



**FHLBank**  
Chicago

# AHP Online: Guide for Sponsor Applicants 2022

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# Introduction

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## **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 2022 Affordable Housing Program (AHP) grant round must access AHP Online exclusively through eBanking. All members who plan to submit an AHP application should take the steps necessary to access eBanking. Once the member has eBanking access, the Member Security Administrator (MSA) must assign at least one Authorized AHP User in order for a sponsor applicant to initiate an application in AHP Online.

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

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

Pursuant to the Code of Federal Regulations (12 C.F.R. Part 1291) (the "AHP Regulations"), the 2022 Affordable Housing Program Implementation Plan (the Implementation Plan) sets forth certain policies, guidelines, and requirements applicable to FHLBank Chicago's AHP. The Implementation Plan is posted on FHLBank Chicago's [AHP Program Policy and Forms](#) page of the public website. Bank members and AHP Participants are encouraged to review the Implementation Plan, as well as the accompanying exhibits: Project Feasibility and Cost Guidelines, and Scoring Guidelines.

**In 2022, there will be one competitive AHP application round with an application deadline of 5:00 p.m. CT on June 10.** AHP Participants may register and initiate an application starting **May 2**, provided their member has registered an Authorized AHP User in eBanking. All Bank members and AHP Participants are strongly encouraged to register via these online systems well in advance of the AHP application deadline to allow sufficient time to properly develop and assemble the application.

# Key Changes to the 2022 Affordable Housing Program

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FHLBank Chicago made several notable changes to its Affordable Housing Program in 2022, including:

## AHP Round Timing

In 2022, the competitive AHP round will be open for application submittal from **Monday, May 2**, to **Friday, June 10, at 5:00 p.m. CT**.

## Scoring Guidelines

The table on the following page shows the scoring categories for 2022. The categories listed in blue are the same as last year, but the sections in red are changes for the 2022 round. **The Elimination of Blighting Influences category has been removed.** The four points for this category are no longer available.

Due to the removal of the Elimination of Blighting Influences category, **the Community Stability section now only includes** Rehabilitation of Existing Occupied Housing and Promotion or Preservation of Homeownership.

For the 2022 round, we have introduced a **new scoring category, Low-Income Minority Areas**, for four points. This category supports projects located in low-income minority census tracts, defined as:

- Census tracts where at least **51%** of all households earn equal to or less than **80% AMI; and**
- Census tracts where the percentage of the minority population is **20%** higher than the total percent minority population in the county **OR** where the non-white population is **50%** or more

A public list of eligible census tracts can be found on our website at [AHP Program Policy and Forms](#).

Additionally, the definition of VISIBLE Units within the **Special Needs Housing scoring category** has been revised to reflect the language found in 12 CFR 1291.1. Please refer to the [2022 Implementation Plan](#) for more details on all scoring changes.

## Financial Feasibility Guidelines

Changes have been made to the following 2022 AHP feasibility guidelines:

- Operating costs per unit
- Adjusted development cost per unit

For specific changes, please consult the [2022 Implementation Plan](#).

## Homebuyer Education and Counseling

Projects providing pre-purchase homeownership education and/or post-purchase homeownership counseling must be provided through **HUD-approved housing counseling agencies**.

## Software Updates

With a targeted effective date of June 15, 2022, we **will no longer support Microsoft Internet Explorer** as a browser for AHP Online and fhbc.com. To ensure an optimal user experience, we recommend using Google Chrome or Microsoft Edge to access these sites.

For security reasons, FHLBank Chicago now requires the use of Microsoft Excel 2010 or newer to upload spreadsheets in AHP Online.

## Self-Scoring Worksheet

To help applicants assess competitiveness for the 2022 General Fund, FHLBank Chicago has created a Self-Scoring Worksheet, available on the [AHP Program Policy and Forms](#) website. Please take advantage of this resource; however, please note that this checklist is for informational purposes only, and does not guarantee a specific score. If you have scoring questions, please reach out to [ci@fhbc.com](mailto:ci@fhbc.com) or 312.565.5824.



# Key Changes to the 2022 Affordable Housing Program

## Scoring Guidelines

Several scoring categories, marked in red in the table below, have changed in point value for 2022.

SCORING CATEGORY	2021 POINT VALUE	2022 POINT VALUE	CHANGE
Use of Donated or Conveyed Government-Owned or Other Properties	5	5	0
Project Sponsorship	5	5	0
Targeting	20	20	0
Housing for Homeless Households	5	5	0
Housing for Special Needs Populations	5	5	0
Rural Housing	7	7	0
Large Family Units	2	2	0
Creating Economic Opportunity through Residential Economic Diversity	5	5	0
Rehabilitation of Existing Occupied Housing*	7	7	0
Promotion or Preservation of Homeownership*	6	6	0
Elimination of Blighting Influences	4	0	-4
In-District Projects	5	5	0
Member Financial Participation	6	6	0
AHP Subsidy Per Unit	10	10	0
Permanent Supportive Housing	5	5	5
Projects of 24 or Fewer Units	3	3	0
Low-Income Minority Areas	0	4	+4

\*Scoring category remains listed under Community Stability.

# Glossary

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## **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.

## **Input Contact**

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

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

## **Lead Member**

The member institution identified as the primary member and contact.

## **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 is responsible for the AHP subsidy for the entire AHP compliance period: 15 years for rental projects, and five years for acquisition-only and acquisition-rehabilitation homeownership projects (beginning in 2020, rehabilitation-only homeownership projects are no longer subject to a retention agreement). The date on which these periods begin is described in [Section IV of the Implementation Plan](#). At least one and at most two Lead Sponsor Contacts from the same organization must be assigned for each application. The Lead Sponsor Contact(s) identified will be associated with the complete life cycle of the project, from application submission to project completion and long-term monitoring.

FHLBank Chicago does not recognize co-sponsors.

## **Total Project Units**

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



# Helpful Hints for Entering an AHP Online Application

---

**The following hints will help the AHP Participant avoid common mistakes and successfully enter an application in AHP Online.**

- ✓ The first step for submitting a successful AHP Online application is to **register as a user** in AHP Online. Once you have registered, you will be able to use the system immediately and associate yourself with an organization. After associating with an organization, you may initiate an application (as long as the member has registered an Authorized AHP User in eBanking).
- ✓ When you register, please **remember your login ID 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 it has been 60 days since you logged in to AHP Online, you will be prompted to change your password the next time you log in.
- ✓ 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.
- ✓ Only a **Lead Sponsor Contact** can add or change contact or organization information within the application and then, at the end of the process, Sponsor Approve an application. Input Contacts can complete certain parts of the General Information section and the Scoring and Feasibility sections of an application but cannot Sponsor Approve an application.
- ✓ **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.
- ✓ 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.
- ✓ 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.
- ✓ **ZIP code** lookup information is included in AHP Online. Applicants should use the USPS "Look Up a ZIP Code" tool to verify the ZIP+4 code for the project location.
- ✓ **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.
- ✓ Clicking on the **Question Mark symbol** will provide additional information on a category or question.
- ✓ Refrain from using smart quotes (" ") or ampersands (&) in the text boxes.
- ✓ Be sure to 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.

# Helpful Hints for Entering an AHP Online Application

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✓ 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.

✓ When navigating between tabs in the application (General Information, Scoring, Feasibility, etc.), if you do not **click on Save** between tabs, the information will be lost.

✓ Each tab should be **entered in order**, as skipping around can cause error messages later in the application entry process.

✓ 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.

✓ With a targeted effective date of June 12, 2022, we **will no longer support Microsoft Internet Explorer** as a browser for AHP Online and fhlbc.com. To ensure an optimal user experience, we recommend using Google Chrome or Microsoft Edge to access these sites.

✓ **Do not open multiple AHP Online sessions in one browser simultaneously**, as this may lead to system errors.

# Setting Up Registration & Profile

## AHP Participant Registration

When registering, it is important for users to remember their login ID and password. **Note that passwords expire after 60 days of inactivity.** If it has been 60 days since they last logged in to AHP Online, users will be prompted to change their password the next time they log in.

**Important:** AHP Online will not allow an individual to register and associate with more than one Lead Sponsor Organization. Therefore, in the instance of a development company that submits multiple applications where each project

A link to the AHP login page may be found on the top of each page of the **Community Investment section** of the Bank's public website. The AHP Online login screen allows an AHP Participant to register as a user, reset a password, and log in.

If users have previously registered, they may enter their login ID and password. If they are unable to successfully log in after three attempts, users will need to have their password reset. Please call 312.565.5824 for password reset. For forgotten passwords, click on **Forgot your password?**

If this is the first time the AHP Participant is logging in to the system, he or she will need to register. **To register, click here.** The link will bring up the AHP Online User Registration screen. Make an entry for each of the required fields.


has a separate ownership organization different from the development company (acting as the Lead Sponsor Organization), the individual(s) associated with each sponsor ownership organization must register as a different user in AHP Online for each one.

**Example:** Development Company X will submit two AHP applications, but the ownership entity identified as the Lead Sponsor Organization for the projects is not Development Company X, but entities specifically created for the projects: Project 1 LP and Project 2 LP. If John Smith of Development Company X is the contact for both entities, he must register twice as a user in AHP Online.

### Helpful Hint

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

# AHP Participant Registration



## AHP Online User Registration

- 1** User Information
- 2 Security Questions
- 3 AHP Services Agreement
- 4 Create Login Credentials and Submit
- 5 Confirmation

Enter Profile Information for the New User:

First Name:\*

Last Name:\*

Email:\*

Confirm Email:\*

\* Asterisk indicates required field.

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## Step 1

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



## AHP Online User Registration

**1** User Information    **2** Security Questions    **3** AHP Services Agreement    **4** Create Login Credentials and Submit    **5** Confirmation

Please answer three of the security questions of your choice:

Security Question 1    
Answer 1\*

Security Question 2    
Answer 2\*

Security Question 3    
Answer 3\*


\* Asterisk indicates required field.

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## Step 2

Select and answer three security questions, which will be used if the login ID or password is forgotten.

# AHP Participant Registration



## AHP Online User Registration

1 ✓ User Information    2 ✓ Security Questions    3 AHP Services Agreement    4 Create Login Credentials and Submit    5 Confirmation

Please agree to the AHP Services Agreement by clicking on I Agree at the bottom of the page.\*

**FEDERAL HOME LOAN BANK OF CHICAGO**  
**AHP SERVICES AGREEMENT**

This AHP Services Agreement (the "Agreement") contains the term and conditions that govern your access to the Federal Home Loan Bank of Chicago's ("Bank") electronic banking website, eBanking, and your use of the AHP Services. It is an agreement between the Bank and the sponsor/consultant ("AHP Participant"). This Agreement takes effect when you click an "I Agree" button or check box presented with these terms ("Effective Date"). You represent to the Bank that you have legal authority to bind the AHP Participant to the terms of this Agreement.

I Agree     I Disagree

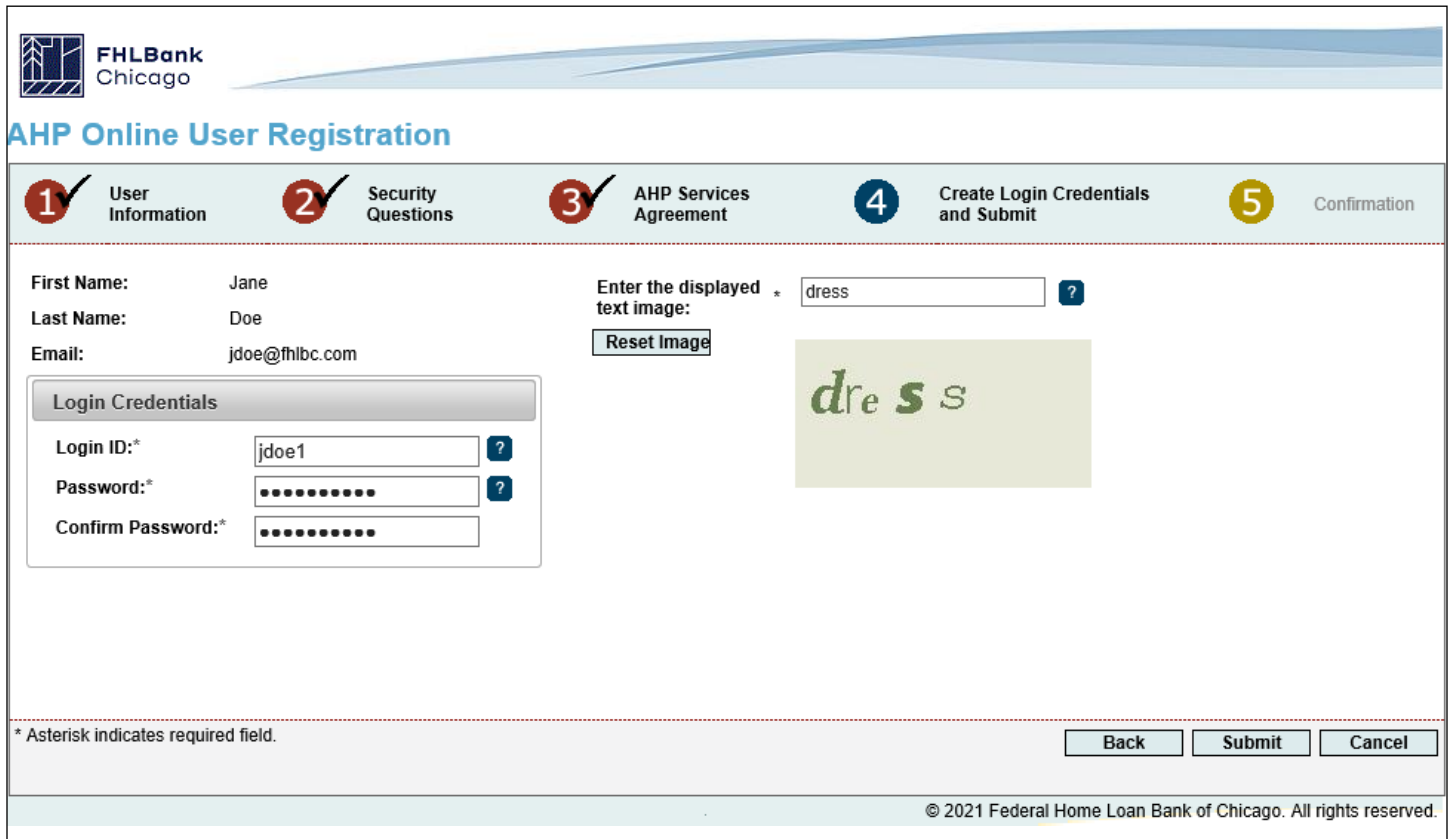
\* Asterisk indicates required field.           

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## Step 3

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

# AHP Participant Registration



**FHLBank Chicago**

## AHP Online User Registration

1 ✓ User Information    2 ✓ Security Questions    3 ✓ AHP Services Agreement    4 Create Login Credentials and Submit    5 Confirmation

First Name: Jane  
Last Name: Doe  
Email: jdoe@fhlbc.com

Enter the displayed text image \*  ?

**Login Credentials**

Login ID:\*  ?  
Password:\*  ?  
Confirm Password:\*

\* Asterisk indicates required field.

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## Step 4

AHP Participants must choose a login ID and password.

Passwords are valid for a maximum of **60 days** and:

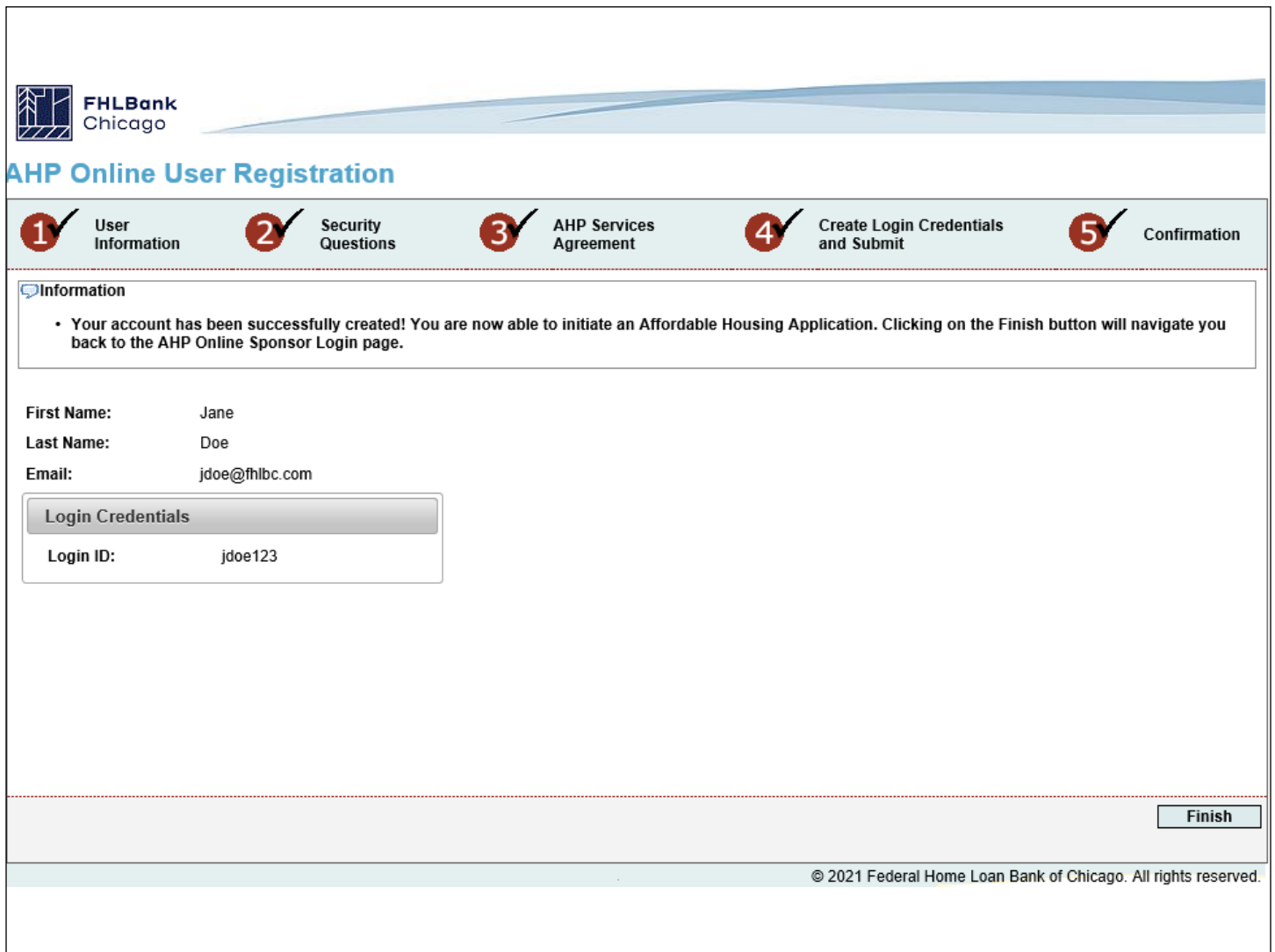
- Must be a minimum of 12 characters;
- Must contain at least:
  - One uppercase letter
  - One lowercase letter
  - One number
  - One of the following special characters: !, \$, #, or %
- Must not contain three or more characters from the user's login ID; and
- Must not be one of the last 12 passwords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


Enter the displayed text image and click on **Submit**.

### Helpful Hint

Do not press the *Enter* key after typing the displayed text image. If you press *Enter*, the image will reset and you will not be able to move forward. Always click on *Submit*.

# AHP Participant Registration



 **FHLBank**  
Chicago

## AHP Online User Registration

**1** ✓ User Information    **2** ✓ Security Questions    **3** ✓ AHP Services Agreement    **4** ✓ Create Login Credentials and Submit    **5** ✓ Confirmation

**Information**

- Your account has been successfully created! You are now able to initiate an Affordable Housing Application. Clicking on the Finish button will navigate you back to the AHP Online Sponsor Login page.

First Name: Jane  
Last Name: Doe  
Email: jdoe@fhbc.com

**Login Credentials**

Login ID: jdoe123

**Finish**

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## Step 5


The confirmation screen provides an overview of the registration.

Click on **Finish** to complete the process.

The screen will close, and the AHP Participant must log in to the system with the new login ID and password.



# User Profile Setup

FHLBank  
ChicagoJane Doe | LogoutCurrent as of March 2, 2021 at 12:43 PM CST

## User Profile

**Edit Profile**

Login ID:	jdoe456	Cell Phone Number:	<input type="text"/>
Salutation*:	Dr. <input type="button" value="v"/>	Work Phone Number*:	<input type="text" value="3124567890"/> Extn: <input type="text"/>
First Name*:	<input type="text" value="Jane"/>	Fax Number:	<input type="text"/>
Middle Initial:	<input type="text"/>	Address Line1*:	<input type="text" value="200 E. Randolph"/>
Last Name*:	<input type="text" value="Doe"/>	Address Line2:	<input type="text"/>
Title/Position:	<input type="text"/>	ZIP*:	<input type="text" value="60601"/> <input type="text" value=""/> Zip+4 <input type="text"/>
Email*:	<input type="text" value="jdoe@fhbc.com"/>	<input type="button" value="Lookup"/> <input data-bbox="1166 739 1188 760" type="button" value="?"/>	
Confirm Email*:	<input type="text" value="jdoe@fhbc.com"/>	City:	CHICAGO Congressional District
		County:	COOK Census Tract
		State:	IL CBSA

\* Required to save the page

## User Profile Setup

Once initial registration is complete, log back in to AHP Online. The first screen that appears will be the User Profile screen, where the AHP Participant associates with a new or existing organization. If the AHP Participant is associated with more than one organization, he or she must register as separate users for each organization.

### Step 1

Complete the AHP Participant details in the Edit Profile screen. Fields marked with an asterisk are required.

If the ZIP code is correct but not found after clicking on Lookup, call Community Investment at 312.565.5824 to have the ZIP code added.

Note that the User Profile must be completed in one sitting. There is no Save function within these screens.

Click on **Save** to move forward.

# User Profile Setup

FHLBank Chicago Jane Doe | Logout Current as of March 2, 2021 at 12:44 PM CST

## Organization

**1** Select Organization    **2** Organization Information    **3** Service Area    **4** Review & Submit    **5** Confirmation

Select an option below.\*

Select an existing organization.  
 Create new organization.

Organization Name

*Please enter a partial or full input organization name and click search.*

\* Asterisk indicates required field.

## Step 2

Select an existing organization or create a new organization.

The system will search alphabetically for any part of the name of the organization that is entered. If the organization is not found, it may help to try other letter combinations. If the organization has been created in AHP Online or has received an AHP award in the past, then it will be located in AHP Online. In such cases, if the organization is not found, please contact Community Investment at 312.565.5824.


After locating the organization, the AHP Participant will be prompted to add the current address information. Address information is required for all organizations.

Click on **Next** to move forward.

### Helpful Hint

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

# User Profile Setup

Jane Doe | LogoutCurrent as of March 2, 2021 at 12:44 PM CST

## Organization

**1** Select Organization**2** Organization Information**3** Service Area**4** Review & Submit**5** Confirmation

Select an option below.\*

Select an existing organization.  
 Create new organization.

Organization Name

Organizations			
Select	Organization Name	City	State
<input type="radio"/>	Clearbrook	ARLINGTON HEIGHTS	IL
<input checked="" type="radio"/>	Columbus Housing Partnership, Inc.	COLUMBUS	OH
<input type="radio"/>	CommonBond Communities	SAINT PAUL	MN
<input type="radio"/>	Community Development Authority of Beloit	BELOIT	WI
<input type="radio"/>	Community Drug Board DBA Community Health Center	AKRON	OH


(16 of 37)

\* Asterisk indicates required field.

Choose an existing organization from the list the search provides.

Click on **Next** to move forward.

# User Profile Setup

 **FHLBank Chicago**

Jane Doe | Logout Current as of March 2, 2021 at 12:46 PM CST

## Organization

**1** Select Organization    **2** Organization Information    **3** Service Area    **4** Review & Submit    **5** Confirmation

### Organization Information

Organization Name\*

Organization Type\*

Phone Number\*

Fax Number

Website

### Services Provided\*

<input checked="" type="checkbox"/> Affordable Housing Development	<input type="checkbox"/> Employment Training
<input type="checkbox"/> Architectural/Engineering	<input type="checkbox"/> Financial Literacy
<input type="checkbox"/> Consulting	<input type="checkbox"/> Health Care Services
<input type="checkbox"/> Counseling Services (mental health)	<input checked="" type="checkbox"/> Housing Counseling (pre and post)
<input type="checkbox"/> Counseling Services (residential support)	<input type="checkbox"/> Job Training/Welfare to Work
<input type="checkbox"/> Counseling Services (substance abuse)	<input type="checkbox"/> Legal
<input type="checkbox"/> Day Care/Youth Programs	<input type="checkbox"/> Office of Minority and Women Inclusion (OMWI)
<input type="checkbox"/> Education	<input checked="" type="checkbox"/> Property Management
<input type="checkbox"/> Elderly Services	<input type="checkbox"/> Special Needs Housing

### Mailing Address

Address Line1\*

Address Line2

ZIP\*  ZIP+4\*

City CHICAGO  
County COOK  
State IL

Other

\* Asterisk indicates required field.

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## Step 3


Add the Organization Information, including the correct address and Services Provided.

Click on **Next** to move forward.

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, call Community Investment at 312.565.5824 to have the ZIP code added.

# User Profile Setup



FHLBank  
Chicago

Jane Doe | Logout

Current as of March 2, 2021 at 12:48 PM CST

## Organization

1 Select Organization   2 Organization Information   3 Service Area   4 Review & Submit   5 Confirmation

Does the organization service the entire United States of America?\*  Yes  No

Does the organization service multiple states?\*  Yes  No

States

Select States\*

Virgin Islands	>	Illinois
Virginia	>>	Wisconsin
Washington	<	
West Virginia	<<	
Wyoming		


\* Asterisk indicates required field.


Back   Next   Cancel

## Step 4


Enter the Service Area for the organization.

Click on **Next** to move forward.

 **Helpful Hint**  
Click on the state to highlight it, and then click on the arrow pointing to the right to move the state from the left to the right.

 **Helpful Hint**  
If problems arise with selecting Yes or No when selecting the state, select a different state, such as Iowa, and then re-select Illinois. The counties will appear again.

# User Profile Setup



FHLBank  
Chicago

Jane Doe | Logout

Current as of March 2, 2021 at 12:49 PM CST

## Organization

1 Select Organization   2 Organization Information   3 Service Area   4 Review & Submit   5 Confirmation

### Organization Information

Organization Name FHLB Housing, Inc.  
Organization Type Not-for-Profit Organization  
Services Provided Affordable Housing Development  
Housing Counseling (pre and post)  
Property Management  
Phone Number 3124567890  
Fax Number  
Website  
Mailing Address 200 E. Randolph,  
CHICAGO,  
IL, 60601-6436

### Service Area

Does the organization service the entire United States of America? no  
Does the organization service multiple states? yes  
Selected States

Illinois
Wisconsin


Back   Submit   Cancel

## Step 5

Review the Organization Information and Service Area and click on **Submit**.

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

# User Profile Setup

Jane Doe | LogoutCurrent as of March 2, 2021 at 12:49 PM CST

## Organization

1 ✓ Select Organization2 ✓ Organization Information3 ✓ Service Area4 ✓ Review & Submit5 ✓ Confirmation

### Organization Information

**Organization Name** FHLB Housing, Inc.  
**Organization Type** Not-for-Profit Organization  
**Services Provided** Affordable Housing Development  
Housing Counseling (pre and post)  
Property Management  
**Phone Number** 3124567890  
**Fax Number**  
**Website**  
**Mailing Address** 200 E. Randolph,  
CHICAGO,  
IL, 60601-6436

### Service Area

**Does the organization service the entire United States of America?** no  
**Does the organization service multiple states?** yes  
**Selected States**

Illinois
Wisconsin

[Finish](#)

## Step 6

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

Click on **Finish**.

### Helpful Hint

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

# User Profile **Edit Profile**

FHLBank Chicago

Jane Doe | Logout

Current as of March 2, 2021 at 12:50 PM CST

Home | Messages (0) | Guides/Info

My Projects

Profile

Edit Profile

Edit Organization

Project Number  Funding Round  Search Reset

Project Name

*No projects found.*

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

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

**Hours of Operation**

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

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

## User Profile: Edit Profile

To make changes to the User Profile, choose **Edit Profile**.

This tab allows the user to change the name and address information.



# User Profile **Edit Profile**

FHLBank Chicago

Jane Doe | Logout

Current as of March 2, 2021 at 12:51 PM CST

Home | Messages (0) | Guides/Info

My Projects ▾ Profile ▾

## User Profile

Edit Profile Change Password Change Security Questions

Password:\*  ?

Confirm Password:\*


\* Required to save the page

Save Undo

The **Change Password** screen allows the user to change the existing password.

Users cannot change their password more than once in a 24-hour period.

# User Profile **Edit Profile**

 **FHLBank**  
Chicago

Jane Doe | Logout

Current as of March 2, 2021 at 12:52 PM CST

Home | Messages (0) | Guides/Info

---

My Projects ▾ Profile ▾

## User Profile

Edit Profile Change Password **Change Security Questions**

Please answer the Security Questions of your choice:

Security Question :  ▾  
Answer :\*

Security Question :  ▾  
Answer :\*

Security Question :  ▾  
Answer :\*

---

\* Required to save the page

Save Undo

The **Change Security Questions** screen allows users to choose different questions or change their answers.



**Helpful Hint**  
Please remember to click on *Save* on the bottom-right corner of each screen to complete an edit.

# Initiate Application

The screenshot shows the FHLBank Chicago eBanking interface. At the top, the user is identified as Jane Doe with a Logout option. The current date and time are March 2, 2021, at 2:55 PM CST. The navigation bar includes Home, Messages (0), and Guides/Info. The main menu has My Applications, My Projects, and Profile. Under My Applications, there is a Home link and an Initiate Application button. A dropdown menu for Initiate Application shows the current funding round: 2021A: General Funding Round. Below the menu, a message states: "You are not associated with any applications from the most current funding rounds." On the right side, there is a yellow sidebar with the following information:

- Application Deadline** June 11, 2021 at 5:00 p.m. CT.
- Hours of Operation** AHP Online system hours are from 6:30 a.m. to midnight CT.
- Community Investment hours of operation are from 8:30 a.m. to 5:00 p.m. CT, Monday through Friday.
- Funding Round Information** Visit the "AHP Program Policy and Forms" page on the Bank's website at [www.FHLBC.com](http://www.FHLBC.com) for additional resources including the Implementation Plan, Guide for Project Management, application templates, and more!
- If you have any questions regarding the AHP program, please contact us at 312-565-5824.
- Terms Of Use**

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).

## Helpful Hint

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.

## Helpful Hint

**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.



# Initiate Application **Rental Projects**

FHLBank Chicago Jane Doe | Logout Current as of March 2, 2021 at 3:01 PM CST 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

Funding Round	2021A: General Funding Round
Project Name*	<input type="text" value="2021 AHP Application - Rental"/>
Project Type*	<input type="text" value="Rental"/>
Activity Type(s)*	<input checked="" type="checkbox"/> Acquisition <input type="checkbox"/> New Construction <input checked="" type="checkbox"/> Rehabilitation
ZIP*	<input type="text" value="53207"/> <input type="button" value="Lookup"/> ?
City	MILWAUKEE
County	MILWAUKEE
State	WI

\* Asterisk indicates required field.

## Step 1

Enter project information.

AHP Participants are able to make changes/corrections to some of the information requested in the Initiate Application process, once it is complete and an application is initiated.

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.

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

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, call Community Investment at 312.565.5824 to have the ZIP code added.

Click on **Next** to move forward.

### Helpful Hint


The Activity Type refers to the project scope, not just what the AHP subsidy will be used to fund. The use of AHP subsidy is a question asked later in the application process. More than one Activity Type may be selected.

### Helpful Hint

**Acquisition** should be checked if the project involves any of the following: 1) acquisition of land; 2) acquisition of building(s); or 3) a long-term ground lease.

**Rehabilitation** 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 **Homeownership Projects**



Jane Doe | Logout Current as of March 2, 2021 at 3:04 PM CST

Home | Messages (0) | Guides/Info

My Applications ▾ My Projects ▾ Profile ▾

## Initiate Application ?

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

Funding Round	2021A: General Funding Round	<i>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.</i>
Project Name*	<input type="text" value="2021 AHP Application - Homeownership"/>	
Project Type*	<input type="text" value="Home Ownership"/>	
Is the Application Consumer Driven?*	<input type="text" value="Consumer Driven"/>	
Activity Type(s)*	<input type="checkbox"/> Rehabilitation <input type="checkbox"/> Acquisition (Down Payment Assistance)	
ZIP*	<input type="text" value="53207"/> <input type="button" value="Lookup"/> <span style="color: blue;">?</span>	
City	MILWAUKEE	
County	MILWAUKEE	
State	WI	

\* Asterisk indicates required field.

## Step 1

Enter project information.

AHP Participants are able to make changes/corrections to some of the information requested in the Initiate Application process, once it is complete and an application is initiated.

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.

### Helpful Hint

The Activity Type refers to the project scope, not just what the AHP subsidy will be used to fund.

The use of AHP subsidy is a question asked later in the application process. More than one Activity Type may be selected.


**Homeownership projects** may be either **Consumer Driven** or **Sponsor Driven**.

Sponsor-driven projects are those in which the sponsor organization will hold title or acquire properties prior to purchase by the consumer. Consumer-driven projects are those in which consumers purchase homes on the open market. **However, the only option displayed on this screen is Consumer Driven. All applicants must select Consumer Driven.** Sponsor-driven projects are still eligible to apply.

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, call Community Investment at 312.565.5824 to have the ZIP code added.

Click on **Next** to move forward.

# Initiate Application

Jane Doe | LogoutCurrent as of March 2, 2021 at 3:07 PM CSTHome | 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

*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:

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

(1 of 2)

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

Contacts for City of Milwaukee	
Name	Select
Maria Prioletta	<input type="checkbox"/>
Irma Yopez Klassen	<input type="checkbox"/>

(1 of 1)

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## Step 2

If an AHP award is made, the Lead Sponsor is responsible for the AHP subsidy for the entire AHP compliance period.

Choose the Organization Name 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.

Click on **Next** to move forward.

# Initiate Application

FHLBank Chicago Jane Doe | Logout Current as of March 2, 2021 at 3:18 PM CST 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

Organization Name:  Search Reset **Please Note:**

- At most three contacts can be selected as input roles from multiple organizations.
- Please click NEXT after selecting the Contacts to save your changes.

(Select at most 3 Input Contacts)

Selected Contacts with Input Role		
Organization	Name	Delete
No records found.		
(1 of 1) << >>		

Back Next Cancel

## Step 3

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 (p.7) for the definition of Input Contact.

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


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

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

**Eligibility:** Each project may have one Lead Sponsor Organization with multiple contacts from that organization (Application, Compliance, Monitoring). The Bank does not recognize co-sponsors.

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

# Initiate Application

 **FHLBank Chicago** Jane Doe | Logout Current as of March 2, 2021 at 3:23 PM CST

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

Members	
Select	Member Name
<input checked="" type="radio"/>	Associated Bank, National Association   Green Bay, WI

(1 of 1)

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

Contacts for Associated Bank, National Association   Green Bay, WI	
Name	Select
Kathy Fitzgerald	<input type="checkbox"/>
Lisa Barwinski	<input type="checkbox"/>
Stefanie Bachrach	<input type="checkbox"/>
Teresa Rubio	<input type="checkbox"/>

(1 of 1)

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## Step 4


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

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

If the Member Contact screen does not list a Member Contact after searching for one, it is because the member has not registered an Authorized AHP User in eBanking.



# Initiate Application

Jane Doe | LogoutCurrent as of March 2, 2021 at 3:25 PM CST  
Home | Messages (0) | Guides/Info

My Applications My Projects Profile

## Initiate Application ?

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

Is this a multi-member consortium project?  Yes  No

Member Name

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

## Step 5

If the AHP Participant is completing a multi-member consortium homeownership project application, enter the Co-Member name and Co-Member Contact(s) for each member of the consortium. Multi-member consortium rental applications are not allowed.

Click on **Next** to move forward.

# Initiate Application

FHLBank Chicago Jane Doe | Logout Current as of March 2, 2021 at 3:25 PM CST Home | Messages (0) | Guides/Info

My Applications My Projects Profile

## Initiate Application ?

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

Project Name: 2021 AHP Application - Rental  
Project Type: Rental  
Activity Type(s): Acquisition, Rehabilitation  
ZIP: 53207  
City: MILWAUKEE  
County: MILWAUKEE  
State: WI

Selected Lead Contacts	
Organization	Name
City of Milwaukee	Irma Yepez Klassen

Selected Contacts with Input Role	
Organization	Name
No records found.	

Selected Lead Member Contacts	
Member	Name
Associated Bank, National Association   Green Bay, WI	Lisa Barwinski

Is this a multi-member consortium project?: No

Selected Co-Member Contacts	
Member	Name
No records found.	

(1 of 1) << >>

Back Submit Cancel

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## Step 6

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

FHLBank ChicagoJane Doe | LogoutCurrent as of March 2, 2021 at 3:26 PM CST

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

My Applications ▾My Projects ▾Profile ▾

## Initiate Application ?

1 ✓ Application Information

2 ✓ Select Lead Contacts

3 ✓ Select Input Role

4 ✓ Select Lead Member

5 ✓ Select Co-Members

6 ✓ Review and Submit

7 ✓ Confirmation

**Project Name** 2021 AHP Application - Rental

**Project Type** Rental

**Activity Type(s)** Acquisition  
Rehabilitation

**ZIP** 53207

**City** MILWAUKEE

**County** MILWAUKEE

**State** WI

Selected Lead contacts	
Organization	Name
City of Milwaukee	Irma Yepez Klassen

Selected Contacts with Input Role	
Organization	Name
No records found.	

Selected Lead Member Contacts	
Member	Name
Associated Bank, National Association   Green Bay, WI	Lisa Barwinski

Is this a multi-member consortium project?: No

Selected Co-Member Contacts	
Member	Name
No records found.	

(1 of 1) ⏪ ⏩

Finish


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## Step 7

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.** 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.

# My Application

| LogoutCurrent as of March 2, 2021 at 3:28 PM CSTHome | Messages (0) | Guides/Info

My Applications My Projects Profile

## My Applications

Reset Current Filtering

Round Name	Application Number	Application Name	Status	Closing Date	Countdown to Closing
<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>
2021A: General Funding Round	4151	2021 AHP Application - Rental	Pending	Mar 19, 2021	17

Showing 1 to 1 of 1 entries

< 1 >

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

**Hours of Operation**  
AHP Online system hours are from 6:30 a.m. to midnight CT.  
Community Investment hours of operation are from 8:30 a.m. to 5:00 p.m. CT, Monday through Friday.

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

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

**Terms Of Use**

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

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

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

## Application Status

### Pending

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

### Sponsor Approved

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

### Member Approved

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

# AHP Online Application: General Information

The screenshot shows the FHLBank Chicago AHP Online Application interface. At the top, there is a navigation bar with 'Logout', 'Current as of March 2, 2021 at 3:29 PM CST', and 'My Applications | Home | Messages (0) | Guides/Info'. Below this, the 'Application Home' section displays the application status as 'Pending', funding round as '2021A', and round deadline as '03/19/2021'. A table lists various application sections with their descriptions and status icons (red X for 'Not started', yellow checkmark for 'Started, but information is missing', and green checkmark for 'Complete').

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 : Donated/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 : Residential Economic Diversity	✗
<b>Community Stability</b>	
Bank District Priorities : In District Project	✗
Bank District Priorities : Member Financial Participation	✗
Bank District Priorities : Permanent Supportive Housing	✗
Bank District Priorities : Projects of 24 or Fewer Units	✗
<b>Feasibility</b>	
Financial Feasibility : Import Spreadsheet	✗
Financial Feasibility : Feasibility Analysis	✗
Financial Feasibility : Consent Letters	✗
Financial Feasibility : Rental Rehabilitation	✗
Displacement	✗
Sponsor Role	✗
Primary Developer	✗
Development Team : Role Selection	✗
Development Team : Team Members	✗
Disclosure	✗
Market Study	✗
Project Timeline	✗

Legend:

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

## General Information

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

It's important to complete the tabbed sections in order. Skipping around may cause error messages to appear during the application entry process. If a box under one tab is not selected, it may not trigger the necessary boxes to appear under another tab.

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

# AHP Online Application Process **General Information**

## Application Details: Application Information

The screenshot displays the 'Application Details' page for a rental application. The 'Project Name' is '2021 AHP Application - Rental' and the 'Project Type' is 'Rental'. The 'Activity Type(s)' are 'Acquisition' and 'Rehabilitation'. The location is ZIP 53207, City MILWAUKEE, and State WI. A 'Project Description' field is available with a 4000-character limit. Below this are several questions with checkboxes or radio buttons, such as 'Will the project fall into one of the following categories?' and 'Will the project have single-room occupancy (SRO) units available for occupancy?'. At the bottom, there are 'Save' and 'Undo' buttons, and a 'Next' button.

Next, enter the Application Information.

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

The **Project Type** field is display-only. It cannot be updated after the application is initiated.

The **Activity Type** field is display-only. It cannot be updated after the application is initiated.

**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 (e.g., exterior wall, masonry, pre-cast), project amenities, population to be served, and any other special project features.

### Helpful Hint

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.

### Helpful Hint

Please do not use special characters such as \$, &, !, or # within a text box.

# AHP Online Application Process **General Information**

## Application Details: Site Information

The screenshot displays the FHLBank Chicago AHP Online Application Process interface. At the top left is the FHLBank Chicago logo. To the right, there is a 'Logout' link and the current date and time: 'Current as of March 3, 2021 at 2:33 PM CST'. Below this, there are navigation links: 'My Applications | Home | Messages (0) | Guides/Info'. The project name is '2021 AHP Application - Rental' and the application number is '4151'. A breadcrumb trail shows 'Application' > 'General Information' > 'Scoring' > 'Feasibility'. The main heading is 'Application Details' with a help icon. Below this are several tabs: 'Application Information', 'Site Information' (which is active and highlighted in red), 'Site Parcel Information', 'Fair Housing', and 'Subsidy Amount and Uses of Funds'. The 'Site Information' tab contains the following fields and instructions:

- Instruction: '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.' The input field contains 'Milwaukee'.
- Instruction: 'Select the project's state. For projects serving more than one state, choose "Multi State".' The dropdown menu shows 'WI'.
- Question: 'Is the project single site?' with radio buttons for 'Yes' (selected) and 'No'.
- Button: 'Add Site'.

At the bottom of the form, there are two footnotes: '\* Required to save the page' and '♦ Required before Sponsor Approval'. A red-bordered box contains the text: 'To submit your changes please click Save before exiting this page.' Below this are two buttons: 'Save' and 'Undo'.

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

**A 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.

# AHP Online Application Process **General Information**

## Application Details: Site Information

**FHLBank Chicago** | Logout | Current as of March 3, 2021 at 2:33 PM CST  
My Applications | Home | Messages (0) | Guides/Info  
Project Name: 2021 AHP Application - Rental  
Application Number: 4151

Application ▾ General Information ▾ Scoring ▾ Feasibility ▾

### Application Details ?

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

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

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

Is the project single site?\*  Yes  No

Site

Is the address known?\*  Yes  No

Address Line1\*  ZIP\*  Zip+4\*   ?

Address Line2  City  Congressional District

County  Census Tract

State  CBSA

Number of Units\*  Targeted Area\*

Appraisal Date  ?

Acquisition Price\*  ?

Appraised Value

Is the site donated or discounted?\*

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

Is the Site Rural?\*  Yes  No

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

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

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

Dwelling type\*

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   ?

\* Required to save the page

† Required before Sponsor Approval

<Previous Next>

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### 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.



# AHP Online Application Process **General Information**

## Application Details: Site Information

### ZIP+4 and Census Tract Lookup

For each site, the AHP Participant must verify the ZIP+4 by going to [www.usps.com](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 "2021" in the "Year" dropdown before clicking search.

If the census tract shown for the site in AHP Online is incorrect, call Community Investment at 312.565.5824 before the application is Sponsor Approved.

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

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

**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.

**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 (e.g., real estate owned [REO], foreclosure, short sale);
- If the site is discounted; or
- If there is an identity of interest between the buyer and seller, unless the transaction qualifies as a donation (as defined in the 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.

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

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

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

### Homeownership Modular Housing

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

## Application Details: Site Information

The screenshot shows the 'Application Details' page with the 'Site Information' tab selected. The page contains the following elements:

- Navigation tabs: Application Information, **Site Information**, Site Parcel Information, Fair Housing, Subsidy Amount and Uses of Funds.
- Text: "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." Field: Milwaukee
- Text: "Select the project's state. For projects serving more than one state, choose 'Multi State'." Field: WI
- Text: "Is the project single site?"  Yes  No
- Text: "Add Site" button
- Section: "Site" with "Update Site" and "Cancel" buttons.
- Text: "Is the address known?"  Yes  No
- Text: "Once sites are identified, scoring criteria will be confirmed against identified address(es). If identified address(es) do not meet scoring criteria, a modification is necessary which could trigger repayment of the AHP subsidy."
- Text: "Enter the street address (optional) and the 5-digit zip code (mandatory) that is closest to the project site. Enter the Zip+4 if it is known."
- Form fields: Address Line1, Address Line2, ZIP\*, Zip+4, City, County, State, Congressional District, Census Tract, CBSA.
- Text: "Further define the geographical area of the site with the unknown address (e.g., neighborhood, census tract, etc.)."
- Text: "You have 3000 characters remaining for your description."
- Text: "\* Required to save the page" and "Required before Sponsor Approval"
- Text: "To submit your changes please click Save before exiting this page."
- Buttons: Save, Undo, <Previous, Next>

### Single-Site Project With Unknown Address

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

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

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

address to the intersection to find the ZIP+4 on [www.usps.com](http://www.usps.com).

Once the ZIP+4 is entered and the AHP Participant clicks on **Lookup**, AHP Online will automatically show the site census tract. The AHP Participant must verify that the census tract is correct by going to [www.FFIEC.gov](http://www.FFIEC.gov). **Important:** Please select "2021" in the "Year" dropdown before clicking search.

If the census tract shown for the site in AHP Online is incorrect, call Community Investment at 312.565.5824 before the application is Sponsor Approved.

# AHP Online Application Process **General Information**

## Application Details: Site Information

The screenshot shows the 'Site Information' tab of the AHP Online Application Process. The page header includes the FHLBank Chicago logo, a 'Logout' link, and the current date and time: 'Current as of March 3, 2021 at 2:33 PM CST'. Below the header, there are navigation links: 'My Applications | Home | Messages (0) | Guides/Info'. The project name is '2021 AHP Application - Rental' and the application number is '4151'. The main navigation bar shows 'Application', 'General Information', 'Scoring', and 'Feasibility'. The 'Application Details' section is active, and the 'Site Information' tab is selected. The form contains the following fields and options:

- City/County: Milwaukee (text input)
- State: WI (dropdown menu)
- Is the project single site?: No (radio button selected)
- How many sites are part of the project?: 5 (text input)
- Are the addresses for all the sites known?: No (radio button selected)
- How many site addresses are known?: 0 (text input)
- Buttons: Add Known Sites, Update Central Site, Cancel
- Central Site section: Address Line1\*, Address Line2, ZIP\*, Zip+4\*, and a Lookup button with a help icon.
- Geographical area(s) of the sites with unknown addresses: A large text area with a character count: 'You have 3000 characters remaining for your description.'
- Footer: '© 2021 Federal Home Loan Bank of Chicago. All rights reserved.'

### 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.

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 "2021" in the "Year" dropdown before clicking search.

If the census tract shown for the site in AHP Online is incorrect, call Community Investment at 312.565.5824 before the application is Sponsor Approved.

# AHP Online Application Process **General Information**

## Application Details: Site Information

| LogoutCurrent as of March 3, 2021 at 2:42 PM CST  
My Applications | Home | Messages (0) | Guides/Info  
Project Name: 2021 AHP Application - Rental  
Application Number: 4151

Application ▾ General Information ▾ Scoring ▾ Feasibility ▾

### Application Details ?

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

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

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

Is the project single site?\*  Yes  No

Site(s)						
Action	Address Line 1	Address Line 2	City	County	State	Zip Code
<a href="#">Edit</a>   <a href="#">Remove</a>	2850 S. Ellen Street		MILWAUKEE	MILWAUKEE	WI	53207-2536

(1 of 1)

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

◆ Required before Sponsor Approval

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Save the site information and save the entire page to ensure no information is lost.

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

# AHP Online Application Process **General Information**

## Application Details: Site Parcel Information

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

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

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

Application ▾ General Information ▾ Scoring ▾ Feasibility ▾

### Application Details ?

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
<a href="#">▶</a>	2850 S. Ellen Street		MILWAUKEE	MILWAUKEE	WI	53207-2536	Discounted

(1 of 1) ◀ ▶ 1 ▶ ▶▶

[Add Site Parcel](#)

There are no Site Parcels for this Site

Site Parcel

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

Donating or Discounting Party<sup>\*</sup>

Parcel Number/PIN<sup>♦</sup>

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<sup>♦</sup>

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

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

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

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

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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.

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**.

# AHP Online Application Process **General Information**

## Application Details: Site Parcel Information N/A

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**.

# AHP Online Application Process **General Information**

## Application Details: Fair Housing

The screenshot shows the 'Fair Housing' section of the application process. At the top, there is a navigation bar with 'Logout', 'Current as of March 3, 2021 at 2:48 PM CST', and 'My Applications | Home | Messages (0) | Guides/Info'. Below this, the project name '2021 AHP Application - Rental' and application number '4151' are displayed. The main navigation menu includes 'Application', 'General Information', 'Scoring', and 'Feasibility'. The 'Application Details' section is active, with tabs for 'Application Information', 'Site Information', 'Site Parcel Information', 'Fair Housing', and 'Subsidy Amount and Uses of Funds'. A message box indicates 'The Fair Housing information has been saved.' The 'Fair Housing' section contains several fields: a radio button for 'Will the project comply with all the federal, state and local Fair Housing Laws?' (Yes is selected), a text area for 'Describe how the marketing of the project will affirmatively promote fair housing' (containing 'The project will be marketed...'), an 'Uploaded File Info' box for 'Fair Housing Plan.docx' with a 'Remove' button, a radio button for 'Do any of the project's building(s) include four or more units?' (Yes is selected), and another 'Uploaded File Info' box for '2020 Architect\_Accessibility\_Certification.docx' with a 'Remove' button. At the bottom, there are 'Save' and 'Undo' buttons, and a copyright notice for '© 2021 Federal Home Loan Bank of Chicago. All rights reserved.'

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

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

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

nontraditional methods for evaluating credit and loan amount terms based on cultural differences and other individual factors; it may also include the targeted outreach efforts described above.

**Architect's Accessibility:** For projects with one or more buildings that include 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. See the Exhibits for the form.

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

# AHP Online Application Process **General Information**

## Application Details: Subsidy Amount and Uses of Funds

The screenshot shows the 'Subsidy Amount and Uses of Funds' section of the AHP Online Application Process. The page header includes the FHLBank Chicago logo, a 'Logout' link, and the current date and time: 'Current as of March 3, 2021 at 2:49 PM CST'. Navigation links for 'My Applications', 'Home', 'Messages (0)', and 'Guides/Info' are present. The project name is '2021 AHP Application - Rental' and the application number is '4151'. The main navigation menu includes 'Application', 'General Information', 'Scoring', and 'Feasibility'. The 'Application Details' section is active, with tabs for 'Application Information', 'Site Information', 'Site Parcel Information', 'Fair Housing', and 'Subsidy Amount and Uses of Funds'. The 'Subsidy Amount' section contains a 'Grant Amount' field with the value '600000'. Below this, there is a section for 'Select at least one Uses of Funds\*' with radio button options: 'Assistance with Acquisition Costs', 'New Construction', 'Rehabilitation' (which is selected), 'Refinance', and 'Other'. There is also a 'Choose AHP Specific Retention\*' dropdown menu set to 'Mortgage/Retention Agreement'. Two questions follow: 'Has this application been submitted to another Federal Home Loan Bank for AHP funding?' with 'Yes' and 'No' radio buttons, and 'Has this application previously been submitted to, approved by, and/or funded by the Federal Home Loan Bank of Chicago?' with 'Yes' and 'No' radio buttons. At the bottom, there are instructions: '\* Required to save the page' and '\* Required before Sponsor Approval'. A warning message states 'To submit your changes please click Save before exiting this page.' with 'Save' and 'Undo' buttons. Navigation links '<Previous' and 'Next>' are also visible.

The AHP grant amount may not exceed the current year **AHP subsidy-per-project limit**.

### Education and Counseling Costs

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

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

The Bank requires a recorded retention agreement for each AHP-assisted unit in a **homeownership project**, and a recorded mortgage and retention agreement for each rental project.

Beginning in 2020, **rehabilitation-only homeownership projects** are no longer subject to a retention agreement.

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



# AHP Online Application Process **General Information**

## Sponsor and Member Information

**FHLBank Chicago** | Logout | Current as of March 3, 2021 at 2:51 PM CST  
My Applications | Home | Messages (0) | Guides/Info  
Project Name: 2021 AHP Application - Rental  
Application Number: 4151

Application ▾ General Information ▾ Scoring ▾ Feasibility ▾

### 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:  Search Reset

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

(1 of 2) 1 2

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

Contacts for City of Milwaukee	
Name	Select
Maria Prioletta	<input type="checkbox"/>
Irma Yopez Klassen	<input checked="" type="checkbox"/>

(1 of 1) 1

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

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

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

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

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

# AHP Online Application Process **General Information**

## Sponsor and Member Information: **Homeownership Projects**

### Multi-Member Consortium Project:

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

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

FHLBank Chicago | Logout | Current as of March 3, 2021 at 2:52 PM CST  
 My Applications | Home | Messages (0) | Guides/Info  
 Project Name: 2021 AHP Application - Rental  
 Application Number: 4151

Application ▾ General Information ▾ Scoring ▾ Feasibility ▾

### Sponsor and Member Information ?

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

Is this a multi-member consortium project?  Yes  No

**Please Note:**

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

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

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

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

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FHLBank Chicago | Logout | Current as of March 3, 2021 at 2:52 PM CST  
 My Applications | Home | Messages (0) | Guides/Info  
 Project Name: 2021 AHP Application - Rental  
 Application Number: 4151

Application ▾ General Information ▾ Scoring ▾ Feasibility ▾

### Sponsor and Member Information ?

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

Is this a multi-member consortium project?  Yes  No

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

Selected Co-Member Contacts		
Member	Name	Delete
No records found.		
(1 of 1) <input type="button" value="←"/> <input type="button" value="&lt;&lt;"/> <input type="button" value="&gt;&gt;"/> <input type="button" value="→"/>		

**Please Note:**

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

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

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

# AHP Online Application Process **General Information**

## Member Involvement Information

**Member Involvement Information** ?

**Member Policy** | **Member Services**

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

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

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

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

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

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

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

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

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

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

**Member Involvement Information** ?

**Member Policy** | **Member Services**

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

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

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

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

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

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

# Scoring

## 1. Donated, Discounted, or Government-Conveyed Property

**Up to 5 points** may be awarded to projects in which at least 20% of land or units are **donated to the project or conveyed at a discount**, as follows:

**(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 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, sponsor, or owner through ownership or control.

Long-term leases of fifteen (15) years or longer with a rent payment of no more than \$100 annually qualify as **donated**.

### Helpful Hint



*Federal government or any agency or instrumentality thereof includes states, units of local government, tribal government, and public housing authorities.*

### Helpful Hint



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**.

### Helpful Hint



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

# AHP Online Application Process **Scoring**

## 1.a. Donated Property: Discount Information

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

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

The "Total number of units in the project claimed in Targeting" field is auto-filled based on the number of units filled in on the **Targeting** screen. This field will indicate "0" units until the Targeting screen is completed later in the application process.

Complete all required fields to move forward in the application.

# AHP Online Application Process **Scoring**

## 1.b. Donated Property: Donated/Discounted Evidence

The screenshot shows the FHLBank Chicago online application interface. At the top, there is a navigation bar with the FHLBank Chicago logo, a 'Logout' link, and the current date and time: 'Current as of March 3, 2021 at 3:02 PM CST'. Below this, there are links for 'My Applications | Home | Messages (0) | Guides/Info'. The project name is '2021 AHP Application - Rental' and the application number is '4151'. A breadcrumb trail shows 'Application > General Information > Scoring > Feasibility'. The main heading is 'Donated/Discounted Property'. There are two tabs: 'Donation/Discount Information' and 'Donated/Discounted Evidence', with the latter being active. The active tab contains a text instruction: 'Attach all documents that evidence donated/discounted properties and acquisition prices listed on the Site Information tab under Application Details.' Below this is a 'Browse...' button. There are two questions with radio button options: 'Do any of your donating/discounting parties have any relationship to the project, project sponsor or project owner or any member of the development team?' with 'Yes' and 'No' options; and 'Do any of the donated/discounted properties being acquired have any debt that will be assumed by the project?' with 'Yes' and 'No' options. At the bottom, there are 'Save' and 'Undo' buttons, and a warning: 'To submit your changes please click Save before exiting this page.' There are also '<Previous' and 'Next>' navigation buttons.

### **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.

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 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** (see the Project Timeline section (p. 97) for the requirements) or conveyance; documentation should reflect the conveyance cost. Such evidence should reference the specific site(s), the anticipated or actual date of the conveyance, and any condition(s) the donation and/or discount is contingent on, and it must be signed by the conveyor.

Additionally, for discounted properties, applicants must submit a **third-party appraisal** completed within **18 months** of the earlier 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).

# AHP Online Application Process Scoring


## 2. Sponsorship by Nonprofit

Projects submitted by a **not-for-profit sponsor** with a majority ownership interest (**rental projects**) or integral involvement (**homeownership projects**) may receive **5 points**, as follows.

### Rental Projects

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.

#### 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.**

### Homeownership Projects

Sponsor must be a not-for-profit organization, a state or political subdivision of a state, a state housing agency, a local housing authority, a Native American Tribe, an Alaskan Native Village, or the government entity for Native Hawaiian Home Lands, and play at least one integral role in the project by **(1)** managing the construction or rehabilitation of 100% of the units, or **(2)** qualifying borrowers and providing or arranging financing for the owners of the owner-occupied units.

#### Helpful Hint



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

# AHP Online Application Process Scoring

## 2.a. Sponsorship by Nonprofit: Ownership Structure Rental Projects

### LP/LLC/GP

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

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

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

### Helpful Hint

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*.

### Helpful Hint

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



# AHP Online Application Process **Scoring**

## 2.a. Sponsorship by Nonprofit: Ownership Structure **Rental Projects**

The screenshot shows the 'Ownership Structure' form in the FHLBank Chicago application system. The form is titled 'Sponsorship by Nonprofit' and includes a navigation menu with 'Application', 'General Information', 'Scoring', and 'Feasibility'. The 'Ownership Structure' section is active, showing options for 'Limited Partnership (LP)/Limited Liability Company (LLC)/General Partner (GP)' and 'Wholly owned or multiple partners (not LP, LLC or GP)'. The 'Wholly Owned Partners' table has one entry: 'Owner 1' with 100.000% ownership interest. The 'Partner Details' section includes fields for 'Name' (Owner 1) and 'Ownership Interest(%)' (100.000). A file upload section shows an uploaded file named '2019\_Project\_Ownership\_Chart.xlsx'. The form also includes a character count for the description and a 'Save' button.

Action	Name	Ownership Interest(%)
	Owner 1	100.000

### 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.

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

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

### Important Required Eligibility Information:

For **rental project** applications to be considered eligible, the **Ownership Structure** screen must be completed and a completed **Project Ownership Chart** must be attached, regardless of whether the AHP Participant intends to apply for Sponsorship by Nonprofit points.

# AHP Online Application Process **Scoring**

## 2.b. Sponsorship by Nonprofit: Organization Information **Rental Projects**

FHLBank Chicago | Logout | Current as of March 3, 2021 at 3:08 PM CST

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

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

Application ▾ General Information ▾ Scoring ▾ Feasibility ▾

### 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

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

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

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

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

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### Rental Projects

AHP Participants applying for Sponsorship by Non-profit points must complete the **Sponsorship by Nonprofit: Organization Information** screen and attach a completed Project Ownership Chart. **Documentation for this scoring category must be uploaded on the Sponsor Role screen.**

**To receive points in this category, a nonprofit sponsor 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: a valid Certificate of Charitable Organization (to evidence nonprofit status) and a valid Certificate of Status (to evidence "good standing"). The Certificate of Status must be dated no earlier than **90 days** prior to the AHP application deadline, whereas the Certificate of Charitable Organization must be dated no earlier than **13 months** prior to the AHP application deadline.

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.

# AHP Online Application Process **Scoring**

## 2.c. Sponsorship by Nonprofit: Organization Information **Homeownership**

The screenshot shows the 'Sponsorship by Nonprofit' section of the AHP Online application. At the top, the FHLBank Chicago logo is on the left, and navigation links 'My Applications | Home | Messages (0) | Guides/Info' are on the right. Below the logo, the project name 'CJR - Homeownership Acquisition Application' and application number '4273' are displayed. A breadcrumb trail shows 'Application > General Information > Scoring > Feasibility'. The main heading is 'Sponsorship by Nonprofit' with a question mark icon. A message box states 'The Home Ownership information has been saved.' Below this, there are several questions with radio buttons: 'Will the Project Sponsor qualify for Project Sponsorship points?' (Yes selected), 'Is the sponsor a not-for-profit organization...' (Yes selected), and 'Are you a charitable organization incorporated outside of Illinois?' (Yes selected). There are checkboxes for 'Managing the construction or rehabilitation of 100% of the units' and 'Qualifying borrowers and providing or arranging financing for the owners of housing units.' An 'Add Organization' button is present. A table titled 'Integrally Involved Organizations' is shown with columns for 'Action', 'Organization Type', and 'Organization Name'. Below the table, there is a section for 'Uploaded File Info' with a file named 'Cert of Good Standing.pdf' and a 'Remove' button. At the bottom, there are 'Save' and 'Undo' buttons and a copyright notice for 2022 Federal Home Loan Bank of Chicago.

### Homeownership Projects

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

**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: a valid Certificate of Charitable Organization (to evidence nonprofit status) and a valid Certificate of Status (to evidence "good standing"). The Certificate of Status must be dated no earlier than **90 days** prior to the AHP application deadline, whereas the Certificate of Charitable Organization must be dated no earlier than **13 months** prior to the AHP application deadline.

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.

# AHP Online Application Process Scoring

## 3. Targeting

Projects may receive up to **20 points** for the **income levels** that they choose to target.

### Eligibility Information

**Homeownership projects**, all AHP-assisted households must be **≤80% AMI**. **Failure to commit to the required minimum may result in the application being deemed ineligible.**

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

**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 may result in the application being deemed ineligible.**

#### Helpful Hint

The unit mix, rents, and affordability commitments **must be consistent** throughout the application and supporting documents.

#### Helpful Hint

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.

#### Helpful Hint

If the project is currently **occupied**, the current tenant demographic must equal or exceed this commitment.

# AHP Online Application Process **Scoring**

## 4. Underserved Communities and Populations: Housing for Homeless Households

The screenshot shows the FHLBank Chicago online application interface. At the top, there is a navigation bar with 'Logout', 'Current as of March 3, 2021 at 3:13 PM CST', and 'My Applications | Home | Messages (0) | Guides/Info'. Below this, the application details are shown: 'Project Name: 2021 AHP Application - Rental' and 'Application Number: 4151'. The main content area is titled 'Underserved Communities and Populations/Housing for Homeless Households'. It contains several questions and input fields:

- Question: 'Will the project specifically reserve 20% of the total units for populations that meet the Homeless definition?' with radio buttons for 'Yes' (selected) and 'No'.
- Field: 'Indicate how many total units will specifically be reserved for homeless populations.' with a text input field containing '0'.
- Question: 'How will it be documented that individuals meet the definition of homeless?' with checkboxes for 'Intake Form', 'Referrals' (checked), and 'Other'.
- Field: 'Specify the Referral sources.' with a text area and a character count: 'You have 3000 characters remaining for your description.'
- Field: 'If provided, identify sources of funding for specialized services and/or any subsidies targeting eligible homeless populations.' with a text area and a character count: 'You have 3000 characters remaining for your description.'
- Question: 'Will residents be permitted to stay at least six (6) months?' with radio buttons for 'Yes' and 'No'.

At the bottom, there are instructions: '\* Required to save the page' and 'Required before Sponsor Approval'. A red box contains the text: 'To submit your changes please click Save before exiting this page.' There are 'Save' and 'Undo' buttons. Navigation links '<Previous' and 'Next>' are also visible.

Projects may receive **5 points** if they provide housing to **individuals who are homeless**. Projects that **(1)** create rental housing, excluding overnight shelters, reserving **20% of the total units** for homeless households, **(2)** create transitional housing permitting minimum of six (6) months of occupancy, reserving **20% of the total units** for homeless households, or **(3)** create permanent owner-occupied housing, reserving **20% of the total units** for homeless households, are eligible for points.

### Helpful Hint

A commitment in 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.

For the purpose of this scoring category, **homeless households are defined as:**

- People who are living in a place not meant for human habitation, in an emergency shelter, or in transitional housing, or who are exiting an institution where they resided.
- People losing their primary nighttime residence.
- Families with children or unaccompanied youth who are unstably housed and likely to remain so.
- People who are fleeing or attempting to flee domestic violence, have no other residence, and lack the resources or support networks to obtain other permanent housing.

### Helpful Hint

If the project is currently **occupied** with a vacancy rate of **<20%**, it is **ineligible** to receive points in this category.

# AHP Online Application Process **Scoring**

## **5. Underserved Communities and Populations: Housing for Special Needs Populations**

The financing of housing in which **20% of the total units** are reserved for occupancy by **households with special needs** are eligible to receive **5 points**.

For purposes of this scoring criterion, special needs populations are defined as individuals with physical, mental, or developmental disabilities.

Alternatively, the financing of housing with a proposed scope of work such that **20% of the total units** will be **visitable by persons with physical disabilities who are not occupants** of such housing qualifies for **5 points**. Please refer to the [2022 Implementation Plan](#) for more information on FHLBank Chicago's definition of visitable.

The commitment of units in this category may be a combination of those occupied by individuals with special needs and those that are visitable.

### **Housing for Individuals with Special Needs: Required Supporting Information**

If supportive services are integral to the operation 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 combine all Special Needs evidence into one PDF document and attach to the screen.

#### **Helpful Hint**

The individual with the qualifying special need(s) is not required to be the head of household.

#### **Helpful Hint**

Units occupied by individuals with special needs may "float" throughout the project.

#### **Helpful Hint**

The following project types are **not eligible** for Visitable points:

- New construction projects with 4 or more units
  - Acquisition-only projects
  - Adaptive reuse projects utilizing buildings that were not initially residential in use

#### **Helpful Hint**

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.

#### **Helpful Hint**

**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 Tenant Income Worksheet.

# AHP Online Application Process **Scoring**

## 5.a. Underserved Communities and Populations: Housing for Special Needs Populations

**FHLBank Chicago** | Logout | Current as of March 3, 2021 at 3:14 PM CST  
My Applications | Home | Messages (0) | Guides/Info  
Project Name: 2021 AHP Application - Rental  
Application Number: 4151

Application ▾ General Information ▾ Scoring ▾ Feasibility ▾

### Underserved Communities and Populations/Special Needs ?

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

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 identify special needs populations. ◆

	Number of Units
<input checked="" type="checkbox"/> Physically, developmentally or mentally disabled	<input type="text" value="4"/>
<input checked="" type="checkbox"/> Visitable by persons with physical disabilities	<input type="text" value="4"/>
<b>Total</b>	<b>8</b>

*The total number of units, identified in the special needs populations, must equal the number of units reserved specified above. Correctly specify these values to complete this section.*

Make any changes above?

Attach description of referral sources and sponsor history of housing individuals with special needs. If applicable, attach a Supportive Service Plan. If applying for Visitable points attach a Certificate of Visitability available on the Bank's website.

Uploaded File Info  
\* *Special Needs Commitment.docx*

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

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

<Previous Next>

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### Units Visitable by Persons With Physical Disabilities

A visitable unit must include these three features:

**1)** at least one zero-step entrance approachable by an accessible route such as a sidewalk; **2)** the entrance door and all interior passage doors are at least 34 inches wide, offering 32 clear inches of clear passage space throughout the floor plan of the unit; and **3)** basic access (i.e. ability to enter and use) to at least one half-bath/powder room on the main floor

Projects that are required to create visitable units pursuant to the design and construction requirements of the Federal Fair Housing Act or other state or local standards are **not eligible for Visitable points**. The Federal Fair Housing Act design and construction requirements apply to "covered multifamily dwellings" designed and constructed "**for first occupancy**" after March 13, 1991.

A building was not designed or constructed for **first occupancy** if:


- 1)** it was occupied by **March 13, 1991**; or
- 2)** the last building permit or renewal of a building permit was issued on or before **June 15, 1990**.

The "first occupancy" language in the statute has been defined in HUD's Fair Housing Act regulations as "a building that has never before been used for any purpose." This means buildings that are rehabilitated are not covered by the design and construction requirements even if the rehabilitation occurs after March 13, 1991, and even if the rehabilitation is substantial.

To receive points under this Special Needs category, the project's architect must complete and execute the Architect's Visitability Certification form.

# AHP Online Application Process **Scoring**

## 6. Underserved Communities and Populations: Rural Housing

| LogoutCurrent as of March 3, 2021 at 3:16 PM CST  
My Applications | Home | Messages (0) | Guides/Info  
Project Name: 2021 AHP Application - Rental  
Application Number: 4151

Application ▾ General Information ▾ Scoring ▾ Feasibility ▾

### Underserved Communities and Populations/Rural ?

Information

- Your changes have been saved to the system. ✓

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:

Uploaded File Info

*USDA Maps.docx* Remove

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

---

\* Required to save the page

♦ Required before Sponsor Approval

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

Save

Undo

<Previous

Next>

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

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

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

### Helpful Hint

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





# AHP Online Application Process **Scoring**

## 7. Underserved Communities and Populations: Large Family Units (**Rental Projects Only**)

The screenshot shows the FHLBank Chicago AHP Online Application Process Scoring page. The page header includes the FHLBank Chicago logo, a Logout link, and the current date and time: "Current as of March 3, 2021 at 3:18 PM CST". Below the header, there are navigation links: "My Applications | Home | Messages (0) | Guides/Info". The project name is "2021 AHP Application - Rental" and the application number is "4151".

The main content area is titled "Underserved Communities and Populations/Large Family Units" with a help icon. Below the title, there is an "Information" box with a message: "Your changes have been saved to the system." with a green checkmark.

The form contains the following fields and controls:

- A question: "Do at least 20% of the total units meet the Large Family Units criteria?" with radio buttons for "Yes" (selected) and "No".
- A text input field for "Indicate the number of units meeting this criteria\*" with the value "8".
- A red warning text: "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."
- An "Uploaded File Info" table with one entry: "Site Plan.docx" and a "Remove" button.
- A "Save" button and an "Undo" button.
- Footnote: "\* Required to save the page" and "Required before Sponsor Approval".
- Navigation: "<Previous" and "Next>" buttons.
- Footer: "© 2021 Federal Home Loan Bank of Chicago. All rights reserved."

**Rental projects** in which **20% of total units** add rental units with **three or more bedrooms** to the housing market may receive **2 points**.


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.

**Rehabilitation of existing three-bedroom units will not be considered in this category.**

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.

# AHP Online Application Process **Scoring**

## 8. Creating Economic Opportunity through Residential Economic Diversity


| Logout
Current as of March 3, 2021 at 3:20 PM CST

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

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

Application ▾ General Information ▾ **Scoring** ▾ Feasibility ▾

### Creating Economic Opportunity/Residential Economic Diversity ?

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

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.

Add Census Tract Details

Census Tract Details			
Action	Census Tract #	# of Units	FFIEC Map/Documentation
Edit   Remove	0183.00	40	USDA Maps.docx
		<b>Total: 40</b>	

(1 of 1)
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\* Required to save the page

◆ Required before Sponsor Approval

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

Save
Undo

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Projects in a Census tract(s) where the **median income equals or exceeds the median income for the county or metropolitan area** may receive **5 points**.

**75% of the total units** in the project must meet the criteria to receive the points.

A screenshot from the **FFIEC website** is **required**. Enter the address and click on Search, then Census Demographic Data. The "Tract Median Family Income %" must be **>100%** (see example on the right).

**Important:** Please select "2021" in the "Year" dropdown before clicking search. The screenshot must be dated no earlier than **90 days** prior to the AHP application deadline.

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

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	
Tract Minority %		4.91	
Tract Minority Population		108	
Owner-Occupied Units		833	
1- to 4- Family Units		1857	

# AHP Online Application Process **Scoring**

## 9. Community Stability

FHLBank Chicago | Logout | Current as of March 3, 2021 at 3:21 PM CST

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

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

Application ▾ General Information ▾ Scoring ▾ Feasibility ▾

### Community Stability ?

Information

- Your changes have been saved to the system. ✓

Do you wish to be considered for Community Stability points?\*  Yes  No

The purpose of this category is to reward and encourage affordable housing development that has a possible impact on the well-being of the community. Complete and attach the information regarding Community Stability, using the Community Stability Template available on the Bank's website.

Community Stability Attachment ⚡

Uploaded File Info
2019_Community_Stability.xlsx <input type="button" value="Remove"/>

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

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

<Previous Next>

Beginning in 2022, the Community Stability scoring category will include the following categories only:

- Rehabilitation of Existing Occupied Housing
- Promotion or Preservation of Homeownership


You must select **Yes** and upload the **Community Stability form** to be considered for these points. Please reference the Exhibits section of this guide for more information. The form can be found at [AHP Policy and Forms](#) under **Application Exhibits**.

**Rehabilitation of Existing Occupied Housing (7 points):** Once the completed Community Stability form is uploaded, with the appropriate field checked, no additional evidence is required. No more than 25% of project units may be new construction and new construction costs may not exceed 25%. Hard rehabilitation costs must be greater than or equal to 25% of the total development costs. Housing must be currently occupied with vacancy at or below 50%. Homeownership projects involving acquisition are **ineligible** for points in this category.

**Promotion or Preservation of Homeownership (6 points, Homeownership Projects only):** Once the completed Community Stability form is uploaded, with the appropriate field checked, no additional evidence is required.

# AHP Online Application Process **Scoring**

## 10. Bank District Priority: In-District Projects

| LogoutCurrent as of March 3, 2021 at 3:22 PM CST  
My Applications | Home | Messages (0) | Guides/Info  
Project Name: 2021 AHP Application - Rental  
Application Number: 4151

Application ▾ General Information ▾ Scoring ▾ Feasibility ▾

### Bank District Priorities/In-District Project ?

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

Site(s)					
Address Line 1	Address Line 2	City	County	State	Zip Code
2850 S. Ellen Street		MILWAUKEE	MILWAUKEE	WI	53207-2536

(1 of 1) ⏪ ⏩ 1 ⏪ ⏩

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

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

Save Undo

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

Projects located in **Illinois or Wisconsin** may receive **5 points**. Click on **Yes** if 100% of the project is located within Illinois and/or Wisconsin. If an AHP Participant clicks on Yes but the project is not located in Illinois or Wisconsin, an error will appear on the Sponsor Approval screen and the sponsor will not be able to Sponsor Approve the application.

After clicking on Yes or No, the AHP Participant must save the page to continue.

**100% of the units** must be located in the states of Illinois and/or Wisconsin to be eligible for In-District points.

### Helpful Hint

If the AHP applicant fails to click on Yes, the project will not receive In-District points regardless of where it is located.

# AHP Online Application Process **Scoring**

## 11. Bank District Priority: Member Financial Participation **Rental Projects**

Will one or more FHLBC Member(s) play a financial role in the development of the project, excluding pass through of AHP subsidy?  Yes  No

Will an entity that the member has a >50% ownership interest in play a financial role in the development of the project?  Yes  No

Will an entity or a subsidiary of an entity having a >50% ownership interest in a member play a financial role in the development of the project?  Yes  No

Points will be awarded if a member or members of the Bank provide(s) long-term financing with a minimum term of 15 years to the project (i.e. permanent financing, participation in permanent financing, or letter of credit for credit enhancement), direct purchase of tax credits, or purchase of tax credits through a proprietary investment fund, the sum total of which constitutes  $\geq 10\%$  of total development costs. Projects consisting of rehabilitation only are eligible to receive points for long term financing only if a member commits to provide financing for the proposed rehabilitation in an amount  $\geq 10\%$  of the total development cost.

Points will be awarded if a member or members of the Bank provide(s) long-term financing with a minimum term of 15 years to the project (i.e. permanent financing, participation in permanent financing, or letter of credit for credit enhancement), direct purchase of tax credits, or purchase of tax credits through a proprietary investment fund, the sum total of which constitutes  $\geq 5\%$  and  $< 10\%$  of total development costs.

Points will be awarded if a member or members provide(s) intermediate or short-term financing to the project (i.e., construction or bridge loan, participation in a construction or bridge loan, or performance guaranty letters of credit), the sum of which constitutes  $\geq 10\%$  of total development cost.

Download, complete and attach the Member Financial Participation template available on the Bank's website

Commitment of Financial Involvement  Browse

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

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

Save Undo

<Previous Next>

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**Rental projects** with **financial involvement from a FHLBank Chicago member institution** may receive up to **6 points**, as follows:

**5 points** if a member or members of FHLBank Chicago provide(s) **long-term financing** with a minimum term of **fifteen (15) years** to the project (i.e., permanent financing, participation in permanent financing, or letter of credit for credit enhancement), direct purchase of tax credits, or purchase of tax credits through a proprietary investment fund, the sum total of which constitutes  **$\geq 10\%$**  of total development cost.

**2 points** if a member or members of FHLBank Chicago provide(s) **long-term financing** with a minimum term of **fifteen (15) years** to the project (i.e., permanent financing, participation in permanent financing, or letter of credit for credit enhancement), direct purchase of tax credits, or purchase of tax credits through a proprietary investment fund, the sum total of which constitutes  **$\geq 5\%$  and  $< 10\%$**  of total development cost.

**1 point** if a member or members of FHLBank Chicago provide(s) **intermediate or short-term financing** to the project (i.e., construction or bridge loan, participation in a construction or bridge loan, or performance guaranty letters of credit), the sum of which constitutes  **$\geq 10\%$**  of total development cost.

For multiple Member Financial Participation commitments, the AHP Participant must combine the executed commitments into one PDF file and attach it to the application in AHP Online.

### Helpful Hint

If credits are being purchased through a proprietary equity fund, the letter of interest or intent must clearly identify an FHLBank Chicago member as the sole investor.

## 11. Bank District Priority: Member Financial Participation **Homeownership Projects**

**Homeownership projects with financial involvement from a FHLBank Chicago member institution** may receive up to **6 points**, as follows:

**6 points** if a member or members of FHLBank Chicago will definitively provide financing with a minimum loan term of **five (5) years to  $\geq$  50%** of all qualified homebuyers/homeowners.

**3 points** if a member or members of FHLBank Chicago will provide only **short-term financing** to the project (i.e., construction loan or bridge loan) **OR** will definitively provide financing with a minimum loan term of **five (5) years to  $\geq$  25% and  $<$  50%** of homebuyers/homeowners.

**1 point** if a member or members of FHLBank Chicago will provide financing with a minimum loan term of **five (5) years to  $\geq$  10% and  $<$  25 %** of homebuyers/homeowners.

For multiple Member Financial Participation commitments, the AHP Participant must combine the executed commitments into one PDF file and attach it to the application in AHP Online.

### Helpful Hint

Sponsor-driven owner-occupied projects are **only eligible** for points associated with **short-term financing** (i.e., construction loans or bridge loans).



# AHP Online Application Process **Scoring**

## 12. **New Bank District Priority:** **Projects Serving Low-Income Minority Areas**

The screenshot shows the FHLBank Chicago AHP Online Application Process Scoring page. The page is titled "Bank District Priorities/Projects Serving Low-Income Minority Areas". It features a navigation menu with tabs for "Application", "General Information", "Scoring", and "Feasibility". The "Scoring" tab is selected. The page displays a message: "Your changes have been saved to the system." Below this, there is a question: "Do you want to attempt points for Projects Serving Low-income Minority Areas?" with radio buttons for "Yes" (selected) and "No". The page provides detailed criteria for receiving points, including: 1) Low-income area - At least 51 percent of all households in the census tract(s) earn equal to or less than 80 percent of the area median income. 2) Minority area - The census tract(s) where the project is located meets at least one of the following criteria: (a) The census tract's total percentage of minority persons is at least 20 points higher than the total percentage of minority persons in the county where the project is located; or (b) The census tract has a non-white population of 50 percent or more. A list of eligible minority areas is provided in the Application Exhibits section of the AHP Policy and Forms page of FHLBC.com. 3) Consistency with Community Plan - The project must provide an executed Certification of Consistency with a neighborhood, community, or local planning effort, excluding Consolidated and/or Annual Action Plans. The page also includes a question: "Are at least 75 percent of the total units located in low-income minority areas as defined above (and included on the list of eligible census tracts found on our website) and certified to be consistent with a neighborhood, community, or local planning effort?" with radio buttons for "Yes" (selected) and "No". There are two "Uploaded File Info" sections, one for "Certification of Consistency with a qualifying neighborhood, community, or local planning effort" and one for "Qualifying community plan". Each section has a "Remove" button. At the bottom, there are "Save" and "Undo" buttons, and a message: "To submit your changes please click Save before exiting this page." The page also includes a "Logout" link and the current date and time: "Current as of February 4, 2022 at 12:02 PM CST".

Projects serving low-income minority areas is a new scoring category for the 2022 year. Projects located in FHLBank Chicago's definition of **low-income minority areas (LIMA)** may receive **4 points**.

At least **75% of the total units** must be located in low-income minority area census tracts defined below as census tracts where:

1. At least **51% of all households** earn equal to or less than **80% AMI, AND**
2. The percentage of the minority population is **20% higher** than the total percent minority population in the **county OR** where the non-white population is **50%** or more

**A published list of eligible census tracts across the country is available on [AHP Policy and Forms](#), titled **2022 Low-Income Minority Areas**.**

Please ensure the census tract in which your project is located appears on that list if you are seeking points in this category.

**Additionally, a project must provide a Certification of Consistency with a qualifying neighborhood, community, or local planning effort.** This excludes Consolidated and/or Annual Action Plans.

The **Certification of Consistency** form and a list of criteria for local plans can be found at [AHP Policy and Forms](#) under **Application Exhibits**. Please reference the Exhibits section of this guide for an example of the template.

# AHP Online Application Process **Scoring**

## 13. Permanent Supportive Housing: Rental Projects Only

**Rental projects** providing **permanent supportive housing** may receive **5 points**. 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 the **AHP 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
- 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.

**20% of the total units** in the project must meet the criteria to receive the points.

\* Applicant **does not** need to commit to the Housing for Homeless scoring category to be eligible, but must evidence at application and during post-award compliance that project is serving individuals or households with a history of homelessness.

\*\* Applicant **must** commit to Housing for Special Needs Populations points, reserving **20% of units** for individuals with a physical, mental, or developmental disability. **Visitable units are not eligible.**

\*\*\* Project must have a service provision element, which applicants must describe at application. This can be a narrative uploaded to the Permanent Supportive Housing screen in AHP Online.

### Helpful Hint

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.**



# AHP Online Application Process **Scoring**

## 14. AHP Subsidy Per Unit

The AHP Online system will auto-calculate a project's **Subsidy Per Unit** score, up to **10 points** total, per guidelines outlined in the **AHP Implementation Plan**.

No supporting documentation is required.

## 15. Projects of 24 or Fewer Units

Projects with **24 or fewer units** may receive **3 points**.

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

The screenshot displays the AHP Online application interface. At the top left is the FHLBank Chicago logo. The top right shows the user's current session information: "Current as of March 5, 2021 at 10:42 AM CST" and "Logout". Below this is a navigation bar with "My Applications | Home | Messages (0) | Guides/Info". The project details are "Project Name: 2021 Homeownership Test" and "Application Number: 4153". A breadcrumb trail shows "Application > General Information > Scoring > Feasibility". The main heading is "Bank District Priorities/Projects of 24 or Fewer Units" with a help icon. The question is "Do you want to commit to this scoring category?" with radio buttons for "Yes" (selected) and "No". A red note states "You are eligible for this scoring category's points." At the bottom, there are two required fields: "\* Required to save the page" and "♦ Required before Sponsor Approval". A warning box says "To submit your changes please click Save before exiting this page." with "Save" and "Undo" buttons. Navigation links "<Previous" and "Next>" are at the bottom. The footer contains the copyright notice: "© 2021 Federal Home Loan Bank of Chicago. All rights reserved."

# Feasibility

## Financial Feasibility Introduction

The screenshot shows the FHLBank Chicago application interface. At the top left is the FHLBank Chicago logo. To the right, there is a "Logout" link and the current date and time: "Current as of March 3, 2021 at 3:26 PM CST". Below this, there are navigation links: "My Applications | Home | Messages (0) | Guides/Info". The project name and number are displayed: "Project Name: 2021 AHP Application - Rental" and "Application Number: 4151". A breadcrumb trail shows "Application" > "General Information" > "Scoring" > "Feasibility". The main heading is "Financial Feasibility" with a help icon. Below this are four tabs: "Import Spreadsheet" (highlighted in red), "Feasibility Analysis", "Commitment Letters", and "Rehabilitation Information". The "Import Spreadsheet" tab contains the following text: "Download and complete the Rental Feasibility Workbook found on the FHLBC website." Below this is a form field for "Import the Rental Feasibility Workbook\*" with a "Browse..." button and a help icon. There is a question "Is the project's construction at least 50% complete?\*" with radio buttons for "Yes" and "No". Below that is another form field for "Attach a Floor plan or a Site plan :" with a "Browse..." button and a help icon. At the bottom of the form, there are two footnotes: "\* Required to save the page" and "♦ Required before Sponsor Approval". On the right side of the form, there is a red-bordered box with the text "To submit your changes please click Save before exiting this page." and two buttons: "Save" and "Undo". At the bottom left of the form is a "<Previous" link and at the bottom right is a "Next>" link.

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 in the **Financial Feasibility Spreadsheet**.

Please follow the directions provided under the **Instructions** tab in the Financial Feasibility Spreadsheet. Specific tips must be followed in order to successfully upload the Financial Feasibility Spreadsheet. Project feasibility and the need for subsidy are reviewed across the life cycle of a project (i.e., at application, disbursement, and project completion).

Operations are analyzed from an overall perspective, taking into account debt coverage and/or expense-to-income ratios and cash flows, as well as the elements of the operations that affect those factors.

# AHP Online Application Process **Feasibility**

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## Tips for Completing the Financial Feasibility Workbook

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

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

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

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.

**Homeownership Projects:** The total amount of AHP subsidy used for **homeownership education** and counseling costs on the Subsidy Amount and Uses of Funds screen in AHP Online **must match** the total amount of AHP subsidy used for homeownership education and counseling costs under the **Summary of Uses** tab of the Financial Feasibility Spreadsheet.

**Rental Projects:** The Absorption Period field under the **Project Worksheet** tab of the Financial Feasibility Spreadsheet must be completed.

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.

If the project is receiving tax deferral or abatement, the operating pro forma should reflect only the years for which the deferral or abatement is in effect.

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

## Rental Projects

### Tips for Completing Commercial Financial Feasibility Workbook

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 Spreadsheet. 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.

# AHP Online Application Process **Feasibility**

## Financial Feasibility: Import Spreadsheet

### 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 10, 2022. 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 10, 2022, 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.

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 <b>all other Federal housing sources</b> , 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
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	Exclude Federal program funds (e.g., HOME, CDBG).
14	Housing Bonds	Tax-exempt multifamily rental housing bonds
15	Grants	Donated funds from non-governmental sources
16	Other 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	

### Source Code Classification

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).

# AHP Online Application Process Feasibility

## Financial Feasibility: Import Spreadsheet Continued

**Financial Feasibility**

Information  
Four changes have been saved to the system. ✓

Download and complete the financial feasibility workbook based on the FHEDC website.

Import the financial feasibility workbook

Upload File Info  
For spreadsheet: **financialsubsub.xlsx** [Review]

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

Attach a floor plan or a site plan: [Browse]

**Housing Development Sources of Funds**

Source of Funds	Amount (\$)	Ranking or Comment	Description	Contracted	Rate (%)	Term (years)	Amount Period (years)	Annual Debt (\$)	Annual Debt (\$)	Word Debt?
AHP Land Subsidy	890,300.00	Housing	AHP Subsidy	No	0.00%	0.0	0.0	0.00	0.00	No
First Mortgage	1,840,321.00	Housing	Firstmortg Financing by Member	Yes	4.00%	05.0	20.0	29,130.00	100	No
LIHTC Units	1,774,261.00	Housing	Federal Low Income Housing Tax Credit Equity	Yes	0.00%	0.0	0.0	0.00	0.00	No
Federal Historic Equity	1,242,527.00	Housing	Historic Preservation Tax Credit Equity	Yes	0.00%	0.0	0.0	0.00	0.00	No
State Historic Equity	1,095,478.00	Housing	State Low Income Housing Tax Credit Equity	Yes	0.00%	0.0	0.0	0.00	0.00	No
Deferred Developer Fee	125,202.00	Housing	Deferred Developer Fee	Yes	0.00%	0.0	0.0	0.00	0.00	No
<b>Subtotal - Housing</b>	<b>\$10,502,628.00</b>									
<b>Subtotal - Contract</b>	<b>\$ 0.00</b>									
<b>Total Funding Sources</b>	<b>\$10,502,628.00</b>									

**Units Breakdown**

	No. of Units	No. of Units	No. of Units
Rehabilitation Units	40	24	1- bedroom Units
New Construction Units	0	0	2- bedroom Units
Acquisition Units	0	18	3- bedroom Units
<b>Total Units</b>	<b>40</b>	<b>40</b>	<b>Total Units</b>

**Building Use Breakdown (Units)**

**Housing Development Uses of Funds Summary**

Total Acquisition Costs	\$ 1,205,300.00
Total Construction / Rehabilitation Costs	\$ 6,967,540.00
Hard Construction Costs	\$ 0.00
Hard Rehabilitation Costs	\$ 5,494,040.00
Other Costs	\$ 1,283,500.00
Total Fees	\$ 0.00
Total Taxes and Insurance Costs	\$ 34,713.00
Total Construction Financing	\$ 702,480.00
Total Personnel Financing	\$ 41,460.00
Total Fixed Habitable	\$ 276,217.00
Total Soft Costs	\$ 532,500.00
Total Developer Fees	\$ 946,000.00
Total Financing Fees and Expenses	\$ 73,578.00
<b>Total Development Costs</b>	<b>\$ 18,362,528.00</b>

**Housing Pro Forma**

	Standard	Actual
Units Annual Rental Income		\$ 391,200.00
Reserve Funds Income		\$ 341,150.00
Net Operating Income		\$ 133,661.00
Hard Debt Service		\$ 386,718.00
Initial Cash Flow		\$ 2,311,843.00
Debt Coverage Ratio	More Info	1.13
Soft Debt Service		\$ 5,000.00
Secondary Cash Flow		\$ 0.00
Secondary Debt Coverage Ratio		1.00

**Key Feasibility Values**

	Standard	Actual
Average Square Feet Per Unit		1,262.00
Average Square Feet Per Unit (Rehabilitation)		1,262.00
Average Square Feet Per Unit (Construction)		0.00
Average Square Feet Per Unit (Acquisition Costs)		0.00
Total Adjusted Development Cost		\$ 6,872,400.00
Adjusted Development Cost Per Unit		\$ 171,815.00
Total Acquisition Cost Per Unit		\$ 30,325.00
Total Development Cost Per Square Foot		\$ 208.70
Cost Per Square Foot (Rehabilitation)		\$ 108.70
Cost Per Square Foot (Construction)		\$ 0.00
Cost Per Square Foot (Acquisition Costs)		\$ 0.00
Common Office Area Percentage		49.00%
Commercial Area Percentage		0.00%
Construction Contingency Percentage (Housing)		0.00%
Construction Contingency Percentage (Overall)		0.00%
Debt Service Requirement Percentage		0.00%
Debt Service Percentage		2.30%
Debt Ratio Percentage		5.50%
Developer Fee Percentage	More Info	8.75%
Management Fee	More Info	6.00%
Vacancy Rate	More Info	7.00%
Capitalized Return on Housing (overall)	More Info	7.50%
LIHTC Equity	More Info	0.00%
Replacement Reserve Per Unit	More Info	\$ 300.00
Reserve Trust	More Info	2.00%
Operating Fund	More Info	3.00%
Operating Fund	More Info	1.00%

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

[Save] [Undo]

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

### Site and Floor Plans

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

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

# AHP Online Application Process **Feasibility**

## Financial Feasibility: Feasibility Analysis

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

Action	Feasibility Value	Details	Standard	Actual	Explained
<a href="#">Explain</a>	Excess Lease-up Reserve	<a href="#">More Info</a>	≤ \$ 79,801.75	\$ 80,000.00	No

**Feasibility Issue**

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

**Feasibility Value** Excess Lease-up Reserve

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

**Standard** ≤ \$ 79,801.75

**Actual** \$ 80,000.00

**Explain**

*You have 4000 characters remaining for your description.*

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

To submit your changes please click Save before exiting this page. [Save](#) [Undo](#)

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

The Feasibility Analysis screen will populate using the information provided on the Financial Feasibility Workbook. The analysis is based on whether or not the project budget exceeds one or more of the feasibility guidelines outlined in the **Implementation Plan** applicable to the current round. The **Feasibility Guidelines** tab on the spreadsheet will also indicate whether a value is outside of guidelines before the spreadsheet is uploaded.

**Note:** The Adjusted Development Cost per Unit (ADCU) guidelines have been updated in the **2022 Implementation Plan**. Additionally, an explanation will be required if the ADCU is **above \$250,000 per unit**.

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.

### To Explain or Justify Feasibility Issues

An explanation is **required** for each item that is outside the feasibility guidelines. The sponsor will not be able to Sponsor Approve an application until each deviation from the feasibility guidelines has been explained. For each feasibility value, please click on the **Explain** link under the Action column. After a justification is entered, click on **Update Feasibility Issue**. The Explained column will show Yes or No. If the column indicates No for a particular feasibility issue, it means the issue has not been justified and saved in the Explain box. Once all issues are explained, please save the page and click on **Next**.

### Helpful Hint

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.

## **Financial Feasibility: Feasibility Analysis**

### **If the Project Does Not Have Any Feasibility Issues**

If there are no feasibility issues, the following message will be displayed: "No feasibility issues were found. No action is required on this tab."

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



# AHP Online Application Process Feasibility

## Financial Feasibility: Commitment Letters

The screenshot displays the 'Financial Feasibility' section of the AHP Online Application Process. The 'Commitment Letters' tab is active, showing a table of committed funding sources and a form for providing evidence of commitment.

Action	Source of Funds	Description	Amount	Approved	Letter Provided
Attach	First Mortgage	Permanent Financing by Member	\$ 1,640,031.00	Yes	Yes
Attach	LHFC Equity	Federal Low-Income Housing Tax Credit Equity	\$ 5,774,387.00	Yes	No
Attach	Federal Historic Equity	Historic Preservation Tax Credit Equity	\$ 1,242,527.00	Yes	No
Attach	State Historic Equity	State Low Income Housing Tax Credit Equity	\$ 1,005,476.00	Yes	No
Attach	Deferred Developer Fee	Deferred Developer Fee	\$ 135,207.00	Yes	No

Will the project include construction financing?  Yes  No

Attach evidence of construction financing:  Remove

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

Financing of Operating Costs

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

Type of operating subsidy:

You have 3885 characters remaining for your description.

Length of subsidy (in years):

Please attach evidence of the operating subsidy listed above:  Remove

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

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

<Previous Next>

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

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

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

For each funding source, click on the *Attach* link under the Action column and upload the corresponding funding source commitment letter. After uploading, click on *Update Commitment Letter*. **If the project has construction financing, evidence of the commitment(s) must be uploaded on this screen.**

# AHP Online Application Process **Feasibility**

## Financial Feasibility: Commitment Letters

### Rental Projects:

#### Utilizing the 9% LIHTC:

Provide an award letter or reservation for 9% LIHTCs **and** a letter of interest or intent for the LIHTC equity.

#### 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 not utilizing the LIHTC must submit evidence of committed long-term, permanent financing sources comprising  $\geq 50\%$  (exclusive of any requested AHP funds) of total development costs. For projects in which the requested AHP subsidy is  $\geq 50\%$  of the total development costs, 100% of the remaining funding must be committed and evidenced.

**Equity Contributions and/or Loans:** Direct equity contributions/loans committed by the owner or the general and/or limited partner(s) must be evidenced by a letter from the entity; the letter must indicate the amount of the contribution(s).

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

Committed financing may be evidenced by executed Member Financial Participation forms, commitment letter(s) from non-member financial institutions, grant award letters, executed grant contracts, or other documentation indicating a firm commitment. Homebuyer/homeowner contributions may be considered a committed financing source.

Note that AHP subsidy used for down payment assistance may not be paired with a first mortgage insured by the Federal Housing Administration (FHA).

### Helpful Hint

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.

### Helpful Hint

**Removing and re-uploading the Financial Feasibility Workbook will require re-uploading all commitment letters.**

# AHP Online Application Process **Feasibility**


---

## **Rental Projects Financial Feasibility:** **Tenant Income Workbook (TIW) for Existing Occupied Projects**

If the project is existing occupied with no displacement, a **Tenant Income Workbook** must be uploaded on this screen. Select Application as the Project Status in the first drop-down menu on the worksheet to display pertinent information.


Please reference the TIW pages in the **Exhibits** section of this guide for more information. You can find copies of the workbook at [AHP Policy and Forms](#).

### **Helpful Hint**



If a project is existing 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.

### **Helpful Hint**



Sponsors of **rental projects** that are occupied at the time of application must retain income verification documentation for those tenants throughout the retention period. The documentation may be from the recertification immediately preceding application submission.

# AHP Online Application Process **Feasibility**

## Financial Feasibility: Rehabilitation Information **Homeownership Projects**

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

### Homeownership Rehabilitation

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

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

#### Helpful Hint

The Homeownership Rehabilitation Scope Checklist is no longer required. Please upload a Word document in the upload location stating "Not Applicable."



# AHP Online Application Process Feasibility

## Financial Feasibility: Rehabilitation Information Rental Projects

For 2022, modifications have been made and some documents and written explanations are **no longer required** on the **Rehabilitation Information** screen. AHP Participants must follow the directions below and on the following page to attach the required documentation based on the type of rehabilitation project.

### Rental Rehabilitation Changes

The following attachments are **no longer required**; instead please upload a Word document in the relevant upload location stating "Not Applicable":

1. Rehab only projects are no longer required to upload *audited financial statements*
2. Rehab only projects are no longer required to upload the *most current inspection and compliance review*
3. All rental rehab projects are no longer required to upload a *detailed scope of work with specific cost estimates for the work to be completed with the AHP subsidy*
4. All rental rehab projects are no longer required to upload the FHLBank Chicago *Rehabilitation Scope Checklist* template

The following text box descriptions are **no longer required**; instead please type "N/A":

5. **Text Box:** Identify and describe any external reporting that is required. Include who the report goes to, the type of report, such as certification, tenant income report, etc., and the reporting schedule(s)
6. **Text Box:** Indicate whether the property is subject to any on-site reviews or inspections required by other funding sources. If yes, provide details, such as how often, by whom and the purpose

# AHP Online Application Process **Feasibility**

## Financial Feasibility: Rehabilitation Information **Rental Projects**

1 Please attach the following documents to this application:

- 2 Audited financial statements for the last two (2) years (projects consisting of rehabilitation only).
- 3 Most current inspection and compliance review for a federal, state or local finance agency (projects consisting of rehabilitation only).
- 4 Most current title or ALTA Policy.\*
- 5 Detailed scope of work with specific cost estimates for the work to be completed with the AHP subsidy.\*
- 6 Capital Needs Assessment (CNA) / Physical Needs Assessment (PNA).\*
- Download, complete and attach the Rehabilitation Scope Checklist template available on the Bank's website.

Date the sponsor purchased or will purchase the property?

Explain what led to the deterioration of the project or the need for rehabilitation.\*

You have 2000 characters remaining for your description.

If proposed rehab costs are less than immediate repairs detailed in the CNA/PNA, explain how remaining repairs will be financed.

You have 2000 characters remaining for your description.

If proposed rehab costs exceed the scope of work detailed in the CNA/PNA, provide the reasons for proposed repairs.

You have 2000 characters remaining for your description.

For rehab items that are not delineated on the CNA/PNA, attach support for cost estimates.

Describe any discrepancies between the cost certification, the CNA/PNA, and the development budget. Please describe differences in cost and scope by type of work.

You have 2000 characters remaining for your description.

Provide current balances for replacement or other reserve accounts for the property:

Replacement reserve balance:  as of

Other Reserves:  as of

Purpose of other reserves:

You have 4999 characters remaining for your description.

If the existing reserve balances are not applied toward the rehabilitation costs, please explain:

You have 4999 characters remaining for your description.

For projects involving rehabilitated-only or market-to-market transactions, provide information on all existing financing. Include loans and lines for which payments are not required.

5 Identify and describe any external reporting that is required. Include who the report goes to, the type of report, such as certification, lease income report, etc., and the reporting schedule(s).

You have 4000 characters remaining for your description.

6 Indicate whether the property is subject to any on-site reviews or inspections required by other funding sources. If yes, provide details, such as how often, by whom and the purpose.

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.

### Rental Rehabilitation Continued

Aside from the changes specified on the previous page, please fill out the remainder of the screen as instructed.

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

**Please refer to the following page for a complete list of rehabilitation documents requirements by project type.**

#### 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."



### Existing Loans

To add an existing loan, fill in the required fields under Add Loan 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.

# AHP Online Application Process **Feasibility**

---

## Documentation Requirements: **Rental Project Rehabilitation**

PROJECT TYPE	DOCUMENTATION NEEDED
<b>Acquisition-Rehabilitation projects, except gut rehabilitation or adaptive reuse</b> * For gut rehabilitation or adaptive reuse projects, see below.	<ul style="list-style-type: none"><li>• Capital Needs Assessment (CNA) / Physical Needs Assessment (PNA) completed by third party</li></ul>
<b>Rehabilitation-Only projects (no acquisition or ownership transfer) with identified sites</b>	<ul style="list-style-type: none"><li>• Capital Needs Assessment (CNA) / Physical Needs Assessment (PNA) completed by third party</li><li>• Most current title or ALTA policy</li></ul>
<b>Gut Rehabilitation Projects *</b>	<ul style="list-style-type: none"><li>• <b>CNA/PNA is not required for gut rehabilitation or adaptive reuse projects.</b></li></ul>
<b>Rental Rehabilitation projects with unidentified sites</b>	<ul style="list-style-type: none"><li>• Costs from prior rehab projects to substantiate cost estimates</li></ul>

# AHP Online Application Process Feasibility

## Displacement

FHLBank Chicago | Logout Current as of March 3, 2021 at 3:45 PM CST

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

Application ▾ General Information ▾ Scoring ▾ Feasibility ▾

### Displacement ?

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

Indicate Number of households displaced/relocated:

Attach the Relocation Plan:  Browse... ?

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

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

*You have 4000 characters remaining for your description.*

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

◆ Required before Sponsor Approval Save Undo

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

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.



# AHP Online Application Process **Feasibility**

## Sponsor Role

The screenshot shows the 'Sponsor Role' section of the AHP Online Application Process. At the top, there is a navigation bar with 'Logout', 'Current as of March 3, 2021 at 3:47 PM CST', and 'My Applications | Home | Messages (0) | Guides/Info'. Below this, the project name '2021 AHP Application - Rental' and application number '4151' are displayed. The main content area is titled 'Sponsor Role' and includes a message: 'Information - Your changes have been saved to the system. ✓'. The section asks to 'Specify City of Milwaukee's role in the AHP project (check all that apply)\*' and lists several roles with checkboxes: Owner (checked), Property Manager, Other (with a text box), Qualify Borrowers and Arrange Financing for Homeowners, Empowerment or Supportive Services Provider, Developer, and Construction or Rehab Manager. Below this, there are two file upload sections. The first is for the 'Sponsor Experience Template', showing an uploaded file '2019\_Experience\_Sponsor\_Rental.xlsx' with a 'Remove' button. The second is for a 'Certificate of Good Standing or Status and Certificate of Authorization', showing an uploaded file 'Cert of Good Standing.pdf' with a 'Remove' button. At the bottom, there are instructions: '\* Required to save the page' and '◆ Required before Sponsor Approval'. A red box at the bottom right says 'To submit your changes please click Save before exiting this page.' with 'Save' and 'Undo' buttons. Navigation links '<Previous' and 'Next>' are at the bottom.

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

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

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

### 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 "Not Applicable."

In addition to development experience, sponsors of previously approved AHP projects will be evaluated on:

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

# AHP Online Application Process Feasibility

## Primary Developer

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

Application ▾ General Information ▾ Scoring ▾ Feasibility ▾

### Primary Developer

**Information**

- Your changes have been saved to the system. ✓

Is the Sponsor also the primary developer?  Yes  No

Primary Developer Name\*


Contact Name

Company Type

Telephone Number


CEO's Name\*

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

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

Uploaded File Info

2019_Experience_Developer.xlsx	Remove
--------------------------------	--------

\* Required to save the page  
 Required before Sponsor Approval

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

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**If the sponsor is not the primary developer, the applicant must attach a completed Developer Experience form.**

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

### Helpful Hint

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

# AHP Online Application Process Feasibility

## Development Team

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

Application ▾ General Information ▾ Scoring ▾ Feasibility ▾

### Development Team ?

Role Selection Team Members

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

Role	Selected?
Co-Developer	<input type="radio"/> Yes <input checked="" type="radio"/> No
Consultant	<input type="radio"/> Yes <input checked="" type="radio"/> No
General Contractor	<input checked="" type="radio"/> Yes <input type="radio"/> No
Builder	<input type="radio"/> Yes <input checked="" type="radio"/> No
Management Company	<input checked="" type="radio"/> Yes <input type="radio"/> No
Architect	<input checked="" type="radio"/> Yes <input type="radio"/> No
Engineer	<input type="radio"/> Yes <input checked="" type="radio"/> No
Attorney	<input checked="" type="radio"/> Yes <input type="radio"/> No
Other <input style="width: 50px;" type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No

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

You have 4000 characters remaining for your description.

\* Required to save the page

◆ Required before Sponsor Approval

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

Save Undo

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

The sponsor must click on **Yes** if the sponsor's organization plays any of the roles on the Development Team screen. For instance, if the sponsor is also the 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.

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


### Helpful Hint

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



# AHP Online Application Process **Feasibility**

## Development Team


| Logout
Current as of March 3, 2021 at 3:50 PM CST

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

Application ▾ General Information ▾ Scoring ▾ Feasibility ▾

### Development Team ?

Role Selection **Team Members**

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

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

Team Member

Role General Contractor

Company Name ABC Contractors, Inc. Telephone Number 3124567890

Person Name Jane Doe Contract Executed?  Yes  No

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

You have 4000 characters remaining for your description.

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

◆ Required before Sponsor Approval

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## 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.

## 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**.

# AHP Online Application Process Feasibility

## Disclosure

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

Application ▾ General Information ▾ Scoring ▾ Feasibility ▾

### Disclosure ?

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

Explain ^

You have 4000 characters remaining for your description.

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

Explain ^

You have 4000 characters remaining for your description.

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

Explain ^

You have 4000 characters remaining for your description.

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

Explain ^

You have 4000 characters remaining for your description.

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

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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**.

# AHP Online Application Process **Feasibility**

## Market Study: **Rental Projects**


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

Application ▾ General Information ▾ Scoring ▾ Feasibility ▾

### 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\*   

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.

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

Alternatively, **projects with an LIHTC award may submit a market study completed within 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

# AHP Online Application Process **Feasibility**

---

## Market Study: **Rental Projects**

### 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.

### 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.

### Occupied Existing Rental Projects

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


#### **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.



# AHP Online Application Process **Feasibility**

## Market Study: **Rental Projects**

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My Applications | Home | Messages (0) | Guides/Info  
Project Name: 2021 AHP Application - Rental  
Application Number: 4151

Application ▾ General Information ▾ Scoring ▾ Feasibility ▾

### Market Study

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

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

*You have 3000 characters remaining for your description.*

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

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

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

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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.



# AHP Online Application Process **Feasibility**

## Market Study: **Homeownership Projects**

FHLBank Chicago | Logout Current as of March 5, 2021 at 10:44 AM CST

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Project Name: 2021 Homeownership Test  
Application Number: 4153

Application ▾ General Information ▾ Scoring ▾ Feasibility ▾

### 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\*

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

◆ Required before Sponsor Approval

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**Homeownership projects are not required to submit a third-party market study.** If one is available for the project, please attach it to the **Market Study** screen.

### Projects Involving Acquisition of Unidentified Sites


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

#### Helpful Hint

The number of units, unit mix, and income targeting detailed in the market study, if provided, **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.

# AHP Online Application Process **Feasibility**

## Market Study: **Homeownership Projects**

| LogoutCurrent as of March 5, 2021 at 10:44 AM CST  
My Applications | Home | Messages (0) | Guides/Info  
Project Name: 2021 Homeownership Test  
Application Number: 4153

Application ▾ General Information ▾ Scoring ▾ Feasibility ▾


### Market Study

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

Please describe the need and demand for the proposed project, including the source used to substantiate this information. ♦

*You have 3000 characters remaining for your description.*

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



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

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

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

**Need and Demand:** An AHP Participant must demonstrate the need and demand for the project and/or program being proposed. Need may be substantiated by local housing needs analyses (e.g., Annual Action Plans, community housing plans, neighborhood revitalization strategies, etc.), comparison between cost of housing and wages, and/or local studies on housing quality and/or conditions (for rehabilitation programs).

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

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

# AHP Online Application Process **Feasibility**

## Project Timeline: **Rental Projects**

The screenshot shows the 'Project Timeline' section of the AHP Online Application Process. The form is titled 'Project Timeline' and includes a navigation menu with 'Application', 'General Information', 'Scoring', and 'Feasibility'. The 'Project Timeline' section contains several date fields: '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', and 'Stabilized Occupancy Date'. Below these fields is a section for 'Project Timeline' with a sub-header 'Complete and attach detailed information regarding the project timeline, using the Project Timeline Template'. This section includes an 'Attach the completed Project Timeline' field with an uploaded file '2019\_Project\_Timeline.xlsx' and a 'Remove' button. It also has a question 'Does the project have site control?' with radio buttons for 'Yes' and 'No', and a date field 'Select the date when site control is expected'. A text area follows with the prompt 'Explain why the project does not currently have site control and describe the process to gain site control'. Below this is another question 'Does the project comply with current zoning?' with radio buttons for 'Yes' and 'No', and an 'Attach evidence if the zoning process has been initiated' field with a 'Browse' button. A date field 'Date zoning approval is expected' is also present. A final text area prompts the user to 'Describe the process to secure zoning approval and any obstacles to the approval process'. At the bottom, there are 'Save' and 'Undo' buttons, and a note: '\* Required to save the page' and '\* Required before Sponsor Approval'. A footer bar contains '<Previous' and 'Home>' links.

### Helpful Hint

The initial draw date must be within **12 months** of the AHP award announcement.

### Helpful Hint

Site control **must be** in the name of an individual or entity that appears on the Project Ownership Chart.

### Helpful Hint

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

### Helpful Hint

Site control is not required for **scattered-site single family units** that are unidentified at time of application.

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

## 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. For **rental projects**, site control must be in the name of an individual or entity that is identified in the Project Ownership Chart for the proposed project.

# AHP Online Application Process **Feasibility**

## Project Timeline: **Rental Projects**

### Zoning

Identified sites must be appropriately zoned for the proposed use at the time of application submission. Exceptions at the time of application submission may include unidentified sites and projects that have submitted an application to the zoning authority to have the site appropriately zoned for the proposed use.

**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.

A zoning map is not acceptable documentation to evidence proper zoning for a project.

Please feel free to utilize the **Zoning Approval Form** as a template to send to the zoning authority to ensure all the required information is provided. The form is located on FHLBank Chicago's website [AHP Policy and Forms](#). Reference the **Exhibits** section of this guide for more information.

**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.

### **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 Hint**

For rehabilitation-only projects that do not increase the number of units, **zoning approval is not required. Zoning approval is required** for acquisition-rehabilitation projects, or projects in which there is a change of ownership.

# AHP Online Application Process **Feasibility**

## Project Timeline: **Homeownership Projects**

The screenshot shows the FHLBank Chicago AHP Online Application Process Feasibility screen. The page header includes the FHLBank Chicago logo, a Logout link, and the current date and time: "Current as of March 5, 2021 at 10:48 AM CST". Navigation links for "My Applications | Home | Messages (0) | Guides/Info" are present. The project name is "2021 Homeownership Test" and the application number is "4153".

The main content area is titled "Project Timeline" and contains the following fields and instructions:

- AHP Initial Draw Date (calendar icon)
- Construction / Rehabilitation Start Date (calendar icon)
- Complete Construction / Rehabilitation of all Units Date (calendar icon)
- Project Timeline** (Section Header)
- Complete and attach detailed information regarding the project timeline, using the Project Timeline Template
- Attach the completed Project Timeline (Browse... button)
- Does the project have site control? (Radio buttons: Yes, No)
- Select the date when site control is expected (calendar icon)
- Explain why the project does not currently have site control and describe the process to gain site control (Text area with 4000 characters remaining)
- Does the project comply with current zoning? (Radio buttons: Yes, No)
- Attach evidence if the zoning process has been initiated (Browse... button)
- Date zoning approval is expected (calendar icon)
- Describe the process to secure zoning approval and any obstacles to the approval process (Text area with 4000 characters remaining)

At the bottom of the form, there are two footnotes: "\* Required to save the page" and "\* Required before Sponsor Approval". A red box at the bottom right contains the text "To submit your changes please click Save before exiting this page." and two buttons: "Save" and "Undo".

Complete the **Project Timeline form** and attach it to the Project Timeline screen. For consumer-driven applications, indicate that zoning is in place and then upload the Site Control and Zoning form. Please reference the **Exhibits** section of this guide for more information. You can find a copy of the form at [AHP Policy and Forms](#).

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

### Site Control

Site control is required for all projects utilizing **identified sites**. For sponsor-driven **homeownership projects** with identified sites, site control must be in the name of the project sponsor.

### Zoning

**Identified sites** must be appropriately zoned for the proposed use at the time of application submission. Exceptions at the time of application submission may include unidentified sites and projects that have submitted an application to the zoning authority to have the site appropriately zoned for the proposed use. See previous pages for documentation requirements.

### 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.

# AHP Online Application Process Feasibility

## Application Home Screen

**Application Home**

Application Status: Pending  
 Funding Round: 2022A  
 Round Deadline: 02/18/2022

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 - Residential Economic Diversity	✓
Community Stability	✓
Risk District Priorities - ID District Project	✓
Risk District Priorities - Member Financial Participation	✓
Risk District Priorities - Projects Serving Low Income Minority Areas	✓
Risk District Priorities - Permanent Supportive Housing	✓
Risk District Priorities - Projects of 24 or Fewer Units	✓
<b>Feasibility</b>	
Financial Feasibility - Import Spreadsheet	✓
Financial Feasibility - Feasibility Analysis	✓
Financial Feasibility - Consultant Letters	✓
Displacement	✓
Sponsor Role	✓
Primary Developer	✓
Development Team - Role Selection	✓
Development Team - Team Members	✓
Enclosure	✓
Market Study	✓
Project Timeline	✓

**Legend:**  
 ✗ Not Visited  
 ✓ In Progress  
 ✓ Complete  
 ● Modified by Community Investment Group staff

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

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

**FHLBank Chicago** | Logout Current as of March 5, 2021 at 10:05 AM CST

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

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

**Application** ▾ General Information ▾ Scoring ▾ Feasibility ▾

Home  
Sponsor Approval

Application Status Pending  
Funding Round 2021A  
Round Deadline 03/19/2021

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 : Donation/Discount Information	✓
Donated Property : Donated/Discounted Evidence	✓

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

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

**AHP Application**

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

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

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

# Sponsor Approval

FHLBank Chicago | Logout Current as of March 5, 2021 at 10:07 AM CST

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

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

Application ▾ General Information ▾ Scoring ▾ Feasibility ▾

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

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

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

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

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

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

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

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

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

Application Attachments

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

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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

---

**FHLBank**  
Chicago

**eBanking**

**eBanking Login**

**Login ID**

[Forgot your login ID?](#)

**Password or PIN+Token or Soft Token** ⓘ

[Forgot your password?](#)  
[Change your password?](#)

**Log In**

eBanking hours: 6:30 a.m. to midnight CST  
This site is supported by Internet Explorer 11.0 and above.

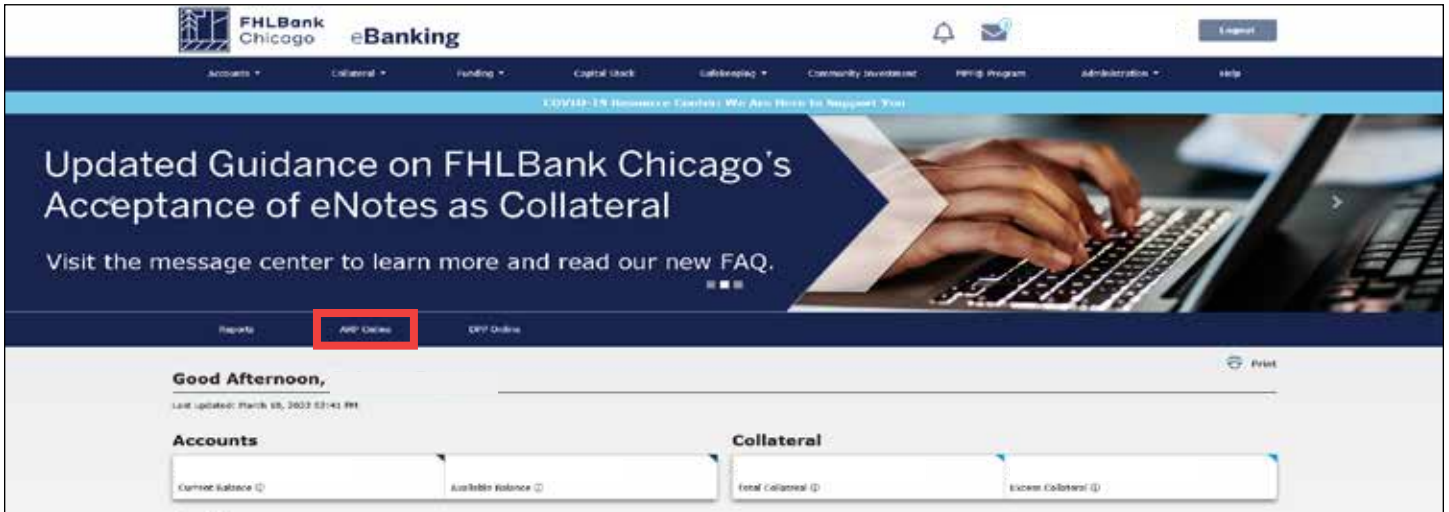
Federal Home Loan Bank of Chicago  
433 West Van Buren Street  
Suite 501S  
Chicago, IL 60601  
(312) 565-5700

Questions? Call Member Support  
1 (855) 345-2244  
FHLBCHI, Option 0  
membersupport@fhlbc.com

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**.


# 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


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

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

My Applications ▾   My Projects ▾

## My Applications

Round Name	Application Number	Application Name	Status	Closing Date	Countdown to Closing
<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>
2021A: General Funding Round	4151	2021 AHP Application - Rental	Sponsor Approved	Mar 19, 2021	14
2021A: General Funding Round	4143	2021 Rental Rehabilitation - Test	Member Approved	Mar 19, 2021	14
2021A: General Funding Round	4142	2021 Homeownership Rehabilitation - Test	Application Review Approved	Mar 19, 2021	14
2021A: General Funding Round	4141	2021 Homeownership Acquisition - Test	Application Review Approved	Mar 19, 2021	14

Showing 1 to 4 of 4 entries < 1 >


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

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

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

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

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




**Terms Of Use**  


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


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

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

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


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

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

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

Application ▾ General Information ▾ Scoring ▾ Feasibility ▾

## Application Home

Application Status Sponsor Approved

Funding Round 2021A

Round Deadline 03/19/2021

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

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

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


**AHP Application**

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

Description	Status
<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	✗

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

# Member Approval: Completed by the Lead Member

| LogoutCurrent as of March 5, 2021 at 10:10 AM CST  
My Applications | Home | eBanking | Messages (0) | Guides/Info

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

Application ▾ General Information ▾ Scoring ▾ Feasibility ▾

## Member Involvement Information

**Member Policy** | Member Services

Does the member have a mortgage or lien on the property? <sup>\*</sup>  Yes  No

Does the member have any past or present financial or ownership interest in the project? <sup>\*</sup>  Yes  No

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

Are any bridge loans being provided for the rental project by the member? <sup>\*</sup>  Yes  No


Are any construction loans being provided for the rental project by the member? <sup>\*</sup>  Yes  No

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

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

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

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

 Required before Member Approval


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

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

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


These questions are used to track member applicant and co-applicant involvement and are not related to scoring in the **Member Financial Participation** category. If attempting points in the Member Financial Participation scoring category, please see the Scoring section of this guide for more information.



### Helpful Hint

Non-permanent financing includes construction loans, bridge loans, and performance guaranty letters of credit.

# Member Approval: Completed by the Lead Member

| LogoutCurrent as of March 5, 2021 at 10:11 AM CST  
My Applications | Home | eBanking | Messages (0) | Guides/Info  
Project Name: 2021 AHP Application - Rental  
Application Number: 4151

Application ▾ General Information ▾ Scoring ▾ Feasibility ▾

## Member Involvement Information ?

Member Policy Member Services

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

<Previous


Next>

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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, he or she must click on **Save** to complete the screen.

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

These questions are used to track member applicant and co-applicant involvement and are not related to scoring in the **Member Financial Participation** category. If attempting points in the Member Financial Participation scoring category, please see the Scoring section of this guide for more information.



### Helpful Hint

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

# Member Approval: Completed by the Lead Member

The screenshot displays the FHLBank Chicago application portal. At the top left is the FHLBank Chicago logo. The top right shows the current date and time: 'Current as of March 5, 2021 at 10:12 AM CST'. Below this is a navigation bar with links for 'My Applications | Home | eBanking | Messages (0) | Guides/Info'. The main content area is titled 'Application' and includes a sub-menu with 'Home' and 'Member Approval'. The 'Member Approval' section shows the following details:

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

A 'Status Change Details' table is also present:

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

Below this is a table with columns for 'Description' and 'Status':

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	✓

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

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

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

**AHP Application**

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

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

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

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

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

Application ▾ General Information ▾ Scoring ▾ Feasibility ▾

## Member Approval

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

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

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

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


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

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

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

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

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

 [Print Application](#)

[Application Attachments](#)

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

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## 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

The screenshot displays the FHLBank Chicago application portal. At the top left is the FHLBank Chicago logo. To its right is a 'Logout' link. Further right, the text 'Current as of March 5, 2021 at 10:14 AM CST' is shown. Below this is a navigation bar with links for 'My Applications | Home | eBanking | Messages (0) | Guides/Info'. On the right side of the page, the 'Project Name: 2021 AHP Application - Rental' and 'Application Number: 4151' are listed. A breadcrumb trail shows 'Application' > 'General Information' > 'Scoring' > 'Feasibility'. The main heading is 'Member Approval'. Below this is an information box with a speech bubble icon and the text: 'Your application is now 'Member Approved'. Thank you for participating in the AHP program.' Below the information box, the current status is 'Member Approved' and a message states: 'The application is complete. There are no issues found.' A grey bar follows. Below that, a message says: 'Print your application by clicking the link below. You will not be able to print your application after the round closes.' There is a 'Print Application' link with a printer icon. Below that is a link for 'Application Attachments'. At the bottom right of the main content area is a 'Refresh' button. The footer contains the copyright notice: '© 2021 Federal Home Loan Bank of Chicago. All rights reserved.'

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.

# AHP Application Exhibits


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# Exhibits Architect's Accessibility Certification

## Architect's Accessibility Certification

The form can be downloaded [here](#) from our website.



**FHLBank  
Chicago**

### 2022 Affordable Housing Program

### Architect's Accessibility Certification

Project Name:

***Required for buildings with four or more units***

I  have prepared (or caused to be prepared under my direct supervision) OR  will prepare (or will cause to be prepared under my direct supervision), the plans and specifications of the proposed project and state that, to the best of my knowledge and belief and to the extent of my contractual obligation, such plans and specifications are, or will be, in compliance with 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 Americans with Disabilities Act, and the Architectural Barriers Act.

Project Address:

Architect/Engineer:  Printed Name

Signature: \_\_\_\_\_

Firm:

State Registration No.:

Date:


  

Updated February 2022

# Exhibits Architect's Visitability Certification

## Architect's Visitability Certification

The form can be downloaded [here](#) from our website.



**FHLBank  
Chicago**

**2022 Affordable Housing Program**

### Architect's Visitability Certification

Project Name: \_\_\_\_\_

**Required for projects attempting points in the Special Needs category by financing housing that is visitable by persons with physical disabilities who are not occupants of such housing. This form is NOT required for projects with units reserved for households with special needs.**

**Projects that are required to create visitable units pursuant to the design and construction requirements of the Federal Fair Housing Act (FFHA) or other state or local standards are not eligible for visitable points. The design and construction requirements of the Federal Fair Housing Act apply to "covered multifamily dwellings" designed and constructed for "first occupancy" after March 13, 1991. This includes buildings occupied by March 13, 1991 or those with a building permit or renewal of a building permit issued on or before June 15, 1990. For more information, visit the Fair Housing Accessibility First [website](#).**

**Ineligible project types include:**

- Adaptive reuse projects utilizing buildings that were not initially residential in use
- Acquisition-only projects
- New construction projects of 4 or more units

**If you are unsure if your project qualifies for Visitable points, contact Community Investment prior to application submittal at [ci@fhlbc.com](mailto:ci@fhlbc.com) or 312.565.5824.**

I  have prepared (or caused to be prepared under my direct supervision)  will prepare (or will cause to be prepared under my direct supervision), the plans and specifications of the project such that \_\_\_\_\_ units will include the following three features for visitability:

- (1) at least one zero-step entrance approachable by an accessible route on a firm surface proceeding from a driveway, accessible parking lot, or public streets or sidewalks;
- (2) the entrance door and all interior passage doors are at least 34 inches wide, offering 32 inches of clear passage space throughout the floor plan of the unit; and
- (3) basic access (i.e. ability to enter and use) to at least one half-bath/powder room on the main floor of the housing unit.

In addition, I certify that this project is not subject to the design and construction laws of the FFHA or other state or local standards requiring the creation of visitable units.

Project Address: \_\_\_\_\_

Architect/Engineer: \_\_\_\_\_  
Print Name

Signature: \_\_\_\_\_

Firm: \_\_\_\_\_

State Registration No.: \_\_\_\_\_

Date: \_\_\_\_\_

Updated February 2022

# Exhibits Certification of Consistency

## Certification of Consistency for Projects Serving Low-Income Minority Areas

This form is required for projects attempting points in the Projects Serving Low-Income Minority Areas scoring category. Please follow the instructions on the form. The Certificate of Consistency can be downloaded from our [website](#).



FHLBank  
Chicago

### Certification of Consistency for Projects Serving Low-Income Minority Areas

Application Name:

Instructions: This form is to be completed for submission of points under the **Projects Serving Low-Income Minority Areas** scoring category of the Affordable Housing Program (AHP) General Fund application.

This form is to be completed by the Plan Author, a representative of the Plan Approval Committee or the Plan Manager. This form is not to be completed by the sponsor, unless the sponsor is also the Plan Author, a representative of the Plan Approval Committee or the Plan Manager.

#### Section I

Title of plan:

Date of plan approval (must be within 7 years from June 10, 2022):

Date of plan update approval (must be within 7 years from June 10, 2022, if applicable):

The project is consistent with and meets targeted priorities in the plan  Yes  No

Include the project address(es) located within the area covered by the Plan. Attach additional pages if necessary.

**Note:** If the project is multi-site and there are both known and unknown sites at the time of application, please provide the addresses of all known sites below. If the project is multi-site and all sites are unknown at the time of application, please include the central site location below. This information should mirror the entries provided within the Site Information screen of the application.

Community Planning Property Address(es)	
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

If all project sites are known or identified at the time of application, are at least 75 percent of the project's total units located within the boundaries of the plan's consideration?  Yes  No

If the project contains unknown or unidentified sites at the time of application, is an owner-occupied, will at least 75 percent of the project's units be located within the area covered by the Plan?  Yes  No

#### Section II

Indicate who is signing this form:

- Plan Author
- Plan Approval Committee Representative
- Plan Manager

# Exhibits **Community Stability**

## Community Stability Form

Select Yes from the dropdown to indicate the categories in which you are attempting points. The form can be downloaded [here](#) from our website.



### 2022 Affordable Housing Program

## Community Stability Form

Project Name:

► **Before completing this form, please review the Guide for Sponsor Applicants for important information, examples, and required forms of documentation that must be submitted in addition to this form.**

► **Attachments must be compressed in a .zip or .pdf format and attached to this form.**

► **Number of units meeting the criteria is required for points on most categories.**

**Indicate categories in which the project is attempting points and then complete the associated section below (use links to jump to relevant sections):**

<input type="checkbox"/> Yes	<a href="#">Rehabilitation of Existing Occupied Housing</a>
<input type="checkbox"/> Yes	<a href="#">Promotion or Preservation of Homeownership</a>

**Rehabilitation of Existing Occupied Housing** **7 points**

In order to qualify for points in the Rehabilitation of Existing Occupied Housing category, the project must meet the following criteria:

- No more than 25% of the total units in the project may be new construction.
- Hard rehabilitation costs must be greater than or equal to 25% of the total development costs.
- Project's vacancy rate must be less than or equal to 50%.

For projects seeking points for the rehabilitation of existing occupied units, what percent, if any, of the total units are new construction?  (Required for points)

Homeownership projects involving acquisition are ineligible for points in this category.

**Promotion or Preservation of Homeownership** **6 points**

100% of AHP-assisted beneficiaries must be homebuyers or existing homeowners.

Indicate number of beneficiaries meeting criteria:  (Required for points)

# Exhibits Developer Experience

## Developer Experience Form

This does not need to be an exhaustive list. Identify projects of similar size and scope. If none exist, identify projects that reflect the developer’s capacity.

Identify specific project types in the Project Type column, with a focus on projects similar to the one you are submitting.

The form can be downloaded [here](#) from our website.



## 2022 Affordable Housing Program

### Developer Experience

Developer Name: \_\_\_\_\_

**Required for all projects for which the sponsor is NOT the developer.**

► **List below, projects (a) completed by the developer, and (b) comparable to the proposed project in size and scope, starting with the most recent.**

► **If the developer has not completed any project comparable to the proposed project in size and scope, list all projects completed in the most recent five years.**

► **List the developer’s direct experience only; do not list the experience of outside parties.**


**For homeownership projects, list experience on an annual basis.**

**For rental projects, list experience on a project basis.**

	Project/Phase Name	Project Location	Project Dates	Project Type	# of units	Project Cost	Project Status
	Include AHP Project # if applicable	City, State	mm/yy Actual or Anticipated PS=Project Start PC=Project Complete	Mark all that apply NC = New Construction R = Rehab P = Purchase N = Special Needs			Select from drop-down menu below
1			PS PC	<input type="checkbox"/> NC <input type="checkbox"/> P <input type="checkbox"/> R <input type="checkbox"/> N			
2			PS PC	<input type="checkbox"/> NC <input type="checkbox"/> P <input type="checkbox"/> R <input type="checkbox"/> N			
3			PS PC	<input type="checkbox"/> NC <input type="checkbox"/> P <input type="checkbox"/> R <input type="checkbox"/> N			
4			PS PC	<input type="checkbox"/> NC <input type="checkbox"/> P <input type="checkbox"/> R <input type="checkbox"/> N			
5			PS PC	<input type="checkbox"/> NC <input type="checkbox"/> P <input type="checkbox"/> R <input type="checkbox"/> N			
6			PS PC	<input type="checkbox"/> NC <input type="checkbox"/> P <input type="checkbox"/> R <input type="checkbox"/> N			

Updated January 2022

# Exhibits Member Financial Participation


**2022 Affordable Housing Program**

### Commitment of Member Financial Participation - Home Ownership

**Project Name:**

Is this a multi-member consortium project?

**Driver Determination**

See the Guide for Sponsor Applicants for more information on the definition of the project Driver. If the determination based on the questions below does not match the selection made at application set-up, please contact FHLBC staff.

Project is:

Project driver is:

**Financing**

Member commits to participate financially in the project by providing the following. Check all that apply:

	% of Homebuyers	Estimated Rate	Term (Months)
<input type="checkbox"/> Permanent Financing for Homebuyers/Homeowners	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
<input type="checkbox"/> Construction Loan	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
<input type="checkbox"/> Bridge Loan	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>

Participation in a loan pool that commits to provide financing to the Project.

Name of loan pool or funding source as it appears on the Sources tab of the financial feasibility workbook:	Amount	Rate	Term (Months)
<input style="width: 90%;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
Amount Member has provided to or invested in loan pool:	<input style="width: 50px;" type="text"/>		

**Member Participation Reporting Questions (not related to scoring)**

Indicate whether the project is a multi-member consortium above.

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

**Member Information**

Member providing financing is member applicant?

Eligible member financial participation commitments may also be made by an entity in which a member has >50% direct ownership interest and/or by an entity that has >50% ownership interest in a member.

Will the member financial participation be provided by a related entity?  Yes

PLEASE FILL OUT THE RELATED MEMBER ENTITY OWNERSHIP CHART BELOW

Relationship	Percent Ownership
<input style="width: 90%;" type="text"/>	<input style="width: 50px;" type="text"/>

Authorized Signer (signature):

Authorized Signer (typed):

Member Bank:

Title of Signatory:

Today's Date (mm/dd/yyyy):

Warning: If the financing committed to above is not provided by the member the AHP subsidy may be recaptured or denied.

**Related Member Entity Ownership Chart**

Required only if the member financial participation is provided by a related entity.

- All members that will be providing financing by a related entity must complete and execute this Ownership Chart.
- In each box, display all ownership entities proposed (add and remove boxes as needed), and include their ownership percentage. Indicate the actual name of each entity.
- Certification signature MUST be executed by the member.
- To be eligible, there must be direct ownership interest.

Signature certifies the ownership structure follows the chart to the best of my knowledge. Any changes to ownership will be reported to the FHLBC in the form of an updated ownership chart.

Member Name:	<input style="width: 90%;" type="text"/>
Signature:	<input style="width: 90%;" type="text"/>
Signer (Print name):	<input style="width: 90%;" type="text"/>
Date:	<input style="width: 50px;" type="text"/>

```

graph TD
    PC[Parent Company 100%] --> S1[Subsidiary 50%]
    PC --> S2[Subsidiary 50%]
    S1 --> S1a[Subsidiary 40%]
    S1 --> S1b[Subsidiary 60%]
    S1a --> S1a1[Subsidiary 100%]
    S1b --> S1b1[Subsidiary 100%]
    S2 --> S2a[Subsidiary 100%]
    
```

## Commitment of Member Financial Participation: Homeownership Projects

Select **Consumer-Driven** (i.e., homebuyers purchasing homes on the open market) or **Sponsor-Driven** (i.e., sponsors building or purchasing homes to be sold to consumers).

Sponsor-driven projects are not eligible to receive points for permanent financing.


If project is a multi-member consortium, co-members must complete this section. This is not required for lead members.

If member financial participation will be provided by a related entity, please complete the **Related Member Entity Ownership Chart**.

The form can be downloaded [here](#) from our website.



# Exhibits Member Financial Participation


2022 Affordable Housing Program

### Commitment of Member Financial Participation - Rental Projects

Project Name:

Financing			
Member commits to participate financially in the project by providing the following. Check all that apply:			
		Amount	Rate
<input type="checkbox"/>	Permanent Financing		
<input type="checkbox"/>	Construction Loan		
<input type="checkbox"/>	Bridge Loan		
<input type="checkbox"/>	Letter of Credit for Credit Enhancement		
<input type="checkbox"/>	Performance Guaranty Letter of Credit		
<input type="checkbox"/>	Purchase of Tax Credits (Equity)		

Participation in a loan that commits to provide financing to the Project.

Name of loan or funding source as it appears on the Sources tab of the financial feasibility workbook:		
Amount Member has provided to or invested in loan:		

Member Information	
Member providing financing is member applicant?	
Eligible member financial participation commitments may also be made by an entity in which a member has >50% <u>direct</u> ownership interest and/or by an entity that has >50% ownership interest in a member.	
Will the member financial participation be provided by a related entity?	Yes
<b>PLEASE FILL OUT THE RELATED MEMBER ENTITY OWNERSHIP CHART BELOW</b>	
Relationship	Percent Ownership
Authorized Signer (signature): X	
Authorized Signer (typed):	
Member Bank:	
Title of Signatory:	
Today's Date (mm/dd/yyyy):	

Warning: If the financing committed to above is not provided by the member the AHP subsidy may be recaptured or denied.

## Commitment of Member Financial Participation: Rental Projects

Each member financially participating in the project must complete this form in order to receive points.

If member financial participation will be provided by a related entity, please complete the Related Member Entity Ownership Chart.

The form can be downloaded [here](#) from our website.

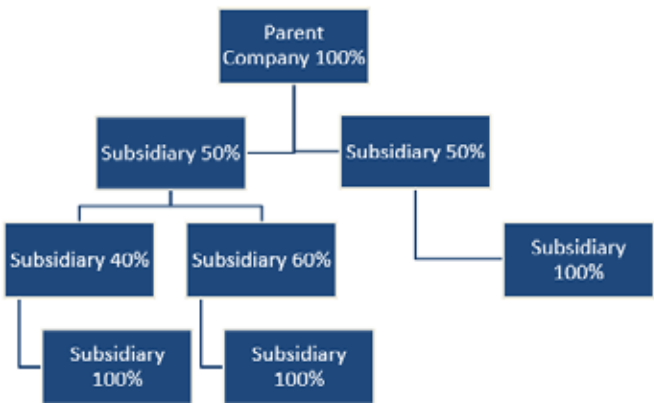
### Related Member Entity Ownership Chart

Required only if the member financial participation is provided by a related entity.

- All members of rental projects that will be providing financing by a related entity must complete and execute this Ownership Chart.
- In each box, display all ownership entities proposed (add and remove boxes as needed), and include their ownership percentage. Indicate the actual name of each entity.
- Certification signature **MUST** be executed by the member.
- To be eligible, there must be direct ownership interest.

Signature certifies the ownership structure follows the chart to the best of my knowledge. Any changes to ownership will be reported to the FHLBC in the form of an updated ownership chart.

Member Name:			
Signature:			
Signer (Print name):		Date:	
Title:			



```

graph TD
    PC[Parent Company 100%] --- S1[Subsidiary 50%]
    PC --- S2[Subsidiary 50%]
    S1 --- S1_1[Subsidiary 40%]
    S1 --- S1_2[Subsidiary 60%]
    S1_1 --- S1_1_1[Subsidiary 100%]
    S1_2 --- S1_2_1[Subsidiary 100%]
    S2 --- S2_1[Subsidiary 100%]
    
```

# Exhibits Project Ownership Chart: Rental

## Project Ownership Chart

The sponsor entity, as named in the AHP application, must be clearly identified on this chart. The partnership entities are not required to be legally formed prior to application. The form can be downloaded from our website [here](#).



### 2022 Affordable Housing Program

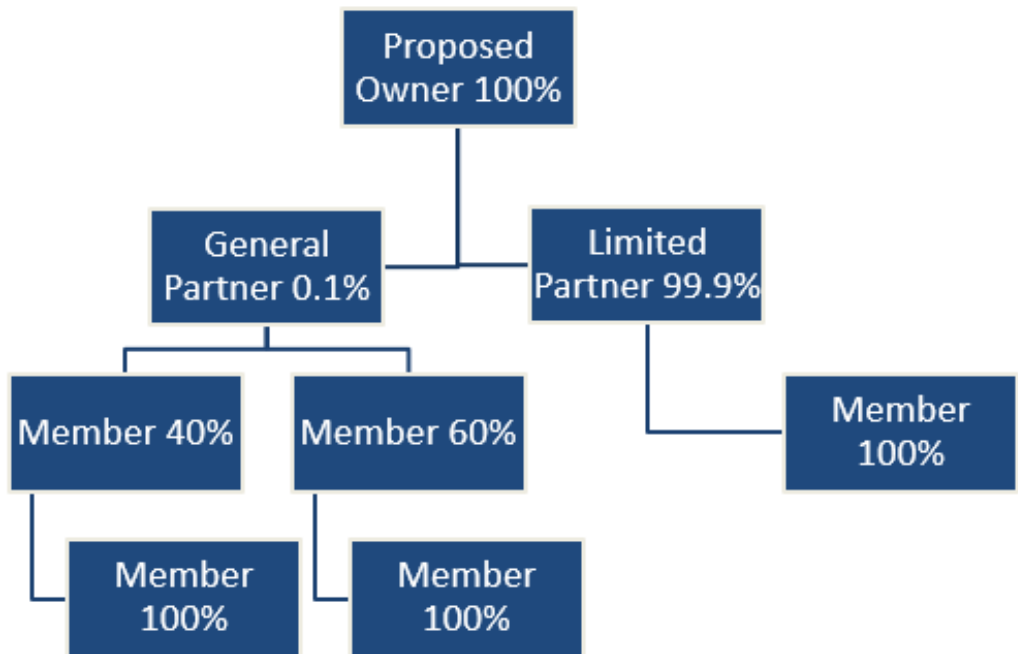
#### Project Ownership Chart

Project Name:

- All sponsors of rental projects must complete and execute this Project Ownership Chart.
- Display all ownership entities proposed (add and remove boxes as needed), including the owner, general partner, managing member of the general partner (and subsequent member of such members), limited partner, special limited partner, etc. Indicate the actual name of each entity.
- Indicate proposed ownership percentage in each box.
- Certification signature MUST be executed by the sponsor.
- The sponsor must have "ownership interest" in the rental project as defined in the Implementation Plan.

Signature certifies the ownership structure follows the chart to the best of my knowledge. Any changes to ownership will be reported to the FHLBC in the form of an updated ownership chart.


Sponsor Name:	<input type="text"/>		
Signature:	<input type="text"/>		
Signer (Print name)	<input type="text"/>	Date:	<input type="text"/>
Title:	<input type="text"/>		



# Exhibits Project Timeline

## Project Timeline

The form can be downloaded from our website [here](#).



**FHLBank  
Chicago**

### 2022 Affordable Housing Program

### Project Timeline

Project Name:


*Provide a detailed timeline reflecting significant project milestones and the corresponding dates by which the sponsor expects to reach each milestone.*

Activity	Proposed/Actual Completion
<b>Projects that involve new construction or substantial rehabilitation:</b>	
AHP subsidy draw down date	
Site acquisition	
Environmental review	
Completion of plans and specifications	
Final site plan approval	
Zoning approval	
Commitments for proposed financing	
Construction Loan	
Permanent Loan	
Tax Credit Award	
Tax Credit Syndication Agreement	
Other Source:	
Other Source:	
Construction cost bidding process (timeframe for requesting bids from pool of contractors)	
Issuance of building permits	
Construction / Rehabilitation start date	
Complete Construction / Rehabilitation of all project units	
Begin household or tenant screening and selection	
Receive Certificate of Occupancy / Substantial Rehab	
Placed into operation	
Complete household or tenant screening and selection	
Lease-up 85% complete	
Full occupancy	
<b>Projects that involve the down payment and closing cost assistance for home purchases or the rehabilitation of existing owner-occupied dwellings:</b>	
Commence AHP subsidy draw down	
Complete AHP subsidy draw down	
Begin rehab or closings for all project households	
Marketing	
Begin household AHP eligibility screening and selection	
Complete household AHP eligibility screening and selection	
Complete rehab or closings for all project households	
Receive Certificate of Occupancy / Substantial Rehab or municipal code compliance (if applicable)	

# Exhibits Self-Scoring Worksheet

## Self-Scoring Worksheet

This form can be used as a tool to assist the tracking of scoring categories and assessing overall scores. This tool can be found on our [website](#). Please reference the [Implementation Plan](#) for specifics on scoring categories.

		<b>Application Self-Scoring Worksheet: 2022 AHP Round</b>	
<b>Application Name:</b>		<b>Project Address:</b>	
<b>Sponsor:</b>		<b>Number of total units in project (AHP-assisted and market rate):</b>	
<b>FHLBank Chicago Member:</b>		<b>20% of total units:</b>	
<b>Directions:</b> Enter your calculated score in the "App. Score" column; worksheet will calculate the total (cell D33). For scoring category details, consult the 2022 Implementation Plan: <a href="https://www.fhlbc.com/docs/default-source/community-investment/affordable-housing-program/ahp-program-policy-and-forms/2022-ahp-implementation-plan.pdf">https://www.fhlbc.com/docs/default-source/community-investment/affordable-housing-program/ahp-program-policy-and-forms/2022-ahp-implementation-plan.pdf</a>			
Category	Max. Score	App. Score	Notes
Donated or Discounted Property	5		At least 20% of project land area must be donated for \$1,500 or less, OR sold at a discount of at least 20% below FMV. Land/units may also be conveyed by a government entity for 1 point.
Project Sponsorship by Nonprofit	5		Rental projects: Nonprofit or public agency must have a majority ownership share in the project. Owner-occupied projects: Nonprofit or public agency must manage construction/rehab of 100% of units, or qualify borrowers and arrange financing for homeowners/homebuyers.
Income Targeting	20		Based on formula in 2022 Implementation Plan.
Housing for Homeless Households	5		20% hard set-aside for individuals who meet FHLBank Chicago definition of homelessness (see 2022 Implementation Plan).
Special Needs	5		20% hard set-aside to residents with special needs, OR 20% of units visitable by persons with physical disabilities, or a mix of the two.
Rural Housing	7		Per USDA Rural Areas map: <a href="https://eligibility.sc.egov.usda.gov/eligibility/welcomeAction.do?pageAction=spf">https://eligibility.sc.egov.usda.gov/eligibility/welcomeAction.do?pageAction=spf</a>
In-District Projects	5		Projects in WI and IL.
Member Financial Participation	6		See 2022 Implementation Plan for scoring breakdown. WI members: <a href="https://fhlbc.com/membership/wisconsin-members">https://fhlbc.com/membership/wisconsin-members</a> IL members: <a href="https://fhlbc.com/membership/illinois-members">https://fhlbc.com/membership/illinois-members</a>
Low-Income Minority Areas	4		Projects serving low-income minority areas that: 1) meet the low-income area definition, 2) meet at least one of the minority area criteria, and 3) meet the community planning/housing need in the project area (see 2022 Implementation Plan). To qualify for points, at least 75 percent of the total units must be located in low-income minority census tracts.
AHP Subsidy per Unit	10		Based on formula in 2022 Implementation Plan.
Permanent Supportive Housing	5		Rental projects only. Projects must also commit to providing 20% of units for Special Needs households and 20% of units for 30% AMI tenants. Project must have a service provision element.
Projects of 24 or Fewer Units	3		Must have 24 or fewer total units.
Mixed-Income Locations	5		Tract Median Family Income % must be above 100%, per FFIEC: <a href="https://geomap.ffiec.gov/FFIECGeoMap/GeocodeMap1.aspx">https://geomap.ffiec.gov/FFIECGeoMap/GeocodeMap1.aspx</a>
Large Family Units	2		Rental projects only. 20% of units must have 3BR. Rehab of existing 3BR units ineligible for points; project must add new 3+BR units to affordable market. Units cannot be age-restricted, and must be generally spread across AMI brackets (i.e. 50%/60%/80% AMI).
<b>Community Stability:</b>			
Rehabilitation of Existing Occupied Housing	7		No more than 25% of project units may be new construction. New construction costs may not exceed 25%. Hard rehabilitation costs must be greater than or equal to 25% of TDC. Housing must be currently occupied, with vacancy at or below 50%.
Promotion or Preservation of Homeownership	6		All owner-occupied projects qualify.
<b>TOTAL</b>		<b>0</b>	

# Exhibits **Site Control & Zoning: Homeownership**

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## **Site Control & Zoning**

The form can be downloaded from our website [here](#).



**FHLBank**  
Chicago

**2022 Affordable Housing Program**

### **Site Control and Zoning**

Project Name:

**Consumer-driven homeownership projects only: upload this form on the Project Timeline Screen under Feasibility.**

This is a consumer driven project that will serve existing property owners and properties for which site control and zoning are already in place.

Updated February 2022

# Exhibits Sponsor Experience: Homeownership

## Sponsor Experience Form

This does not need to be an exhaustive list. Identify projects of similar size and scope. If none exist, identify projects that reflect the sponsor’s capacity.

Identify specific project types in the Project Type column, and past roles in the Sponsor’s Role column, with a focus on projects similar to the one you are submitting.

The form can be downloaded from our website [here](#).



## 2022 Affordable Housing Program

### Sponsor Experience - Homeownership Sponsor Name: \_\_\_\_\_

*Required for all homeownership projects.*

► *List below, homeownership developments or programs (a) completed by the sponsor, and (b) comparable to the proposed project in size and scope, starting with the most recent.*

► *List the sponsor’s direct experience only; do not include the experience of outside parties.*

► *List experience on an annual basis.*

Year	Project/Phase Name	Project Location	Project Type	# of units	Sponsor’s Role	Project Cost	Project Status
	AHP Project # if applicable	City, State	Mark all that apply NC = New Construction R = Rehab P = Purchase N = Special Needs		Mark all that apply CD = Co-developer D = Developer AF = Arrange financing/ Qualify borrowers SP = Service Provider CT = Contractor		Select from drop-down menu below
			<input type="checkbox"/> NC <input type="checkbox"/> P <input type="checkbox"/> R <input type="checkbox"/> N		<input type="checkbox"/> CD <input type="checkbox"/> AF <input type="checkbox"/> CT <input type="checkbox"/> D <input type="checkbox"/> SP		
			<input type="checkbox"/> NC <input type="checkbox"/> P <input type="checkbox"/> R <input type="checkbox"/> N		<input type="checkbox"/> CD <input type="checkbox"/> AF <input type="checkbox"/> CT <input type="checkbox"/> D <input type="checkbox"/> SP		
			<input type="checkbox"/> NC <input type="checkbox"/> P <input type="checkbox"/> R <input type="checkbox"/> N		<input type="checkbox"/> CD <input type="checkbox"/> AF <input type="checkbox"/> CT <input type="checkbox"/> D <input type="checkbox"/> SP		
			<input type="checkbox"/> NC <input type="checkbox"/> P <input type="checkbox"/> R <input type="checkbox"/> N		<input type="checkbox"/> CD <input type="checkbox"/> AF <input type="checkbox"/> CT <input type="checkbox"/> D <input type="checkbox"/> SP		
			<input type="checkbox"/> NC <input type="checkbox"/> P <input type="checkbox"/> R <input type="checkbox"/> N		<input type="checkbox"/> CD <input type="checkbox"/> AF <input type="checkbox"/> CT <input type="checkbox"/> D <input type="checkbox"/> SP		
			<input type="checkbox"/> NC <input type="checkbox"/> P		<input type="checkbox"/> CD <input type="checkbox"/> AF <input type="checkbox"/> CT		

Updated January 2022

# Exhibits Sponsor Experience: Rental

## Sponsor Experience Form

This does not need to be an exhaustive list. Identify projects of similar size and scope. If none exist, identify projects that reflect the sponsor's capacity.

Identify specific project types in the Project Type column, and past roles in the Sponsor's Role column, with a focus on projects similar to the one you are submitting.

The form can be downloaded from our website [here](#).



## 2022 Affordable Housing Program

### Sponsor Experience - Rental

Sponsor Name: \_\_\_\_\_

**Required for all rental projects.**

► List below, rental developments or programs (a) completed by the sponsor, and (b) comparable to the proposed project in size and scope, starting with the most recent.

► If the sponsor has not completed any project comparable to the proposed project in size and scope, list all projects completed in the most recent five years.

► List the sponsor's direct experience only; do not include the experience of outside parties.

► List experience on a project basis.

**NOTE: If the sponsor does not have previous experience, they will be required to partner with an experienced developer and/or property manager.**

Project/Phase Name	Project Location	Project Dates	Project Type	# of units	Sponsor's Role	Project Cost	Project Status
AHP Project # if applicable	City, State	mm/yyyy Actual or Anticipated PS=Project Start PC=Project Complete	Mark all that apply NC = New Construction R = Rehab P = Purchase N = Special Needs		Mark all that apply O = Owner CD = Co-developer D = Developer PM = Property Mgr SP = Service Provider CT = Contractor		Select from drop-down menu below
1		PS _____ PC _____	<input type="checkbox"/> NC <input type="checkbox"/> P <input type="checkbox"/> R <input type="checkbox"/> N		<input type="checkbox"/> O <input type="checkbox"/> D <input type="checkbox"/> SP <input type="checkbox"/> CD <input type="checkbox"/> PM <input type="checkbox"/> CT		
2		PS _____ PC _____	<input type="checkbox"/> NC <input type="checkbox"/> P <input type="checkbox"/> R <input type="checkbox"/> N		<input type="checkbox"/> O <input type="checkbox"/> D <input type="checkbox"/> SP <input type="checkbox"/> CD <input type="checkbox"/> PM <input type="checkbox"/> CT		
3		PS _____ PC _____	<input type="checkbox"/> NC <input type="checkbox"/> P <input type="checkbox"/> R <input type="checkbox"/> N		<input type="checkbox"/> O <input type="checkbox"/> D <input type="checkbox"/> SP <input type="checkbox"/> CD <input type="checkbox"/> PM <input type="checkbox"/> CT		
4		PS _____ PC _____	<input type="checkbox"/> NC <input type="checkbox"/> P <input type="checkbox"/> R <input type="checkbox"/> N		<input type="checkbox"/> O <input type="checkbox"/> D <input type="checkbox"/> SP <input type="checkbox"/> CD <input type="checkbox"/> PM <input type="checkbox"/> CT		
5		PS _____ PC _____	<input type="checkbox"/> NC <input type="checkbox"/> P <input type="checkbox"/> R <input type="checkbox"/> N		<input type="checkbox"/> O <input type="checkbox"/> D <input type="checkbox"/> SP <input type="checkbox"/> CD <input type="checkbox"/> PM <input type="checkbox"/> CT		

Updated January 2022

# Exhibits Tenant Income Worksheet: Rental

## Tenant Income Worksheet

This form is only required for existing occupied projects where tenants are expected to reside in the project after work is completed.

Multiple versions of the form are available, based on the location of the project. In-district projects should use the Illinois/Wisconsin version. Out-of-district projects should use the TIW file matching their state. Select *Application* from the drop-down menu to populate the directions and field names.



This workbook can ONLY be used for projects located in Illinois or Wisconsin  
Workbooks for projects located in other states can be requested by contacting Community Investment at 312-565-5824 or ci@fhlbc.com.

### Rental Tenant Income Worksheet

**DIRECTIONS:** Please complete the cells highlighted in blue on this worksheet before entering Tenant information on the Tenant Information worksheet. Instructions for completing the Tenant Information worksheet can be found below. Cells in white on this worksheet include formulas that will calculate automatically as the Tenant Information worksheet is completed. Shaded cells are not relevant to the Project Status selected below. Please submit the completed workbook electronically in Excel format.

Project Status:  Completed by:

AHP Project #:  Title:

Project Name:  Organization/Company:

Sponsor Name:  Phone:

Date Completed:  Email:

Project Address	Number of units in each income targeting range			Scoring Commitments			Operations Summary
	% of AMI	Targeting	Actual	Commitment	Approved	Actual	Annual Rental Income
	<=50%		0				\$0
	51-60%		0				Tenant's Share
State:	61-80%		0				\$0
	<b>Total AHP Assisted Units</b>	<b>0</b>	<b>0</b>				<b>Rental Subsidy</b>
County	>80%		0				\$0
	Vacant Units		0				Vacancy Rate
Income Guideline	<b>Total Units</b>	<b>0</b>	<b>0</b>				0.0%
Select income guideline to use:							Units Over Affordability Ratio
HUD Income Guidelines							0
							Units Over Targeting Selection
							0

#### Instructions for Completing the Tenant Information Worksheet:

Please select the Project Status above to load the Instructions for that Status.



# Exhibits Tenant Income Worksheet: Rental

## Instructions for Completing the Tenant Information Worksheet:

Income Targeting is calculated based on the State, County and Income Guideline selected above. The lettered definitions below explain what goes in each column on the Tenant Information worksheet.

Column		Definition
A	Unit	Running count of housing units entered.
B	Address/Unit	If project includes multiple addresses, enter street address including unit number. If single property address, enter full address on Project Information worksheet and unit number on Tenant Information grid.
C	Head of Household Name	Name of the head of the household whose name is on the rental agreement.
D	# In Household	Number of persons living in the unit. Select Vacant if this is presently a vacant unit.
E	Income Recertification Date	Date of last income recertification.
F		Do not complete this column at Application.
G	Annual Income	The documented annual income at the last recertification date. If the tenant has not been re-certified since move-in, enter the annual income at move-in. The annual income should be supported by income verification documentation.
H		Do not complete this column at Application.
I	Unit Targeting (<30,<50,<60,<80,>80)	Select the income targeting for the unit.
J		Do not complete this column at Application.
K		Do not complete this column at Application.
L	Actual \$ Monthly Rent Charged	The actual rent per month charged for the unit - should match the current rental agreement.
M	Tenant's Rent Share	If the unit receives a rental subsidy, enter the rent amount actually being paid by the tenant. If the unit is not subsidized, leave blank.
N	# of Bedrooms in Unit	The number of bedrooms in the unit. For group homes and 1 person units without a separate bedroom enter 0.
O	Special Needs	If the unit is occupied by a special needs resident, use the codes below to denote the special need population.
		D Disabled
P	Homeless	If the resident qualified as Homeless at move-in, enter Y.
Q	Perm Supp Housing	If the unit and household qualifies as Permanent Supportive Housing, enter Y.
R	Max. \$ Inc. Allowed for Family Size	The maximum annual income allowed for the family size based on the State, County, # in household, and the income targeting group selected.
S	Actual Below Max	Computes Annual Income minus Max. \$ Inc. Allowed for Family Size. This is the amount of income the occupants were over/under the allowable HUD limit. This cell is automatically calculated.
T	Unit Affordability Ratio	This is the % of the yearly tenant rent share divided by the income (based on the # of bedrooms in unit). This checks that the % is less than 30%. If the unit is not subsidized, the % will be calculated off the full rent amount. This cell is automatically calculated.





# Exhibits Zoning Approval Form: Rental

## Zoning Approval Form

This form is available for rental projects that require rezoning for the site(s). Please feel free to use it as a template to send to the zoning authority to ensure all of the needed information is provided. The final submitted form for application must have an Authority letterhead and signed by an authorized individual. If you choose not to use this template, please ensure that any letter received from an authority has all of the elements below included.

**SAMPLE ZONING REQUEST LETTER – Please feel free to use this as a template to send to the zoning authority. It should be put on the Authority letterhead and signed by an authorized individual. Alternatively, please ensure that any letter received from an authority has all of the elements below included:**

### Zoning Approval Form

**Application Name:** \_\_\_\_\_

**Site Address(es):** \_\_\_\_\_

**Number of Units:** \_\_\_\_\_

- An application for rezoning has been submitted for the above named project on the above named site.
  - Date of Zoning Application Submission: \_\_\_\_\_
  - Current Zoning Classification: \_\_\_\_\_
  - Requested Zoning Classification: \_\_\_\_\_
  - Where is the project in the approval process? \_\_\_\_\_
  - Any contingencies or conditions for the rezoning of the proposed site? \_\_\_\_\_
  - Overview of Review Process: \_\_\_\_\_
  - Expected Approval Date: \_\_\_\_\_

### Certification

I, the undersigned, hereby certify that: (1) I am a duly authorized zoning authority representative for the proposed project site, and (2) all the information and statements contained in this form are true, complete, and accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Typed)

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Title

# Exhibits Financial Feasibility: Homeownership

## Instructions

This exhibit can be found on our [website](#).



FHLBank  
Chicago

## 2022 Affordable Housing Program

<b>Project Name:</b>	
<b>Lead Sponsor:</b>	
<b>Subsidy Requested:</b>	

### Application Instructions:

- ▶ Do not include formulas in any cells.
- ▶ The workbook is programmed to minimize inconsistencies throughout the application. Enter data into cells that are shaded yellow. Cells that are not shaded yellow are locked and cannot be changed.
- ▶ In cells with drop-down selections, select one of the options for the workbook to work properly. Typing an answer or ignoring the cell entirely may cause errors on other worksheets in the application.
- ▶ The AHP subsidy amount on the Sources tab must match the AHP subsidy amount from the Subsidy Amount and Uses of Funds screen in the online system.
- ▶ The targeting reflected on the Project Worksheet tab must match the targeting reflected on the Targeting screen in the online system.
- ▶ On the Sources tab: Do not skip a line when inputting sources of funds. Do not list more than 13 sources.
- ▶ It is highly recommended that worksheets are completed in the order they appear in the document. Worksheet formulas are often dependent on data entered in earlier worksheets.
- ▶ Cutting and pasting information into Excel spreadsheets from elsewhere may invalidate formulas in cells, resulting in errors throughout the application.
- ▶ If attachments are submitted with a disabled password, or have otherwise been tampered with, the decision as to whether the application will be considered for an award will be at the discretion of the FHLBC.

### A description of each of the individual Excel worksheets follows:

Tab	Worksheet Description and Required Fields
<b>Instructions</b>	Instructions include important information for all applicants.
<b>Project Worksheet</b>	Assumptions for individual home buyer(s).
<b>Cost Breakout</b>	All projects must complete the Unit and Square Footage Breakout section at the top of the worksheet. Projects involving rehabilitation or construction must also complete the lower portion of the worksheet.
<b>Summary of Uses</b>	Hard Construction/Rehabilitation Costs are pulled from the Cost Breakout tab. Enter data into cells that are shaded yellow.
<b>Needs Analysis</b>	Analysis required by AHP regulations.
<b>Sources</b>	Complete if project sponsor is providing financing to home buyers. List of both permanent and Interim funding sources. The Source name, Amount, Description Code and Status Code are required fields for all sources listed. Total Sources of Funds must equal the Total Project Costs on the Summary of Uses tab.
<b>Feasibility Guideline</b>	Project feasibility and need for subsidy analysis.

**If you encounter problems in completing or uploading the workbook, please e-mail: [ci@fhlbc.com](mailto:ci@fhlbc.com). Refer to the specific tab and cells that are involved and provide a detailed description of the issue.**

**Federal Home Loan Bank of Chicago  
Community Investment Group  
Telephone: 312-565-5824**

# Exhibits Financial Feasibility: Homeownership

## Project Worksheet

Homeownership projects are either **Consumer-Driven** (i.e., homebuyers purchasing homes on the open market) or **Sponsor-Driven** (i.e., sponsors building or purchasing homes to be sold to consumers). Ensure that the *Total Costs of Typical Home* cell matches what is on the Summary of Uses tab. Ensure that the *Total Funding Sources of Typical Home* cell matches what is on the Sources tab.

### Home Ownership Project Worksheet

**Project Name:**  
 If project is multi-state or multi-county, please select a representative area.  
 State:  County:

Please select the income guideline to use.  
 Income Guideline:

**Driver Determination**  
 See the Guide for Sponsor Applicants for more information on the definition of the project Driver.  
 Project is:   
 Project driver is:

**Project Characteristics**  
*Income Targeting Commitments (based on HUD Income Guidelines)*

Households earning ≤ 60.00% of the Area Median Income	
Households earning 60.01% - 80.00% of the Area Median	
Total units in project	0

Targeted Income Group:	60% AMI	80% AMI	Cost Per Unit Guideline
Number of Households (per targeting commitments above)	0	0	\$0 (1)
Average Number of Bedrooms per Home			
Average Household Size			
Maximum Annual Income for Income			
Maximum Monthly Income for Income			

Cost of Typical Home for Income Group	60% AMI	80% AMI	Cost for Total
Expected Gross Sales Price			\$0
+ Closing Costs, including counseling			\$0
+ Rehab Costs, if applicable			\$0
= Total Costs of Typical Home	\$0	\$0	\$0 (3)

Total Funding Sources for Typical	60% AMI	80% AMI	Sources for
Borrower down payment			\$0
+ AHP Subsidy			\$0
+ Other Grants			\$0
+ Mortgage Amount			\$0
= Total Funding Sources - Typical Home	\$0	\$0	\$0 (3) (4)

Mortgage Information	60% AMI	80% AMI	Average
Mortgage Rate Assumption (%)			0.00%
Mortgage Term (number of months)			0.00
Monthly Principal and Interest	\$0	\$0	\$0.00
+ Monthly Taxes & Insurance			
+ Est. Monthly Condo Assoc. Fees			
= Total Monthly Housing Expense	\$0	\$0	

**Housing Expense to Income Ratio**  
 Monthly Housing Expense/Monthly Income:

(1) Cost Guidelines Per Bedroom Size per 2021 FHLC AHP Implementation Plan

Unit Size	# of Units	Chicago Metro	IL	WI Metro	WI	Out of District
0 Bedroom Units	0					See Implementation Plan
1 Bedroom Units	0					
2 Bedroom Units	0					
3 Bedroom Units	0					
4+ Bedroom Units	0					

(2) Income limits for indicated household size and income group for the state and county selected using the selected income guidelines (HUD or NAHASDA).  
 (3) Total Cost should equal Total Funding Sources and Total Project Cost per the Summary of Uses tab.  
 (4) Sources for Total Project should correspond with amounts reflected on Sources tab of this spreadsheet for individual

# Exhibits Financial Feasibility: Homeownership

## Cost Breakout

Remember to enter the average total square footage of all homes.

Rehabilitation cost line items identified on this tab must match those listed on the Rehabilitation Scope Checklist form. For example, if plumbing work will be completed in the units, the Rehabilitation Scope Checklist should identify plumbing and this tab should reflect plumbing costs.

### Cost Breakout

Unit and Square Footage Breakout	
Acquisition Only Units	
Acquisition Only Square Footage	
Rehabilitation Units	
Rehabilitation Square Footage	
New Construction Units	
New Construction Square Footage	
Modular Units	
Modular Square Footage	
Total Square Footage	0
Total Units	0

Please make sure to answer the questions at the bottom of this form if the project involves

If project includes a commercial component, fill out the form below only for the housing component. Then, in addition, upload the commercial component's development budget to the Floor plan or Site plan section of the Feasibility Import Spreadsheet screen in the AHP Online system.

Description of Work	Housing			Total
	New Construction	Rehabilitation	Modular	
Concrete				\$ -
Masonry				\$ -
Metals				\$ -
Rough Carpentry				\$ -
Exterior Doors, Windows, Glass				\$ -
Waterproofing				\$ -
Insulation				\$ -
Roofing and Sheet Metal				\$ -
Siding				\$ -
<b>Total Rough Structure (Rows 20-28)</b>	\$ -	\$ -	\$ -	\$ -
Finish Carpentry				\$ -
Cabinets, Vanities and Countertops				\$ -
Interior Doors and Frames				\$ -
Lath and Plaster				\$ -
Drywall				\$ -
Tile Work				\$ -
Acoustical				\$ -
Carpeting				\$ -
Resilient Floor				\$ -
Painting and Decorating				\$ -
Specialties and Furnishings				\$ -
Special Equipment				\$ -
Appliances				\$ -
Special Construction				\$ -
Elevators				\$ -
<b>Total Finish Structure (Rows 30-44)</b>	\$ -	\$ -	\$ -	\$ -
Plumbing				\$ -
Heat and Ventilation				\$ -
Air Conditioning				\$ -
Fire Protection				\$ -
<b>Total Mechanical Systems (Rows 46-49)</b>	\$ -	\$ -	\$ -	\$ -
Electrical				\$ -
Other Structure:				\$ -
<b>Total Structure (Rows 29, 45, 50-52)</b>	\$ -	\$ -	\$ -	\$ -
Onsite Earth Work				\$ -
Onsite Site Utilities				\$ -
Onsite Road and Sidewalks				\$ -
Onsite Landscaping				\$ -
Onsite Environmental Remediation				\$ -
Other Onsite:				\$ -
<b>Total Onsite Improvement (Rows 54-59)</b>	\$ -	\$ -	\$ -	\$ -
Offsite Earth Work				\$ -
Offsite Site Utilities				\$ -
Offsite Road and Sidewalks				\$ -
Offsite Landscaping				\$ -
Offsite Environmental Remediation				\$ -
Other Offsite:				\$ -
<b>Total Offsite Improvement (Rows 61-66)</b>	\$ -	\$ -	\$ -	\$ -
<b>Total (Rows 53, 60, 67)</b>	\$ -	\$ -	\$ -	\$ -

If the development budget includes off-site costs, what type of improvements are included?

Are there any special construction techniques impacting cost (e.g., precast concrete, geothermal, solar or other green building design elements)?

Are there unique remediation issues to this project that will impact cost?

Does the development have any unique city infrastructure requirements on site?

# Exhibits Financial Feasibility: Homeownership

## Summary of Uses of Funds

Any costs entered in the *Other* lines will cause a comment box to appear. Please provide an explanation of these costs.

If there are costs budgeted for construction or bridge loan financing, these financing sources should be included in the Interim Sources section of the Sources of Funds tab.

<b>Summary of Uses of Funds</b>	
<p><b>If project includes a commercial component, fill out the form below only for the housing component. Then, in addition, upload the commercial component's development budget to the Feasibility Import Spreadsheet screen in the AHP Online system.</b></p>	
<b>Acquisition Costs</b>	<b>Total</b>
Building Acquisition	
Land Acquisition	
Carrying Costs	
Legal Fees	
Closing Costs	
Title and Recording	
<b>Total Acquisition Costs</b>	<b>\$ -</b>
<b>Construction/Rehabilitation Costs</b>	<b>Total</b>
Construction Costs	\$ -
Rehabilitation Costs	\$ -
Modular Costs	\$ -
On-Site Improvements	\$ -
Off-Site Improvements	\$ -
Demolition	
Contingency	
Builders Overhead	
Builders Profit	
General Requirements	
Bond Premium	
Furniture, fixtures and equipment	
<b>Total Construction/Rehabilitation Costs</b>	<b>\$ -</b>
<b>Soft Costs</b>	<b>Total</b>
Architect Fees	
Engineering Fees	
Appraisal Fees	
Legal Fees	
Accounting Fees	
Environmental Fees	
Tax Credit Reservation Fees	
Municipality Fees	
Permits Fees	
Market Study	
Survey Study	
Marketing Expenses	
Relocation	
Construction Period Insurance	
Construction Period Property Taxes	
Other Soft Costs	
<b>Total Soft Costs</b>	<b>\$ -</b>
<b>Construction/Bridge Loan Financing</b>	<b>Total</b>
Interest	
Origination Fees	
Application Fees	
Other Fees	
<b>Total Construction Financing</b>	<b>\$ -</b>
<b>Permanent Financing</b>	<b>Total</b>
Permanent Loan Origination Fees	
Bond Related Costs	
Application Fees	
Other Permanent Financing Fees	
<b>Total</b>	<b>\$ -</b>
<b>Other Financing Fees and Expenses</b>	<b>Total</b>
Tax Credit Reservation Fees	
Application Fees	
Other Financing Costs	
<b>Total Other Financing Fees and Expenses</b>	<b>\$ -</b>
<b>Developer Fees</b>	<b>Total</b>
Developer Fees	
Consultant Fees	
<b>Total Developer Fees</b>	<b>\$ -</b>
<b>Counseling Costs</b>	<b>Total</b>
Home Buyer Education and Counseling Costs Covered by AHP	
Home Buyer Education and Counseling Costs NOT Covered by AHP	
<b>Total Home Buyer Counseling Costs</b>	<b>\$ -</b>
<b>Total Project Costs</b>	<b>\$ -</b>



# Exhibits Financial Feasibility: Homeownership

## Needs Analysis

### AHP Needs Analysis

#### For Home Ownership Projects with Sponsor-Provided Mortgage Financing

**Project Name:**

*Complete this form if Sponsor will provide mortgages to home buyers. Enter data in shaded cells only.*

Does Sponsor directly provide home buyer financing?

\$ - Sale price of homes to home buyers - per Project Worksheet

\$ - Cash required to complete project - per Summary of Uses

*If sales price of homes exceed cash required to complete project, an appraisal will be required. If not available now, provide at the time funding is requested for the unit. Sales price of the homes should not exceed the appraised value.*

Appraised value of sponsor-financed homes, if known. Submit appraisal copies as Exhibit 9, if available.

Sponsor-provided first mortgage total (total for all home buyers)

Will sponsor provide additional mortgage(s) to home buyers in addition to first mortgage?

Indicate total amount of additional mortgages (other than first mortgage) sponsor will provide:  (all home buyers)

Are second mortgages forgivable?

Describe terms of sponsor-provided mortgages below. Include information on amount, maturity date, required payments from home owners, repayment upon refinance or sale, and terms of forgiveness.

**A. Cash Required to Complete Project:**

\$ - Total Uses of Funds per Summary of Uses

**B. Cash Sources Other than Sponsor:**

\$ - Total cash down payment from borrowers per Project Worksheet

CDBG

HOME

State Housing Finance Agency grant

State/Local gov't grant(s)

Foundation/Corporation grant(s)

Other:

Other:

\$ - Total Cash Sources Other than Sponsor

**C. Present Value of sponsor-provided mortgage(s):**

4.31% Market Rate assigned by the FHLBC

Sponsor Mortgage / Note Amount - **Repayable loans only**

Mortgage Term (months)

0.00% Mortgage Rate

\$ - Mortgage P&I Payment (aggregate of all home buyers)

\$ - Present Value - to be reflected on Sources of Funds

**D. Cash Contributions/Sponsor Fundraising**

Amount Sponsor will contribute to the home buyers' homes in addition to the value of the sponsor-provided mortgage

**AHP NEEDS ANALYSIS SUMMARY**

\$ - (A) Cash Required to Complete Project

\$ - (B) Cash Sources Other than Sponsor

\$ - (C) Present Value of Sponsor Provided Mortgage

\$ - (D) Cash Contributions/Sponsor Fundraising

\$ - Funding Gap

\$ - AHP Subsidy Requested (cannot be greater than above funding gap)



# Exhibits Financial Feasibility: Homeownership

## Feasibility Analysis

In order for the spreadsheet to upload successfully, Total Units must match the number entered on the Targeting screen of AHP Online; Sources of Funds must equal Uses of Funds; and Homeownership Counseling and Education costs cannot exceed \$500/unit.

Error messages will appear if project characteristics are outside of FHLBank Chicago guidelines. This does not mean the application is ineligible, but an explanation will need to be provided for each indicator that is outside of guidelines.

### AHP Feasibility Analysis

Items	Value
Total units	0
Sources of Funds = Uses of Funds	FALSE
Cost Breakout Total Units = Project Worksheet Total Units	TRUE
Total Development Cost	\$50,000.00
Total Development cost per unit	\$0.00
Total Development Cost per square foot	\$0.00
Adjusted Total Development Cost	\$0.00
Adjusted Total Development Cost per Unit	\$0.00
Total Acquisition cost per unit	\$0.00
Acquisition cost per square foot	\$0.00
Rehabilitation cost per square foot (From Cost Breakout tab)	\$0.00
New Construction cost per square foot (From Cost Breakout tab)	\$0.00
Total New Construction and Rehabilitation cost per square foot (Summary of Uses total)	\$0.00
Average Square Foot per unit	0
Average Acquisition Square Foot per unit	0
Average Rehabilitation Square Foot per unit	0
Average New Construction Square Foot per unit	0
General requirements %	0.00%
Builder overhead %	0.00%
Builder profit %	0.00%

Values must match

### Feasibility Guidelines

Guideline	Description	Min Standard	Max Standard	Actual
Adjusted Total Development Cost per Unit	Enter location on Project Worksheet	\$0.00	\$0.00	\$0.00
Developer fee %	Enter Driver Information on Project Worksheet	NA	NA	0.00%
Developer fee (\$) - For acquisition-only projects	Enter Driver Information on Project Worksheet	NA	NA	\$0.00
Homeowner Counseling and Education	Project does not include acquisition- Not Eligible			\$0.00
Spread on Financing	Basis Points above the FHLBC Community Advances rate on round open date	0	400	TRUE
AHP	% of Total Project Costs	0.00%	75.00%	0.00%

Requires explanation in AHP Online

Requires explanation in AHP Online

# Exhibits Financial Feasibility: Rental

## Instructions

This exhibit can be found on our [website](#).



FHLBank  
Chicago

## 2022 Affordable Housing Program

<b>Project Name:</b>	
<b>Sponsor:</b>	
<b>Subsidy Requested:</b>	

### Application Instructions:

- ▶ Do not include formulas in any cells.
- ▶ The workbook is programmed to minimize inconsistencies throughout the application. Enter data into cells that are shaded yellow. Cells that are not shaded are locked and cannot be changed.
- ▶ In cells with drop-down selections, select one of the options for the workbook to work properly. Typing an answer or ignoring the cell entirely may cause errors on other worksheets in the application.
- ▶ The AHP subsidy amount on the sources tab must match the AHP subsidy amount from the Subsidy Amount and Uses of Funds screen in the online system.
- ▶ The targeting reflected on the project worksheet must match the targeting reflected on the Targeting screen via
- ▶ On the Sources tab: Do not skip a line when inputting sources of funds. Do not list more than 13 sources
- ▶ It is highly recommended that worksheets are completed in the order they appear in the document. Worksheet formulas are often dependent on data entered in earlier tabs.
- ▶ Cutting and pasting information into Excel spreadsheets from elsewhere may invalidate formulas in cells, resulting in errors throughout the application.
- ▶ If attachments are submitted with a disabled password, or have otherwise been tampered with, the decision as to whether the application will be considered for an award will be at the discretion of FHLBC.

### A description of each of the individual Excel worksheets follows:

Tab	Worksheet Description and Required Fields
<b>Instructions</b>	Instructions include important information for all applicants.
<b>Project Worksheet</b>	Worksheet includes information on unit mix, income targeting, and rental income. All highlighted fields must be completed.
<b>Operating Assumptions</b>	Details on salaries and operating grants and/or subsidies. Data will flow through to operating pro forma.
<b>Op Pro Forma Housing</b>	15-year cash flow projections for rental housing.
<b>Op Pro Forma Supplementary</b>	Required for projects with a commercial component and/or projects with supportive service component.
<b>Sources</b>	For any source of funds - the source, amount, housing or commercial, description code, and status code are required fields. Total Sources of Funds must equal the total project
<b>Cost Break-Out</b>	Complete the top part using the number of units and square feet of rehabilitation, construction, and acquisition-only units for all projects. Projects with rehabilitation and construction costs must complete the lower portion.
<b>Summary of Uses</b>	Projects with a commercial component should break-out costs between housing and commercial. Hard costs are pulled from the Cost Break-Out tab, but the remaining fields
<b>Group Home</b>	Supplementary information needed to evaluate group home projects. Complete for group home projects.
<b>Feasibility Guidelines</b>	Project feasibility and need for subsidy analysis.

**If you encounter glitches in the application, please e-mail: [ci@fhlbc.com](mailto:ci@fhlbc.com)**  
**Refer to the specific tab and cells that are involved and provide a detailed description of the issue.**

Federal Home Loan Bank of Chicago  
 Community Investment Group  
 Telephone: 312-565-5824



# Exhibits Financial Feasibility: Rental

## Operating Pro Forma Assumptions

For the Payroll Breakout section, a selection must be made in the *Salary Reflected on* column in order for the salary to be shown on the correct tab (i.e., Housing Pro Forma or Supplementary Pro Forma). The Income Assumption Breakout and Details section is only applicable if the Project Worksheet tab indicates that the project will have rental subsidies.

<b>Operating Pro Forma Assumptions</b>				
Project Name: _____				
<b>Payroll Breakout</b>				
Provide staffing and salary assumptions for all staff positions and indicate whether respective payroll amounts flow through to the Housing, Services, or Commercial Operating Pro Forms. In the comment section, explain your assumptions. <i>Example: Maintenance salary includes a full-time manager (\$35,000) and part-time janitor (\$14,000). Benefits and taxes are estimated at 20%</i>				
Position Title	Salary Reflected on	Annual Salary, Benefits, and	Status	Staffing Assumptions / Comments
Service Coordinator				
Case Manager				
<b>Total</b>		\$0		
<b>Housing Payroll Expenses</b>		\$0		
<b>Services Payroll Expenses</b>		\$0		
<b>Commercial Payroll Expenses</b>		\$0		
<b>Paid from Cash Flow Total</b>		\$0		
<b>Service Staff on Housing Pro Forma</b>		\$0		

The payroll breakout does not indicate that service staff will be paid from cash flow. Please disregard this comment area.

<b>Income Assumption Breakout and Details</b>	
<b>The Project Worksheet indicates the project WILL have rental subsidies. Please answer the following 2</b>	
Are rental subsidies committed?	<input type="checkbox"/>
If the project relies on rental subsidies or operating grants that are not committed for the entire 15-year retention period, describe contingency plan if the grants and/or subsidies are not renewed.	

# Exhibits Financial Feasibility: Rental

## Operating Pro Forma Assumptions

Amounts entered for laundry, parking, and other income dependent on occupancy levels in this section will have an applied vacancy rate on the pro forma. Only enter funding that is affected by vacancy levels. In the section below that, the amounts entered for operating grants, donations, reserves, and other income independent of occupancy levels will not have an applied vacancy rate on the pro forma.

**Break out income assumptions below.** Values will be pulled into the Op\_Pro\_Forma\_Hsg tab automatically.

Category	Source	Amount in Year 1	Term (Y)	Committed?
Laundry				
Parking				
Other Income Dependent on Occupancy Levels				
Operating Grants				
Operating Donations				
Operating Reserves				
Other Income Independent of Occupancy Levels				

Provide contact information for uncommitted rental subsidies or operating grants.

Uncommitted Funding Source	Decision Due Date	Contact Name	Phone Number

For occupied existing rental properties, if vacancy per Op\_Pro\_Forma\_Hsg tab is different than historical vacancy justify the reason for the budgeted vacancy.

Provide additional explanation or guidance on income assumptions here:

### Expense Assumption Breakout and Details

Break out expense assumptions below. Values will be pulled into the Op\_Pro\_Forma\_Hsg tab automatically.

Category	Source	Amount in Year 1
Other Expenses		

### Debt Payment Details

If project is financed with soft debt, please explain terms of repayment.

# Exhibits Financial Feasibility: Rental

## Operating Pro Forma - Housing

Indicate whether utilities are tenant- or owner-paid, and whether the project will have a special payment arrangement for property taxes (such as a PILOT), or whether these taxes will be paid normally. Utilize description boxes to identify *Other Must Pay Debt* and *Cash Flow Dependent Debt Service*.

Operating Pro Forma - Housing														
Project Name: 0		Enter <b>housing</b> data in shaded cells. Enter income, expenses, 0 and debt service for supportive services and commercial space on Supplementary_Op_Pro_Formas.												
# Units: 0														
Income Assumptions		Rate of Increase	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
Gross Residential Rents	From Project Worksheet		0	0	0	0	0	0	0	0	0	0	0	0
Rental Subsidy (a)	From Project Worksheet		0	0	0	0	0	0	0	0	0	0	0	0
Laundry, Parking, Other	From Oper. Assumptions		0	0	0	0	0	0	0	0	0	0	0	0
Less: Vacancy & bad debt	Vacancy Rate ##		0	0	0	0	0	0	0	0	0	0	0	0
Operating grants, donations, &/or reserves	From Oper. Assumptions		0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Effective Gross Income</b>			0	0	0	0	0	0	0	0	0	0	0	0
Expense Assumptions		Rate of Increase												
Management Fee	Select Fee Type			0	0	0	0	0	0	0	0	0	0	0
Administrative/Office expenses				0	0	0	0	0	0	0	0	0	0	0
Advertising				0	0	0	0	0	0	0	0	0	0	0
Legal				0	0	0	0	0	0	0	0	0	0	0
Accounting & Audit				0	0	0	0	0	0	0	0	0	0	0
Utilities	Unit utilities paid by: Select			0	0	0	0	0	0	0	0	0	0	0
Water, Sewer, Trash				0	0	0	0	0	0	0	0	0	0	0
Maintenance/Repair				0	0	0	0	0	0	0	0	0	0	0
Grounds				0	0	0	0	0	0	0	0	0	0	0
Security				0	0	0	0	0	0	0	0	0	0	0
Contract Services				0	0	0	0	0	0	0	0	0	0	0
Payroll (incl. taxes & benefits)	From Oper. Assumptions		0	0	0	0	0	0	0	0	0	0	0	0
Real Estate Taxes	Select Payment Type			0	0	0	0	0	0	0	0	0	0	0
Insurance				0	0	0	0	0	0	0	0	0	0	0
Other Expenses	From Oper. Assumptions		0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Operating Expenses</b>	Oper Cost/Unit \$0		0	0	0	0	0	0	0	0	0	0	0	0
	Staff Use \$0		0	0	0	0	0	0	0	0	0	0	0	0
Reserves														
Replacement Reserve														
Operating Reserve														
Debt Service (Must Pay only)														
1st Mortgage - Principal & Interest			0	0	0	0	0	0	0	0	0	0	0	0
2nd Mortgage - Principal & Interest			0	0	0	0	0	0	0	0	0	0	0	0
Other Must Pay Debt	Enter Description Here													
<b>Total Debt Service</b>			0	0	0	0	0	0	0	0	0	0	0	0
Debt Coverage Ratio (DCR)			NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Cash Flow			0	0	0	0	0	0	0	0	0	0	0	0
Cash Flow Debt Service to:	Enter Description Here													
Cash Flow Debt Service to:	Enter Description Here													
Deferred Developer Fee														
Partnership Management Fee (LIHTC only)														
<b>Net Cash Flow</b>			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Net Cash Flow per unit														
Net Debt Coverage Ratio			NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

Cumulat  
Cumulative  
Cumulative Repaid Defe







# Exhibits Financial Feasibility: Rental

## Cost Breakout

Square footage should match any site plans provided.

**Parking/Garage Space** includes any surface parking or garages, specifically built for residential use.

**Residential Space** includes residential units and additional space necessary to access and support the units, such as hallways, stairwells, and mechanical rooms.

**Non-Housing Space** includes any non-income-generating space that complements the operations of the housing, such as a leasing office, community room, or laundry room. Service delivery space should be considered Non-Housing Space if the service provider is not paying rent.

**Commercial Space** includes any income-generating space (e.g., third-party tenancy or space for commercial use). Service delivery space should be considered Commercial Space if the service provider is paying rent.

Construction/Rehabilitation Cost Breakout					
Does Building Have an Elevator?			(Y/N)		
Is the Project Acquisition Only?			(Y/N)		
	Residential	Non-Housing Space	Parking / Garages	Commercial	Total
Acquisition-Only Units					0
Acquisition-Only Square Footage					0
Rehabilitation Units					0
Rehabilitation Square Footage					0
New Construction Units					0
New Construction Square Footage					0
Total Square Footage	0	0	0	0	0
Total Units	0	0	0	0	0
Square Footage % of Total	0.00%	0.00%	0.00%	0.00%	

See the Guide for Applicants for more information on how to categorize space.

Description of Work	Housing/Community and Services/Office			Commercial			Total Project		
	New Construction	Rehabilitation	Total	New Construction	Rehabilitation	Total	New Construction	Rehabilitation	Total
Concrete			\$ --			\$ --			\$ --
Masonry			\$ --			\$ --			\$ --
Metals			\$ --			\$ --			\$ --
Rough Carpentry			\$ --			\$ --			\$ --
Exterior Doors, Windows, Glass			\$ --			\$ --			\$ --
Waterproofing			\$ --			\$ --			\$ --
Insulation			\$ --			\$ --			\$ --
Roofing and Sheet Metal			\$ --			\$ --			\$ --
Siding			\$ --			\$ --			\$ --
<b>Total Rough Structure (Rows 22-30)</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>
Finish Carpentry			\$ --			\$ --			\$ --
Cabinets, Vanities, and Countertops			\$ --			\$ --			\$ --
Interior Doors and Frames			\$ --			\$ --			\$ --
Plumb and Plaster			\$ --			\$ --			\$ --
Drywall			\$ --			\$ --			\$ --
Tile Work			\$ --			\$ --			\$ --
Acoustical			\$ --			\$ --			\$ --
Carpeting			\$ --			\$ --			\$ --
Resilient Floor			\$ --			\$ --			\$ --
Painting and Decorating			\$ --			\$ --			\$ --
Specialties and Furnishings			\$ --			\$ --			\$ --
Special Equipment			\$ --			\$ --			\$ --
Signatures			\$ --			\$ --			\$ --
Special Construction			\$ --			\$ --			\$ --
Elevators			\$ --			\$ --			\$ --
<b>Total Finish Structure (Rows 32-46)</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>
Plumbing			\$ --			\$ --			\$ --
Heat and Ventilation			\$ --			\$ --			\$ --
Air Conditioning			\$ --			\$ --			\$ --
Fire Protection			\$ --			\$ --			\$ --
Electrical			\$ --			\$ --			\$ --
<b>Total Mechanical Systems (Rows 48-51)</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>
Other Structure:			\$ --			\$ --			\$ --
<b>Total Structure (Rows 51, 47, 53, 54)</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>
Onsite Earth Work			\$ --			\$ --			\$ --
Onsite Site Utilities			\$ --			\$ --			\$ --
Onsite Road and Sidewalks			\$ --			\$ --			\$ --
Onsite Landscaping			\$ --			\$ --			\$ --
Onsite Environmental Remediation			\$ --			\$ --			\$ --
Other Onsite:			\$ --			\$ --			\$ --
<b>Total Onsite Improvement (Rows 56-61)</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>
Offsite Earth Work			\$ --			\$ --			\$ --
Offsite Site Utilities			\$ --			\$ --			\$ --
Offsite Road and Sidewalks			\$ --			\$ --			\$ --
Offsite Landscaping			\$ --			\$ --			\$ --
Offsite Environmental Remediation			\$ --			\$ --			\$ --
Other Offsite:			\$ --			\$ --			\$ --
<b>Total Offsite Improvement</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>
<b>Total (Rows 55, 62, 69)</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>

**If the development budget includes off-site costs, what type of improvements will be included?**

Are there any special construction techniques impacting cost? (precast concrete, geothermal, solar, or other green building design elements)

Are there unique remediation issues that will impact cost?

# Exhibits Financial Feasibility: Rental

## Summary of Uses of Funds

Use the *Identity of Interest* cells to show building and/or land acquisition where there is an identity of interest between the buyer and seller. Do not enter the acquisition cost in these cells if the initial acquisition is arm's-length but is followed by an acquisition where there is an identity of interest between the buyer and seller to facilitate the project.

Any costs entered in the *Other* lines will cause a comment box to appear. Please provide an explanation of these costs.

If there are costs budgeted for construction or bridge loan financing, these financing sources should be included in the Interim Sources section of the Sources of Funds tab.

Summary of Uses of Funds			
See the Guide for Sponsor Applicants for more information on how to categorize costs.			
Acquisition Costs	Housing	Commercial	Total
Building Acquisition			\$ -
Building Acquisition (w/ Identity of Interest)			\$ -
Land Acquisition			\$ -
Land Acquisition (w/ Identity of Interest)			\$ -
Carrying Costs			\$ -
Legal Fees			\$ -
Closing Costs			\$ -
Title and Recording			\$ -
Total Acquisition Costs	\$ -	\$ -	\$ -
Construction/Rehabilitation Costs	Housing	Commercial	Total
Construction Costs (Structure)	\$ -	\$ -	\$ -
Rehabilitation Costs (Structure)	\$ -	\$ -	\$ -
On-Site Improvements	\$ -	\$ -	\$ -
Off-Site Improvements	\$ -	\$ -	\$ -
Demolition			\$ -
Contingency			\$ -
Builders Overhead			\$ -
Builders Profit			\$ -
General Requirements			\$ -
Bond Premium			\$ -
Furniture, fixtures, and equipment			\$ -
Total Construction/Rehabilitation Costs	\$ -	\$ -	\$ -
Soft Costs	Housing	Commercial	Total
Architect			\$ -
Engineering			\$ -
Appraisal			\$ -
Legal			\$ -
Accounting			\$ -
Environmental			\$ -
Municipality			\$ -
Permits			\$ -
Market Study			\$ -
Survey Study			\$ -
Marketing Expenses			\$ -
Relocation			\$ -
Construction Period Insurance			\$ -
Construction Period Property Taxes			\$ -
Other Soft Costs			\$ -
Total Soft Costs	\$ -	\$ -	\$ -
Construction/Bridge Loan Financing	Housing	Commercial	Total
Interest			\$ -
Origination Fees			\$ -
Application Fees			\$ -
Other Fees			\$ -
Total Construction Financing	\$ -	\$ -	\$ -
Permanent Financing	Housing	Commercial	Total
Permanent Loan Origination Fees			\$ -
Bond Related Costs			\$ -
Application Fees			\$ -
Other Permanent Financing Fees			\$ -
Total	\$ -	\$ -	\$ -
Other Financing Fees and Expenses	Housing	Commercial	Total
Tax Credit Reservation Fees			\$ -
Application Fees			\$ -
Other Financing Costs			\$ -
Total Other Financing Fees and Expenses	\$ -	\$ -	\$ -
Developer Fees	Housing	Commercial	Total
Developer Fees			\$ -
Consultant Fees			\$ -
Total Developer Fees	\$ -	\$ -	\$ -
Project Reserves	Housing	Commercial	Total
Real Estate Taxes			\$ -
Insurance			\$ -
Lease-up Reserves			\$ -
Operating Reserves			\$ -
Replacement Reserves			\$ -
Rental Assistance Reserves			\$ -
Debt Service Reserves			\$ -
Supportive Service Reserves			\$ -
Other Reserves			\$ -
Total Project Reserves	\$ -	\$ -	\$ -
Total Project Costs	Housing	Commercial	Total
	\$ -	\$ -	\$ -

# Exhibits Financial Feasibility: Rental

## Group Home Projects

### Group Home Projects

**Project Name:** \_\_\_\_\_

**Complete if project is a Group Home. Prior to completing this form, enter all information into Summary of Uses, Project Worksheet and Operating Pro Forma Hsg.**

A **group home** is defined as housing occupied by two or more individuals or households consisting of common space and/or facilities for group use by the occupants of the building. The structure provides long-term housing and support services for residents.

Will project be operated as a group home, as defined above?

Number of buildings in this project:

Describe building type: \_\_\_\_\_

Provide information in the adjacent grid for each building:

Number of separate households living in building, excluding caregivers. (Recommend using minimum household size during 15-year retention

Number of actual bedrooms in each building

Number of caregivers permanently residing in building

Bldg 1	Bldg 2	Bldg 3	Total
			0
			0
			0

Describe living arrangements:

\_\_\_\_\_

Will caregiver(s) be related to tenant?

#### AHP Group Home Policy

**For scoring purposes** each separate household will be considered a unit. Caregivers are not included as a household in the unit count.

**For feasibility purposes** the building will be evaluated as a whole. For example, if a single family home serves as a group home, development costs, operating expenses, and replacement reserves will be evaluated based on reasonableness of the costs to acquire/build, operate and maintain a single family home.

**Unit / Household size:** On the Project Worksheet and Tenant Income worksheet, list as zero bedrooms and one person household size.

**Household Income:** In general, caregiver income will not be included in household income.

#### Development Cost

\_\_\_\_\_ \$0 | Cost to develop group home (Total Project Costs per Summary of Uses Tab / # of buildings in cell D9 at

**Summary of Uses has not been completed. Before proceeding further, make sure that this tab is complete.**

\_\_\_\_\_

#### Operating Expenses

\_\_\_\_\_ \$0 | Annual operating expenses for group home (Total Operating Expenses per Tab Op\_Pro\_Forma\_Hsg / # of buildings in cell D9 above)

**Op\_Pro\_Forma\_Hsg tab has not been completed. Before proceeding further, make sure that this tab is complete.**

\_\_\_\_\_

#### Management Fee

0.00% | Management fee for group home (Management Fee / Effective Gross Income) per Tab Op\_Pro\_Forma\_Hsg

**Op\_Pro\_Forma\_Hsg tab has not been completed. Before proceeding further, make sure that this tab is complete.**

\_\_\_\_\_

#### Replacement Reserves

\_\_\_\_\_ \$0 | Annual replacement reserves for group home (Replacement Reserves per Tab Op\_Pro\_Forma\_Hsg / # of buildings in cell D9 above)

**Op\_Pro\_Forma\_Hsg tab has not been completed. Before proceeding further, make sure that this tab is complete.**

\_\_\_\_\_

# Exhibits Financial Feasibility: Rental

## Feasibility Analysis

In order for the spreadsheet to upload successfully, Total Units must match the number entered on the Targeting screen of AHP Online, and Sources of Funds must equal Uses of Funds.

Error messages will appear if project characteristics are outside of FHLBank Chicago guidelines. This does not mean the application is ineligible, but an explanation will need to be provided for each indicator that is outside of guidelines.

Debt Service Calculation Match fields are not guidelines but verify that debt service payments are consistent and assumptions are accurate. Discrepancies must be explained when the spreadsheet is uploaded.

AHP Feasibility Analysis				
Item	Value			
Total units	0			
Cost Breakout Total Units = Project Worksheet Total Units	TRUE			
Sources of Funds = Uses of Funds	FALSE			
Housing Sources of Funds = Housing Uses of Funds	FALSE			
Commercial Sources = Commercial Uses	TRUE			
Total Development Cost	\$500,000.00			
Total Development Cost per unit	\$0.00			
Total Development Cost per square foot	\$0.00			
Adjusted Total Development Cost	\$0.00			
Adjusted Total Development Cost per unit	\$0.00			
Total Acquisition Cost per unit	\$0.00			
Acquisition Cost per Square Foot	\$0.00			
Rehabilitation Cost per Square Foot (From Cost Breakout tab)	\$0.00			
New Construction Cost per Square Foot (From Cost Breakout tab)	\$0.00			
Construction/Rehabilitation Cost per square foot (Summary of Uses total)	\$0.00			
Average Square Foot per unit	0			
Average Acquisition Square Foot per unit	0			
Average Rehabilitation Square Foot per unit	0			
Average New Construction Square Foot per unit	0			
Non-housing & Accessory Space %	0.00%			
Commercial %	0.00%			
General requirements %	0.00%			
Rubber overhead %	0.00%			
Rubber profit %	0.00%			
Feasibility Guidelines				
Guideline	Description	Min Standard	Max Standard	Actual
<b>Development Budget</b>				
Requested Total Development Cost per Unit	Enter location on Project Worksheet	\$0.00	\$0.00	\$0.00
Contingency % (Housing)	Ratio	NA	NA	0.00%
Contingency % (Overall)	Ratio	NA	NA	0.00%
Developer fee %	Hard Costs equal 8% of TDC for 0 units	0.00%	7.50%	0.00%
Capitalized Reserves - Housing (months)	[(Tot Proj Reserves - Lease Up Rsvr - Rental Assistance Rsvr) / (Op Ex + Replacement Rsvr + debt service)] / 12 months	3.0	12.0	0.00
Capitalized Reserves - Overall (months)	[(Tot Proj Reserves - Lease Up Rsvr - Rental Assistance Rsvr) / (Op Ex + Replacement Rsvr + debt service)] / 12 months	3.0	12.0	0.00
Lease-Up Reserve	Lease-up Rsvr / [(Op Ex + Replacement Rsvr + Debt Svc) / 12 * [absorption period]]	0.0%	75.0%	Enter Absorption Rate on Proj Wkshc
Rental Assistance Reserve		0.0%	variable	\$0.00
<b>Operating Pro Forma</b>				
Income Trend		2.00%	3.00%	0.00%
Vacancy %		5.00%	10.00%	0.00%
Expense Trend		3.00%	4.00%	0.00%
Trading Spread	Difference of 2% required	1.00%	NA	0.00%
Management Fee	As a percent of ECI	3.00%	7.00%	0.00%
Property Tax Trend		3.00%	5.00%	0.00%
Total Operating Expense/Unit	Enter location on Project Worksheet			\$0.00
Replacement Res./Unit	Ratio	NA	NA	\$0.00
Operating Reserves		\$0.00	Variable	\$0.00
<b>Debt Service Calculation MATCH</b>				
Hard debt provided by applicant - Housing				\$0.00
Hard debt reflected on Pro Forma - Housing				\$0.00
FHLBC calculation on Sources of Funds - Housing				\$0.00
Housing Match				TRUE
Hard debt provided by applicant - Overall				\$0.00
Hard debt reflected on Pro Forma - Overall				\$0.00
FHLBC calculation on Sources of Funds - Overall				\$0.00
Overall Match				TRUE
OCR - Housing		NA	NA	0.00
OCR - Overall		NA	NA	0.00
Expense to Income Ratio		95%	NA	0.00%
<b>Deferred Developer Fee MATCH</b>				
Deferred Developer Fee - Sources				\$0.00
Deferred Developer Fee - Cumulative Required				\$0.00
Deferred Developer Fee - Match				TRUE
Cumulative Cash flow per unit - Housing		\$0.00	\$500.00	
Cumulative Cash flow per unit - Overall		\$0.00	\$500.00	
<b>Sources</b>				
Spread on Financing (Basis Points above the FHLBC)		0	400	TRUE
LHTC		0.65	NA	FALSE
Lease	% of Total Project Costs	0.00%	75.00%	0.00%

Values must match  
Values must match

Requires explanation in AHP Online

Requires explanation in AHP Online

Requires explanation in AHP Online

Enter LHTC Required amount in B55

# Appendix

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## 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 Participants may access AHP Online here.** AHP Online can also 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 2**, AHP Participants may initiate an application, which includes associating that application with a Lead Member and Member Contact(s). The member must be registered in eBanking with Authorized AHP Users in order for an AHP Participant to initiate an application. (Refer to "Members Accessing AHP Online Through eBanking" above.)

## AHP Online Authorized User Access

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

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

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

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

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

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

# Appendix

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## AHP Participant Authorization Recertification for Sponsors

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

## AHP Online Minimum Supported System Requirements

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

- Browser: **New:** With a targeted effective date of June 12, 2022, we **will no longer support Microsoft Internet Explorer** as a browser for AHP Online and fhbbc.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.

## Privacy Policy

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

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

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

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

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

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





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