



Affordable Housing Program - AHP Online Semi-annual Progress Report (SAPR) Instructions

General Information

The Bank will request a Semi-Annual Progress Report (SAPR) on approved AHP projects in March and September each year until the completion of the project. The FHLB Des Moines will use this report to help in monitoring the project's progress, or any significant change in the project including sources and uses of funds. In addition, if a sponsor wishes to withdraw their project, they can do so in this reporting.

The sponsor applicant will be notified by email when to complete the SAPR. The SAPR will be completed in [AHP Online](#). If more than 90 days have passed since the sponsor was last logged in to AHP Online, contact the FHLB DM Service Desk at 800-544-3452 ext. 1029 for assistance, they will need to reset the password to access AHP Online.



Affordable Housing Program - AHP Online Semi-annual Progress Report (SAPR) Instructions

Sponsor Login

1. Login into AHP Online.

- Go to [AHP Online](#). Sponsor enters User ID (aka Login ID) and Password. If you cannot recall your User ID or Password, or your Password has expired, you can reset them. If they have expired, contact the FHLB DM Service Desk at 800-544-3452 ext. 1029 for assistance.

 **AHP Online**

This is a secured site for Federal Home Loan Bank of Des Moines Affordable Housing Program participants

User ID

Password

Login

Grant Applicants
[Create a User ID*](#)
[Forgot your User ID?](#)
[Forgot your password?](#)

FHLB Des Moines Members
[Forgot your password?](#)
[Need access to AHP Online?](#)

*If you have previously created a User ID, please log in using that User ID.
Do not create a new User ID for each Funding Round.

If it has been more than 90 days since you last logged in, your account is currently locked due to inactivity.
Call the FHLB Des Moines Service Desk at 800.544.3452, ext. 1029 to unlock your account.

AHP Online hours: 6:30 AM to Midnight CST.

For optimum performance, the Bank recommends the use of Internet Explorer 8.0 or higher.

If you have questions, please contact the FHLB Des Moines Community Investment Department at 800.544.3452, ext. 1173.



Affordable Housing Program - AHP Online Semi-annual Progress Report (SAPR) Instructions

2. System Displays My Projects screen.

- System displays all the projects associated to the Sponsor
- Sponsor can select funding round (ex: 2015)
- System displays sponsor's projects for a specific funding round
- Sponsor selects Project Number

Project Number Funding Round

Project Name

Project Number	Project Name	Status	Monitoring Status
2015A08041	Creating Healthy Homes: Springfield, MO 2015	Unfunded/not started	Not Funded
2015A08026	Project ReHabitat Springfield, MO 2015	Unfunded/not started	Not Funded

If you have any questions regarding the AHP program, please contact us at 800-544-3452 ext-1173.

Hours of Operation
AHP Online system hours are from 6:30 a.m. to midnight CT.
Community Investment hours of operation are from 8:00 a.m. to 4:30 p.m. CT, Monday through Friday.

3. System displays Current Project Summary page.

- Sponsor Navigates to Monitoring tab and selects **Semi Annual Progress Reports**



Affordable Housing Program - AHP Online Semi-annual Progress Report (SAPR) Instructions

Logout Current as of February 22, 2016 at 10:46 AM CST
My Projects | Home | Messages (0) | Guides/Info
Project Name: Creating Healthy Homes: Springfield, MO 2015
Project Number: 2015A08041

Project **Monitoring**
Semi-Annual Progress Reports

Current Project Summary

Project Profile

Project Name	[Redacted]	Application Number	10000044
Project Number	2015A08041	Project Type	Home Ownership - Consumer Driven
Project Status	Unfunded/not started	Sponsor	[Redacted]
Monitoring Status	Not Funded	Member	[Redacted]

[More Details](#)

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Hours of Operation
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Conditions Outstanding

Condition	Additional Information	Status
1. Targeting	-	Needed
2. Empowerment	-	Needed
3. Special Needs	-	Needed

1 / 2 [Last](#)

[More Details](#)

4. System displays Semi- Annual Progress Reports page.

- System will display reporting period status of the project as **Not Certified**
- Sponsor selects on Edit Icon for the reporting period (Action column)

Logout Current as of February 22, 2016 at 10:49 AM CST
My Projects | Home | Messages (0) | Guides/Info
Project Name: Creating Healthy Homes: Springfield, MO 2015
Project Number: 2015A08041

Project **Monitoring**

Semi-Annual Progress Reports

Current Semi-Annual Progress Report (SAPR)

Action	Reporting Period	Due Date	Status
Edit	July 09, 2015 - February 16, 2016	02/29/2016	Not Certified

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

If you have any questions regarding monitoring, please feel free to contact Community Investment at 800-544-3452 ext-1173.

Notes	Des Moines production dates funding round – 2015A <ul style="list-style-type: none"> • September 2015 – February 2016 (Report is due in March) • March 2016– August 2016 (Report is due in September) • (For First SAPR) • Initial Email Date - 03/01/2016
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Affordable Housing Program - AHP Online Semi-annual Progress Report (SAPR) Instructions

<ul style="list-style-type: none"> • Reminder Email Date – 03/11/2016 • SAPR Due Date – 03/15/2016 • Delinquent Email Date – 03/18/2016 • Delinquent Due Date – 03/25/2016
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Completing the SAPR

1. System launches SAPR Home Page

- For Homeownership Projects system displays these pages
 - Units/Targeting
 - Financial Feasibility: Financial Review
 - Financial Feasibility: Import Spreadsheet
 - Financial Feasibility: Feasibility Analysis
 - Project TimeLine
 - Project Progress: If project is being withdrawn, see Step 10

Homeownership Home Page

My Projects | Home | Messages (0) | Guides/Info
 Project Name: Creating Healthy Homes: Springfield, MO 2015
 Project Number: 2015A08041
 SAPR Number: 179

Semi Annual Progress Report

SAPR Home

Reporting Period: July 09, 2015 - February 16, 2016
 SAPR Status: Not Certified
 Approved AHP Funding Amount \$ 492,570.00
 Member: [Redacted]

Section	Status
Units/Targeting	X
Financial Feasibility : Financial Review	X
Financial Feasibility : Import Spreadsheet	X
Financial Feasibility : Feasibility Analysis	X
Project Timeline	X
Project Progress	X

X Not Visited
 ✓ In Progress
 ✓ Complete

A Semi-Annual Progress Report (SAPR) for an incomplete project is due twice per year. The reporting period is the six month period ending February 28th and August 31st. The SAPR is due 15 days after the end of the period. A SAPR is required to determine a project's progression towards completion.
 A SAPR is completed by the project sponsor using the AHP Online system. To be considered submitted, the SAPR must be in certified status which is performed after the project sponsor completes all of the SAPR screens. Once a project is deemed complete by the FHLBDM, a SAPR is not required to be submitted.
 If a SAPR is delinquent, a project may be deemed non-compliant. If you have any questions regarding monitoring, please feel free to contact Community Investment at 800-544-3452 ext-1173.

- For Rental Projects system displays these pages



Affordable Housing Program - AHP Online Semi-annual Progress Report (SAPR) Instructions

- Units/Targeting
- Financial Feasibility: Financial Review
- Financial Feasibility: Import Spreadsheet
- Financial Feasibility: Feasibility Analysis
- *Commitment Letters* (Rental only)
- Project TimeLine
- Project Progress If project is being withdrawn, see Step 10

Rental Home Page

Semi Annual Progress Report	
SAPR Home	
Reporting Period	July 09, 2015 - February 16, 2016
SAPR Status	Not Certified
Approved AHP Funding Amount	\$ 291,769.00
Member	
Section	Status
Units/Targeting	×
Financial Feasibility : Financial Review	×
Financial Feasibility : Import Spreadsheet	×
Financial Feasibility : Feasibility Analysis	×
Financial Feasibility : Commitment Letters	×
Project Timeline	×
Project Progress	×

- Sponsor must navigate to each page to add/edit information
2. Sponsor Navigates to Units/Targeting Page
- In Units show units complete and units in process
 - In Targeting, provide the income targeting of units that are complete
 - Units complete should be equal to Total Targeting Units
 - If there is any material changes in AHP targeting commitments, sponsor must provide an explanation
 - **Hit Save at the bottom of the page**



Affordable Housing Program - AHP Online Semi-annual Progress Report (SAPR) Instructions

Semi Annual Progress Report

Units/Targeting

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

Units
 Please indicate all progress to date.

Total Units 39
 Units Complete*
 Units under construction or rehab*

Targeting
 Please indicate the number of units currently completed by income category

Units Description	Number Of Units
Less than or equal to 50% AMI (Area Median Income)*	<input type="text" value="5"/>
Greater than 50% and less than or equal to 60% AMI*	<input type="text" value="15"/>
Greater than 60% and less than or equal to 80% AMI*	<input type="text" value="10"/>
Total	30

Make any changes above?

If there has been a change in the original AHP application commitment, including total units, income targeting, special needs targeting, project area or any other material aspect of the project (i.e., a change that would impact the original AHP application's score), a project modification may be necessary. Contact the Community Investment Department immediately to discuss any material changes to your project to determine if a formal modification request is required.

Has there been a material change in the original AHP commitments?* Yes No

* Required to save the page
 ♦ Required before Certification

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

[Next>](#)

3. Sponsor Navigates to Financial Information Page

- Sponsor is required to answer the questions to save the page
- Financial Feasibility Spreadsheet shown as uploaded is the last Feasibility Workbook approved in project feasibility review
- **Hit Save at the bottom of the page**



Affordable Housing Program - AHP Online Semi-annual Progress Report (SAPR) Instructions

Logout

Current as of February 22, 2016 at 11:11 AM CST
 My Projects | Home | Messages (0) | Guides/Info

Project Name: Creating Healthy Homes: Springfield, MO 2015
 Project Number: 2015A08041
 SAPR Number: 179

Semi Annual Progress Report

Financial Information

Financial Review
Import Spreadsheet
Feasibility Analysis

Below is the most recent financial information approved for your project. If this information has significantly changed, please prepare an updated Financial Feasibility spreadsheet with current project financial information.

Current Financial Feasibility Spreadsheet **Uploaded File Info**

Feasibility Workbook for application round 2015 - Creating Healthy Homes.xls

Have all funding sources identified in the AHP application been committed? Yes No

Have there been any significant changes to the sources of funds that were previously approved (at application or disbursement)? Yes No

Are you aware of any obstacles that could impede obtaining the required funding to complete the project? Yes No

Development Sources of Funds

Source of Funds	Housing	Description	Committed	Rate (%)	Term (years)	Amort Period (years)	Annual Debt Svc (\$) (Housing)	Must Pay?
AHP Direct Subsidy	492,570.00	AHP Subsidy	No	0.000%	5.0	5.0	0.00	No
Subtotal - Housing	\$ 492,570.00							
Total Funding Sources	\$ 492,570.00							

Units Breakout

	No of Units		No of Units
Rehabilitation Units	39	Less than or equal to 50% AMI	29
New Construction Units	0	Greater than 50% and less than or equal to 60% AMI	10
Acquisition units	0	Greater than 60% and less than or equal to 80% AMI	0
Total Units	39	Total Units	39

Housing Development Uses of Funds Summary

Total Acquisition Costs	\$ 0.00
Total Construction / Rehabilitation Costs	\$ 469,000.00
Hard Construction Costs	\$ 0.00
Hard Rehabilitation Costs	\$ 469,000.00
Other Costs	\$ 0.00
Total Fees	\$ 0.00
Total Taxes and Insurance Costs	\$ 0.00
Total Construction Financing	\$ 0.00
Total Permanent Financing	\$ 0.00
Total Project Reserves	\$ 0.00
Total Soft Costs	\$ 0.00
Total Developer & Consultant Fees	\$ 23,400.00
Total Financing Fees and Expenses	\$ 0.00
Total Home Buyer Counseling Costs	\$ 0.00
Total Closing Cost	\$ 1,170.00
Total Development Costs	\$ 491,400.00

Key Feasibility Values

	Standard	Actual
Total Development Cost Per Unit		\$ 12,600.00
Total Development Cost Per Square Foot		\$ 8.40
Construction or Rehabilitation Cost		\$ 469,000.00
Construction or Rehabilitation Cost Per Unit	More Info	\$ 12,000.00
Total Acquisition Cost per unit Consumer-driven Down Payment	More Info	\$ 0.00
Total Acquisition Cost per unit Acquisition - Rehab or New Construction (Net Purchase Price)	More Info	\$ 0.00
Average Square Feet Per Unit		1,500.00
Average Square Feet Per Unit (Rehabilitation)		1,500.00
Average Square Feet Per Unit (Construction)		0.00
Average Square Feet Per Unit (Acquisition Only)		0.00
Cost Per Square Foot (Rehabilitation)		\$ 0.00
Cost Per Square Foot (Construction)		\$ 0.00
Cost Per Square Foot (Acquisition Only)		\$ 0.00
Cost Per Square Foot (Construction/Rehabilitation)		\$ 0.00
Construction Contingency % (Housing)	More Info	0.00 %
Developer's & Consultant's Fee %	More Info	5.00 %
Homeowner Counseling Cost Per Unit	More Info	\$ 0.00
Construction Labor	More Info	false
General Requirements %	More Info	0.00 %
Builder Overhead %	More Info	0.00 %
Builder Profit %	More Info	0.00 %
Total General Requirements, Builder's Overhead and Profit	More Info	0.00 %

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

Previous

Save
Undo

Next



Affordable Housing Program - AHP Online Semi-annual Progress Report (SAPR) Instructions

4. Sponsor Navigates to Import Spreadsheet Page

- Do not upload a new Workbook unless there have been significant changes to the sources and uses of funds from the last feasibility review
- **Consult with FHLBDM staff on the need for a new Workbook upload**
- If there are no updates to Feasibility Workbook Sponsor selects **No**

Logout

Current as of February 22, 2016 at 11:16 AM CST

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

Project Name: Creating Healthy Homes: Springfield, MO 2015
Project Number: 2015A08041
SAPR Number: 179

Semi Annual Progress Report

Financial Information

Financial Review | **Import Spreadsheet** | Feasibility Analysis

Uploading a new Financial Feasibility spreadsheet with the Semi-Annual Progress Report (SAPR) is only required when there has been a substantial change to the project structure or financial information. If required, complete and upload the updated spreadsheet.

Have you completed an updated Financial Feasibility Spreadsheet with current information?* Yes No

5. Sponsor Navigates to Feasibility Analysis Page

- System doesn't display Feasibility information unless sponsor uploads Feasibility Workbook, which may prompt need for input

Brandi VanAntwerp | Logout

Current as of February 22, 2016 at 11:25 AM CST

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

Project Name: Creating Healthy Homes: Springfield, MO 2015
Project Number: 2015A08041
SAPR Number: 179

Semi Annual Progress Report

Financial Information

Financial Review | Import Spreadsheet | **Feasibility Analysis**

Information

- No new feasibility issues were found. No action required.



Affordable Housing Program - AHP Online Semi-annual Progress Report (SAPR) Instructions

6. Import Spreadsheet Page (Scenario 2)

- If there is need to update Feasibility Workbook sponsor selects **Yes**
- Sponsor has to upload Workbook
- Use the version of the Workbook applicable to the project year, found at [Online Administration Exhibits](#)

Semi Annual Progress Report

Financial Information

Financial Review | **Import Spreadsheet** | Feasibility Analysis

Uploading a new Financial Feasibility spreadsheet with the Semi-Annual Progress Report (SAPR) is only required when there has been a substantial change to the project structure or financial information. If required, complete and upload the updated spreadsheet.

Have you completed an updated Financial Feasibility Spreadsheet with current information? Yes No

Please attach your updated Financial Feasibility spreadsheet.*

7. Feasibility Analysis Page (Scenario 2)

- System displays the current feasibility values.
- No input is required by sponsor if Feasibility Values are within the guidelines

FHLB DES MOINES

 Current as of February 22, 2016 at 11:38 AM CST
 My Projects | Home | Messages (0) | Guides/Info
 Project Name: Creating Healthy Homes - Springfield, MO 2015
 Project Number: 2015A08041
 SAPR Number: 175

Semi Annual Progress Report

Financial Information

Financial Review | **Import Spreadsheet** | Feasibility Analysis

The following issues were found. You must provide an explanation for each of them or re-upload the spreadsheet to resolve the issue.

Action	Feasibility Value	Details	Standard	Current Approved	New	Explained
Explain	Construction or Rehabilitation Cost Per Unit	More Info	≤ \$ 0.00	\$ 12,000.00	\$ 12,000.00	Yes

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

<Previous

 Next>



Affordable Housing Program - AHP Online Semi-annual Progress Report (SAPR) Instructions

- If the values are outside the guidelines sponsor must explain else the system will not allow page to be saved
- To Explain, navigate to Action Tab and click on Explain
- **Hit Save at the bottom of the page**

Current as of February 22, 2016 at 1:28 PM CST
 My Projects | Home | Messages (0) | Guides/Info
 Project Name: Creating Healthy Homes: Springfield, MO 2015
 Project Number: 2015A08041
 SAPR Number: 179

Semi Annual Progress Report

Financial Information

Financial Review | Import Spreadsheet | **Feasibility Analysis**

The following issues were found. You must provide an explanation for each of them or re-upload the spreadsheet to resolve the issue.

Action	Feasibility Value	Details	Standard	Current Approved	New	Explained
Explain	Construction or Rehabilitation Cost Per Unit	More Info	≤ \$ 0.00	\$ 12,000.00	\$ 12,000.00	Yes

Feasibility Issue

Feasibility Value: Construction or Rehabilitation Cost Per Unit
 Details: Cost must be supported by major cost indices or typical of local standards.
 Standard: ≤ \$ 0.00
 Current Approved: \$ 12,000.00
 New: \$ 12,000.00
 Current Explanation: The proposed cost per unit was determined by Construction Director, Mark Murphy based on sponsor experience and local standards.

Explain
 The proposed cost per unit was determined by Construction Director, Mark Murphy based on sponsor experience and local standards.

You have 872 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>

8. Sponsor Navigates to Commitment Letters Page (Rental Only)

- System displays the commitment letters last attached to the application
- No input is required by sponsor if the Letters Provided column says Yes
- If the Letters Provided column says No, sponsor should upload the commitment letter if available
- Sponsor should navigate to Action Tab and click on Attach to upload the letter
- **Hit Save at the bottom of the page**



Affordable Housing Program - AHP Online Semi-annual Progress Report (SAPR) Instructions

Logout Current as of March 1, 2016 at 11:17 AM CST
My Projects | Home | Messages (0) | Guides/Info
Project Name: Elk Eutte III Apartments
Project Number: 2015A08033
SAPR Number: 173

Semi Annual Progress Report

Financial Information

Financial Review | Import Spreadsheet | Feasibility Analysis | **Commitment Letters**

The following approved funding sources were found. You must provide a commitment letter for each of them or re-upload the spreadsheet if this was done in error.

Action	Source of Funds	Description	Amount	Committed	Letter Provided
Attach	Replacement Reserve	Owner's Equity	\$ 20,229.00	Yes	Yes
	Test	State Government Subsidy	\$ 100,000.00	Yes	Yes

Commitment Letter

Source of Funds: Test
 Description: State Government Subsidy
 Amount: \$ 100,000.00
 Committed: Yes

Attach a commitment letter for this approved funding source.
 Uploaded File Info: TEST.docx

* Required to save the page
 * Required before Sponsor Approval

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

<Previous Next>

9. Sponsor Navigates to Project Time Line Page

- If there is any delay in project timeline, explain the reason for the delay
- **Hit Save at the bottom of the page**

Logout Current as of February 22, 2016 at 1:28 PM CST
My Projects | Home | Messages (0) | Guides/Info
Project Name: Creating Healthy Homes: Springfield, MO 2015
Project Number: 2015A08041
SAPR Number: 179

Semi Annual Progress Report

Project Timeline

Notify FHLBDM immediately upon Project Completion

Please supply the current project timeline dates listed below:

Award Date: 11/11/2015

Award Expiration Date: 11/11/2017

AHP Initial Draw Date*:

Construction/Rehabilitation Start Date*:

Complete Construction/Rehabilitation/Purchase of all Units Date*:

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

Please provide a detailed explanation of reason for delays

You have 4000 characters remaining for your description.

* Required to save the page
 * Required before Certification

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

<Previous Next>

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Affordable Housing Program - AHP Online Semi-annual Progress Report (SAPR) Instructions

9. Sponsor Navigates to Project Progress Page

- Sponsor must answer all the questions displayed on this page
- **Hit Save at the bottom of the page**
- After Save, navigate to SAPR Home Page

Current as of February 22, 2016 at 1:30 PM CST
My Projects | Home | Messages (0) | Guides/Info
Project Name: Creating Healthy Homes: Springfield, MO 2015
Project Number: 2015A08041
SAPR Number: 179

Semi Annual Progress Report

Project Progress

Do you wish to withdraw the application?* Yes No

Have there been any significant financial changes to the project?* Yes No

Provide narrative of the project's progress to date. Explain any change(s) to the commitments and/or scope of work made in your AHP application.
Please provide an explanation*

You have 4000 characters remaining for your description.

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

* Required to save the page
◆ Required before Certification

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

Save Undo

<Previous

10. Project Progress: Withdrawing project

- In Project Progress, Sponsor may withdraw the project if they wish to cancel the award

Current as of February 22, 2016 at 1:32 PM CST
My Projects | Home | Messages (0) | Guides/Info
Project Name: Creating Healthy Homes: Springfield, MO 2015
Project Number: 2015A08041
SAPR Number: 179

Semi Annual Progress Report

Project Progress

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

Do you wish to withdraw the application?* Yes No



Affordable Housing Program - AHP Online Semi-annual Progress Report (SAPR) Instructions

After saving information in each tab, system displays a green check mark

11. SAPR Home Page

- If the Status displays green checks marks the SAPR is complete
- Sponsor must certify information
- Click on Certify, then answer **Yes** button in SAPR Certification

Reporting Period: July 09, 2015 - February 16, 2016
SAPR Status: Not Certified
Approved AHP Funding Amount: \$ 492,570.00
Member: [Redacted]

Section	Status
Units/Targeting	✓
Financial Feasibility : Financial Review	✓
Financial Feasibility : Import Spreadsheet	✓
Financial Feasibility : Feasibility Analysis	✓
Project Timeline	✓
Project Progress	✓

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A SAPR is completed by the project sponsor using the AHP Online system. To be considered submitted, the SAPR must be in certified status which is performed after the project sponsor completes all of the SAPR screens. Once a project is deemed complete by the FHLBDM, a SAPR is not required.

SAPR Certification

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

Are you certain you want to submit this information?



Affordable Housing Program - AHP Online Semi-annual Progress Report (SAPR) Instructions

12. AHP Online will change project status to Certified

- The view changes to read only for Sponsor
- SAPR is complete

| Logout
Current as of February 22, 2016 at 1:35 PM CST

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

Project Name: Creating Healthy Homes: Springfield, MO 2015

Project Number: 2015A08041

SAPR Number: 179

Semi Annual Progress Report

SAPR Home

Information

- SAPR Certification successfully completed.

Reporting Period: July 09, 2015 - February 16, 2016

SAPR Status: Certified

Approved AHP Funding Amount: \$ 492,570.00

Member: [Redacted]

Status Change Details			
From Status	To Status	Changed By	Changed Date
Not Certified	Certified	bvanantw735	02/22/2016

Section	Status
Units/Targeting	✓
Financial Feasibility : Financial Review	✓
Financial Feasibility : Import Spreadsheet	✓
Financial Feasibility : Feasibility Analysis	✓
Project Timeline	✓
Project Progress	✓

✗ Not Visited

✓ In Progress

✓ Complete

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If a SAPR is delinquent, a project may be deemed non-compliant. If you have any questions regarding monitoring, please feel free to contact Community Investment at 800-544-3452 ext-1173.



Affordable Housing Program - AHP Online Semi-annual Progress Report (SAPR) Instructions

System generated Email

Initial Notice

Wed 2/17/2016 10:25 AM
no-reply-AHP-UAT@fhldm.com
Semi-Annual Progress Report - AHP Project 2015A08003 East Meadow Apartments

To: AHP User Testing

Dear Affordable Housing Program (AHP) Sponsor:

As a part of the AHP Regulations (Part 1291 of the Code of Regulations), the Federal Home Loan Bank of Des Moines is required to monitor approved Competitive Affordable Housing Program projects to ensure satisfactory progress towards the initial draw down of the AHP subsidy and project completion.

An important part of this monitoring is the completion and submission of the Semi-Annual Progress Report(SAPR). Please log into the AHP Online System and complete the Semi-Annual Progress Report for the referenced project. Your completed Progress Report is due by Monday, February 29, 2016.

You can access the FHLB Des Moines AHP Online System by clicking the following link:
<https://ahp.fhldm.com>

Thank you for your assistance. If you have any questions, please contact the Community Investment Department at 800-433-3452, ext. 1173

Reminder Notice

Fri 2/12/2016 2:00 AM
no-reply-AHP-UAT@fhldm.com
Reminder Notice: Semi-Annual Progress Report - AHP Project 2015A08027 PPL YouthLink Supportive Housing

To: AHP User Testing

Dear Affordable Housing Program (AHP) Sponsor:

This is a reminder that we have not received the Semi-Annual Progress Report (SAPR) for the referenced Affordable Housing Program (AHP) Project.

Completion and submission of the Semi-Annual Progress Report (SAPR) is a requirement of the Affordable Housing Program and helps the Federal Home Loan Bank of Des Moines monitor the progress of your project.

Please log into the AHP Online System and complete the Semi-Annual Progress Report for the referenced project. Your completed Progress Report is due by Tuesday, February 16, 2016.

You can access the FHLB Des Moines AHP Online System by clicking the following link:
<https://ahp.fhldm.com>

Your prompt response to this request is appreciated. If you have any questions, please contact the Community Investment Department at 800-433-3452, ext. 1173

Delinquent Notice

Mon 2/1/2016 2:00 AM
no-reply-AHP-UAT@fhldm.com
Delinquent Notice: Semi-Annual Progress Report - AHP Project 2015A08011 Opportunity Housing Partnership

To: AHP User Testing

The Semi-Annual Progress Report (SAPR) for the referenced project has not been submitted to the Federal Home Loan Bank of Des Moines and is now past due.

Please log into the AHP Online System and complete the Semi-Annual Progress report for the referenced project by Tuesday, February 2, 2016.

You can access the FHLB Des Moines AHP Online System by clicking the following link:
<https://ahp.fhldm.com>

If the SAPR is not submitted by Tuesday, February 2, 2016, the project will be considered non-compliant

If you have any questions, please contact the Community Investment Department at 800-433-3452, ext. 1173



Affordable Housing Program - AHP Online Semi-annual Progress Report (SAPR) Instructions

SAPR Submission Notification

SAPR Submission Notification

Subject: Submitted: Semi-Annual Progress Report – AHP Project [Insert Project #] [Insert Project Name] CC- Member

Dear Member Bank:

A Semi-Annual Progress Report (SAPR) has been submitted by the Sponsor Organization for the referenced project. Please log into the AHP Online System to view the completed Semi-Annual Progress Report.

The intent to withdraw AHP Project [Insert Project #] [Insert Project Name] has been submitted by [Insert Sponsor Name]

You can access the FHLB Des Moines AHP Online System by clicking the following link:

[Insert Link Here](#)

If you have any questions, please contact the Community Investment Department at 800-433-3452, ext. 1173

SAPR Withdrawal Notification

SAPR Withdrawal Notification

Subject: Withdrawal: Semi-Annual Progress Report – AHP Project [Insert Project #] [Insert Project Name] To the Member:

A Semi-Annual Progress Report (SAPR) has been submitted by the Sponsor Organization for the referenced project. The Sponsor has indicated their intent to withdraw AHP Project [Insert Project #] [Insert Project Name]. Please log into the AHP Online System to view the completed Semi-Annual Progress Report.

You can access the FHLB Des Moines AHP Online System by clicking the following link:

[Insert Link Here](#)

If you have any questions, please contact the Community Investment Department at 800-433-3452, ext. 1173