



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

## INTRODUCTION

- Disbursement requests are made by the sponsor in **AHP Online**, as described in this document.
- When completing a disbursement request the sponsor will be prompted to upload documentation evidencing project details and commitments. Documentation requirements will be described in this document.
- After the sponsor completes a disbursement request the member supporting the project must approve the disbursement request in **AHP Online** before it can be approved by the FHLB Des Moines. A separate Member Guide is provided to assist members in that process.
- After FHLB Des Moines approves a disbursement request, funds are deposited to the member's DDA account. The member must disburse those funds to the sponsor.



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

## AHP Online

Sponsor applicants will complete disbursement requests for AHP grant funds in **AHP Online**. The sponsor may access **AHP Online** at <https://ahp.fhlbdm.com> or via the [Competitive AHP Application & Resources](#) link under the Affordable Housing Program tab on the Bank's public website [www.fhlbdm.com](http://www.fhlbdm.com).

Enter your User ID and Password to enter **AHP Online**. You will also find instruction to re-establish your User ID and password or system access if needed.

**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 [redacted] 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.

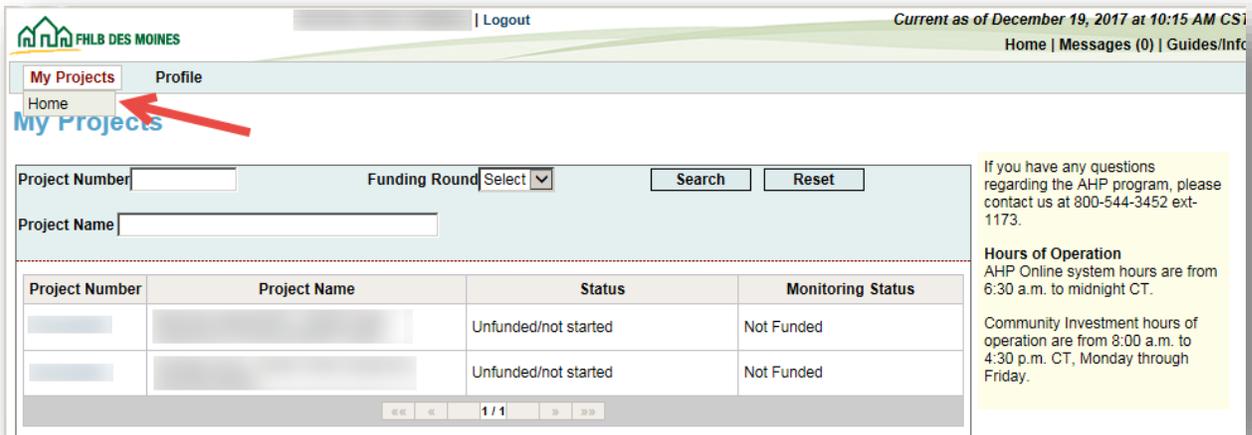
If you have questions, please contact the FHLB Des Moines [Community Investment Department](#) [redacted]



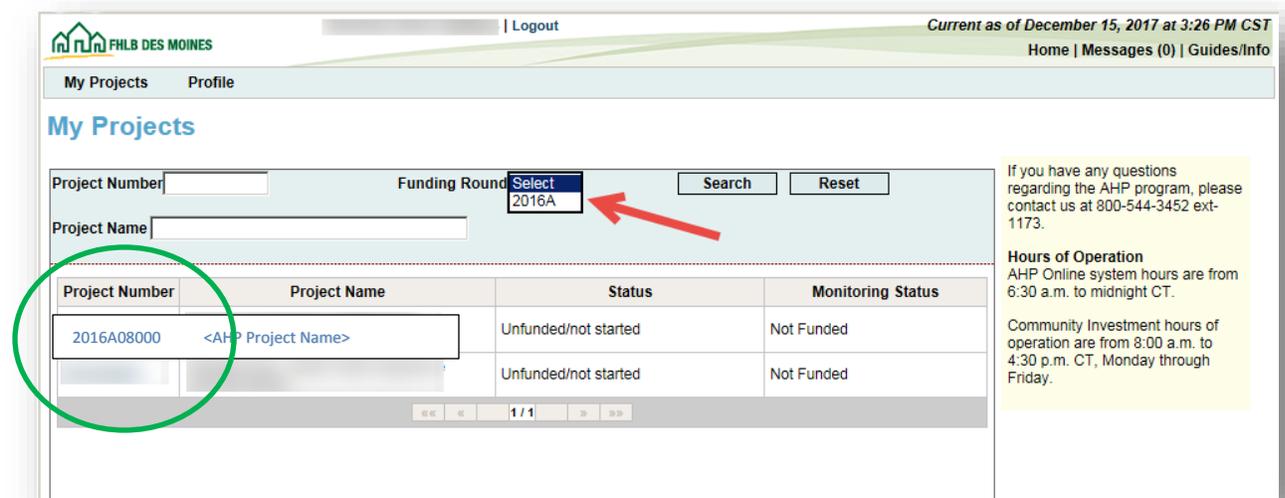
# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

## Finding Project and Initiating Disbursement Request

After login to **AHP Online** a sponsor will be able to navigate to their applications or approved projects. Click on **My Projects** and choose **Home**.



The **My Projects** page will be displayed. If your project number is displayed, click on the project number. If the relevant project is not displayed, select the project year in the **Funding Round** drop-down menu and click on **Search**. All of the sponsor's projects in the given year will be displayed. Click on the appropriate project number.





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This will navigate you to the applicable project management page for disbursement.

Click on **Disbursement** in the toolbar at the top of the page and choose **Request Disbursement** or **Disbursement Home**.

**Request Disbursement** will be used to initiate a disbursement for your project. You may initiate a disbursement and complete it, or save it to complete at a later date.

From the **Disbursement Home** screen, the sponsor can choose a previously initiated disbursement request identified as **Pending**, to finish completing for submission to FHLB Des Moines.

The screenshot shows the AHP Online Disbursement Guide interface. At the top, there is a navigation bar with the FHLB Des Moines logo, a 'Logout' link, and the current date and time: 'Current as of December 19, 2017 at 10:25 AM CST'. Below the navigation bar, there are tabs for 'Project', 'Disbursement', 'Monitoring', and 'Extension'. The 'Disbursement' tab is active, and a dropdown menu is open, showing 'Disbursement Home' and 'Request Disbursement'. A red arrow points to 'Request Disbursement'. Below the tabs, there is a 'Project Profile' section with fields for Project Name, Project Number, Project Status (Unfunded/not started), Monitoring Status (Not Funded), Application Number, Project Type (Rental), Sponsor, and Member. To the right of the Project Profile, there is a yellow box with contact information and hours of operation. Below the Project Profile, there is a 'Conditions Outstanding' section with the message 'No conditions exist.' and a 'More Details' link. Below that, there is a 'Documentation Required' section with a table of document types, additional information, and status. Below the table, there is a 'Modifications' section with the message 'No modifications exist.' and a 'More Details' link. At the bottom of the page, there is a copyright notice: '© 2017 Federal Home Loan Bank of Des Moines. All rights reserved.'

Project Name:  Project Number:

Project **Disbursement** Monitoring Extension

Disbursement Home  
Request Disbursement

**Project Profile**

Project Name  Application Number   
Project Number  Project Type Rental  
Project Status Unfunded/not started Sponsor   
Monitoring Status Not Funded Member  Des Moines, IA

**Conditions Outstanding**  
No conditions exist.

Document Type	Additional Information	Status
AHP Subsidy Agreement	-	Needed
Retention Agreement - Recorded	A legally enforceable deed restriction with a term of fifteen years must be executed. A sample Federal Home Loan Bank approved form can be found on our website www.fhlbdm.com. The use of an alternate deed restriction must be reviewed and approved by FHLBDM prior to the disbursement of AHP funds.	Needed
Cost Breakout Certification - AHP	The Cost Breakout Certification form can be found on the Federal Home Loan Bank of Des Moines website www.fhlbdm.com on the AHP Online Project Administration landing page. This form should be signed by both the Project Sponsor and Contractor.	Needed

**Modifications**  
No modifications exist.

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# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

## INITIATING A DISBURSEMENT REQUEST

If you are requesting a disbursement you will be routed to the **Initiate Disbursement Request** page.

To initiate a disbursement, complete the **Initiate Disbursement Request** screen. To initiate the request provide the following information:

- **Subsidy Request Amount:** Amount of AHP requested
- **Use of Funds:** Check box or boxes that describe how funds will be used, which should be consistent with the approved application.
- **Final Disbursement:** Choose **YES** if:
  - The sum of all disbursement requests (including this one) is equal to the total amount awarded; or
  - This is the last disbursement request and the sum of all disbursement requests (including this one) will be less than the awarded amount.
- **Anticipated Closing Date:** Using the calendar, select your anticipated closing date for the AHP subsidy being requested.



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

- **Escrow account:** Choose **YES** – if an escrow account has been established for this project.
- **Are you expecting this AHP funds to be disbursed at time of closing?** Choose **YES** – if AHP funds are required at the time of closing.

When complete click the **Submit** button. A **Request #** is assigned.

Project Disbursement Monitoring Extension

### Initiate Disbursement Request

Information

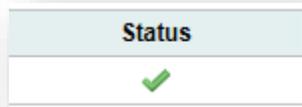
- The disbursement request # 10173 has been successfully initiated.

Subsidy Request\*

Amount\* \$210,000.00

You will be redirected to the **Disbursement Request Home** screen. This completes the **Amount Requested and Use of Funds** section.

The system will use a green check mark to demonstrate completion of this step.





# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

The following steps (**Sections**) will need to be completed by the sponsor to finalize the disbursement request. Click on each of the Section headers to open screens for those sections.

The screenshot displays the 'Disbursement Request Home' page. At the top, there is a navigation bar with the FHLB logo, a 'Logout' link, and the current date and time: 'Current as of December 20, 2017 at 12:33 PM CST'. Below this, there are links for 'My Projects', 'Home', 'Messages (0)', and 'Guides/Info'. The page title is 'Disbursement Request'. The main content area shows the following details:

- Request #: 10174
- Amount: \$ 500,000.00
- Funding Status: Pending
- Funding Member: [Redacted] | Collins, IA

A table lists the sections and their status:

Section	Status
Amount Requested and Uses of Funds	✓
Site Selection	✗
Project Status Information	✗
Project Timeline	✗
Conditions	✗
Scoring Information	✗
Financial Information: Financial Review	✗
Financial Information: Import Spreadsheet	✗
Financial Information: Feasibility Analysis	✗
Financial Information: Commitment Letters	✗
Project and Disbursement Documentation	✗

Below the table, there is an 'Approve' button and a legend for the status icons:

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

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# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

## Site Selection

The sponsor will select the site that is requesting a disbursement from the site information list. A Central Site may not be chosen as a site selection location.

If there has been a change to the project site or location, the sponsor should select **Yes** and click **Edit** or **Remove**.



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

Selecting **Edit** will navigate the sponsor to **Site Information**. Enter site information and click **Update Site**.

Application Details

Site Information

Enter your project's city or county EXACTLY as you would like it to appear on official documentation (e.g. Des Moines, Hennepin County, Lincoln and Warren 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

How many sites are part of the project?

Are the addresses for all the sites known?  Yes  No

Add Site

Action	Central Site	Address Line 1	Address Line 2	City	County	State	Zip Code

Edit | Remove

Site

Address Line1\*

Address Line2

ZIP\*  Zip+4  Lookup

City  Congressional District

County  Census Tract

State MN  CBSA

Number of Units\*

Targeted Area

Appraisal Date

Acquisition Price\*

Appraised Value

Is the site donated or discounted?

Is the site rural?  Yes  No

Is the property located on Native Trust Land?  Yes  No

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

Property is a Foreclosure, REO, or Short Sale

Dwelling type

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

Is there any relationship or conflict of interest between the sellers of the property and the sponsor or any member of the development team?  Yes  No

Attach an "as is" appraisal or documentation supporting the value of the property

Uploaded File Info  Remove

[Back to Disbursement Site Selection](#)

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

Save Undo

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Input all required information for site to be funded. Hit "Update Site" button to save data and then click "Save" at bottom of page and then select "Back to Disbursement Site Selection" to return.



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

Click **Save** to submit changes.

Current as of December 19, 2017 at 12:39 PM CST  
My Projects | Home | Messages (0) | Guides/Info

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

### Application Details ?

**Site Information**

Enter your project's city or county EXACTLY as you would like it to appear on official documentation (e.g. Des Moines, Hennepin County, Lincoln and Warren 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

How many sites are part of the project?\*

Are the addresses for all the sites known?\*  Yes  No

Site(s)							
Action	Central Site	Address Line 1	Address Line 2	City	County	State	Zip Code
Edit						MN	
						MN	

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

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

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# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

After **Save** the sponsor will be returned to the **Disbursement Site Selection**.

- The sponsor will select the appropriate site from the Site list to associate the site to the disbursement request.
- The sponsor must also answer whether the owner of the property is in default for any non-payment of mortgage, real estate taxes or insurance.

Select **Save** to complete the Site Section.

The screenshot shows the 'Disbursement Site Selection' form. At the top, there is a header with the FHLB Des Moines logo, a 'Logout' link, and the current date and time: 'Current as of December 19, 2017 at 12:43 PM CST'. Below the header, there are fields for 'Project Name', 'Project Number', and 'Disbursement Request Number: 10173'. The main section is titled 'Disbursement Site Selection' and contains a question: 'Has there been a change to the project site or location?' with radio buttons for 'Yes' and 'No'. Below this is a table of sites with columns for 'Select', 'Site Information', 'Central Site', 'Address Line 1', 'Address Line 2', 'City', 'County', 'State', and 'Zip Code'. The first row is selected and has 'Edit | Remove' links. Below the table is another question: 'Is the owner of the property in default for any non-payment of mortgage, real estate taxes or insurance?' with radio buttons for 'Yes' and 'No'. At the bottom, there is a 'Save' button circled in green and an 'Undo' button. A red box highlights the 'Save' button with the text: 'To submit your changes please click Save before exiting this page.' A green box on the right side of the form contains the text: 'Sponsor will check off "address" that was edited, answer the "default" question, and then hit "Save" at the bottom of page to continue.'

An information message will appear notifying you that your changes have been saved to the system. Select **Next>**.

The screenshot shows the 'Disbursement Site Selection' form after the 'Save' button was clicked. At the top, there is a header with the FHLB Des Moines logo, a 'Logout' link, and the current date and time: 'Current as of December 19, 2017 at 12:53 PM CST'. Below the header, there are fields for 'Project Name', 'Project Number', and 'Disbursement Request Number: 10173'. The main section is titled 'Disbursement Site Selection' and contains an information message: 'Your changes have been saved to the system. ✓'. Below the message, there is a 'Next>' button.



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

## Project Status Information

Answer questions and **Save** the Section.

- The sponsor will answer whether the project 50% or more complete.
- The sponsor must affirm that the project is in compliance with applicable Fair Housing and Accessibility laws.

The screenshot shows the 'Project Status Information' section of the AHP Online Disbursement Guide. The form contains two questions:

- Is the project 50% or more complete?  Yes  No
- Does the project still comply with applicable Fair Housing and Accessibility Laws?  Yes  No

Annotations include:

- Red arrows pointing from a text box to the radio buttons for both questions.
- A green box containing the text: "Sponsor will answer questions and then hit 'Save' at the bottom of page to continue."
- A red box around the "Save" button with the text: "To submit your changes please click Save before exiting this page."
- The "Save" button is circled in green.

At the bottom of the form, there are navigation buttons: "<Previous" and "Next>". A footer note states: "© 2017 Federal Home Loan Bank of Des Moines. All rights reserved."

An information message will appear notifying you that your changes have been saved to the system. Select **Next>**.

The screenshot shows the 'Project Status Information' section after the changes have been saved. An information message is displayed at the top of the form area:

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

The rest of the form structure is the same as in the previous screenshot, including the navigation buttons and footer.



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

## Project Timeline

The sponsor will supply the project's most current actual or estimated timeline for the following:

- AHP Initial Draw
- 100% of Financing Committed Date
- Project Closing Date
- Construction/Rehabilitation Start Date
- Complete Construction/Rehabilitation of all Units Date
- Date of Certificate of Occupancy/Certificate of Substantial Rehabilitation
- Stabilized Occupancy Date
- Information regarding material delays to the project and the reasons for the delay.

After completing the inputs select **Save**.

Project Timeline

Notify FHLBDM immediately upon Project Completion

Please supply the current project timeline dates listed below:

Award Date	12/14/2016		
Award Expiration Date	12/14/2019		
AHP Initial Draw Date*	<input type="text" value="03/01/2018"/>	Expected	?
100% of Financing Committed Date*	<input type="text" value="10/26/2018"/>	<input type="radio"/> Actual <input checked="" type="radio"/> Expected	?
Project Closing Date*	<input type="text" value="02/06/2018"/>	<input type="radio"/> Actual <input checked="" type="radio"/> Expected	?
Construction/Rehabilitation Start Date*	<input type="text" value="02/06/2018"/>	<input type="radio"/> Actual <input checked="" type="radio"/> Expected	?
Complete Construction/Rehabilitation of all Units Date*	<input type="text" value="07/17/2018"/>	<input type="radio"/> Actual <input checked="" type="radio"/> Expected	?
Date of Certificate of Occupancy/Certificate of Substantial Rehabilitation*	<input type="text" value="07/31/2018"/>	<input type="radio"/> Actual <input checked="" type="radio"/> Expected	?
Stabilized Occupancy Date*	<input type="text" value="07/31/2018"/>	<input type="radio"/> Actual <input checked="" type="radio"/> Expected	?

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

Please provide a detailed explanation of reason for delays\*

<text>

You have 3994 characters remaining for your description.

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

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

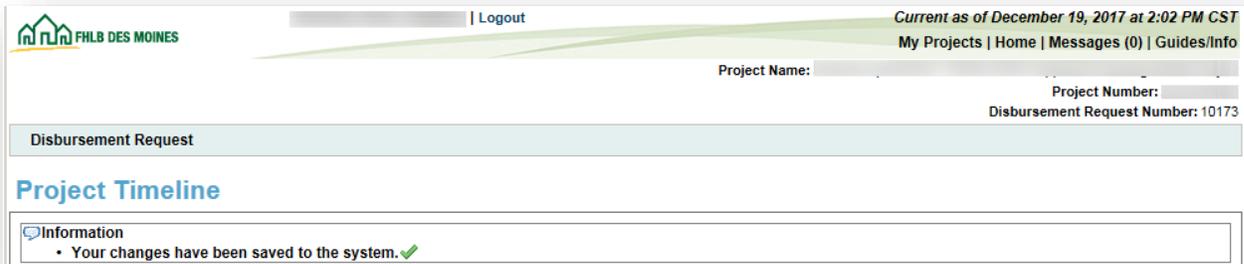
<Previous Next>

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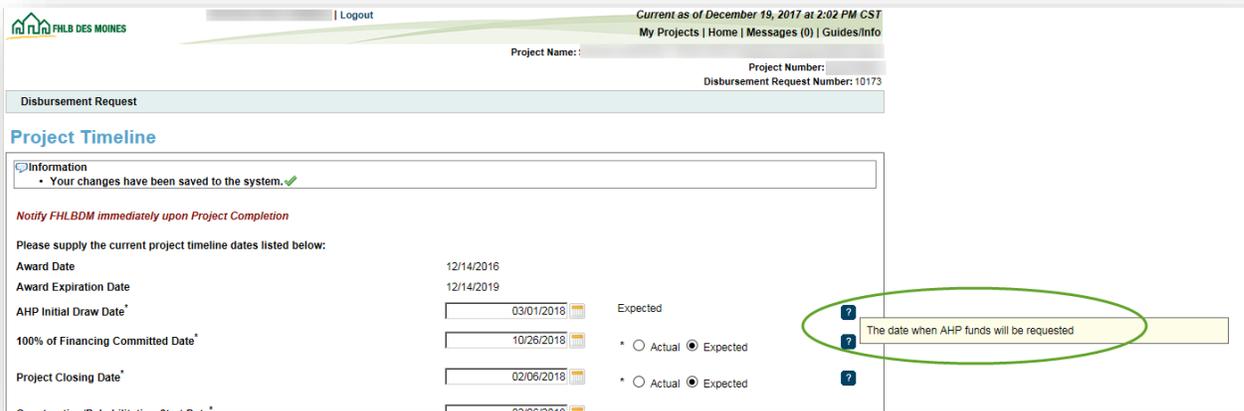


# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

An information message will appear notifying you that your changes have been saved to the system. Select **Next>**.



Note: Additional information can be found by clicking on the



It is very important that the sponsor notify FHLB Des Moines immediately upon project completion. Refer to the [Implementation Plan](http://www.fhlbdm.com/affordable-housing-products/competitive-affordable-housing-program/) available on the website (<http://www.fhlbdm.com/affordable-housing-products/competitive-affordable-housing-program/>) for a definition of project completion.



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

## Conditions

The sponsor must affirm that they have reviewed all project conditions. Once **Yes** has been selected, **Edit** fields will be available under the **Action** column.

Current as of December 20, 2017 at 12:42 PM CST  
My Projects | Home | Messages (0) | Guides/Info  
Project Name: \_\_\_\_\_ Project Number: \_\_\_\_\_  
Disbursement Request Number: 10174

Disbursement Request

### Conditions

The following conditions exist for this project. If documentation is available now for any of the unsatisfied conditions, click "Edit" and attach the document.

I affirm that I have reviewed the conditions listed below?  Yes  No

Action	Condition	Additional Information	Status	Attached Document	Reviewed by CID?
Edit	USDA Approval Approval of the proposed scope of work, bids, and proposed contract documents as required by USDA Rural Development prior to disbursement of funds to Banner Bank.	-	Needed		Yes
Edit	USDA Inspections USDA Rural Development Staff will perform construction inspections prior to _____ Bank authorizing the release of any funds for payment.	-	Needed		Yes
Edit	USDA Pre-Construction Conference Recipient attending a Pre-Construction Conference conducted by Rural Development along with the contractor at which time all contract document will be executed. Construction will not commence nor will funds be disbursed prior to the Pre-Construction Conference.	-	Needed		Yes

\* 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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Selecting **Edit** allows you to respond to each condition individually.



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

A **Condition Details** box opens on the bottom of the conditions list. Use the scroll bar to see the entire **Condition Details** box. This is where the sponsor will be able to attach documents and make comments relevant to each individual condition.

The screenshot shows the AHP Online Disbursement system interface. At the top, there is a navigation bar with the FHLB Des Moines logo, a user profile, and the current date and time (December 20, 2017 at 12:42 PM CST). Below this, there are links for 'My Projects', 'Home', 'Messages (0)', and 'Guides/Info'. The main content area is titled 'Disbursement Request' and shows a list of conditions. The first condition is 'USDA Approval' with a status of 'Needed' and 'Reviewed by CID?' set to 'Yes'. The second condition is 'USDA Inspections' with a status of 'Needed' and 'Reviewed by CID?' set to 'Yes'. The third condition is 'USDA Pre-Construction Conference' with a status of 'Needed' and 'Reviewed by CID?' set to 'Yes'. Below the list, the 'Condition Details' box is open for the 'USDA Approval' condition. It shows the status as 'Needed', 'Reviewed by CID?' as 'Yes', and the 'FHLB Explanation' as 'Approval of the proposed scope of work, bids, and proposed contract documents as required by USDA Rural Development prior to disbursement of funds to Banner Bank.' There is an 'Attach Document' section with a 'Browse...' button and an 'Attachment Description' text area. At the bottom of the 'Condition Details' box, there are 'Update Condition' and 'Close' buttons. A 'Save' button is also visible at the bottom of the page.

Selecting Edit allows you to respond to each condition individually.

Once "Update Condition" button is selected, the "Save" button at the bottom will be become available.

Sponsor will click the "Browse" button to upload attachments relevant each individual condition.

Sponsor has 1000 characters to describe the attachment and respond to the individual condition.

Note: All "**Prior to disbursement**" conditions must be updated before the disbursement will be approved by FHLB Des Moines.

AHP Online will not allow an attachment description without an attachment. If an attachment is uploaded in error, the sponsor should select **Edit** to open the **Condition Details** box and click **Remove** and **Update Condition**.



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

Once attachments have been uploaded to relevant conditions, select **Save**. An information message will appear notifying you that your changes have been saved to the system. Select **Next>**.

A screenshot of the AHP Online Disbursement Guide interface. The top navigation bar includes the FHLB Des Moines logo, a user profile icon with a "Logout" link, and the text "Current as of December 19, 2017 at 2:06 PM CST". Below the navigation bar, there are fields for "Project Name:" and "Project Number:". A "Disbursement Request" section is visible, followed by a "Conditions" section. An "Information" message box displays the text: "Your changes have been saved to the system." with a green checkmark icon.



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

## Scoring Information

The sponsor must review and affirm the scoring commitments made in the AHP application with each disbursement, as they apply to the assisted unit. The Scoring Information page summarizes the scoring commitment by total of units, commitments that have been fulfilled through previously approved disbursement requests, and commitments that are pending through pending disbursement requests.

The Commitment Status column identifies whether a document evidencing the commitment is **Needed** or **Required**, or whether the requirement has been **Satisfied**. After review of documents from previous disbursements the Bank may adjust the status of a commitment to **Satisfied**.

**Needed** - The category has not been fulfilled or it is not required until a subsequent disbursement request is made or until time of project completion reporting. Supporting documentation may be uploaded but may not be required for the disbursement.

**Required** - Documentation must be provided that this commitment is fulfilled before the disbursement request can be submitted.

**Satisfied** - Documentation provided from an earlier disbursement have been accepted as evidence the scoring commitment has been met.

Sponsors will indicate which scoring commitments are fulfilled in the disbursement request through checkoff and by attaching supporting documentation.

After completing inputs **Save** the Section.



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

| Logout Current as of December 19, 2017 at 2:15 PM CST  
 My Projects | Home | Messages (0) | Guides/Info

Project Name: \_\_\_\_\_ Project Number: \_\_\_\_\_  
 Disbursement Request Number: 10173

**Disbursement Request**

**Scoring Information**

Please select any commitments you have fulfilled and attach supporting documentation if available. (Selection is NOT required to save this page).

Please respond to the following statement:  
 I affirm that I have reviewed the Scoring Commitments listed below and that they are correct.\*  Yes  No

Scoring Category	Commitment Status	Project Commitment	Filled by This Request?	Previous Documentation	Attach Supporting Documentation
Priority 2 - Project Sponsorship	Needed	Yes	<input type="checkbox"/>		
Priority 3 - Targeting					
<= 50% AMI	Needed	16			
Priority 4 - Housing for Homeless	Needed	15			
Priority 5 - Promotion of Empowerment					
Case management including economic empowerment or self-sufficiency component, Welfare-to-work initiatives, Family self-sufficiency programs or Life Skill classes.	Needed	16	<input type="checkbox"/>		<input type="text" value="Browse..."/> ?
Financial planning, credit counseling or budgeting, independent homebuyer education or pre-purchase counseling.	Needed	16	<input type="checkbox"/>		<input type="text" value="Browse..."/> ?
Priority 6 - First District Priority					
Special Needs	Needed	4			
Priority 7 - Second District Priority					
In-District	Needed	16	<input type="checkbox"/>		
Preservation of Federally Assisted Housing	Needed	16	<input checked="" type="checkbox"/>		\\FHLBUDA\Community <input type="text" value="Browse..."/> ?
Priority 8 - AHP Subsidy per Unit	Needed	\$13,125.00			

\* 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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In order to add an attachment during this disbursement request, sponsor will check the "Filled by this Request?" box to unlock the "Browse" button.

Sponsor will click the "Browse" button to upload attachments relevant each individual condition.

Sponsor will hit "Save" at the bottom of page to continue.

Scoring Category	Commitment Status	Project Commitment	Filled by This Request?	Previous Documentation	Attach Supporting Documentation
Preservation of Federally Assisted Housing	Needed	16	<input checked="" type="checkbox"/>		\\FHLBUDA\Community <input type="text" value="Browse..."/> ?
Priority 8 - AHP Subsidy per Unit	Needed	\$13,125.00			

\* 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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# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

Once attachments have been uploaded to relevant conditions, select **Save**. An information message will appear notifying you that your changes have been saved to the system. Select **Next>**.

The screenshot shows the AHP Online Disbursement Guide interface. At the top left is the FHLB DES MOINES logo. The top right corner displays the current date and time: "Current as of December 19, 2017 at 5:04 PM CST". Below this, there are navigation links: "My Projects | Home | Messages (0) | Guides/Info". The main content area is titled "Disbursement Request" and includes a "Scoring Information" section. This section contains an information message: "Information • Your changes have been saved to the system. ✓". Below the message, there is a red instruction: "Please select any commitments you have fulfilled and attach supporting documentation if available. (Selection is NOT required to save this page).". The section also includes a statement: "Please respond to the following statement: I affirm that I have reviewed the Scoring Commitments listed below and that they are correct.\*" with radio buttons for "Yes" (selected) and "No".



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

## Financial Information: Financial Review

There are four sections divided into tabs under the Financial Information section. These include Financial Review, Import Spreadsheet, Feasibility Analysis, and Commitment Letters.

The **Financial Information: Financial Review** tab lists the most recent financial information approved for your project. Under this section, you can access your most recent *Rental Feasibility Workbook*.

Below is the most recent financial information approved for your project. Please prepare an updated Rental Feasibility Workbook with current project financial information and proceed to the "Import Spreadsheet" tab.

Approved Rental Feasibility Workbook

Uploaded File Info

Rental Feasibility Workbook.xlsx

Development Sources of Funds

Source of Funds	Housing	Non-Housing	Description	Committed	Rate (%)	Term (years)	Amort Period (years)	Annual Debt Svc (\$) (Housing)	Must Pay?
MHFA Deferred Loan	56,337.00	101,716.00	State Housing Loans	No	0.000%	30.0	0.0	0.00	No
Xcel Energy Rebate	500.00		Grants	No	0.000%	0.0	0.0	0.00	No
Foundation/Donations		20,000.00	Grants	Yes	0.000%	0.0	0.0	0.00	No
AHP Direct Subsidy	210,000.00		AHP Subsidy	No	0.000%	0.0	0.0	0.00	No
<b>Subtotal - Housing</b>	<b>\$ 266,837.00</b>								
<b>Subtotal - Non-Housing</b>	<b>\$ 121,716.00</b>								
<b>Total Funding Sources</b>	<b>\$ 388,553.00</b>								

Units Breakout

	No of Units	Less than or equal to 50% AMI	No of Units	Efficiency Units	No of Units
Rehabilitation			16		0
New Construction					
Acquisition					
<b>Total Units</b>					

Do you want to open or save Revised - Rental Feasibility Workbook.xlsx from 10.43.198.35?

Open Save Cancel

Click the "Uploaded File Info" tab to review the last approved Rental Feasibility Workbook.

Select "Open" or "Save" to open the last approved Rental Feasibility Workbook.

You are not required to enter information in this section.



# AHP Online Disbursement Guide

## Sponsor Instructions

### Rental Projects

AHP Online will ask you to click **Save** to submit changes, although nothing can be entered in this section. An information message will appear notifying you that your changes have been saved to the system. Select **Next>**.

The screenshot shows the AHP Online Disbursement Request interface. At the top left is the FHLB Des Moines logo. The top right corner displays the current date and time: "Current as of December 20, 2017 at 9:36 AM CST". Below this are navigation links: "My Projects | Home | Messages (0) | Guides/Info". The main content area is titled "Disbursement Request" and includes fields for "Project Name:", "Project Number:", and "Disbursement Request Number: 10173". A section titled "Financial Information" contains tabs for "Financial Review", "Import Spreadsheet", "Feasibility Analysis", and "Commitment Letters". An "Information" box displays a message: "Your changes have been saved to the system. ✓". Below this, a note states: "Below is the most recent financial information approved for your project. Please prepare an updated Rental Feasibility Workbook with current project financial information and proceed to the 'Import Spreadsheet' tab." An "Approved Rental Feasibility Workbook" is listed with an "Uploaded File Info" box showing the file name: "- Rental Feasibility Workbook.xlsx".



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

## Financial Information: Import Spreadsheet

Sponsor will complete and upload a *Rental Feasibility Workbook*, which includes:

- Project Worksheet
- Cost Breakout
- Sources
- Summary of Uses
- Operating Assumptions
- Operating Pro Forma Housing
- Operating Pro Forma Supplementary (Supported Services/Commercial/Consolidated)
- Group Home
- Feasibility Guidelines

Information from the *Rental Feasibility Workbook* will populate once uploaded.

Use the *Rental Feasibility Workbook* that conforms to the year you made AHP application. A copy of the *Rental Feasibility Workbook* can be found on our website on the [AHP Online Administration](#) page.

After uploading the Workbook **Save** the Section.

The screenshot displays the 'Financial Information' section of the AHP Online Disbursement Guide. The page includes a header with the FHLB Des Moines logo, a 'Logout' link, and the current date and time: 'Current as of December 20, 2017 at 9:43 AM CST'. Below the header, there are fields for 'Project Name', 'Project Number', and 'Disbursement Request Number: 10173'. The main content area is titled 'Financial Information' and contains a 'Financial Review' tab, an 'Import Spreadsheet' tab (which is active), a 'Feasibility Analysis' tab, and a 'Commitment Letters' tab. A message reads: 'Complete an updated Rental Feasibility Workbook with current project financial information and import the workbook on this tab.' Below this, there is a question: 'Have you completed an updated Rental Feasibility Workbook with current information?' with radio buttons for 'Yes' (selected) and 'No'. A file upload field is labeled 'Import the updated Rental Feasibility Workbook\*' and includes a 'Browse...' button and a file icon. At the bottom of the page, there is a warning: '\* Required to save the page' and '♦ Required before Sponsor Approval'. A red box highlights the 'Save' button, and a red arrow points from a text box on the right to the 'Browse...' button. Another red arrow points from a text box on the right to the 'Save' button. The footer of the page reads: '© 2017 Federal Home Loan Bank of Des Moines. All rights reserved.'

Sponsor will click the "Browse" button to upload an updated Rental Feasibility Workbook with current information.

Sponsor will hit "Save" at the bottom of page to continue.



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

Once the updated *Rental Feasibility Workbook* is imported, you will be asked to review the current project's financial information and affirm that it accurately represents the project. Using the scroll bar on the right, scroll through the following sections: Development Sources of Funds, Units Breakout, Housing Development Uses of Funds Summary, Housing Pro Forma, and Key Feasibility Values.

After the above information has been reviewed, answer the question and select **Save**.

| Logout Current as of December 20, 2017 at 10:01 AM CST  
 My Projects | Home | Messages (0) | Guides/Info

Project Name: \_\_\_\_\_ Project Number: \_\_\_\_\_  
 Disbursement Request Number: 10173

**Disbursement Request**

**Financial Information**

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

Information  
 • Your changes have been saved to the system. Kindly affirm the accuracy of the financial information below. ✓

Complete an updated *Rental Feasibility Workbook* with current project financial information and import the workbook on this tab.

Have you completed an updated *Rental Feasibility Workbook* with current information?  Yes  No

Import the updated *Rental Feasibility Workbook*\*  
 Uploaded File Info: *Rental Feasibility Workbook.xlsx* [Remove]

**Development Sources of Funds**

Source of Funds	Housing	Non-Housing	Description	Committed	Rate (%)	Term (years)	Amort Period (years)	Annual Debt Svc (\$) (Housing)	Must Pay?
MHFA Deferred Loan	56,337.00	101,716.00	State Housing Loans	Yes	0.000%	30.0	0.0	0.00	No
Xcel Energy Rebate	500.00		Grants	Yes	0.000%	0.0	0.0	0.00	No
Foundation/Donations		20,000.00	Grants	Yes	0.000%	0.0	0.0	0.00	No
AHP Direct Subsidy	210,000.00		AHP Subsidy	No	0.000%	0.0	0.0	0.00	No
<b>Subtotal - Housing</b>	<b>\$ 266,837.00</b>								
<b>Subtotal - Non-Housing</b>		<b>\$ 121,716.00</b>							
<b>Total Funding Sources</b>		<b>\$ 388,553.00</b>							

**Units Breakout**

	No of Units		No of Units		No of Units
Rehabilitation Units	16	Less than or equal to 50% AMI	16	Efficiency Units	0
New Construction Units	0	Greater than 50% and less than or equal to 60% AMI	0	1-bedroom Units	16
Acquisition units	0	Greater than 60% and less than or equal to 80% AMI	0	2-bedroom Units	0
		Greater than 80% AMI	0	3-bedroom Units	0
<b>Total Units</b>	<b>16</b>	<b>Total Units</b>	<b>16</b>	4-bedroom Units	0
				<b>Total Units</b>	<b>16</b>

Building has Elevator (Y/N) Yes

**Housing Development Uses of Funds Summary**

Total Acquisition Costs	\$ 0.00
Total Construction / Rehabilitation Costs	\$ 217,090.00
Hard Construction Costs	\$ 0.00
Hard Rehabilitation Costs	\$ 170,390.00
Other Costs	\$ 46,700.00
Total Fees	\$ 0.00
Total Taxes and Insurance Costs	\$ 3,328.00
Total Construction Financing	\$ 600.00
Total Permanent Financing	\$ 749.00
Total Project Reserves	\$ 0.00
Total Soft Costs	\$ 27,195.00
Total Developer & Consultant Fees	\$ 17,875.00
Total Financing Fees and Expenses	\$ 0.00
<b>Total Development Costs</b>	<b>\$ 266,837.00</b>



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

### Housing Pro Forma

	Standard	Actual
Gross Annual Rental Income		\$ 56,040.00
Net Revenue (EGI)		\$ 112,644.40
Net Operating Income		\$ 15,804.40
Must Pay Debt Service		\$ 0.00
Initial Cash Flow		\$ 15,804.40
Debt Coverage Ratio Before Soft Debt		0.00
Soft Debt Service		\$ 0.00
Secondary Cash Flow		\$ 15,804.40
Debt Coverage Ratio (Housing)	More Info	0.00
Cash Flow as Percentage of Gross Income	More Info	13.43 %
Expense to Income Ratio		85.97 %

### Key Feasibility Values

	Standard	Actual
Total Development Cost Per Unit		\$ 16,677.31
Total Development Cost Per Square Foot		\$ 19.90
Total Adjusted Development Cost		\$ 217,090.00
Adjusted Development Cost Per Unit	More Info	\$ 13,568.12
Total Acquisition Cost Per Unit		\$ 0.00
Average Square Feet Per Unit		838.25
Average Square Feet Per Unit (Rehabilitation)		838.25
Average Square Feet Per Unit (Construction)		0.00
Average Square Feet Per Unit (Acquisition Only)		0.00
Cost Per Square Foot (Rehabilitation)		\$ 12.70
Cost Per Square Foot (Construction)		\$ 0.00
Cost Per Square Foot (Acquisition Only)		\$ 0.00
Cost Per Square Foot (Construction/Rehabilitation)		\$ 13.94
Common, Office Area Percentage		13.87 %
Commercial Area Percentage		0.00 %
Construction Contingency % (Housing)	More Info	11.74 %
Construction Contingency % (Overall)	More Info	10.43 %
Developer's & Consultant's Fee %	More Info	7.18 %
Capitalized Reserves Housing (months)	More Info	0.00
Capitalized Reserves Overall (months)	More Info	0.00
Lease-Up Reserve	More Info	0.00 %
Rental Assistance Reserve	More Info	\$ 0.00
General Requirements %	More Info	6.00 %
Builder Overhead %	More Info	1.89 %
Builder Profit %	More Info	4.72 %
Total General Requirements, Builder's Overhead and Profit	More Info	12.60 %
Architect Fees	More Info	6.77 %
Engineering Fees	More Info	0.92 %
Attorney Fees	More Info	1.02 %
Sum of All Professional Fees	More Info	8.70 %
Revenue Escalator	More Info	2.00 %
Expense Escalator	More Info	3.00 %
Escalator Trend	More Info	true
Stabilized Vacancy Rate	More Info	7.00 %
Management Fee as Percentage of Net Revenue		11.93 %
Management Fee Per Unit/Per Month		\$ 70.00
Total Operating Expense Per Unit	More Info	\$ 4,825.81
Replacement Reserve Per Unit	More Info	\$ 500.00
Operating Reserve	More Info	\$ 0.00
Deferred Developer Fee - Sources		\$ 0.00
Deferred Developer Fee - Cumulative Repaid		\$ 0.00
Total Cash Flow in First Five Years (Housing)	More Info	\$ 76,330.22
Total Cash Flow in First Fifteen Years (Overall)		\$ 159,668.22
LIHTC Equity Price	More Info	N/A

I have reviewed the information above affirm it accurately reflects the current project financial information.\*  Yes  No

Required to save the page

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

Required before Sponsor Approval

**Save**

**Undo**

**Previous**

**Next**

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# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

Expense to Income Ratio: 85.97 %

**Key Feasibility Values**

	Standard	Actual
Total Development Cost Per Unit		\$ 16,677.31
Total Development Cost Per Square Foot		\$ 19.60
Total Adjusted Development Cost		\$ 217,060.00
Adjusted Development Cost Per Unit	More Info	\$ 13,568.12
Total Acquisition Cost Per Unit		\$ 0.00
Average Square Feet Per Unit		838.25
Average Square Feet Per Unit (Rehabilitation)		838.25
Average Square Feet Per Unit (Construction)		0.00
Average Square Feet Per Unit (Acquisition Only)		0.00
Cost Per Square Foot (Rehabilitation)		\$ 12.70
Cost Per Square Foot (Construction)		\$ 0.00
Cost Per Square Foot (Acquisition Only)		\$ 0.00
Cost Per Square Foot (Construction/Rehabilitation)		\$ 13.94
Common Office Area Percentage		13.97 %
Commercial Area Percentage		0.00 %
Construction Contingency % (Housing)	More Info	11.74 %
Construction Contingency % (Overall)	More Info	10.43 %
Developer's & Consultant's Fee %	More Info	7.13 %
Capitalized Reserves Housing (months)	More Info	0.00
Capitalized Reserves Overall (months)	More Info	0.00
Lease-Up Reserve	More Info	0.00 %
Rental Assistance Reserve	More Info	\$ 0.00
General Requirements %	More Info	0.00 %
Builder Overhead %	More Info	1.89 %
Builder Profit %	More Info	4.72 %
Total General Requirements, Builder's Overhead and Profit	More Info	10.60 %
Architect Fees	More Info	6.77 %
Engineering Fees	More Info	0.52 %
Attorney Fees	More Info	1.02 %
Sum of All Professional Fees	More Info	\$ 7.00 %
Revenue Escalator	More Info	2.00 %
Escalator Escalator	More Info	3.00 %
Escalator Trends	More Info	Sum
Stabilized Vacancy Rate	More Info	7.00 %
Management Fee as Percentage of Net Revenue	More Info	11.39 %
Management Fee Per Unit/Per Month	More Info	\$ 70.00
Total Operating Expense Per Unit	More Info	\$ 4,625.81
Replacement Reserve Per Unit	More Info	\$ 500.00
Operating Reserve	More Info	\$ 0.00
Deferred Developer Fee - Sources	More Info	\$ 0.00
Deferred Developer Fee - Cumulative Repaid	More Info	\$ 0.00
Total Cash Flow in First Five Years (Housing)	More Info	\$ 76,330.22
Total Cash Flow in First Fifteen Years (Overall)	More Info	\$ 159,668.22
UNITC Equity Price	More Info	N/A

I have reviewed the information above affirm it accurately reflects the current project financial information.  Yes  No

Please save and proceed to the Feasibility Analysis section.

\* Required to save the page

Required before Sponsor Approval

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

Save Undo Next>

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Use the scroll bar to review all of the project's financial information.

Sponsor will select "Yes" to affirm the project's financial information is accurate and hit "Save" at the bottom of page to continue.

An information message will appear notifying you that your changes have been saved to the system. Select **Next>**.

Logout | Current as of December 20, 2017 at 10:30 AM CST  
My Projects | Home | Messages (0) | Guides/Info

Project Name: \_\_\_\_\_ Project Number: \_\_\_\_\_  
Disbursement Request Number: 10173

**Disbursement Request**

**Financial Information**

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

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

Complete an updated Rental Feasibility Workbook with current project financial information and import the workbook on this tab.

Have you completed an updated Rental Feasibility Workbook with current information?  Yes  No

Import the updated Rental Feasibility Workbook\*

Uploaded File Info  
Remove  
Rental Feasibility Workbook.xlsx



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

## Financial Information: Feasibility Analysis

This page will display project costs that require explanation, including costs that are not within the financial feasibility guidelines of the *AHP Implementation Plan*. To provide explanation click on the **Explain** tab. Be sure to save each explanation by clicking the **Update Feasibility Issue** button after typing in your explanation.

Current as of December 20, 2017 at 10:34 AM CST  
My Projects | Home | Messages (0) | Guides/Info

Project Name: \_\_\_\_\_ Project Number: \_\_\_\_\_  
Disbursement Request Number: 10173

Disbursement Request

**Financial Information**

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

The following issues were found. You must provide an explanation for each of them or correct the value(s) and re-import the updated workbook to resolve the issue.

Action	Feasibility Value	Details	Standard	Current Approved	New	Explained
Explain	Adjusted Development Cost Per Unit	More Info	N/A	\$ 13,568.12	\$ 13,568.12	Yes
Explain	Architect Fees	More Info	0.00 % - 4.00 %	6.77 %	6.77 %	Yes

\* 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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# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

Logout | Current as of December 20, 2017 at 10:34 AM CST  
My Projects | Home | Messages (0) | Guides/Info

Project Name: \_\_\_\_\_ Project Number: \_\_\_\_\_  
Disbursement Request Number: 10173

Disbursement Request

### Financial Information

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

The following issues were found. You must provide an explanation for each of them or correct the value(s) and re-import the updated workbook to resolve the issue.

Action	Feasibility Value	Details	Standard	Current Approved	New	Explained
▶	Adjusted Development Cost Per Unit	More Info	N/A	\$ 13,568.12	\$ 13,568.12	Yes
Explain	Architect Fees	More Info	0.00 % - 4.00 %	6.77 %	6.77 %	Yes

**Feasibility Issue**

Feasibility Value: Adjusted Development Cost Per Unit  
Details: See the AHP Implementation Plan for information on how standards are calculated.  
Standard: N/A  
Current Approved: \$ 13,568.12  
New: \$ 13,568.12  
Current Explanation: The construction work specified for the Sankofa Apartments is based on the Capital Needs Assessment completed in 2014 and updated this spring. A fuller explanation of the process is included in the CNA introduction. The construction costs are based on the 2014 cost estimate commissioned from Flannery Construction, with a 10% inflation factor and an adequate rehabilitation contingency fund. Flannery has substantial rehabilitation and multi-family experience; subcontractor bids will be solicited to find the lowest reasonable price. The project will be bid together with the companion Model Cities' Families First buildings, to increase the size of the job for each subcontractor and provide for greater flexibility and efficiency in their execution of the work. Separate cost records will be maintained. The CNA's include additional detail for each work item, a summary by building or trade can be provided upon request.

Update Feasibility Issue | Cancel

Explain ♦  
<Type your explanation here>

You have 3972 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>

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Provide narrative for each item. Hit "Update Feasibility Issue" to save comments entered.

**Save** the Section before exiting. An information message will appear notifying you that your changes have been saved to the system. Select **Next>**.

Logout | Current as of December 20, 2017 at 10:51 AM CST  
My Projects | Home | Messages (0) | Guides/Info

Project Name: \_\_\_\_\_ Project Number: \_\_\_\_\_  
Disbursement Request Number: 10173

Disbursement Request

### Financial Information

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

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



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

## Commitment Letters

This page will display all approved funding sources from the *Rental Feasibility Workbook*. Commitment Letters or executed funding agreements must be attached for each approved funding source. Click **Attach** to open up the attachment option. Select **Browse** and save each attachment by clicking the **Update Commitment Letter** button.

Current as of December 20, 2017 at 10:54 AM CST  
My Projects | Home | Messages (0) | Guides/Info

Project Name: \_\_\_\_\_ Project Number: \_\_\_\_\_  
Disbursement Request Number: 10173

Disbursement Request

**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	MHFA Deferred Loan	State Housing Loans	\$ 158,053.00	Yes	No
Attach	Xcel Energy Rebate	Grants	\$ 500.00	Yes	No
Attach	Foundation/Donations	Grants	\$ 20,000.00	Yes	Yes

\* Required to save the page  
Required before Sponsor Approval

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

<Previous Next>

Current as of December 20, 2017 at 11:08 AM CST  
My Projects | Home | Messages (0) | Guides/Info

Project Name: \_\_\_\_\_ Project Number: \_\_\_\_\_  
Disbursement Request Number: 10173

Disbursement Request

**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	MHFA Deferred Loan	State Housing Loans	\$ 158,053.00	Yes	Yes
Attach	Xcel Energy Rebate	Grants	\$ 500.00	Yes	No
Attach	Foundation/Donations	Grants	\$ 20,000.00	Yes	Yes

Commitment Letter

Source of Funds: Xcel Energy Rebate  
Description: Grants  
Amount: \$ 500.00  
Committed: Yes

Attach a commitment letter for this approved funding source. C:\Users\jguner\Desktop Browse

Update Commitment Letter Cancel

\* Required to save the page  
Required before Sponsor Approval

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

<Previous Next>



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

The **Letter Provided** column changes from "No" to "Yes" once a commitment letter or funding agreement is attached.

Current as of December 20, 2017 at 11:30 AM CST  
My Projects | Home | Messages (0) | Guides/Info

Project Name: \_\_\_\_\_ Project Number: \_\_\_\_\_  
Disbursement Request Number: 10173

Disbursement Request

**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	MHFA Deferred Loan	State Housing Loans	\$ 158,053.00	Yes	Yes
Attach	Xcel Energy Rebate	Grants	\$ 500.00	Yes	Yes
Attach	Foundation/Donations	Grants	\$ 20,000.00	Yes	Yes

\* 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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**Save** the Section before exiting. An information message will appear notifying you that your changes have been saved to the system. Select **Next>**.

Current as of December 20, 2017 at 3:55 PM CST  
My Projects | Home | Messages (0) | Guides/Info

Project Name: \_\_\_\_\_ Project Number: \_\_\_\_\_  
Disbursement Request Number: 10173

Disbursement Request

**Financial Information**

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

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

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	MHFA Deferred Loan	State Housing Loans	\$ 158,053.00	Yes	Yes
Attach	Xcel Energy Rebate	Grants	\$ 1,000.00	Yes	Yes



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

## PROJECT AND DISBURSEMENT DOCUMENTATION

**Disbursement Request Documents** applies to each disbursement request. Documents in the table are required or optional for each disbursement, however the sample project only contains required documents.

Upload documentation for each required **Document Type**. Click **Edit** to open the **Request Document Details** table. This table provides the following information:

- Document Type
- Requirement Type
- Template
  - **Yes** - Use FHLB Des Moines provided form on the [AHP Online Administration](#) website.
  - **No** - Sponsor must upload your own documentation.
- Attachment Description - provide description or explanation if needed

Hit **Update Request Document** to successfully save the **Request Document Details**. The **Attached Document** column will show the show the attachments.

Required documents can be attached by clicking the "Edit" button.

Click the "Browse" button to attach the required document for each required document type. Hit "Update Request Document" to save.

Action	Document Type	Requirement Type	Has Template?	Attached Document
Edit	Retention Agreement - Draft	Required	Yes	
Edit	Cost Breakout Certification - AHP	Required	Yes	
Edit	Scope of Work	Required	Yes	

Action	Document Type	Additional Information	Status	Attached Document	Reviewed by CID?
Edit	AHP Subsidy Agreement		Needed		Yes
Edit	Retention Agreement - Recorded	A legally enforceable deed restriction with a term of fifteen years must be executed. A sample Federal Home Loan Bank approved form can be found on our website www.fhblom.com. The use of an alternate deed restriction must be reviewed and approved by FHLBDM prior to the disbursement of AHP funds.	Needed		Yes
Edit	Cost Breakout Certification - AHP	The Cost Breakout Certification form can be found on the Federal Home Loan Bank of Des Moines website www.fhblom.com on the AHP Online Project Administration landing page. The form should be signed by both the Project Sponsor and Contractor.	Needed		Yes
Edit	Operating Statement	The Operating Statement template can be found on the Federal Home Loan Bank of Des Moines website www.fhblom.com on the AHP Online Project Administration landing page. The Operating Statement will be required approximately one year after project completion.	Needed		Yes
Edit	Pictures of Completed Project		Needed		Yes



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

After uploading all documents in the **Disbursement Request Documents** table or before leaving the Section, remember to **Save** the Section.

The disbursement request cannot be approved unless all needed documents in **Disbursement Request Documents** is uploaded.

See the Appendix to this Guide for a list of documents to satisfy **Document Type**.

The screenshot shows the user interface for the AHP Online Disbursement Guide. At the top, there is a navigation bar with the FHLB Des Moines logo, a "Logout" link, and the current date and time: "Current as of December 20, 2017 at 11:50 AM CST". Below the navigation bar, there are fields for "Project Name:" and "Project Number:". The "Disbursement Request Number" is displayed as 10173. The main content area is titled "Disbursement Request" and "Project and Disbursement Documentation". An information box states "Your changes have been saved to the system." with a green checkmark. Below this is a table titled "Disbursement Request Documents".

Action	Document Type	Requirement Type	Has Template?	Attached Document
Edit	Retention Agreement - Draft	Required	Yes	..._docx
Edit	Cost Breakout Certification - AHP	Required	Yes	..._docx
Edit	Scope of Work	Required	Yes	..._doc

**Note:** Although Scope of Work shows a "Yes", there is no FHLB Des Moines provided form or template. Sponsors should upload their own scope of work document.



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

**Project Documents** are typically not required until the last disbursement or at the time of the project completion reporting. Project Documentation may display status of **Needed** during a disbursement request, but the disbursement request can be approved without upload.

To upload project documents, Click **Edit** to open the **Project Document Details** table. This table provides the following information:

- Status
- Reviewed by CID?
- Document Type
- Attachment Description - provide description or explanation if needed

Hit **Update Project Document** to successfully save the **Project Document Details**. The **Attached Document** column will show the show the attachments.

The screenshot displays the 'Project and Disbursement Documentation' section. It features a table for 'Disbursement Request Documents' and a 'Project Documents' table. The 'Project Documents' table has columns for Action, Document Type, Additional Information, Status, Attached Document, and Reviewed by CID?. Below this is the 'Project Document Details' form, which includes fields for Status, Reviewed by CID?, Document Type, Additional Information, Attach Document (with a 'Browse...' button), and Attachment Description. A 'Save' button is visible at the bottom of the form.

Documentation required under **Project Documents** does not need to be satisfied until the last disbursement or at project completion.

Project documents can be attached by clicking the "Edit" button.

Click the "Browse" button to attach each project document. Hit "Update Project Document" to save.

**Save** the Section before exiting. Select **Next>**.



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

## Disbursement Request Home

Once all Sections are completed (green check mark) the sponsor can approve the disbursement request.

Forward FHLB DES MOINES | Logout Current as of December 20, 2017 at 3:44 PM CST  
My Projects | Home | Messages (0) | Guides/Info

Project Name: \_\_\_\_\_ Project Number: \_\_\_\_\_  
Disbursement Request Number: 10173

### Disbursement Request Home

Request # 10173  
Amount \$ 210,000.00  
Funding Status Pending  
Funding Member \_\_\_\_\_ | Des Moines, IA

Section	Status
Amount Requested and Uses of Funds	✓
Site Selection	✓
Project Status Information	✓
Project Timeline	✓
Conditions	✓
Scoring Information	✓
Financial Information: Financial Review	✓
Financial Information: Import Spreadsheet	✓
Financial Information: Feasibility Analysis	✓
Financial Information: Commitment Letters	✓
Project and Disbursement Documentation	✓

**Approve**

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

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The Sponsor will select **Approve**.



# AHP Online Disbursement Guide

## Sponsor Instructions

### Rental Projects

A text box will open for Sponsor to review and affirm all statements.

**Approve Disbursement Request**

- The signatory representing Sponsor, by indicating its acceptance below, is duly authorized to make the representations presented in this Disbursement Request;
- Sponsor certifies that it has reviewed the FHLBDM's AHP subsidy disbursement policies;
- Sponsor certifies that the information provided in this Disbursement Request is true, complete, and accurate; and
- Sponsor acknowledges that, if the information provided is false, misleading, or incomplete, this Disbursement Request may be delayed or denied, and any previously funded AHP subsidy for the project may be recaptured.

**Important!** After clicking the "Yes" button, the funding status will change to "Sponsor Approved". You will not be able to modify the request after the status change.

Selecting **YES** will change status to Sponsor Approved and will generate an email to the Member supporting the project to advise them a disbursement request is pending their approval. Selecting **NO** will leave the request as Pending in **AHP Online**.

The Sponsor can **Logout** at any time at the top of the page and then leave the request pending. They can log back into **AHP Online** at a later time, navigate to the pending disbursement, and complete it.



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

After selecting **Yes** the disbursement request is Sponsor Approved and awaiting Member approval to FHLB Des Moines.

The **Disbursement Request Home** page will display the current status of the project.

Disbursement Request Home - Internet Explorer

Current as of February 1, 2017 at 5:22 PM CST

Project Name:

Project Number:

Disbursement Request Number: 10055

### Disbursement Request Home

Information  
• This disbursement request is now 'Sponsor Approved'. Contact your member bank.

Request #	10055	Status Change Details			
Amount	\$ 500,000.00	From Status	To Status	Changed By	Changed Date
Funding Status	Sponsor Approved	Pending	Sponsor Approved		02/01/2017
Funding Member	<input type="text"/>   Peila, IA				

Section	Status
Amount Requested and Uses of Funds	✓
Site Selection	✓
Project Status Information	✓
Project Timeline	✓
Conditions	✓
Scoring Information	✓
Financial Information: Financial Review	✓
Financial Information: Import Spreadsheet	✓
Financial Information: Feasibility Analysis	✓
Financial Information: Commitment Letters	✓
Project and Disbursement Documentation	✓

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

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# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

## Appendix Disbursement Request Documents

Document Type	Documentation Requested
Acquisition Cost	Closing Statement of lot or unit purchased for development, or other documentation of cost.
Appraisal (land or unit acquired)	Appraisal of lot or unit purchased for development that supports cost.
Site Control	Warranty Deed to sponsor or similar document demonstrating site control by sponsor.
Zoning	Assessor page or other documentation noting appropriate zoning of land or unit.
Rehabilitation/Construction Scope	Scope of work or pre-inspection report detailing scope of rehabilitation or construction work for unit.  There are no FHLB Des Moines provided forms or templates. Sponsors should upload their own scope of work document.
Construction Costs/Bid Estimates	Contractor bid estimates and change orders for rehabilitation or construction work.
Construction Costs/Completion	Signed lien waiver and/or cancelled check demonstrating payment in full for rehabilitation.
Cost Breakout Certification	Itemized breakout of construction costs (signed).
Pictures	Photos of before and after home repairs or of new construction (may be from appraisal, if applicable).
Retention Agreement – Recorded	AHP Deed Restriction fully executed and filed of record.

**NOTE: Sponsors will be advised which documents are applicable to their project type.**

**Project Documents** – may be satisfied during life cycle of project or at final monitoring. This documentation will be satisfied by CID staff.

AHP Subsidy Agreement	Signed AHP Agreement between sponsor/member bank and FHLB DM
Retention Agreement - Sample	Copy of Deed Restriction identifying “Lender” during five year retention period.