

#### 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**

Sponsor applicants will complete disbursement requests for AHP grant funds in **AHP Online**. The sponsor may access **AHP Online** at <a href="https://ahp.fhlbdm.com">https://ahp.fhlbdm.com</a> or via the <a href="https://ahp.fhlbdm.com">competitive AHP Application & Resources</a> link under the Affordable Housing Program tab on the Bank's public website <a href="https://www.fhlbdm.com">www.fhlbdm.com</a>.

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.

THLB DES MOINES	AHP Online	
This is a <u>secu</u>	<u>red</u> site for Federal Home Loan Bar	k of Des Moines Affordable Housing Program participants
	User ID	
	1	
	Password	
		Login
	Grant Applicants	FHLB Des Moines Members
	Create a User ID*	Forgot your password?
	Forgot your User ID?	Need access to AHP Online?
	Forgot your password?	
*lf yo Do <u>no</u>	u have previously created a User ID, please log <u>ot</u> create a new User ID for each Funding Round	in using that User ID. 1.
lf it ha Call ti	as been more than 90 days since you last logge he FHLB Des Moines Service Desk at	d in, your account is currently locked due to inactivity. to unlock your account.
	AHP Online ho	urs: 6:30 AM to Midnight CST.
	For optimum performance, the Bank re	ecommends the use of Internet Explorer 8.0 or higher.
If you have	questions, please contact the FHLB Des M	oines Community Investment Department



#### **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**.

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My Projects	Profile *							
Home	Ţ							
Project Number Project Name		Funding Ro	und Select V Search	Reset	If you have any questions regarding the AHP program, please contact us at 800-544-3452 ext- 2400.			
					AHP Online system hours are from			
Project Number	Project Name		Status	Monitoring Status	6:30 a.m. to midnight CT.			
2021A08	Rental Project Example	Community Investment hours of						
		(1 of 1) 🛛 🗔			operation are from 8:00 a.m. to 4:30 p.m. CT, Monday through Friday.			

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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My Projects	5							
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Project Number	Project Name	Status	Monitoring Status	6:30 a.m. to midnight CT.				
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	(1 of 1)			operation are from 8:00 a.m. to 4:30 p.m. CT, Monday through Friday.				
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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.

	DES MOINES			Logout		Current as	of December 19, 2017 at 10:25 AM C
	and maintain					My Proje	ects   Home   Messages (0)   Guides/Ir
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n logeet ma				Project Type Renta	I.		please contact us at 800-544-
Project Number				Sponsor			3452 ext-1173.
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Monitoring	Not Euroded						AHP Online system hours are from 6:30 a m, to midnight CT
Status	1405 1 011000						non coolem, to mangit of.
						More Details	Community Investment hours of
Conditions	Outstanding						4:30 p.m. CT, Monday through
Vo conditio	ins exist.						Friday.
						More Details	
Documenta	tion Required						
	Document	Turne		Additional Informatio		Status	
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AHP SUUSIC	uy Agreement					Needed	
			4	A legally enforceable deed restriction freen years must be executed. A sar	with a term of tole Federal		
Retention A	Arreement - Recorded		1	Iome Loan Bank approved form can	be found on our	Needed	
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			ì	HLBDM prior to the disbursement of	AHP funds.		
			1	The Cost Breakout Certification form	an be found on		
Out Duration	and Condition from 1977		t	he Federal Home Loan Bank of Des	Moines website	Mandad	
Cost Break	out Certification - AHP			www.thibdm.com on the AHP Online Administration landing page. This for	n should be	Needed	
			1	igned by both the Project Sponsor a	nd Contractor.		
			66 G	1/2 » Last			
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Modificatio	ns						
No modifics	ations exist.						
						More Details	
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#### **INITIATING A DISBURSEMENT REQUEST**

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

$\sim$	Logout		Current as of No	vember 8, 2021 at 3:22 PM CST
			My Projects   Ho	me   Messages (0)   Guides/Info
			Pr	oject Name:
Droject T Disbursement T Monito	ring ▼ Extension ▼			Project Number:
Project Diaburaement monito				
Initiate Disbursement Req	uest			
_ Subsidy Request*	I			
Amount*				
Uses of Funds (select at least one) $^{*}$				
New Construction				
Requested funds will be disbursed to:				
	* ~ ~ ~			
Is this the final disbursement request for this	project? Ves Vo			
Please indicate your anticipated closing date	for the AHP subsidy being requested	<b></b>		
Has there been an escrow account establishe	d for this project? $^*$ $\bigcirc$ Yes $\bigcirc$ No			
Are you expecting the AHP funds to be disbur	rsed at time of closing? $^*$ $\bigcirc$ Yes $\bigcirc$ No			
Will any of the sources of funds (proposed or	committed) be used for the following?			
Win any of the sources of funds (proposed of	committed/ be used for the following:		2	
Prepayment Fees ♦ ○ Yes ○ No				
Cancellation Fees V Ves C No				
Processing Fees • O Yes O No				
Capitalized Reserves ◆ ○ Yes ○ No				
•	Net O Ne			
Periodic Deposits to Reserve Accounts *	Yes O No			
Operating Expenses • O Yes O No				
Supportive Services Expenses ◆ ○ Yes ○	No			
* Required to save the page				Submit Cancel
Required before Sponsor Approval				

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.
- 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.
- Use of Sources of Funds Answer Yes or No if the sources of funds are to be used for any of the following: Prepayment Fees, Cancellation Fees, Processing Fees, Capitalized Reserves, Periodic Deposits to Reserve Accounts, Operating Expenses, or Supportive Service Expenses. Please note that all of these are <u>prohibited</u> uses of the AHP Subsidy (refer to AHP Implementation Plan).

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

ณ์ ณิกาล FHLB	DES MOINES		Logout	Current as of December 19, 2017 at 11:22 AM CST My Projects   Home   Messages (0)   Guides/Info
				Project Name: : Project Number: :
Project	Disbursement	Monitoring	Extension	
Initiate	Disbursem	ent Reau	est	
Ginformati ● The 0	on disbursement reque	est # 10173 has b	een successfully initiated.	
		<b>—</b>		

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.



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.

$\sim$	Logout	Current as	of December 20, 2017 at 12:33 PM CST
	IES	My Proje	cts   Home   Messages (0)   Guides/Info
		Project Name:	
			Project Number: Disbursement Request Number: 10174
Disbursement Req	uest		
Disburseme	ent Request Home		
Request #	10174		
Amount	\$ 500,000.00		
Funding Status	Pending		
Funding Member	IA Collins,		
	Section	Status	
Amount Requested a	nd Uses of Funds	×	
Site Selection		×	
Project Status Inform	ation	×	
Project Timeline		×	
Conditions		×	
Scoring Information		×	
Financial Information	: Financial Review	×	
Financial Information	Import Spreadsheet	×	
Financial Information	: Feasibility Analysis	×	
Financial Information	: Commitment Letters	×	
Project and Disburse	ment Documentation	×	
Approve			
X Not Visited			
In Progress			
Complete			
Modified by Comr	nunity Investment staff		
		© 2017 Federal Home Loar	Bank of Des Moines. All rights reserved.



#### **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**.

	HI R DES MOINES			Logout					Current as	of December 19,	2017 at 11:51 Al	N CST
	ILD DES MOINES						Draias	t Names	My Projec	ts   Home   Mes	sages (0)   Guide	/s/Info
							Projec	L Name:		Proje Disbursement	ect Number: Request Number:	: 10173
Disbur	sement Request											
Disbu	ursement	Site Sel	ection									
Has the	ere been a change dd Disbursement	e to the project	t site or location	?* ● Yes ○ N	D							
				Site(s)								
Select	Site Information	Central Site	Address Line 1	Address Line 2	City	County	State	Zip Code				
	Edit   Remove											
	Edit   Remove								1			
Is the c	owner of the prope	erty in default	for any non-pay	ment of mortgage	e, real estate t	axes or ins	surance	?* O Yes	O No			
Required	d to save the page						f	To submit yo	our changes pleas	se click Save bef	ore exiting this p	page.
Require	ed before Sponsor /	Approval								Save	Undo	D
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Selecting *Edit* will navigate the sponsor to **Site Information**. Enter site information and click *Update Site*.

FHLB DES MOINES	Logout	Current as of December 19, 2017 at 11:53 AM CS My Projects   Home   Messages (0)   Guides/Inf	fo.	
	Project Name:			
		Project Number:		
pplication Details 👔				
te Information				
inter your project's city or county EXACTLY as you toines. Hennepin County, Lincoln and Warren cou	u would like it to appear on official documentation (e.g. Des nties). For projects serving more than one state, leave blan	k. Saint Paul		
elect the project's state. For projects serving more	e than one state, choose "Multi State".*	MN		
s the project single site?" O Yes 🖲 No				
low many sites are part of the project?*				
the addresses for all the sites known?*  Yes	s 🔘 No			
Add Site	Cita/a)			
Action Central Site Address Line	1 Address Line 2 City County State Zip Code	3		
Edit I Damaua				
:dit   Remove				
Site				
		Update Site Cancel		
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Address Line1* Address Line2 Number of Units* 8 Appraisal Date Acquisition Price* Appraised Value Is the site donated or discounted?* Not Applica Is the Site Rural?* Ves  No Does the member applicant have any current or Is there any relationship or conflict of interest b Attach an "as is" appraisal or documentation su Back to Disbursement Site Selection	ZIP* Zip+4 + [2105 City Congr County Distric State MN Census State MN Census County Distric State MN Census County Cens	Eookup 2 ssional s Tract act (QCT) ♥ Land? ○ Yes ● No trust? ○ Yes ● No t Sale' Not Applicable♥ floors) ♥ res ● No nember of the development team?* ○ Yes ● No - Remove	Input all requir information for funded. Hit "U button to save then click "Savv of page and the "Back to Disbur Selection" to re	ed site to be pdate Site" data and e" at bottom en select rsement Site eturn.
Address Line1* Address Line2 Number of Units* 8 Appraisal Date Acquisition Price* Appraised Value Is the site donated or discounted?* Not Applica Is the Site Rural?* Yes  No Does the member applicant have any current or Is there any relationship or conflict of interest b Attach an "as is" appraisal or documentation su Back to Disbursement Site Selection squired to save the page lequides before Source Approval	ZIP* Zip+4 + [2105 City Congr Distric State MN Census CESA Targeted Area <sup>®</sup> HUD Qualified Census Tr Census CESA Targeted Area <sup>®</sup> HUD Qualified Census Tr is the property located on Native Trust II Is will the property be located in a land d Property is a Foreclosure, REO, or shor Dwelling type <sup>®</sup> Multifamily Low Rise (1-4) past financial or ownership interest in the property <sup>2</sup> ○ 1 Property and the sponsor or any re- porting the value of the property Uploaded File Info p.pdf	Lookup     Satistical     State     Satistical     Stract     Satistical     Satistatistical     Satistical     Satistical     Satistat	Input all requir information for funded. Hit "U button to save then click "Save of page and the "Back to Disbur Selection" to re	ed site to be pdate Site" data and e" at bottom en select rsement Site eturn.
Address Line? Address Line? Number of Units® Appraisal Date Acquisition Price® Appraisal Date Acquisition Price® Appraised Value Is the site donated or discounted?® Not Applica Is the Site Rural?® Yes ® No Does the member applicant have any current or Is there any relationship or conflict of interest b Attach an "as is® appraisal or documentation su Back to Disbursement Site Selection quired to save the page isquired before Sponsor Approval	ZIP* Zip+4 + [2105 City Congr Distric State MN Census Cersus Cersus Census Cers	Lookup     Satisfield     Stract     Satisfield     Satisfie	Input all requir information for funded. Hit "Up button to save then click "Save of page and the "Back to Disbur Selection" to re	ed site to be pdate Site" data and e" at bottom en select rsement Site eturn.



#### Click *Save* to submit changes.

$\sim$			Logout					Current as of December 19, 2017 at 12:39 PM C
THLB DES MOIN	ES							My Projects   Home   Messages (0)   Guides/I
						Pro	oject Name:	
								Project Number:
nnligation	Dotaile 1							
pplication	Details							
Site Information								
Enter your project	s city or county F	XACTLY as you	would like it to an	pear on off	icial docum	entatio	n (e.a. Des	
Moines, Hennepin	County, Lincoln	and Warren coun	ties). For projects	serving m	ore than one	e state,	leave blank.	Saint Paul
Select the project's	state. For project	cts serving more	than one state, cl	noose "Mult	i State".*			MN 🔽
s the project single	e site?* O Yes	No No						
How many sites ar	part of the proje	not2t						
now many sites are	e part of the proje	ectr j 2						
Are the addresses	for all the sites k	nown?* 🔘 Yes	O No					
Add Site								
			Site(s)					
Action	Central Site	Address Line 1	Address Line 2	City	County	State	Zip Code	
Edit						MN		
								-
						MN		
Back to Disburseme	ent Site Selection							
lequired to save the	page						To submi	it your changes please click Save before exiting this page
Required before Spo	onsor Approval							Save Undo
							@ 201	7 Federal Lens Lens Dark of Das Maises All rights recent
							@ 201	7 Federal Home Loan Bank of Des Molnes. All rights reserv



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 FULL PLACE MOINE			Logout				C	Current as of Dec	ember 19, 2017 at	12:43 PM CST	
								My Projects   Ho	ome   Messages (0)	)   Guides/Info	
						Projec	ct Name:		Project Numb	ar.	
								Dis	bursement Request	Number: 10173	
Disbursement Requ	est										
Disburseme	nt Site Se	ection									
Has there been a ch	ange to the proje	ct site or location?	* • Yes O No	0							
Aud Disbuiser	ent sites	Si	ite(s)								Sponsor will check off "address" that was edited,
Select Site Informa	tion Central Site	Address Line 1	Address Line 2	City	County	State	Zip Code				answer the "default"
ourour one morning											I ULIESUULI AUU LUEU III
Edit   Remov						MN	55104-2105				"Save" at the bottom of
Edit   Remov				-		MN MN	55104-2105 55104-4547				"Save" at the bottom of page to continue.
Edit   Remov     Edit   Remov     Edit   Remov	roperty in defau	for any non-paym	nent of mortgage	- e, real estate t	axes or in	MN MN surance	55104-2105 55104-4547 9?* () Yes ()*No	2			"Save" at the bottom of page to continue.
Edit   Remov     Edit   Remov     Edit   Remov     Is the owner of the	roperty in defau	for any non-paym	nent of mortgage	e, real estate t	axes or in	MN MN surance	55104-2105 55104-4547 9?* O Yes O No			The this page	"Save" at the bottom of page to continue.
Edit   Remov     Edit   Remov     Edit   Remov     Edit   Remov     Required to save the p     Required before Spo	roperty in defau age sor Approval	t for any non-paym	nent of mortgage	e, real estate t	axes or in	MN MN surance	55104-2105 55104-4547 ??* • Yes • No	anges please clici	x Save before exiti	ing this page. Undo	"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 19, 2017 at 12:53 PM CST
们 IL FHLB DES MOINES			My Projects   Home   Messages (0)   Guides/Info
		Project Name:	
			Project Number:
			Disbursement Request Number: 10173
Disbursement Request			
Disbursement Site S	election		
<ul> <li>Information</li> <li>Your changes have been save</li> </ul>	ved to the system. 🖋		

#### **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.

$\sim$	Logout	Current as of November 8, 2021 at 3:29 PM CST
		My Projects   Home   Messages (0)   Guides/Info
		Project Name: Project Number: Disbursement Request Number:
Disbursement Request 🔻		
Project Status Information		
Is the project 50% or more complete? <sup>*</sup> O Does the project still comply with applicable Housing Act, the Rehabilitation Act of 1973, t	'es No federal and state laws on fair housing and h federal and state laws on fair housing and h the Americans with Disabilities Act of 1990, a	ousing accessibility, including, but not limited to, the Fair and the Architectural Barriers Act of 1969? <sup>*</sup> Yes No Sponsor will answer questions and then hit "Save" at the bottom of the page to continue.
* Required to save the page		To submit your changes please click Save before exiting this page.
Required before Sponsor Approval		Save Undo
<previous< td=""><td></td><td>Next&gt;</td></previous<>		Next>



An information

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

Back D PHI B DES MOINES	Logout	Cui	rent as of December 19, 2017 at 1:33 PM CST
		My	Projects   Home   Messages (0)   Guides/Into
		Project Name:	
			Project Number:
			Disbursement Request Number: 10173
Disbursement Request			
Project Status Information			
	waters . A		
<ul> <li>Your changes have been saved to the s</li> </ul>	system. w		

#### **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**.



		WV Projects i norre i wess	sades (0) i Guides/Into	
	Project Name:			
		Proje	ect Number: 10173	
Disbursement Request		Diaburacinent	Request Humber, 10175	
roject Timeline				
otify FHLBDM immediately upon Project Completion				
ease supply the current project timeline dates listed below:				
ward Date	12/14/2016			
ward Expiration Date	12/14/2019	-		
HP Initial Draw Date	03/01/2018	Expected	?	
00% of Financing Committed Date*	10/26/2018	* O Actual      Expected	2	
roject Closing Date*	02/06/2018 🚍	* O Actual      Expected	?	Sponsor will answer
onstruction/Rehabilitation Start Date*	02/06/2018 🚍	* O Actual      Expected		questions and then hit "Save" at the bottom of
omplete Construction/Rehabilitation of all Units Date*	07/17/2018	* O Actual      Expected	2	page to continue.
ate of Certificate of Occupancy/Certificate of Substantial Rehabilitation*	07/31/2018	* O Actual      Expected		
tabilized Occupancy Date	07/31/2018	* O Actual      Expected		
ave there been any material delays to the project?* $ \bullet  {\rm Yes}  \bigcirc  {\rm No}$				
Please provide a detailed explanation of reason for delays				
<text></text>		0		
You have 3994 characters remaining for your description.				
			/	
equired to save the page Required before Sponeor Approval	To submit yo	our changes please click Save bef	ore exiting this page.	
rednied beidle Obdit201 Abht0481		Save	Undo	
revious		development and Development	Next>	

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

$\sim$	Logout		Current as of December 19, 2017 at 2:02 PM CST
FILB DES MOINES			My Projects   Home   Messages (0)   Guides/Info
		Project Name:	
			Project Number:
			Disbursement Request Number: 10173
Disbursement Request			
Project Timeline			
	ed to the sustain . A		

Note: Additional information can be found by clicking on the



$\sim$	Logout	Current as of December 19, 2017 at 2:02 PM CST	
		My Projects   Home   Messages (0)   Guides/Info	
	Project Name:		
		Project Number:	
		Disbursement Request Number: 10173	3
Disbursement Request			
Denie of Time line			
Project limeline			_
Information			
<ul> <li>Your changes have been saved to the system.</li> </ul>			
Notes Cill DDM immediately and Device Completion			
Notity FHLBDM immediately upon Project Completion			
Please supply the current project timeline dates listed below	w:		
Award Date	12/14/2016		
Award Expiration Date	12/14/2019		
AHP Initial Draw Date	03/01/2018	Expected	
		The	e date when AHP funds will be requested
100% of Financing Committed Date	10/26/2018	* O Actual   Expected	
n i in i nit	00/00/0040		
Project Closing Date	02/06/2018	* O Actual  Expected	

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



#### 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.

		Logout		Current as of Decei	mber 20, 2017 at 12:42 PM CS1	ſ
	ILB DES MUINES			My Projects   Hon	ne   Messages (0)   Guides/Info	
			Pro	ject Name:	Dealerst Numbers	
				Disb	ursement Request Number: 10174	4
Disburs	ement Request					Sponsor must affirm that
						conditions have been
Condi	itions					reviewed before the "Edit"
The follow	wing conditions exist for this project. If docume	ntation is available now for any of the unsati	sfied conditions clic	"Edit" and attach	the document	box will become available.
The Tono		interior is available now for any of the unset.	silee contantions, enci	Curt and attach	the document.	
l affirm t	hat I have reviewed the conditions listed below	?*				
Action	Condition	Additional Information	Status	Attached	Reviewed by CID?	
	USDA Approval					
Edit	Approval of the proposed scope of work, bids, and proposed contract documents as required by		Needed		Yes	
Luit	USDA Rural Development prior to disbursement		100000			
	of funds to Banner Bank.					
Edit	USDA Rural Development Staff will perform		Needed		Yes	
	authorizing the release of any funds for payment.					
	USDA Pre-Construction Conference					
	Recipient attending a Pre-Construction Conference conducted by Rural Development					
Edit	along with the contractor at which time all contract document will be executed		Needed		Yes	
	Construction will not commence nor will funds be					
	Conference.					
Required	to save the page					-
Required	hefore Sponsor Approval		To submit your cha	inges please click	Save before exiting this page.	
required	a before oponaor rapprovidi				Save Undo	
<previou< td=""><td>s</td><td></td><td></td><td></td><td>Next</td><td>•</td></previou<>	s				Next	•
			© 2017 Federal	Home Loan Bank of	Des Moines. All rights reserved.	

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



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.

ណ៍ ដាំង 🕫	ILB DES MOINES		1	00	ly Projects   Hor	ne   Messages (0)   Guides/Info	
				Projec	t Name:		
					Pi-t	Project Number:	
Diebure	amont Doguost				Disb	ursement Request Number: 10174	
Disburs	ement Request						
Cond	tions						Selecting Edit allows you to
l affirm t	ving conditions e hat I have review	ed the conditions listed below?*	on is available now for any of the unsi ● Yes ○ No	austied conditions, click "	edit" and attach	the document.	individually.
Action		Condition	Additional Information	Status	Attached Document	Reviewed by CID?	
•	USDA Approval Approval of the p and proposed cor USDA Rural Devi of funds to Banne	roposed scope of work, bids, ntract documents as required by - elopment prior to disbursement er Bank.		Needed		Yes	
Edit	USDA Inspection USDA Rural Devices construction inspective authorizing the res	ns elopment Staff will perform ections prior to Bank elease of any funds for payment.		Needed		Yes	
Edit	USDA Pre-Cons Recipient attendit Conference cond along with the coi contract documer Construction will disbursed prior to Conference.	truction Conference ng a Pre-Construction ucted by Rural Development ntractor at which time all nt will be executed. not commence nor will funds be the Pre-Construction		Needed		Yes	Once <b>"Update Condition"</b> button is selected, the
Conditio	n Details						"Save" button at the botton
			Undat	Close			will be become available.
Status		Needed	oput		-		
Reviewe	d by CID?	Yes					
Initiated		Application Approval					
Conditio	'n	USDA Approval					Sponsor will click the
FHLB E	cplanation	Approval of the proposed scope of we Rural Development prior to disburser	ork, bids, and proposed contract docume nent of funds to Banner Bank	ents as required by USDA			"Browse" button to upload
Addition	al Information	-	and a reliable barner barn.				attachments relevant each
Attach [	ocument	C:\Users\tgruner\Desktop Browse	1				individual condition.
		<type attachment="" description<="" in="" td="" your=""><td>n&gt; &lt;</td><td>~</td><td></td><td></td><td></td></type>	n> <	~			
Attachm	ent Description			<u>~</u>			Sponsor has 1000 characters to describe the
		You have 963 characters remainin	g for your description.				attachment and respond to the individual condition.
Required	to save the page			To submit your chang	es please click	Save before exiting this page	
Require	i before Sponsor A	Approval				Save Undo	
Previou	s					Next>	
				© 2017 Federal Ho	me Loan Bank o	Des Moines. All rights reserved	

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*.



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>**.

$\sim$	Logout		Current as of December 19, 2017 at 2:06 PM CST
			My Projects   Home   Messages (0)   Guides/Info
		Project Name:	
			Project Number:
			Disbursement Request Number: 10173
Disbursement Request			
Conditions			
<ul> <li>Information</li> <li>Your changes have been saved to the spectrum</li> </ul>	∕stem. ✔		



#### **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.



For AHP projects dated 2020 and earlier, the following Scoring Information Screen will apply. For AHP projects dated 2021 and later, please refer to the Scoring Information screen on page 22.

The FHI R DES MOINES	Logout				Current as of December 19, 2017 at 2:15 PM CST	
TETE THE DESTRUCT			Project	Name	My Projects   Home   Messages (0)   Guides/Info	
			Projec	t Name:	Project Number:	
					Disbursement Request Number: 10173	
Disbursement Request						
coring Information						
lease select any commitments you have fulfilled and attac	h supporting d	ocumentation	if available. (Sel	ection is NOT req	uired to save this page).	
Please respond to the following statement:						
affirm that I have reviewed the Scoring Commitments list	ed below and th	at they are co	rrect."  Vee	O No		
Easing Category	Commitment	Project	Filled by	Previous	Attach Supporting	
scoring Category	Status	Commitment	This Request?	Documentation	Documentation	
Priority 2 - Project Sponsorship	Needed	Yes				
Priority 3 - Targeting						
<= 50% AMI	Needed	16				In order to add an
Priority 4 - Housing for Homeless	Needed	15				dichurcoment request
Priority 5 - Promotion of Empowerment						appropriate will shock the
Case management including economic empowerment or self-sufficiency component, Welfare-to-work initiatives; Family self-sufficiency programs or Life Skill classes.	Needed	16			Browse ?	"Filled by this Request?" box to unlock the "Browse" button.
Financial planning, credit counseling or budgeling, independent of homebuyer education or pre-purchase counseling.	Needed	16			Epree 2	Sponsor will click the "Browse" button to upload attachments relevant each
Priority 6 - First District Priority						individual condition.
Special Needs	Needed	4				
Priority 7 - Second District Priority						Sponsor will hit "Save" at
In-District	Needed	16				the bottom of page to continue.
Preservation of Federally Assisted Housing	Needed	16	~		I'\FHLBUDA\Community Browse 2	
Priority 8 - AHP Subsidy per Unit	Needed	\$13,125.00				
Required to save the page			5		and a local field from both a within the	
Required before Sponsor Approval			e	o submit your ch	anges please Click Save before exiting this page.	
Previous					Nexts	
				@ 2017 Federal	Home Loan Bank of Des Moines. All rights reserved	



Scoring Category	Commitment Status	Project Commitment	Filled by This Request?	Previous Documentation	Attach Supporting Documentation				
Preservation of Federally Assisted Housing	Needed	16		(	I:\FHLBUDA\Community Browse ?				
Priority 8 - AHP Subsidy per Unit	Needed	\$13,125.00							
Required to save the page     To submit your changes please click Save before exiting this page.       Required before Sponsor Approval     Save     Cancel									
Previous					Next>				
	© 2017 Federal Home Loan Bank of Des Moines. All rights reserved.								



# For AHP projects dated 2021 and later, please refer to the Scoring Information screen on the following page.

ณ์ ญาณ อาร พอพระร	Logost				Current as of November 8, 2021 at 3:47 PM CST Ny Projects I Home I Messages (0) I Guides Info	
					Project Name: Incasages (or ) dubles into Project Name: Project Number: Disbursement Request Number:	
Disbursement Request *						
Scoring Information						
Please select any commitments you have fulfilled and am	ach supporting	documentatio	n If available. (Se	election is NOT re	quired to save this page).	
Please respond to the following statement:						
I affirm that I have reviewed the Scoring Commitments like	sted below and	that they are o	correct." 🖲 Yes	s 🔿 No		
Scoring Category	Commitment Status	Project Commitment	Filled by This Request?	Previous Documentation	Attach Supporting Documentation	
Criteria 1 - Donated/Conveyed Properties	Needed	Yes			Browse	
Criteria 2 - Project Sponsorship	Needed	Yes				
Criteria 3 - Income Targeting						In order to add an
<= 50% AMI	Needed	32				attachment during
> 50% and <=80% AMI	Needed	19				this disbursement request, sponsor
> 50% AMI	Needed	1				will check the
Criteria 4 - Economic Opportunity/Empowerment						"Filled by this
Employment	Needed	52		A Sample Upload File - PDF.pdf	Browse	Request?" box to unlock the
Education, such as financial literacy, GED	Needed	52	-	A Sample Uplead File - PDF,pdf	Browse	'Browse" button.
Training, such as job training	Needed	62		A Sample Upload File - PDF.pdf	Browst	Sponsor will click the
Homebuyer, homeownership or tenent counseling	Needed	52		A Sample Uplead File - PDF.pdf	Browsa 🚽 🔒	"Browse" button to upload attachments
Child care	Needed	52		A Sample Upload File - PDF.pdf	Browse	individual criterion.
Adult daycare services	Needed	52		A Sample Uplead File - PDF,pdf	Browse	
Afterschool care	Needed	52		A Sample Upload File - PDF.pdf	Browse	
Turioring	Needed	52		A Sample Uplead File - PDF,pdf	Browsin	
Health services, including mental health and behavioral health services	Needed	52		A Sample Uplead File - PDF,pdf	Browse	
Resident involvement in decision making affecting the creation or operation of the project	Needed	52		A Sample Uplead File - PDF.pdf	Browse.	
Workforce preparation and integration	Needed	52		A Sample Uplead File - PDF.pdf	Browse.	



Heading for Homesteen Households       Needed       51       Comparison         Special Needs       Needed       28       Image: Comparison of Special Needed       30       Image: Comparison of Special Needed       32       Image: Comparison of Special Needed       33       Image: Comparison of Special Needed       33       Image: Comparison o	Criteria 5 - Underserved Communities					
Special Needs Needed 26     Other Targeted Populations Needed 30     Other Targeted Populations Needed 70%     Other Targeted Populations Needed 70%     Other Targeted Populations Needed     Other Targeted Populations Needed   Other Targeted Populations Needed   Sponsor will Citik State Population of Networks of Needed   Other Targeted District Priority Needed   In Outling Needed   Native Housing Needed   Needed 52   In Outling Needed   Sponsor will Citik the "Save" button of Networks of Needed   Needed 52   In Outling Needed   State Housing Needed   Needed 52   In Outling Needed   State Housing Needed   Needed 52   In Outling Needed	Housing for Homeless Households	Needed	51			
Other Targeted Pepulations       Needed       30       Image: Control of the Control of Control of the Control of the Control of Control of Control of Control	Special Needs	Needed	26			
Criteria 6 - Community Stability       Image: Community Stability	Other Targeted Populations	Needed	30			
Preservation of Fightly Assisted Housing       Needed       Yes       All Com- entered Assisted       Preservation of Fightly Assisted Housing       Preservation of Fightly Assisted Housing         Adaptive Resume       Needed       52       All Com- entered New Construction of Network Reservation Network Reservation	Criteria 6 - Community Stability					
Adaptive Resce Needed 52     Vacant or Abandoned Property Needed     Adaptive Resce     Needed     Yes     Needed   Stationan	Preservation of Fe Cally Assisted Housing	Needed	Yes	AllP-Com- Presserv attosProIA satetti ag.pdf	Browse	
Vacant or Abandoned Property Needed 52 Image: Control of Network With Schwart Beneficial	Adaptive Reuse	Needed	52	AHP-Com- Adaptiv e-Resse.pdf	Browsa	
Acquisition and Rehabilitation of Network       Needed       52       Attraction       Income	Vacant or Abandoned Property	Needed	52	AHP-Com- Vacant- Building.pdf	Browse	
Creteris 7 - Bank District Priority       In Clistifict       Needed       52       In Clistifict       Sponsor will         In Clistifict       Needed       52       In Clistifict       In Clistifict       In Clistifict       Sponsor will         Native Housing       Needed       Yes       In Clistifict       In Clistifict       In Clistifict       In Clistifict       Sponsor will         Rental New Construction with 24 units or less       Needed       52       In Clistifict       In Clistifict       In Clistifict       In Clistifict       In Clistifict       Sponsor will       Click the "Save" button at bottom of page to continue.       Souther exiting this page.       Save Theorem       Save Theorem <th>Acquisition and Rehabilitation of Naturally Occurring Affordable Housing</th> <th>Needed</th> <th>52</th> <th>AHP-Com- Income- Restricted.pdf</th> <th>Browsa</th> <th></th>	Acquisition and Rehabilitation of Naturally Occurring Affordable Housing	Needed	52	AHP-Com- Income- Restricted.pdf	Browsa	
In District Needed 52   Native Housing Needed 52   Rental New Construction with 24 units or less Needed   AHP Dubsity Par Unit Needed   Required to save the page   Required to save the page Required bolone Sponsor Approval	Criteria 7 - Bank District Priority					
Native Housing       Needed       Yes       NAHASOA       Immediate	In-District	Needed	52			Sponsor will
Rental New Construction with 24 units or less       Needed       52       Image: Construction with 24 units or less       bottom of page to continue.         AHP bubsidy Per Unit       Needed       \$14,705.86       Image: Continue       bottom of page to continue.         Required to save the page       Required before Sponsor Approval       Save Cancel       Save Cancel	Native Housing	Needed	Yes	NAHASDA funding convertinent.pdf	Brperist	click the "Save" button at
AHP Bubsidy Per Unit. Needed \$14,705.88 to Continue.	Rental New Construction with 24 units or less	Needed	52			bottom of page
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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>**.

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#### **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*.

THE FHI & DES MOIN	IFS		Logout			Curren	nt as of Dec	ember 19, 2017 a	t 5:05 PM CST		
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normalion and pr	second to the import	Uploaded File Info									Info" tab to review the las
approved Rental F	easibility Workbook			Rental	Feasibility W	orkbook.xls	x				Workbook
Development So	urces of Funds										WORRDOOK.
Source of	Funds Hous	ng Non-Housing	Description	Committed	Rate (%)	Term (years)	Amort Period	Annual Debt Svc (\$)	Must Pay?		
MHEA Deferred	Loop 66.3	27.00 101.716.00	State Housing Leans	No	0.000%	20.0	(years)	(Housing)	No		
Ycel Energy Rel	Luan 50,3	00.00	Grante	No	0.000%	0.0	0.0	0.00	No		
Foundation/Don	ations	20 000 00	Grants	Yes	0.000%	0.0	0.0	0.00	No		
AHP Direct Subs	sidy 210.0	00.00	AHP Subsidy	No	0.000%	0.0	0.0	0.00	No		
Subtotal Housi	e 266 93	00			Tereserv	Nese .					
Subtotal - Non-H	ousing \$ 121,710	.00									
Total Funding Se	ources \$ 388,553	.00								1	Coloct "Open" or "Cove" to
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You are not required to enter information in this section.





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>**.

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Financial Information Financial Review Import Spreadsheet CInformation • Your changes have been saved to	Feasibility Analysis   Commitment Letters		
Below is the most recent financial inform information and proceed to the "Import S	ation approved for your project. Please prepare an u preadsheet" tab.	updated Rental Feasibility Workbook w	ith current project financial
Approved Rental Feasibility Workbook	Uploaded File Info	- Rental Feasibility Workbook xisx	



#### **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 <u>AHP Online Administration</u> page.

In addition, Sponsor will complete a copy of the *Construction Cost Calculator*, based upon the information in the *Rental Feasibility Workbook*. A copy of the Construction Cost Calculator can be found on our website on the <u>AHP Online Administration</u> page.

After uploading the Workbook and the Construction Cost Calculator **Save** the Section.

FHLB DES MOINES	AHP Onlin	e Disbursement Guide Sponsor Instructions Rental Projects
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Complete an updated Rental Feasibility	Workbook with current project financial informa	tion and import the workbook on this tab.
Have you completed an updated Renta	I Feasibility Workbook with current information?	● Yes ∪ No
Import the updated Rental Feasibility W	orkbook* Browse	2
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**Helpful Hint**: In order to ensure that 1) the Rental Feasibility Workbook uploads, the Sources of Funds must equal the Uses of Funds; and 2) the Absorption Period field on the Rental Project Worksheet tab must be completed.

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**.



Source of Funds	Housing	Non-Housing	Description	Committed	Rate (%)	Term (years)	Amort Period (years)	Annual Debt Svc (\$) (Housing)	Mu: Pay
			Federal Low-Income Housing Tax Credit Equity	Yes	0.000%	0.0	0.0	0.00	No
			Other Loans	Yes	1.000%	30.0	30.0	0.00	No
			Grants	Yes	0.000%	0.0	0.0	0.00	No
	-		Other Federal Housing Program	Yes	0.000%	0.0	0.0	0.00	No
-			Grants	Yes	0.000%	0.0	0.0	0.00	No
HP Direct Subsidy	750,000.00		AHP Subsidy	No	0.000%	0.0	0.0	0.00	No
iits Breakout				No. of Us				No of Un	its
	No of Units	Loss than or a	qual to E0% AMI	No of Un	and the second s	Efficier	ncy Units		51
Rehabilitation Units	0	Croater than 5	qual to 50% AMI		10	1-bedr	oom Units	5	1
New Construction Units	51	Greater than 6	0% and less than or equal to 90% AMI		0	2-bedr	oom Units	B	0
cquisition units	0	Greater than 8	0% AMI		1	3-bedr	oom Units	5	0
Fotal Units	51	Total Units			52	4-bedro Total I	oom Units Jnits	5	0 52
uilding has Elevator (Y/N	I) Yes								
ousing Development Us	es of Funds Summ	агу							
otal Acquisition Costs			\$ 0.00						
otal Construction / Reha	bilitation Costs	\$ 10,42	24,793.97						
Hard Construction	on Costs		\$ 8,716,572.38						
Hard Rehabilitat	on Costs		\$ 0.00						
			\$ 1,708,221.59						
Other Costs			\$ 0.00						
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Other Costs otal Fees otal Taxes and Insurance otal Construction Finance	e Costs ing	\$ 3 \$ 13	32,231.19 38,376.67						
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#### Last update 11/17/2021



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#### 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.

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Action Feasib	ility Value	Details	Standard	Current Approved	New	Explained		
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								"Explain".
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#### **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.

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

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#### 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 <u>AHP Online</u> <u>Administration</u> 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.

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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**.

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**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.

#### Helpful Hints:

- A recorded Retention Agreement will be required prior to releasing funds.
- Cost Breakout Certification form must match total square footage and cost reported on the Cost Breakout tab of the Rental Feasibility Workbook.



**Project Documents** are typically required at 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.



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#### **Disbursement Request Home**

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

Forward		Logout		Current a	s of December 20, 2017 at 3:44 PM CST
IN I UN PALS DES MOINES				My Proje	cts   Home   Messages (0)   Guides/Info
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Modified by Comm	nunity investment s	tan			
				© 2017 Federal Home Loan	n Bank of Des Moines. All rights reserved.

The Sponsor will select Approve.



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

<ul> <li>Approve Disburseme</li> <li>The signatory repauthorized to mak</li> <li>Sponsor certifies policies;</li> <li>Sponsor certifies true, complete, an</li> <li>Sponsor acknowle incomplete, this D previously funded</li> </ul>	resenting Sponsor, by indicating its acceptance below, is duly e the representations presented in this Disbursement Request; that it has reviewed the FHLBDM's AHP subsidy disbursement that the information provided in this Disbursement Request is d accurate; and edges that, if the information provided is false, misleading, or isbursement Request may be delayed or denied, and any I AHP subsidy for the project may be recaptured.
Important! After cl Approved". You	icking the "Yes" button, the funding status will change to "Sponsor I will not be able to modify the request after the status change.
	Yes No

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 the leave the request pending. They can log back into *AHP Online* at a later time, navigate to the pending disbursement, and complete it.



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.

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**Document Type** 

**Documentation Requested** 

#### Appendix Disbursement Request Documents

#### 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.