



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

## INTRODUCTION

The purpose of the Semi-Annual Progress Reports (SAPR) is to monitor project progress toward completion and ongoing compliance with the terms of the AHP Subsidy Agreement. From the time of application approval until the time of project completion, the Sponsor will report semi-annually to the Bank about the project's progress and will identify factors, if applicable, that may delay or jeopardize the project's development and/or continued ability to comply with the terms and conditions of the AHP award.

The Bank will send a request for the Sponsor to complete a Semi-Annual Progress Report in March and September, and will require that the report is completed and returned to the Bank in a timely fashion.

## AHP Online

Sponsor applicants will complete the SAPR in **AHP Online**. All projects unless **Status** identified as **Complete** require SAPR. The Sponsor may access **AHP Online** at <https://ahp.fhlbdm.com> or via the [Housing Providers \(Sponsor\)](#) link under the Affordable Housing tab on the Bank's public website <https://www.fhlbdm.com/> look for Affordable Housing and [Housing Providers \(Sponsor\)](#). 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.



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

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

User ID

Password

Login

Grant Applicants

[Create a User ID\\*](#)

[Forgot your User ID?](#)

[Forgot your password?](#)

FHLB Des Moines Members

[Forgot your password?](#)

[Need access to AHP Online?](#)

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

If it has been more than 90 days since you last logged in, your account is currently locked due to inactivity.  
Call the FHLB Des Moines Service Desk at 800.544.3452, ext. 2555 to unlock your account.

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

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

If you have questions, please contact the FHLB Des Moines [Community Investment Department](#) at 800.544.3452, ext. 2400.

## Finding Project and Initiating SAPR

After logging into **AHP Online**, the **My Projects** page will display all projects associated with the Sponsor. The Sponsor will then select the project number for each project requiring a SAPR.



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

Current as of February 12, 2020 at 8:43 AM CST

Home | Messages (0) | Guides/Info

My Projects Profile

### My Projects

Project Number  Funding Round  Search Reset

Project Name

Project Number	Project Name	Status	Monitoring Status
2019A08056		Unfunded/not started	Not Funded
2019A08022		Unfunded/not started	Not Funded
2018A08108		Unfunded/started	Not Funded
2018A08042		Funded/started	Partial Funded
2017A08070		Complete	Project Complete subject to Retention
2017A08068		Unfunded/started	Not Funded

(1 of 1)

If you have any questions regarding the AHP program, please contact us at 800-544-3452 ext-2400.

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

This will navigate you to the Current Project Summary page.

Click on Monitoring in the toolbar at the top of the page and choose Semi-Annual Progress Reports.

Current as of February 14, 2020 at 10:41 AM CST

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

Project Name:  Project Number:

Project Disbursement Monitoring Extension

Semi-Annual Progress Reports  
Long Term Monitoring - Sponsor/Owner Certification

### Current Project Summary

**Project Profile**

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

[More Details](#)

**Conditions Outstanding**

Condition	Additional Information	Status
Appraisal	-	Needed
Evidence of No Net Proceeds	-	Needed
Sponsorship by Non-Profit	-	Needed

If you have any questions regarding the AHP program, please contact us at 800-544-3452 ext-2400.

**Hours of Operation**  
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# Affordable Housing Program - AHP Online Semi-Annual Progress Report (SAPR) Instructions

This will navigate you to the Semi-Annual Progress Reports page.

The system will display the reporting period status of the project as **Not Certified**. The Sponsor will need to select the **Edit** icon for the applicable reporting period.

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

**Not Certified**

If you have any questions regarding monitoring, please feel free to contact Community Investment

## Completing the SAPR

The SAPR Home page will be displayed.

Sponsor will complete all sections under SAPR Home. Once a "green checkmark" appears in the Status column, the section is complete.

Reporting Period: March 01, 2019 - August 31, 2019  
 SAPR Status: Not Certified  
 Approved AHP Funding Amount: \$ 331,605.00  
 Member: [redacted] IA

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

X Not Visited  
 ✓ In Progress  
 ✓ Complete

A Semi-Annual Progress Report (SAPR) for an incomplete project is due twice per year. The reporting period is the six month period ending February 28th and August 31st. The SAPR is due 15 days after the end of the period. A SAPR is required to determine a project's progression towards completion.

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

If a SAPR is delinquent, a project may be deemed non-compliant. If you have any questions regarding monitoring, please feel free to contact Community Investment at 800-544-3452 ext-2400.

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

## Units/Targeting:

Sponsor will indicate the number of units complete and number of units currently under construction or rehab. The Sponsor will also need to indicate the income targeting level for any unit that is complete, if applicable. The Units Complete should equal the Total Targeting Units.

The Sponsor must provide a detailed explanation if there are any material changes to the approved AHP targeting commitments.

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

**Semi Annual Progress Report**

### Units/Targeting

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

Units  
*Please indicate all progress to date.*

Total Units 39  
Units Complete\* 30  
Units under construction or rehab\* 5

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

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

Make any changes above?

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

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

\* Required to save the page  
• Required before Certification

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

[Next>](#)

## Financial Feasibility: Financial Review

The Sponsor must answer the questions at the top of the page.

The Financial Review screen displays the most recent financial information approved for your project. Under this section, you can access your most recent Feasibility Workbook.



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

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

First Name: 24520 Last Name: 24520 | Logout | Current as of: February 11, 2020 at 9:05 AM CST  
 My Projects | Home | Messages (0) | Goto Info  
 Project Name: | Project Number: | SAPR Number: 1310

Semi Annual Progress Report -

### Financial Information

**Notice**  
 Due to a system upgrade, all projects in Funding Rounds 2015 - 2016 are required to use Feasibility Workbook version 3.0. Prior versions will no longer be imported successfully. The version number can be found near the bottom of the Instructions tab. The latest Feasibility Workbook template is available on FHLBDM's Website.

**Financial Review**  
 Below is the most recent financial information approved for your project.

Current Homeowner Feasibility Workbook | Uploaded File Info  
 REVISED R 12 Owner Occupied Homeownership Feasibility.xlsx

Have all funding sources identified in the AHP application been committed?  Yes  No  
 Have there been any significant changes to the sources of funds that were previously approved (at application or disbursement)?  Yes  No  
 Are you aware of any obstacles that could impede obtaining the required funding to complete the project?  Yes  No

**Development Sources of Funds**

Source of Funds	Housing	Description	Committed	Rate (%)	Term (years)	Amort Period (years)	Annual Debt Svc (\$ Housing)	Must Pay?
AHP Direct Subsidy	331,605.00	AHP Subsidy	No	0.00%	5.0	5.0	0.00	No
<b>Subtotal - Housing</b>	<b>\$ 331,605.00</b>							
<b>Total Funding Sources</b>	<b>\$ 331,605.00</b>							

**Units Breakout**

	No of Units	Description	No of Units
Rehabilitation Units	18	Less than or equal to 50% AMI	1
New Construction Units	0	Greater than 50% and less than or equal to 60% AMI	2
Acquisition units	0	Greater than 60% and less than or equal to 90% AMI	14
<b>Total Units</b>	<b>18</b>	<b>Total Units</b>	<b>18</b>

**Housing Development Uses of Funds Summary**

Total Acquisition Costs	\$ 0.00
Total Construction / Rehabilitation Costs	\$ 297,000.00
Hard Construction Costs	\$ 0.00
Hard Rehabilitation Costs	\$ 270,000.00
Other Costs	\$ 27,000.00
Total Fees	\$ 0.00
Total Taxes and Insurance Costs	\$ 0.00
Total Construction Financing	\$ 0.00
Total Permanent Financing	\$ 0.00
Total Project Reserves	\$ 0.00
Total Soft Costs	\$ 0.00
Total Developer & Consultant Fees	\$ 34,155.00
Total Financing Fees and Expenses	\$ 0.00
Total Home Buyer Counseling Costs	\$ 0.00
Total Closing Costs	\$ 450.00
<b>Total Development Costs</b>	<b>\$ 331,155.00</b>

**Key Feasibility Values**

	Standard	Actual
Total Development Cost Per Unit		\$ 18,397.50
Total Development Cost Per Square Foot		\$ 15.33
Construction or Rehabilitation Cost		\$ 297,000.00
Construction or Rehabilitation Cost Per Unit	More info	\$ 16,500.00
Total Acquisition Cost per unit, Consumer driven Down Payment	More info	\$ 0.00
Total Acquisition Cost per unit, Acquisition - Rehab or New Construction (Net Purchase Price)	More info	\$ 0.00
Average Square Feet Per Unit		1,200.00
Average Square Feet Per Unit (Rehabilitation)		1,200.00
Average Square Feet Per Unit (Construction)		0.00
Average Square Feet Per Unit (Acquisition Only)		0.00
Cost Per Square Foot (Rehabilitation)		\$ 12.50
Cost Per Square Foot (Construction)		\$ 0.00
Cost Per Square Foot (Acquisition Only)		\$ 0.00
Cost Per Square Foot (Construction/Rehabilitation)		\$ 12.75
Construction Contingency % (Housing)	More info	10.00 %
Developer's & Consultant's Fee %	More info	11.50 %
Homeowner Counseling Cost Per Unit	More info	\$ 0.00
Construction Labor	More info	0.00 %
General Requirements %	More info	0.00 %
Builder Overhead %	More info	0.00 %
Builder Profit %	More info	0.00 %
Total General Requirements, Builder's Overhead and Profit	More info	0.00 %

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

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

## Project Timeline:

Sponsor will complete the Project Timeline screen to reflect accurate dates for each of the project's milestones. The Sponsor will update any 'Expected' dates to reflect 'Actual' dates, if applicable.

The Sponsor must provide a detailed explanation if there are any delays to the project timeline.

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

### Homeownership Projects: Project Timeline screen


FirstName\_24520 LastName\_24520 | Logout
Current as of February 11, 2020 at 9:13 AM CST  
My Projects | Home | Messages (0) | Guides/Info  
Project Name: \_\_\_\_\_ Project Number: \_\_\_\_\_  
SAPR Number: 1319

Semi Annual Progress Report ▾

### Project Timeline

*Notify FHLBDM immediately upon Project Completion*

Please supply the current project timeline dates listed below:

Award Date	12/12/2018		
Award Expiration Date	12/11/2020		
AHP Initial Draw Date	06/28/2019	Actual	<a href="#">?</a>
Construction/Rehabilitation Start Date*	<input type="text" value="03/01/2019"/>	<input checked="" type="radio"/> Actual <input type="radio"/> Expected	<a href="#">?</a>
Complete Construction/Rehabilitation/Purchase of all Units Date*	<input type="text" value="12/01/2019"/>	<input type="radio"/> Actual <input checked="" type="radio"/> Expected	<a href="#">?</a>

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

Please provide a detailed explanation of reason for delays [?](#)

*You have 4000 characters remaining for your description.*

---

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

[?](#) Required before Certification

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

## Rental Projects: Project Timeline screen

[Home](#) | [Messages \(0\)](#) | [Guides/Info](#) Current as of February 21, 2020 at 12:37 PM CST

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

Semi Annual Progress Report ▾

### Project Timeline

*Notify FHLBDM immediately upon Project Completion*

Please supply the current project timeline dates listed below:

Award Date	12/12/2018		
Award Expiration Date	12/11/2021		
AHP Initial Draw Date*	<input type="text" value="03/01/2020"/>	<input type="checkbox"/> Actual <input checked="" type="checkbox"/> Expected	<a href="#">?</a>
100% of Financing Committed Date*	<input type="text" value="12/05/2019"/>	<input type="checkbox"/> Actual <input checked="" type="checkbox"/> Expected	<a href="#">?</a>
Project Closing Date*	<input type="text" value="02/03/2020"/>	<input type="checkbox"/> Actual <input checked="" type="checkbox"/> Expected	<a href="#">?</a>
Construction/Rehabilitation Start Date*	<input type="text" value="03/01/2020"/>	<input type="checkbox"/> Actual <input checked="" type="checkbox"/> Expected	
Complete Construction/Rehabilitation of all Units Date*	<input type="text" value="05/03/2021"/>	<input type="checkbox"/> Actual <input checked="" type="checkbox"/> Expected	<a href="#">?</a>
Date of Certificate of Occupancy/Certificate of Substantial Rehabilitation*	<input type="text" value="05/31/2021"/>	<input type="checkbox"/> Actual <input checked="" type="checkbox"/> Expected	
Stabilized Occupancy Date*	<input type="text" value="12/31/2020"/>	<input type="checkbox"/> Actual <input checked="" type="checkbox"/> Expected	

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

Please provide a detailed explanation of reason for delays\*

*You have 4000 characters remaining for your description.*

\* Required to save the page  
♦ Required before Certification

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

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

## Project Progress:

Sponsor will complete all items on the Project Progress screen.

If the Sponsor wishes to withdraw their AHP application, they can indicate this on the Project Progress screen.

Click **Save** to submit changes.

Logout

Current as of February 11, 2020 at 9:16 AM CST

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

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

SAPR Number: \_\_\_\_\_

Semi Annual Progress Report

### Project Progress

Do you wish to withdraw the application?  Yes  No

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

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

Please provide an explanation\*

You have 4000 characters remaining for your description.

Has Project Sponsor contact information changed since application?  Yes  No

\* Required to save the page

Required before Certification

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

Save Undo

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

## SAPR Home

Once all sections are completed (green check mark) the Sponsor can approve the SAPR by selecting **Certify**. The Sponsor will then need to select **Yes** to certify the SAPR.

The screenshot shows the 'SAPR Home' page with the following details:

- Reporting Period: March 01, 2019 - August 31, 2019
- SAPR Status: Not Certified
- Approved AHP Funding Amount: \$ 331,605.00
- Member: Iowa State Bank | Sac City, IA

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

A 'SAPR Certification' dialog box is open, asking: "Are you certain you want to submit this information?" with 'Yes' and 'No' buttons. The 'Yes' button is highlighted with a red box.

AHP Online will then change the SAPR status to **Certified** and the SAPR is placed in read-only mode for the Sponsor. The SAPR has been successfully submitted to FHLB-Des Moines for review.

The screenshot shows the 'SAPR Home' page with the following details:

- Reporting Period: March 01, 2019 - August 31, 2019
- SAPR Status: Certified
- Approved AHP Funding Amount: \$ 331,605.00
- Member: Iowa State Bank | Sac City, IA

An information message states: "SAPR Certification successfully completed." A red box highlights this message.

Status Change Details			
From Status	To Status	Changed By	Changed Date
Not Certified	Certified	FirstName_24520 LastName_24520	02/11/2020

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