSA) must assign at least one Authorized AHP User in order for a sponsor applicant to initiate an application in AHP Online.

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

**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.

**In 2025, there will be one competitive AHP application round with an application deadline of 5:00 p.m. CT on June 20.**

AHP Participants may register and initiate an application starting **May 12**, provided their member has registered an Authorized AHP User in eBanking. All Bank members and AHP Participants are strongly encouraged to register via these online systems well in advance of the AHP application deadline to allow sufficient time to properly develop and assemble the application.

The [2025 Affordable Housing Program Implementation Plan](#) (the Implementation Plan) sets forth certain policies, guidelines, and requirements applicable to FHLBank Chicago's AHP. The Implementation Plan is posted on FHLBank Chicago's [AHP Program Policy and Forms](#) page of the public website. Bank members and AHP Participants are encouraged to review the Implementation Plan, as well as the accompanying exhibits: Project Feasibility and Cost Guidelines, and Scoring Guidelines.

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



# Key Changes to the 2025 Affordable Housing Program

FHLBank Chicago made several notable changes to its Affordable Housing Program (AHP) in 2025.

**The maximum AHP Subsidy per Project is \$2,000,000!**

## AHP Round Timing

In 2025, the competitive AHP round will be open for application submittal from **Monday, May 12**, to **Friday, June 20, at 5:00 p.m. CST**.

## Financial Feasibility Guidelines

For specific changes, please consult the [2025 Implementation Plan](#).

## Scoring Guidelines

The table on the following page shows the scoring categories for 2025.

Please refer to the [2025 Implementation Plan](#) for more details on all scoring changes.

## Self-Scoring Worksheet

Please take advantage of the AHP Self-Scoring Worksheet, available on the [AHP Program Policy and Forms website](#). However, please note that this checklist is for informational purposes only and does not guarantee a specific score.

## Questions or Technical Assistance

Please send an email to [ahp@fhlbc.com](mailto:ahp@fhlbc.com) or call 312.565.5824



# Key Changes to the 2025 Affordable Housing Program

## Scoring Guidelines

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

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

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

Scoring Category	2024 Point System	2025 Max Points	Change
Use of Donated or Conveyed Government-Owned or Other Properties	Variable	5	
Project Sponsorship	Fixed	5	
Targeting	Variable	20	
Housing for Homeless Households	Fixed	5	
Housing for Special Needs Populations	Fixed	5	
Rural Housing	Fixed	7	
Large Family Units	Fixed	3	
Creating Economic Opportunity through Mixed-Income Areas	Variable	5	
Community Stability: Rehabilitation of Existing Occupied Housing	Fixed	9	
Community Stability: New Construction or Preservation of Home-ownership	Fixed	7	X
In-District Projects	Variable	8	
Projects Serving Low-Income Areas	Fixed	4	X
Emerging Project Sponsors	Variable	4	X
Permanent Supportive Housing	Fixed	5	
Operational Efficiency	Fixed	3	X
Projects of 24 or Fewer Units	Fixed	5	

The scoring categories marked in the "Change" column have been updated since the 2024 AHP program year. Please pay close attention to these sections in the guide and review the [2025 Implementation Plan](#) for more details.





# MEMBER SECURITY ADMINISTRATORS (MSAS)

# Member Security Administrators (MSAs)

## What is an MSA?

A member's Board of Directors is responsible for identifying at least three MSAs, and approving the resolutions set forth in the eBanking Corporate Certificate of Authority and Certificate of Incumbency.

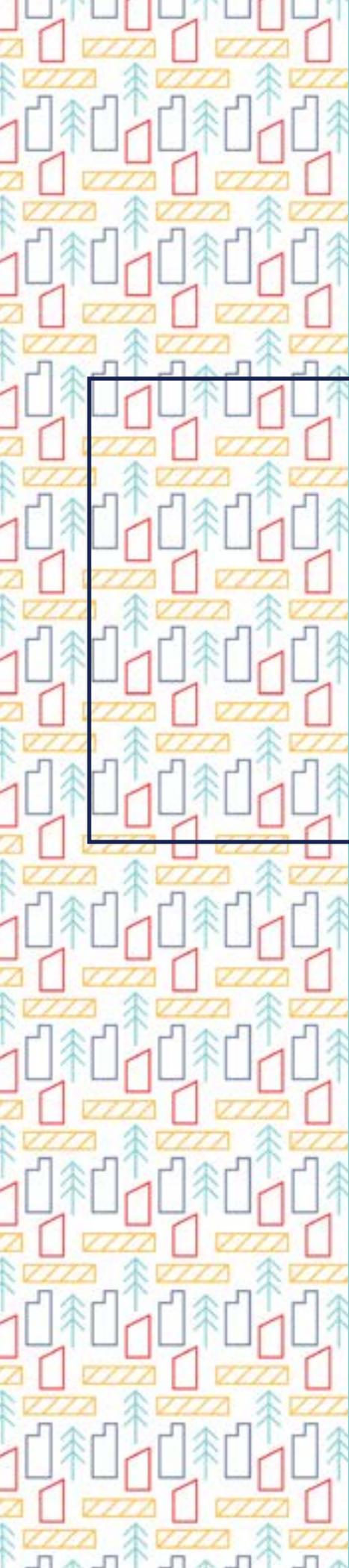
A minimum of three MSAs are recommended to ensure setup, changes, and approval of authorizations: one MSA to initiate a user's actions, a second MSA to review and approve, and a third to serve as a backup. By establishing MSAs, members eliminate the need to complete written authorization forms for users, chase down signatures, or physically mail original authorization forms to FHLBank Chicago.

## The Role of the MSA

MSAs are responsible for adding, modifying, suspending, and deleting user accounts as well as maintaining profile information. MSAs also assign and manage transaction access, user permissions, user authorizations, and module access permissions. For the purpose of AHP Online, MSAs are responsible for assigning Authorized AHP Users in eBanking.

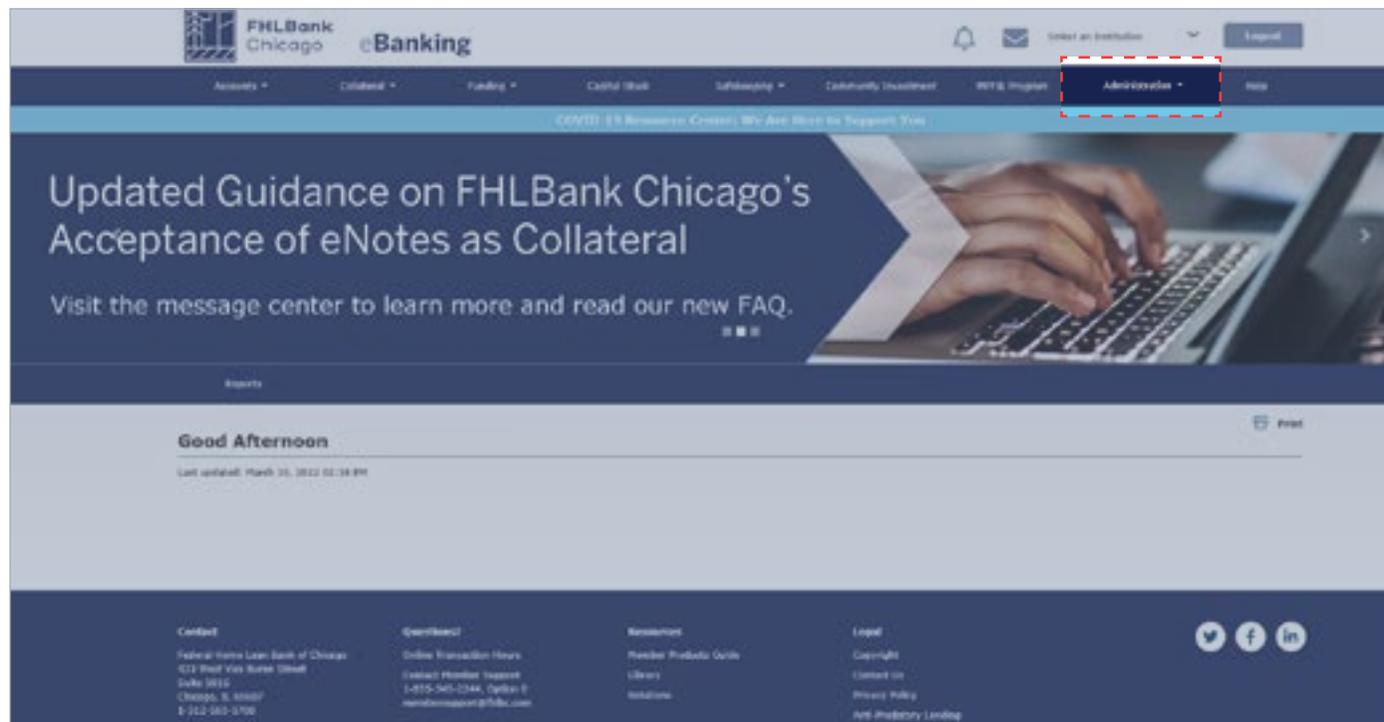
If you require assistance setting up MSAs, please contact Member Support at 855.345.2244, option 0, or email [MemberSupport@fhlbc.com](mailto:MemberSupport@fhlbc.com).





# AUTHORIZED AHP USERS

# Registering an Authorized AHP User



AHP sponsors can register and initiate an application when the AHP round opens, provided the member bank sponsor has registered as an Authorized AHP User in eBanking. In order for a member to access AHP Online through eBanking, the following steps must be taken.

A new 2-Step Microsoft Authentication is required for all members 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 assistance, please contact Member Support at [membersupport@fhlbc.com](mailto:membersupport@fhlbc.com) or 855.345.2244, option 6.

## Step 1

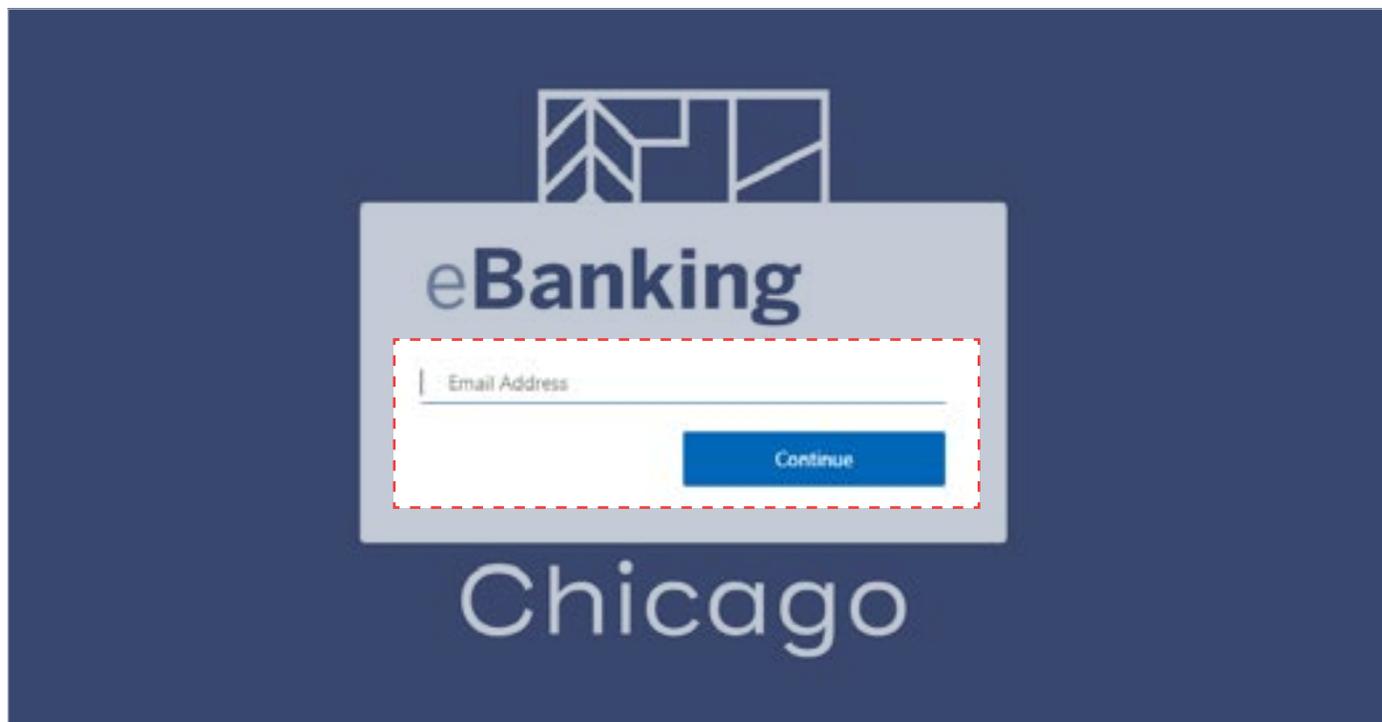
Execute the eBanking Services Agreement and the Corporate Certificate of Authority and Certificate of Incumbency. Please email [MemberSupport@fhlbc.com](mailto:MemberSupport@fhlbc.com) for documentation requests.

## Step 2

Ensure the intended Authorized AHP Users have an active email in eBanking. If a new user needs to be created, simply use the Add User wizard in eBanking under the **Administration** drop-down menu. This wizard includes a help screen with step-by-step instructions. If for any reason an eBanking password needs to be reset, simply follow the Change Your Password steps from the eBanking login screen.



# How a Member Approves an AHP Application



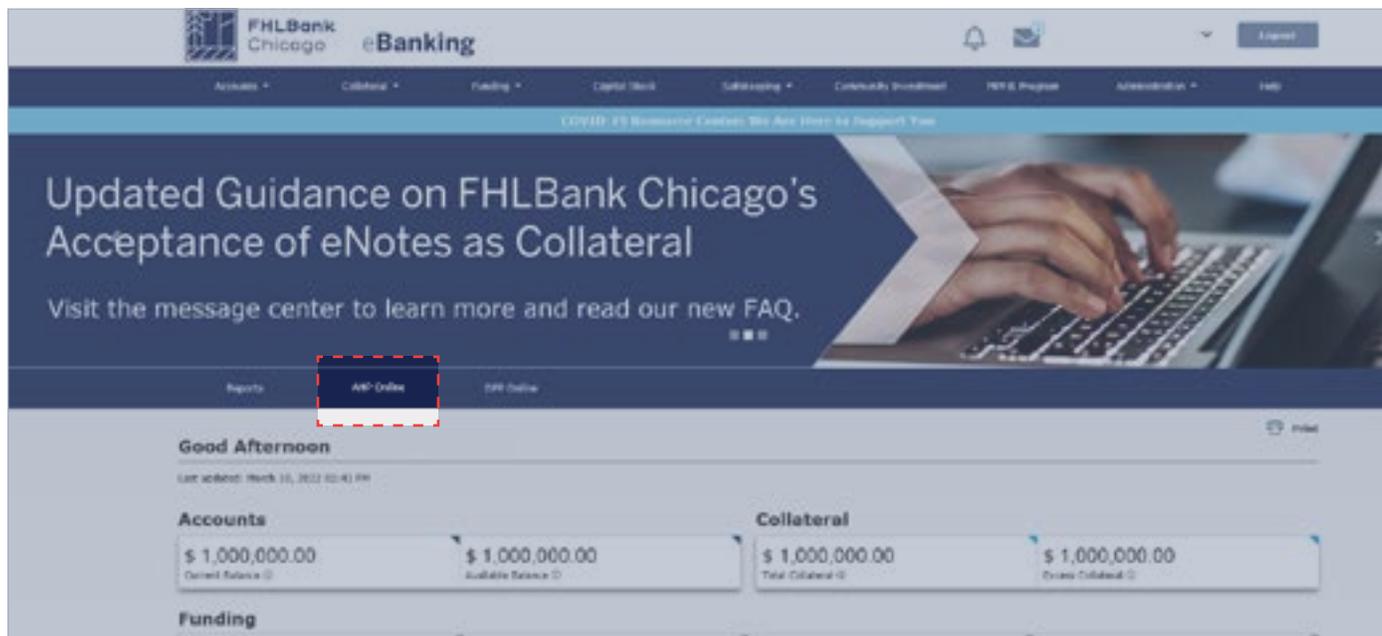
The next few pages describe the process of how a member may approve an AHP application in AHP Online via eBanking. The process begins with a Member Contact logging in to AHP Online via eBanking.

Authorized AHP Users will receive automated email communication at various stages throughout the application process:

1. When an application is initiated by an AHP Participant
2. When an application becomes Sponsor Approved
3. When an application becomes Member Approved
4. If at any time an application contact, either AHP Participant or member, changes



# How a Member Approves an AHP Application



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

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



# How a Member Approves an AHP Application

Round Name	Application Number	Application Name	Status	Closing Date	Countdown to Closing
2021A: General Funding Round	4151	2021 AHP Application - Rental	Sponsor Approved	Mar 19, 2021	14
2021A: General Funding Round	4143	2021 Rental Rehabilitation - Test	Member Approved	Mar 19, 2021	14
2021A: General Funding Round	4142	2021 Homeownership Rehabilitation - Test	Application Review Approved	Mar 19, 2021	14
2021A: General Funding Round	4141	2021 Homeownership Acquisition - Test	Application Review Approved	Mar 19, 2021	14

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

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

To open an application, click on the application number.

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



# How a Member Approves an AHP Application

The screenshot shows the FHLBank Chicago application portal. At the top, it says 'My Applications | Home | eBanking | Messages (0) | Guides/Info'. Below that, it displays 'Project Name: 2023 Rental - Acq/Rehab Examp' and 'Application Number: 431'. The main navigation bar includes 'Application', 'General Information', 'Scoring', and 'Feasibility'. The 'Application Home' section shows 'Application Status: Sponsor Approved', 'Funding Round: 2023A', and 'Round Deadline: 03/31/2023'. A 'Status Change Details' table shows a transition from 'Pending' to 'Sponsor Approved' on 02/14/2023. Below this is a table of application sections with status icons: 'General Information' (complete), 'Application Details: Application Information' (complete), 'Application Details: Site Information' (complete), 'Application Details: Site Parcel' (complete), 'Application Details: Fair Housing' (complete), 'Application Details: Subsidy Amount and Uses of Funds' (complete), 'Sponsor and Member Information: Member Contact' (complete), 'Member Involvement: Member Policy' (not visited), and 'Member Involvement: Member Service' (not visited). A red dashed box highlights the last two rows. On the right, there is a note about the 'AHP Program Policy and Forms' and a link to the bank's website. At the bottom right, it says 'Print your application by clicking the link below. You will'.

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

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

✗ Not Visited

✓ In Progress

✓ Complete



# How a Member Approves an AHP Application

The screenshot shows the 'Member Involvement Information' form in the FHLBank Chicago system. The form is titled 'Member Policy' and contains several questions with radio button options for 'Yes' or 'No'. The questions are: 'Does the member have a mortgage or lien on the property?', 'Does the member have any past or present financial or ownership interest in the project?', 'Excluding the pass through of AHP subsidy, is non-permanent financing being provided by any member applicant (Lead or Co-Member)?', 'Are any bridge loans being provided for the rental project by the member?', 'Are any construction loans being provided for the rental project by the member?', 'Will the member use a Community Investment Program (CIP) advance from the Federal Home Loan Bank as part of the project financing?', 'Excluding the pass through of AHP subsidy, is a mortgage loan being provided by any member applicant (Lead or Co-Member)?', and 'Excluding the pass through of AHP subsidy, are reduced closing costs being provided by any member applicant (Lead or Co-Member)?'. At the bottom of the form, there are instructions: '\* Required to save the page' and 'Required before Member Approval'. A message at the bottom right says 'To submit your changes please click Save before exiting this page.' with 'Save' and 'Undo' buttons.

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

The responses to the questions on this screen should reflect the financial involvement of member applicants and co-applicants associated with the project.

These questions are used to track member applicant and co-applicant involvement.



## Helpful Hints

- Non-permanent financing includes construction loans, bridge loans, and performance guaranty letters of credit.
- Mortgage loan is providing permanent financing and/or letters of credit



# How a Member Approves an AHP Application

The screenshot shows the 'Member Involvement Information' form in the FHLBank Chicago system. The 'Member Services' tab is active. The form includes a question: 'Excluding the pass through of AHP subsidy, are grant(s) or in-kind contributions or services being provided by any member applicant (Lead or Co-Member)?' with 'Yes' and 'No' radio buttons. Below this is a text area for 'Describe services provided.' with a character count of 4000. There are also input fields for 'Fee Charged' and 'Estimated market value of services'. A 'Save' button is highlighted with a red dashed box. The page includes navigation links like '<Previous' and 'Next>' and a 'Logout' link at the top right.

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

The responses to the questions on this screen should reflect the financial involvement of member applicants and co-applicants associated with the project.

These questions are used to track member applicant and co-applicant involvement.



## Helpful Hints

Services may include, but are not limited to, purchasing tax credits and providing letters of credit (for permanent financing).



# How a Member Approves an AHP Application

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

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

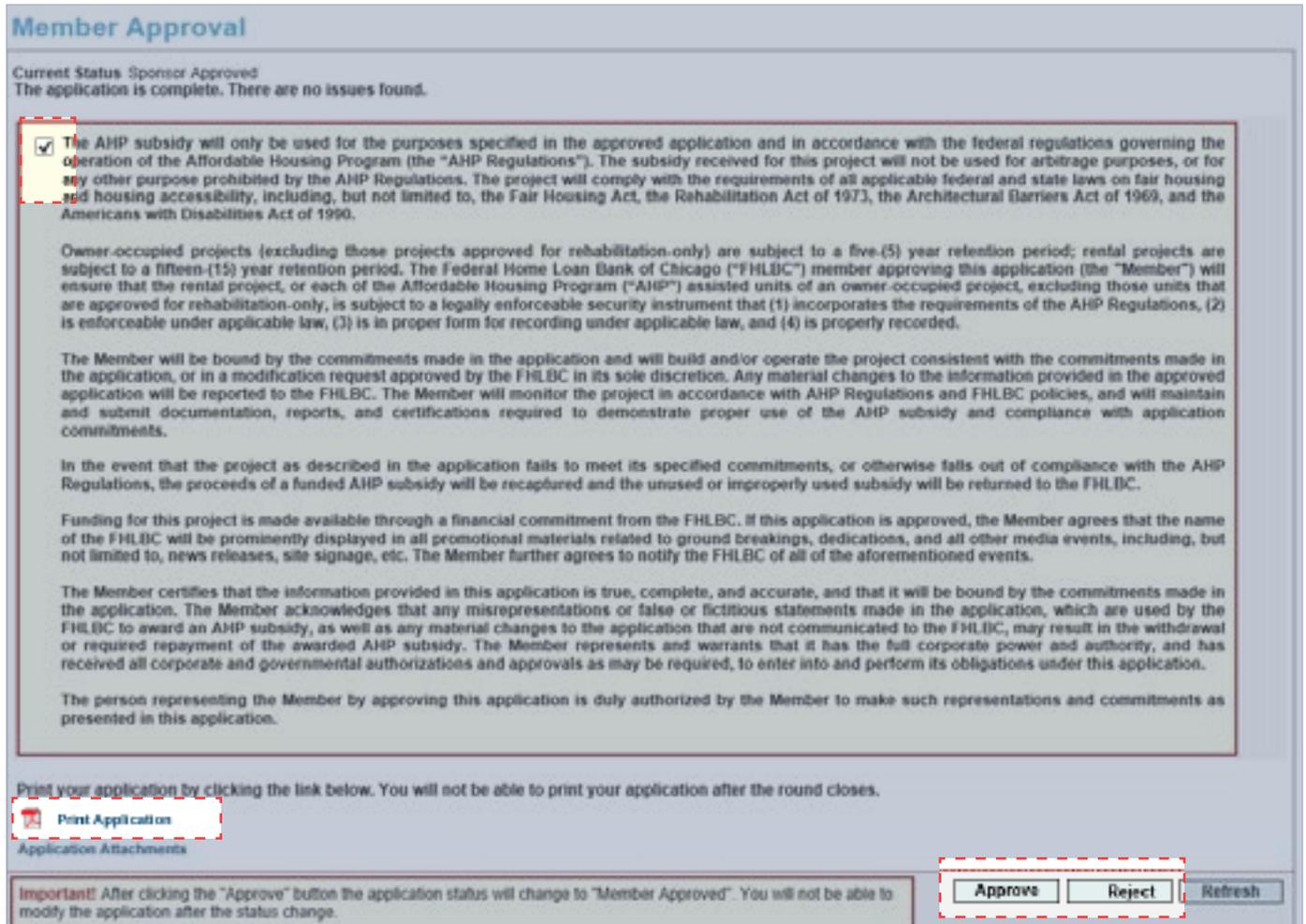
Once both the **Member Policy** and **Member Services** screens are complete and have a green check mark, the Member Contact should review the completed AHP application.

The Member Contact may do so by clicking on **Application > Home** in the top-left corner. From the Application Home screen, click on the first link under Description and use the Previous and Next buttons to navigate through the application screens.

To Member Approve, the Member Contact should begin by choosing **Application > Member Approval** in the top-left corner of the Application Home screen.



# How a Member Approves an AHP Application



## To Approve

Once the member is ready to approve, the following steps must be taken:

- Read the AHP certification;
- Check the box indicating that the certification has been read and understood; and
- Click on Approve at the bottom of the screen.

## To Reject

If the member would like to reject the application and have the sponsor make changes, the Member Contact should click on Reject.



### Helpful Hints

To save a copy of the application as submitted, the Member Contact should click on Print Application to save a PDF copy.



Introduction



Member Security Administrators (MSAs)

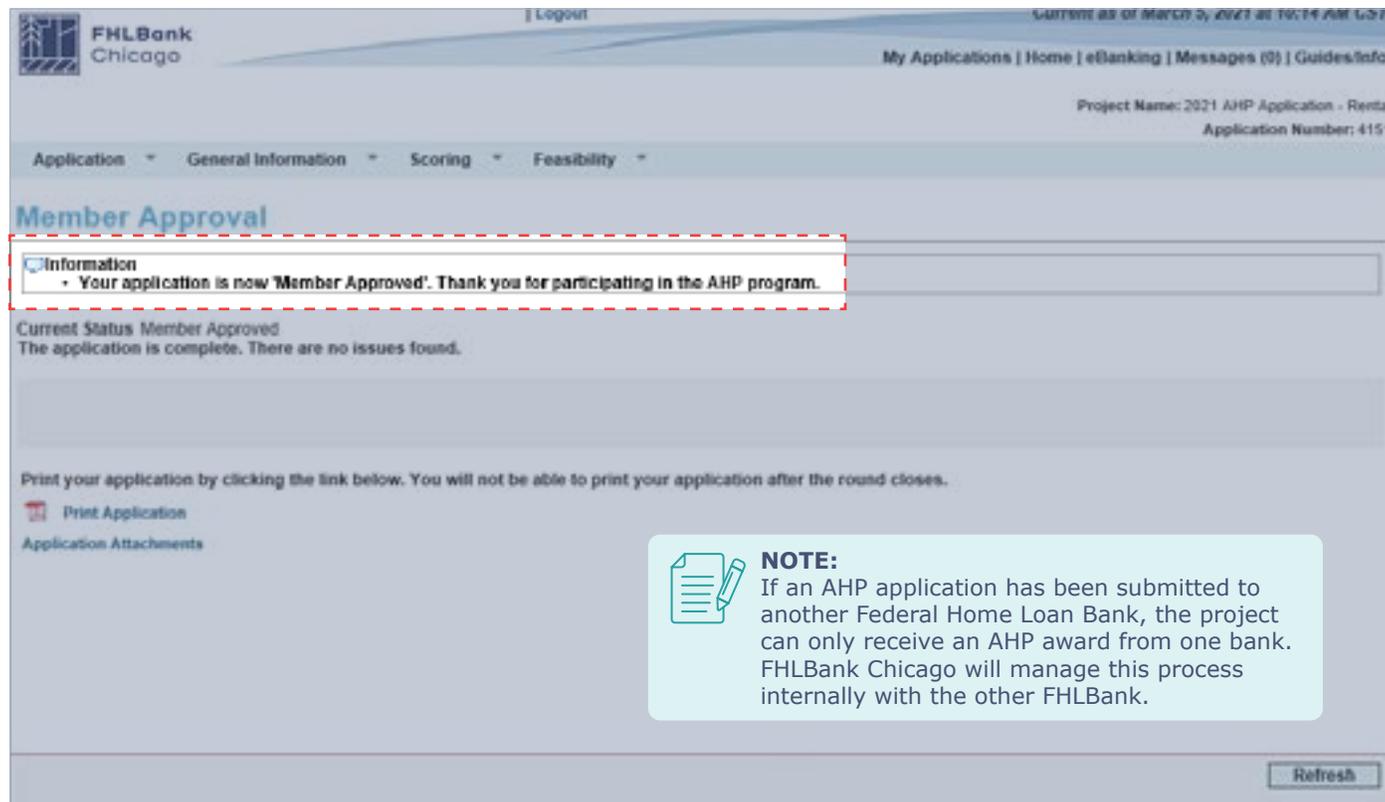


Authorized AHP Users



Appendix

# How a Member Approves an AHP Application



Once the application’s status is Member Approved, the AHP Participant and the Member Contact are unable to edit the application.

At this point, the application is submitted to Community Investment for review.

The member and sponsor are notified via email that the application’s status has changed to Member Approved.



## Congratulations!

At this point, the application is submitted to Community Investment for review!

The member and sponsor are notified via email that the application’s status has changed to Member Approved.





# APPENDIX

## IN THIS SECTION:

- **Accessing AHP Online**
- Privacy Policy
- Glossary

# Accessing AHP Online

## Members Accessing AHP Online Through eBanking

1. Members may only participate in the competitive AHP round through AHP Online via eBanking.
2. The member executes the eBanking Services Agreement and the Corporate Certificate of Authority and Certificate of Incumbency. Please email [MemberSupport@fhlbc.com](mailto:MemberSupport@fhlbc.com) for documentation requests.
3. The member identifies a Member Security Administrator (MSA).
4. The MSA assigns Authorized AHP Users in eBanking.

## AHP Participants Accessing AHP Online

Members must access AHP Online exclusively through eBanking. The AHP Online hours are between 6:30 a.m. and midnight CT every day, including weekends and holidays. FHLBank Chicago reserves the right to modify hours of operation and/or interrupt service at any time without prior notice to its customers if business or technology dictates the disruption. AHP Online is programmed with AHP Participants' protection in mind and will automatically log the user out if the page has been inactive for 15 minutes. For assistance in accessing AHP Online via eBanking, members may call Member Support at 855-FHLB-CHI (855.345.2244), option 0.

Beginning May 12, AHP Participants may initiate an application, which includes associating that application with a Lead Member and Member Contact(s).

The member must be registered in eBanking with Authorized AHP Users in order for an AHP Participant to initiate an application. (Refer to "Members Accessing AHP Online Through eBanking" above.)

## AHP Online Authorized User Access

An email and password are required to access AHP Online. FHLBank Chicago must collect certain basic demographic information about each AHP Participant's authorized user (AHP Online User) in order to effectively communicate with him or her.

Upon an AHP Online User's initial login, the user will be asked to select, and answer, three security questions. If the AHP Online User fails to select and answer the three security questions, the user may have subsequent login problems, which may preclude the user from logging in to the system.

The AHP Online User will also be required to establish a password. Passwords are valid for a maximum of 60 days and:

- Must be a minimum of 12 characters;
- Must contain at least:
  - One uppercase letter
  - One lowercase letter
  - One number
  - One of the following special characters: !, \$, #, or %
- Must not contain three or more characters from the user's login ID; and
- Must not be one of the last 12 passwords used.



Introduction



Member Security Administrators (MSAs)



Authorized AHP Users



Appendix

# Accessing AHP Online

When a password expires, the AHP Online User will be prompted to change their password at the time of login. If a password is forgotten, the AHP Online User may reset it through AHP Online by clicking on the Forgot your password? link.

Each AHP Participant is obligated to immediately inform FHLBank Chicago, pursuant to the notice provisions of the AHP Services Agreement, if it becomes aware of any compromise, theft, loss, or unauthorized use of any of the login IDs and/or passwords associated with any of its AHP Online Users.

## AHP Participant Authorization Recertification for Sponsors

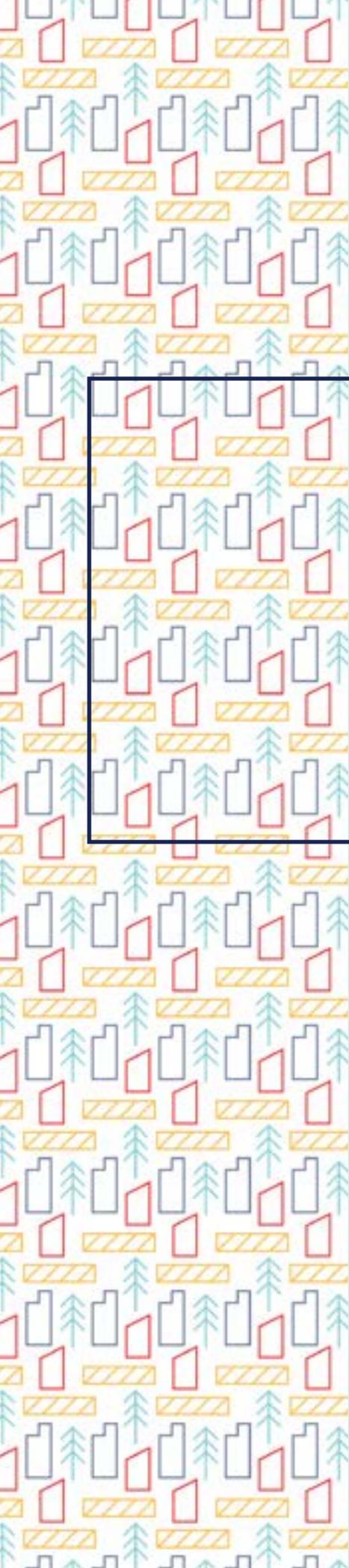
The Lead Member and Sponsor Contacts are responsible for recertifying the AHP Participant(s) associated with their respective organizations on an annual basis. To recertify, log in to AHP Online and confirm that the listed users are in the General Information section on the Sponsor and Member Information screen. The screen will list all contacts associated with an organization that are approved and authorized for access to the applications and/or projects with which they are associated. Updates to Authorized AHP Users, profiles, and project contacts may be made at any time throughout the year.

## AHP Online Minimum Supported System Requirements

The following minimum supported system requirements are necessary to access and use AHP Online. If these requirements are not met, users may not be able to log in to the site or access all of the functionality that their role would otherwise allow:

- Browser: To ensure an optimal user experience, we recommend using Google Chrome or Microsoft Edge to access these sites.
- Operating system: Microsoft Windows Vista (with the latest service pack) or above.
- Display: a recommended monitor display setting of 1024 x 768.
- Other software, such as Adobe Acrobat/Reader 9 or 10, to view and print Portable Document Format (PDF) files.
- Adobe Flash Player to view Flash demonstrations.
- Microsoft Excel Viewer 2010 or above to upload Excel spreadsheets.





# APPENDIX

## IN THIS SECTION:

- Accessing AHP Online
- **Privacy Policy**
- Glossary

# Privacy Policy

In order to assist members of the Federal Home Loan Bank of Chicago (“FHLBank Chicago”) with their required regulatory compliance, the following guidelines are adopted to address the privacy of confidential information which is received by the FHLBank Chicago from or on behalf of members or customers of FHLBank Chicago (the “Members”):

With respect to nonpublic personal information (as that term is defined in the Gramm-Leach-Bliley Act) received by FHLBank Chicago from or on behalf of Members, appropriate administrative, technical, and physical safeguards have been instituted to:

- Maintain the security and confidentiality of such information;
- Protect against anticipated threats or hazards to the security or integrity of such information; and
- Protect against unauthorized access to or use of such information.

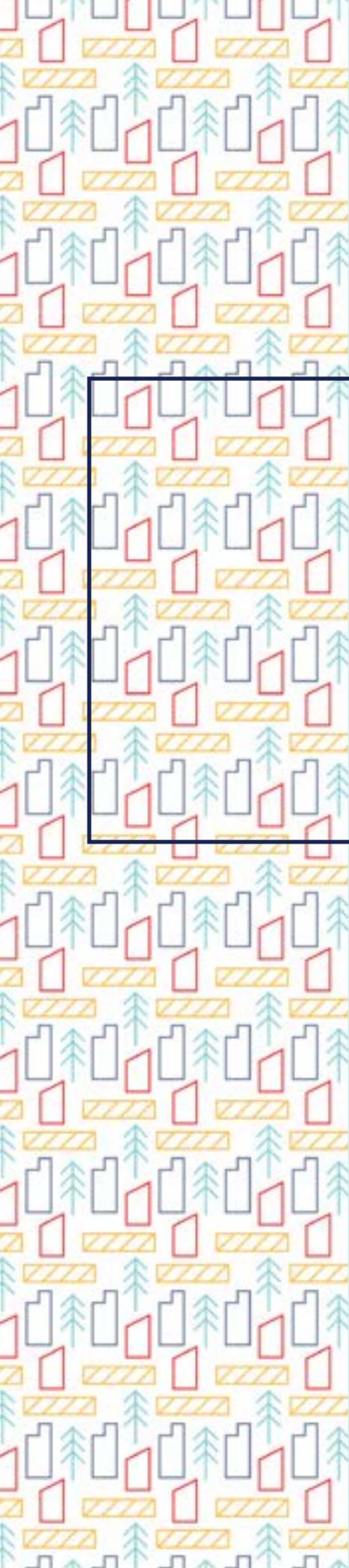
No nonpublic personal information which is received from or on behalf of a Member is used by FHLBank Chicago or disclosed to third parties, other than uses and disclosures which are permitted by statutory or regulatory exceptions.

Third parties engaged by FHLBank Chicago who

have access to nonpublic personal information received from or on behalf of Members are required:

- To comply with all applicable privacy laws;
- To institute administrative, technical, and physical safeguards which are consistent with those outlined in paragraph 1 above;
- To limit their use of nonpublic personal information to the purpose(s) for which it was provided to them; and
- To release nonpublic personal information only as permitted by statutory or regulatory exceptions.





# APPENDIX

## IN THIS SECTION:

- Accessing AHP Online
- Privacy Policy
- **Glossary**

# Glossary

## AHP-Assisted Unit

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

## AHP Participant

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

## Authorized AHP User

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

## Co-Member

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

## eBanking

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

## Federal government or any agency or instrumentality thereof

Includes states, units of local government, tribal government, and public housing authorities.

## Input Contact

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

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



Introduction



Member Security  
Administrators (MSAs)



Authorized AHP Users



Appendix

# Glossary

## Lead Member

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

## Lead Sponsor Contact

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

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

A Lead Sponsor Contact is responsible for the AHP subsidy for the entire AHP compliance period: 15 years for rental projects. At least one and at most two Lead Sponsor Contacts from the same organization must be assigned for each application. The Lead Sponsor Contact(s) identified will be associated with the complete life cycle of the project, from application submission to project completion and long-term monitoring.

FHLBank Chicago does not recognize co-sponsors.

## Owner

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

## Short-Sale Projects

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

## Total Project Units

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



Introduction



Member Security  
Administrators (MSAs)



Authorized AHP Users



Appendix



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