



FHLBank
Chicago

AHP ONLINE: GUIDE FOR SPONSOR APPLICANTS 2025

OWNER- OCCUPIED PROJECTS

UPDATED APRIL 2025

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INTRODUCTION

Introduction

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

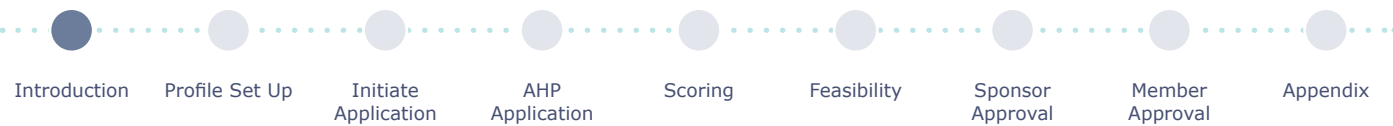
Members of the Federal Home Loan Bank of Chicago (FHLBank Chicago) who would like to submit an application for the 2025 Affordable Housing Program (AHP) grant round must access AHP Online exclusively through eBanking. All members who plan to submit an AHP application should take the steps necessary to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

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

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

Pursuant to the Code of Federal Regulations (12 C.F.R. Part 1291) (the “AHP Regulations”), 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.

In 2025, there will be one competitive AHP application round with an application deadline of 5:00 p.m. CT on Friday, June 20. AHP Participants may register and initiate an application starting Monday, 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.



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.**

Scoring Guidelines

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

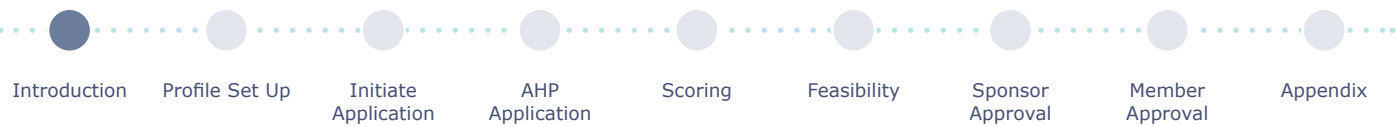
Please refer to the [2025 Implementation Plan](#) for more details on all scoring changes.

Financial Feasibility Guidelines

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

Self-Scoring Worksheet

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



Key Changes to the 2025 Affordable Housing Program

Scoring Guidelines

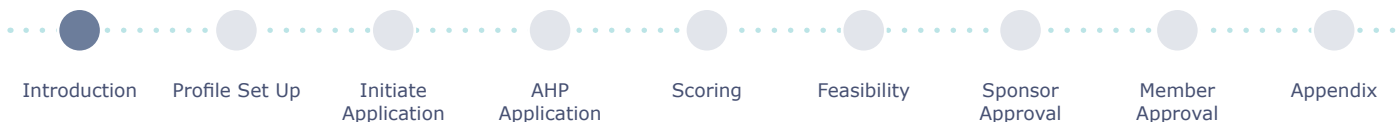
Note: Applications are only eligible to receive points for the categories in which they attempt points.

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 | Point System | 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 | |
| Creating Economic Opportunity through Mixed-Income Areas | Variable | 5 | |
| Community Stability: Rehabilitation of Existing Occupied Housing | Fixed | 9 | |
| Community Stability: Construction or Preservation of Owner-Occupied Housing | Fixed | 7 | x |
| In-District Projects | Variable | 8 | |
| Projects Serving Low-Income Areas | Variable | 4 | x |
| Emerging Project Sponsors | Fixed | 4 | x |
| Operational Efficiency | Fixed | 3 | x |
| Projects of 24 or Fewer Units | Fixed | 5 | |
| Total Possible Points | | 92 | |

*CHANGE: 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.





Helpful Hints for Entering an Application in AHP Online

Registration

Setup a User Profile: First you will need to register as a user in AHP Online. Follow the instructions in the Setting Up Registration & Profile section of this guide.

Associate Your User Profile with an Organization: After you register, you will be prompted to associate yourself with an organization. This is the organization that employs you, not the organization to which you provide consulting services. If you are a consultant, you must associate yourself with your consulting company and be included as an Input Contact in the application.

Identify the FHLB Chicago Member Bank: Before you can start an application, you will need to know the name of the Member Bank and the Lead contact person. The contact person must be identified as an authorized AHP User.

System Hints

Use a Supported Browser: To ensure an optimal user experience, we recommend using Google Chrome or Microsoft Edge to access these sites. Please refer to the [online troubleshooting directions](#).

Only Open One AHP Online Session at a Time: Do not open multiple AHP Online sessions in one browser simultaneously, as this may lead to system errors.

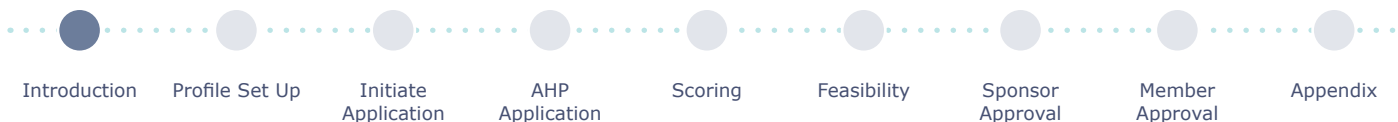
Save Each Page on which you have changed data before moving on to the next screen. You will be automatically logged off of AHP Online after 15 minutes of inactivity. Save the screen(s) you are working in frequently to avoid loss of information.



Navigate Between Tabs Using the Next and Previous Buttons at the bottom of your screen. We discourage use of the tabs to navigate between sections, as this can cause system errors.

Do not press the Back button or arrow, typically located in the top-left corner of your browser, as this will create a system error. To move through the application, follow the guides on the bottom-left and bottom-right corners of the screen.

Complete tabs in order as skipping around can cause error messages later in the application entry process.





Helpful Hints for Entering an Application in AHP Online

Complete All Required Fields: All fields marked with an Asterisk (*) are required to save a page, and all fields marked with a black diamond are required before an applicant may Sponsor Approve an application.

Save Information Before Navigating Between Tabs in the Application: (Example: General Information, Scoring, Feasibility, etc.), if you do not click on Save between tabs, the information will be lost.



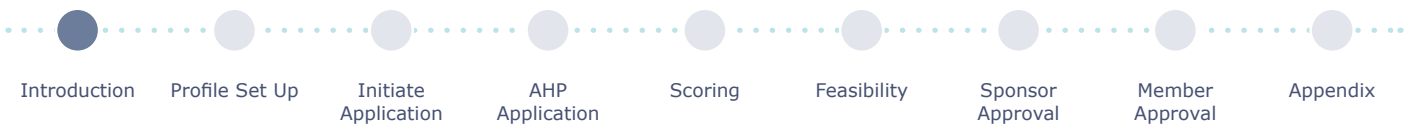
Data Entry

Avoid Special Symbols: Please do not use special characters such as \$, &, !, (), or # within a text box.

Combine Multiple Documents: For an attachment that includes multiple documents, it is recommended that you save all documents in a ZIP file or scan all documents into one PDF file and attach that single ZIP or PDF file to the application.

Label Each Attachment: Each attachment name should include the application number assigned by the system, the project name, and the type of document (for example, 3001_Park Homes_Market Study). Acceptable formats for attachments include PDF, ZIP, DOC, DOCX, XLS, and XLSX. The size limit for any attachment is 12 megabytes.

Read the Instructions on the First Tab of the Financial Feasibility Workbook before completing and uploading it to AHP Online. The directions need to be followed exactly or the spreadsheet will not upload. If you have difficulty uploading the spreadsheet, it may be a Microsoft Excel version issue. Please refer to the AHP Online Troubleshooting Guide for additional direction.



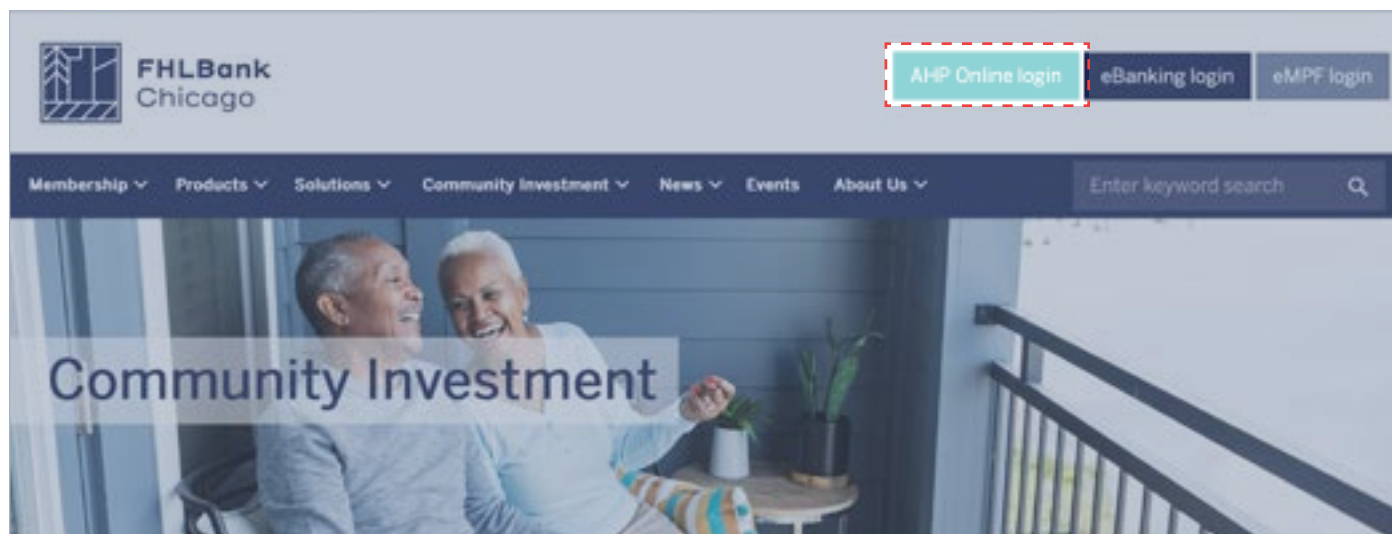


SETTING UP REGISTRATION & PROFILE

IN THIS SECTION:

- ▣ **AHP Participant Registration & Troubleshooting Tips**

AHP Participant Registration



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

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

All AHP sponsor, member, and consultant contacts will be associated with one unique email address. Applicants are now able to associate one unique email with all applicable organizations and applications.

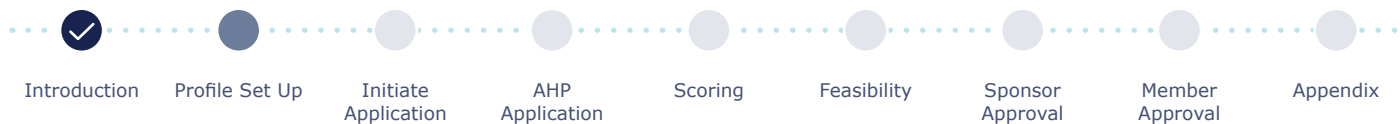
First Time Registering in AHP Online?

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

Forgot Your Password?

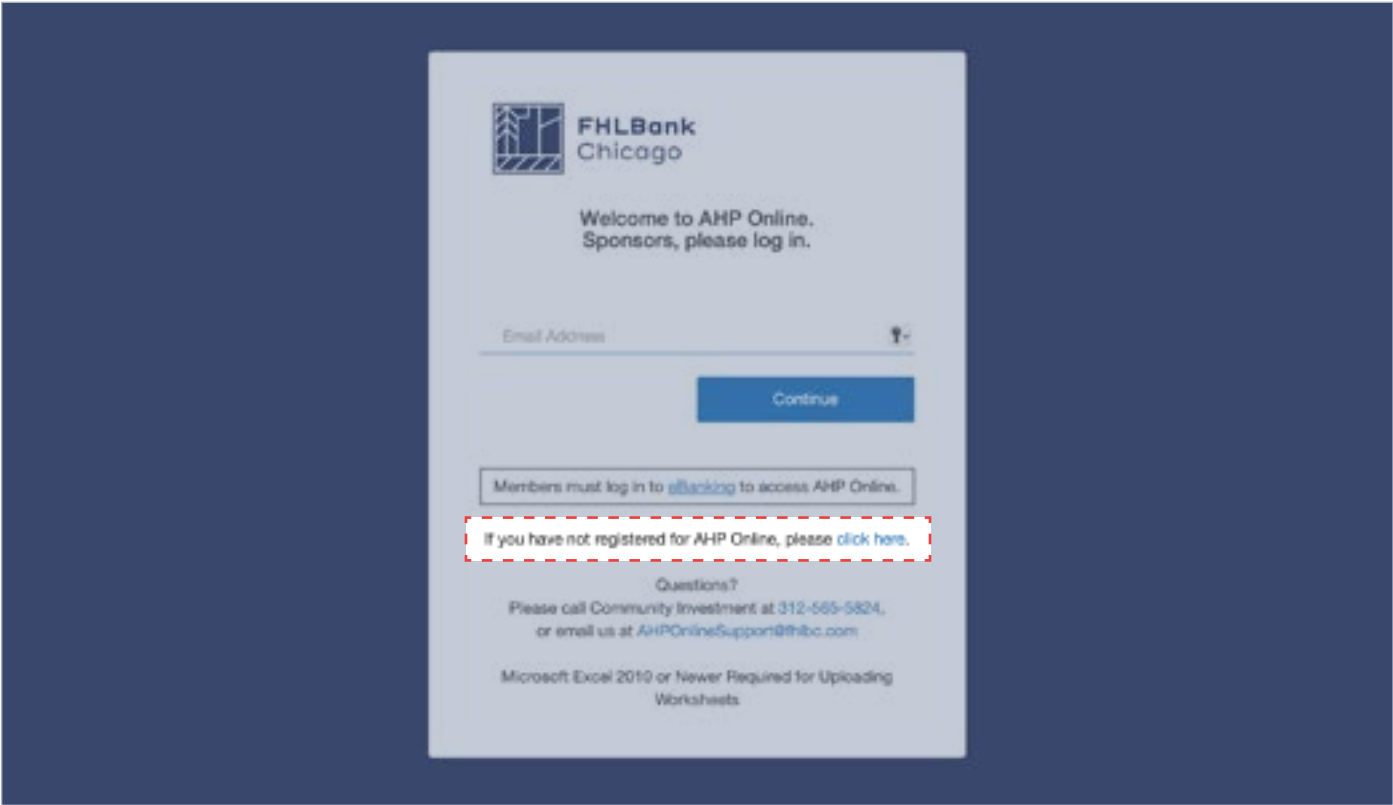
If users have successfully registered under the new Microsoft authentication tool, but forgot their password, they can reset their password following the instructions in the [appendix](#).

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



AHP Participant Registration

Step 1



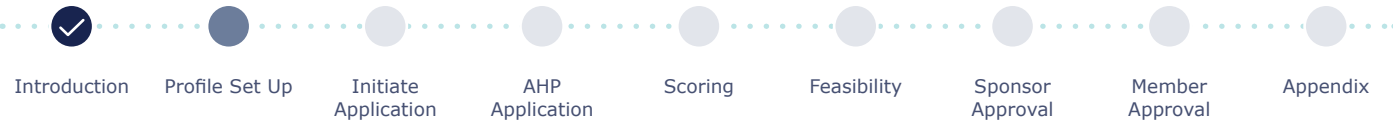
To begin, click the link to the AHP Online login page found at the top of the [Community Investment section](#) of FHLBank Chicago's public website, and you will be taken to this login page.

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



Helpful Hint

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



AHP Participant Registration

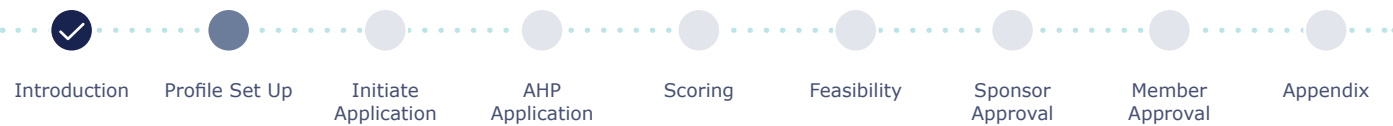
Step 2

The screenshot shows the 'AHP Online User Registration' interface for FHLBank Chicago. A progress bar at the top indicates seven steps: 1. User Information (active), 2. AHP Services Agreement, 3. Select Organization, 4. Organization Information, 5. Service Area, 6. Create Login Credentials and Submit, and 7. Confirmation. The main form area is titled 'Enter Profile Information for the New User:' and contains four input fields: 'First Name:*', 'Last Name:*', 'Email*', and 'Confirm Email:*'. Each field has a corresponding text input box. At the bottom right of the form, there are two buttons: 'Next' and 'Cancel'. The 'Next' button is highlighted with a red dashed border.

Enter the user’s name and email address.

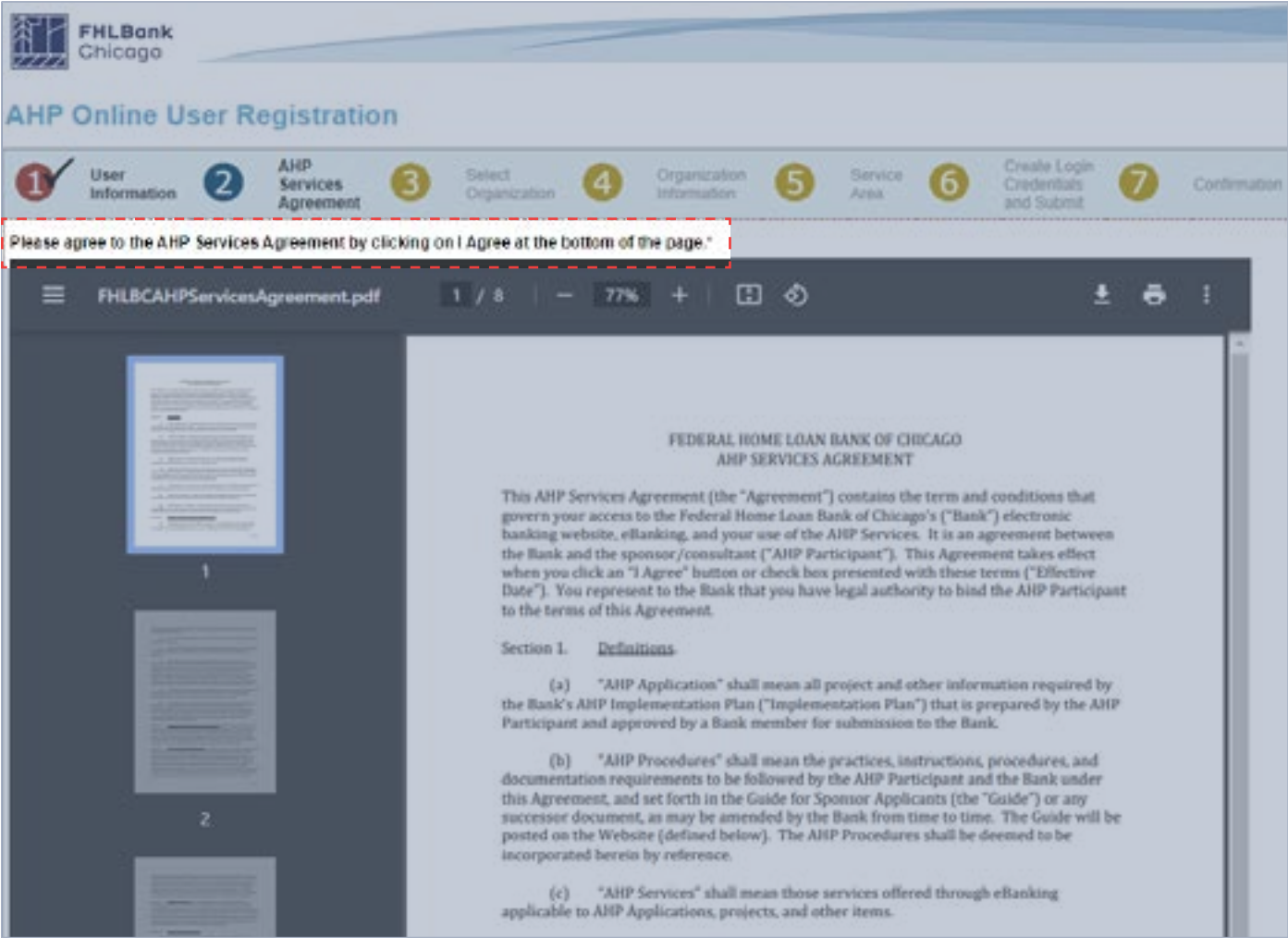
Do not use the Internet browser **Back** button to navigate AHP Online.

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



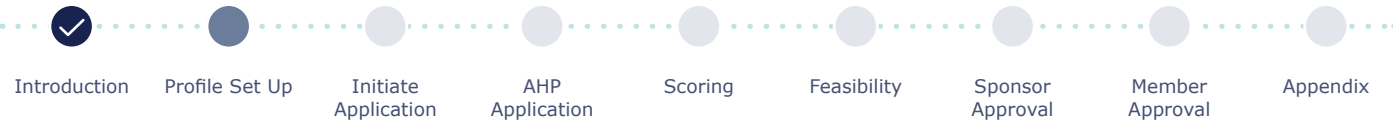
AHP Participant Registration

Step 3



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

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



AHP Participant Registration

Steps 4 and 5

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



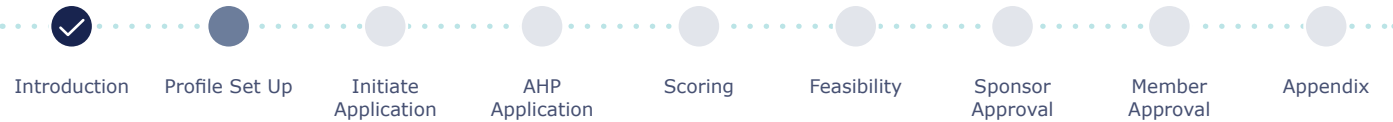
Helpful Hint

Search for an organization before creating a new one. If the organization appears multiple times, please contact Community Investment at ahp@fhlbc.com or 312.565.5824.

If creating a new organization, please fill in all of the required boxes and click **Next**.

Applicants should use the USPS "Look Up a ZIP Code" tool to verify the ZIP+4 code for the

project location. If the ZIP code is correct but not found after clicking on Lookup email ahp@fhlbc.com for assistance.



AHP Participant Registration

Steps 6 and 7

FHLBank Chicago

Organization

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

Does the organization service the entire United States of America? ☒ Yes ☐ No

Answer the question about the organization's service area.

AHP Online User Registration

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

First Name: [text input]
Last Name: [text input]
Email: [text input]

Organization Information
Organization Name: [text input]
Organization Type: [text input]
Services Provided: [text input]
Phone Number: [text input]
Fax Number: [text input]
Website: [text input]
Mailing Address: [text input]

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

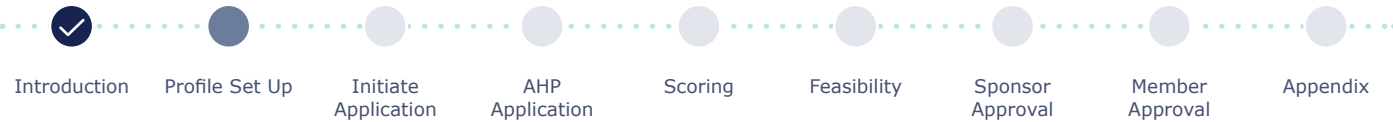
Enter the displayed text image: [text input] 1
Reset Image

s te /

Back Submit Cancel

Next create your login credentials, enter the text displayed in the image, and **click Submit**.

If it is necessary to make a correction, use the **Back button** located in the lower right-hand section of the page.



AHP Participant Registration

Step 8

AHP Online User Registration

1 ✓ User Information

2 ✓ AHP Services Agreement

3 ✓ Select Organization

4 ✓ Organization Information

5 ✓ Service Area

6 ✓ Create Login Credentials and Email

7 ✓ Confirmation

First Name:

Last Name:

Login Credentials

Email Address:

Organization Information

Organization Name

Organization Type

Services Provided

Phone Number

Fax Number

Website

Mailing Address

Service Area

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

Finish

Helpful Hint

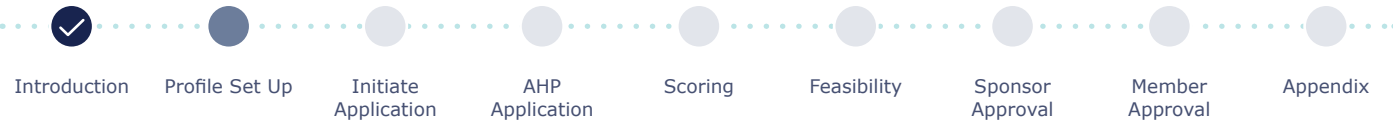
Users cannot go back to the User Profile screen from the Organization screen. If an error occurs, continue through the Organization screens and edit the User Profile information later.

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

Click on **Finish**.

Congratulations!

You are done registering your profile.



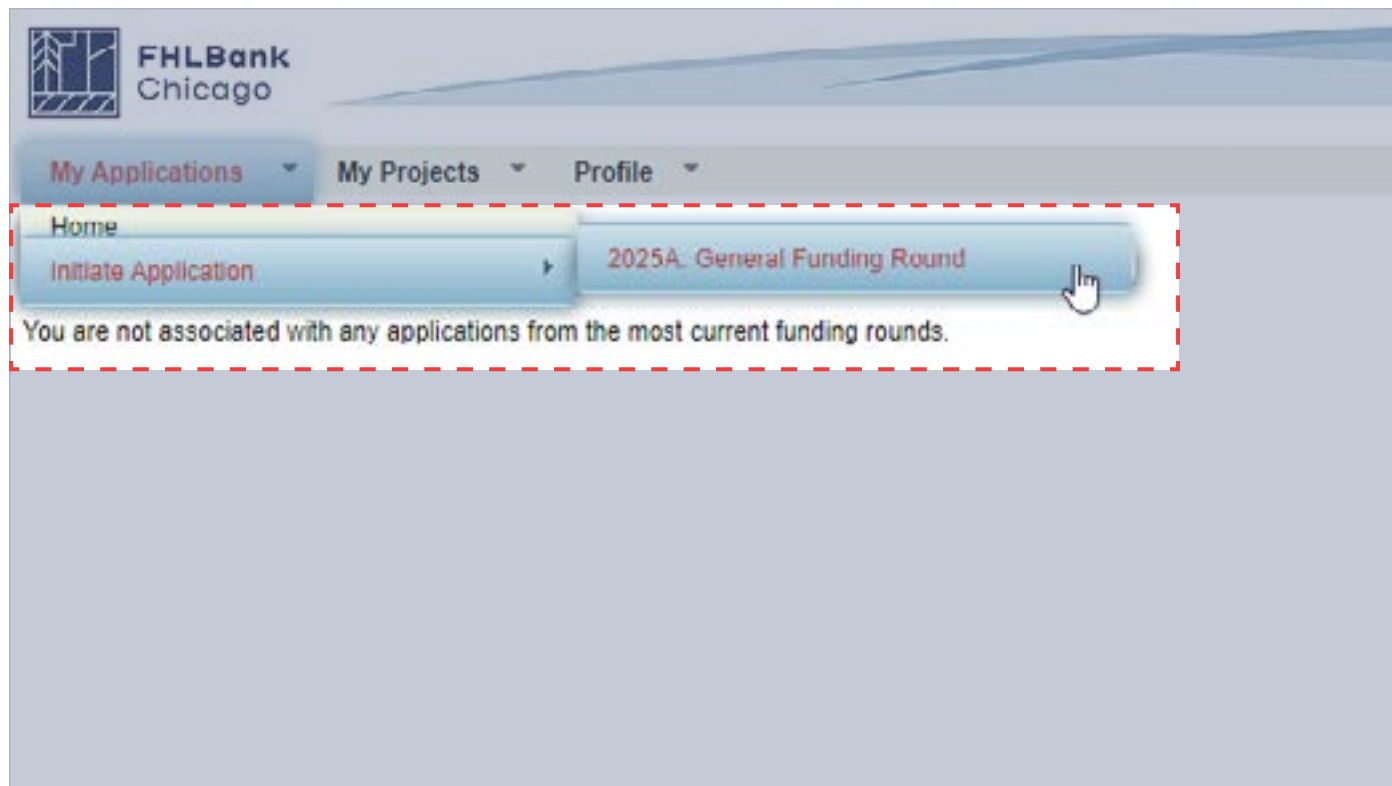


INITIATE APPLICATION

IN THIS SECTION:

- ▣ **Initiate Application, Steps 1-7**

Initiate Application



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

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

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

Be sure to complete both the Review and Submit screen and the Confirmation screen in a timely manner or AHP Online will time out and the Initiate Application process will need to be started from the beginning.

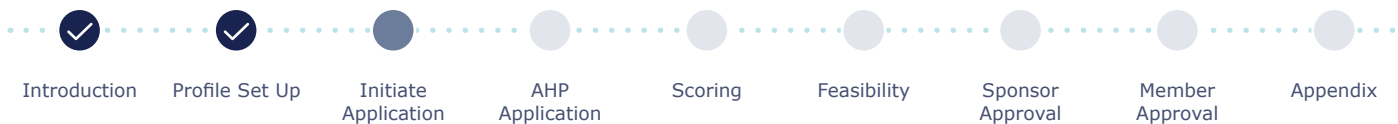


Helpful Hints

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

AHP Participants should contact their member institution to register an Authorized AHP User in eBanking in order to initiate an application.
- After an application is initiated, the Member Contact(s) selected will be able to view the application via eBanking. The member will not be able to make edits or Member Approve until the application's status is set to Sponsor Approved.

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



Initiate Application

Step 1 - Application Information

My Applications - My Projects - Profile -

Initiate Application

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

Funding Round 2021A: General Funding Round

Project Name* 2021 AHP Application - Rental

Project Type* Rental

Activity Type(s)*
☒ Acquisition
☐ New Construction
☒ Rehabilitation

ZIP* 53207

City MILWAUKEE

County MILWAUKEE

State WI

* Asterisk indicates required field.

Helpful Hint

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

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

Enter project information.

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

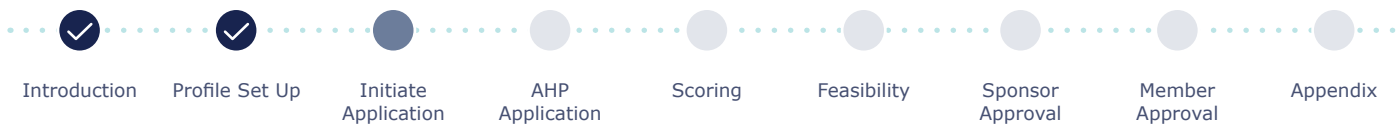
Homeownership projects may be either **Consumer Driven or Sponsor Driven**. However, the only option displayed on this screen is Consumer Driven. **All applicants must select**

Consumer Driven. Sponsor-driven projects are still eligible to apply.

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

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

Click on **Next** to move forward.



Initiate Application

Step 2 - Lead Sponsor Contact(s)

Initiate Application

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

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

Organization Name: Search Reset

| Select | Organization Name | City | State |
|-------------------------------------|------------------------|---------|-------|
| <input checked="" type="checkbox"/> | Example Organization 1 | MADISON | WI |

(1 of 1)

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

| Contacts for Sample Company | |
|-----------------------------|--------------------------|
| Name | Select |
| | <input type="checkbox"/> |
| | <input type="checkbox"/> |
| | <input type="checkbox"/> |
| | <input type="checkbox"/> |
| | <input type="checkbox"/> |

(1 of 4)

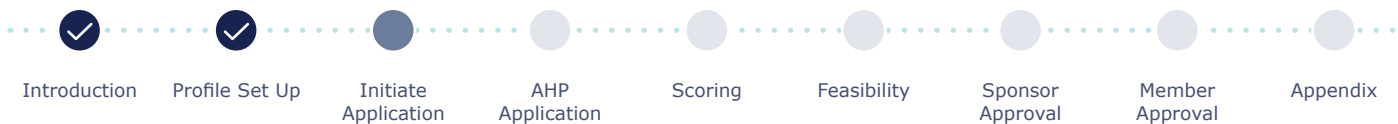
Back Next Cancel

Choose the Organization Name of the Lead Sponsor and up to two Lead Contacts:

- The contact(s) must include all responsible contacts from the sponsor organization who will be associated with the complete life cycle of the project, from application submission through project completion and long-term monitoring. See the definition of **Lead Sponsor Contact** in the [Glossary](#).
- To search for an organization, enter all or part of the organization name. The system will search using the information the user has supplied. The organization search list includes all types of organizations, including user and sponsor organizations.

If the organization that should be associated with an application does not appear in the contact list, the AHP Participant must create a new organization and associate the contact with the organization. See [Registration section](#).

Each project may have only one Lead Sponsor Organization and up to two contacts from that organization. The Bank does not recognize co-sponsors.



Initiate Application

Step 3 - Input Role

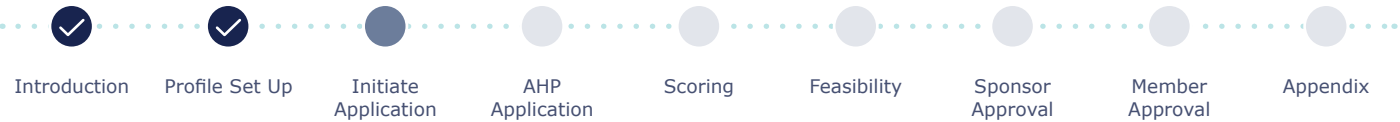
Enter up to three Input Contacts if there will be another person (or persons) inputting information in AHP Online. Follow the same directions used to enter the Lead Sponsor Contact(s) on the previous screen. Refer to the [Glossary](#) for the definition of Input Contact.

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

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

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

- **Eligibility:** Each project may have one Lead Sponsor Organization with multiple contacts from that organization (Application, Compliance, Monitoring). The Bank does not recognize co-sponsors.
- **Sponsor Experience:** Sponsors must demonstrate the capacity to fulfill all roles, responsibilities, and obligations throughout the entire AHP retention period. If the sponsor has little or no previous affordable housing development experience, the sponsor and its development and property management team will be evaluated to determine whether adequate development and compliance experience exists to successfully complete the project.



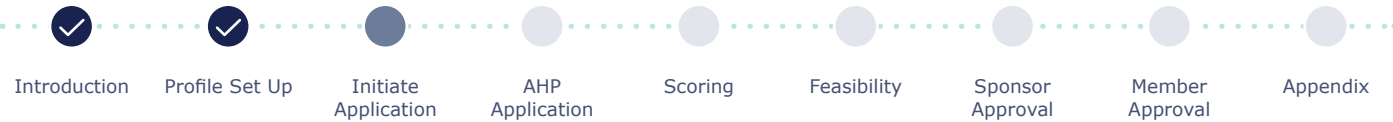
Initiate Application

Step 4 - Lead Member Contact(s)

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

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

Important: If the Member Contact screen does not list a Member Contact after searching for one, you will not be able to initiate an application. Please contact your Member Bank partner to discuss.



Initiate Application

Step 5 - Select Co-Members

Initiate Application 1

1 Application Information

2 Select Lead Contacts

3 Select Input Role

4 Select Lead Member

5 Select Co-Members

6 Review and Submit

7 Confirmation

Is this a multi member consortium project? ☒ Yes ☐ No

Member Name

Search

Reset

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

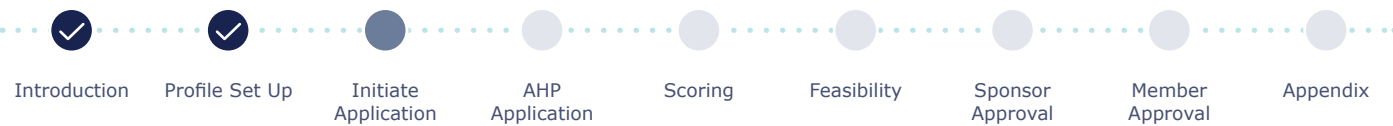
Back

Next

Cancel

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

Click on **Next** to move forward.



Initiate Application

Step 6 - Review & Submit

FHLBank
Chicago

Jane Doe | Logout

Current as of March 2, 2021 at 3:25 PM CST

Home | Messages (0) | Guides/Info

My Applications | My Projects | Profile

Initiate Application

1 Application Information

2 Select Lead Contacts

3 Select Input Role

4 Select Lead Member

5 Select Co-Members

6 Review and Submit

7 Confirmation

Project Name

2021 AHP Application - Rental

Project Type

Rental

Activity Type(s)

Acquisition
Rehabilitation

ZIP

53207

City

MILWAUKEE

County

MILWAUKEE

State

WI

Selected Lead Contacts

| Organization | Name |
|-------------------|----------|
| City of Milwaukee | Jane Doe |

Selected Contacts with Input Role

| Organization | Name |
|-------------------|------|
| No records found. | |

Selected Lead Member Contacts

| Member | Name |
|---|----------|
| Associated Bank, National Association Green Bay, WI | John Doe |

Is this a multi-member consortium project?: No

Selected Co-Member Contacts

| Member | Name |
|-------------------|------|
| No records found. | |

(1 of 1)

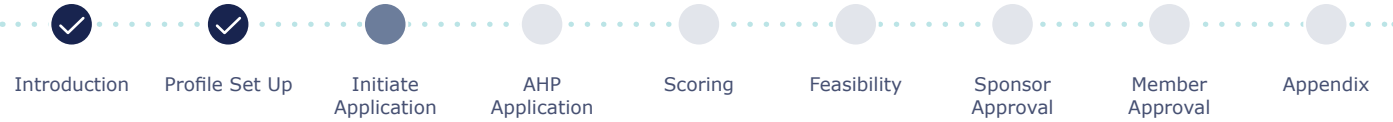
Back

Submit

Cancel

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

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



Initiate Application

Step 7 - Confirmation

1Application Information

2Select Lead Contacts

3Select Input Role

4Select Lead Member

5Select Co-Members

6Review and Submit

7Confirmation

Project Name2021 AHP Application - Rental

Project TypeRental

Activity Type(s)Acquisition
Rehabilitation

ZIP53207

CityMILWAUKEE

CountyMILWAUKEE

StateWI

Selected Lead contacts

| Organization | Name |
|-------------------|----------|
| City of Milwaukee | Jane Doe |

Selected Contacts with Input Role

| Organization | Name |
|-------------------|------|
| No records found. | |

Selected Lead Member Contacts

| Member | Name |
|---|----------|
| Associated Bank, National Association Green Bay, WI | John Doe |

Is this a multi-member consortium project?: No

Selected Co-Member Contacts

| Member | Name |
|-------------------|------|
| No records found. | |

(1 of 1) < > << >>

Finish

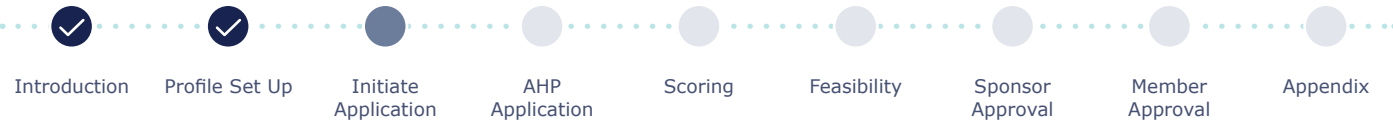
The last screen of the Initiate Application process is the Confirmation. Click on **Finish**.


The application has not been initiated until the user clicks on Finish.



Congratulations!

You have successfully initiated your application.





APPLICATION PROCESS: GENERAL INFORMATION

IN THIS SECTION:

- ▣ **My Application & Status**
- ▣ Application Details: Application Information
- ▣ Application Details: Site Information
- ▣ Application Details: Site Parcel Information
- ▣ Application Details: Fair Housing
- ▣ Application Details: Subsidy Amount and Uses of Funds
- ▣ Sponsor and Member Information

My Application

| Round Name | Application Number | Application Name | Status | Closing Date | Countdown to Closing |
|------------------------------|--------------------|-------------------------------|---------|--------------|----------------------|
| 2021A: General Funding Round | 4151 | 2021 AHP Application - Rental | Pending | Mar 19, 2021 | 17 |

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

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

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

Application Status

Pending

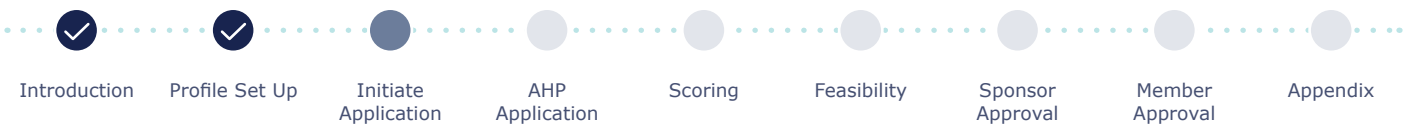
The application is initiated, but is not complete and has not yet been Sponsor Approved.


Sponsor Approved

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

Member Approved

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





APPLICATION PROCESS: GENERAL INFORMATION

IN THIS SECTION:

- My Application & Status
- **Application Details: Application Information**
- Application Details: Site Information
- Application Details: Site Parcel Information
- Application Details: Fair Housing
- Application Details: Subsidy Amount and Uses of Funds
- Sponsor and Member Information

APPLICATION PROCESS

General Information

Application Home

Application Status: Pending
Funding Round: 2025A
Round Deadline: 06/13/2025

| 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 | ✓ |
| Scoring | |
| Donated Property : Donation/Discount Information | ✗ |
| Donated Property : Donated/Discounted Evidence | ✗ |
| Sponsorship By Nonprofit | ✗ |
| Targeting | ✗ |
| Underserved Communities and Populations : Housing for Homeless | ✗ |
| Underserved Communities and Populations : Special Needs | ✗ |
| Underserved Communities and Populations : Rural | ✗ |
| Creating Economic Opportunity : Mixed Income Areas | ✗ |
| Community Stability : Rehabilitation of Existing Occupied Housing | ✗ |
| Community Stability : Construction or Preservation of Owner-Occupied Housing | ✗ |
| Bank District Priorities : In District Project | ✗ |
| Bank District Priorities : Projects Serving Low-Income Areas | ✗ |
| Bank District Priorities : Emerging Project Sponsors | ✗ |
| Bank District Priorities : Operational Efficiency | ✗ |
| Bank District Priorities : Projects of 24 or Fewer Units | ✗ |
| Feasibility | |
| Financial Feasibility : Import Spreadsheet | ✗ |
| Financial Feasibility : Feasibility Analysis | ✗ |
| Financial Feasibility : Commitment Letter | ✗ |
| Displacement | |
| Sponsor Role | |
| Primary Developer | |
| Development Team : RA | |



NOTE:
It's important to complete the sections in order. Skipping around will cause error messages, and parts of the application will be missed, resulting in an incomplete or possibly ineligible application.

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

- ✗ Not started
- ✓ Started, but information is missing
- ✓ Complete

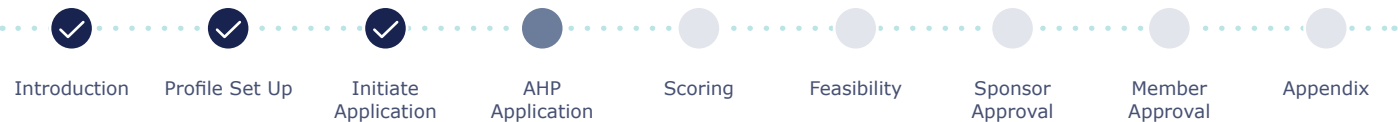
Users may navigate the application by clicking on the links under the Description column.



The application is split into **3** main sections

- 1 General Information
- 2 Scoring
- 3 Feasibility

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



Application Information

Application Details

Application Information | Site Information | Site Parcel Information | Fair Housing | Subsidy Amount and Use

Project Name* 2021 AHP Application - Rental

Project Type Rental

Activity Type(s) Acquisition Rehabilitation

ZIP 53207 Lookup

City MILWAUKEE

County MILWAUKEE

State WI

Project Description*

You have 4000 characters remaining for your description.

Will the project fall into one of the following categories?

☐ Supportive Living Facility (SLF) ☐ HUD 202 ☐ Overnight Shelter ☐ USDA 51

☐ Residential Care Apartment Complex (RCAC) ☐ Permanent Supportive Housing ☐ Group Home/OLA ☐ USDA 51

☐ HUD 811 ☐ Rental or Operating Subsidies ☐ USDA RD Financing ☐ None

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

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

Will the project use any HUD owned property? ☐ Yes ☒ No

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

At least one of the following questions must be answered Yes (if the project includes both single and multifamily built units).

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

First, enter the Application Information.

The **Project Name** is required and should be the same name entered on the Initiate Application screen.

Project Description:

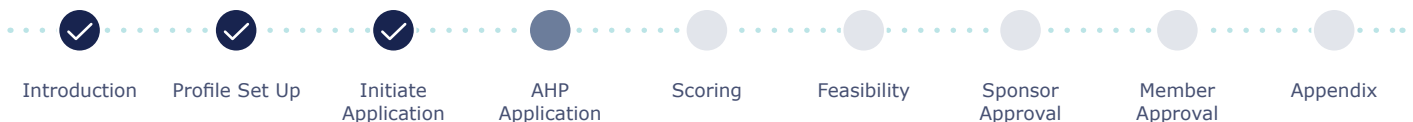
The Project Description field must include information on project type (single-family or multi-family), type of development (e.g., duplex, low-rise, or mid-rise), unit size, construction type, project amenities, population to be served, and any other special project features.


All questions on this screen must be answered in order to save the page.



Helpful Hints

- Remember that AHP Online screens must be saved every 15 minutes or the system will automatically log a user off.
- Some sponsors may find it helpful to draft the project description in a separate document, then cut and paste it into AHP Online.
- Please do not use special characters such as \$, &, !, () or # within a text box.





APPLICATION PROCESS: GENERAL INFORMATION

IN THIS SECTION:

- My Application & Status
- Application Details: Application Information
- **Application Details: Site Information**
- Application Details: Site Parcel Information
- Application Details: Fair Housing
- Application Details: Subsidy Amount and Uses of Funds
- Sponsor and Member Information

Site Information

FHLBank Chicago | Logout | Current as of March 3, 2021 at 2:33 PM CST

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

Project Name: 2021 AHP Application - Rental
Application Number: 4151

Application = General Information = **Scoring** = Feasibility =

Application Details 2

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

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

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

Is the project single site? ☒ Yes ☐ No

Add Site

Milwaukee

WI

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

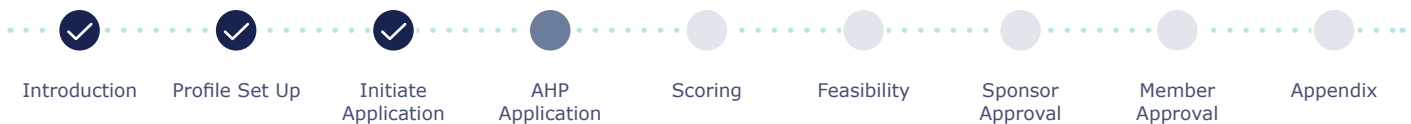
A multiple-site project is defined as a project where the units will be constructed on scattered and/or generally noncontiguous sites with individual legal descriptions.

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

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

How to Proceed in the Application

- If your application is for a single-site or multi-site project with known address(es), please proceed through [p.33-35](#).
- If your application is for a single-site project with an unknown address, please jump to [p.36](#).
- If your application is for a multi-site project with some or all unknown addresses, please jump to [p.37](#).



Site Information

Application Details

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

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

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

Is the project single site? ☒ Yes ☐ No

[Add Site](#)

Site

Is the address known? ☒ Yes ☐ No

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

Address Line1 ZIP Zip+4 [Lookup](#)

Address Line2 City Congressional District

County Census Tract

State CBSA

Number of Units Targeted Area

Appraisal Date Is the property located in an Indian Area and/or Hawaiian homeland as defined by NAHASDA? ☐ Yes ☐ No

Acquisition Price Is/will the property be located 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

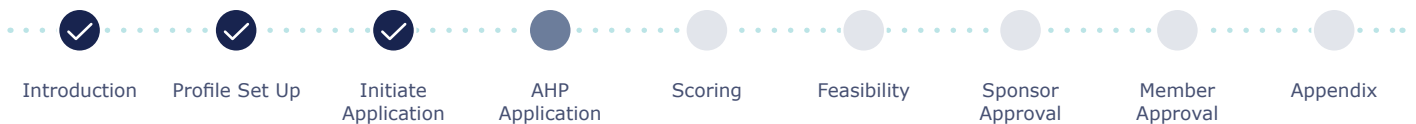
Attach an "as is" appraisal of the value of the property [Browse...](#)

Address(es) Known

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

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

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



Site Information

ZIP+4 and Census Tract Lookup

For each site, the AHP Participant must verify the ZIP+4 by going to www.usps.com and looking up the site address.

Once the ZIP+4 is entered and the AHP Participant clicks on Lookup, AHP Online will automatically show the site census tract. The AHP Participant must verify that the census tract is correct by going to www.FFIEC.gov.

Important: Please select "2024" in the "Year" dropdown before clicking search.

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

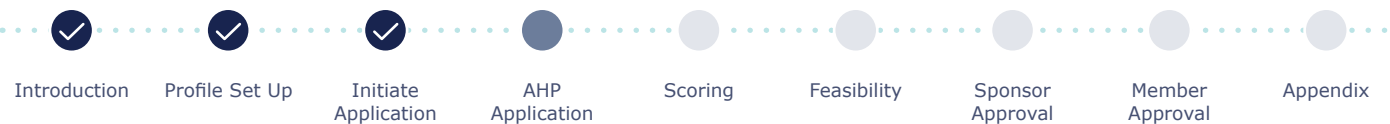
Please see below for how to enter site information for specific project types:



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



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



Site Information



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



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



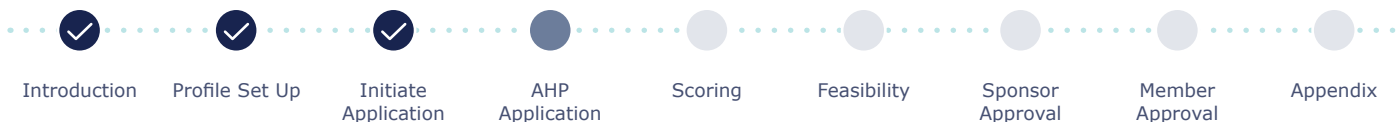
Number of Units: This indicates the number of units to be built or rehabilitated. It should be the final number of units at completion for each site added. If sites are added for nonresidential uses (e.g., a community center), enter 0.



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

- If there is any current or past financial or ownership interest in the project site by the member (e.g., real estate owned [REO], foreclosure, short sale);
- If the site is discounted; or
- If there is an identity of interest between the buyer and seller, unless the transaction qualifies as a donation (as defined in the [2025 Implementation Plan](#)). An identity of interest is defined as an instance in which the seller will have a direct or indirect ownership interest in the project. When the acquisition is initially arm's length but is followed by an acquisition where there is an identity of interest between the buyer and seller that is necessary to facilitate the project, an appraisal is not required.

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



Site Information

Application Details

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

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

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

Is the project single site? ☒ Yes ☐ No

[Add Site](#)

Site

Is the address known? ☐ Yes ☒ No

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

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

Address Line1

Address Line2

ZIP+ ZIP+4 [LOOKUP](#)

City Congressional District

County Census Tract

State CUSA

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

You have 3000 characters remaining for your description.

Single-Site Project With Unknown Address

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

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

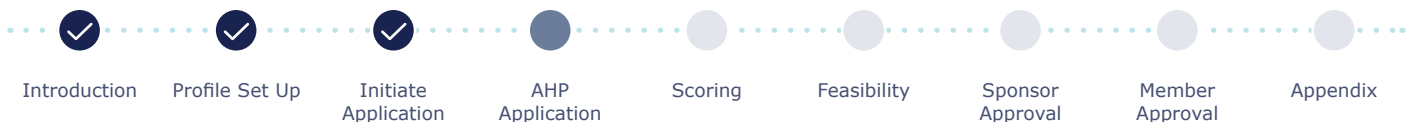
If an intersection is used as the closest address to an unknown single site and the ZIP+4 is unknown, the AHP Participant should locate the

closest address to the intersection to find the ZIP+4 on www.usps.com.

Once the ZIP+4 is entered and the AHP Participant clicks on Lookup, AHP Online will automatically show the site census tract. The AHP Participant must verify that the census tract is correct by going to www.FFIEC.gov.

Important: Please select "2024" in the "Year" dropdown before clicking search.

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



Site Information

Application Details

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

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

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

Is the project single site? ☒ Yes ☐ No

Add Site

Site

Is the address known? ☐ Yes ☒ No

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

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

Address Line1 ZIP ZIP+4

Address Line2

City Congressional District

County Census Tract

State CHSA

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

You have 3000 characters remaining for your description.

Multi-Site Project With Unknown Addresses

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

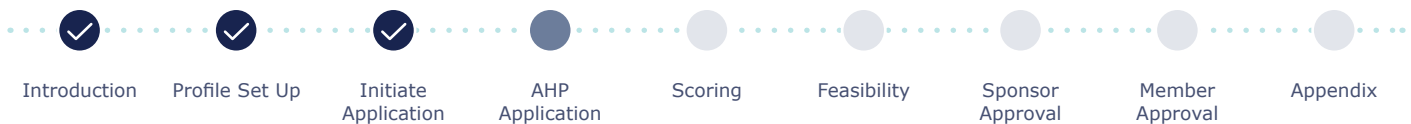
ZIP+4 and Census Tract Lookup

The AHP Participant must verify the ZIP+4 by going to www.usps.com and looking up the representative site address.

Once the ZIP+4 is entered and the AHP Participant clicks on Lookup, AHP Online will automatically show the site census tract. The AHP Participant must verify that the census tract is correct by going to www.FFIEC.gov.

Important: Please select "2024" in the "Year" dropdown before clicking search.

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



Site Information

FHLBank
Chicago

Logout

Current as of March 3, 2021 at 2:42 PM CST

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

Project Name: 2021 AHP Application - Rental
Application Number: 4151

Application = General Information = Scoring = Feasibility =

Application Details

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

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

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

Is the project single site? ☒ Yes ☐ No

Site(s)

| Action | Address Line 1 | Address Line 2 | City | County | State | Zip Code |
|---------------|----------------------|----------------|-----------|-----------|-------|------------|
| Edit Remove | 2850 S. Ellen Street | | MILWAUKEE | MILWAUKEE | WI | 53207-2536 |

(1 of 1) 1

* Required to save the page

† Required before Sponsor Approval

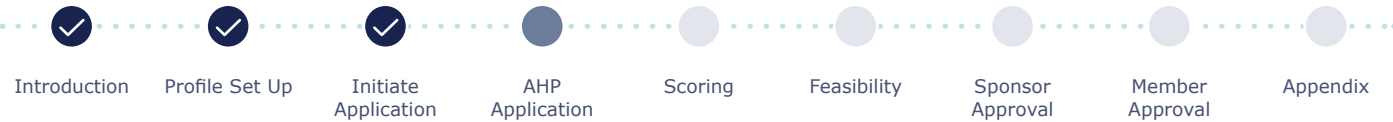
To submit your changes please click Save before exiting this page.


SaveUndo

<PreviousNext>

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

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





APPLICATION PROCESS: GENERAL INFORMATION

IN THIS SECTION:

- My Application & Status
- Application Details: Application Information
- Application Details: Site Information
- **Application Details: Site Parcel Information**
- Application Details: Fair Housing
- Application Details: Subsidy Amount and Uses of Funds
- Sponsor and Member Information

Site Parcel Information

FHLBank Chicago | Logout | Current as of March 3, 2021 at 2:46 PM CST

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

Project Name: 2021 AHP Application - Rental
Application Number: 4151

Application ▾ General Information ▾ Scoring ▾ Feasibility ▾

Application Details 2

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

| Action | Address Line 1 | Address Line 2 | City | County | State | Zip Code | Description |
|--------|----------------------|----------------|-----------|-----------|-------|------------|-------------|
| ▶ | 2050 S. Ellen Street | | MILWAUKEE | MILWAUKEE | WI | 53207-2536 | Discounted |

(1 of 1) 1

Add Site Parcel

There are no Site Parcels for this Site

Site Parcel

Update Site Parcel Cancel

Donating or Discounting Party*

Parcel Number/PIN*

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

Number of existing units:

Number of existing units retained at project completion

Select donated/discounted documentation*

* Required to save the page
* Required before Sponsor Approval

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

Save Undo



Scoring Reminder:

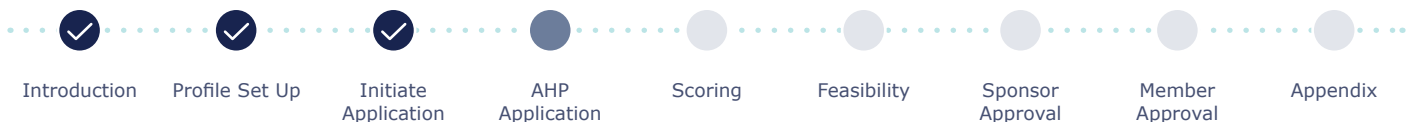
The Site Parcel Information screen must be completed for each site for which Donated or Discounted was selected on the Site Information screen.

Click on **Edit** in the Action column to insert the Site Parcel Information for each donated or discounted site. Add all applicable site parcels in the project. This information is **important** for the **Donated or Discounted scoring category**.

Donated/Discounted points are rare for owner-occupied projects, so please contact ahp@fhlbc.com if you are considering this category.

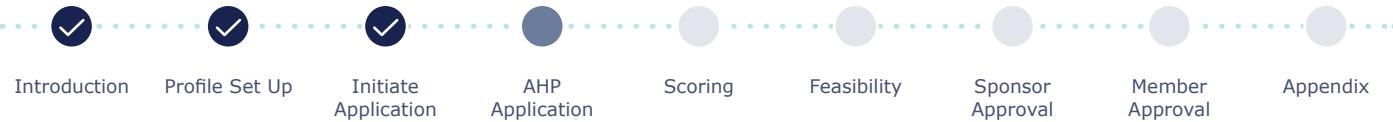
Input information for all required fields, then click on **Update Site Parcel**. If this button is not clicked, the information will not update or save.


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



Site Parcel Information

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





APPLICATION PROCESS: GENERAL INFORMATION

IN THIS SECTION:

- My Application & Status
- Application Details: Application Information
- Application Details: Site Information
- Application Details: Site Parcel Information
- **Application Details: Fair Housing**
- Application Details: Subsidy Amount and Uses of Funds
- Sponsor and Member Information

Fair Housing

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

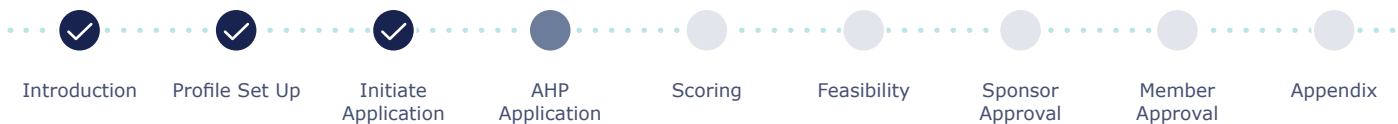
For projects, this may include targeted outreach efforts to the persons/populations least likely to apply for the housing, ongoing fair housing training for staff, referral agreements with organizations serving under-served populations, and comprehensive marketing.


For programs, this may include encouraging banks and other lending organizations to lend in areas that are under-served and to provide

services to under-served populations and/or use nontraditional methods for evaluating credit and loan amount terms based on cultural differences and other individual factors; it may also include the targeted outreach efforts described above.

Architect's Accessibility: For projects with identified site(s) with one or more buildings that include at least four or more units, the AHP Participant must attach a completed **Architect's Accessibility Certification** (view [Application Exhibits](#) for more details). This form must be completed and executed by an architect or architecture firm identified as a member of the development team.

- Projects located on tribal land are exempt from the this requirement.





APPLICATION PROCESS: GENERAL INFORMATION

IN THIS SECTION:

- My Application & Status
- Application Details: Application Information
- Application Details: Site Information
- Application Details: Site Parcel Information
- Application Details: Fair Housing
- **Application Details: Subsidy Amount and Uses of Funds**
- Sponsor and Member Information

Subsidy Amount and Uses of Funds

The screenshot shows the 'Subsidy Amount and Uses of Funds' section of the AHP Online application. The 'Grant Amount' is set to 600,000. Under 'Select at least one Use of Funds', the options are: Assistance with Acquisition Costs, New Construction, Rehabilitation (checked), Refinance, and Other. Below this, there is a dropdown for 'Choose AHP Specific Retention' set to 'Mortgage/Retention Agreement'. Two questions follow: 'Has this application been submitted to another Federal Home Loan Bank for AHP funding?' (Yes/No) and 'Has this application previously been submitted to, approved by, and/or funded by the Federal Home Loan Bank of Chicago?' (Yes/No). At the bottom, there are 'Save' and 'Undo' buttons, and a note: 'To submit your changes please click Save before exiting this page.'

The AHP grant amount may not exceed the current year **AHP subsidy-per-project limit** (**\$2,000,000** in 2025).

Education and Counseling Costs

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

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

Mortgage/Retention Agreement

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

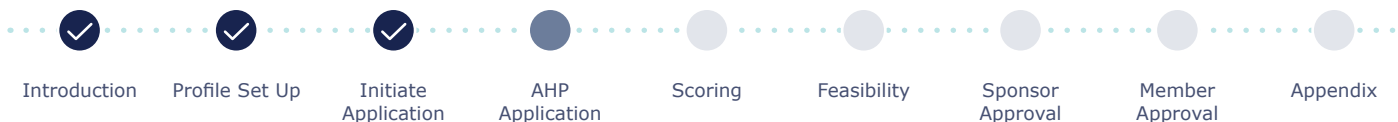
Rehabilitation-only homeownership projects are no longer subject to a retention agreement.


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



Helpful Hint

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





APPLICATION PROCESS: GENERAL INFORMATION

IN THIS SECTION:

- My Application & Status
- Application Details: Application Information
- Application Details: Site Information
- Application Details: Site Parcel Information
- Application Details: Fair Housing
- Application Details: Subsidy Amount and Uses of Funds
- **Sponsor and Member Information**

Sponsor and Member Information

Sponsor and Member Information ?

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

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

Organization Name: Milwaukee Search Reset

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

(1 of 2) 1 2

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

Contacts for City of Milwaukee

| Name | Select |
|----------|-------------------------------------|
| Jane Doe | <input type="checkbox"/> |
| John Doe | <input checked="" type="checkbox"/> |

(1 of 1) 1

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

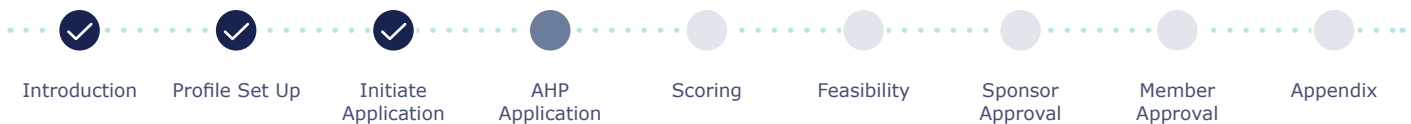
If the Lead Sponsor is changed to another organization, the current Lead Sponsor Contact(s) will no longer have access to this application.

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



Helpful Hint

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



APPLICATION PROCESS **GENERAL INFORMATION**

Member Involvement Information

Sponsor and Member Information

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

Is this a multi-member consortium project? ☐ Yes ☒ No

Please Note:

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

* Required to save the page
♦ Required before Sponsor Approval

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

Save Undo

<Previous Next>

Sponsor and Member Information

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

Is this a multi-member consortium project? ☒ Yes ☐ No

Member Name Search Reset

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

| Selected Co-Member Contacts | | |
|-----------------------------|------|--------|
| Member | Name | Delete |
| No records found. | | |
| (1 of 1) | | |

* Required to save the page
♦ Required before Sponsor Approval

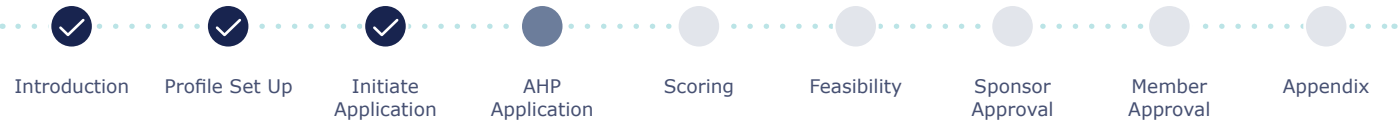
To submit your changes please click Save before exiting this page.

Save Undo

Multi-Member Consortium Project

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

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



APPLICATION PROCESS **GENERAL INFORMATION**

Member Involvement Information

Member Involvement Information ?

Member Policy

Member Services

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

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

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

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

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

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

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

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

* Required to save the page

* Required before Member Approval

<Previous

Next>

Member Involvement Information ?

Member Policy

Member Services

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

* Required to save the page

* Required before Member Approval

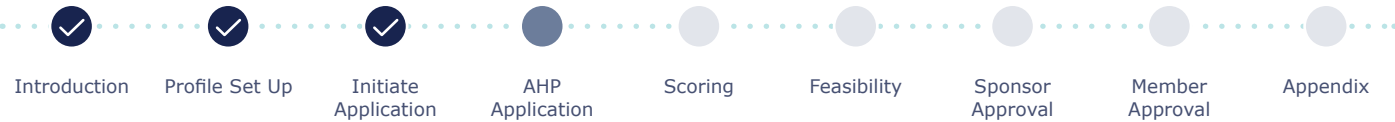
<Previous

Next>

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

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

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





APPLICATION PROCESS: SCORING

IN THIS SECTION:

- Donated, Discounted, or Government-Conveyed Property
 - Discount Information
 - Donated/Discounted Evidence
- Project Sponsorship
 - Organization Information
- Targeting
- Housing for Homeless Households
- Housing for Special Needs Populations
- Rural Housing
- Creating Economic Opportunity through Mixed-Income Areas
- Community Stability
- In-District Projects
- Projects Serving Low-Income Areas
- Emerging Project Sponsors
- Operational Efficiency
- Projects of 24 or Fewer Units

SCORING

Scoring Overview in AHP Online

| Scoring | |
|--|---|
| Donated Property : Donation/Discount Information | ✗ |
| Donated Property : Donated/Discounted Evidence | ✗ |
| Sponsorship By Nonprofit | ✗ |
| Targeting | ✗ |
| Underserved Communities and Populations : Housing for Homeless | ✗ |
| Underserved Communities and Populations : Special Needs | ✗ |
| Underserved Communities and Populations : Rural | ✗ |
| Creating Economic Opportunity : Mixed Income Areas | ✗ |
| Community Stability : Rehabilitation of Existing Occupied Housing | ✗ |
| Community Stability : Construction or Preservation of Owner-Occupied Housing | ✗ |
| Bank District Priorities : In District Project | ✗ |
| Bank District Priorities : Projects Serving Low-Income Areas | ✗ |
| Bank District Priorities : Emerging Project Sponsors | ✗ |
| Bank District Priorities : Operational Efficiency | ✗ |
| Bank District Priorities : Projects of 24 or Fewer Units | ✗ |

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

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



NOTE:

It's important to complete the sections in order. Skipping around may cause error messages, and parts of the application will be missed, resulting in an incomplete or possibly missed scoring opportunities.

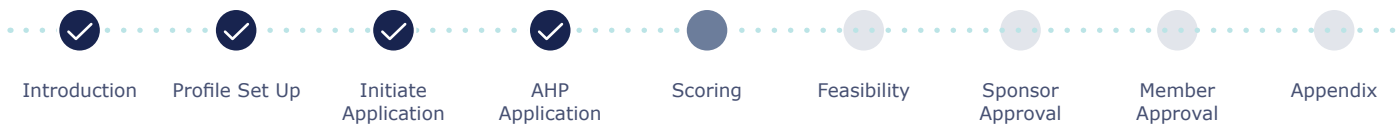
If you have scoring questions, please reach out to ahp@fhlbc.com or 312.565.5824.



Helpful Hints

- Save the screen often. Every 15 minutes or information may be lost.
- Prepare descriptions in a separate document and copy and paste into the text boxes.
- Avoid using special characters, e.g. \$, &, !, #, (), "", in the text boxes.

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





APPLICATION PROCESS: SCORING

IN THIS SECTION:

- **Donated, Discounted, or Government-Conveyed Property**
 - **Discount Information**
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- Emerging Project Sponsors
- Operational Efficiency
- Projects of 24 or Fewer Units

SCORING

Use of Donated or Conveyed Government-Owned or Other Properties

5
pts

Up to 5 points may be received for projects in which at least 20% of land or units are donated to the project or conveyed at a discount

Donations and discounts need to comply to the following:

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

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

OR

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

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

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

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

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

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



NOTE:

The formula must result in ≥ 1.00 in order for applicants to receive a score in this category.

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

If you are considering donated/discounted points for an owner-occupied project, please contact ahp@fhlbc.com to seek technical assistance.



Donated/Discounted Information

Example Calculations

$$\left[\frac{B}{A} \right] \times 5 = \text{Point(s)}$$

For Land or Units Donated:

- A = Total number of units or total square footage of land in the project
- B = Total number of units or total square footage of land donated to the project

For Land or Units Conveyed at a Discount:

- A = Fair market value of total units and/or total square feet of land not donated in the project
- B = Fair market value of total units and/or total square feet of land not donated in the project, less the total amount of conveyance

Simplified Formula for Discounted Points:

$$[(\text{FMV} - \text{conveyance cost}) / \text{FMV}] \times 5$$

Example 1: Discounted

Project A's project site is a total of three parcels. All three parcels (#1-3) were conveyed together from one seller at a discount.

Project A Details:

Discounted Parcels #1-3

- \$500,000 total conveyance cost
- 50,000 total sq ft

Appraisal of Discounted Parcels #1-3

- Fair Market Value (FMV): \$750,000
- ***Note:** See [p.35](#) for Appraisal Requirements

$$\left[\frac{\$750,000 \text{ FMV} - \$500,000 \text{ cost}}{\$750,000 \text{ FMV}} \right] \times 5 = 1.67 \text{ pts}$$

Example 2: Donated

Project B's project site is a total of two parcels. Both parcels #1 and #2 were donated by the city for \$1 each.

Project B Details:

Discounted Parcels #1-2

- \$2 total conveyance cost
- 25,000 total sq ft

$$\left[\frac{25,000 \text{ donated sq ft}}{25,000 \text{ total sq ft}} \right] \times 5 = 5 \text{ pts}$$

Example 3: Donated & Discounted

Project C's project site is a total of five parcels. Parcels #1-3 were donated by the city for \$1 each. Parcel #4 was conveyed by a private seller at a discount. Parcel #5 was conveyed by a different private seller at a discount.

Project C Details:

Donated Parcels #1-3

- \$3 total conveyance cost
- 30,000 total sq ft

Discounted Parcel #4

- \$150,000 conveyance cost
- 5,000 sq ft

Discounted Parcel #5

- \$125,000 conveyance cost
- 5,000 sq ft

Appraisal of Discounted Parcels #4-5

- Fair Market Value: \$350,000

Donated Points

$$\left[\frac{30,000 \text{ donated sq ft}}{40,000 \text{ total sq ft}} \right] \times 5 = 3.75 \text{ pts}$$

+ Discounted Points

$$\left[\frac{\$350,000 \text{ FMV} - \$275,000 \text{ cost}}{\$350,000 \text{ FMV}} \right] \times 5 = 1.07 \text{ pts}$$

Total Points = 4.82 points

SCORING

Donated/Discounted Information

Project Name: 2021 AHP Application - Rental
Application Number: 4151

Application ▾ General Information ▾ Scoring ▾ Feasibility ▾

Donated/Discounted Property ?

Donation/Discount Information | Donated/Discounted Evidence

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

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

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

Discounted units and land:

Fair Market Value of all units and/or land not donated to the project

Total amount of the conveyance of all land or units:

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

Total number of units in the project claimed in Targeting

Total square feet of land in the project

Total number of properties to be acquired in the project

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

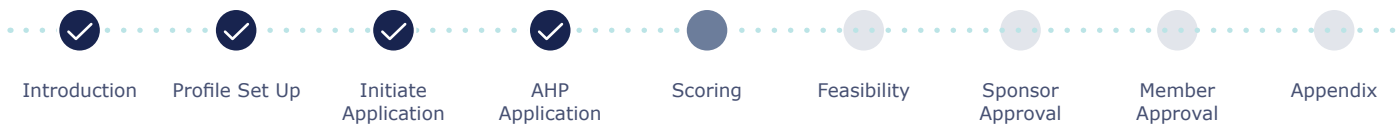
For **Donated points**, an AHP Participant must answer **Yes** to the second question on the screen. For **Discounted points**, the third question must be answered **Yes**. If the project will include both **donated and discounted property**, both questions must be answered **Yes**.

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

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

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

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



SCORING

Donated/Discounted Information

Project Name: 2021 AHP Application - Rental
Application Number: 4151

Application ▾ General Information ▾ Scoring ▾ Feasibility ▾

Donated/Discounted Property ?

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

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

Browse... ?

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

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

* Required to save the page
* Required before Sponsor Approval

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

Save Undo

<Previous Next>

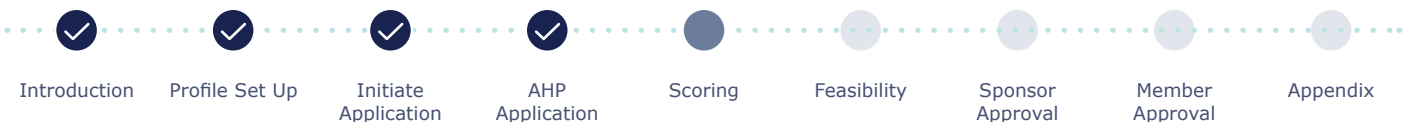
All evidence of donated and/or discounted properties must be attached as one PDF file. After attaching the PDF file, click on Save to successfully save the attachment.

Important: Donated and/or discounted properties do not have to be conveyed prior to application; however, if they have been, the conveyance must have occurred within the 36 months prior to the AHP application deadline (after June 20, 2022) in order to be eligible for points in this scoring category.

should reflect the conveyance cost. Such evidence should reference the specific site(s), the anticipated or actual date of the conveyance, and any condition(s) the donation and/or discount is contingent on, and it must be signed by the conveyor.

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

Applicants must submit evidence of commitment to donate and/or discount that meets eligibility requirements for **site control documentation or conveyance** (see the Project Timeline section of this guide for the requirements); documentation





APPLICATION PROCESS: SCORING

IN THIS SECTION:

- Donated, Discounted, or Government-Conveyed Property
 - Discount Information
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- Emerging Project Sponsors
- Operational Efficiency
- Projects of 24 or Fewer Units

SCORING

Project Sponsorship



May be received for projects submitted by a **not-for-profit sponsor** that plays an integral role in the project

Projects submitted by a **not-for-profit sponsor** that plays an integral role in the project may receive 5 points, as follows.

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

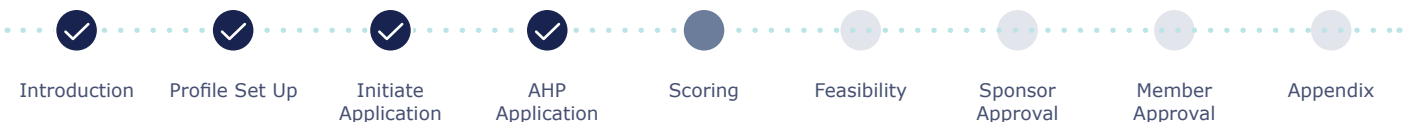
1. managing the construction or rehabilitation of 100% of the units, and/or
2. qualifying borrowers and providing or arranging financing for the owners of the owner-occupied units.

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



Helpful Hint

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



Sponsorship by Nonprofit

Sponsorship by Nonprofit

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

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

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

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

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

Add Organization

For the sponsor organization that is integrally involved in the application, select the type of organization, provide the organization's name, describe the organization's involvement, specify the fee percentage paid to the organization and, if a Non-for-profit organization, attach Certificate of Good Standing and, if necessary, Certificate of Authority (or organization does business in another state).

| Action | Organization Type | Organization Name |
|------------------|-------------------|-------------------|
| No records found | | |
| | (1 of 1) | |

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

Organization Type*

Organization Name*

Expanse of involvement including fees paid to the organization*

Update Organization **Cancel**

Owner-Occupied Projects

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

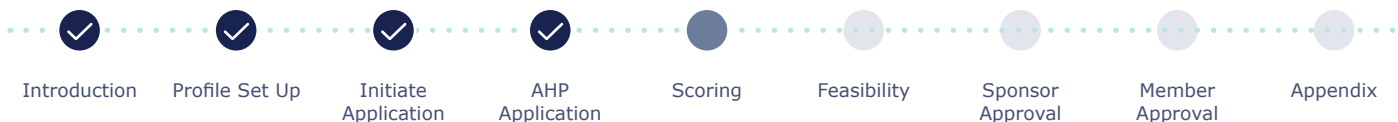
In order for a nonprofit organization to receive points for nonprofit status, the applicant must submit a Certificate of Good Standing (or equivalent) from the state in which the applicant is incorporated. Additionally, if the proposed project is located in a state other than the state of incorporation, a Certificate of Authority (or equivalent) from that state must also be

submitted. The certificate(s) must be dated no earlier than 90 days prior to the AHP application deadline.

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

1. A valid Certificate of Charitable Organization (to evidence nonprofit status), date no earlier than 12 months prior to the AHP application deadline, and
2. A valid Certificate of Status (to evidence "good standing"), dated no earlier than 90 days prior to the AHP application deadline

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





APPLICATION PROCESS: SCORING

IN THIS SECTION:

- Donated, Discounted, or Government-Conveyed Property
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- Operational Efficiency
- Projects of 24 or Fewer Units

SCORING

Targeting

20
pts

Up to 20 points may be received for the **income levels** that projects choose to target.

| | Number of Units |
|---|-----------------|
| Less than or equal to 50% AMI (Area Median Income)* | 24 |
| Of the less than or equal to 50% AMI units, how many are targeted to households at or below 30% AMI?* | 8 |
| Greater than 50% and less than or equal to 60% AMI* | 0 |
| Greater than 60% and less than or equal to 80% AMI* | 16 |
| Greater than 80% AMI* | 0 |
| Total | 40 |

Make any changes above?

* Required to save the page
* Required before Sponsor Approval

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

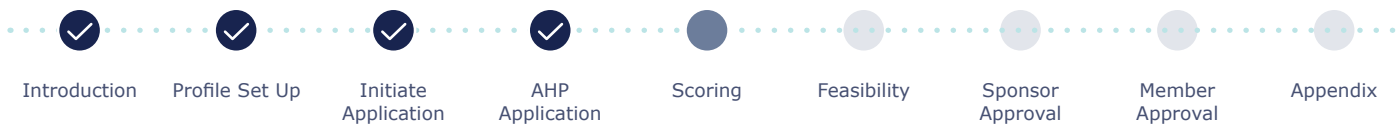
<Previous Next>

Eligibility Information

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

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

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





APPLICATION PROCESS: SCORING

IN THIS SECTION:

- Donated, Discounted, or Government-Conveyed Property
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 - Operational Efficiency
 - Projects of 24 or Fewer Units

SCORING

Housing for Homeless Households

5
pts

May be received for projects reserving 20% of total units to provide housing to individuals who are homeless.

Underserved Communities and Populations/Housing for Homeless Households

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

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

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

☐ Intake Form

☒ Referrals

☐ Other

Specify the Referral sources.

You have 3000 characters remaining for your description.

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

You have 3000 characters remaining for your description.

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

* Required to save the page

† Required before Sponsor Approval

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

Save Undo

<Previous Next>

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

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

Reference the [2025 Implementation Plan](#) for FHLBank Chicago's definition of homelessness.



Helpful Hint

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

If you are considering Housing for Homeless Households points for an owner-occupied project, please contact ahp@fhlbc.com to seek technical assistance.



Introduction



Profile Set Up



Initiate
Application



AHP
Application



Scoring



Feasibility



Sponsor
Approval



Member
Approval



Appendix



APPLICATION PROCESS: SCORING

IN THIS SECTION:

- Donated, Discounted, or Government-Conveyed Property
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SCORING

Housing for Special Needs Populations

5
pts

May be received for projects reserving 20% of the total units for households with special needs.

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

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

Supporting Documentation

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

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

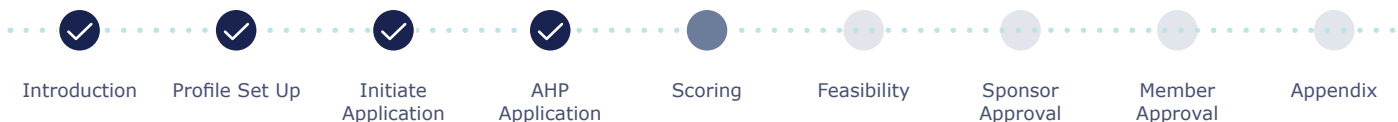
Please fill out the supplemental text boxes to provide specifics on how your project will serve special need households. Please use the **Targeted Populations Experience & Services Template** to provide a comprehensive description (found on the [AHP Policy and Forms](#) website).

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



Helpful Hints

- The individual with the qualifying special need(s) is not required to be the head of household.
- A commitment to housing individuals with disabilities under this scoring category is a **"hard set-aside,"** meaning the unit must be sold to or owned by a special needs household, regardless of how long that may take.



SCORING

Housing for Special Needs Populations

Underserved Communities and Populations/Special Needs

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

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

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

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

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

* No file chosen

* Required to save the page
* Required before Sponsor Approval

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

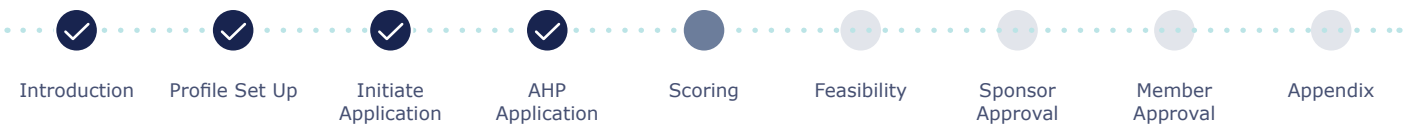
<Previous Next>

Input the total number of units that the project will set aside for populations with special needs ensuring the number is **at least 20% of total units**.

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

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

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





APPLICATION PROCESS: SCORING

IN THIS SECTION:

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SCORING

Rural Housing

7
pts

May be received for projects in which 50% of the total units are located in a rural area.

Underserved Communities and Populations/Rural

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

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

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

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

* Required to save the page
Required before Sponsor Approval

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

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

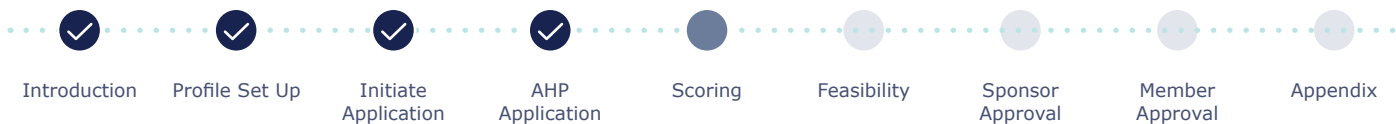
FHLBank Chicago's definition of a rural area will be consistent with the U.S. Department of Agriculture definition.

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



Helpful Hint

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





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SCORING

Creating Economic Opportunity through Mixed-Income Areas

5 pts

Up to 5 points may be received for projects in a Census tract(s) where the **median income equals or exceeds the median income for the county or metropolitan area**.

Creating Economic Opportunity/Mixed Income Areas 1

Are at least 75% of the total units in the project located in a Census tract(s) where the median income equals or exceeds the median income for the county or metropolitan area?

☒ Yes

☐ No

Are all sites known?

☒ Yes

☐ No

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

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

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

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

Add Census Tract Details

Census Tract Details

Census Tract #

Add Details

Cancel

CensusIncomePopulationHousing

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

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

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

A screenshot from the [FFIEC website](#) is required, dated no earlier than 90 days prior to the AHP application deadline. Select "2024" in the "Year"

dropdown, enter the address and click on Search, then Census Demographic Data. The "Tract Median Family Income %" must be >100% (see example).

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

✓

Introduction

✓

Profile Set Up

✓

Initiate Application

✓

AHP Application

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AHP Online: Guide for Sponsor Applicants 2025 – Owner-Occupied Projects

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SCORING

Community Stability

7
pts

Construction or Preservation of Owner-Occupied Housing

9
pts

Rehabilitation of Existing Occupied Housing


Community Stability/Rehabilitation of Existing Occupied Housing

Homeownership projects solely involving acquisition (i.e. down payment assistance) are ineligible for Community Stability points.

For projects seeking points for Rehabilitation of Existing occupied Housing units, what percent, if any, of the total units are new construction?

To qualify:

<=25% of the total units in the project may be new construction;
Hard rehabilitation costs must be >=25% of the total development cost; and
A project's vacancy rate at the time of AHP application must be <=50%.

For projects seeking points for Rehabilitation of Existing occupied Housing units, what percent, if any, of the total units are new construction? 



NOTE:

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

The Community Stability category includes the following scoring categories:

- Construction or Preservation of Owner-Occupied Housing
- Rehabilitation of Existing Occupied Housing

Construction or Preservation of Owner-Occupied Housing (7 points): 100% of the AHP-assisted beneficiaries must be existing home-owners of unit to be rehabilitated or 100% of the AHP-assisted beneficiaries must be homeowners of newly constructed units. Down payment assistance projects are not eligible for these points.

Rehabilitation of Existing Occupied Housing (9 points): To qualify:

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



Scoring Reminder:

Homeownership projects involving acquisition (i.e. down payment assistance) are ineligible for points in this category.



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Scoring



Feasibility



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SCORING

In-District Projects

8
pts

5 points may be received for projects with 100% of total units located in Illinois or Wisconsin. 3 additional points may be received for projects located in an eligible county or sponsored by a Tribal Nation.

Bank District Priorities/In-District Project

Will the project qualify for in-district points? ☒ Yes ☐ No

Is this a single site project that is located within a county that has not received disbursed AHP General Fund subsidy from the bank for housing units during the any of the previous 3 years? (i.e. 2021 or prior) ☐ Yes ☐ No

Is this a multi-site project with at least 50% of the units located within a county that has not received disbursed AHP General Fund subsidy during any of the previous 3 years? (i.e. 2021 or prior) ☐ Yes ☐ No

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

Site(s)

Projects in which 100% of the total units are located within the states of Illinois and/or Wisconsin (i.e., the Seventh District) are eligible for five (5) points.

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

Applicants may receive an additional 3 points for:

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

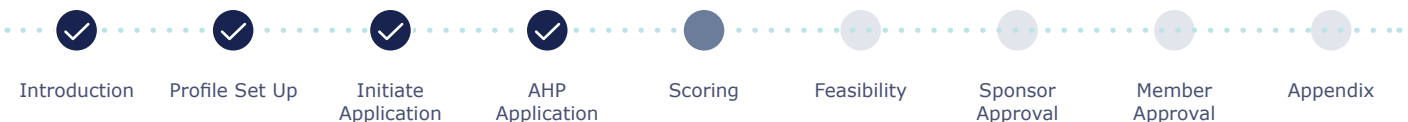
A list of qualifying counties is published on FHLBank Chicago's website at AHP [Policy and Forms](#) under Application Exhibits. Please ensure the county in which your project is located appears on the list if you are seeking points in this category.

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

No supporting documentation is required.

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

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





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Projects Serving Low-Income Areas

4
pts

Up to 4 points may be received for projects located in Low-Income Areas.

Bank District Priorities/Projects Serving Low-Income Areas ?

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

Are at least 75 percent of total units in the project located within a census tract(s) where the median income is equal to or below 80% of the median income for the county or metropolitan area? * ☐ Yes ☐ No

Are all sites known? * ☒ Yes ☐ No

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

☐ At least 75% of total units are located in a Census tract(s) where the median income is at or below 50% of the median income for the county or metropolitan area.

☐ At least 75% of total units are located in a Census tract(s) where the median income exceeds 50% of the median income for the county or metropolitan area, and is at or below 60% of the median income for the county or metropolitan area.

☐ At least 75% of total units are located in a Census tract(s) where the median income exceeds 60% of the median income for the county or metropolitan area, and is at or below 80% of the median income for the county or metropolitan area.

Add Census Tract Details

Census Tract Details

CensusIncomePopulationHousing

| | |
|---|-----------|
| Tract Income Level | Moderate |
| Underserved or Distressed Tract | No |
| 2024 FFIEC Estimated MSA/MD/non-MSA/MD Median Family Income | \$109,800 |
| 2024 Estimated Tract Median Family Income | \$83,086 |
| 2020 Tract Median Family Income | \$70,093 |
| Tract Median Family Income % | 75.67 |
| Tract Population | 4196 |

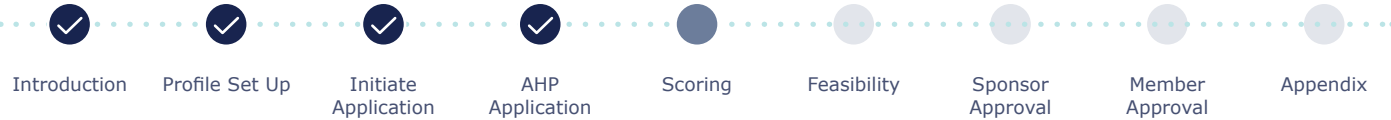
At least **75% of the total units** must be located within a census tract(s) where the median income is equal to or below 80% of the median income for the county or metropolitan area are eligible for up to 4 points:

| Points | Percent Tract Median Family Income |
|--------|------------------------------------|
| 4 | ≤50% Tract Median Income |
| 3.5 | >50% to ≤60% Tract Median Income |
| 3.25 | >60% to ≤80% Tract Median Income |

A screenshot from the [FFIEC website](#) is required, dated no earlier than 90 days prior to the AHP application deadline. Select "2024" in the "Year"

dropdown, enter the address and click on Search, then Census Demographic Data. The "Tract Median Family Income %" must be ≤80% (see example).

If a project involves unidentified sites, applicants should submit documentation on representative census tracts to be served in reference to the closest address selected in FFIEC, to confirm the likelihood that at least 75% of units will be located in low-income areas.





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SCORING

Emerging Project Sponsors

4
pts

May be received for project sponsors that are new to the affordable housing industry or to FHLBank Chicago's AHP General Fund program.

The screenshot shows a web form titled "Bank District Priorities/Emerging Project Sponsors". It contains the following elements:

- A question: "Do you wish to be considered for Emerging Project Sponsors Points?" with radio buttons for "Yes" (selected) and "No".
- A red instruction: "Please indicate how the sponsor meets the definition of an Emerging Sponsor and upload the Sponsor Experience Form."
- Two criteria with "Yes/No" radio buttons:
 - "Have less than or equal to five years of experience (a) developing, (b) operating, (c) managing the construction / rehabilitation process, or (d) qualifying borrowers or providing/arranging the financing for the owners of owner-occupied units for housing projects"
 - "Have not received an FHLBank Chicago AHP award in any of the previous five (5) calendar years prior to the 2025 General Fund (i.e. any AHP Award occurred during the 2019 General Fund round or prior)"
- A file upload section: "Attach the completed Sponsor Experience Template" with a "Choose File" button and "No file chosen" text.
- Footer text: "* Required to save the page", "Required before Sponsor Approval", "To submit your changes please click Save before exiting this page.", "Save", "Undo", "<Previous", and "Next>".

To qualify for the points, the sponsor must meet one of the following criteria:

1. Have less than or equal to five years of experience (a) developing, (b) operating, (c) managing the construction/rehabilitation process, or (d) qualifying borrowers or providing/arranging the financing for the owners of owner-occupied units for housing projects, or
2. Have not received an AHP General Fund award from FHLBank Chicago in any of the previous five (5) calendar years prior to

the 2025 General Fund round (i.e. any AHP award occurred during the 2019 General Fund round or prior)

As evidence for this scoring category, please attach the **Sponsor Experience Template** on the **Sponsor Role screen**, found at [AHP Policy and Forms](#) under Application Exhibits.





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SCORING

Operational Efficiency

3
pts

May be received for projects that reduce property operating expenses.

The screenshot shows a form titled "Bank District Priorities/Operational Efficiency". It contains the following questions and options:

- Do you wish to be considered for Operational Efficiency points? ☒ Yes ☐ No
- Is this an Owner Occupied Rehab only or New Construction Project? ☒ Yes ☐ No
- Please select all boxes that are applicable to the project for design element(s), system(s), or equipment that reduces property operating expenses for:
 - ☐ Electricity
 - ☐ Heating or Cooling
 - ☐ Waste services
 - ☐ Water
 - ☐ Other Utilities

A red dashed box highlights the entire form content. Below the form, a red note states: "NOTE: The work selected above should be reflected on your Financial Feasibility Workbook".

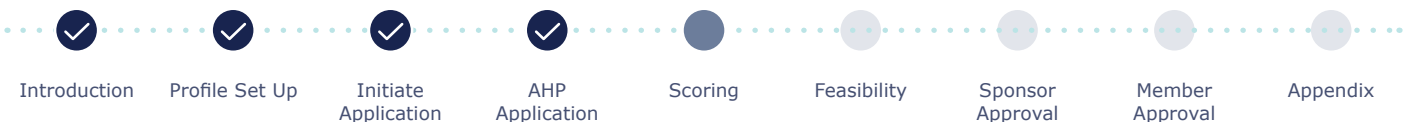
Owner-occupied new construction and/or rehabilitation projects may receive 3 points if **50% of the total project units** include eligible design element(s), system(s), or equipment that reduce property operating expenses. Design element(s), system(s), and equipment eligible for points include:

- Electricity
- Heating or cooling
- Waste services
- Water
- Other utilities

Homeownership projects involving acquisition (i.e. down payment assistance) are ineligible for points in this category.

Important: Please ensure this type of work is reflected in the Financial Feasibility Workbook along with narrative in the Cost Breakout tab. If the project is an Owner-Occupied Rehabilitation Project, please include a description of operational efficiency-related work in the Rehabilitation screen of AHP Online.

If you have questions about eligibility, please contact staff at ahp@fhlbc.com for technical assistance.





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SCORING

Projects of 24 or Fewer Units

5
pts

For projects with 24 or fewer units.

Bank District Priorities/Projects of 24 or Fewer Units ?

Do you want to commit to this scoring category? * ☒ Yes ☐ No

You are eligible for this scoring category's points.

* Required to save the page

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

Save

Undo

<Previous

Next>

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

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APPLICATION PROCESS: FEASIBILITY

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- ▣ **Tips for Completing the Financial Feasibility Workbook**
- ▣ Import Spreadsheet Screen
- ▣ Feasibility Analysis Screen
- ▣ Commitment Letters Screen
- ▣ Rehabilitation Information Screen (if applicable)
- ▣ Displacement Screen
- ▣ Sponsor Role Screen
- ▣ Primary Developer Screen
- ▣ Development Team Screen
- ▣ Disclosure Screen
- ▣ Market Study Screen
- ▣ Project Timeline Screen
- ▣ Overview of Application Home Screen

Financial Feasibility Introduction

Financial Feasibility

Import Spreadsheet | Feasibility Analysis | Commitment Letters | Rehabilitation Information

Download and complete the Rental Feasibility Workbook found on the FHLC website.

Import the Feasibility Workbook* No file chosen

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

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

* Required to save the page

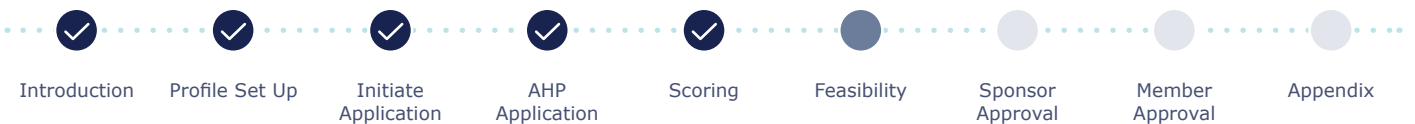
Required before Sponsor Approval

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

<Previous Next>

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

Please follow the directions provided under the **Instructions** tab in the excel Financial Feasibility Workbook. Specific tips must be followed in order to successfully upload the Financial Feasibility Spreadsheet.



Tips for Completing the Financial Feasibility Workbook

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

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

Helpful Hints for Tabs in the Financial Feasibility Workbook

Instructions Tab

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

Summary of Uses

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

Homeownership Education & Counseling Costs: The total amount of AHP subsidy used for home-ownership education and counseling costs on the Subsidy Amount and Uses of Funds screen in AHP Online must match the total amount of AHP subsidy used for homeownership education

and counseling costs under the Summary of Uses tab of the Financial Feasibility Spreadsheet.

If your project involves new construction of single-family homes, please contact Community Investment at ahp@fhlbc.com for technical assistance.

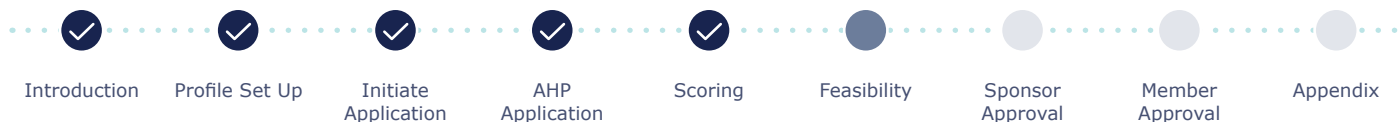
This section you will need the following documents:

- Required FFW
- Commitment letters
- Sponsor financing
- Sponsor experience form

Sources

In-Kind Labor or Services - Do not include the value of any in-kind labor or in-kind services in the project sources.

Sponsor provided sources - commitment letter must be signed by Executive Director or Board President.





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IN THIS SECTION:

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- Displacement Screen
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- Primary Developer Screen
- Development Team Screen
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- Market Study Screen
- Project Timeline Screen
- Overview of Application Home Screen

FEASIBILITY

Import Spreadsheet

Financial Feasibility

Import Spreadsheet

Feasibility Analysis

Commitment Letters

Rehabilitation Information

Information

Your changes have been saved to the system.

Download and complete the Financial Feasibility Workbook found on the FFEBC website.

Import the Rental Feasibility Workbook

Uploaded File Info

For overimprovement - rental rehabilitation

Remove

Is the project's construction at least 50% complete?

☐ Yes ☒ No

Attach a floor plan or a site plan

Upload

Housing Development Sources of Funds

| Source of Funds | Amount (\$) | Housing or Commercial | Description | Committed | Rate (%) | Term (years) | Amount Permitted (annual) | Amount Owed (at 10%) | Hard Costs? |
|-------------------------|-----------------|-----------------------|--|-----------|----------|--------------|---------------------------|----------------------|-------------|
| AHP Direct Subsidy | 600,000.00 | Housing | AHP Subsidy | No | 0.00% | 0.0 | 0.0 | 0.00 | No |
| First Mortgage | 1,600,000.00 | Housing | Permanent Financing by Member | Yes | 4.50% | 15.0 | 32.0 | 99,715.00 | Yes |
| LIMIT Equity | 5,774,317.00 | Housing | Federal Low-Income Housing Tax Credit Equity | Yes | 0.00% | 0.0 | 0.0 | 0.00 | No |
| Federal Historic Equity | 1,247,517.00 | Housing | Historic Preservation Tax Credit Equity | Yes | 0.00% | 0.0 | 0.0 | 0.00 | No |
| State Historic Equity | 1,600,478.00 | Housing | State Low Income Housing Tax Credit Equity | Yes | 0.00% | 0.0 | 0.0 | 0.00 | No |
| Deferred Developer Fee | 115,217.00 | Housing | Deferred Developer Fee | Yes | 0.00% | 0.0 | 0.0 | 0.00 | No |
| Subtotal - Housing | \$13,362,428.00 | | | | | | | | |
| Subtotal - Commercial | \$ 0.00 | | | | | | | | |
| Total Funding Sources | \$13,362,428.00 | | | | | | | | |

Units Breakout

| | No. of Units | | No. of Units | | No. of Units |
|------------------------|--------------|--|--------------|------------------|--------------|
| Rehabilitation Units | 40 | Less Units in equal to 50% AMI | 21 | Efficiency Units | 0 |
| New Construction Units | 0 | Greater than 50% and less than or equal to 80% AMI | 0 | 2-Bedroom Units | 0 |
| Acquisition Units | 0 | Greater than 80% and less than or equal to 90% AMI | 15 | 3-Bedroom Units | 17 |
| Total Units | 40 | Greater than 90% AMI | 0 | 4-Bedroom Units | 0 |
| | | Total Units | 40 | Total Units | 40 |

Key Feasibility Values

| | Standard | Actual |
|--|-----------|----------------|
| Average Square Feet Per Unit | | 1,262.50 |
| Average Square Feet Per Unit (Rehabilitation) | | 1,262.50 |
| Average Square Feet Per Unit (Construction) | | 0.00 |
| Average Square Feet Per Unit (Acquisition Only) | | 0.00 |
| Total Adjusted Development Cost | | \$1,672,540.00 |
| Adjusted Development Cost Per Unit | | \$1,678.13 |
| Total Acquisition Cost Per Unit | | \$10,000.00 |
| Total Development Cost Per Square Foot | | \$130.79 |
| Cost Per Square Foot (Rehabilitation) | | \$130.79 |
| Cost Per Square Foot (Construction) | | \$0.00 |
| Cost Per Square Foot (Acquisition Only) | | \$0.00 |
| Common Office Area Percentage | | 89.59% |
| Commercial Area Percentage | | 8.06% |
| Construction Contingency Percentage (Housing) | | 9.10% |
| Construction Contingency Percentage (Commercial) | | 9.10% |
| General Requirements Percentage | | 5.10% |
| Rubber Overhead Percentage | | 3.30% |
| Rubber Profit Percentage | | 5.36% |
| Developer Fee Percentage | More Info | 8.79% |
| Management Fee | More Info | 6.10% |
| Uncollected Rents | More Info | 7.00% |
| Capitalized Reserves (Housing possible) | | 7.34% |
| LIMIT Equity | More Info | 0.87% |
| Replacement Reserve Per Unit | More Info | \$1,300.00 |
| Interest Tract | More Info | 7.00% |
| Expense Tract | More Info | 7.00% |
| Travelling Spread | More Info | 1.00% |

Required to save this page

Required before Sponsor Approval

Save

Undo

Previous

Next

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

Site and Floor Plans

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

Site plans are only needed if new construction involved. Not needed for rehab only or down payment assistance applications.

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



APPLICATION PROCESS: FEASIBILITY

IN THIS SECTION:

- Tips for Completing the Financial Feasibility Workbook
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Feasibility Analysis

Financial Feasibility ?

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

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

| Feasibility Issues | | | | | |
|--------------------|-------------------------|---------------------------|----------------|--------------|-----------|
| Action | Feasibility Value | Details | Standard | Actual | Explained |
| ▶ | Excess Lease-up Reserve | More Info | ≤ \$ 79,801.75 | \$ 80,000.00 | No |

Feasibility Issue

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

Feasibility Value Excess Lease-up Reserve

Details Lease up Reserve should not exceed 75% of total operating expenses plus replacement reserves and all debt service payments excluding cash flow notes during the absorption period identified in the market study.

Standard ≤ \$ 79,801.75

Actual \$ 80,000.00

Explain ⁺

You have 4000 characters remaining for your description.

NOTE: The Adjusted Development Cost per Unit (ADCU) guidelines have been updated in the 2025 Implementation Plan. Please review the whole Feasibility Guidelines section for additional updates.

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

The **Feasibility Analysis** screen will populate using the information provided on the Financial Feasibility Workbook.

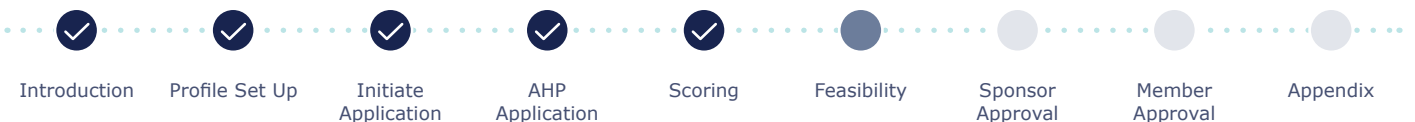
To Explain or Justify Feasibility Issues

An explanation is **required** for each item that is outside the feasibility guidelines. For each feasibility value, please click on the **Explain** link under the Action column. After a justification is entered, click on **Update Feasibility Issue**. The Explained column will must show Yes to move on in the application. Once all issues are explained, please save the page and click on **Next**.



Helpful Hints

- Removing and re-uploading the Financial Feasibility Workbook will require users to re-enter all feasibility explanations. Save these narratives outside of AHP Online to copy and paste when needed.
- To remove a feasibility issue, the issue must be fixed in the Financial Feasibility Workbook and the Financial Feasibility Workbook must be re-uploaded on the Import Spreadsheet screen.





APPLICATION PROCESS: FEASIBILITY

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Commitment Letters

Financial Feasibility

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

Information
• Your changes have been saved to the system.

The following committed funding sources were found in the Sources tab of the imported Feasibility Spreadsheet. For each committed funding source listed, click on the Attach link in the Action column to open the Commitment Letter box. In the Commitment Letter box, the corresponding funding source commitment letter must be attached. After attaching the letter, click Update Commitment Letter. Once all commitment letters are attached (indicated by Yes values in the Letter Provided column), save the page and click Next.

| Commitment Letters | | | | | |
|------------------------|------------------------|--|-----------------|----------|-----------------|
| Action | Source of Funds | Description | Amount | Approved | Letter Provided |
| Attach | First Mortgage | Permanent Financing by Member | \$ 1,000,000.00 | Yes | Yes |
| Attach | LHHC Equity | Federal Low-Income Housing Tax Credit Equity | \$ 1,000,000.00 | Yes | No |
| Attach | Deferred Developer Fee | Deferred Developer Fee | \$ 1,000,000.00 | Yes | No |

Will the project include construction financing? ☒ Yes ☐ No

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

Financing of Operating Costs

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

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

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

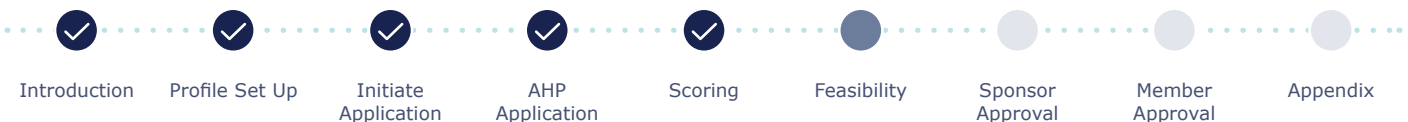
Evidence of a firm commitment **must indicate** the source and amount of the funding, must specify the dates of the commitment and of the expiration, and must be documented by a letter,

grant, or loan agreement, or other executed documents provided by the funding source.

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

For each funding source, click on the Attach link under the Action column and upload the corresponding funding source commitment letter. After uploading, click on Update Commitment Letter.

If the project has construction financing, evidence of the commitment(s) must be uploaded on this screen.



Commitment Letters

Important: Applications will be ineligible and not reviewed if the required financing and applicable documentation is not in place.

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

Homebuyer/home-owner contributions may be considered a committed financing source.



Helpful Hints

- Amounts indicated on financing commitment documents should match the **Sources** tab of the Financial Feasibility Workbook. If the commitment documentation reflects an amount greater than what is shown on the **Sources** tab, the AHP subsidy may be adjusted accordingly.
- **Removing and re-uploading the Financial Feasibility Workbook will require re-uploading all commitment letters.**



NOTES:

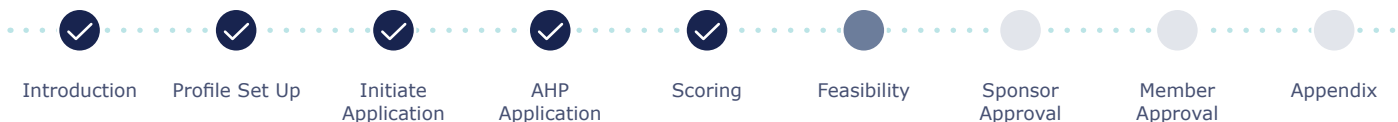
- No documentation is required for the homebuyer contribution made to purchase or rehabilitate a home.
- AHP subsidy used for down payment assistance may not be paired with a first mortgage insured by the Federal Housing Administration (FHA).

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

Commitment must be evidenced by:

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

If you have questions about anything above, please contact ahp@fhbc.com.





APPLICATION PROCESS: FEASIBILITY

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Rehabilitation Information

Financial Feasibility

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

Describe the types of repairs on which the program will focus.*

You have 4000 characters remaining for your description.

Describe the process to determine and assess the scope and costs of rehabilitation work needed.*

You have 4000 characters remaining for your description.

Describe the process to screen and select contractors to perform needed work.*

You have 4000 characters remaining for your description.

Describe the process to confirm the work has been performed.*

You have 4000 characters remaining for your description.

Identify the party who will verify that work has been completed.*

You have 4000 characters remaining for your description.

Describe the process to collect, review and pay contractor bills.*

You have 4000 characters remaining for your description.

Describe the process to identify, record and report total sources and uses of funds for the entire project.*

You have 4000 characters remaining for your description.

If post-purchase counseling will be provided, indicate whether it will be administered prior to the rehabilitation work or after.

You have 4000 characters remaining for your description.

Homeownership Rehabilitation Scope Checklist* [Download](#)

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

Homeownership Rehabilitation

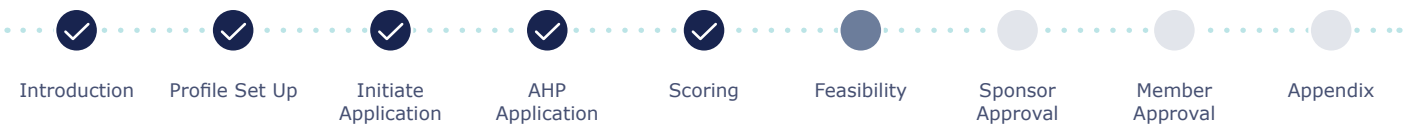
For homeownership projects that include rehabilitation, applicants must provide a thoughtful description/estimate of rehabilitation costs from previous, similar programs.

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



Scoring Reminder:

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





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Displacement

Displacement ?

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

Indicate Number of households displaced/relocated:*

Attach the Relocation Plan:* Browse... ?

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

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

You have 4000 characters remaining for your description.

* Required to save the page
* Required before Sponsor Approval

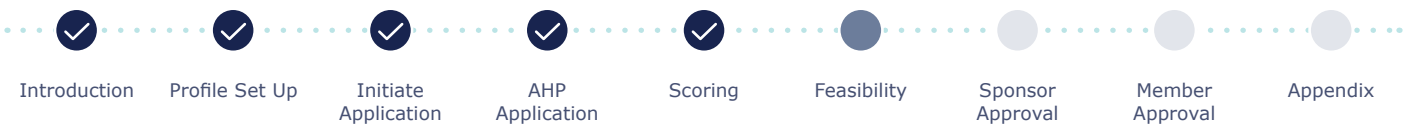
To submit your changes please click Save before exiting this page.

Save Undo

<Previous Next>

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

Relocation of existing homeowners or homebuyers is not typical. Please contact Community Investment at ahp@fhlbc.com for technical assistance if your project involves relocation.





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Sponsor Role

Helpful Hint

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

NOTE:

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



Scoring Reminder:

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

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

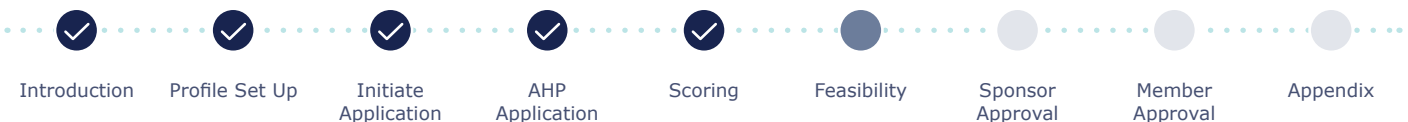
A Certificate of Good Standing or Status (or equivalent) from the state in which the applicant is incorporated. Additionally, if the proposed project is located in a state other than the state of incorporation, a Certificate of Authority (or equivalent) from that state must also be submitted. The certificate(s)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

Sponsors of Previously Awarded AHP Projects

Sponsors of previously approved AHP projects will be evaluated on:

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

Important: Returning sponsors need to complete the Owner-Occupied Sponsor Capacity Form. Please attach the form to the Sponsor Experience Template and upload it on this screen.





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Primary Developer

Primary Developer ?

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

Is the Sponsor also the primary developer? ☐ Yes ☒ No

Primary Developer Name* ABC Development, LLC

Contact Name* John Doe

Company Type* Select

Telephone Number* 3124567890

CEO's Name* John Doe

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

Download the Developer Experience Template and save it to your local network. Attach the completed template in the field provided*

Uploaded File Info
2019_Experience_Developer.xlsx Remove

* Required to save the page
* Required before Sponsor Approval

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

Save Undo

<Previous Next>

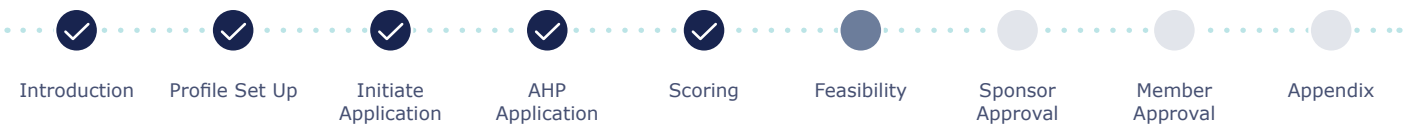
If the sponsor is not the primary developer, the applicant must attach a completed Developer Experience form. Please reference the form for more information. The form can be found at [AHP Policy and Forms](#) under Application Exhibits.

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



Helpful Hint

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





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Development Team - Role Selection

Development Team

Role Selection | Team Members

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

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

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

You have 4000 characters remaining for your description.

* Required to save the page
 * Required before Sponsor Approval

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

Save Undo

<Previous Next>

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

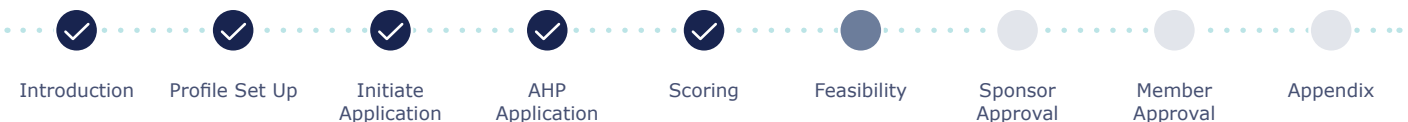
The sponsor must click on **Yes** if the sponsor's organization plays any of the roles on the Development Team screen. For instance, if the sponsor is also the homebuilder or general contractor, indicate **Yes** next to that role. Similarly, if the sponsor is the Co-Developer of the project, it must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

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



Helpful Hint

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



Development Team - Team Members

Development Team

Role Selection

Team Members

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

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

Team Member

Update Team Member

Cancel

Role

General Contractor

Company Name

ABC Contractors, Inc.

Telephone Number

3124567890

Person Name

Jane Doe

Contract Executed?

☒ Yes ☐ No

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

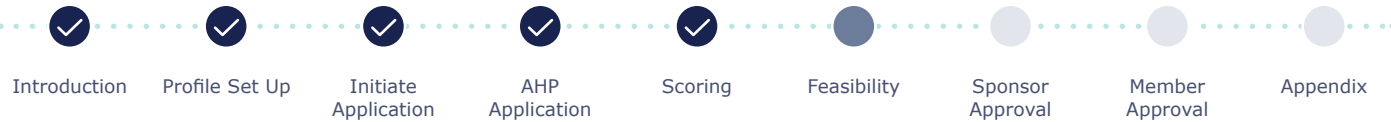
You have 4000 characters remaining for your description.

Team Members

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

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

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





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FEASIBILITY

Disclosure

Disclosure ?

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

Explain ⁺

You have 4000 characters remaining for your description.

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

Explain ⁺

You have 4000 characters remaining for your description.

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

Explain ⁺

You have 4000 characters remaining for your description.

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

Explain ⁺

You have 4000 characters remaining for your description.

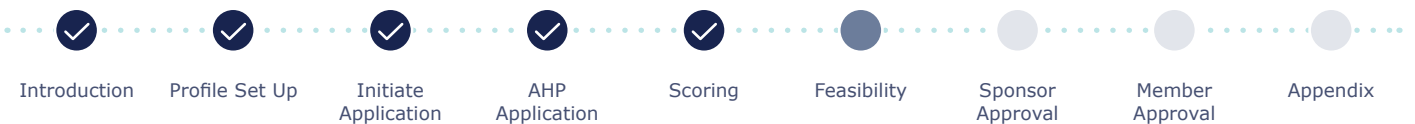
NOTE:
Do not leave the comment box blank.

* Required to save the page
* Required before Sponsor Approval

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

Save Undo

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





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Market Study

Market Study

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

Describe the local market conditions (supply and demand) to illustrate the market demand for the type of housing being developed. Include data and relevant facts that demonstrate the need and viability of the proposed project using current data for the project's targeted area.*

You have 3000 characters remaining for your description.

Please attach documentation that describes the local market conditions (supply and demand) to illustrate the market demand for the type of housing being developed. Include data and relevant facts that demonstrate the need for and viability of the proposed project using current data for the project's targeted area. ?

* Required to save the page
* Required before Sponsor Approval

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

<Previous Next>

Owner-occupied projects are not required to submit a third-party market study. Select No to the question.

Projects Involving Acquisition of Unidentified Sites

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

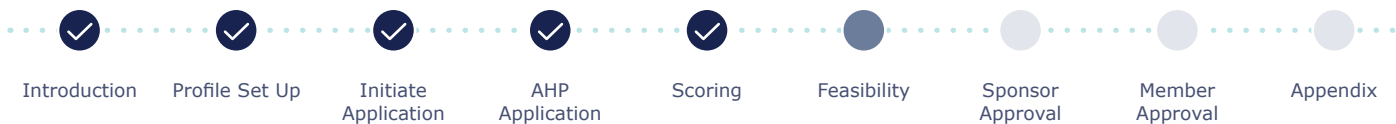
Need and Demand: An AHP Participant must demonstrate the need and demand for the project and/or program being proposed. Need may be substantiated by local housing needs analyses (e.g., Annual Action Plans, community housing plans, neighborhood revitalization strategies,

etc.), comparison between cost of housing and wages, and/or local studies on housing quality and/or conditions (for rehabilitation programs).

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

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

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





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Project Timeline



Helpful Hints

- The initial draw date must be by 10/31/2026.
- For acquisition only applications:
 - Construction Start = Purchase of First Homes
 - Complete Construction = Purchase of All Homes

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

Homebuyer Purchase or Homeowner Rehabilitation Applications

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

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

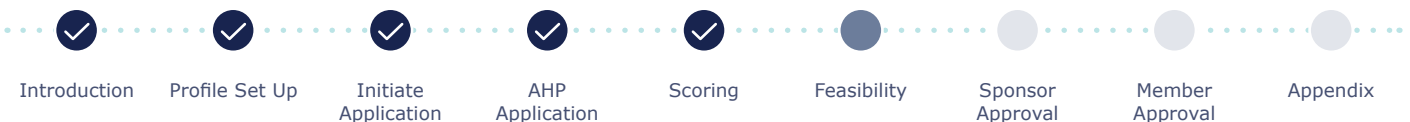
Site control is required for all projects utilizing identified sites. For sponsor-driven homeownership projects with identified sites, site control must be in the name of the project sponsor and must exactly match the name of an individual or entity that appears on the certificate of good standing or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



Congratulations!

Application Complete

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





FEASIBILITY

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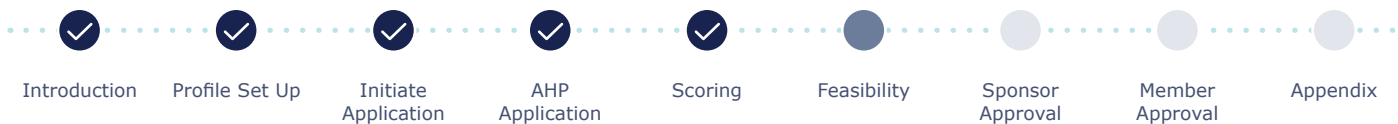
Application Home Screen

| Application Home | |
|---|--------|
| Application Status: Pending Funding Round: 2025A Round Deadline: 06/13/2025 | |
| 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 | ✓ |
| Scoring | |
| Donated Property : Donation/Discount Information | ✓ |
| Donated Property : Donated/Discounted Evidence | ✓ |
| Sponsorship by Nonprofit | ✓ |
| Targeting | ✓ |
| Underserved Communities and Populations : Housing for Homeless | ✓ |
| Underserved Communities and Populations : Special Needs | ✓ |
| Underserved Communities and Populations : Rural | ✓ |
| Creating Economic Opportunity : Mixed Income Areas | ✓ |
| Community Stability : Rehabilitation of Existing Occupied Housing | ✓ |
| Community Stability : Construction or Preservation of Owner-Occupied Housing | ✓ |
| Bank District Priorities : In District Project | ✓ |
| Bank District Priorities : Projects Serving Low Income Areas | ✓ |
| Bank District Priorities : Emerging Project Sponsors | ✓ |
| Bank District Priorities : Operational Efficiency | ✓ |
| Bank District Priorities : Projects of 24 or Fewer Units | ✓ |
| Feasibility | |
| Financial Feasibility : Import Spreadsheet | ✓ |
| Financial Feasibility : Feasibility Analysis | ✓ |
| Financial Feasibility : Commitment Letters | ✓ |
| Financial Feasibility : Homeownership Rehabilitation | ✓ |
| Displacement | ✓ |
| Sponsor Role | ✓ |
| Primary Developer | ✓ |
| Development Team : Role Selection | ✓ |
| Development Team : Team Members | ✓ |
| Disasters | ✓ |
| Market Study | ✓ |
| Project Timeline | ✓ |

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

- ✗ Information incomplete
- ✓ Information incomplete
- ✓ Complete

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





SPONSOR APPROVAL

Sponsor Approval

Application ▾ General Information ▾ Scoring ▾ Feasibility ▾

Home
Sponsor Approval

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

| 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 | ✓ |
| Scoring | |
| Donated Property : Donation/Discount Information | ✓ |
| Donated Property : Donated/Discounted Evidence | ✓ |
| Sponsorship By Nonprofit : Ownership Structure | ✓ |
| Sponsorship By Nonprofit : Organization Information | ✓ |

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

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

AHP Application

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

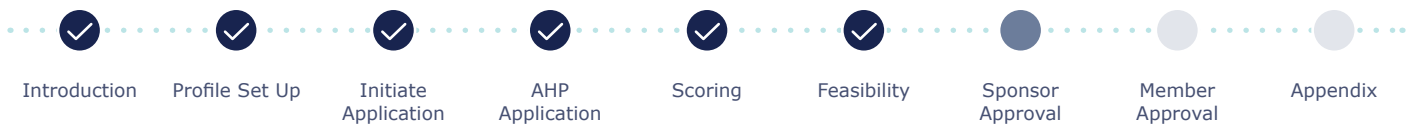
If the application is complete, a Lead Sponsor Contact must choose **Sponsor Approval** under the **Application** tab.

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



Helpful Hints

Only the lead sponsor contact can approve the application. An Input Contact cannot approve the application. Once the application is completed, notify the Sponsor Organization's Lead Contact to approve the application.



Sponsor Approval

Sponsor Approval ?

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

☒ The AHP subsidy will only be used for the purposes specified in the approved application and in accordance with the federal regulations governing the operation of the Affordable Housing Program (the "AHP Regulations"). The subsidy received for this project will not be used for arbitrage purposes, or for any other purpose prohibited by the AHP Regulations. The project will comply with the requirements of all applicable federal and state laws on fair housing and housing accessibility, including, but not limited to, the Fair Housing Act, the Rehabilitation Act of 1973, the Architectural Barriers Act of 1968, and the Americans with Disabilities Act of 1990.

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

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

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

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

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

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

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

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

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

Application Attachments

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

Approve

Refresh

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

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

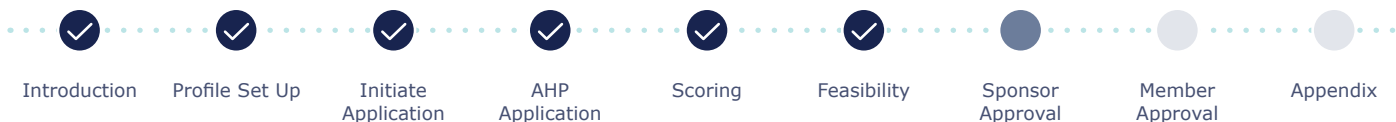
After Sponsor Approval, the Current Application Status moves from Pending to Sponsor Approved.


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



NOTE:

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





MEMBER APPROVAL: LEAD MEMBER

Member Approval: Lead Member



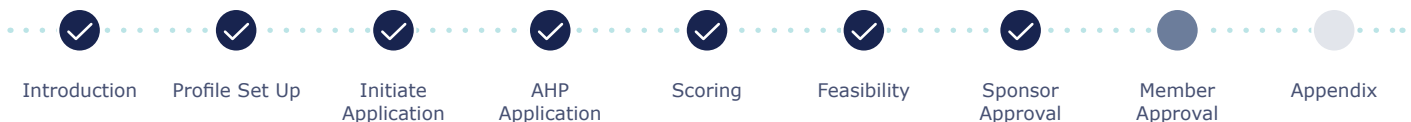
The member(s) associated with the application will be notified via email that the application is ready for Lead Member Approval.

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

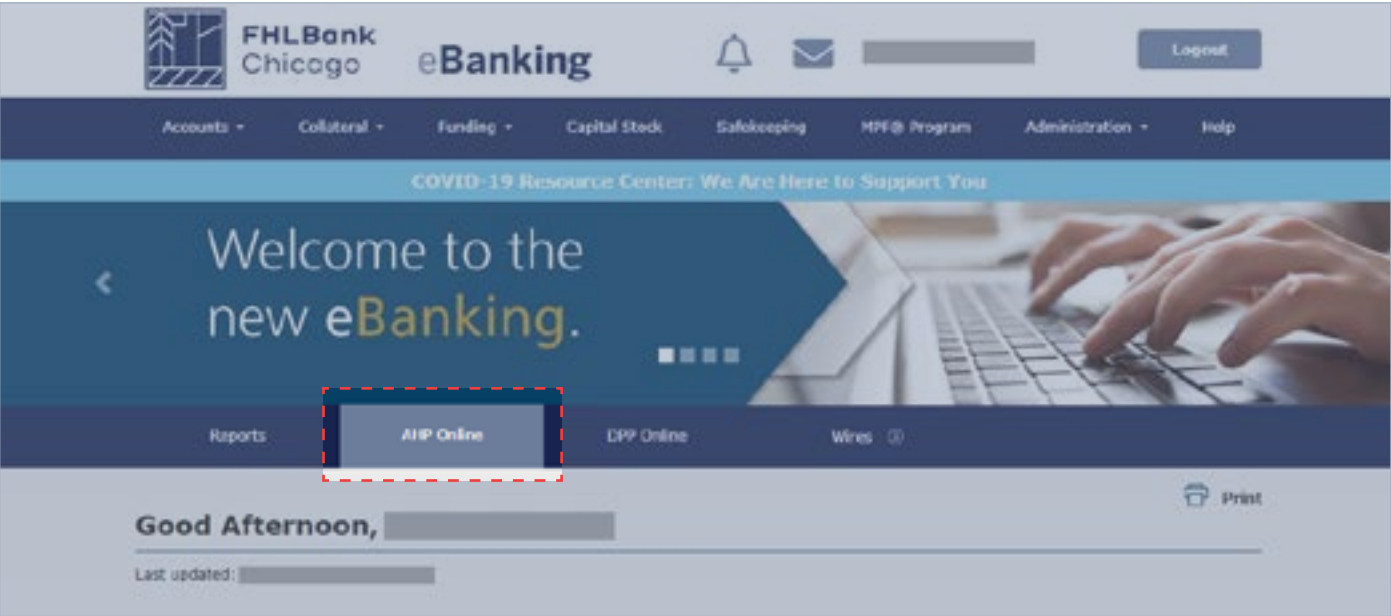
Important:

- The member institution must be in good standing with FHLBank Chicago. A poor member risk rating may prohibit an AHP award and/or the disbursement of funds post-award for a project.
- FHLBank Chicago migrated to a new security authentication platform to modernize how users access our systems, heighten safety and security, and enhance ease of use. Follow these [Step-by- Step Instructions](#) to download and install the Microsoft Authenticator application to your mobile device and computer.

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

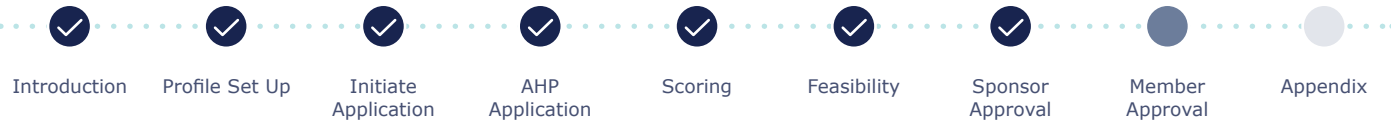


Member Approval: Completed by the Lead Member



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

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



Member Approval: Completed by the Lead Member

Current as of March 5, 2021 at 10:09 AM CST

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

My Applications | My Projects

My Applications

Reset Current Filtering

| Round Name | Application Number | Application Name | Status | Closing Date | Countdown to Closing |
|------------------------------|--------------------|--|-----------------------------|--------------|----------------------|
| 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 |

Showing 1 to 4 of 4 entries

Application Deadline June 11, 2021 at 5:00 p.m. CT.

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

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

Funding Round Information
Visit the "AHP Program Policy and Forms" page on the Bank's website at www.FHLBC.com for additional resources including the Implementation Plan, Guide for Project Management, application templates, and more!

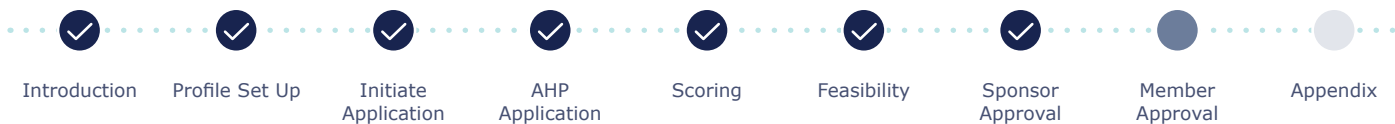
If you have any questions regarding the AHP program, please contact us at 312-565-5824.

[Terms Of Use](#)


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

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

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



Member Approval: Completed by the Lead Member


FHLBank Chicago

[Logout](#)

[My Applications](#) | [Home](#) | [eBanking](#) | [Messages \(0\)](#) | [Guides/Info](#)

Project Name: 2021 AHP Application - Rentals
 Application Number: 4151

Application ▾ General Information ▾ Scoring ▾ Feasibility ▾

Application Home

Application Status Sponsor Approved
 Funding Round 2021A
 Round Deadline 03/19/2021

| 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 | ✗ |

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

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

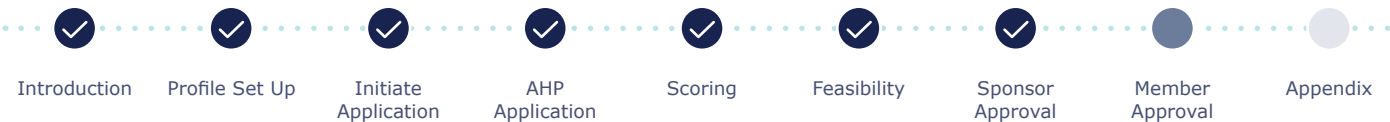
AHP Application

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

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



Member Approval: Completed by the Lead Member

FHLBank Chicago | Logout Current as of March 5, 2021 at 10:10 AM CST

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

Project Name: 2021 AHP Application - Rental
Application Number: 4151

Application ▾ General Information ▾ Scoring ▾ Feasibility ▾

Member Involvement Information ?

Member Policy Member Services

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

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

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

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

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

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

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

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

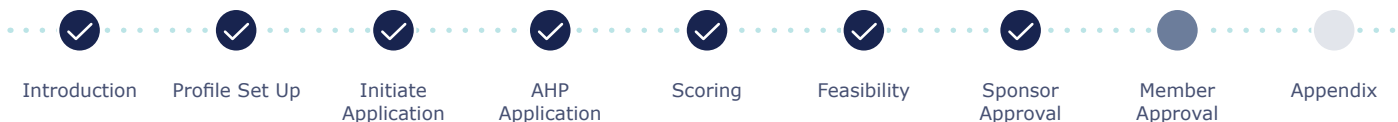
The Member Contact must complete the required fields before the Member Policy screen can be saved. Even if the Member Contact answers No to all questions, they must click on Save to complete the screen.

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



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



Member Approval: Completed by the Lead Member

Member Involvement Information ?

Member Policy **Member Services**

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

Describe services provided.*

You have 4000 characters remaining for your description.

Fee Charged*

Estimated market value of services*

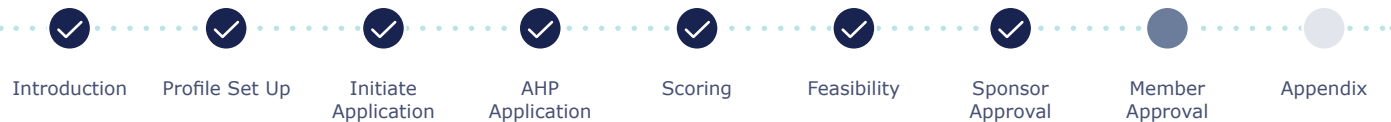
* Required to save the page
* Required before Member Approval

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

Save Undo

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. There is no relation to any scoring categories.



Member Approval: Completed by the Lead Member

Application Number: 4151

Application > General Information > Scoring > Feasibility >

Home
Member Approval

Application Status: Sponsor Approved
Funding Round: 2021A
Round Deadline: 03/19/2021

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

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

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

AHP Application

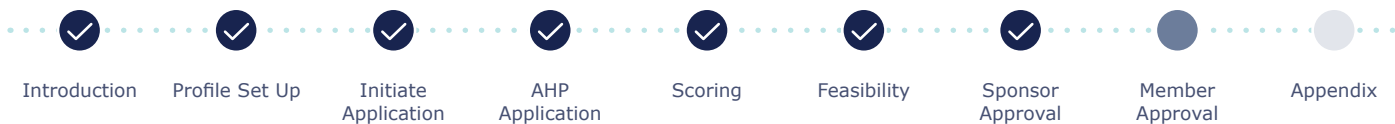
Print your application by clicking the link below. You will not be able to print your application after the round closes.

| 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.



Member Approval: Completed by the Lead Member

Member Approval

Current Status: Sponsor Approved
The application is complete. There are no issues found.

☒ The AHP subsidy will only be used for the purposes specified in the approved application and in accordance with the federal regulations governing the operation of the Affordable Housing Program (the "AHP Regulations"). The subsidy received for this project will not be used for arbitrage purposes, or for any other purpose prohibited by the AHP Regulations. The project will comply with the requirements of all applicable federal and state laws on fair housing and housing accessibility, including, but not limited to, the Fair Housing Act, the Rehabilitation Act of 1973, the Architectural Barriers Act of 1969, and the Americans with Disabilities Act of 1990.

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

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


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

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

The Member certifies that the information provided in this application is true, complete, and accurate, and that it will be bound by the commitments made in the application. The Member acknowledges that any misrepresentations or false or fictitious statements made in the application, which are used by the FHLBC to award an AHP subsidy, as well as any material changes to the application that are not communicated to the FHLBC, may result in the withdrawal or required repayment of the awarded AHP subsidy. The Member represents and warrants that it has the full corporate power and authority, and has received all corporate and governmental authorizations and approvals as may be required, to enter into and perform its obligations under this application.

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

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

 **Print Application**

Application Attachments

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

Approve **Reject** **Refresh**

To Approve

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

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

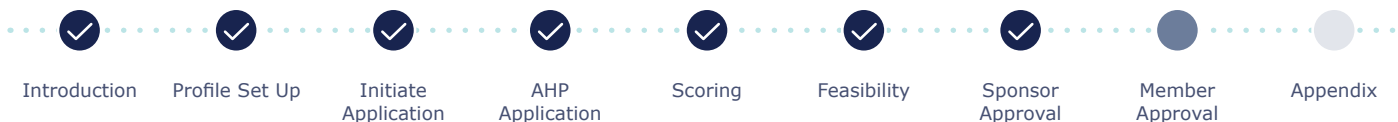
To Reject

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

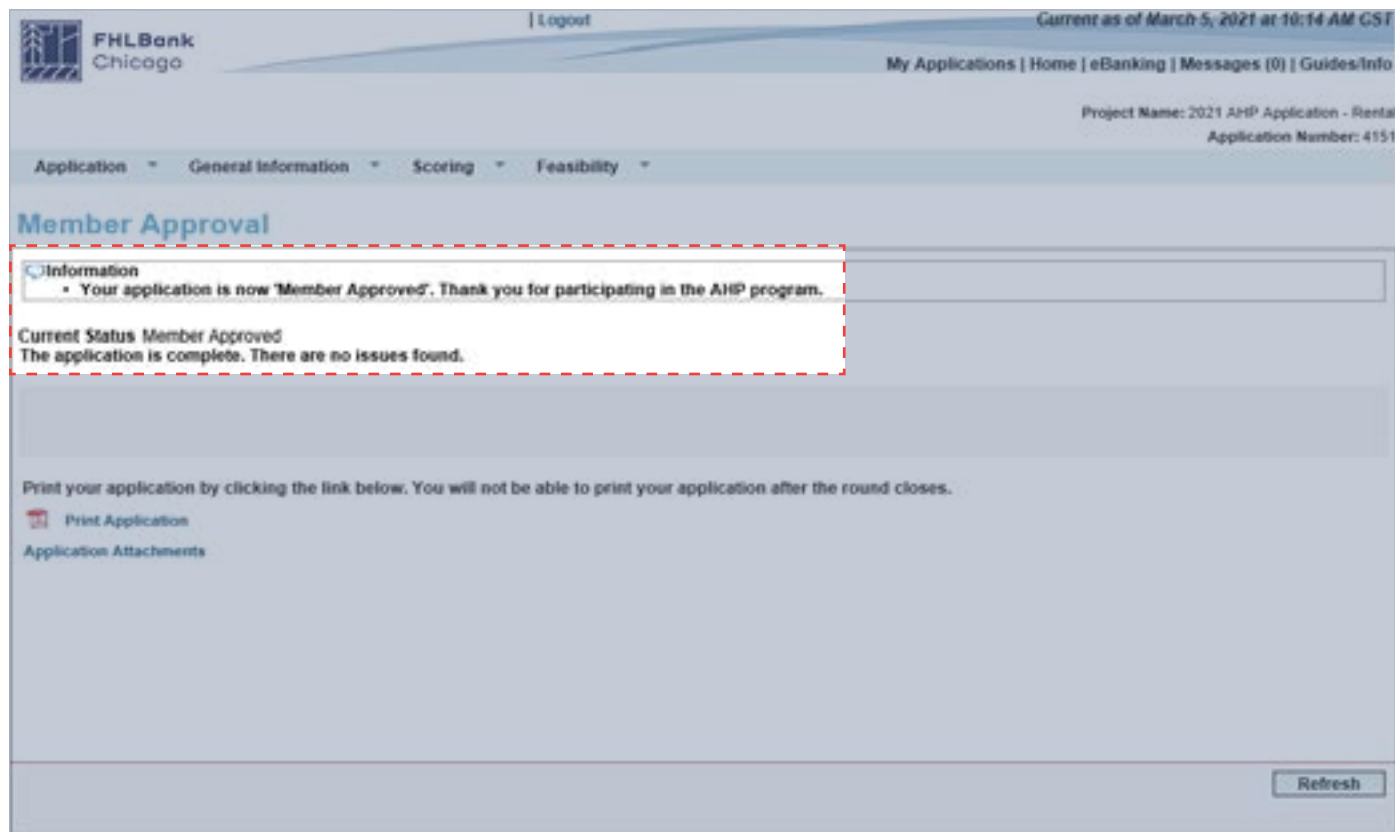


Helpful Hint

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



Member Approval: Completed by the Lead Member



FHLBank Chicago | Logout | Current as of March 5, 2021 at 10:14 AM CST

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

Project Name: 2021 AHP Application - Rental
Application Number: 4151


Application ▾ General Information ▾ Scoring ▾ Feasibility ▾

Member Approval

Information
• Your application is now **Member Approved**. Thank you for participating in the AHP program.

Current Status: Member Approved
The application is complete. There are no issues found.

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

 [Print Application](#)

Application Attachments

[Refresh](#)

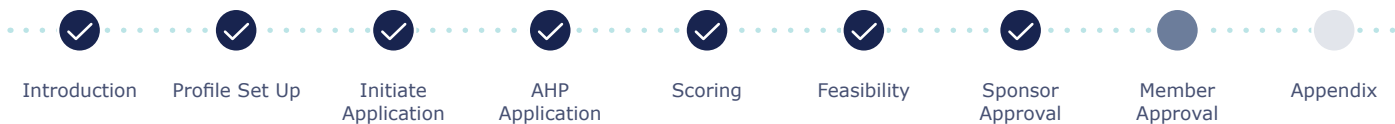
Once the application's status is **Member Approved**, the AHP Participant and the Member Contact **are unable to edit the application**.



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.





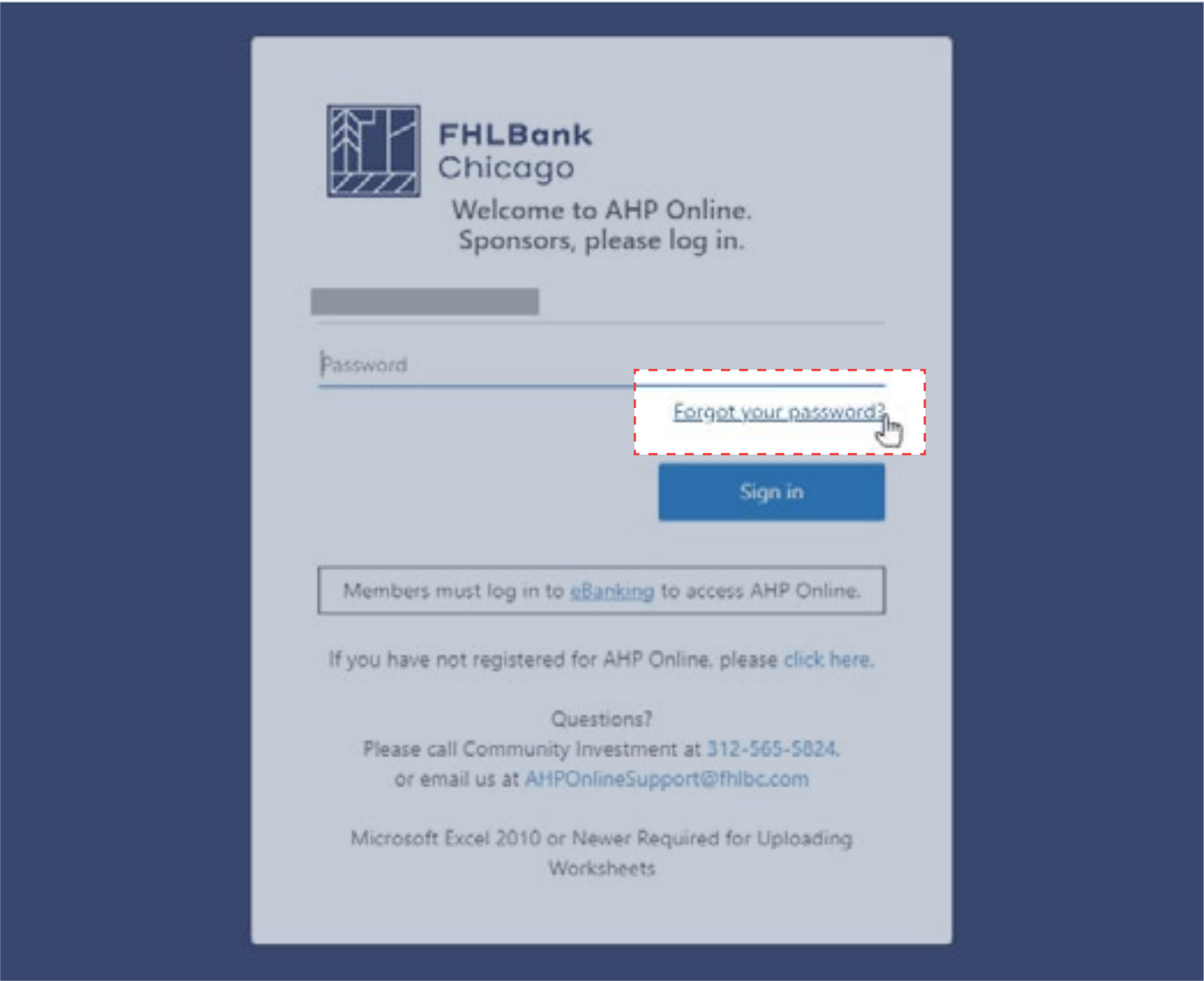
APPENDIX

IN THIS SECTION:

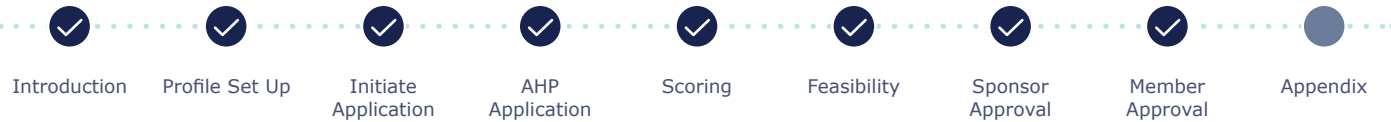
- **Forgot Password?**
- Feasibility Tips
 - Source Codes
 - Deference of Financial Feasibility Guidelines
- Accessing AHP Online
- Privacy Policy
- Glossary

Forgot Password?

Step 1



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



Forgot Password?

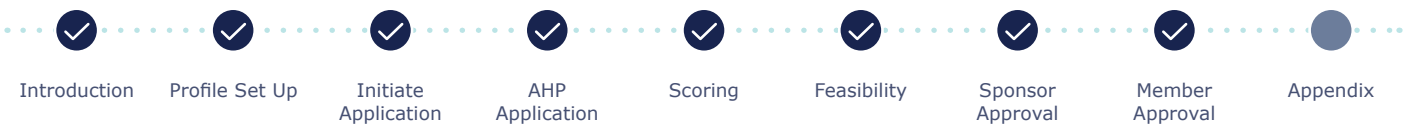
Step 2

The screenshot shows the FHLBank Chicago AHP Online login interface. At the top, the FHLBank Chicago logo is displayed. Below it, a welcome message reads: "Welcome to AHP Online. Sponsors, please log in." A paragraph of instructions follows: "A verification code has been sent to your email. Please copy and paste the code to the box below. The verification code expires after 5 minutes. If the time has elapsed, please select the 'Send new code' button." There is a text input field for the verification code. Below the field are two buttons: "Verify code" and "Send new code". A red dashed box highlights these two buttons. Below the buttons, there is a section titled "Members must log in" and a link "If you have not registered". At the bottom, there is contact information: "Please call Community Development at 312.467.2222 or email us at AHP@fhlbc.org" and "Microsoft Excel 2010". A blue overlay box with a white border and a red dashed outline is positioned in the lower right. It has a blue header with the text "Verify your email address". The body of the box contains the text: "Thanks for verifying your [redacted] account!", "Your code is : 035493", and "Sincerely, FHLBC B2C UAT2".

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

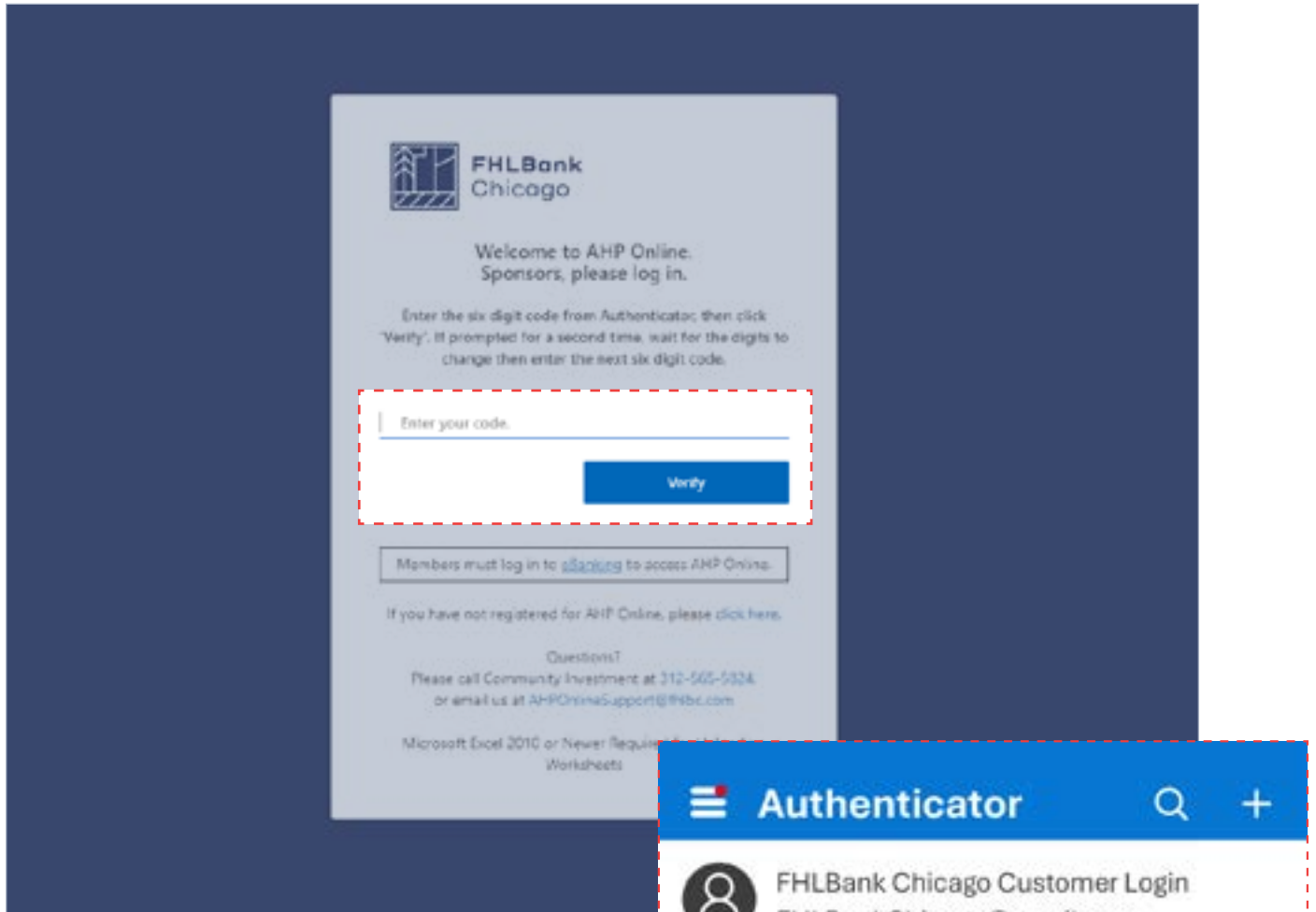
Click **Verify Code**.

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



Forgot Password?

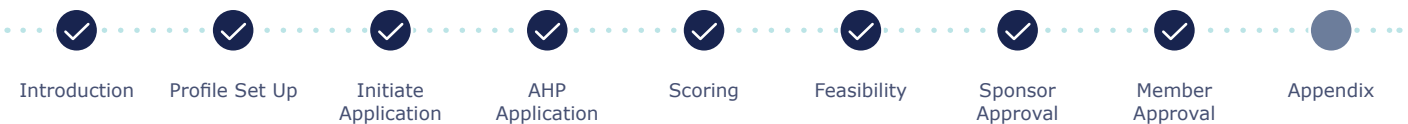
Step 3



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

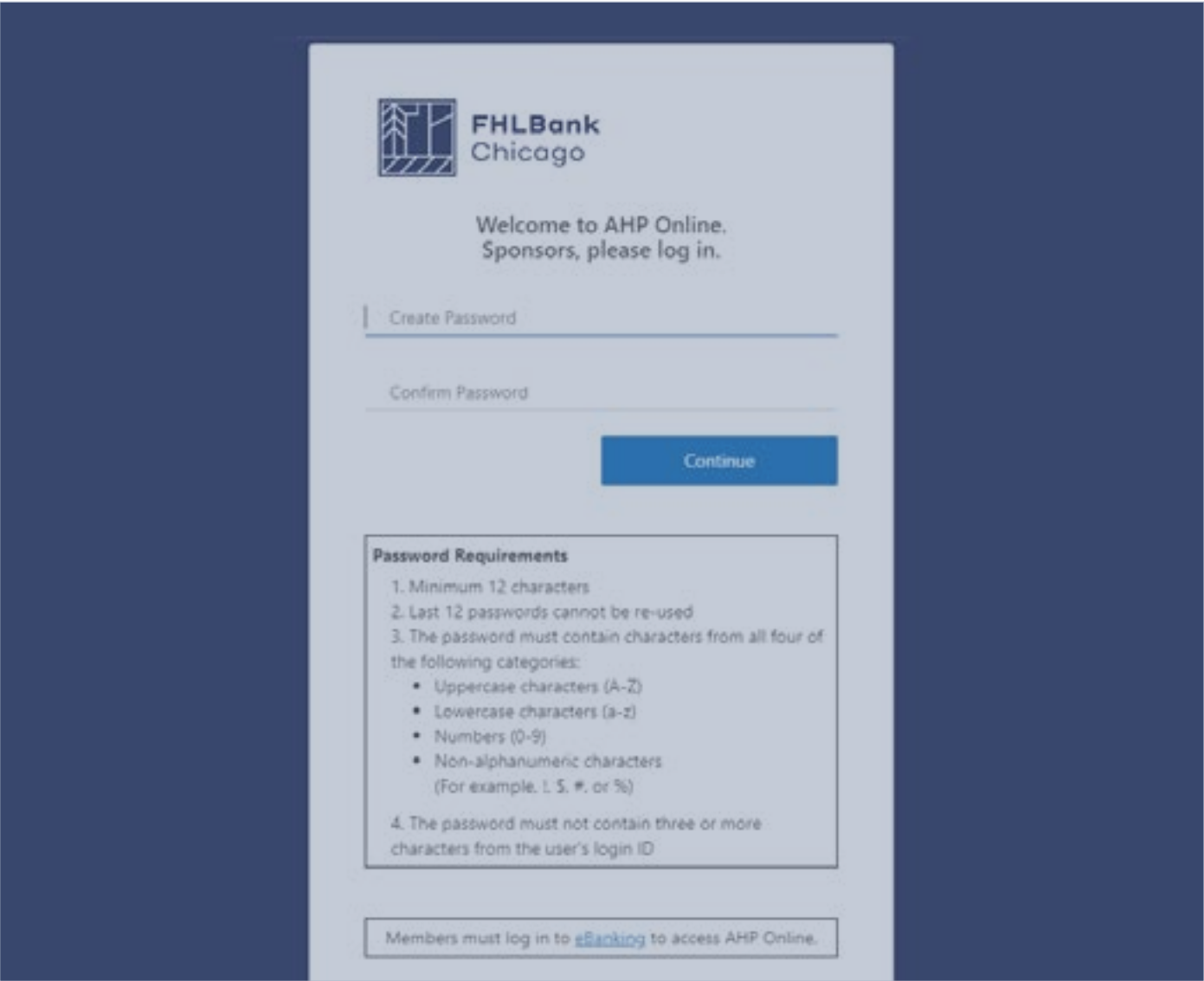
Click **Verify**.

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



Forgot Password?

Step 4



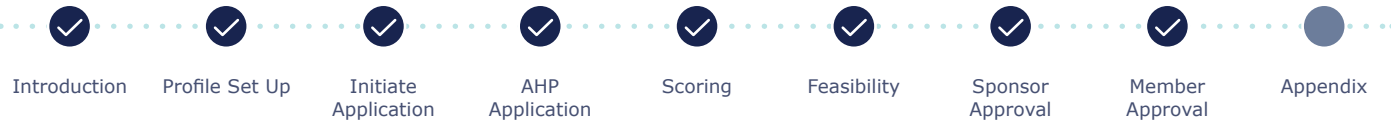
Create your password following the password requirements listed on the screen.

Click **Continue**.



Congratulations!

You have now successfully reset your password.





APPENDIX

IN THIS SECTION:

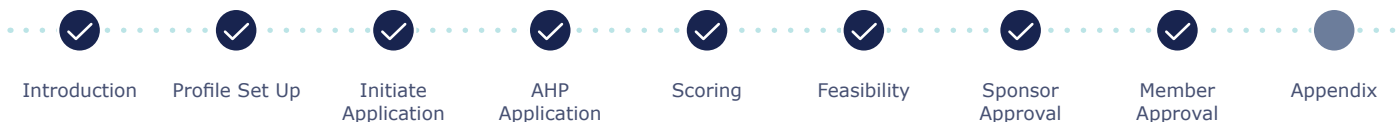
- Forgot Password?
- **Feasibility Tips**
 - **Source Codes**
 - **Deference of Financial Feasibility Guidelines**
- Accessing AHP Online
- Privacy Policy
- Glossary

Feasibility Tips

Source Code Classifications

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

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



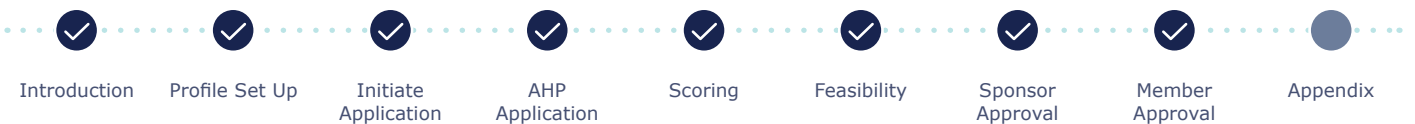
Feasibility Tips

Deference of Financial Feasibility Guidelines

For projects with a funding commitment from an authorized source list below, FHLBank Chicago will defer to the developmental and operational feasibility guidelines and determinations of such funders. The Bank views the funding commitments of authorized material funders to be evidence of their feasibility approval regarding the project's development budget and operating budget, and all elements contained therein.

Material Funders List:

1. United States Department of Agriculture (USDA)
2. United States Department of Housing and Urban Development (HUD)
3. State Housing Finance or Development Agencies
4. State or Municipal Housing Tax Credits





APPENDIX

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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 for documentation requests.
3. The member identifies a Member Security Administrator (MSA).
4. The MSA assigns Authorized AHP Users in eBanking.

AHP Participants Accessing AHP Online

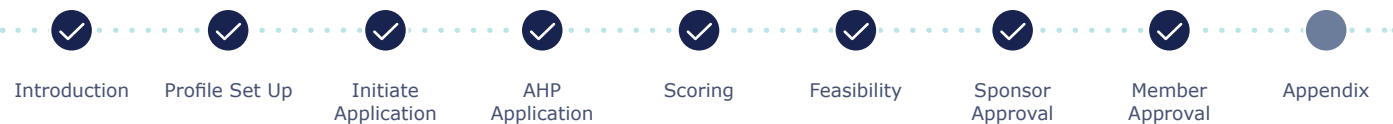
AHP Online can be accessed via a link on each page of the [Community Investment section](#) of the Bank’s public website. The AHP Online hours are between 6:30 a.m. and midnight CT every day, including weekends and holidays. FHLBank Chicago reserves the right to modify hours of operation and/or interrupt service at any time without prior notice to its customers if business or technology dictates the disruption. AHP Online is programmed with AHP Participants’ protection in mind and will automatically log the user out if the page has been inactive for 15 minutes. For assistance in accessing AHP Online via eBanking, members may call Member Support at 855-FHLB-CHI (855.345.2244), option 0.

Beginning May 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 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.





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Privacy Policy

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

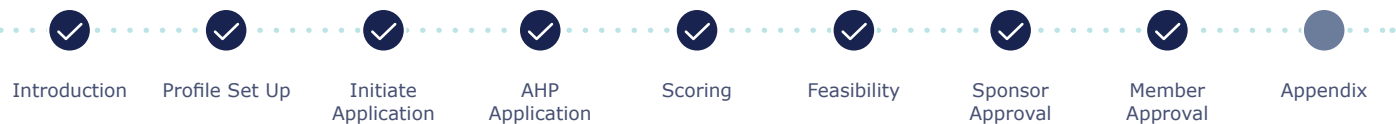
With respect to nonpublic personal information (as that term is defined in the Gramm-Leach-Bliley Act) received by FHLBank Chicago from or on behalf of Members, appropriate administrative, technical, and physical safeguards have been instituted to:

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

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

Third parties engaged by FHLBank Chicago who have access to nonpublic personal information received from or on behalf of Members are required:

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





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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.

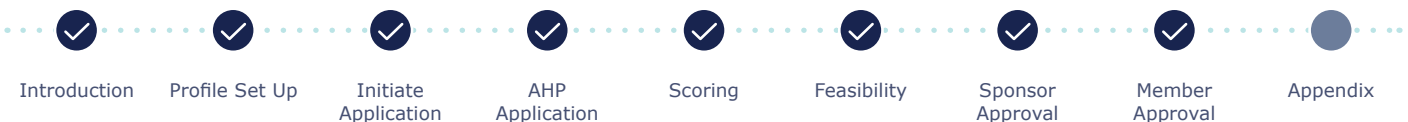
Input Contact

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.

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

Lead Member

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



Glossary

Lead Sponsor Contact

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

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

A Lead Sponsor Contact is responsible for the AHP subsidy for the entire AHP compliance period:

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

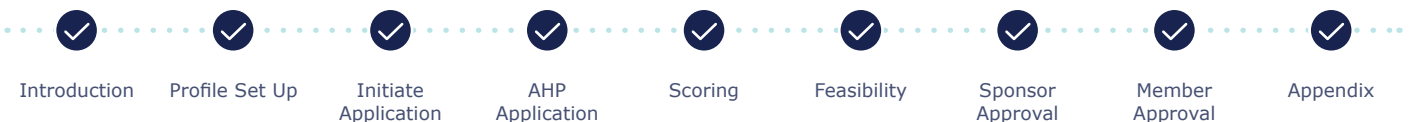
FHLBank Chicago does not recognize co-sponsors.

Owner

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

Total Project Units

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





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