



**FHLBank**  
Chicago

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

# **RENTAL 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.



### Helpful Hints

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

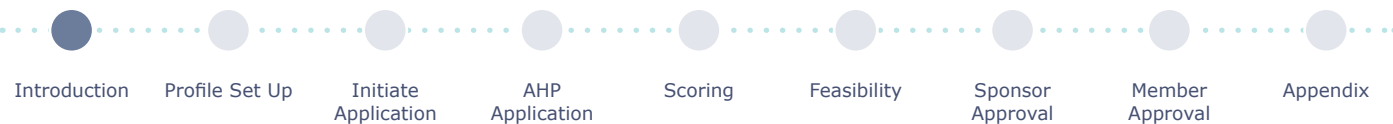
AHP Participants should **contact their member institution to register an Authorized AHP User in eBanking** in order to initiate an application.

**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.

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.

For assistance, please contact [ahp@fhlbc.com](mailto:ahp@fhlbc.com).

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](#).



# Key Changes to the 2025 Affordable Housing Program

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

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

## AHP Round Timing

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

## Financial Feasibility Guidelines

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

## Scoring Guidelines

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

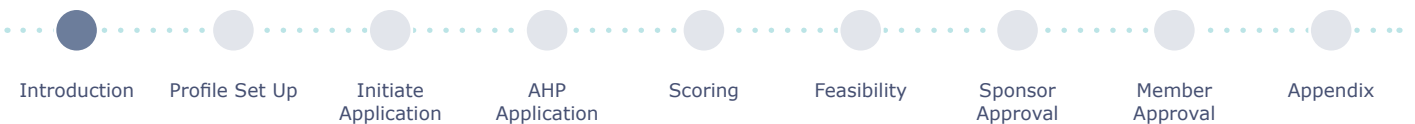
Please refer to the [2025 Implementation Plan](#) for more details on all scoring changes.

## Self-Scoring Worksheet

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

## Questions or Technical Assistance

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





# Key Changes to the 2025 Affordable Housing Program

## Scoring Guidelines

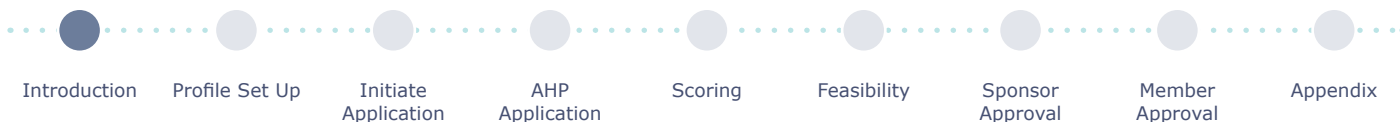
**Note:** Applications are only eligible to receive points for the categories in which they attempt points.

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

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

Scoring Category	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	
Large Family Units	Fixed	3	
Creating Economic Opportunity through Mixed-Income Areas	Variable	5	
Community Stability: Rehabilitation of Existing Occupied Housing	Fixed	9	
In-District Projects	Variable	8	
Projects Serving Low-Income Areas	Variable	4	x
Emerging Project Sponsors	Fixed	4	x
Permanent Supportive Housing	Fixed	5	
Operational Efficiency	Fixed	3	x
Projects of 24 or Fewer Units	Fixed	5	
<b>Total Possible Points</b>		<b>93</b>	

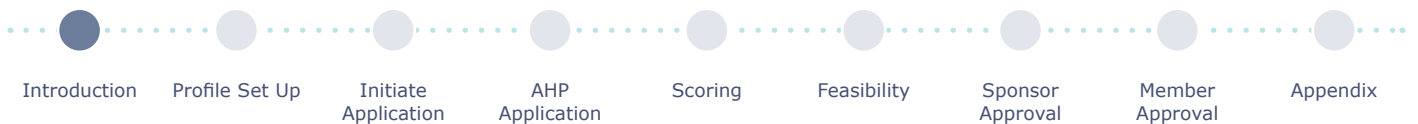
The scoring categories marked in the "Change" column have been updated since the 2024 AHP program year. Please pay close attention to these sections in the guide and review the 2025 Implementation Plan for more details.



# AHP Online Minimum Supported System Requirements

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

- **Browser:** FHLBank Chicago no longer supports Microsoft Internet Explorer as a browser for AHP Online and fhllbc.com. To ensure an optimal user experience, we recommend using Google Chrome or Microsoft Edge to access these sites.
- **Operating system:** Microsoft Windows Vista (with the latest service pack) or above.
- **Display:** a recommended monitor display setting of 1024 x 768.
- Other software, such as Adobe Acrobat/Reader 9 or 10, to view and print Portable Document Format (PDF) files.
- Adobe Flash Player to view Flash demonstrations.
- Microsoft Excel Viewer 2010 or above to upload Excel spreadsheets.





# 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.

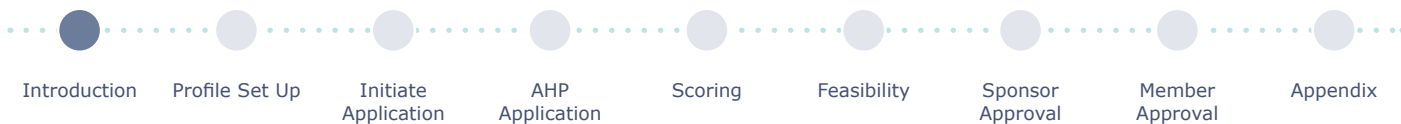
**Save Each Page** on which you have changed data before moving on to the next screen. You will be automatically logged off of AHP Online after 15 minutes of inactivity. Save the screen(s) you are working in frequently to avoid loss of information.



### Remember your login email and password:

You will need these to access your application(s) in AHP Online during and after the funding round. Note that passwords expire after 60 days of inactivity. If you forget your password, follow the instructions on [p.140-145](#) to reset your password.

**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.







# Helpful Hints for Entering an Application in AHP Online



**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.

**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**

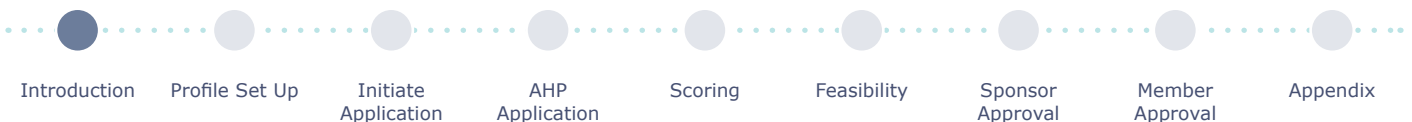
**Avoid Special Symbols:** Please do not use special characters such as \$, &, !, ( ), or # within a text box.

**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.

**Prepare Application Narratives:** Draft the project descriptions, narratives, and explanations, in a separate document, then copy and paste it into AHP Online. This will prevent information from being lost if screens are not saved every 15 minutes.



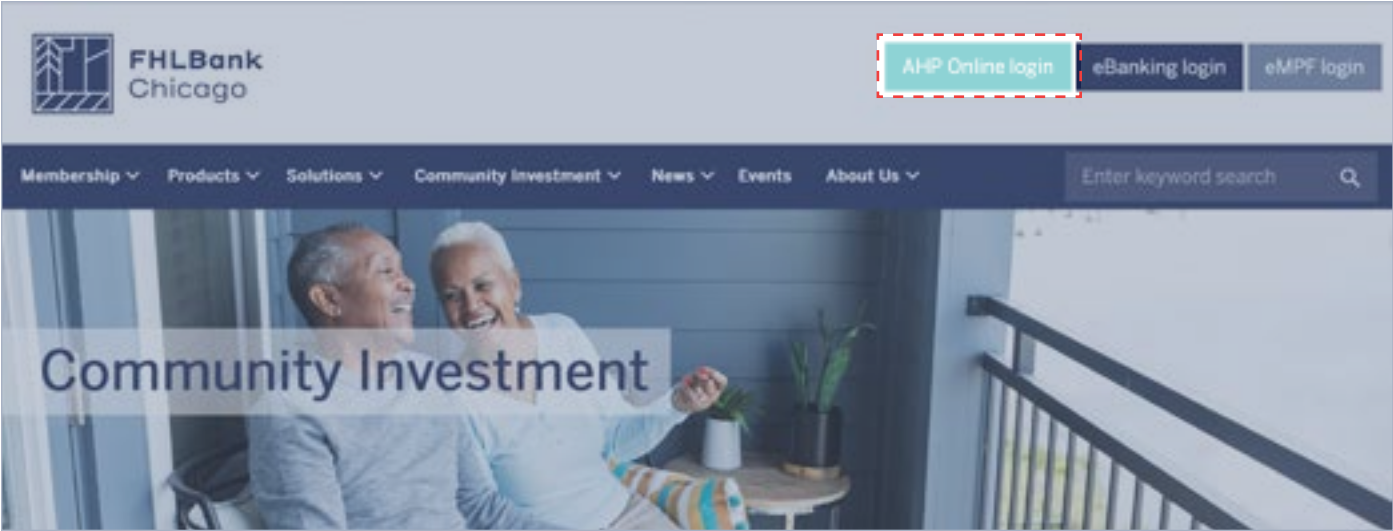


# SETTING UP REGISTRATION & PROFILE

## 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.

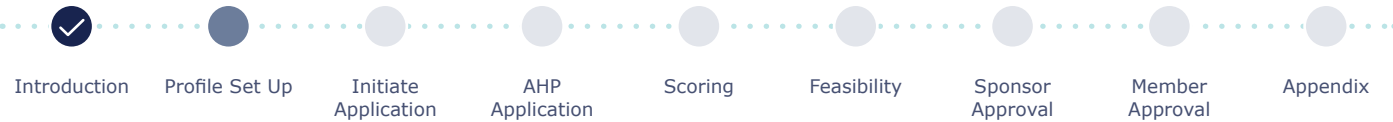
A 2-Step Microsoft Authentication is required for all members, sponsors, and consultants to access AHP Online. First, you must follow these [Step-by-Step Instructions](#) to download and install the Microsoft Authenticator application to your mobile device and computer. For more information, visit the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

## 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.

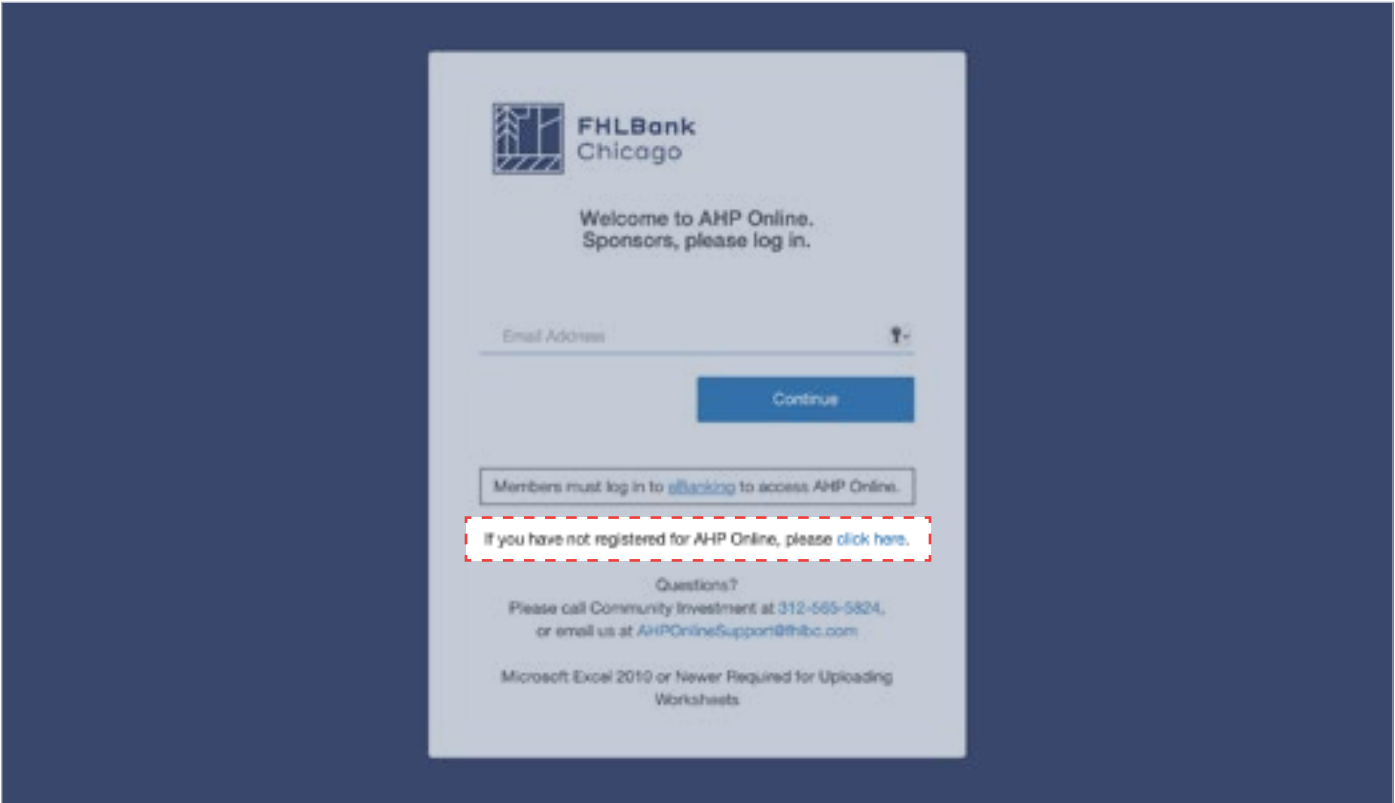
## Forgot Your Password?

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](#).



# AHP Participant Registration

## Step 1



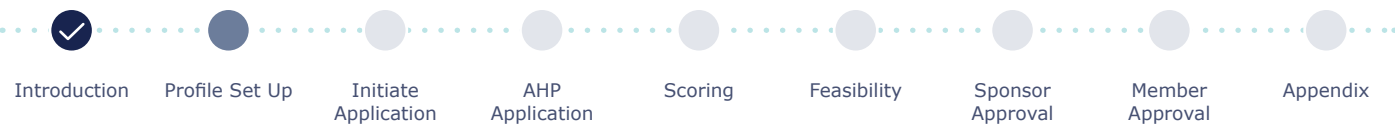
To begin, click the link to the AHP Online login page found at the top of the [Community Investment section](#) of FHLBank Chicago's public website, and you will be taken to this login page.

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

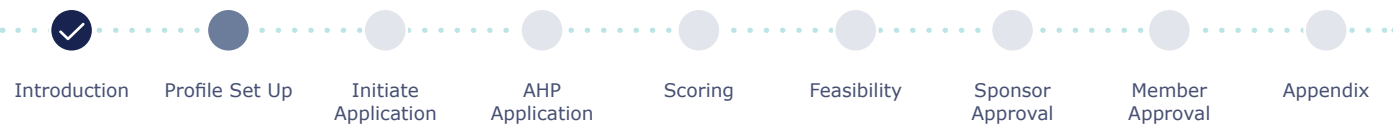
## Step 2

The screenshot shows the 'AHP Online User Registration' page 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 content 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, 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.

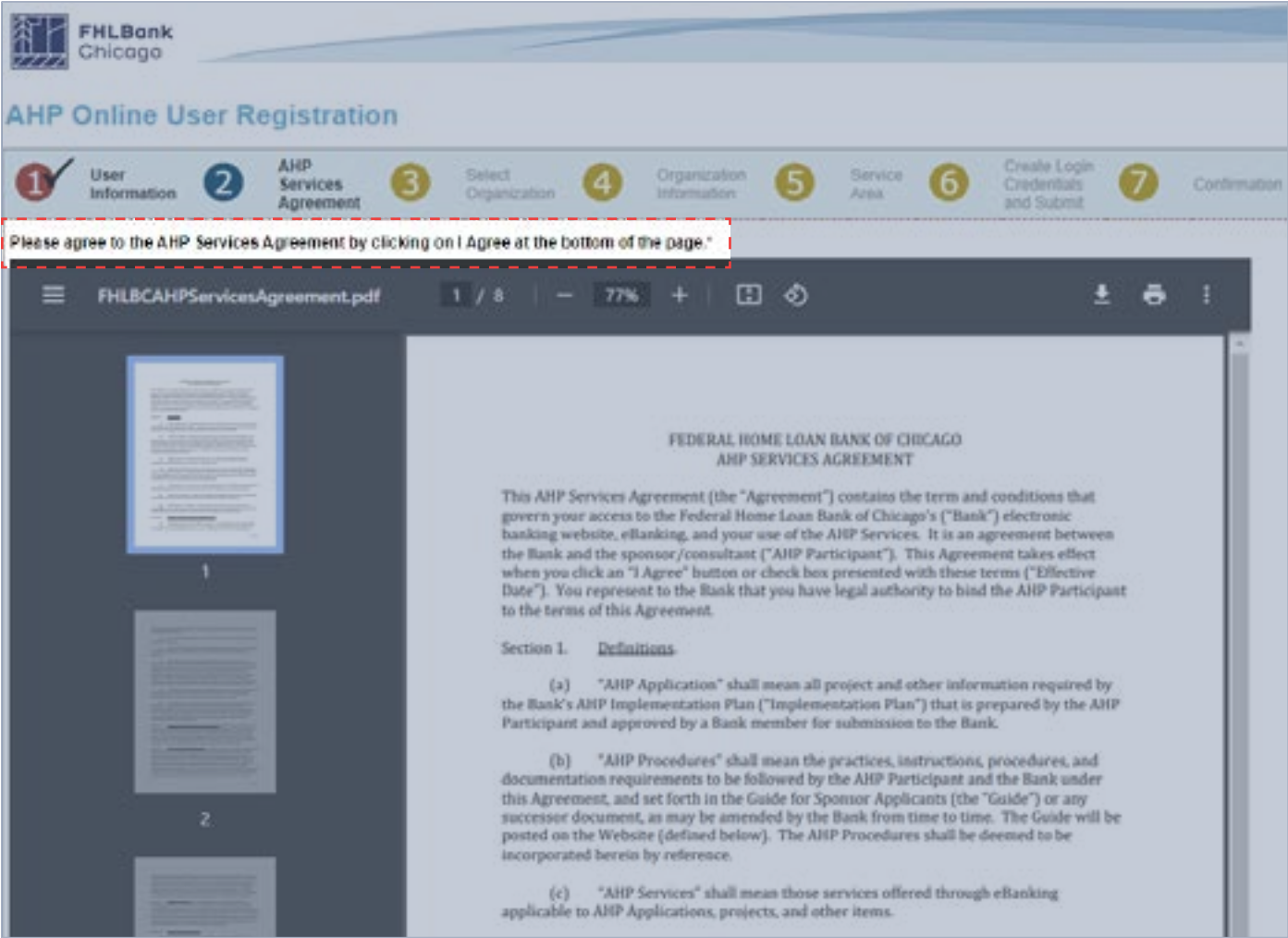
Instead, always click on **Next** to move forward.





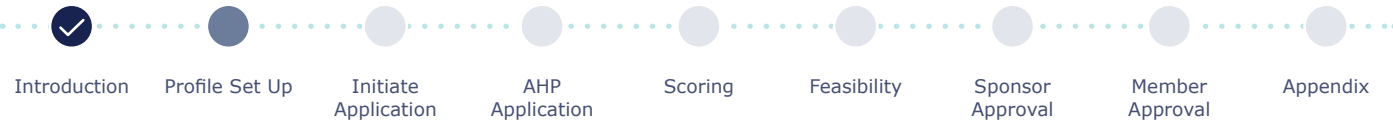
# AHP Participant Registration

## 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.



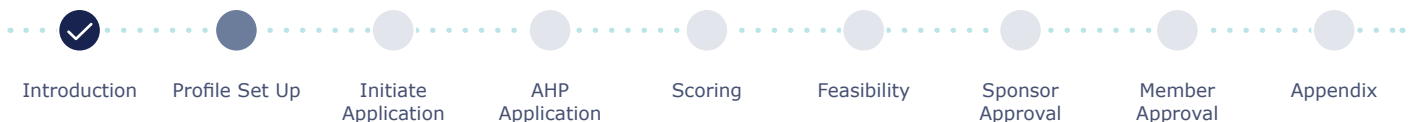
### Helpful Hint

Search for an organization before creating a new one. If the organization appears multiple times, please contact Community Investment at [ahp@fhlbc.com](mailto: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](mailto: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 box]  
Last Name: [text box]  
Email: [text box]

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

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

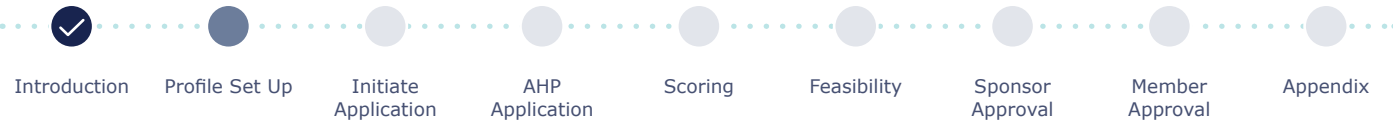
Enter the displayed text image: [text box] 1  
Reset Image

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

FHLBank Chicago

### AHP Online User Registration

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

First Name:

Last Name:

**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**

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

Click on **Finish**.



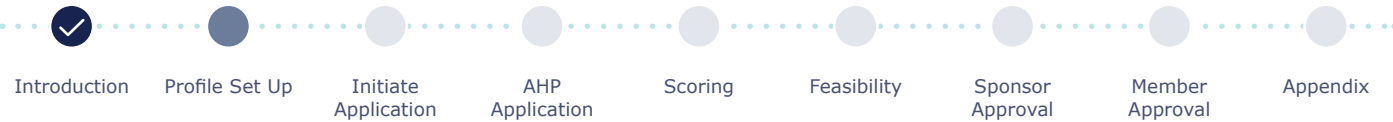
**Congratulations!**

You are done registering your profile.



### 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.





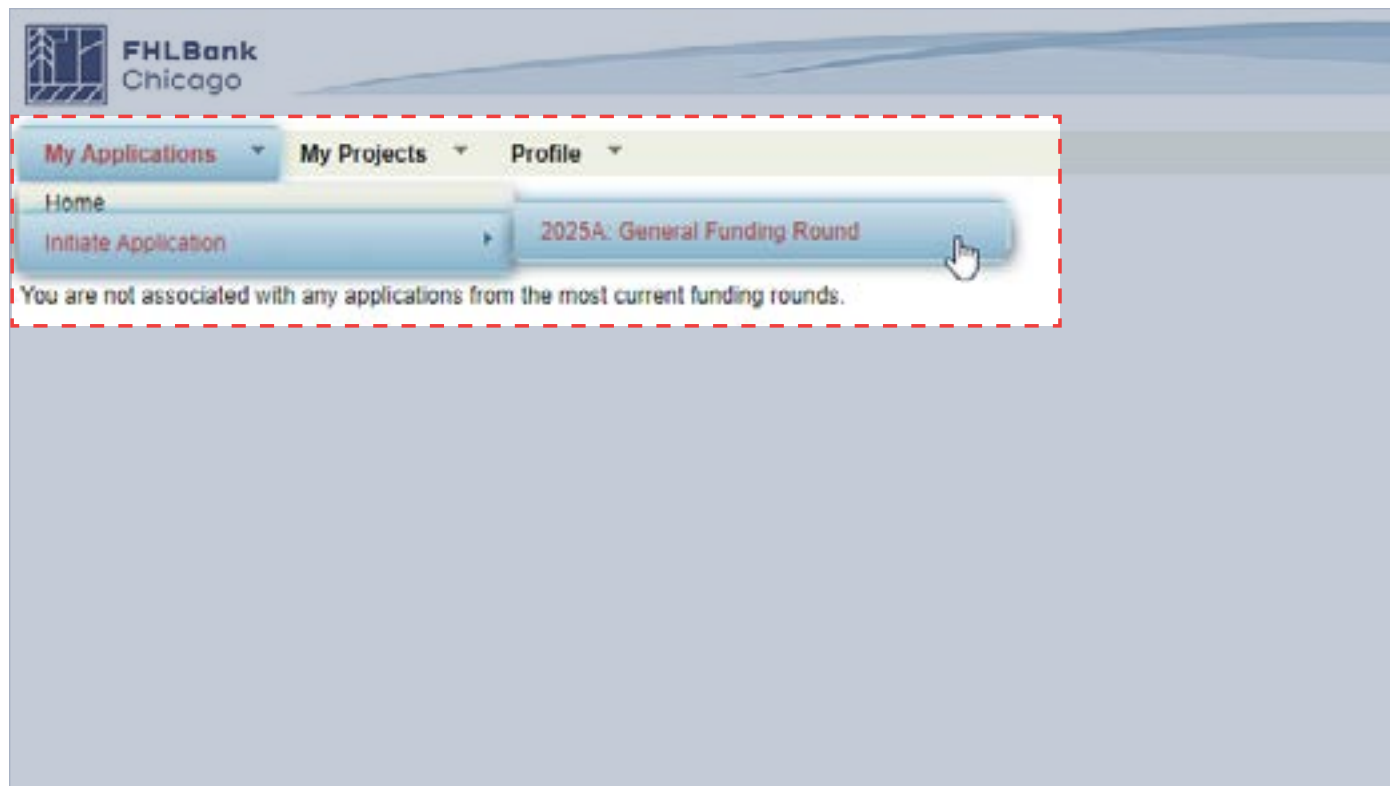
# INITIATE APPLICATION

## **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.

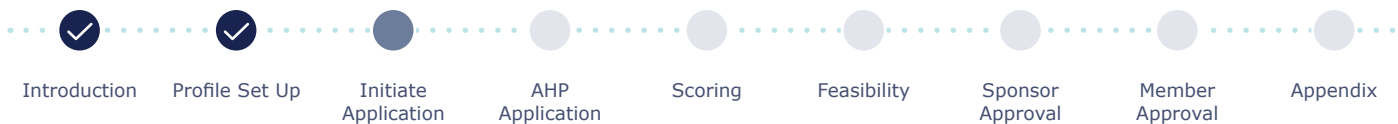
The only role an Input Contact may play is to complete an application on behalf of the Lead Sponsor Contact(s).

**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 Hints

- 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.
- 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.



# Initiate Application

## Step 1 - Application Information

FHLBank Chicago

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

**Funding Round** 2025A: General Funding Round

**Project Name\*** 2025 Rental Example

**Project Type\*** Rental

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

**ZIP\*** 53207 **Lookup**

**City** MILWAUKEE

**County** MILWAUKEE

**State** WI

\* Asterisk indicates required field.

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.

**NOTE:**  
If acquisition of land or units is a part of the proposed project, regardless of cost, please select **Acquisition** as an **Activity Type**.

**Next** Cancel

Enter project information.

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.

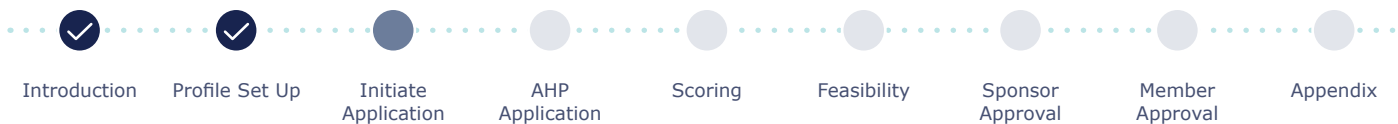
The AHP Participant must ensure that the ZIP+4 is correct by checking at [www.usps.com](http://www.usps.com). If the ZIP code is correct but not found, contact [ahp@fhllbc.com](mailto:ahp@fhllbc.com) to have the ZIP code added.

Click on **Next** to move forward.



### Helpful Hints

- The Activity Type refers to the project's entire scope, not what the AHP subsidy will be used to fund. More than one Activity Type may be selected.
- Acquisition type should be checked if the project involves any of the following: 1) acquisition of land/building; 2) donation of land/building; or 3) a long-term ground lease.
- Rehabilitation type should be checked if the project involves any of the following: 1) renovation of an existing building; 2) adaptive reuse; 3) gut rehabilitation; and/or 4) tearing down an existing structure and rebuilding on the same foundation.



# Initiate Application

## Step 2 - Lead Sponsor Contact(s)

FHLBank Chicago

Home | Messages (3) | Guides/Info

My Applications | My Projects | Profile

### Initiate Application

- 1 Application Information
- 2 Select Lead Contacts
- 3 Select Input Flow
- 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 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"/>	Sample Organization 1	MILWAUKEE	WI
<input type="radio"/>	Sample Organization 2	MILWAUKEE	WI
<input type="radio"/>	Sample Organization 4	MILWAUKEE	WI
<input type="radio"/>	Sample Organization 3	MILWAUKEE	WI
<input type="radio"/>	Sample Organization 5	MILWAUKEE	WI

(1 of 2) 1 2

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

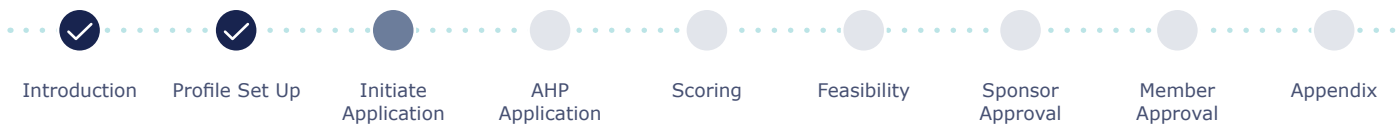
Name	Select
John Smith	<input type="radio"/>

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

The screenshot shows the 'Initiate Application' process at FHLBank Chicago. The top navigation bar includes 'Home | Messages (0) | Guides/Info'. Below the navigation bar, there are tabs for 'My Applications', 'My Projects', and 'Profile'. The main heading is 'Initiate Application' with a question mark icon. A progress bar at the top indicates seven steps: 1. Application Information, 2. Select Lead Contacts, 3. Select Input Role (current step), 4. Select Lead Member, 5. Select Co-Members, 6. Review and Submit, and 7. Confirmation.

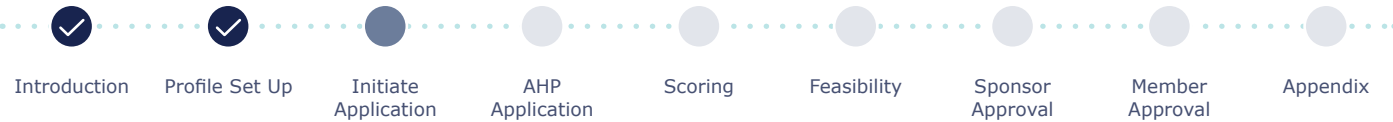
Step 3, 'Select Input Role', features a search form for organizations. The form includes a text input field labeled 'Organization Name:', a 'Search' button, and a 'Reset' button. A red dashed box highlights the search form and the 'Next' button at the bottom right. Below the search form, a table titled 'Selected Contacts with Input Role' is shown. The table has columns for 'Organization', 'Name', and 'Delete'. The table is currently empty, displaying 'No records found.' and '(1 of 1)' at the bottom. To the right of the table, a 'Please Note:' section contains two bullet points: 'At most three contacts can be selected as input roles from multiple organizations.' and 'Please click NEXT after selecting the Contacts to save your changes.'

At the bottom right, there are three buttons: 'Back', 'Next' (highlighted with a red dashed box), and 'Cancel'.

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.



# Initiate Application

## Step 4 - Lead Member Contact(s)

**FHLBank Chicago** Home | Messages (0) | Guides/Info

My Applications | My Projects | Profile

### Initiate Application

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

Member Name: BMO

Select	Member Name
<input type="radio"/>	BMO Harris Bank, National Association   '
<input checked="" type="radio"/>	BMO Harris Bank National Association   Chicago, IL

(1 of 1)

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

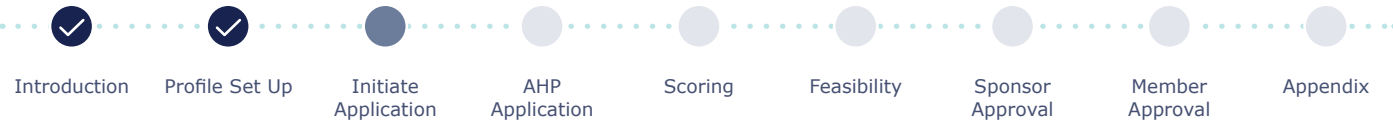
Name	Select
John Doe	<input type="checkbox"/>
Jane Doe	<input type="checkbox"/>
Pauline Poe	<input type="checkbox"/>
Paul Poe	<input type="checkbox"/>
Richard Roe	<input type="checkbox"/>

(1 of 2)

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.

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 - Co-Members N/A

FHLBank Chicago

Home | Messages (0) | Guides/Info

My Applications | My Projects | Profile

### Initiate Application

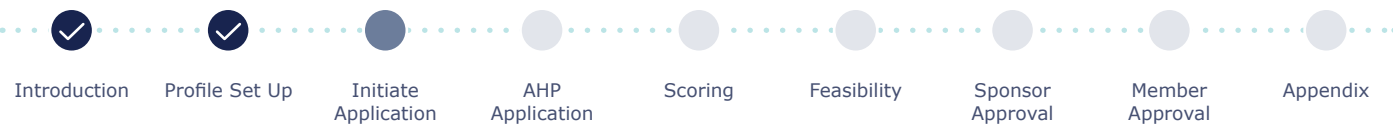
- 1 Application Information
- 2 Select Lead Contacts
- 3 Select Input Role
- 4 Select Lead Member
- 5 Select Co-Members
- 6 Review and Submit
- 7 Confirmation

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

Member Name

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

For **rental projects**, a multi-member consortium rental application is not allowed. Select **No** and click on **Next** to move forward.



# Initiate Application

## Step 6 - Review & Submit

FHLBank  
Chicago

Home | Messages (0) | Guides/Info

My Applications ▾My Projects ▾Profile ▾

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

Project Name

2025 Rental - Acq/Rehab Example

Project Type

Rental

Activity Type(s)

Acquisition  
Rehabilitation

ZIP

53207

City

MILWAUKEE

County

MILWAUKEE

State

WI

Selected Lead Contacts

Organization	Name
Sample Organization 1	Jane Doe

Selected Contacts with Input Role

Organization	Name
No records found.	

Selected Lead Member Contacts

Member	Name
BMO Harris Bank National Association   Chicago, IL	John Doe

Is this a multi-member consortium project?: Yes

Selected Co-Member Contacts

Member	Name
No records found.	

(1 of 1)

1 of 1

2 of 1

3 of 1

4 of 1

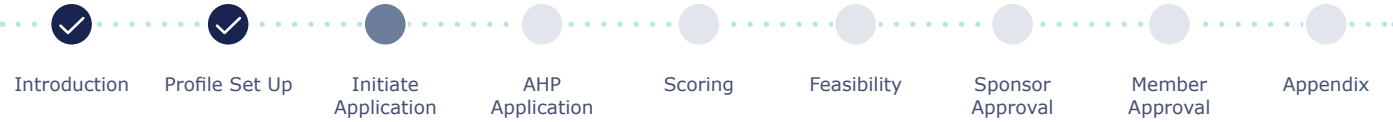
Back

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

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

2025 Rental - Acq/Rehab Example

Project Type

Rental

Activity Type(s)

Acquisition  
Rehabilitation

ZIP

53207

City

MILWAUKEE

County

MILWAUKEE

State

WI

Selected Lead contacts

Organization	Name
Sample Organization 1	Jane Doe

Selected Contacts with Input Role

Organization	Name
No records found.	

Selected Lead Member Contacts

Member	Name
BMO Harris Bank National Association   Chicago, IL	John Doe

Is this a multi-member consortium project?:

No

Selected Co-Member Contacts

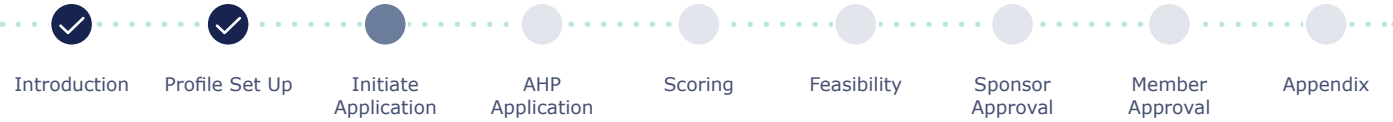
Member	Name
No records found.	

(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
2025A: General Funding Round	4311	2025 Rental - Acq/Rehab Example	Pending	Mar 31, 2025	47

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

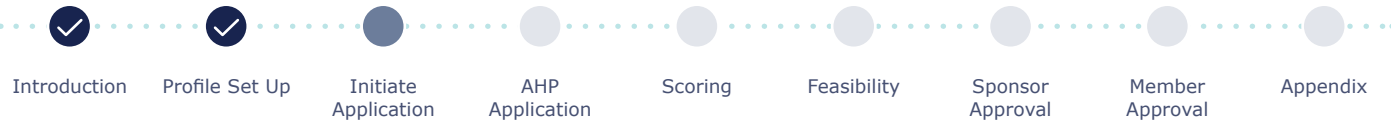
The application is initiated, but is not complete and has not yet been Sponsor Approved.

### Sponsor Approved


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

### Member Approved

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

Description	Status
<b>General Information</b>	
Application Details : Application Information	✓
Application Details : Site Information	✓
Application Details : Site Parcel	✓
Application Details : Fair Housing	✓
Application Details : Subsidy Amount and Uses of Funds	✓
Sponsor and Member Information : Member Contact	✓
Member Involvement : Member Policy	✓
Member Involvement : Member Service	✓
<b>Scoring</b>	
Donated Property : Donations/Discount Information	✓
Donated Property : Donated/Discounted Evidence	✓
Sponsorship By Nonprofit : Ownership Structure	✓
Sponsorship By Nonprofit : Organization Information	✓
Targeting	✓
Underserved Communities and Populations : Housing for Homeless	✓
Underserved Communities and Populations : Special Needs	✓
Underserved Communities and Populations : Rural	✓
Underserved Communities and Populations : Large Family Units	✓
Creating Economic Opportunity : Mixed Income Areas	✓
Community Stability : Rehabilitation of Existing 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 : Permanent Supportive Housing	✓
Bank District Priorities : Operational Efficiency	✓
Bank District Priorities : Projects of 24 or Fewer Units	✓
<b>Feasibility</b>	
Financial Feasibility : Import Spreadsheet	✓
Financial Feasibility : Feasibility Analysis	✓
Financial Feasibility : Commitment Letters	✓
Financial Feasibility : Rental Rehabilitation	✓
Displacement	✓
Sponsor Role	✓
Primary Developer	✓
Development Team : Role Selection	✓
Development Team : Team	✓
Disclosure	✓
Market Study	✓
Project Timeline	✓



**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

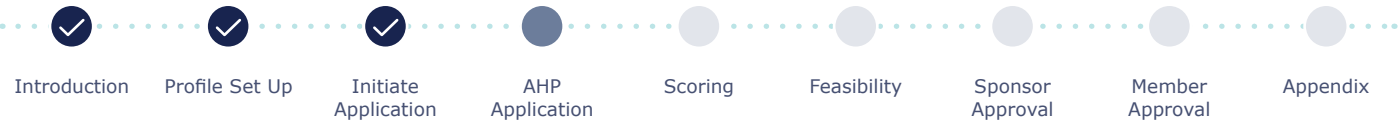
Users may navigate the application by clicking on the links under the Description column.



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 Uses of Funds

Project Name\* Sample Project Name 12345

Project Type Rental

Activity Type(s) New Construction

ZIP 61232  ?

City ANDALUSIA

County ROCK ISLAND

State IL

Project Description\*

You have 4000 characters remaining for your description.

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

First, enter the Application Information.

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

## Project Description:

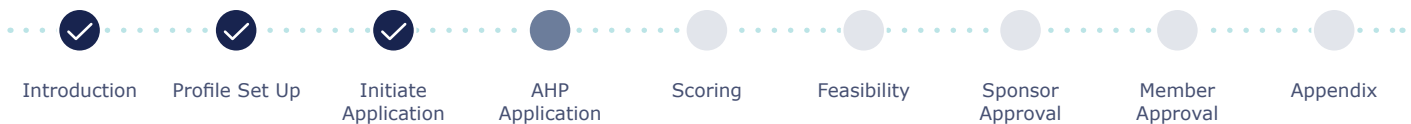
The Project Description field must include information on project type (single-family or multi-family), type of development (e.g., duplex, low-rise, or mid-rise), unit size, construction type, project amenities, population to be served, and any other special project features.


**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

**Application Details**

Application Information **Site Information** Site Parcel Information Fair Housing

Enter your project's city or county EXACTLY as you would like it to appear on official documents (Chicago, Fond du Lac County, Peoria and Tazewell counties). For projects serving more than one state, please choose "Multi State" from the dropdown menu.

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

Is the project single site? ☒ Yes ☐ No

Add Site

**NOTE:** If the project will serve more than one state, please choose Multi-state from the dropdown menu.

AHP Participants must specify whether the project is a single-site or multi-site project and provide the address(es) of all known sites.

**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.

**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.

## 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.34-35](#).
- 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.36](#).

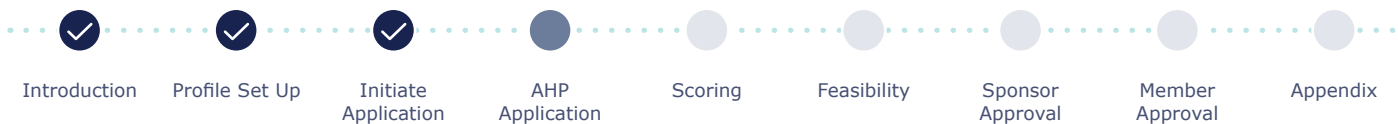


### ZIP+4 and Census Tract Lookup

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

Once the ZIP+4 is entered and the AHP Participant clicks on Lookup, AHP Online will automatically show the site census tract. The AHP Participant must verify that the census tract is correct by going to [www.FFIEC.gov](http://www.FFIEC.gov). **Important:** Please select "2024" in the "Year" dropdown before clicking search.

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





# 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

**Address(es) Known**

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 NAHA SDIA? ☐ 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 [Choose File](#) No file chosen

\* Required to save the page

\* Required before Sponsor Approval

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

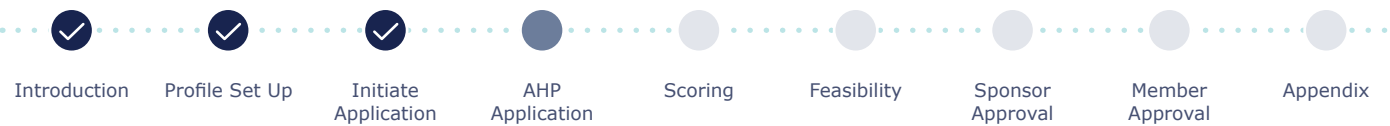
[<Previous](#) [Next>](#)

## 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

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



**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.



**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.

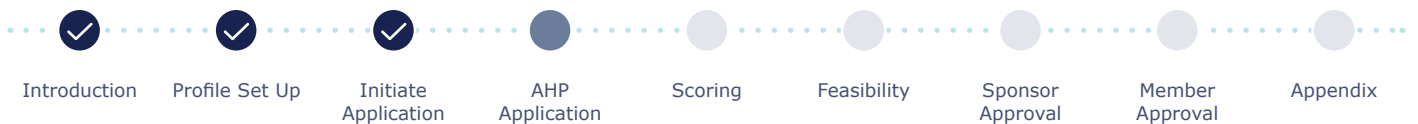


**Appraisal:** An appraisal is required for the site:

- If there is any current or past financial or ownership interest in the project site by the member bank (e.g., real estate owned [REO], foreclosure, short sale);
- If the purchase price for 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 current 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.



**Important:** The third-party 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 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

Address Line1\*

Address Line2

ZIP\*  ZIP+4\*

City	Congressional District
County	Census Tract
State	CBSA

Number of Units\*

Appraisal Date

Acquisition Price\*

Appraised Value

Is the site donated or discounted?

Is the Site Rural? ☐ Yes ☐ No

Targeted Area\*

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

Is/will the property be located in a land trust? ☐ Yes ☐ No

Property is a Foreclosure, REO, or Short Sale\*

Dwelling type\*

## 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.

## Multi-Site Project With Unknown Addresses

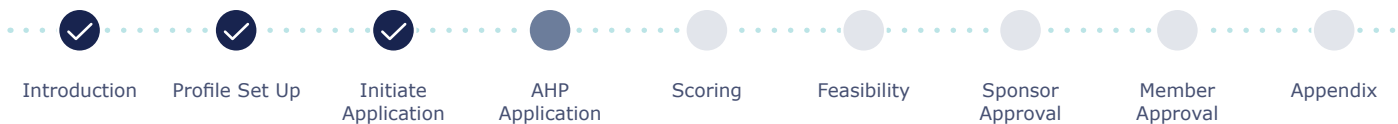
Projects with **multiple unknown sites** should indicate an address near the middle of the anticipated target area. The address must include the ZIP+4.

## ZIP+4 and Census Tract Lookup

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

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

If an intersection is used as the closest address to an unknown single site and the ZIP+4 is unknown, the AHP Participant should locate the closest address to the intersection to find the ZIP+4 on [www.usps.com](http://www.usps.com).



# 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.

Milwaukee

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

WI

Is the project single site?\*

☒ Yes ☐ No

Site(s)

Action	Address Line 1	Address Line 2	City	County	State	Zip Code
Edit   Remove	1234 E Main Street		MILWAUKEE	MILWAUKEE	WI	53207-2955

(1 of 1)

1

\* Required to save the page

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

Required before Sponsor Approval

Save

Undo

<Previous

Next>

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

Then click **Next**.

✓

Introduction

✓

Profile Set Up

✓

Initiate Application

AHP Application

Scoring

Feasibility


Sponsor Approval

Member Approval

Appendix

AHP Online: Guide for Sponsor Applicants 2025 – Rental Projects

37



# 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

Application Details

Application Information

Site Information

Site Parcel Information

Fair Housing

Subsidy Amount and Uses of Funds

Site(s)							
Action	Address Line 1	Address Line 2	City	County	State	Zip Code	Description
	test		DAWSONVILLE	DAWSON	GA	30534-1727	Donated
(1 of 1)							

Add Site Parcel

Site Parcel(s)		
Action	Donating Party	Parcel Number
	test	60534
(1 of 1)		

Site Parcel

Update Site Parcel

Cancel

Donating or Discounting Party\*

Parcel NumberPIN\*

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/discouted documentation\*

\* Required to save the page

\* Required before Sponsor Approval

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

Save

Undo

<Previous

Next>

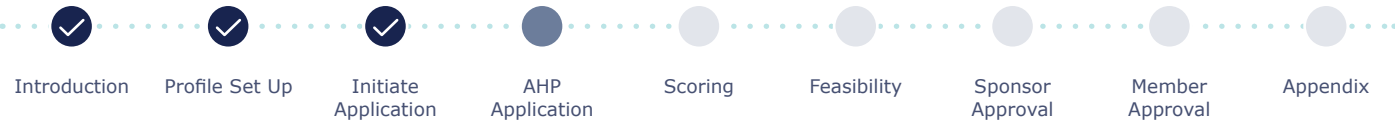
**SCORING REMINDER:**

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**.

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

FHLBank Chicago

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

Project Name: 2025 Rental - Add/Modify Existing  
Application Number: 431

Application ▾ General Information ▾ Scoring ▾ Feasibility ▾

### Application Details ⓘ

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

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

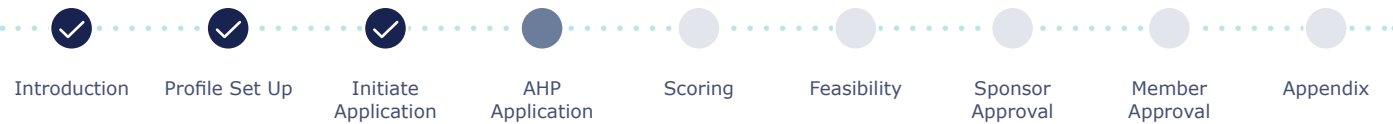
\* Required to save the page  
• Required before Sponsor Approval


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

Save Undo

<Previous Next>

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

**Application Details** ?

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

Information  
+ The Fair Housing information has been saved. ✓

Will the project comply with all the federal, state and local Fair Housing Laws? \* ☒ Yes ☐ No

Describe how the marketing of the project will affirmatively promote fair housing \*  
Insert Description  
You have 3362 characters remaining for your description.

Attach the Fair Housing Plan, if one has been prepared for the project  
Uploaded File Info  
Sample Dec.pdf Remove

Do any of the project's building(s) include four or more units? \* ☒ Yes ☐ No  
Download, complete and attach the Architect's Accessibility Certification template available on the Bank's website

Attach the Architect Accessibility Certification: \*  
Uploaded File Info  
2025\_Architect\_Accessibility\_Certification.docx Remove

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

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

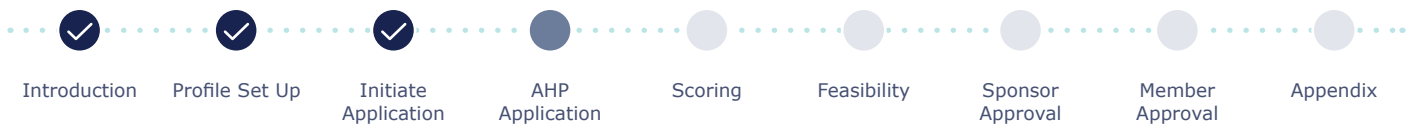
**Fair Housing:** The project must comply with applicable fair housing laws and regulations. To evidence compliance, AHP Participants must provide a statement and/or describe activities that demonstrate that the sponsor will provide fair and equal access to the project.

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.


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

**Minor Rental Rehabilitation Projects:** If the scope of work does not require an architect, the sponsor may sign the certification and attest this.

- Projects located on tribal land are exempt from 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

**Application Details**

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

**Subsidy Amount**

Grant Amount\*

**Select at least one Uses of Funds\***

☐ Assistance with Acquisition Costs

☒ New Construction

☒ Rehabilitation

☐ Refinance

☐ Other

Choose AHP Specific Retention\*

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

Has this Application previously been submitted to FHLBank Chicago?\* ☐ Yes ☒ No

Does the application include a property address within an existing disbursed (i.e. funded) FHLBank Chicago AHP award that is currently subject to an FHLBank Chicago AHP Retention Agreement?\* ☐ Yes ☒ No

\* Required to save the page

Required before Sponsor Approval

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

<Previous Next>

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

If selecting "Other" for **Uses of Funds**, please reference the **Compiled AHP Policies** for the full list eligible and ineligible uses of funds.

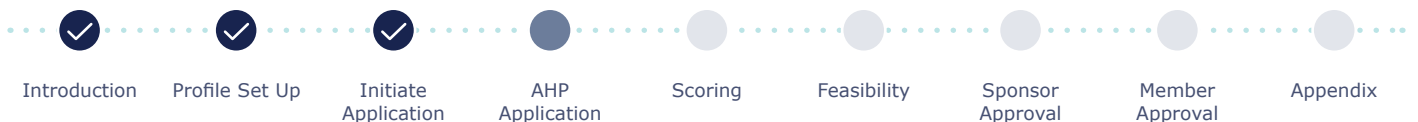
The Compiled AHP Policies is published on FHLBank Chicago's website at [AHP Policy and Forms](#) under Policy Documentation.


**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**

APPLICATION PROCESS **GENERAL 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 type="radio"/>	Sample Organization 1	MILWAUKEE	WI
<input type="radio"/>	Sample Organization 2	MILWAUKEE	WI
<input type="radio"/>	Sample Organization 3	MILWAUKEE	WI
<input type="radio"/>	Sample Organization 4	MILWAUKEE	WI
<input type="radio"/>	Sample Organization 5	MILWAUKEE	WI

(1 of 3) 1 2 3

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

Contacts for Midwest Housing Collaborative, Inc.


Name	Select
Jane Doe	<input checked="" type="checkbox"/>
John Doe	<input type="checkbox"/>
Paulina Poe	<input type="checkbox"/>
Paul Poe	<input type="checkbox"/>

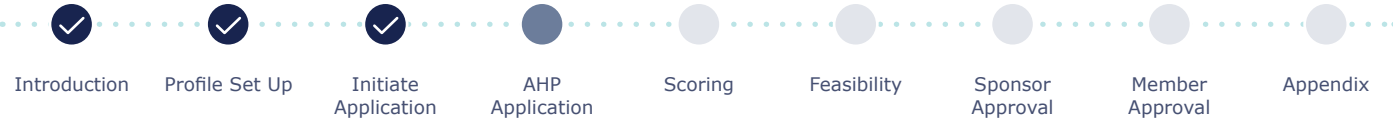
The **Sponsor and Member Information** section reflects Lead Sponsor Contact, Input Contact, and Lead Member information previously inputted. Please review the screens for accuracy. If no changes are needed, select (Save, Next).

If changes are needed, only the Lead Sponsor Contact(s) may change the Lead Sponsor Organization, Input Contact, and Lead Member information.

If the Lead Sponsor Organization 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.



# 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

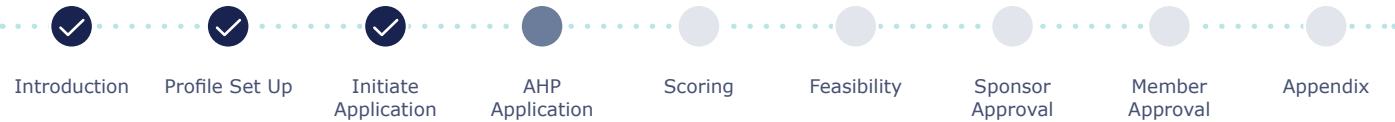
\* Required before Member Approval

<Previous

Next>

The two **Member Involvement Information** screens will be completed by the Lead Member Contact(s).

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







# APPLICATION PROCESS: SCORING

## IN THIS SECTION:

- Donated, Discounted, or Government-Conveyed Property
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- Creating Economic Opportunity through Mixed-Income Areas
- Community Stability
- In-District Projects
- Projects Serving Low-Income Areas
- Emerging Project Sponsors
- Permanent Supportive Housing
- 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 : Ownership Structure		✓
Sponsorship By Nonprofit : Organization Information		✓
Targeting		✓
Underserved Communities and Populations : Housing for Homeless		✓
Underserved Communities and Populations : Special Needs		✓
Underserved Communities and Populations : Rural		✓
Underserved Communities and Populations : Large Family Units		✓
Creating Economic Opportunity : Mixed Income Areas		✓
Community Stability : Rehabilitation of Existing 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 : Permanent Supportive Housing		✓
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 Rental Projects. This section of the guide will walk you through how to complete each scoring category.

We recommend utilizing the AHP Scoring Exhibit Checklist while completing the application.

If you have scoring questions, please reach out to [ahp@fhlb.com](mailto:ahp@fhlb.com).

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



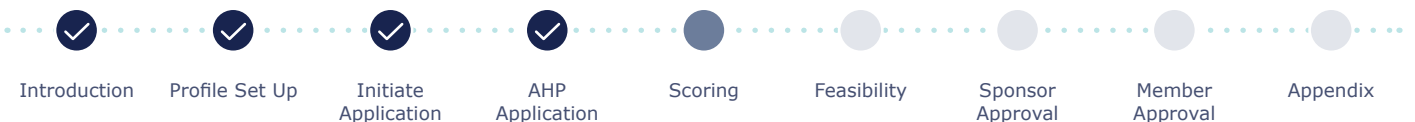
### NOTE:

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.



### 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.





# APPLICATION PROCESS: SCORING

## IN THIS SECTION:

- **Donated, Discounted, or Government-Conveyed Property**
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- Permanent Supportive Housing
- 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.**

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

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 bank, 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  $\geq 1.00$  in order for applicants to receive a score in this category.



## Helpful Hints

- Property with a conveyance cost of \$1,500 or less qualifies as donated. Long-term leases of 15 years or more with a nominal annual rent payment of no more than \$100 qualify as donated.
- Projects in which land is donated back to the property or project with a change of ownership (e.g., Illinois Affordable Housing Tax Credit (IAHTC) projects and/or Rental Assistance Demonstration (RAD) restructuring projects) may be eligible for points in this category. The donation must be evidenced with the following:
  - Properly evidence the donation from the donating entity to the ownership entity
  - Include acquisition cost of donation on pro forma
  - Offset acquisition cost with seller note
  - Include associated equity in permanent sources



Introduction



Profile Set Up



Initiate  
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AHP  
Application



Scoring



Feasibility



Sponsor  
Approval



Member  
Approval



Appendix

# Donated/Discounted Properties

## 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

**Donated/Discounted Property 1**

**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

**1** **Discounted units and land:**  
Fair market value of the total units and or square footage in the project, minus the fair market value of all donated units and or square footage in the project

**2** Total purchase price for total units and or square footages in the project, minus total purchase price of all donated properties

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

Total number of units in the project

Total square footage of land in the project

Total number of properties to be acquired in the project

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

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

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

Save Undo

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** (please reference p.52 for an example of a combination of Donated & Discounted points).

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.

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

## Discounted Points

### Example 1: Discounted Points in AHP Online

Reference **Example 1 - Project A** on the previous page for an example of what numbers to input into AHP Online:

- 1** \$750,000: FMV of total sq ft in the project
- 2** \$500,000: Total purchase price for total sq ft in the project





## SCORING

# Donated/Discounted Information

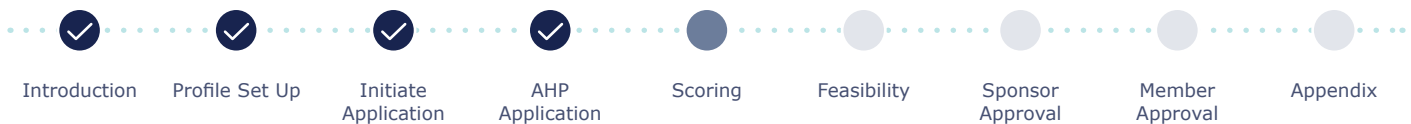
## Donated Points

### Example 2: Donated Points in AHP Online

Reference **Example 2 - Project B** on p.52 for an example of what numbers to input into AHP Online:

- 1 25,000 (sq ft): Total sq ft of land donated
- 2 25,000 (total sq ft): Total sq ft of land in the project

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



## SCORING

# Donated/Discounted Information

**Donated/Discounted Property**

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

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

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

**1** **Donated units or land:**  
Total number of units donated to the project:   
or  
Total square footage of land donated to the project:

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

**3** **Discounted units and land:**  
Fair market value of the total units and or square footage in the project, minus the fair market value of all donated units and or square footage in the project:

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

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

**2** Total number of units in the project:   
Total square footage of land in the project:   
Total number of properties to be acquired in the project:

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

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

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

Save Undo

## Donated & Discounted Points

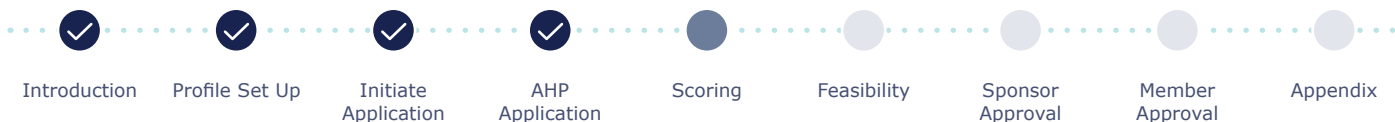
If the project will include both donated and discounted property, select Yes to both the second and third questions.

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

### Example 3: Donated & Discounted Points in AHP Online

Reference **Example 3 - Project C** on p.52 for an example of what numbers to input into AHP Online:

- 1** 30,000 (sq ft): Total sq ft of land donated
- 2** 40,000 (sq ft): Total sq ft of land in the project
- 3** \$350,000: FMV of total sq ft in the project, minus the FMV of all donated sq ft in the project
- 4** \$275,000: Total purchase price for total sq ft in the project, minus total purchase price of all donated properties



# Donated/Discounted Evidence

**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.

Applicants must submit evidence of commitment to donate and/or discount that meets eligibility requirements for site control documentation or conveyance (see Site Control section for more information):

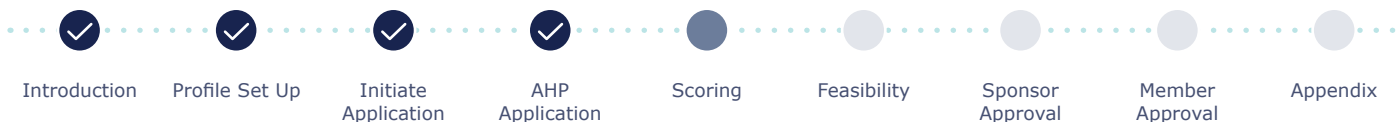
- Documentation should reflect the conveyance cost
- Evidence should reference the specific site(s), the anticipated or actual date of the conveyance, and any condition(s) the donation and/or discount is contingent on, and it must be signed by the conveyor
- **\*Important:** The site control buyer/lessee name needs to **exactly** match the name on the Project Ownership Chart. If the name is different between the documents, then please provide an assignment of site control. An assignment of site control is also needed if there is a project specific Limited Partnership that differs from the sponsor organization.

If attempting **discounted points**, applicants must submit a **third-party appraisal** completed within **18 months** of the conveyance date or AHP application deadline. The “as is” value of the appraisal will be compared with the purchase price of the property (as indicated in the site control documentation and development budget) to calculate the discount.

**If a portion of the project site(s) has been donated or discounted**, a site plan or survey verifying the donated or discounted square feet and total square feet in the project must be submitted with the documentation of donation or discount.

**For donated or discounted properties conveyed via a ground lease**, the lease must specify a minimum term of **15 years** and any financial consideration (e.g., an annual lease payment).

**If the transaction utilizes Illinois Donation Tax Credits**, please attach an explanation of how the donated property will be transferred to the proposed project. Include relevant donor, sponsor, project owner entities, and as applicable, donation amount, seller notes, leases, etc.





# APPLICATION PROCESS: SCORING

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- Operational Efficiency
- Projects of 24 or Fewer Units



## SCORING

# Project Sponsorship

5  
pts

May be received for projects submitted by an **eligible sponsor** with a majority ownership interest

Projects submitted by an **eligible sponsor** with a majority ownership interest 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** have an ownership interest that exceeds **50%** of the managing member, general partner, or overall property ownership.

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, but the entity must have majority interest shown on the **Project Ownership Chart**.

### Types of Ownership Structure:

1. Limited Partnership (LP/Limited Liability Company (LLC)/General Partner (GP (p.59)
2. Wholly Owned or Multiple Partners (not LP, LLC, or GP) (p.60)

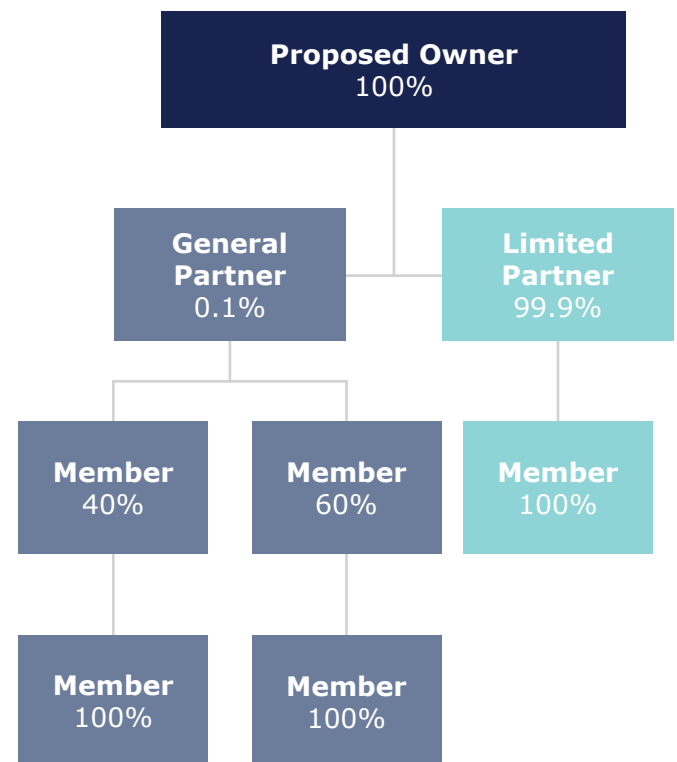
**Important Note for Project Eligibility:** For rental project applications to be considered eligible, For-Profit and Non-profit applicants must complete the Ownership Structure screen and upload the Project Ownership Chart, regardless of whether the AHP Participant intends to apply for Sponsorship by Nonprofit points.



### Helpful Hint

The sponsor must be the owner(s) of the rental project or must have an ownership interest (including any partnership interest) in the entity that is the owner of the rental project. Failure to clearly identify ownership interest on the Project Ownership Chart may cause the application to be deemed ineligible.

## Project Ownership Chart



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Initiate  
Application



AHP  
Application



Scoring



Feasibility



Sponsor  
Approval



Member  
Approval



Appendix



# Sponsorship by Nonprofit: Ownership Structure

**Sponsorship by Nonprofit**

**Ownership Structure** | Organization Information

Information  
Your changes have been saved to the system.

Please indicate type of Ownership Structure.

☒ Limited Partnership (LP)/Limited Liability Company (LLC)/General Partner (GP)  
☐ Wholly owned or multiple partners (not LP, LLC or GP)

Please enter name of the LP/LLC.\* Sample LLC

Provide ownership percentages for Limited Partners and General Partners. The percentage of LP/LLC and GP must total 100%.

Limited Partner(%) 99.990      General Partner(%) 0.010

**Add Limited Partner**      **Add General Partner**

Limited Partners		
Action	Name	Ownership Interest(%)
Edit   Remove	LP 1	100.000
		100.000

General Partners		
Action	Name	Ownership Interest(%)
Edit   Remove	GP 1	51.000
Edit   Remove	GP 2	49.000
		100.000

**NOTE:**  
The percentage of ownership must equal **100%** at each tier or an **error message** will appear.

Download, complete and attach the Project Ownership Chart template available on the Bank's website

Attach the Project Ownership Chart\*

Uploaded File Info  
2023\_Project\_Ownership\_Chart.xlsx **Remove**

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

To submit your changes please click Save before exiting this page

**Save** **Undo**

## 1. LP/LLC/GP

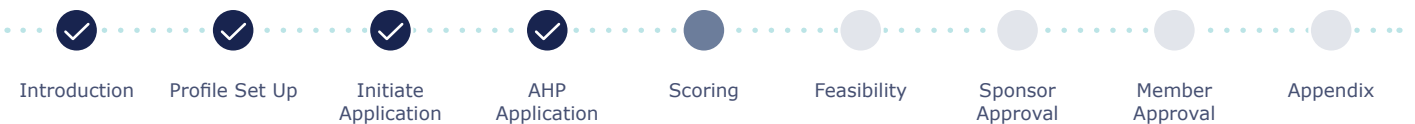
If the project ownership is a Limited Partnership, Limited Liability Company, or General Partner, the top two tiers of ownership must be identified on the screen.

All tiers of ownership must be identified on the Project Ownership Chart (reference the Application Exhibits section of this guide for an example), which the AHP Participant must upload to the screen.



### Helpful Hints

- To add organizations that are part of the LP and GP, click on Add Limited Partner and Add General Partner. Add required information and click on Update Limited Partner or Update General Partner.
- The AHP Participant may edit or remove organization information by clicking on Edit or Remove in the Action column.



# Sponsorship by Nonprofit: Ownership Structure

**Sponsorship by Nonprofit**

**Ownership Structure** | Organization Information

Information  
Your changes have been saved to the system.

Please indicate type of Ownership Structure.\*

☐ Limited Partnership (LP)/Limited Liability Company (LLC)/General Partner (GP)  
☒ Wholly owned or multiple partners (not LP, LLC or GP)

Provide the owners by organization name and ownership percentage.

**Add Wholly Owned Partner**

Action	Name	Ownership Interest(%)
Edit   Remove	Owner 1	100.000
		100.000

Briefly describe any unique features to the ownership structure

INSERT TEXT DESCRIPTION

You have 227 characters remaining for your description.

Download, complete and attach the Project Ownership Chart template available on the Bank's website

Attach the Project Ownership Chart\*

Uploaded File Info

2023\_Project\_Ownership\_Chart.xlsx Remove

\* Required to save the page

\* Required before Sponsor Approval

To submit your changes please click Save before exiting this page

Save Undo

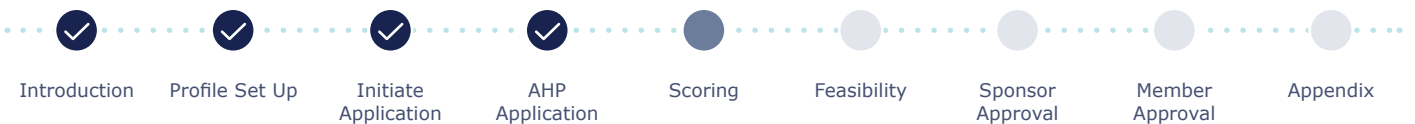

**NOTE:**

The sum of ownership interest for all partners must equal **100%**.

## 2. Wholly Owned or Multiple Partners

Identify every partner and its ownership interest by clicking on Add Wholly Owned Partner for each partner. Fill in the required fields and click on Update Wholly Owned Partner to add the partner.

The AHP Participant may edit or remove organization information by clicking on Edit or Remove in the Action column.



## SCORING

# Sponsorship by Nonprofit: Organization Information

**Sponsorship by Nonprofit**

Ownership Structure | **Organization Information**

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

Is the Project 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 and has an ownership interest that exceeds 50% of the managing member, general partner or overall property ownership? ☐ Yes ☐ No

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

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

Choose File No file chosen

\* Required to save the page

Required before Sponsor Approval



### Helpful Hints

- To be considered for points, you **must** select "Yes" to the first two questions on the screen.
- 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.

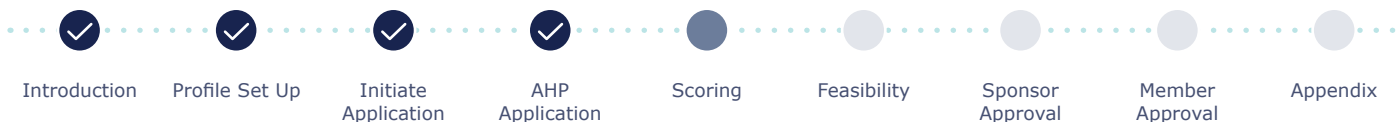
**In order for a nonprofit organization to receive points for nonprofit status, the applicant must submit** a Certificate of Good Standing (or equivalent) from the state in which the applicant is incorporated. Additionally, if the proposed project is located in a state other than the state of incorporation, 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), dated no earlier than **12 months** prior to the AHP application deadline. Please upload this certificate at the bottom of this screen in AHP Online.

2. A valid Certificate of Status (to evidence "good standing"), dated no earlier than **90 days** prior to the AHP application deadline. Please upload this certificate to the **Sponsor Role** screen in AHP Online.

**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

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  - Permanent Supportive Housing
  - 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.

**Targeting**

	Number of Units
Less than or equal to 50% AMI (Area Median Income)*	30
Of the less than or equal to 50% AMI units, how many are targeted to households at or below 30% AMI*	
10	
Greater than 50% and less than or equal to 60% AMI*	10
Greater than 60% and less than or equal to 80% AMI*	10
Greater than 80% AMI*	0
Total	50

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>

**NOTE:**

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

**SCORING REMINDER:**

If attempting Permanent Supportive Housing points, identify 20% of total units for households at 30% AMI.

## Eligibility Information

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

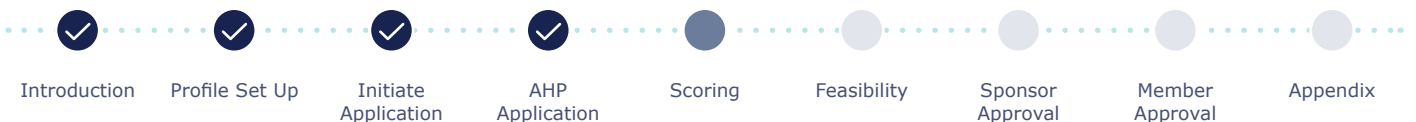
**Rental projects:** at least **20%** of the units must be occupied by, and affordable for, households **≤50% AMI**. **Failure to commit to the required minimum will result in the application being deemed ineligible.**

**Important:** If a 4% and 9% tax credit project must make changes to unit counts to align with the tax credit agency, the project must remain in compliance with AHP Targeting commitments, other scoring commitments, and feasibility guidelines.



## Helpful Hints

- The unit mix, rents, and affordability commitments **must be consistent** throughout the application and supporting documents.
- If the project has a **Manager's Unit**, include it in the Targeting unit count. If this unit will not be income-restricted, it should be counted as a "Greater than 80% AMI" unit.
- If the project is **currently occupied**, the current tenant occupancy must equal or be below this commitment, as evidenced in the Tenant Income Workbook uploaded on the Commitment Letter's screen.







# APPLICATION PROCESS: SCORING

## IN THIS SECTION:

- Donated, Discounted, or Government-Conveyed Property
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  - Donated/Discounted Evidence
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  - Organization Information
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  - 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 persons who are experiencing homelessness.

Eligible rental projects must:

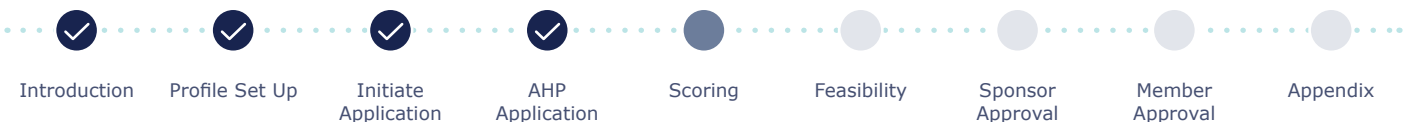
1. create rental housing, excluding overnight shelters, reserving **20% of the total units** for homeless households, OR
2. create transitional housing permitting minimum of six (6) months of occupancy, reserving 20% of the total units for homeless households

Please fill out the supplemental text boxes to provide specifics on how your project will serve persons experiencing homelessness (See [Implementation Plan](#) for AHP definition of homelessness). Please use the [Exhibit: Targeted Populations Experience & Services Template](#) to provide a comprehensive description.

**For existing-occupied projects:** In order to receive points in this category, the project must have:

- A current vacancy rate  $\geq 20\%$ , **or**
- The sum of currently-occupied transitional housing units and vacant units must make up 20% or more of total units.

The property's current occupancy will be documented via the [Exhibit: Tenant Income Workbook](#), uploaded to the **Financial Feasibility: Commitment Letters** screen. If you are attempting these points as an existing occupied project, please contact [ahp@fhlbc.com](mailto:ahp@fhlbc.com) to seek technical assistance.





# APPLICATION PROCESS: SCORING

## IN THIS SECTION:

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## SCORING

# Housing for Special Needs Populations

5  
pts

May be received if project reserves 20% of the total units for occupancy by 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

If supportive services are integral to the operations of the housing and the stability of the tenants, attach documentation confirming:

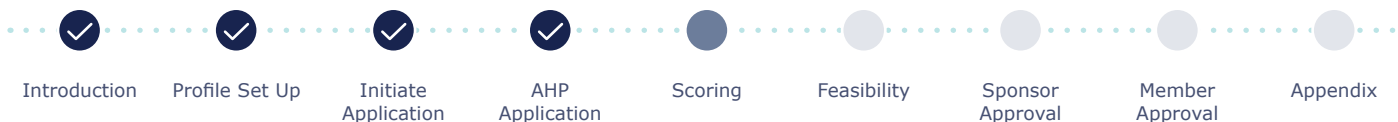
1. How the proposed supportive services are currently funded or expected to be funded. Integral implies that the success of the housing and/or the tenants is dependent on the availability of supportive services.
2. Provide a referral source or indicate that the sponsor has a network through which qualified individuals/families will be referred.
3. Provide information describing the sponsor's experience serving special needs populations.

Please use the [Exhibit: Targeted Populations Experience & Services Template](#) to provide a comprehensive description.



## Helpful Hints

- The individual with the qualifying special need(s) is not required to be the head of household.
- Units occupied by individuals with special needs may "float" throughout the project.
- A commitment to housing individuals with disabilities under this scoring category is a "hard set-aside," meaning the unit must be held vacant if eligible individuals or households cannot be found, regardless of how long that may take.
- If the project is currently occupied, the current tenant demographic must equal or exceed the special needs population commitment, and must be evidenced in the [Exhibit: Tenant Income Workbook](#).





## 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 special needs populations 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 use the **Targeted Populations Experience and Services Template** to provide a comprehensive description.

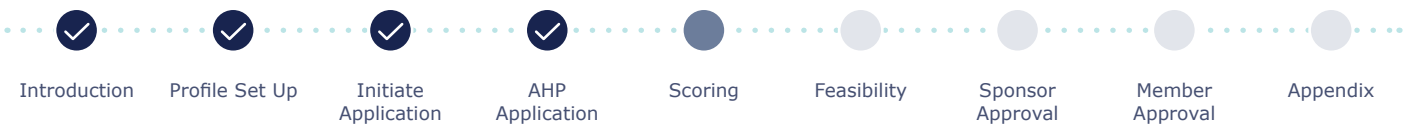
Please combine all supporting documentation into one PDF document and attach to the screen.

**For existing-occupied projects:** The property's current occupancy will be documented via the **Tenant Income Workbook**, uploaded to the **Financial Feasibility: Commitment Letters** screen. The current tenant demographic must equal or exceed the special needs population commitment.



### SCORING REMINDER:

The application must be awarded points for Housing for Special Needs Populations to be eligible for points in the Permanent Supportive Housing category.







# APPLICATION PROCESS: SCORING

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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

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

The number of households served (integer)

The percentage of households served (%)

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

You have 500 characters remaining for your description.

\* Required to save the page

Required before Sponsor Approval

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

<Previous Next

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

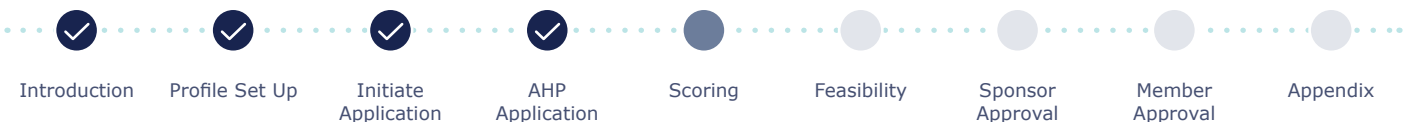
FHLBank Chicago's definition of a rural area will be consistent with the U.S. Department of Agriculture definition.

If a project involves unidentified sites, 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.**





# APPLICATION PROCESS: SCORING

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## SCORING

# Large Family Units

3  
pts

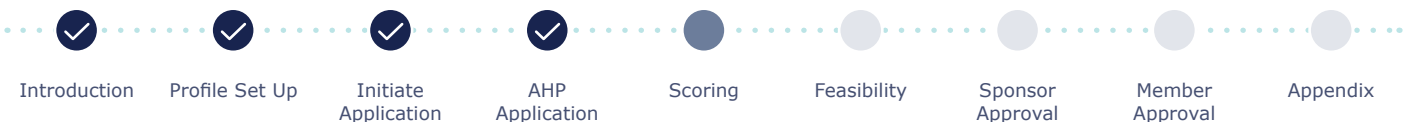
May be received for projects in which **20% of the total units** add rental units with **three or more bedrooms** to the housing market.

The screenshot shows a web form titled "Underserved Communities and Populations/Large Family Units". A red dashed box highlights the question: "Do at least 20% of the total units meet the Large Family Units criteria?" with radio buttons for "Yes" (selected) and "No". Below this is a text input field for "Indicate the number of units meeting this criteria" with the value "10". A detailed instruction follows: "Provide a market study and/or floorplans. The market study must clearly indicate the percentage of affordable (i.e. AHP assisted) units with three or more bedrooms, and that the units are generally spread across income targeting commitments. If a market study is not required for the AHP application, the commitment must be confirmed with floorplans prepared by a third party." There is a file upload section for "Upload a market study and/or floorplans" with a "Choose File" button and a "Sample Doc.pdf" link. A "NOTE" box states: "Rehabilitation of existing large family units is not eligible for this scoring category." At the bottom, there are "Save" and "Undo" buttons, and a "To submit your changes please click Save before exiting this page." warning. Navigation links for "<Previous" and "Next>" are also visible.

This is generally accomplished via new construction, unit reconfiguration in conjunction with rehabilitation, and/or adaptive reuse.

The units must generally be spread evenly across the income targeting commitments or disproportionately concentrated in the lower income targeting tiers. Only units that are not age restricted may be considered.

This scoring category may be evidenced by a market study and/or floor plans. The market study must clearly indicate the percentage of total project units with three or more bedrooms, and that the units are generally spread across income targeting commitments. If a market study is not required for the AHP application, the commitment must be confirmed with floor plans prepared by a third party.







# APPLICATION PROCESS: SCORING

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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**

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 #

# of Units

**Add Details** **Cancel**

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

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:

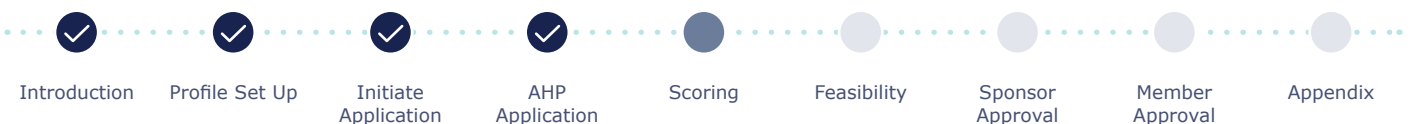
Points	Percent Tract Median Family Income
5	≥120% Tract Median Income
4.5	≥110% to <120% Tract Median Income
4.25	≥100% to <110% Tract Median Income

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**, 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.

**If a project involves multiple sites with varying tract median incomes** and you're unsure which point category to select, please contact [ahp@fhlbc.com](mailto:ahp@fhlbc.com) for technical assistance.





# APPLICATION PROCESS: SCORING

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## SCORING

# Community Stability: Rehabilitation of Existing Occupied Housing

9  
pts

May be received for projects with rehabilitation of existing occupied Housing

The screenshot shows the 'Community Stability/Rehabilitation of Existing Occupied Housing' section of the AHP Online application. It includes a title bar, a warning about home ownership projects, a question about attempting points for rehabilitation with 'Yes' and 'No' radio buttons, and a text input field for the percentage of new construction. Qualification criteria are listed below the input field. At the bottom, there are navigation links for '<Previous' and 'Next>', and a 'Save' button. A red dashed box highlights the question about attempting points for rehabilitation.

**Community Stability/Rehabilitation of Existing Occupied Housing**

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

Do you want to attempt points for Rehabilitation of Existing Occupied Housing? ☒ Yes ☐ No

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?

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

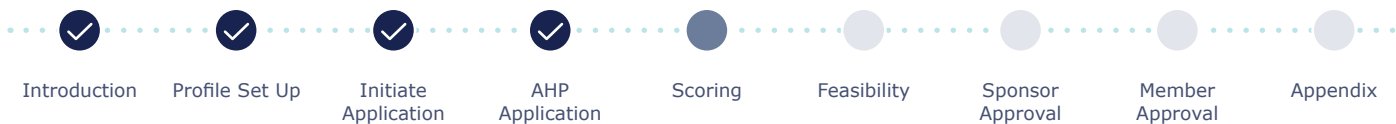
To submit your changes please click Save before exiting this page.

Save Undo

<Previous Next>

To qualify:

1. ≤25% of the total units in the project may be new construction (verify in cell C13 on the Cost Breakout tab of the **Financial Feasibility Workbook**), and
2. Hard rehabilitation costs must be ≥25% of the total development cost (verify in cell D73 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% (evidenced in the **Tenant Income Workbook** uploaded on the **Commitment Letters** screen)







# APPLICATION PROCESS: SCORING

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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)					
Address Line 1	Address Line 2	City	County	State	Zip Code
1872 N Commerce St		MILWAUKEE	MILWAUKEE	WI	53212-3701

(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

<Previous Next>

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.

### Important:

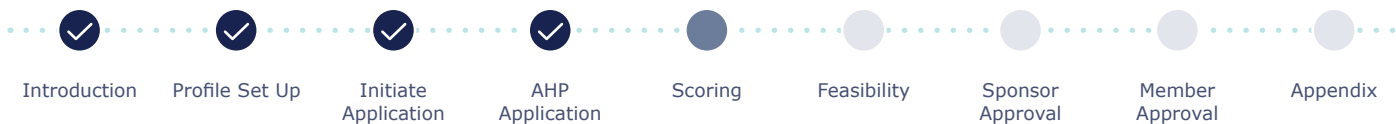
Applications are only eligible to receive points for the categories in which they attempt points. If the AHP applicant fails to click on **Yes**, the project will not receive In-District points regardless of where it is located.

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

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

**No supporting documentation is required.**







# APPLICATION PROCESS: SCORING

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# SCORING

## 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

Census	Income	Population	Housing
Tract Income Level	Moderate		
Underserved or Distressed Tract	No		
2024 FFIEC Estimated MSA/MD/non-MSA/MD Median Family Income	\$109,000		
2024 Estimated Tract Median Family Income	\$83,088		
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.

✓

Introduction

✓

Profile Set Up

✓

Initiate Application

✓

AHP Application

Scoring

Feasibility

Sponsor Approval

Member Approval

Appendix

AHP Online: Guide for Sponsor Applicants 2025 – Rental Projects

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# APPLICATION PROCESS: SCORING

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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 sections:

- 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", and a "To submit your changes please click Save before exiting this page." message with "Save" and "Undo" buttons.

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**, found at [AHP Policy and Forms](#) under Application Exhibits.





# APPLICATION PROCESS: SCORING

## IN THIS SECTION:

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



## SCORING

# Permanent Supportive Housing

5  
pts

May be received for projects providing 20% of total units for permanent supportive housing.

**Bank District Priorities/Permanent Supportive Housing**

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

Permanent supportive housing is defined as rental units that have all of the following characteristics:

- Targeted to individuals and/or families with a history of homelessness (as defined in this Plan); and
- At least one person in the household has a disabling condition (including if a child has a disabling condition); and
- Housing units are designed to allow the tenant(s) to live independently (i.e., full private kitchen and bath facilities); and
- Rents are affordable to households at ≤ 30% of area median income; and
- Supportive services are designed to increase rates of housing stability and retention; and
- Tenants have leases and participation in supportive services is not a condition of tenancy.

Do at least 20% of the total units in the project meet all of the above criteria? ☒ Yes ☐ No

Indicate the total number of units committed to Permanent Supportive Housing\*

Upload a description of what supportive services will be offered and how they are designed to increase rates of housing stability and retention.\*

Uploaded File Info  
Supportive Services Plan.pdf

Note that evidentiary documentation that the project meets the Federal Home Loan Bank of Chicago's definition of permanent supportive housing will be required at disbursement and project completion, should the project receive an award.

\* Required to save the page  
Required before Sponsor Approval

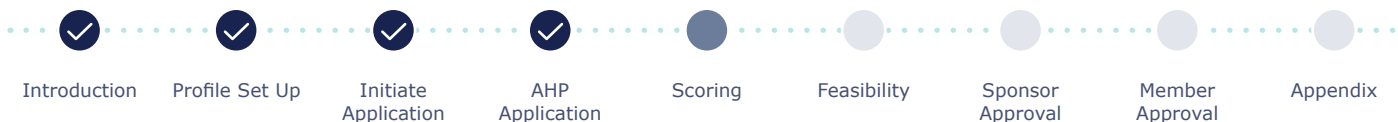
(To submit your changes please click Save before exiting this page)

To receive points, **20% of the total units** in the project must meet **all** of the following criteria:

- Rents are affordable to households at ≤ 30% of area median income, and
- Targeted to individuals and/or families with a history of homelessness as defined in the Implementation Plan, and
- At least one person in the household has a disabling condition (including if a child has a disabling condition), and
- Housing units are designed to allow the tenant(s) to live independently (i.e., full private kitchen and bath facilities), and
- Supportive services are designed to increase rates of housing stability and retention \*, and
- Tenants have leases and participation in supportive services is not a condition of tenancy.

\* The project must have a service provision element, which applicants must describe at application. Please use the Targeted Populations Experience & Services Template to provide a narrative description, found at [AHP Policy and Forms](#) under Application Exhibits. You can also reference the Exhibits section of this guide for an example of the exhibit.

☒ **SCORING REMINDER:**  
☒ To receive the Permanent Supportive Housing points, a project must also set aside 20% of total units for Special Needs Households, and  
☒ 20% of total units for households at ≤30% AMI as reflected on the Targeting Screen.





# APPLICATION PROCESS: SCORING

## IN THIS SECTION:

- Donated, Discounted, or Government-Conveyed Property
  - Discount Information
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- Community Stability
- In-District Projects
- Projects Serving Low-Income Areas
- Emerging Project Sponsors
- Permanent Supportive Housing
- **Operational Efficiency**
- Projects of 24 or Fewer Units

## SCORING

# Operational Efficiency

3  
pts

May be received for projects that meet eligible building standards

Bank District Priorities/Operational Efficiency ?

Do you wish to be considered for Operational Efficiency points?\* ☒ Yes ☐ No

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

Please select from one of the following acceptable certification that you have or will for this project: \*

Is the certification document available now? ☐ Yes ☐ No

\* Required to save the page

\* Required before Sponsor Approval

To submit your changes please click Save before exiting this page

Save Undo

Rental new construction and/or rehabilitation projects may receive 3 points if the project includes design element(s), system(s), or equipment that reduce property operating expenses for water, sewer, trash, waste, electricity, heat, or other utilities. To qualify, the rental project must demonstrate that it will meet one or more of the following building standards:

- Energy Star Building Standards
- Enterprise Green Communities
- Home Energy Rating System (HERS) score of 60 or below
- Leadership in Energy and Environmental Design (LEED)
- National Green Building Standard
- Net Zero Level: United States EPA, DOE – ZERH + Solar
- Passive House Institute U.S. (PHIUS)
- Wisconsin Green Built Home Standard

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

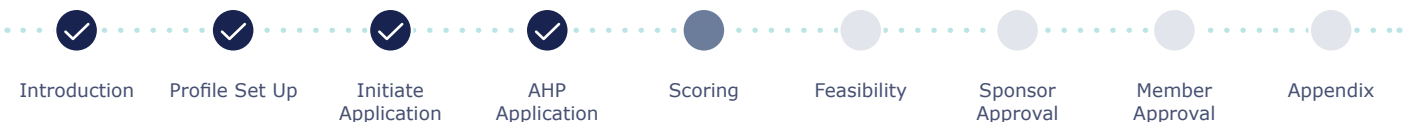
Click on **Yes** for "Will the project have an approved certification for this category?" and select the applicable certification in the dropdown.

**No supporting documentation is required at application, but please ensure you choose accurately because this commitment will be for the project post-award.**

### Selecting Other:

Provide description.

Alternative certifications may be allowed upon approval by the Bank, but must be pre-approved via email at [ahp@fhlbc.com](mailto:ahp@fhlbc.com).







# APPLICATION PROCESS: SCORING

## IN THIS SECTION:

- Donated, Discounted, or Government-Conveyed Property
  - Discount Information
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- Permanent Supportive Housing
- Operational Efficiency
- **Projects of 24 or Fewer Units**



SCORING

# Projects of 24 or Fewer Units

5  
pts

May be received 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

Required before Sponsor Approval

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

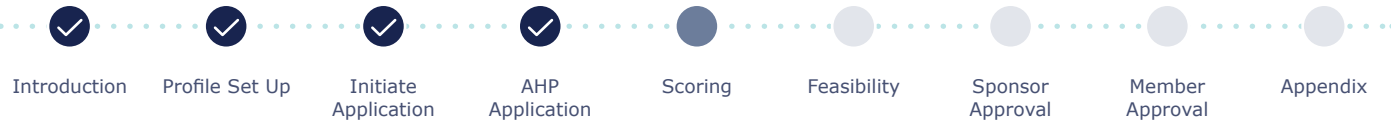
Save

Undo

Previous

Next

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





# APPLICATION PROCESS: FEASIBILITY

## IN THIS SECTION:

- ▣ **Tips for Completing the Financial Feasibility Workbook**
- ▣ Import Spreadsheet Screen
- ▣ Feasibility Analysis Screen
- ▣ Commitment Letters Screen
- ▣ Tenant Income Workbook (TIW) for Existing Occupied Projects (if applicable)
- ▣ Rehabilitation Information Screen (if applicable)
- ▣ Displacement Screen
- ▣ Sponsor Role Screen
- ▣ Primary Developer Screen
- ▣ Development Team Screen
- ▣ Disclosure Screen
- ▣ Market Study Screen
- ▣ Project Timeline Screen, Site Control, Zoning
- ▣ Overview of Application Home Screen

# Introduction

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

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.

Once completed, the Financial Feasibility Workbook will need to be uploaded on this screen in order to move forward in the application.

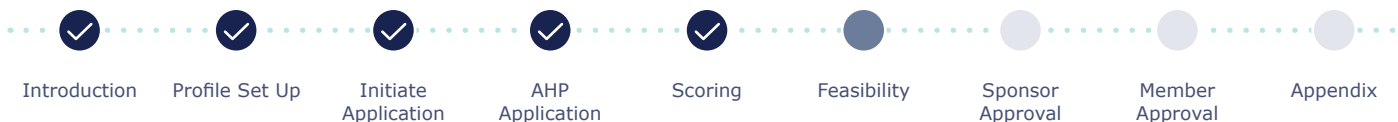
For specific changes to the feasibility guidelines, please consult the 2025 Implementation Plan. It is recommended that applicants **complete their Financial Feasibility Workbook prior to uploading commitment letters**. Removing or replacing a Financial Feasibility Workbook in AHP Online will cause uploaded 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

- We recommend utilizing the AHP Exhibit Checklist.
- 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.



# Tips for Completing the Financial Feasibility Workbook

## 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.

### Project Worksheet

**Absorption Period** - The Absorption Period field under the Project Worksheet tab of the Financial Feasibility Spreadsheet must be completed and match appraisal/provided documentation.

### Operating Assumptions

**Occupied Properties Vacancy Rate** - If the vacancy rate being used is lower than historical operations, provide an explanation on this tab of the workbook.

### Operating Pro Forma - Housing

**Tax Deferment or Abatement** - If the project is receiving tax deferment or abatement, the operating pro forma should reflect only the years for which the deferment or abatement is in effect.

### Operating Pro Forma - Supplementary

**Supportive Services** - If tenants are receiving supportive services, and income and expenses for these services flow through the project, complete the supportive services pro forma.

## Cost Breakout

**Acquisition-only** - Be sure to note that under the Cost Breakout tab of the Financial Feasibility Spreadsheet, lines 8 and 9 are for projects that only involve acquisition. Do not complete the acquisition-only lines 8 and 9 if the project involves acquisition plus new construction or acquisition plus rehabilitation.

## Summary of Uses

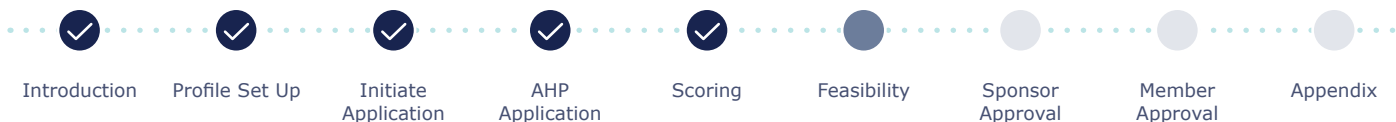
**Total Development Costs:** The Total Project Costs under the Summary of Uses tab must equal the Total Funding Sources under the Sources tab.

## 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.

**Tax Increment Financing** - Include related municipal TIF agreements or approvals with applicable funding commitments.







# APPLICATION PROCESS: FEASIBILITY

## IN THIS SECTION:

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# Import Spreadsheet

**1. Upload the Financial Feasibility Workbook (FFW) and click Save.**

**2. Answer Yes or No: "Is the project's construction at least 50% complete?"**

## Eligibility for Projects with Ongoing Construction:

A single-building project is not eligible for AHP subsidy if it has received a Certificate of Occupancy and/or Certificate of Substantial Rehabilitation as of June 20, 2025. If it has not received a Certificate of Occupancy and/or Certificate of Substantial Rehabilitation, **the project is eligible as long as construction work is no more than 85% complete.**

In the case of multiple buildings, projects in which **>85% of the units** have received a Certificate of Occupancy and/or Certificate of Substantial Completion as of June 20, 2025, are **ineligible** for AHP subsidy.

For projects in which construction and/or rehabilitation is **between 50% and 85% complete** at the time of application, cost validation documentation must be provided. Required documentation includes an **Application for Payment (G702) or Contractor Sworn Statement to Owner, and the Owner's Sworn Statement.** These documents will be used to calculate the percentage of construction and/or rehabilitation that is complete and to verify project costs submitted as part of the Financial Feasibility Workbook.

**3. Attach a Floor plan or Site Plan**

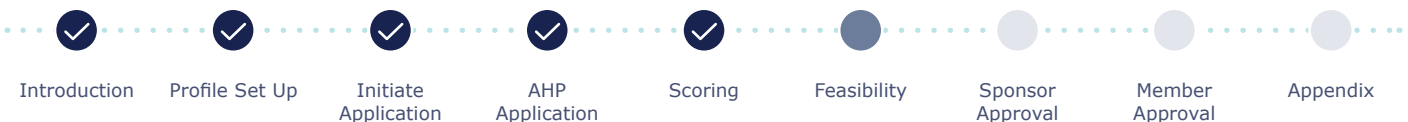
If available, one or more site and floor plan(s) should be attached.

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



### SCORING REMINDER:

A site plan is required for Donated/Discounted sites and floor plan (s) are preferred for projects attempting Large Family Units scoring points.





# APPLICATION PROCESS: FEASIBILITY

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# Feasibility Analysis

**Financial Feasibility**

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

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

Action	Feasibility Value	Details	Standard	Actual	Explained
Explain	Cumulative Cashflow per unit	More Info	\$ 0.00 – \$ 500.00	\$ 851.57	No
Explain	Overall Cumulative Cashflow per unit	More Info	\$ 0.00 – \$ 500.00	\$ 851.57	No
▶	LIHTC Net Equity	More Info	≥ \$ 0.84	\$ 0.83	No

**Feasibility Issue**

Feasibility Value: LIHTC Net Equity  
 Details: Projects must secure LIHTC net equity greater than or equal to the rate set forth in the current year implementation Plan.  
 Standard: ≥ \$ 0.84  
 Actual: \$ 0.83

Explain +

**Update Feasibility Issue** Cancel

**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.

You have 4000 characters remaining for your description.

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

## To Explain or Justify Feasibility Issues

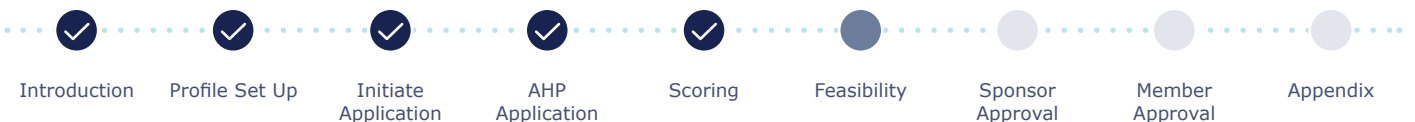
An explanation is required for each item that is outside the feasibility guidelines. For each feasibility value, please click on the Explain link under the Action column. After a justification is entered, click on Update Feasibility Issue. The Explained column must show **Yes** to move on in the application.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

The screen must be saved even if there are no feasibility issues identified for the project.



## Helpful Hints

- 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.
- 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.







# APPLICATION PROCESS: FEASIBILITY

## IN THIS SECTION:

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# Commitment Letters

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



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

## Rental Projects:

**Utilizing the 9% LIHTC** | Applicants must submit:

1. An award letter or reservation for 9% LIHTCs **and**
2. A letter of interest or intent for the LIHTC equity
  - If these two items are not available as of the June 20, 2025 AHP application deadline, then they must be submitted to the FHLBank Chicago within one calendar week of notification by the tax credit allocating agency of the LIHTC award, but not after August 1, 2025.

**Utilizing the 4% LIHTC** | Applicants must submit:

1. A bond-issuing agency's confirmation of intent to issue bonds; **and**
2. an executed letter of interest or intent for the LIHTC equity; **and**
3. an executed letter of interest or intent to purchase the bonds or facilitate the sale of the bonds, or confirmation from the bond-issuing agency that the bonds will be sold through a public offering.

**Financed with the Federal Historic Tax Credit** | Applicants must submit:

1. evidence of approval of Part 1 of the historic designation application or that the building is already on the National Register of Historic Places; and

2. an executed letter of interest or intent for the net amount of the HTC equity.

**Not Utilizing the LIHTC:** Projects must submit evidence of committed long-term, **permanent financing sources comprising ≥50% (exclusive of any requested AHP funds) of total development costs.** For projects in which the **requested AHP subsidy is ≥50% of the total development costs, 100% of the remaining funding must be committed and evidenced.**

**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) **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 above, please contact [ahp@fhlbc.com](mailto:ahp@fhlbc.com).



## 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.**

# Commitment Letters

Commitment Letters					
Action	Source of Funds	Description	Amount	Approved	Letter Provided
Attach	LHTC Equity	Federal Low-Income Housing Tax Credit Equity	\$ 5,304,434.00	Yes	Yes
Attach	Housing Authority ARPA Loan	TIF/Local Government Subsidy	\$ 3,500,000.00	Yes	Yes
Attach	1st Mortgage	Owner's Equity	\$ 2,800,000.00	Yes	Yes
Attach	Deferred Developer Fee	Deferred Developer Fee	\$ 150,645.00	Yes	Yes

Will the project include construction financing? ☒ Yes ☐ No

Attach evidence of construction financing.\*

Uploaded File Info

Sample Doc.pdf Remove

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

Attach a completed tenant income worksheet available on the Bank's website.\*

Uploaded File Info

2023\_TIW\_IL\_M.xlsx Remove

Financing of Operating Costs

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

Type of operating subsidy.\*

INSERT TEXT DESCRIPTION

*You have 2977 characters remaining for your description.*



## NOTE:

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 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.

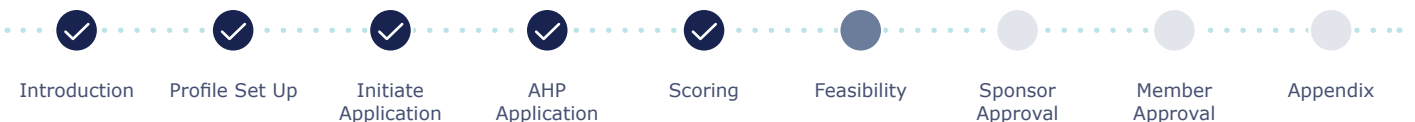
**Important:** Evidence of a firm commitment must indicate the source and amount of the funding, must specify the dates of the commitment and of the expiration, and must be documented by a letter, grant, or loan agreement, or other executed documents provided by the funding source.

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



## Helpful Hint

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.





# APPLICATION PROCESS: FEASIBILITY

## IN THIS SECTION:

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## FEASIBILITY

# Tenant Income Workbook (TIW) for Existing Occupied Projects

**Financial Feasibility**

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

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

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

Action	Source of Funds	Description	Amount	Approved	Letter Provided
Attach	LIHTC Equity	Federal Low-Income Housing Tax Credit Equity	\$ 5,304,434.00	Yes	Yes
Attach	Housing Authority ARPA Loan	TIF/Local Government Subsidy	\$ 3,500,000.00	Yes	Yes
Attach	1st Mortgage	Owner's Equity	\$ 2,800,000.00	Yes	Yes
Attach	Deferred Developer Fee	Deferred Developer Fee	\$ 150,645.00	Yes	Yes

Will the project include construction financing? ☒ Yes ☐ No

Attach evidence of construction financing.\*

Uploaded File Info  
Sample Doc.pdf

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

Attach a completed tenant income worksheet available on the Bank's website.\*

Uploaded File Info  
2023\_TIW\_IL\_WI.xlsx

If the project is occupied with no displacement, a **Tenant Income Workbook (TIW)** must be uploaded on this screen.

The income mix on the TIW and FFW must match the targeting entered on the Targeting scoring screen. If the project requires displacement, the property must comply with AHP income targeting commitments once the construction is complete. You can find copies of the workbook at [AHP Policy and Forms](#).



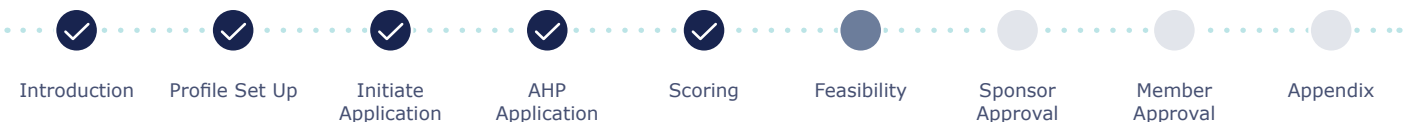
### Helpful Hint

Select Application as the Project Status in the first drop-down menu on the worksheet to display pertinent information.



### SCORING REMINDER:

If a project is occupied with no displacement, and the applicant applies for Special Needs or Permanent Supportive Housing points, the TIW must match the commitments made in the application.





# APPLICATION PROCESS: FEASIBILITY

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# Rehabilitation Information

## Rental Rehabilitation

If your project involves rehabilitation, this screen is required for your application. Please complete all required and applicable fields.

**Unidentified Sites:** If a rental rehabilitation project includes unidentified sites, please provide a thoughtful description of how the rehabilitation scope and costs were determined.

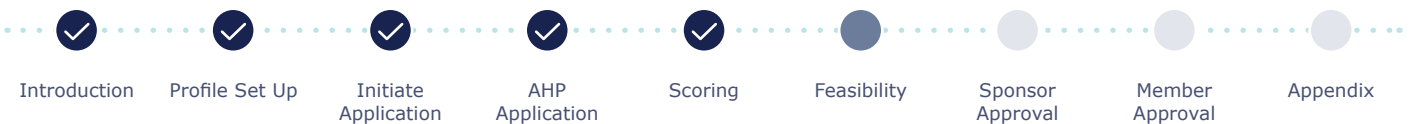
**Existing Loans:** To add information on an existing loan, select Add Loan, fill in the required fields and then click on Update Loan.

The AHP Participant may add as many loans as necessary. Be sure to click on Save after adding loans.



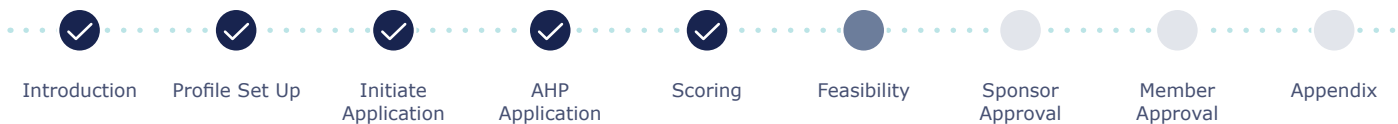
### Helpful Hint

If a specific piece of documentation is not required for your project, please upload a Word document in the relevant upload location stating "Not Applicable."



# Documentation Requirements for Rehabilitation Screen

Project Type	Documentation Needed
Acquisition-Rehabilitation projects, except gut rehabilitation or adaptive reuse	<ul style="list-style-type: none"> <li>• Capital or Physical Needs Assessment (CNA/PNA) completed by third party</li> <li>• Audited financial statements from the last two years (if there is a change in the ownership and the prior owner continues to have an ownership interest in the project)</li> </ul>
Rehabilitation-Only projects (no acquisition or ownership transfer) with identified sites	<ul style="list-style-type: none"> <li>• Capital or Physical Needs Assessment completed by third party</li> <li>• Most current title or ALTA policy</li> <li>• Audited financial statements from the last two years</li> </ul>
Gut Rehabilitation and Adaptive Reuse Projects	<ul style="list-style-type: none"> <li>• CNA/PNA is not required</li> </ul>
Rental Rehabilitation projects with unidentified sites	<ul style="list-style-type: none"> <li>• Costs from prior rehab projects to substantiate cost estimates</li> </ul>







# APPLICATION PROCESS: FEASIBILITY

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# Displacement

The screenshot shows the 'Displacement' section of a web form. It includes the following fields and controls:

- Will the project involve any permanent displacement and relocation of current residents?\*** with radio buttons for 'Yes' (selected) and 'No'.
- Indicate Number of households displaced/relocated:\*** with a text input field.
- Attach the Relocation Plan:\*** with a 'Choose File' button and 'No file chosen' text.
- Will the project involve any temporary relocation during construction/rehabilitation?\*** with radio buttons for 'Yes' (selected) and 'No'.
- Describe the temporary relocation plan and the cost associated with the relocation\*** with a large text area.
- A character count: *You have 4000 characters remaining for your description.*
- Footer text: *\* Required to save the page* and *\* Required before Sponsor Approval*.
- Buttons: 'Save' and 'Undo'.
- Navigation: '<Previous' and '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.**

The **relocation plan** provided can either be **a)** the plan required for the project by a federal, state, or local government, or **b)** a plan that at a minimum addresses these points:

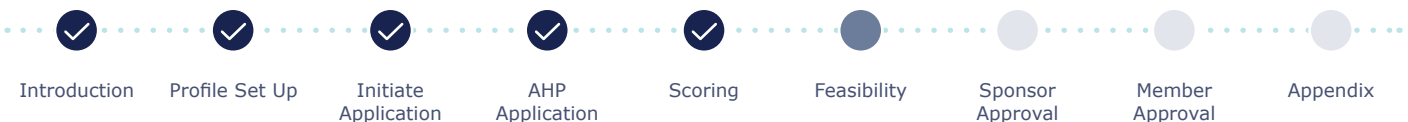
- Provide relocation advisory services to displaced residents;
- Provide adequate written notice to the households that provides reasonable time for the household to relocate prior to requiring possession;

- Reimburse displaced households for moving expenses;
- Provide payments for the added cost of comparable replacement housing and;
- Include the costs associated with relocation in the project's Total Development Budget.



## Helpful Hint

Costs associated with displacement and relocation must be identified in the Financial Feasibility Spreadsheet under the Summary of Uses tab.





# APPLICATION PROCESS: FEASIBILITY

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# Sponsor Role

**Sponsor Role**

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

Specify [redacted]'s role in the AHP project (check all that apply).\*

☒ Owner ☐ Property Manager  
☐ Quality Borrowers and Arrange Financing for Homeowners ☐ Empowerment or Supportive Services Provider  
☒ Developer ☐ Construction or Rehab Manager

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

Attach the completed Sponsor Experience Template. ⬆

Uploaded File Info  
2023\_Experience\_Sponsor\_Rental.xlsx Remove

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

Uploaded File Info  
2023 Certification of Good Standing.pdf Remove

**NOTE:**  
Failure to complete previously awarded AHP projects in a timely manner and or history of noncompliance, 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 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's development and property management team will be evaluated to determine if adequate development and compliance experience exists to successfully complete the project.

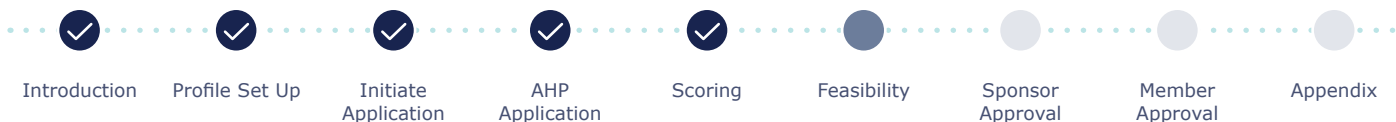


## Helpful Hint

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."

## Required Documentation:

- **Sponsor Experience Template** The form can be found at [AHP Policy and Forms](#) under Application Exhibits. Please review the form for instructions and additional details.
- **Certificate of Good Standing or Status** (or equivalent) from the state in which the applicant is incorporated.
- **Certificate of Authority** (or equivalent) from that state must also be submitted if the proposed project is located in a state other than the state of incorporation.
- The certificate(s) must be dated no earlier than **90 days prior** to the AHP application deadline.







# APPLICATION PROCESS: FEASIBILITY

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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 Developer

Contact Name

Company Type

Select

Telephone Number

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

2023\_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

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

**NOTE:**

Failure to complete previously awarded AHP projects in a timely manner and or history of noncompliance, may impact receipt of future AHP awards.

Introduction

Profile Set Up

Initiate Application

AHP Application

Scoring

Feasibility

Sponsor Approval

Member Approval

Appendix

AHP Online: Guide for Sponsor Applicants 2025 – Rental Projects

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# APPLICATION PROCESS: FEASIBILITY

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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 checked="" type="radio"/> Yes <input type="radio"/> No
Consultant	<input checked="" type="radio"/> Yes <input 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 type="radio"/> Yes <input checked="" type="radio"/> No
Architect	<input checked="" type="radio"/> Yes <input type="radio"/> No
Engineer	<input checked="" type="radio"/> Yes <input type="radio"/> No
Attorney	<input checked="" type="radio"/> Yes <input type="radio"/> No
Other	<input type="radio"/> Yes <input checked="" type="radio"/> No
Developer	<input checked="" type="radio"/> Yes <input type="radio"/> No
Property Management Company	<input checked="" type="radio"/> Yes <input type="radio"/> No
Project Sponsor	<input checked="" type="radio"/> Yes <input type="radio"/> No

Describe the selection process for members of the development team.

INSERT TEXT DESCRIPTION

You have 3977 characters remaining for your description.



## NOTES:

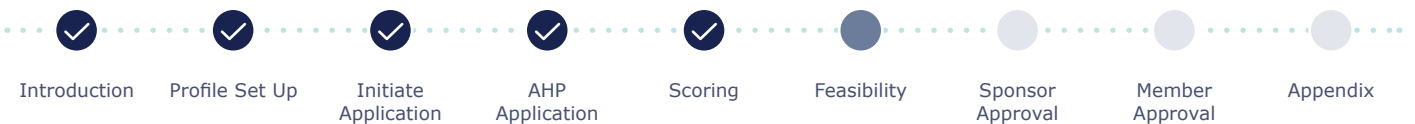
- At least one development team member must be selected to move forward with the AHP Online application.
- Each role must be checked Yes or No before the screen can be saved.

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 property manager, indicate Yes next to Management Company. Similarly, if the sponsor is the Co-Developer of the project, it must be indicated on this screen.



## 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.

Action	Role	Company Name	Person Name	Telephone Number
Edit	Co-Developer			
Edit	Consultant			
Edit	General Contractor			
Edit	Architect			
Edit	Engineer			
Edit	Attorney			
Edit	Developer			
Edit	Property Management Company			
Edit	Project Sponsor			

Team Member

Update Team Member

Cancel

Role

General Contractor

Company Name

Telephone Number

Person Name

Contract Executed?

Yes

No

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

## Team Members

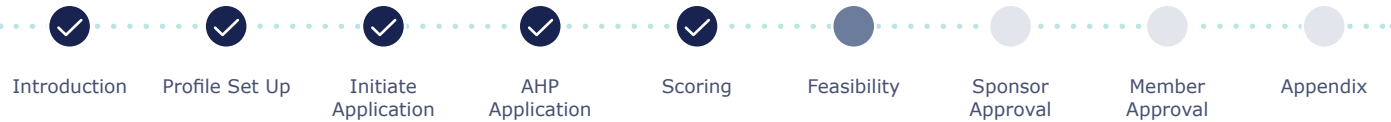
Click on the **Edit** link to complete the required team member information.

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**.

## If the Sponsor is the Property Manager

If the sponsor is also the project’s property manager or has interest in the property management company, indicate the sponsor’s ownership interest in the property management company. The sponsor’s ownership interest must be included in the comment box.





# APPLICATION PROCESS: FEASIBILITY

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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 <sup>\*</sup>

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 <sup>\*</sup>

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 <sup>\*</sup>

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 <sup>\*</sup>

You have 4000 characters remaining for your description.

**NOTE:**  
Do not leave the comment box blank.

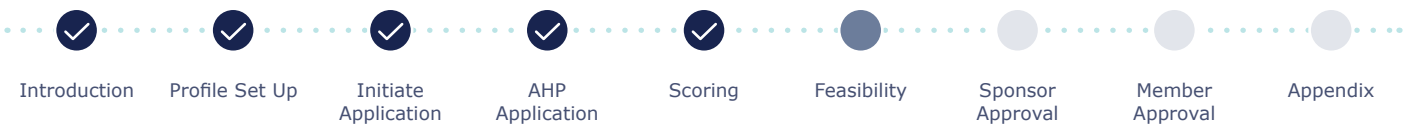
<sup>\*</sup> Required to save the page

<sup>\*</sup> 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. If a conflict is disclosed, please provide an explanation.





# APPLICATION PROCESS: FEASIBILITY

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# Market Study

## All Rental Projects

The AHP Participant must address how the project will achieve or maintain full occupancy despite any existing or planned affordable housing activity in the area that may compete with the project for tenants.



### Helpful Hint

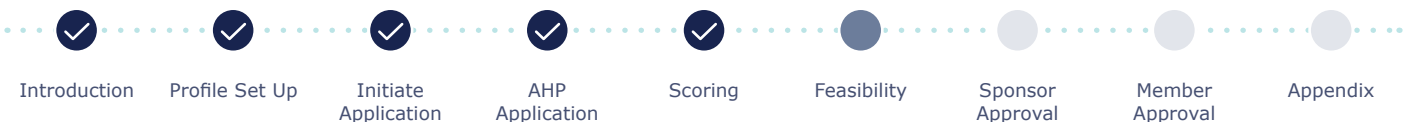
The number of units, unit mix, and income targeting detailed in the market study should match what is proposed in the Financial Feasibility Workbook and the Targeting screen in AHP Online. If they do not, please explain the discrepancy.

## 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.

## Existing-Occupied Rental Projects

In addition to the market study (if required), historical occupancy data must be provided for occupied existing rental projects.



# 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.

**NOTE:**  
If occupied, enter historical vacancy rates for past 3 years, and complete according to instructions.

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.

Choose File No file chosen

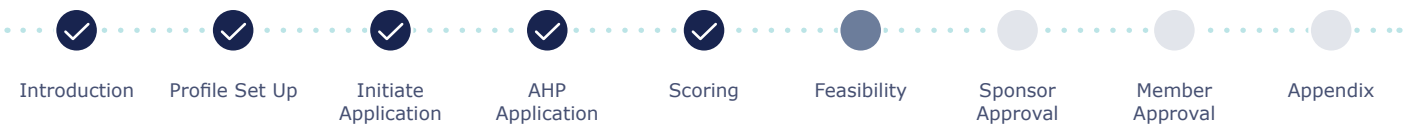
## Has an independent, third-party market study been completed for the project?

### If the answer is No:

If the rental project does not require a market study for submission, the AHP Participant must describe the local market conditions to support need and demand for the proposed housing.

In addition, the AHP Participant may attach information to evidence the need for housing in the development's target area.

Be sure to save evidence of demand as a PDF or ZIP file and attach it to the Market Study screen as one document.



# Market Study

**Market Study**

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

Name of the organization completing the market study

Date Completed

Indicate the absorption rate (in months)

Indicate the capture rate (%)

Provide an independent third-party market study completed within the last 18 months. The entire market study is not required, but at a minimum, should include the executive summary, the preparer's name and credentials, date of market study, conclusion and recommendations (including income targeting, rent levels, recommended vacancy rate and affordability), potential market demand (penetration and absorption) and impact on other housing. In the absence of an executive summary, provide specific page references to the aforementioned information.

Please attach the independent, third-party market study  No file chosen

For occupied, existing rental and lease-purchase properties, provide historical occupancy of the property (if available). Address any existing or planned affordable housing activity that might compete with the project for tenants and how such developments affect the feasibility of the project.

*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.

<Previous Next>

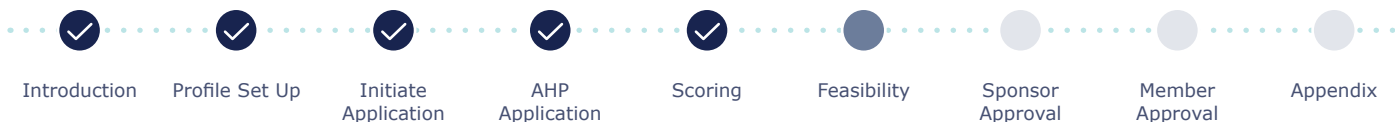
Rental projects are required to submit a market study dated within the 18 months prior to the AHP application deadline.

Alternatively, projects with a LIHTC award may submit a market study completed with 18 months of the reservation, provided dated evidence of the reservation is included with the application. If the date of the study is more than 18 months prior to the AHP application deadline, the applicant must also provide a reliance letter from the firm that completed the original study, indicating that the need and demand still exist for the project as proposed; the letter must be dated within 18 months of the AHP application deadline.

Exceptions to the market study requirement may include:

- Occupied projects with a vacancy rate of  $\leq 10\%$  (at time of application) involving acquisition and/or rehabilitation;
- Projects with 12 or fewer units;
- HUD 202 projects;
- HUD 811 projects;
- Emergency shelters; and
- Transitional housing

**Important:** If there is a significant variance between the market study rents and the Project Worksheet in the Financial Feasibility Workbook, please include confirmation from the market analyst to justify the current rents in the market.





# APPLICATION PROCESS: FEASIBILITY

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# Project Timeline

**Project Timeline**

AHP Initial Draw Date

100% of Financing Committed Date

Project Closing Date

Construction / Rehabilitation Start Date

Complete Construction / Rehabilitation of all Units Date

Date of anticipated certificate of occupancy / certificate of substantial rehabilitation

Stabilized Occupancy Date

**Project Timeline**

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

Attach the completed Project Timeline  No file chosen

Does the project have site control? ☐ Yes ☒ No

Select the date when site control is expected

Explain why the project does not currently have site control and describe the process to gain site control

You have 4000 characters remaining for your description.

Does the project comply with current zoning? ☐ Yes ☒ No

Attach evidence if the zoning process has been initiated,  No file chosen

Date zoning approval is expected

Describe the process to secure zoning approval and any obstacles to the approval process

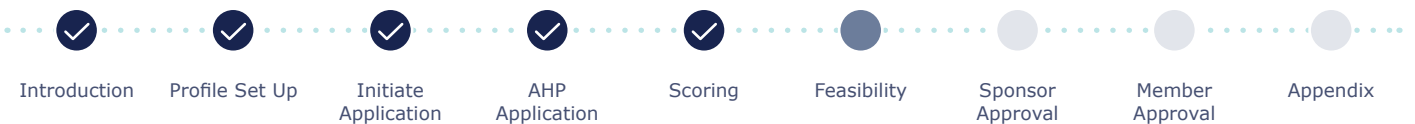
You have 4000 characters remaining for your description.

Complete the Project Timeline form and attach it to the Project Timeline screen. Please reference the Exhibits section of this guide for more information and at [AHP Policy and Forms](#).



## Helpful Hint

The initial draw date must be by 10/31/2026.



# Project Timeline: Site Control

**Project Timeline** ⓘ

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

AHP Initial Draw Date

100% of Financing Committed Date

Project Closing Date

Construction / Rehabilitation Start Date

Complete Construction / Rehabilitation of all Units Date

Date of anticipated certificate of occupancy / certificate of substantial rehabilitation

Stabilized Occupancy Date

**Project Timeline**

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

Attach the completed Project Timeline

Uploaded File Info  
2019\_Project\_Timeline.xlsx Remove

Does the project have site control? ☐ Yes ☒ No

Select the date when site control is expected

Explain why the project does not currently have site control and describe the process to gain site control



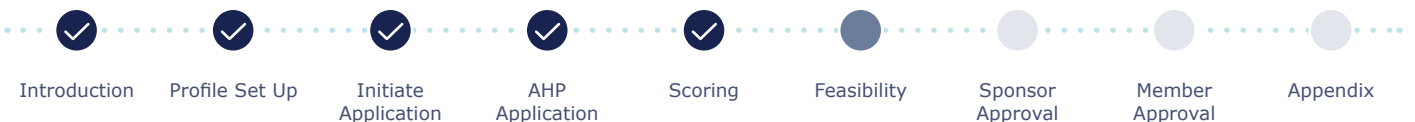
## Helpful Hint

The site control buyer/lessee name needs to exactly match the name on the Project Ownership Chart (AHP Form). If the name is different between the documents, then please provide an assignment of site control. An assignment of site control is also needed if there is a project specific Limited Partnership that differs from the sponsor organization. Failure to do so may put the project at risk of ineligibility. An assignment of site control is needed if:

- purchaser named in the site control documentation is not identified on the Project Ownership Chart
- site control is expected to be assigned to an entity that is, an executed assignment agreement must be provided.

## Site Control

**Site control documentation is required** for all identified sites in all projects. Submit current verifiable evidence that is consistent with the project timeline (e.g., an executed deed, purchase option, sales agreement, ordinance, etc.), evidencing control of the proposed project site(s) through the AHP application deadline. Site control must exactly match the name of an individual or entity that is identified in the Project Ownership Chart for the proposed project.



# Project Timeline: Zoning

## Zoning in Place

**For projects with identified sites that have proper zoning in place** at the time of AHP application submission, provide one of the following (that explicitly states permissive zoning is in place):

- A letter from the unit of local government with zoning authority over the proposed site,
- A letter from a zoning attorney familiar with the project,
- An approved special use permit, or
- A building permit.

The documentation must reference the project name, address, and number of units.

## Zoning Evidence Not Required

For rehabilitation-only projects that do not increase the number of units, zoning approval is not required.

**If the project financing has closed at the time of the AHP application deadline,** evidence of proper zoning is not required.

## Zoning To Be Changed

**For projects with unidentified sites or those that have submitted an application to the zoning authority to have the site appropriately zoned for the proposed use, select "No"** to indicate that permissive zoning is not in place and then upload a letter from the unit of local government with zoning authority over the proposed site that includes the following:

- Identification of the specific site,
- The current and requested zoning classification (if the classification is changing),
- Where the project is in the approval process,
- Any contingencies or conditions, and
- The review process and expected processing time.
- For any approvals that require submission of an application, the letter must also state that the application has been submitted.



### Congratulations!

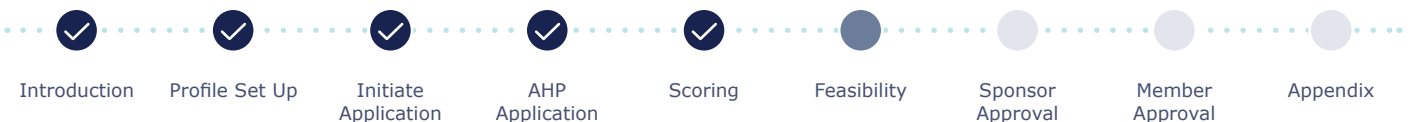
## Application Complete

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.



### Helpful Hints

- Zoning approval is required for acquisition-rehabilitation projects, or projects in which there is a change of ownership.
- **Utilize the Permissive Zoning Letter Template or Rezoning Request Letter Template to send to the zoning authority to ensure all the required information is provided. The Exhibit is located on FHLBank Chicago's website [AHP Policy and Forms](#).**
- A zoning map is not acceptable documentation to evidence proper zoning for a project.





# APPLICATION PROCESS: FEASIBILITY

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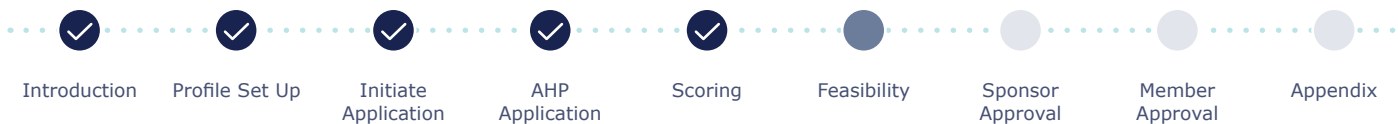
# Application Home Screen

Description	Status
<b>General Information</b>	
Application Details : Application Information	✓
Application Details : Site Information	✓
Application Details : Site Parcel	✓
Application Details : Fair Housing	✓
Application Details : Subsidy Amount and Uses of Funds	✓
Sponsor and Member Information / Member Contact	✓
<b>Scoring</b>	
Donated Property : Donations/Discount Information	✓
Donated Property : Donated/Discounted Evidence	✓
Sponsorship By Nonprofit : Ownership Structure	✓
Sponsorship By Nonprofit : Organization Information	✓
<b>Targeting</b>	
Underserved Communities and Populations : Housing for homeless	✓
Underserved Communities and Populations : Special Needs	✓
Underserved Communities and Populations : Rural	✓
Underserved Communities and Populations : Large Family Units	✓
Creating Economic Opportunity : Mixed Income Areas	✓
Community Stability : Rehabilitation of Existing 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 : Permanent Supportive Housing	✓
Bank District Priorities : Operational Efficiency	✓
Bank District Priorities : Projects of 24 or Fewer Units	✓
<b>Feasibility</b>	
Financial Feasibility : Impact Spreadsheet	✓
Financial Feasibility : Feasibility Analysis	✓
Financial Feasibility : Commitment Letters	✓
Financial Feasibility : Rental Rehabilitation	✓
Displacement	✓
Sponsor Role	✓
Primary Developer	✓
Development Team : Role Selection	✓
Development Team : Team Members	✓
Checkouts	✓
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

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	✓

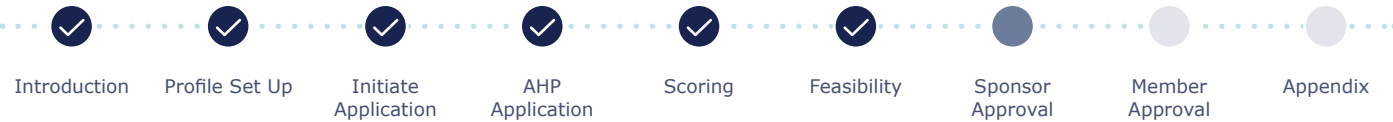
If the application is complete, a Lead Sponsor Contact must choose **Sponsor Approval** under the **Application** tab.

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 Certification

### 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 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 project sponsor approves the application of the FHLBC member that is also approving this application. The project sponsor certifies that the project is an owner-occupied project, excluding enforceable security instrument that (1) incorporates the requirements of the applicable law, and (4) is properly recorded.

The Sponsor will be bound by the commitments made in the application and the application, or in a modification request approved by the FHLBC in its sole discretion. 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 fails 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



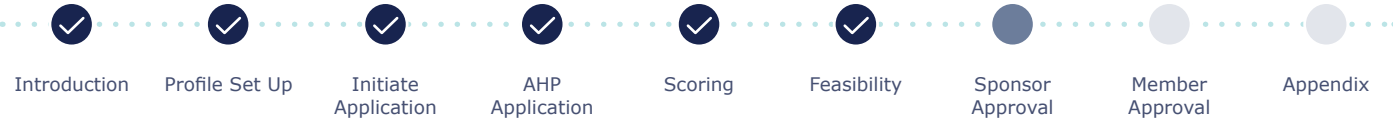
**NOTE:**  
Once the application is Member Approved (shown in the next section), the AHP Participant and the Member Contact are unable to edit the application.

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.**







# 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.

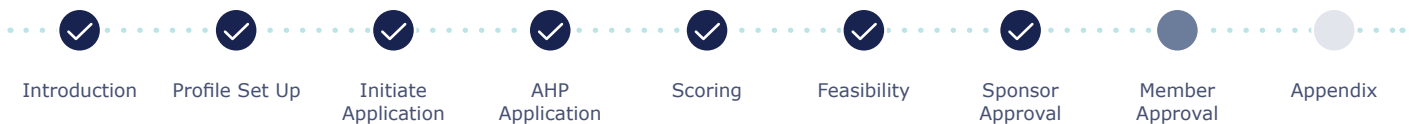
A Member Contact logs in to AHP Online via [eBanking](#).

**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.

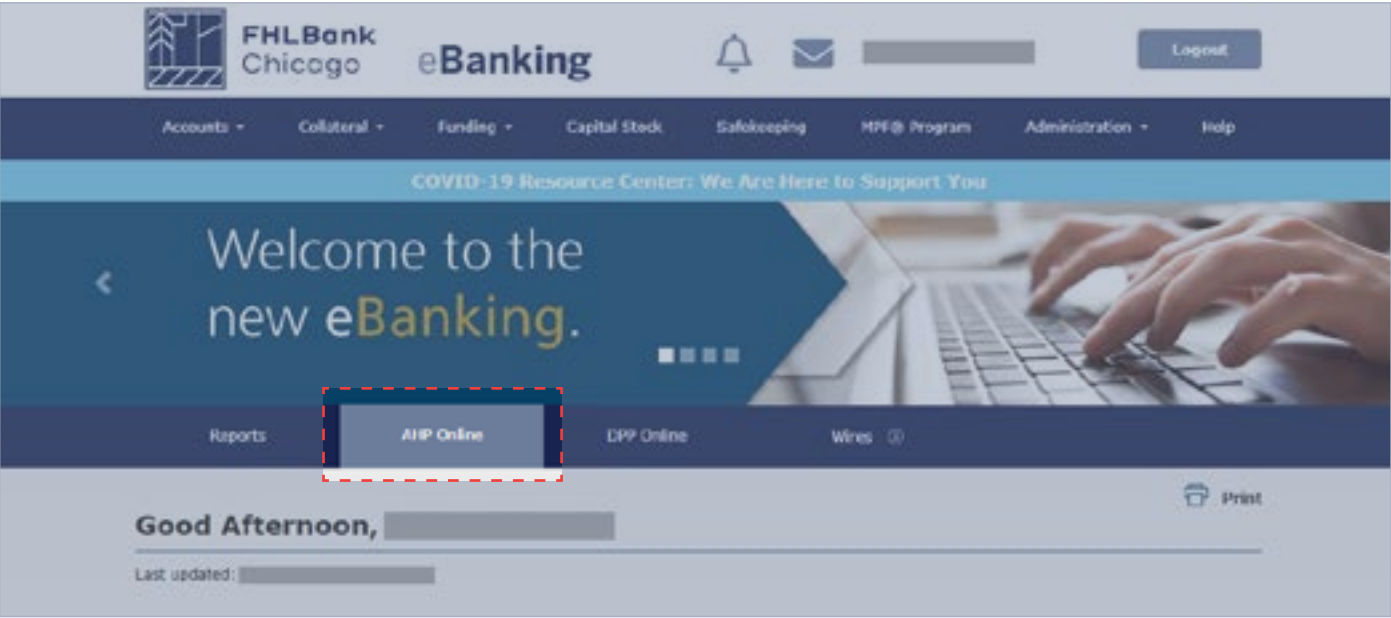
## Important:

FHLBank Chicago migrated to a new security authentication platform. Before logging on to AHP On-line, follow these [Step-by- Step Instructions](#) to download and install the Microsoft Authenticator application to your mobile device and computer.

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

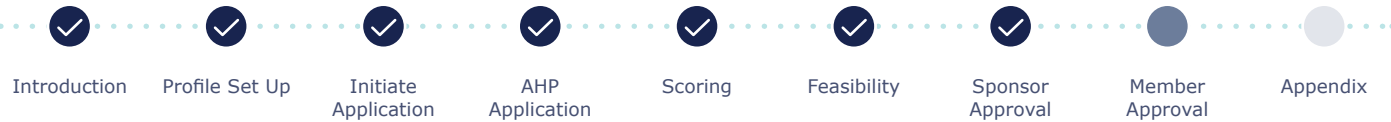


# Member Approval: Completed by the Lead Member




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

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



## Member Approval: Completed by the Lead Member


**FHLBank**  
 Chicago

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

[My Applications](#) ▾
 [My Projects](#) ▾

## My Applications

Round Name

Application Number

Application Name

Status

Closing Date

Countdown to Closing

Search

Search

Search

Search

Search

Search

2023A: General Funding Round	4311	2023 Rental - Acq/Rehab Example	Sponsor Approved	Mar 31, 2023	45
2023A: General Funding Round	4308	HO 1 24 23	Pending	Mar 31, 2023	45
2023A: General Funding Round	4307	Test Rental 1 24 23	Pending	Mar 31, 2023	45

Showing 1 to 3 of 3 entries
 

<
 1
 >

Reset Current Filtering

Application Deadline June 09, 2023 at 5:00 p.m. CT.  
  
 Hours of Operation  
 AHP Online system hours are from 6:30 a.m. to midnight CT.  
  
 Community Investment hours of operation are from 8:30 a.m. to 5:00 p.m. CT, Monday through Friday.  
  
 Funding Round Information  
 Visit the "AHP Program Policy and Forms" page on the Bank's website at [www.FHLBDC.com/community-investment](http://www.FHLBDC.com/community-investment) for additional resources including the 2023 AHP Implementation Plan, Guide for Sponsor Applicants, Guide for Member Applicants, application templates, and more!

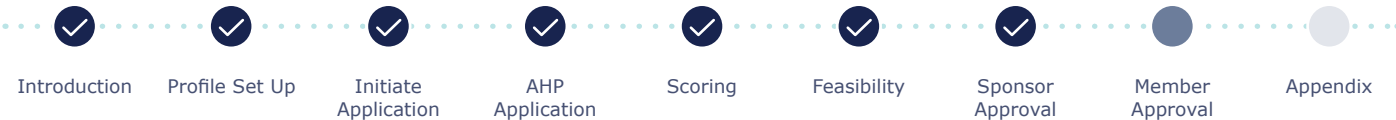
If you have any questions regarding the AHP program, please contact us at 312-565-5624.

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**

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

Project Name: 2023 Rental - Acq/Rehab Example  
 Application Number: 4311

Application ▾    General Information ▾    Scoring ▾    Feasibility ▾

### Application Home

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

Status Change Details			
From Status	To Status	Changed By	Changed Date
Pending	Sponsor Approved		02/14/2023

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

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

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

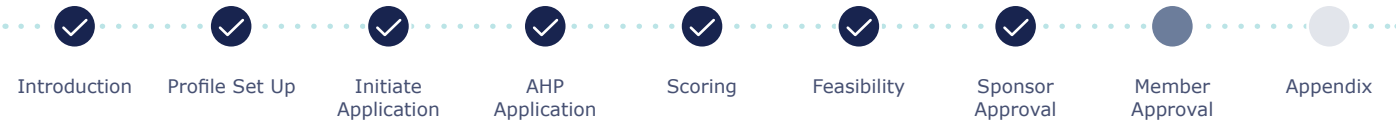
**AHP Application**

Print your application by clicking the link below. You will

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

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

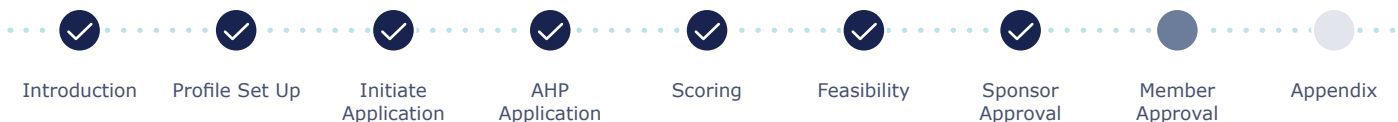
The responses to the questions on this screen should reflect the financial involvement of member applicants associated with the project. These questions are used to track member applicant involvement.

Answer all questions and click Save and move to the next screen.



## Helpful Hints

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



# Member Approval: Completed by the Lead Member

FHLBank Chicago

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**

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.

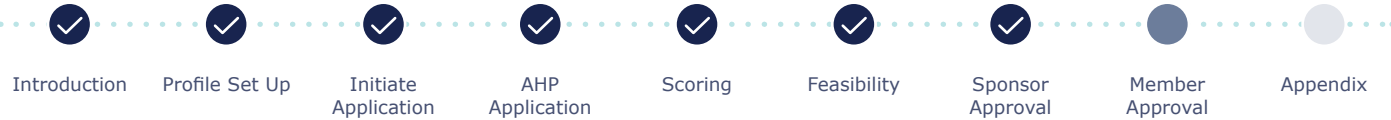
**Save** Undo

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 associated with the project. These questions are used to track member applicant involvement.

### Helpful Hint

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



# Member Approval: Completed by the Lead Member

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

Project Name: 2023 Rental - Acq/Rehab Example  
Application Number: 431

Application ▾ General Information ▾ Scoring ▾ Feasibility ▾

## Application Home

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

Status Change Details			
From Status	To Status	Changed By	Changed Date
Pending	Sponsor Approved		02/14/2023

Visit the "AHP Program Policy and Forms" page on the Bank's website at [www.FHLCB.com/community-investment](http://www.FHLCB.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.

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	✓

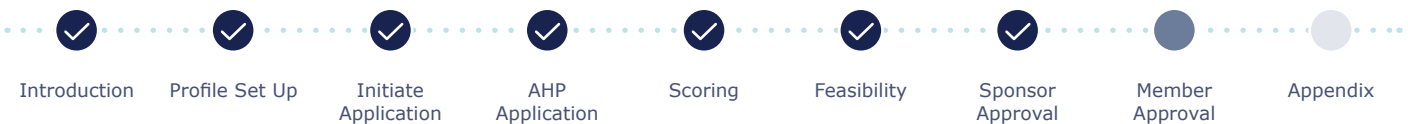
**AHP Application**

Print your application by clicking the link below. You will

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

Application ▾ General Information ▾ Scoring ▾ Feasibility ▾

## 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 fails 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.

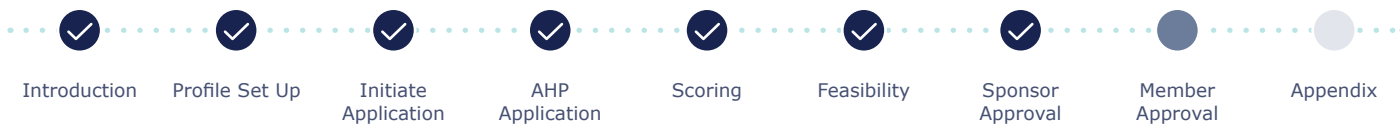
## To Reject

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

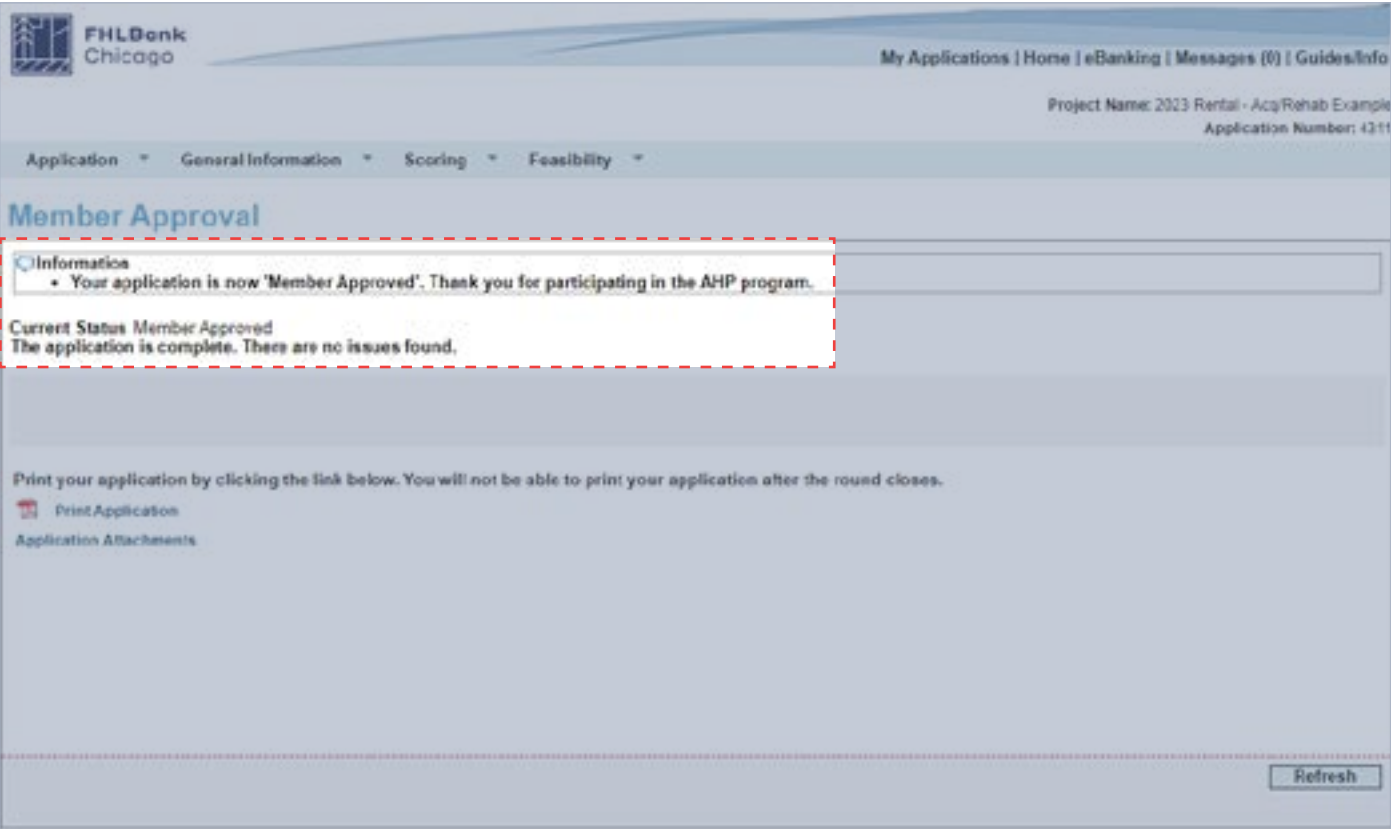


### Helpful Hint

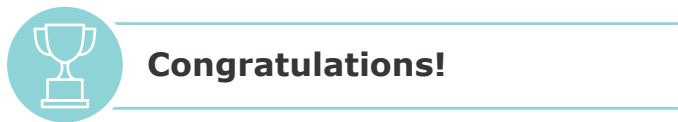
**To save a copy of the application as submitted,** the Member Contact should click on **Print Application** to save a PDF copy.



# Member Approval: Completed by the Lead Member

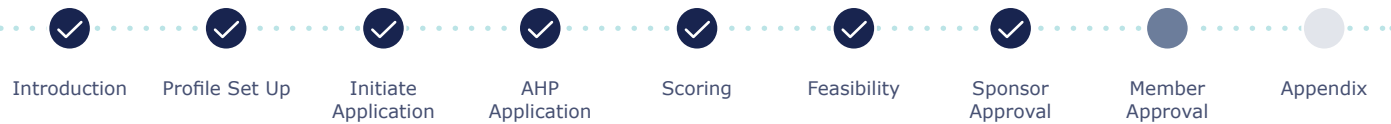


Once the application’s status is **Member Approved**, the AHP Participant and the Member Contact **are unable to edit the application**.



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

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





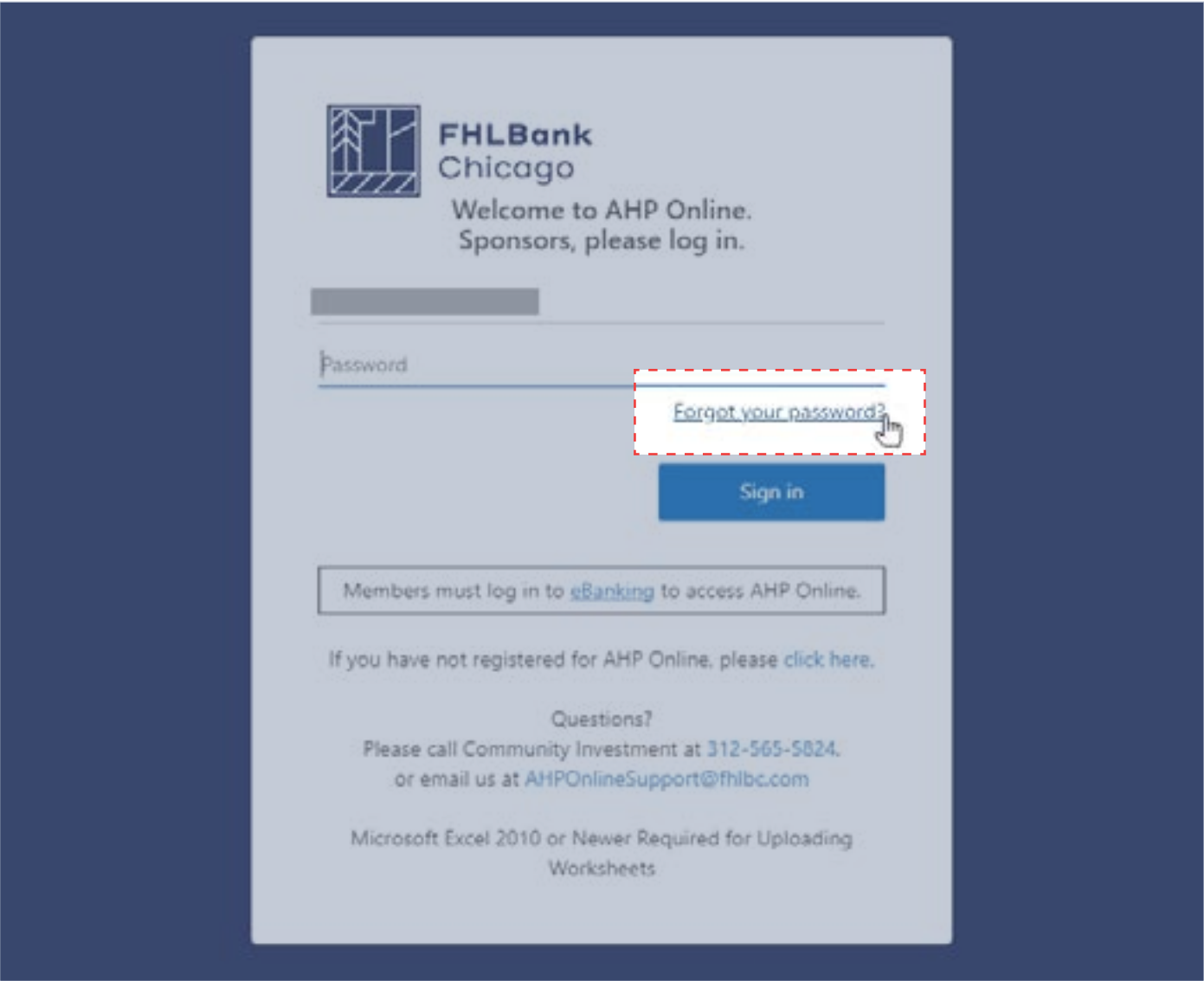
# APPENDIX

## IN THIS SECTION:

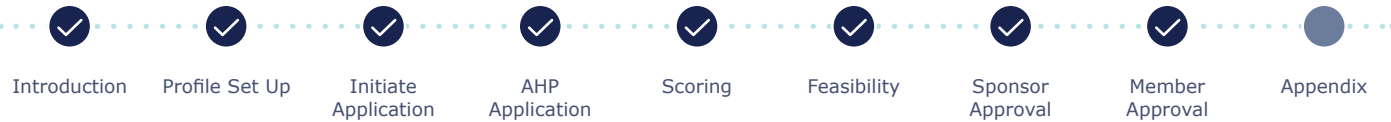
- ▣ **Forgot Password?**
- ▣ Accessing AHP Online
- ▣ Privacy Policy
- ▣ Feasibility Tips
  - Source Codes
  - Commercial Component
  - Deference of Financial Feasibility Guidelines
- ▣ Glossary

# Forgot Password?

## Step 1



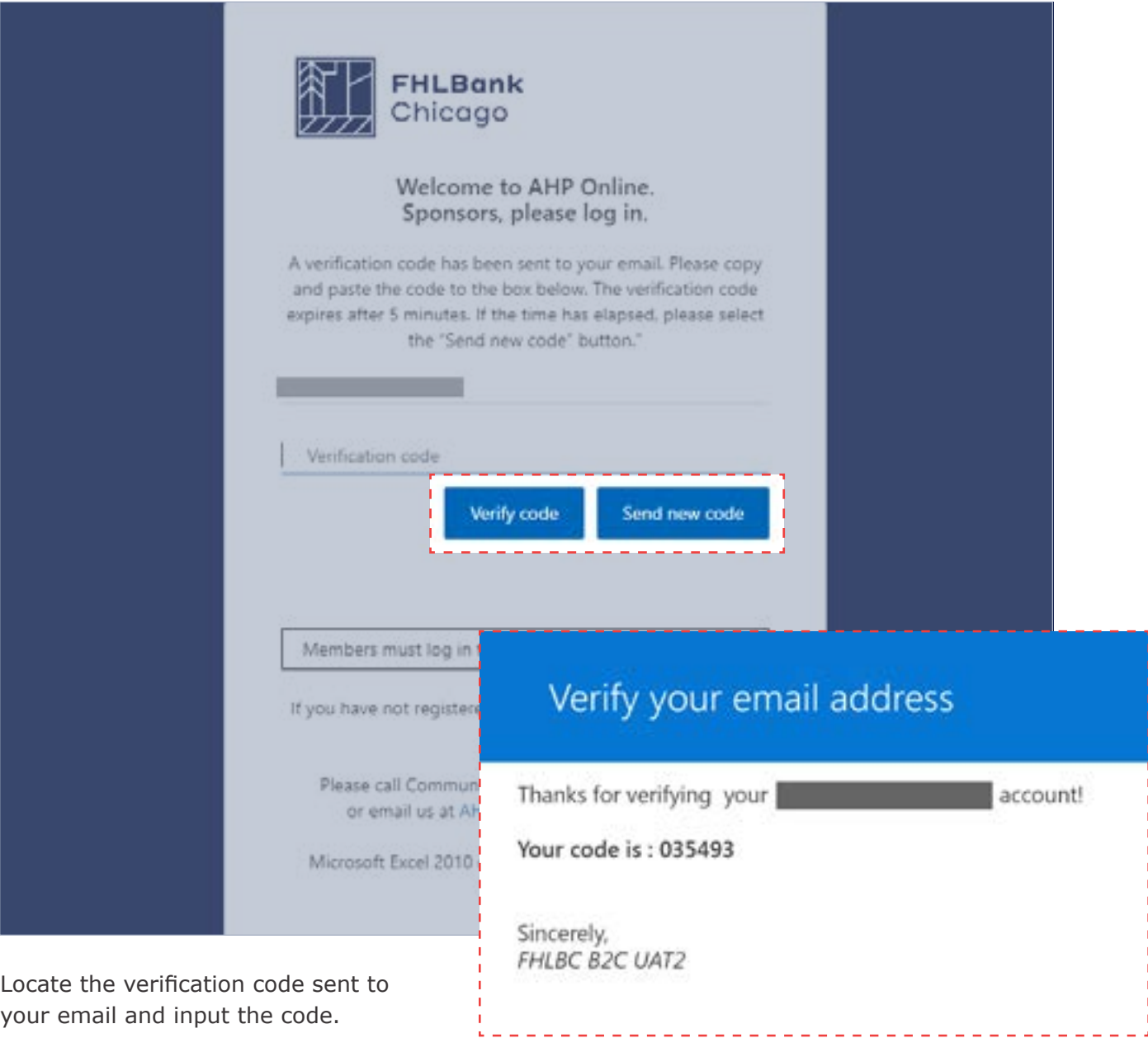
On the AHP Online login page, click "Forgot your password?" located on the screen.





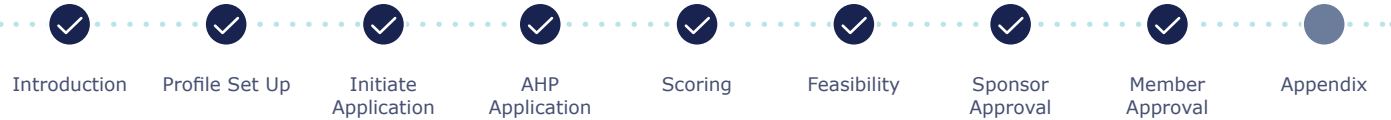
# Forgot Password?

## Step 2



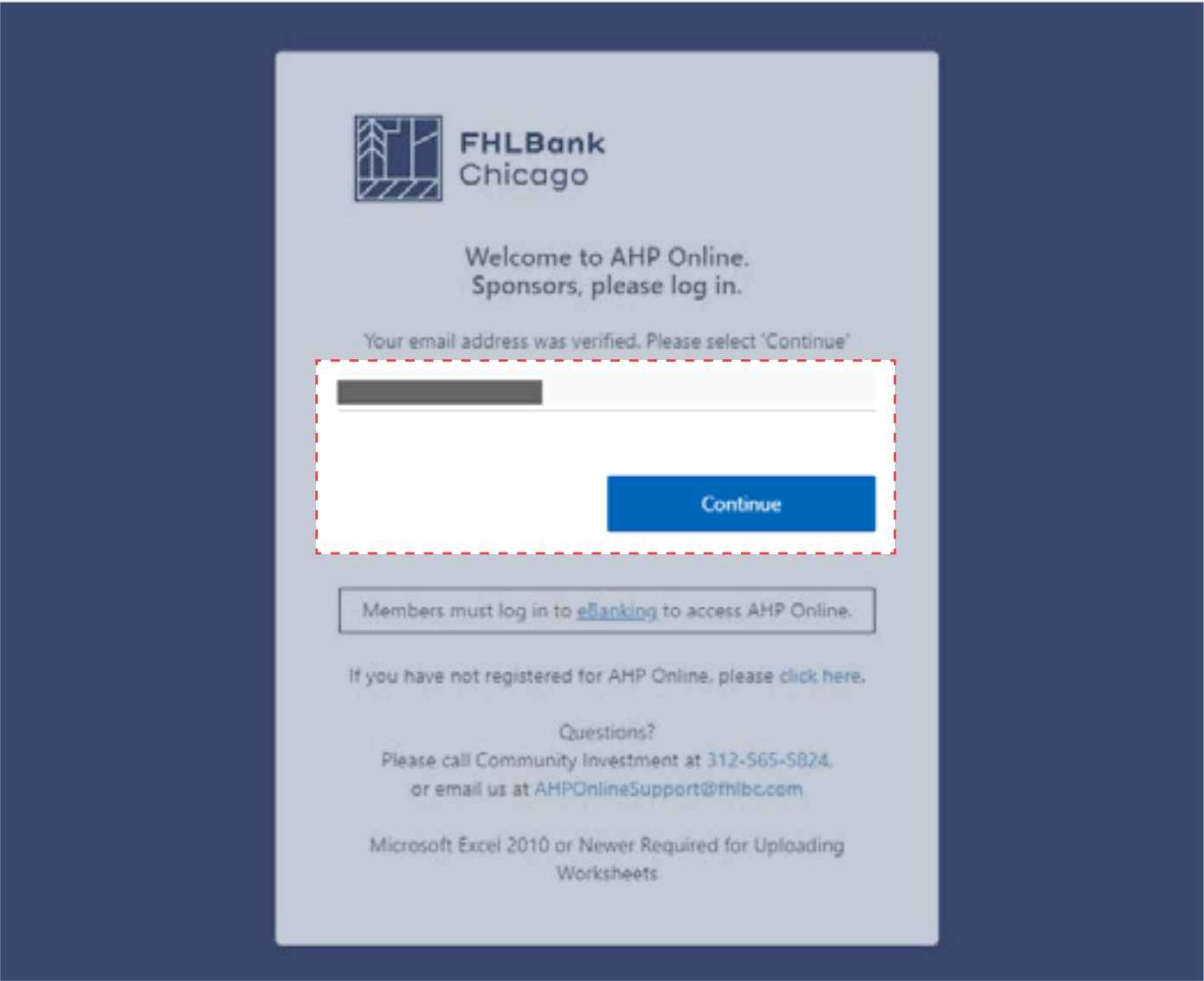
Locate the verification code sent to your email and input the code.

Click **Verify Code**.

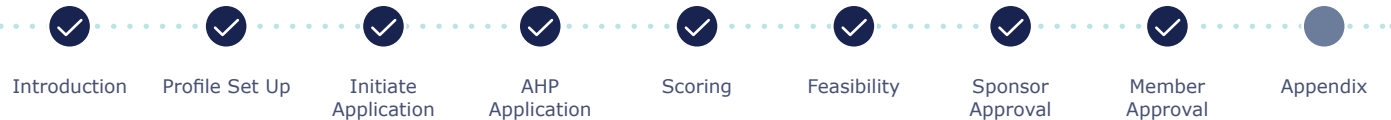


# Forgot Password?

## Step 3

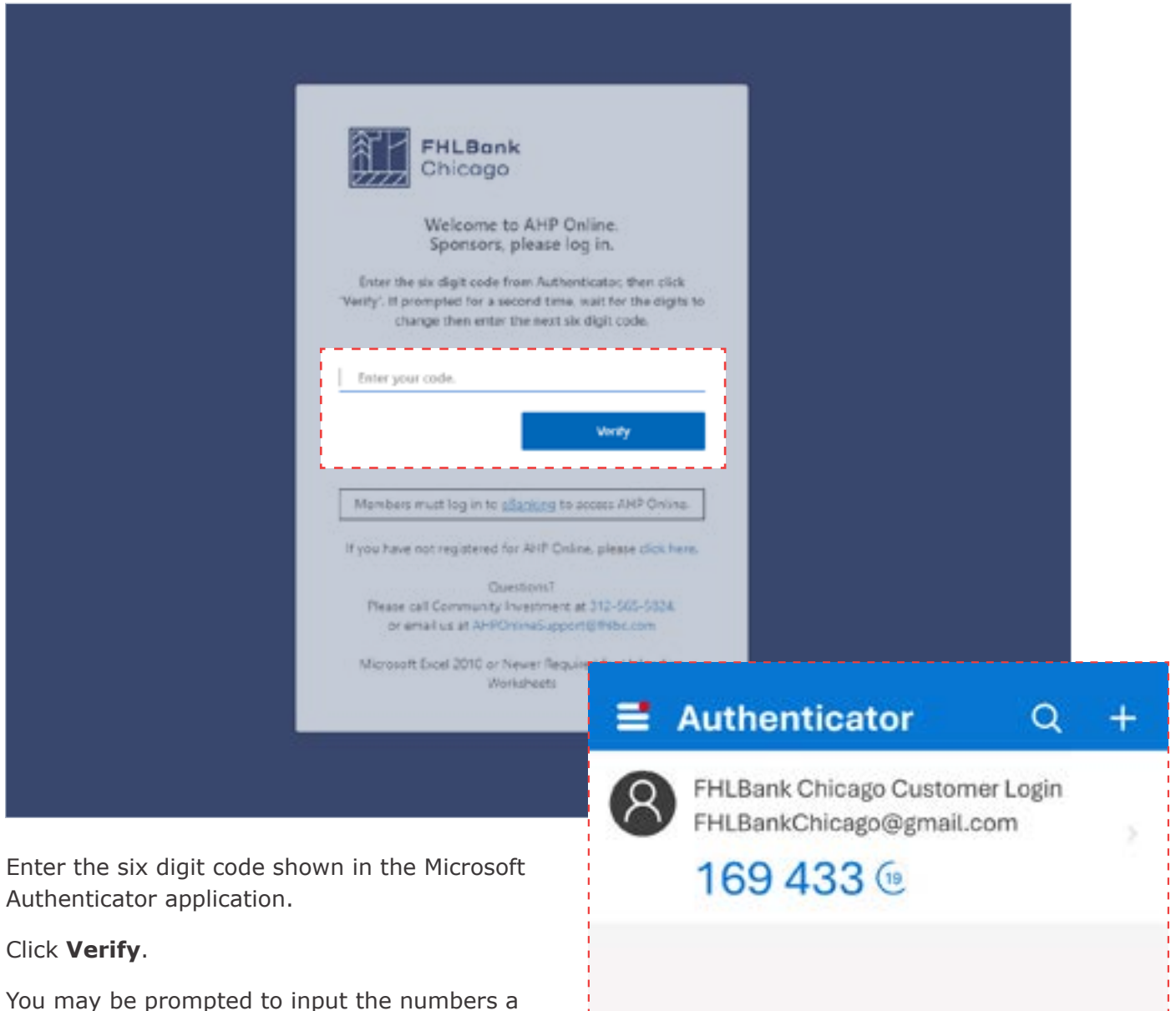


Once the email is successfully verified, press **Continue**.



# Forgot Password?

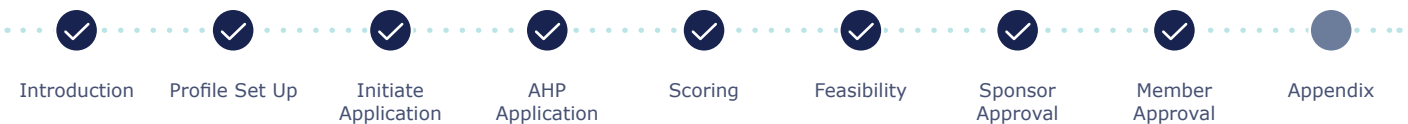
## Step 4



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

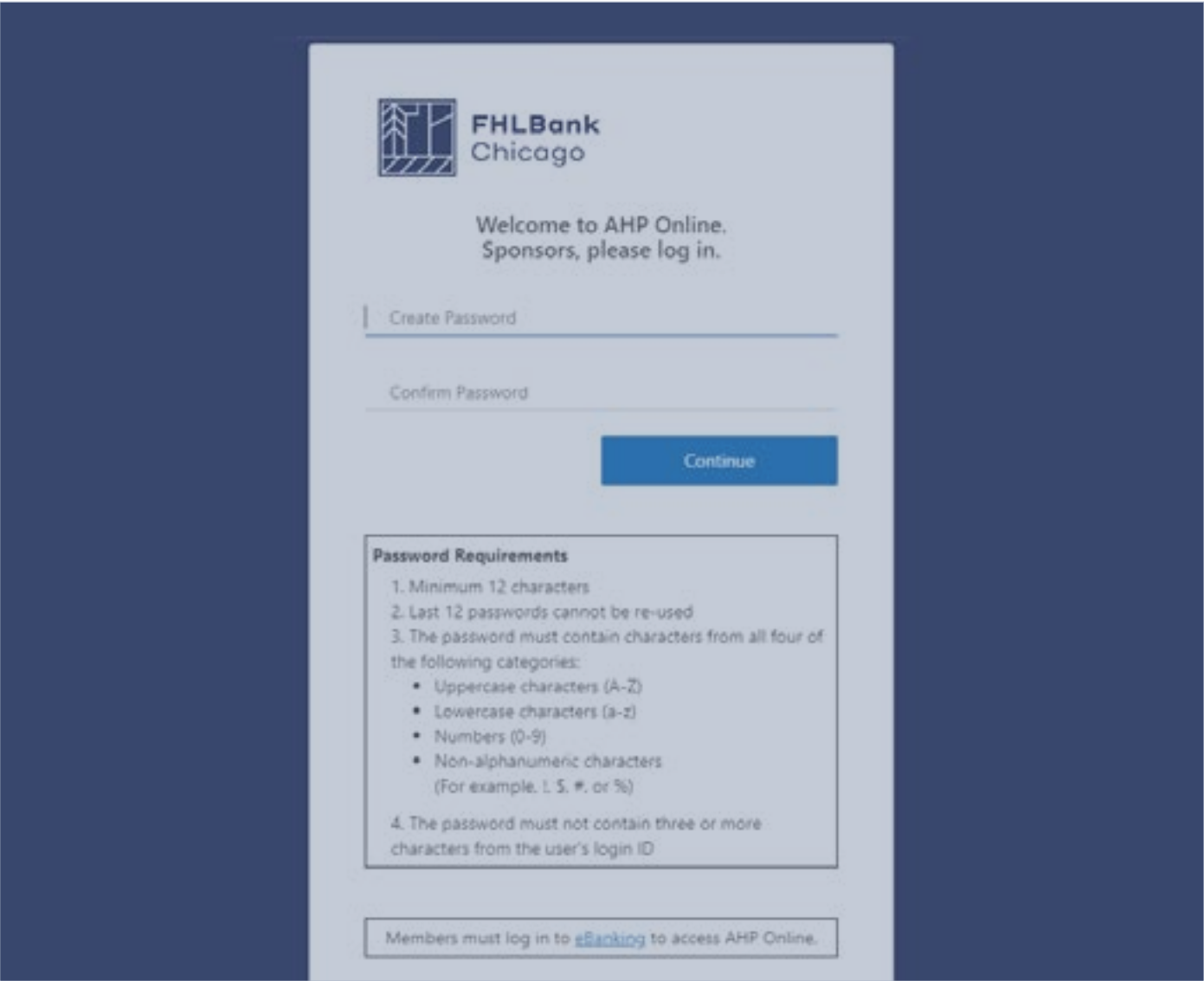
Click **Verify**.

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 5



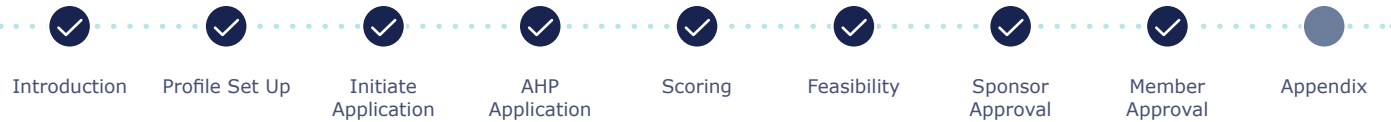
Create your password following the password requirements listed on the screen.

Click **Continue**.



**Congratulations!**

You have now successfully reset your password.







# APPENDIX

## IN THIS SECTION:

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

# Accessing AHP Online

## Members Accessing AHP Online Through eBanking

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

## AHP Participants Accessing AHP Online

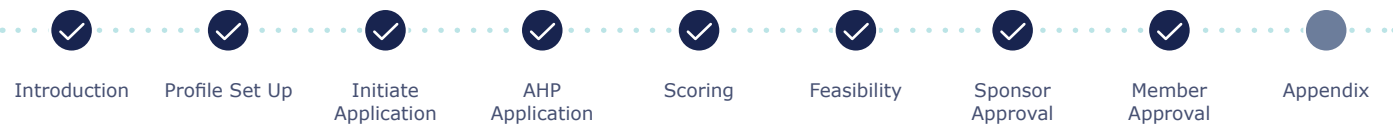
AHP Online can be accessed via a link on each page of the [Community Investment section](#) of the Bank’s public website. The AHP Online hours are between 6:30 a.m. and midnight CT every day, including weekends and holidays. FHLBank Chicago reserves the right to modify hours of operation and/or interrupt 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.





# APPENDIX

## IN THIS SECTION:

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

# Privacy Policy

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

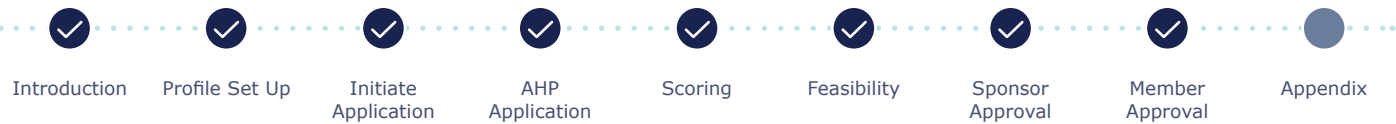
With respect to nonpublic personal information (as that term is defined in the Gramm-Leach-Bliley Act) received by FHLBank Chicago from or on behalf of Members, appropriate administrative, technical, and physical safeguards have been instituted to:

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

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

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

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







# APPENDIX

## IN THIS SECTION:

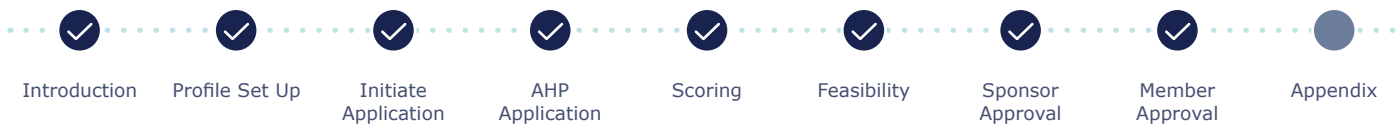
- Forgot Password?
- Accessing AHP Online
- Privacy Policy
- **Feasibility Tips**
  - **Source Codes**
  - **Commercial Component**
  - **Deference of Financial Feasibility Guidelines**
- Glossary

# 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

## Commercial Component

If the project includes a **commercial component**, and it is being financed in the same financial structure as the housing component, make sure to complete the Financial Feasibility Workbook to include commercial development costs, sources, and operations (pro forma). Projects in which the commercial component is owned and financed separately from the housing component do not need to complete the commercial section(s) of the Financial Feasibility Workbook. Complete the commercial operating pro forma from the owner's/landlord's perspective. Include the following:

- **Income:**
  - Must reflect the amount the tenant(s) will pay to the owner/landlord.
  - If anticipating a market-rate rent, provide evidence of average rental rates for the area. Adequate evidence includes listings from real estate firms such as [LoopNet](#).
  - Describe the type of lease (e.g., triple net, gross).
  - Attach the lease description and validation of rental rates with the project's site and floor plans using the Financial Feasibility: Import Spreadsheet screen upload field called "Attach a Floor Plan or a Site Plan." The attachment must be attached as one PDF.
- **Vacancy rate:** Underwrite the commercial space with a vacancy rate of 50%, or use a vacancy rate required by the lender or equity provider. Exceptions include commercial space where the AHP sponsor or an affiliate will be the sole commercial tenant, or where an executed letter of intent with the anticipated commercial tenant(s) is provided.

If using lender or equity provider vacancy requirements, attach evidence of requirement in AHP Online using the Financial Feasibility: Import Spreadsheet screen upload field called "Attach a Floor Plan or a Site Plan." The attachment must be one PDF.

- **Operating expenses:** Expenses must be limited to owner/landlord-incurred costs. Do not include expenses the tenant will cover.

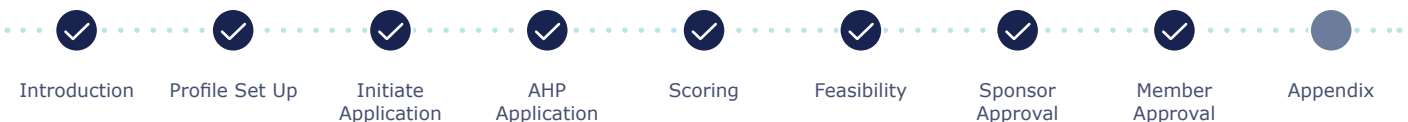
Commercial sources identified under the **Sources** tab must equal the commercial development costs identified under the **Cost Breakout** and **Summary of Uses** tabs in the Financial Feasibility Spreadsheet.

## 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

## IN THIS SECTION:

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



# Glossary

## AHP-Assisted Unit

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

## AHP Participant

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

## Authorized AHP User

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

## Co-Member

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

## eBanking

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

## Federal government or any agency or instrumentality thereof

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

## Input Contact

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

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



# Glossary

## Lead Member

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

## Lead Sponsor Contact

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

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

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

FHLBank Chicago does not recognize co-sponsors.

## Owner

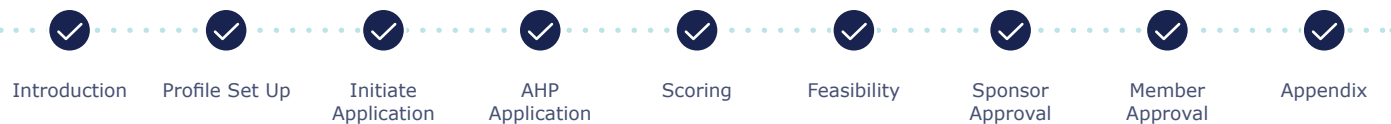
The owner of a Rental Project means the legal entity or individual entity on the title of the Rental Project; the Sponsor has ownership interest in the Owner.

## Short-Sale Projects

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

## Total Project Units

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





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Chicago

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