FHLB DES MOINES

AHP Online:

Guide for Sponsor Applicants 2025

Table of Contents

Introduction 4

Glossary 5

Helpful Hints for Entering an AHP Online Application 6

AHP Participant Registration 8

User Profile 14

Setup 14

Edit Profile 21

Initiate Application 24

My Applications 31

Application Status 33

AHP Online Application Process 35

General Information 35

- Application Details: Application Information 36
- Application Details: Site Information 37
- Application Details: Site Parcel Information 41
- Application Details: Fair Housing 43
- Application Details: Subsidy Amount and Uses of Funds 44
- Edit Sponsor and Member Information 45
- Member Involvement Information 47

Scoring Criterion 48

- Donated Property: Donation Information 49
- Donated Property: Donated/Discounted Evidence 50
- Sponsorship by Not-for-profit: Ownership Structure—Rental Projects 51
- Sponsorship by Not-for profit: Organization Information 54

Rental Projects 54

Homeownership Projects 56

- Income Targeting 57
- Economic Opportunity/Empowerment 58
- Underserved Communities 59
- Community Stability: Affordable Housing Preservation, ... 62
- Bank District Priority: In District, Native Housing, Rental New Construction, Homeownership New Construction. 66

Continued on page 2

Table of Contents

- Feasibility..... 68
- Financial Feasibility: Import Spreadsheet 65
- Financial Feasibility: Feasibility Analysis 67
- Financial Feasibility: Commitment Letters..... 69
- Financial Feasibility: Rehabilitation Information 71
- Displacement 73
- Sponsor Role 74
- Primary Developer. 75
- Development Team. 76
- Disclosure 78
- Market Study 79
  - Rental Projects..... 79
  - Homeownership Projects..... 81
- Project Timeline. 83
  - Rental..... 83
  - Homeownership. 85
- Application Home Screen 87

Sponsor Approval..... 88

Member Approval (Completed by the Member) 90

Exhibits 99

- Developer Experience 99
- Financial Feasibility. 100
  - Homeownership 100
  - Rental..... 107
- Memorandum of Understanding..... 118
- Project Ownership Chart..... 121
- Project Timeline 122
- Construction Cost Calculator 123
- Sponsor Experience..... 128

Continued on page 3

Table of Contents

Appendix 130
Members Accessing AHP Online 130
AHP Participants Accessing AHP Online 130
AHP Online Authorized User Access 131
AHP Participant Authorization Recertification for Sponsors 131
AHP Online Minimum Supported System Requirements 132
Privacy Policy 132

AHP Participant Registration

AHP project sponsors and consultants ("AHP Participants") who would like to submit an application to the Federal Home Loan Bank of Des Moines ('the Bank') for the Affordable Housing Program (AHP) grant round must apply through AHP Online, the Bank's automated application system.

AHP Participants may register before the AHP start date but may not initiate an application until an FHLB Des Moines member financial institution has agreed to support their AHP application and registered an Authorized AHP User in eAdvantage. All Bank members and AHP Participants are strongly encouraged to register via these online systems well in advance of the AHP application deadline to allow sufficient time to properly develop and assemble the application.

The AHP Participant may complete a registration* in AHP Online but may only initiate an application after associating it with a registered Bank member during the application period. AHP Participants may access AHP Online at https://ahp.fhlbdm.com or via a link on the Bank's public website at http://www.fhlbdm.com. See Products & Services – Affordable Housing – Housing Providers – Project Application Forms. (See the Appendix for additional instruction).

Members of the Bank that would like to support an application must first access eAdvantage, the member's exclusive integrated reporting system to the Bank. Members must have an established eAdvantage User Administrator to access that system. The eAdvantage User Administrator must assign at least one staff person of the member as an Authorized AHP User (see the Glossary) in order for an AHP Participant to initiate an application in AHP Online.

For assistance, please contact Community Investment at 800-544-3452, ext. 2400.

Pursuant to the Code of Federal Regulations (12 C.F.R. Part 1291) (the "AHP Regulations"), the Affordable Housing Program Implementation Plan (the "Plan") sets forth certain policies, guidelines, and requirements applicable to the Bank's AHP. The Plan is posted on the Bank's public website at http://www.fhlbdm.com. See Affordable Housing Products - Competitive Application & Resources. AHP Participants are encouraged to review the Plan.

***AHP Participants that registered in AHP Online in prior years should not register again, unless they are now associated with a different AHP Project Sponsor or consultant. However, if it has been more than 120 days since the AHP Participant has logged in to AHP Online, they will be prompted to update their password upon log in. If further assistance is needed, contact the Service Desk at the Federal Home Loan Bank of Des Moines at 800-544-3452, ext. 2555.**

AHP Participant Registration

AHP Participant
A representative of an AHP Project Sponsor or a consultant registered as an AHP Online User.

Project Sponsor (aka Sponsor)
The Project Sponsor is the organization responsible for and conducting the AHP project. Sponsors that are a nonprofit organization, a state or political subdivision of a state, a state housing agency, a local housing authority, a Native American Tribe, an Alaskan Native Village, or the government entity for Native Hawaiian Home Lands are considered in awarding points. Other entities, including for-profits, may sponsor an application and receive AHP funding but cannot receive points for such sponsorship. **The Bank does not recognize co-sponsors.**

Lead Sponsor Contact
The Lead Sponsor Contact is an employee of the Project Sponsor organization, or of an entity that wholly owns and/or controls the Project Sponsor organization, who has the knowledge and authority to respond to inquiries and make decisions related to this application and project.

At least one (1) and at most two (2) Lead Sponsor Contacts from the same organization must be assigned for each application.

Input Contact
An Input Contact may be an employee or representative of the Project Sponsor organization, or a consultant or representative of another organization working with the Project Sponsor to complete an AHP application. The Input Contact may initiate and complete an AHP application but is unable to edit contact screens or Sponsor Approve an AHP application. AHP Online allows at most three (3) Input Contacts for any application.

Consultants and representatives of non-sponsor organizations should always be identified as an Input Contact. An individual may be identified as an Input Contact for multiple applications.

Input contacts will have access to all modules in AHP including personal identifiable information (PII) uploaded in AHP Online if the application is awarded unless a Lead Sponsor Contact unchecks the input contact.

Member
The Member is the FHLB member institution identified as the member sponsor and contact. The Member participates in and supports the application for an AHP project by a Project Sponsor. For an application to be complete it must be approved by the Member's AHP Authorized User.

Authorized AHP User (aka Member Contact)
A Member Contact is an employee of the Member who is assigned by the Member's eAdvantage User Administrator to have AHP Online access, allowing the Authorized AHP User to "Member Approve" an AHP application. AHP Authorized Users should reference the AHP Online: Guide for Member Applicants for further instruction.

eAdvantage
eAdvantage is the Member's exclusive integrated reporting system to the Bank. This system contains real-time reporting, point-in-time Statement reporting, and transaction functions. This system will be used by the Member to establish an AHP Authorized User, and it will provide the Member access to the AHP Online application.

AHP Participant Registration

The following items are hints or common mistakes that will help the AHP Participant successfully enter an application in AHP Online:

- **If you have a User ID and used AHP Online in previous AHP Rounds, do not create a new User ID. For more instruction see page 8.**
- AHP Online is supported by: Google Chrome ® or Microsoft Edge®. AHP Online may not function correctly on other internet browsers (Firefox or Safari).
- The first step for submitting an AHP Online application is to register each AHP Participant in AHP Online. Each AHP Participant that will participate in the completion of the application must register. During registration, the Participant must associate with the organization that employs them. For example, consultants should associate with their consulting company. AHP Participants may register by accessing AHP Online at https://ahp.fhlbdm.com. After registering, you may initiate an application, as long as the member has registered as an Authorized AHP User in eAdvantage.
- When you register, you will obtain a User ID and Password. You will need these to access your application(s) in AHP Online. Passwords expire and you will be locked out of AHP Online after 120 days of inactivity. If it has been 120 days since you logged in to AHP Online, you will be prompted to update your password upon log in. If further assistance is needed, contact the Service Desk at the Federal Home Loan Bank of Des Moines at 800-544-3452, ext. 2555.
- When initiating an application, you will be prompted to identify yourself as a Lead Sponsor Contact or Input Contact. If you are a consultant, you must be identified as an Input Contact and associated with your consulting company. The Lead Sponsor Contact must identify the consultant as an Input Contact.
- The Lead Sponsor Contact can add or change information within the application and then, at the end of the process, "Sponsor Approve" an application. Input Contacts can complete certain parts of the *General Information* section and the *Scoring* and *Feasibility* sections of an application but cannot Sponsor Approve an application.
- **Save each page on which you have entered/changed data before moving on to the next screen. Information not saved will be lost.**
- You will be automatically logged out of AHP Online after 15 minutes of inactivity. **Information not saved will be lost**.
- The application requires various attachments. For an attachment that includes multiple documents, it is recommended that you save all documents in a ZIP file or scan all documents into one PDF file and attach that single ZIP or PDF file to the application.

AHP Participant Registration

Each attachment name should include the application number assigned by the system, the project name, and the type of document (for example: 3001_Park Homes Market Study).

Acceptable formats for attachments include PDF, ZIP, DOC, and XLS. The size limit for any attachment is 12 megabytes.

- ZIP code and ZIP+4 are needed to verify the project location. ZIP code lookup information is not included in AHP Online. Applicants should use the **USPS** "Look Up a ZIP Code" tool to verify the ZIP and ZIP+4 code for the project location.

- Do **not** press the *Back* button or arrow, typically located in the top-left corner of your browser, as this will create a system error. To move through the application, follow the guides on the bottom-left and bottom-right corners of the screen, labeled Next or Previous.

- Clicking on the ? symbol will provide additional information on a category or question.

- Refrain from using smart quotes (" ") or ampersands (&) in the text boxes.

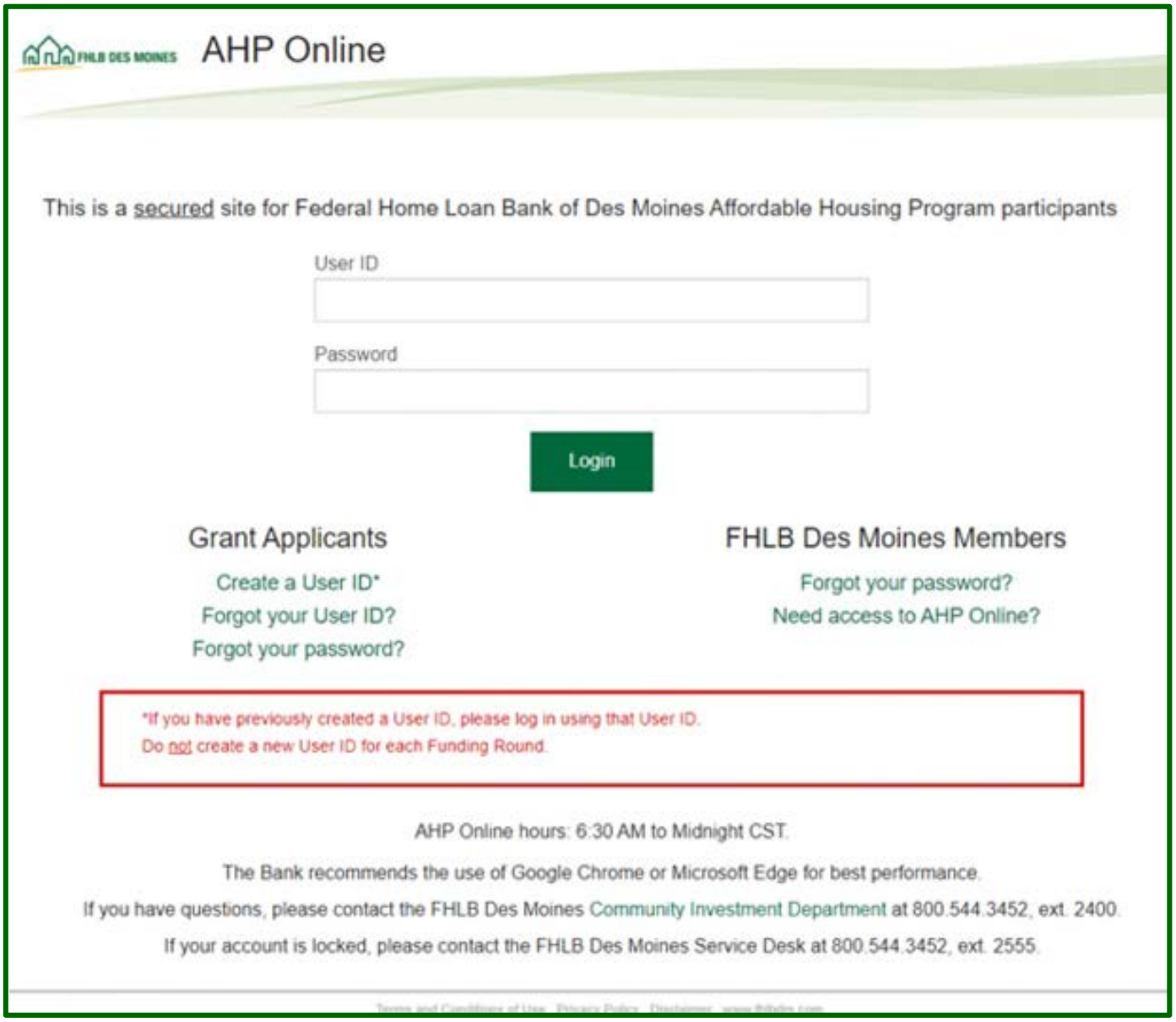
- Be sure to read the instructions on the first tab of the Financial Feasibility Spreadsheet and the Construction Cost Calculator before completing and uploading it to AHP Online. The directions need to be followed exactly or the spreadsheet will not upload.

- All fields marked with an asterisk (*) are required to save a page, and all fields marked with a black diamond (◆) are required before an applicant may Sponsor Approve an application.

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

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

AHP Participant Registration



AHP Online Login

The AHP Online login page may be found at https://ahp.fhlbdm.com. The AHP Online login screen allows an AHP Participant to register as a user and create a User ID and password, reset a password, and log in to the application using their UserID and password.

If users have previously registered, they may enter their User ID and password. For forgotten User ID or passwords, click on "Forgot your User ID?" or "Forgot your

AHP Participant Registration

Password?".

If users are unable to successfully log in after three attempts, users will need to have their password reset. Please call 800-544-3452, ext. 2555 for password reset.

If this is the first time the AHP Participant is logging in to the system, he or she will need to register. Click on "Create a User ID". The link will bring up the AHP Online User Registration screen. Make an entry for each of the required fields.

When registering, it is important for users to remember their User ID and password, as they will need this information to access their application(s) in AHP Online during and after the competitive AHP funding round.

Note that passwords expire and you will be locked out of AHP Online after 120 days of inactivity. If it has been 120 days since you logged in to AHP Online, you will be prompted to update your password upon log in. If further assistance is needed, contact the Service Desk at the Federal Home Loan Bank of Des Moines at 800-544-3452, ext. 2555.

Helpful Hint

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

AHP Participant Registration

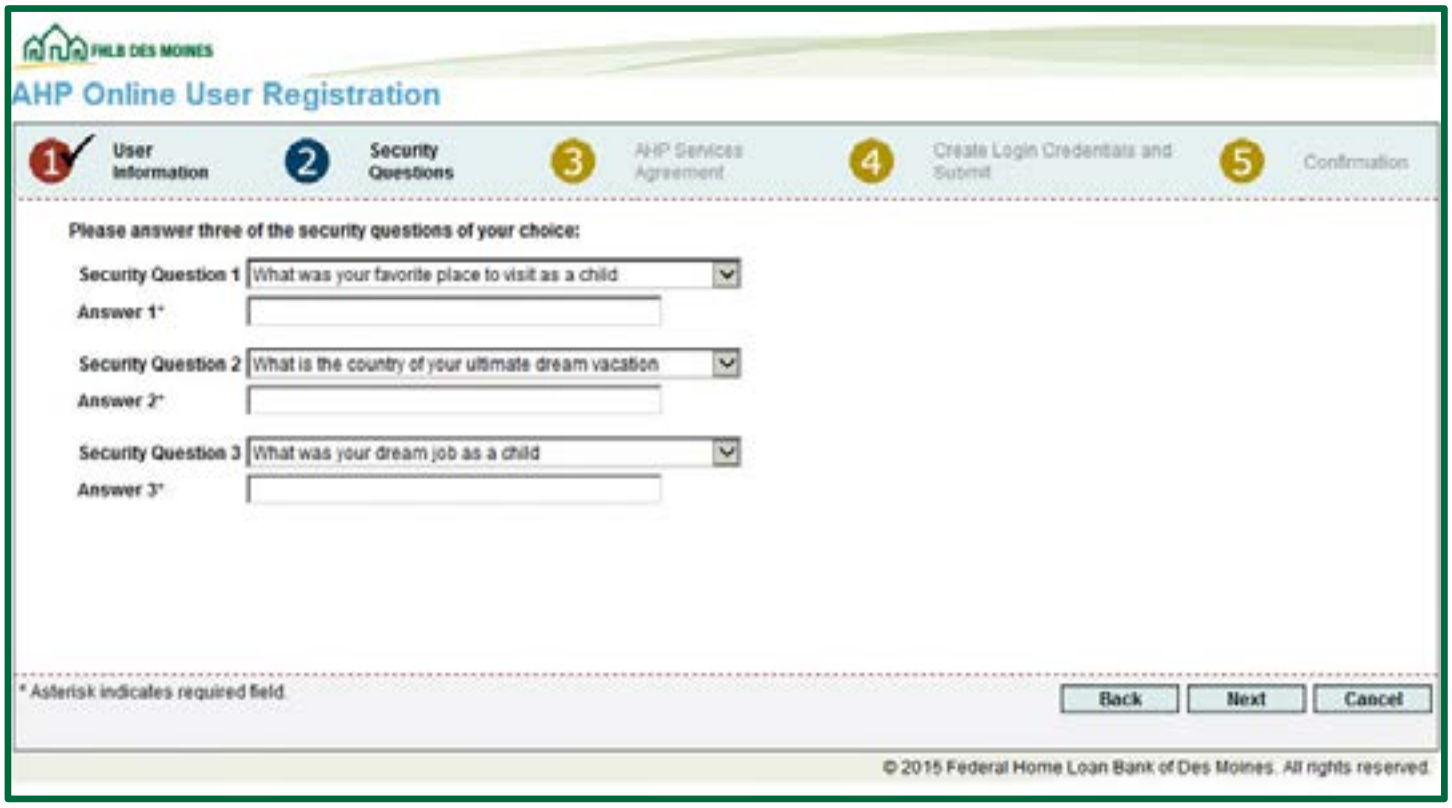
Step 1
An AHP Participant will enter their name and email address to begin the creation of a User Profile. This person will later be identified as a Lead Sponsor Contact or Input Contact when an application is initiated.

Enter name and email address.

Do not use the Internet browser *Forward* or *Back* button to navigate AHP Online.

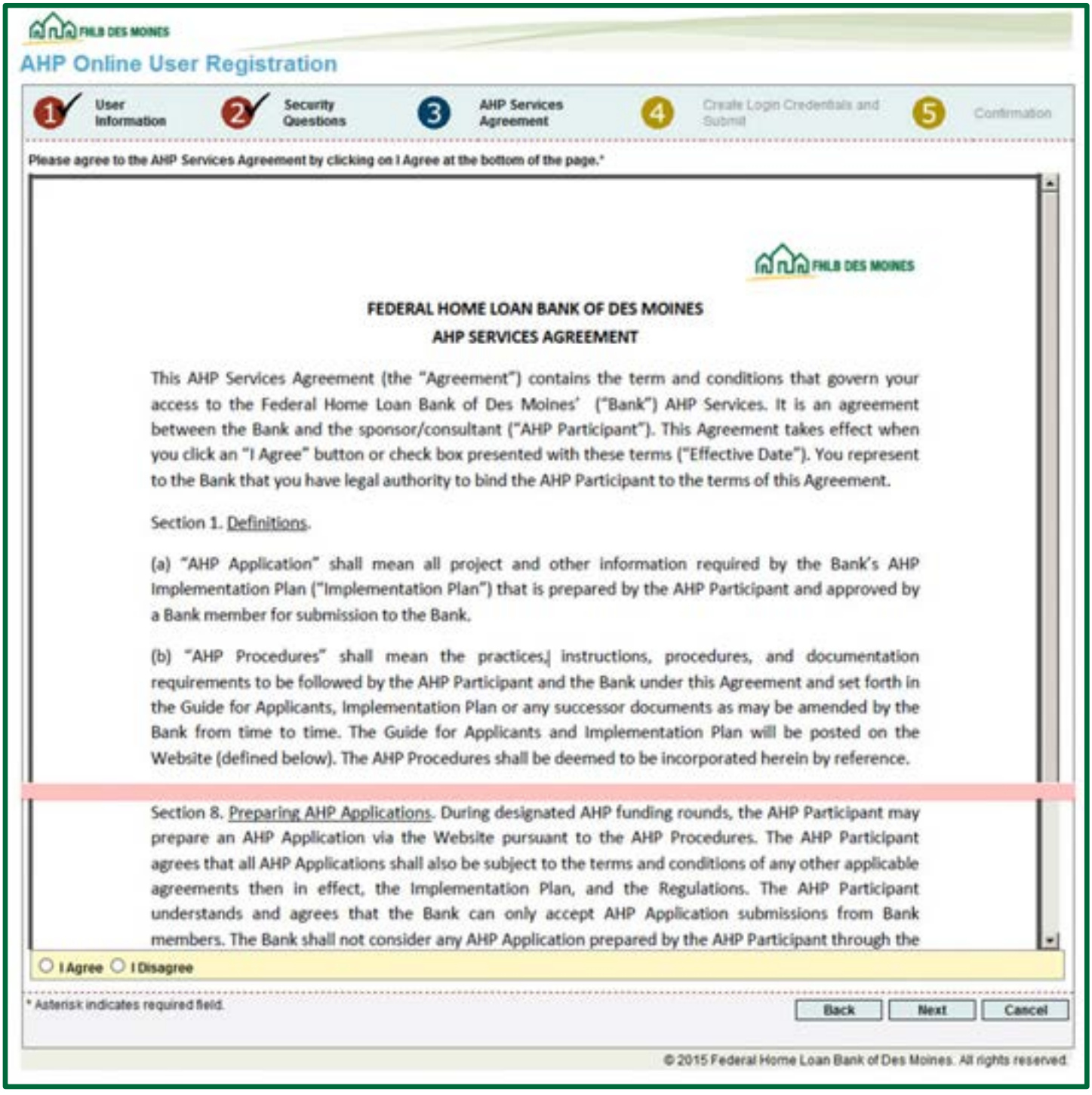
Instead, always click on *Next* or *Back* in AHP Online to navigate forward or back.

AHP Participant Registration



Step 2
Select and answer three security questions, which will be used if the UserID or password is forgotten.

AHP Participant Registration



AHP Participant Registration

Step 4

A Login ID (aka "UserID") will be created for the AHP Participant. The AHP Participant will then create a password. The password must:

- Contain a minimum of fifteen characters
- Contain a minimum of one lower and one upper case character
- Contain at least one numeric character (0-9), preferably embedded within the password instead of at the end
- Not contain any of the user's account name
- Not be similar to the previous five passwords

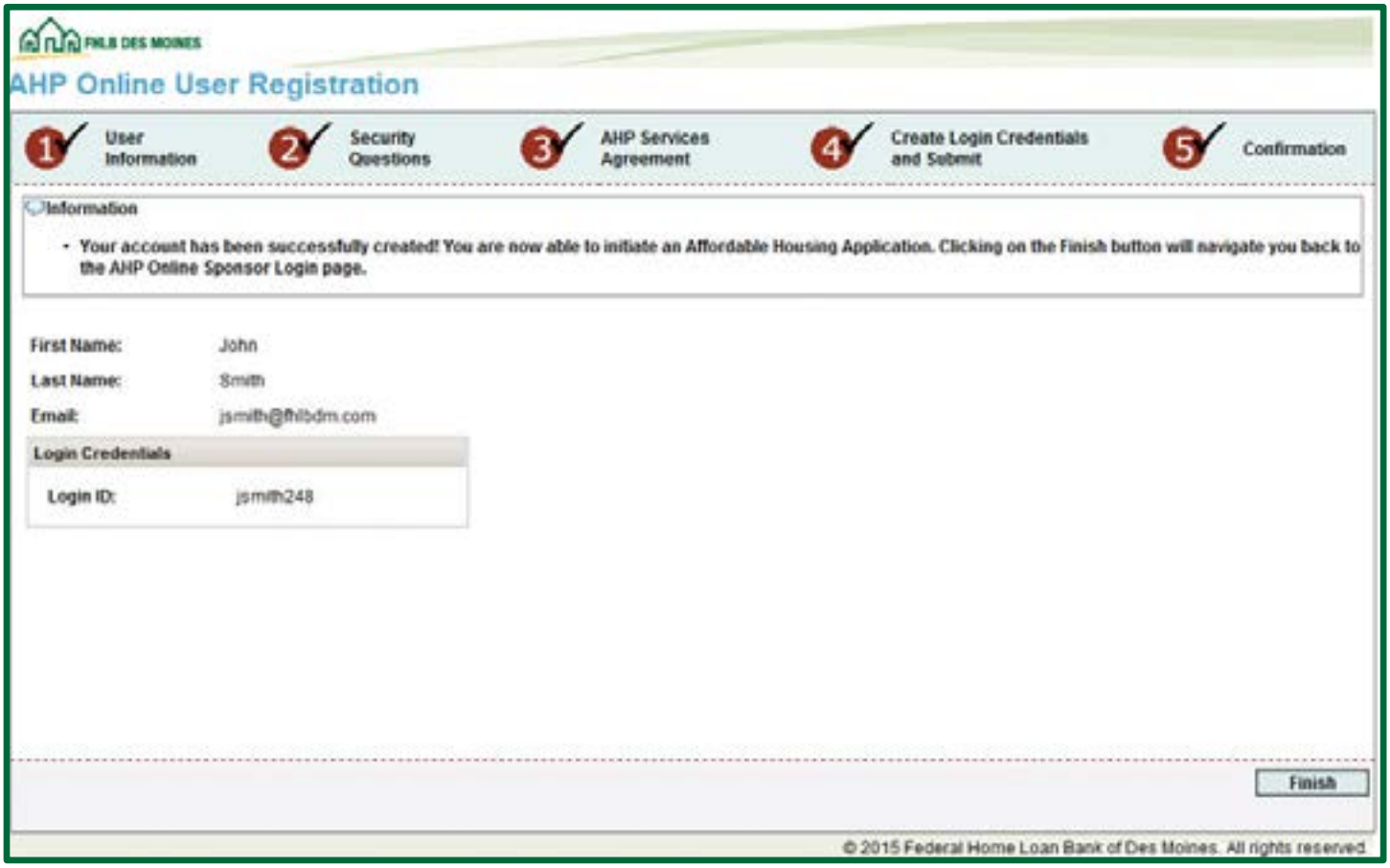
Enter the displayed text image and click on *Submit*.

Passwords must be changed at least every 120 days but no more often than every 20 days.

Helpful Hint

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

AHP Participant Registration

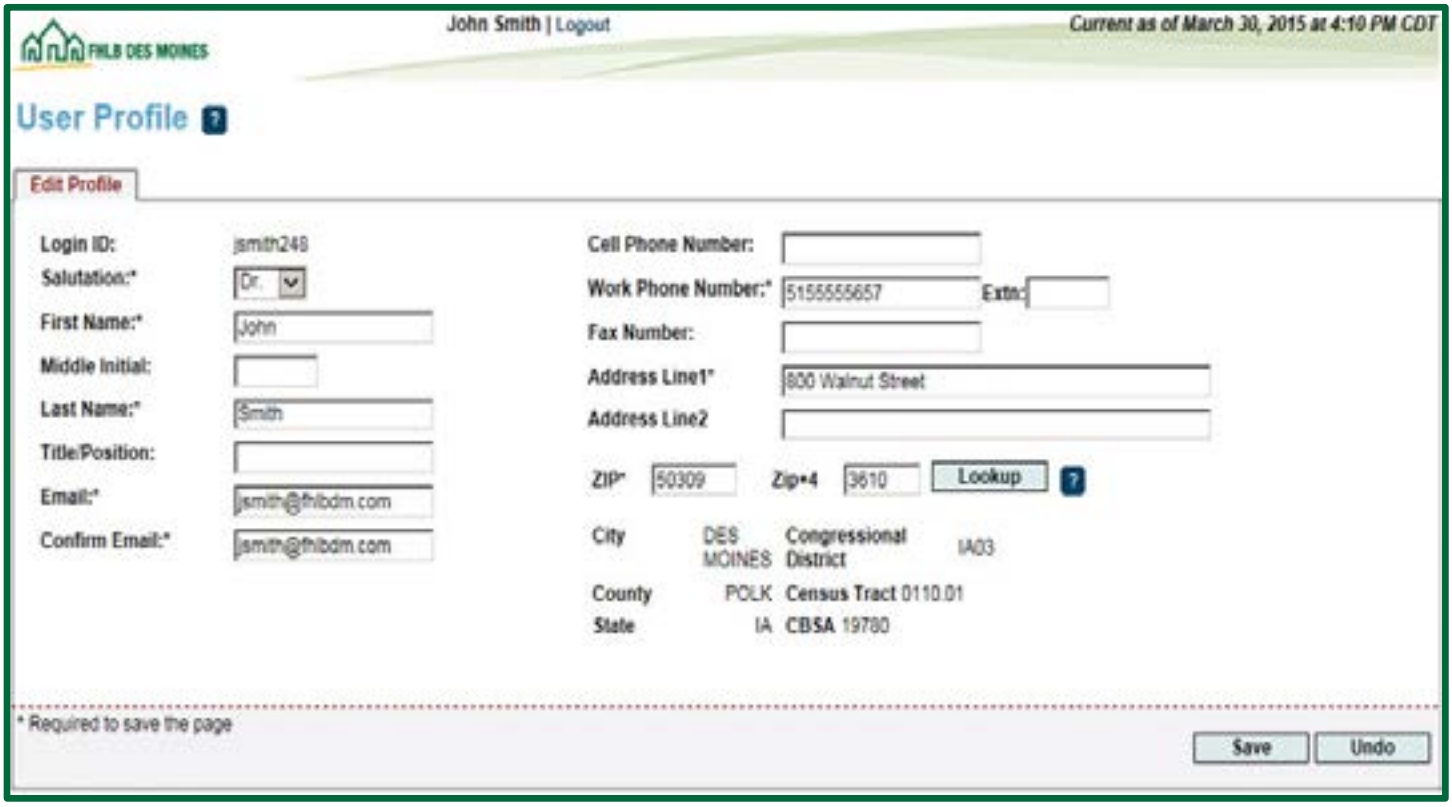


Step 5
The confirmation screen provides an overview of the registration.

Click on *Finish* to complete the process.

The screen will close, and the AHP Participant must log in to the system with their UserID and password.

User Profile *Setup*



Once initial registration is complete, log back in to AHP Online. The first screen that appears will be the User Profile screen, where the AHP Participant associates with a new or existing organization.

Important: If the AHP Participant is associated with more than one organization, they must register as a separate user and create a separate User Profile for use with each organization (for example, a person is serving as Executive Director or is on the staff of more than one Project Sponsor organization that will be making AHP application).

Note: The User Profile must be completed in one sitting. There is no *Save for Later* function within these screens. Click on *Save* to move forward.

Step 1

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

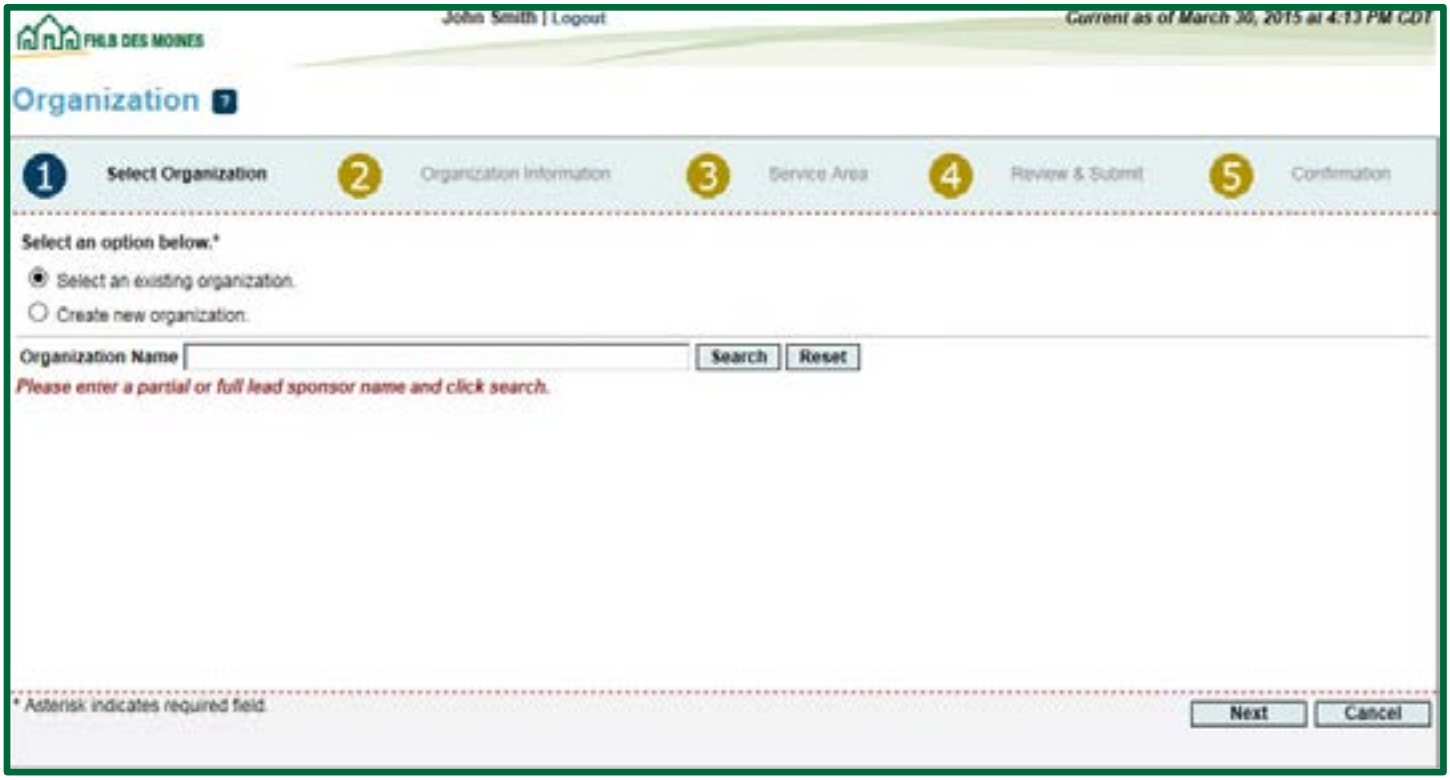
Enter the Zip Code and the Zip + 4. Ensure that the ZIP + 4 is correct by checking at USPS.com. Do not click on the 'Lookup' button until Zip + 4 has been entered.

The Lookup button will not search for the Zip Code or Zip + 4. The Lookup button will populate the City, County, and Congressional District after your entry of the Zip Code and Zip + 4.

If the ZIP code and Zip + 4 are correct but the City is not found after clicking on the Lookup button, call Community Investment at 800-544-3452, ext. 2400 to have the ZIP code added.

User Profile *Setup*

User Profile *Setup*



Step 2

Select an existing organization or create a new organization. Organizations in the directory may be Project Sponsor organizations or consultant organizations.

For existing organizations, the system will search alphabetically for any part of the name of the organization that is entered. If the organization is not found, it may help to try other letter combinations. If the organization has previously been created in AHP Online, then it will be located in the search. If the AHP Participant believes an organization should exist in AHP Online but cannot locate it through a search, please contact Community Investment at 800-544-3452, ext. 2400.

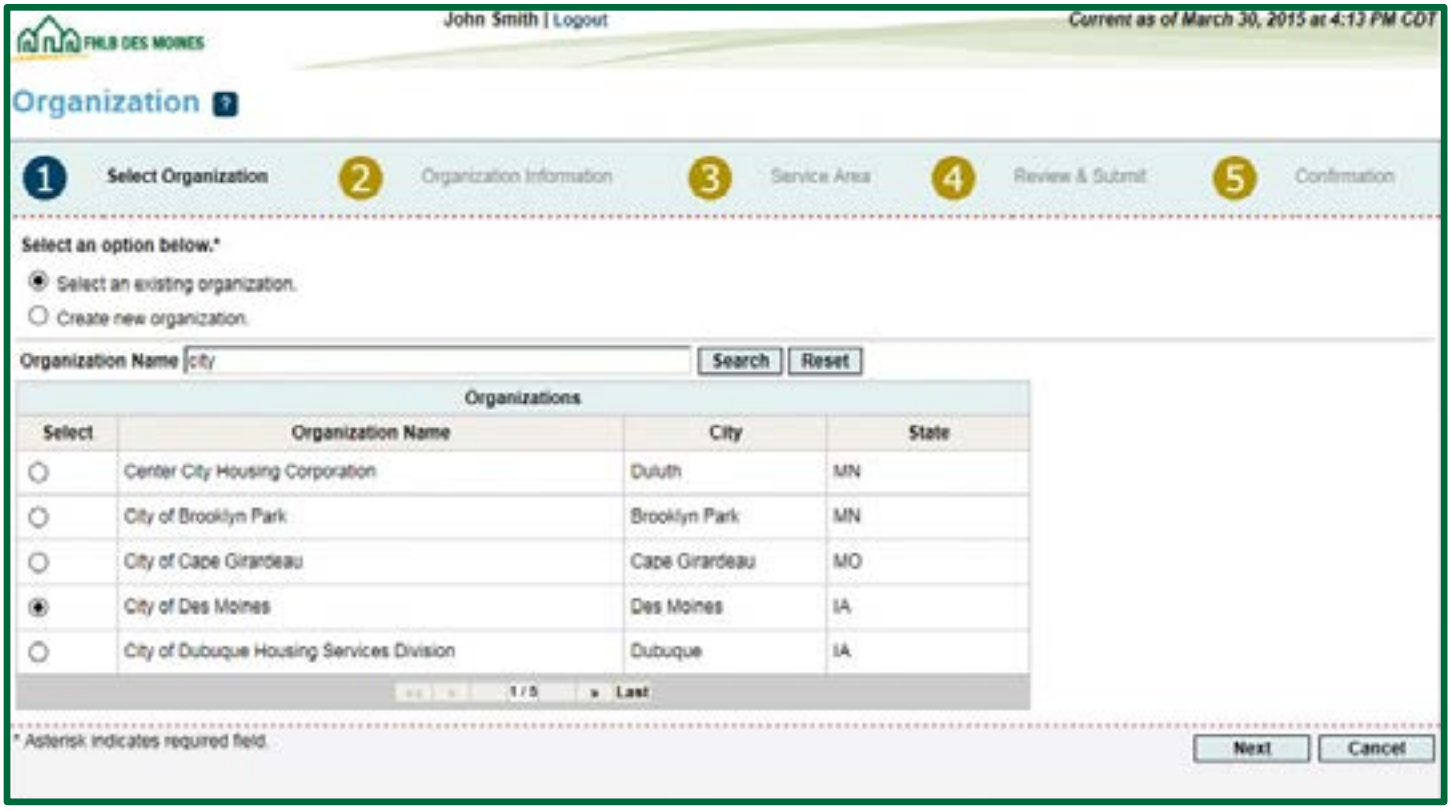
After locating or creating the organization, the AHP Participant will be prompted to add the current address information. Address information is required for all organizations.

Click on *Next* to move forward.

Helpful Hint

Search for an existing organization before creating a new one.

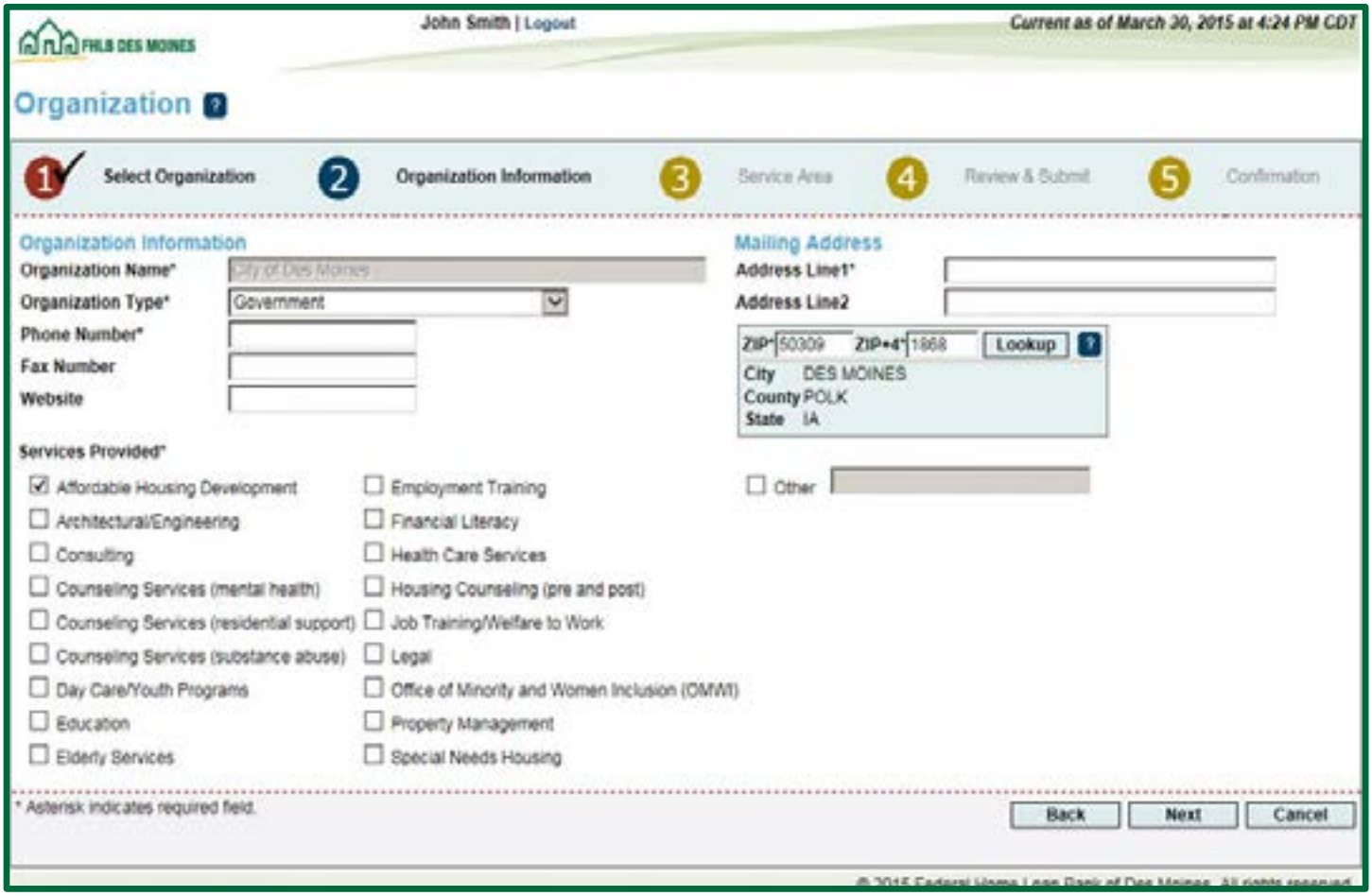
User Profile *Setup*



Choose an existing organization from the list the search provides.

Click on *Next* to move forward.

User Profile *Setup*



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

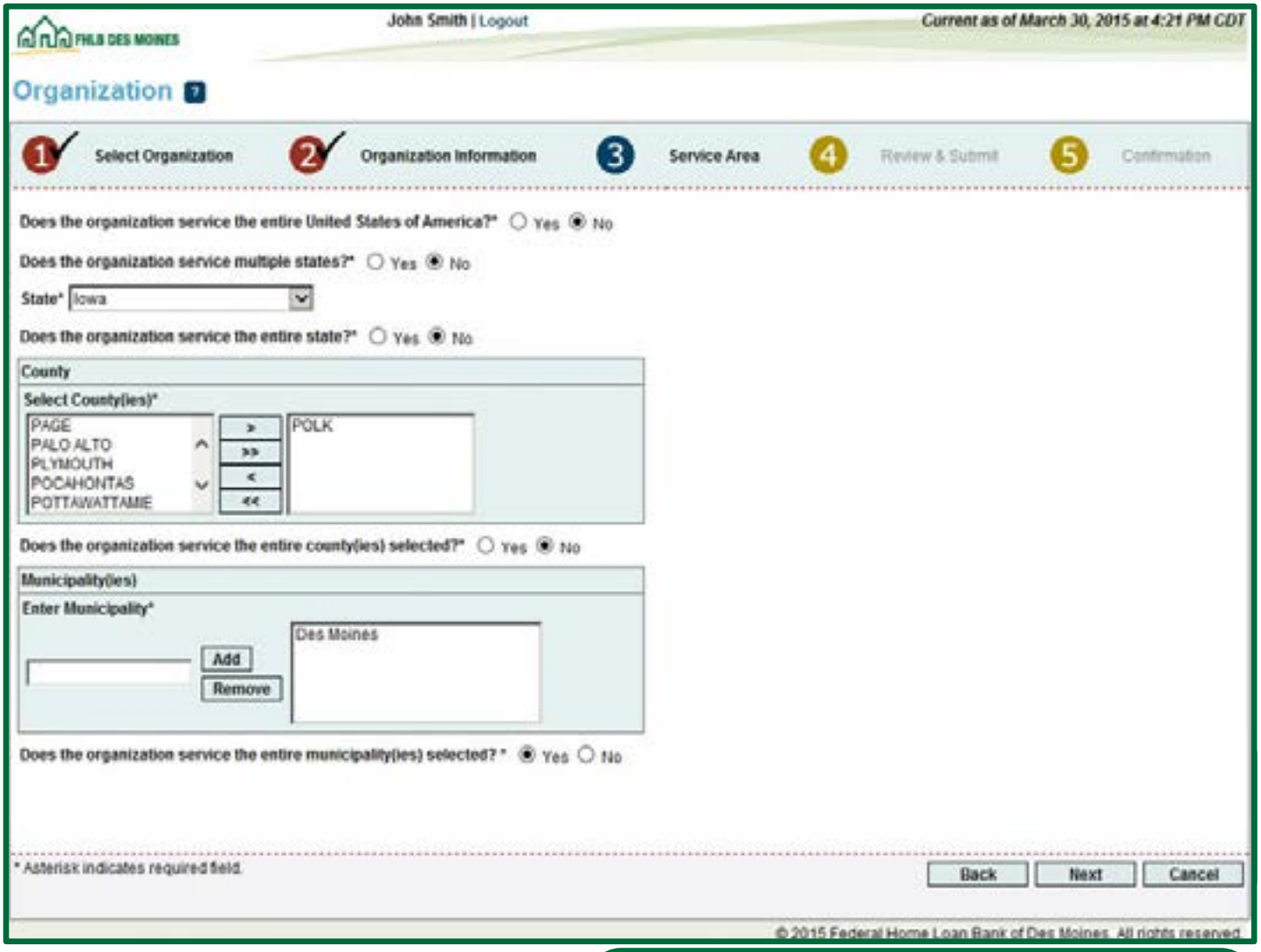
The AHP Participant must enter the Zip Code and Zip + 4. Ensure that the ZIP+4 is correct by checking at USPS.com. Do not click on the 'Lookup' button until the Zip + 4 has been entered.

The Lookup button will populate the City and County.

If the ZIP code and Zip + 4 is correct but will not locate the City, call Community Investment at 800-544-3452, ext. 2400 to have the ZIP code added.

Click on *Next* to move forward.

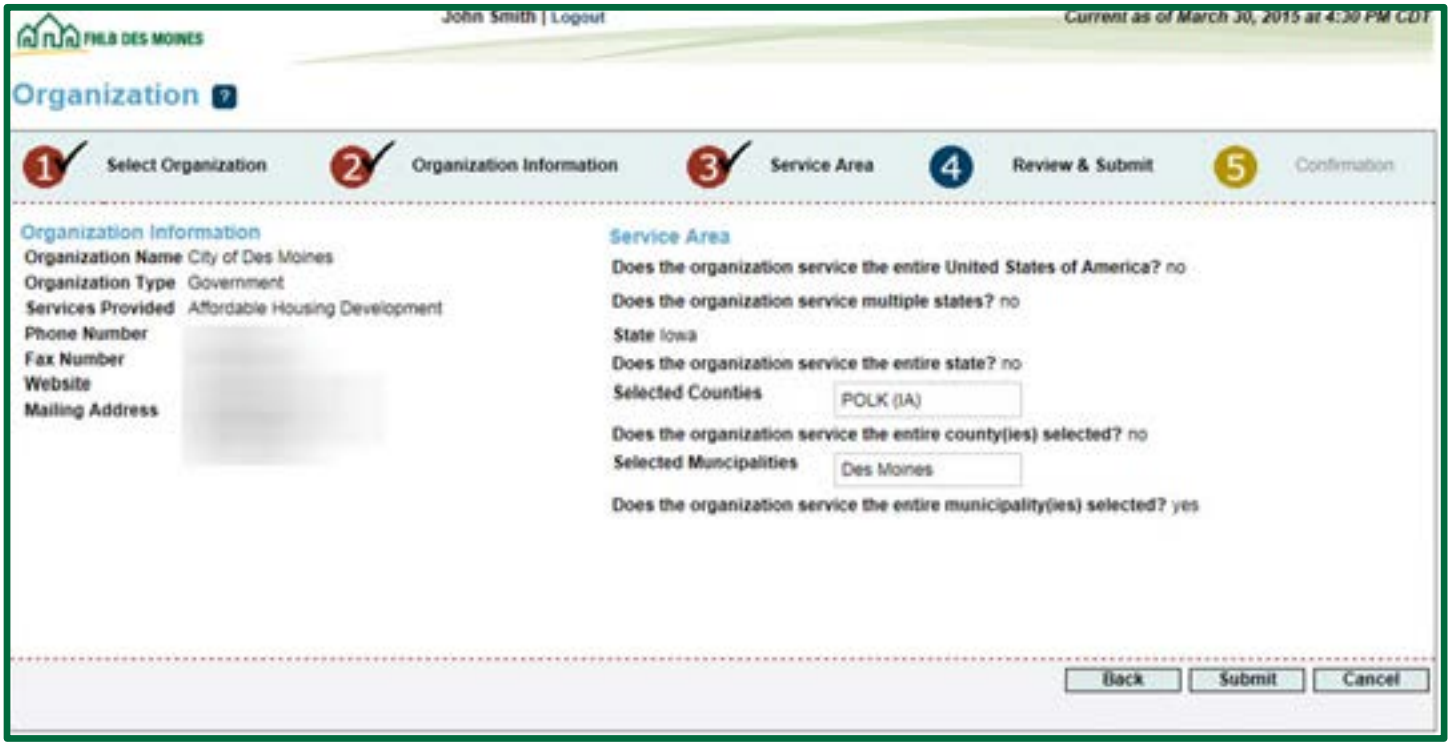
User Profile *Setup*



Helpful Hint

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

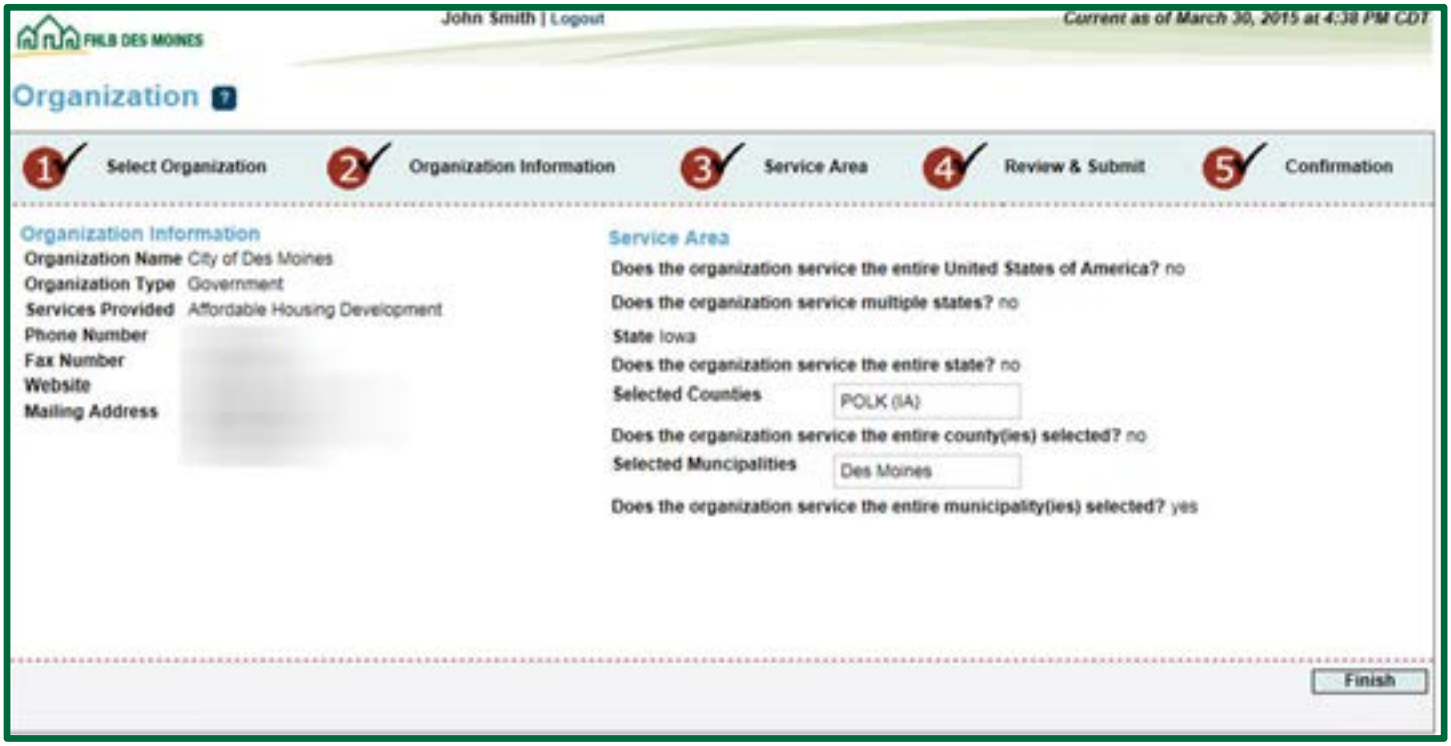
User Profile *Setup*



Step 5
Review the Organization Information and click on *Submit*.

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

User Profile *Setup*



Step 6
The last screen is confirmation that the AHP Participant has successfully associated with an organization.

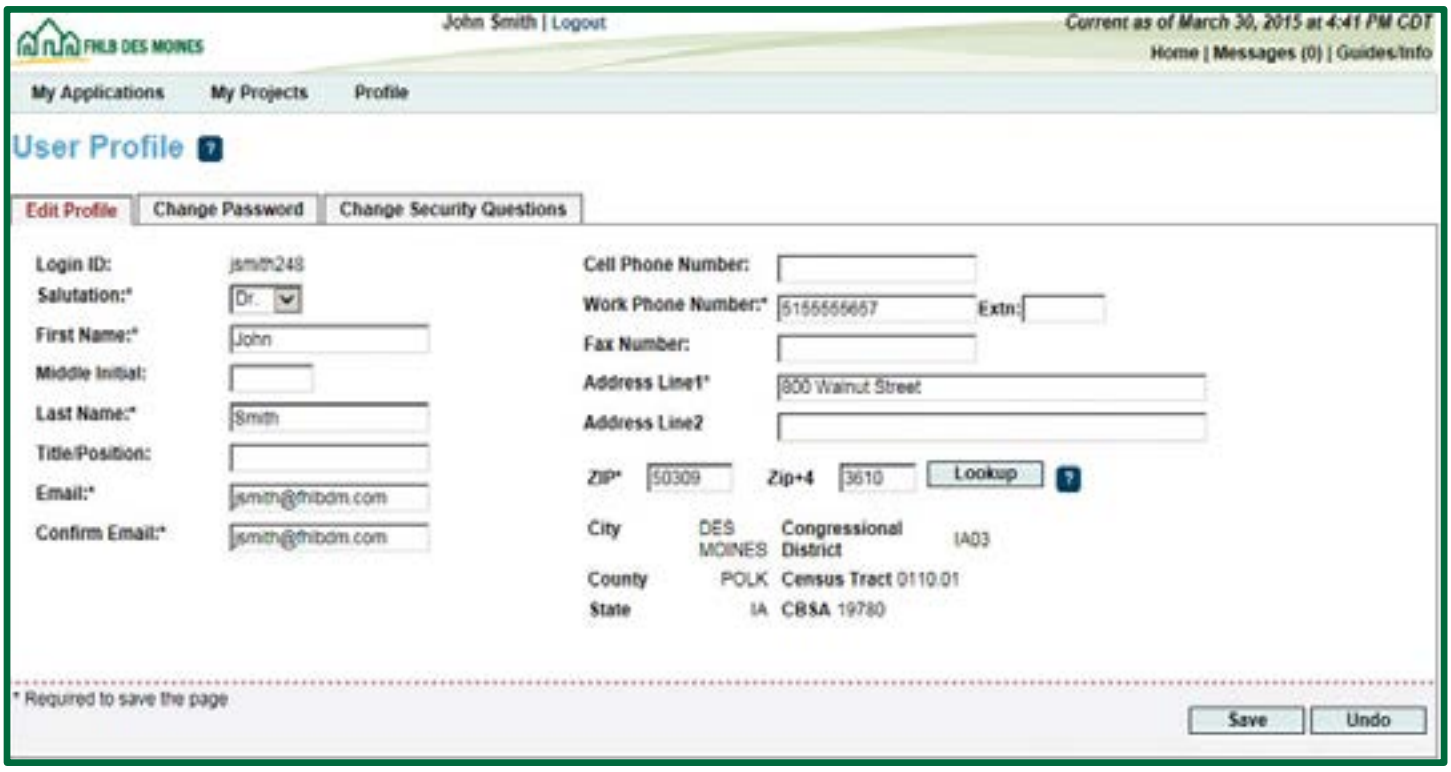
Click on *Finish*.

You will be routed to the AHP Online Application where you may initiate an Application. Before instruction on initiating an application, instruction will be provided on editing a User Profile.

Helpful Hint

Please note that users cannot go back to the User Profile screen from the Organization screen to correct an error or change information after the Steps are finished. If a change is needed edit the User Profile in AHP Online from the Profile tab (see next page).

User Profile *Edit Profile*

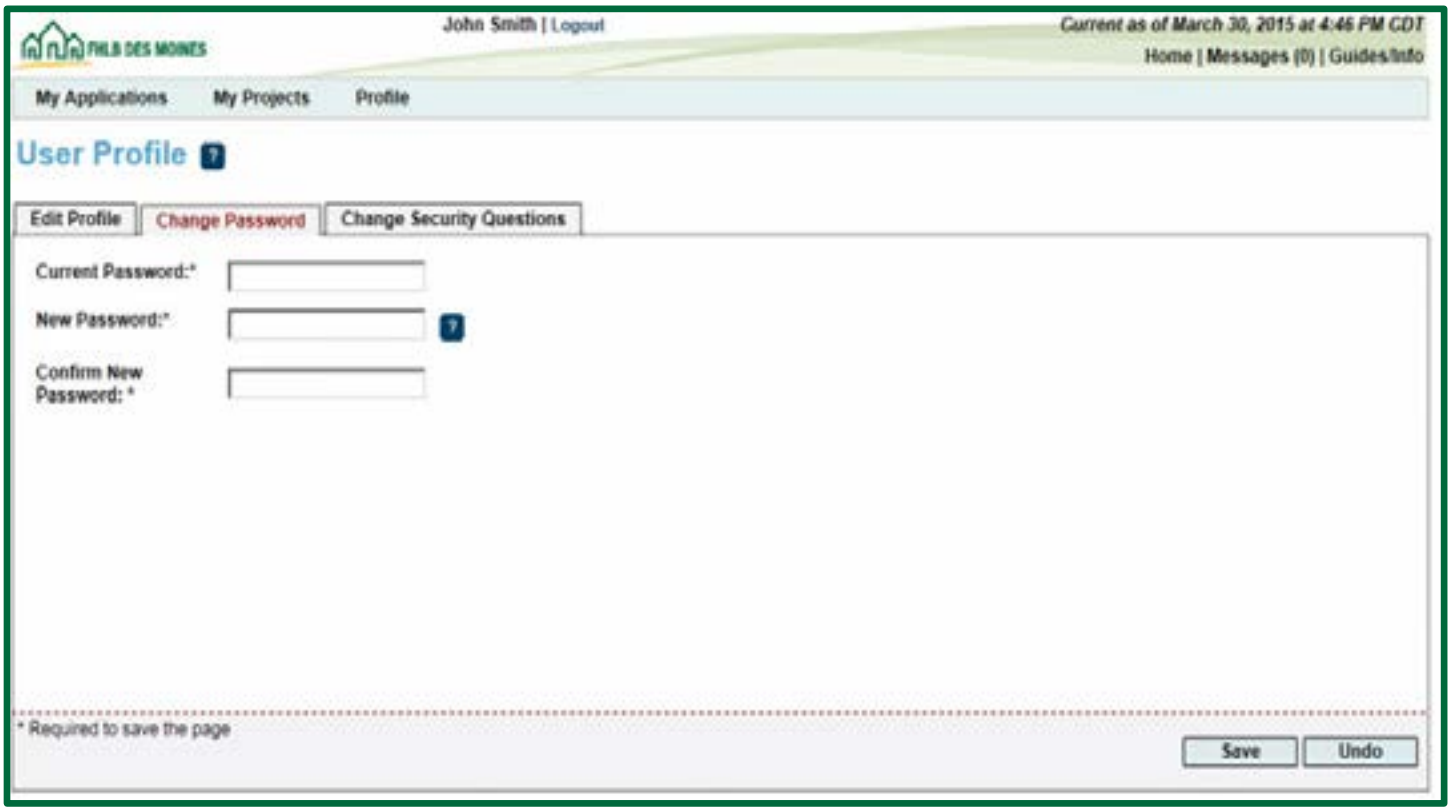


The AHP Participant can make changes to their User Profile by selecting *Edit Profile*.

The *Edit Profile* screen allows the User to change name and address information.

User Profile *Edit Profile*

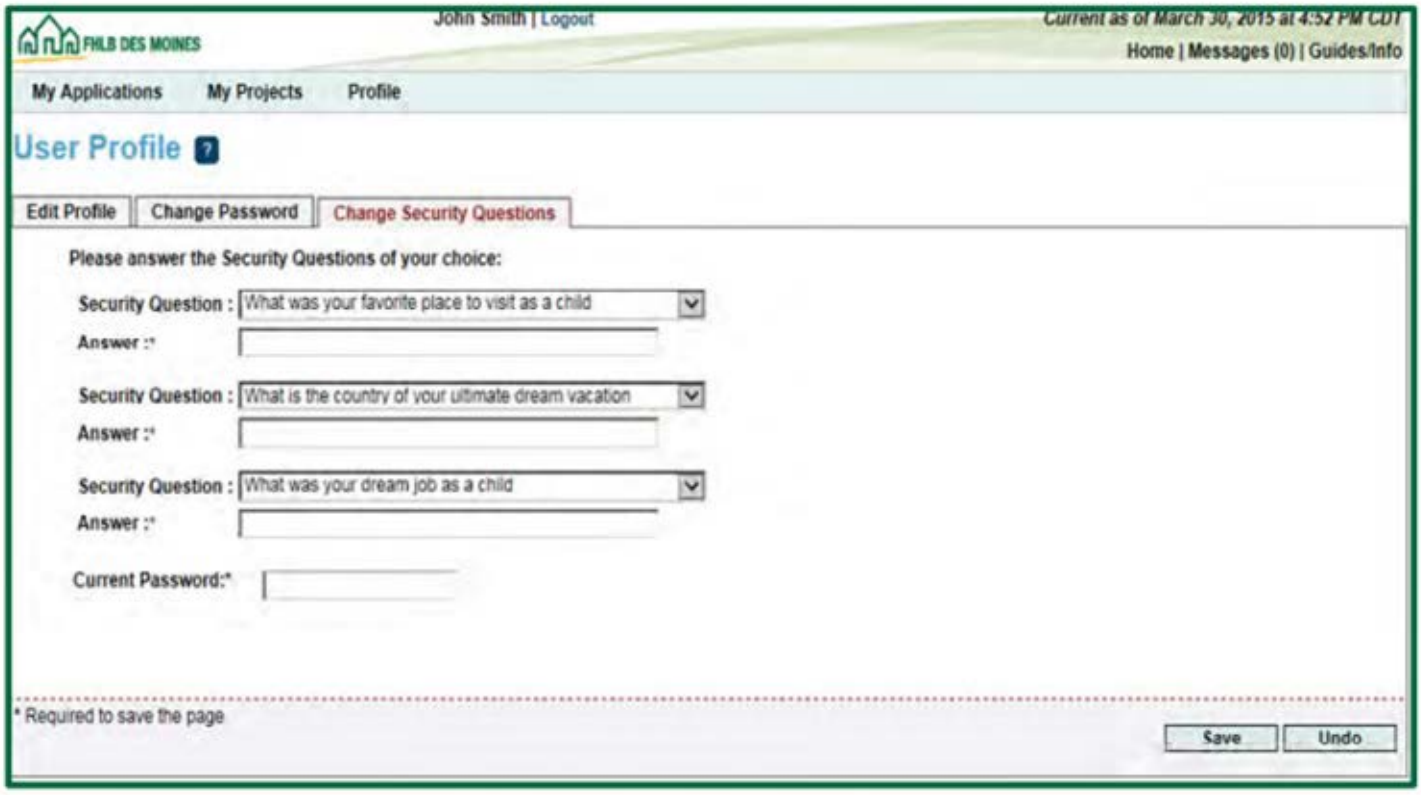
User Profile *Edit Profile*



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

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

User Profile *Edit Profile*

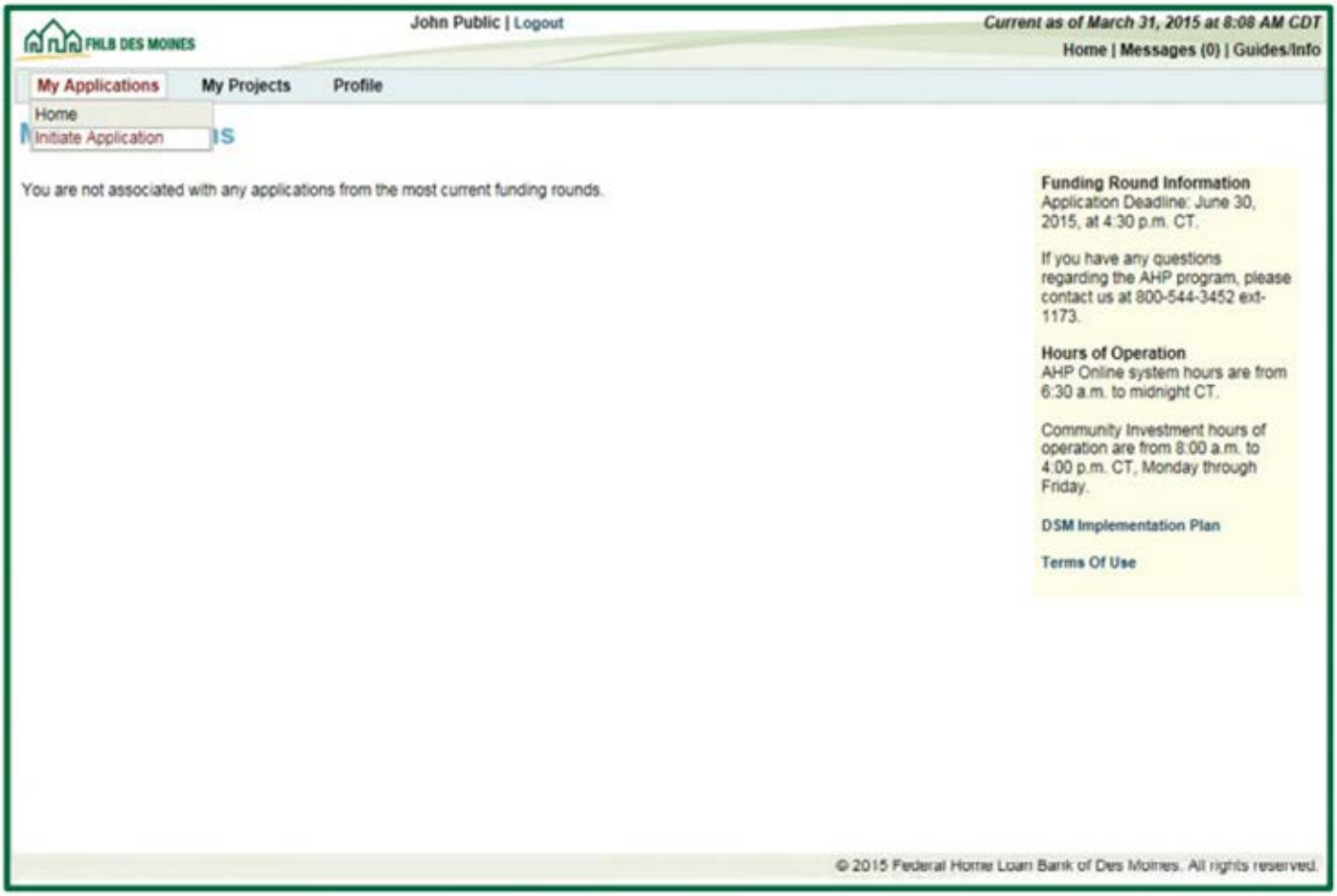


The *Change Security Questions* screen allows users to choose different questions or change their answers.

Helpful Hint

Always remember to click on *Save* on the bottom-right corner of the screen to complete an edit.

Initiate Application



The next step in the process is to Initiate Application. AHP Participants may initiate as many applications as they plan to submit for the associated Project Sponsor in the competitive AHP round.

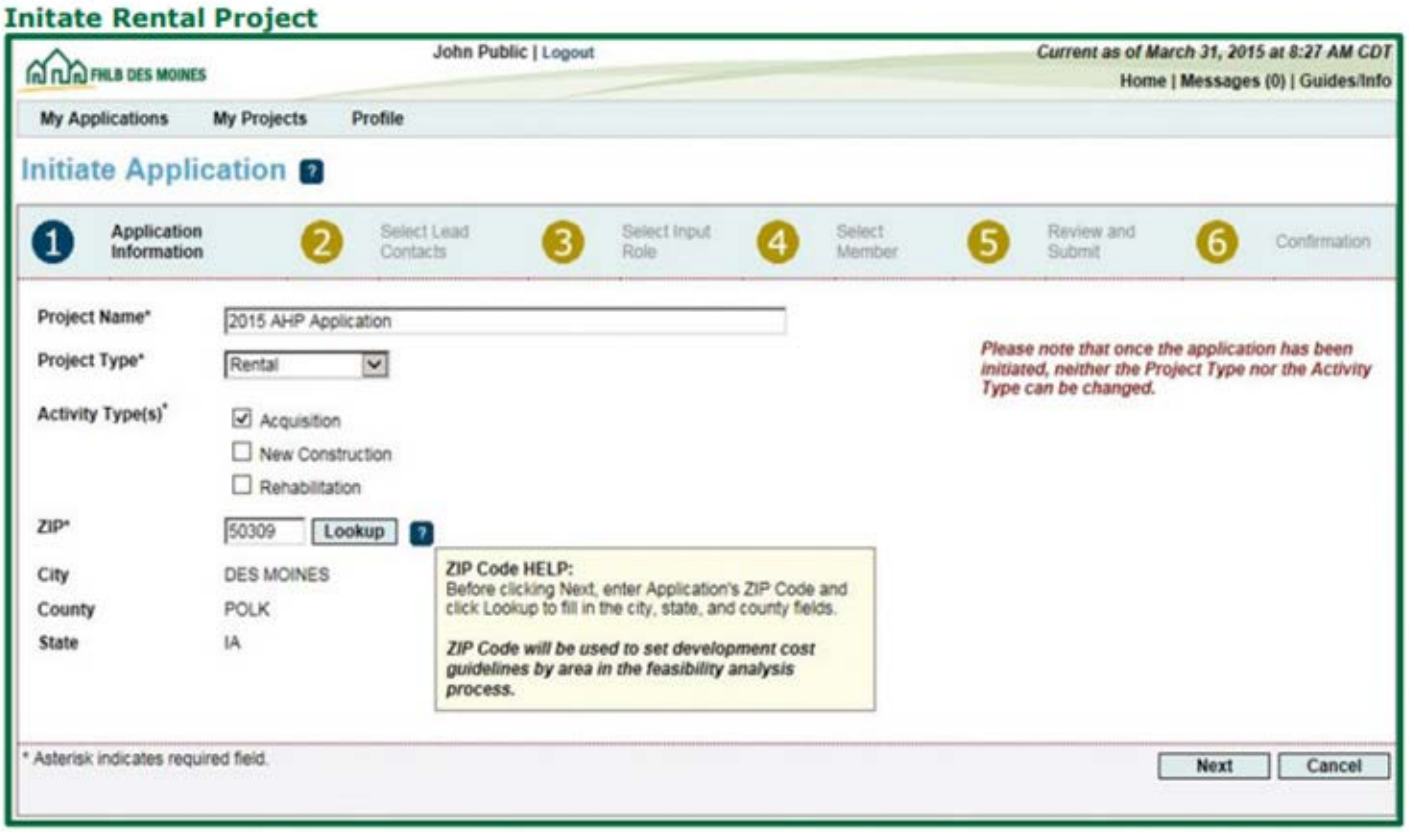
Input Contacts may initiate an application, but are unable to edit Lead Contact (Project Sponsor), Input Contact (Project Sponsor or consultant), or Member Contact information once the application is initiated. After the application is initiated, only the Lead Contact can edit that information.

Input Contacts may complete an application on behalf of the Lead Contact but cannot Sponsor Approve an application. The Lead Contact must Sponsor Approve the application.

Helpful Hint

After an application is initiated, the Member Contact(s) selected will be able to view the application in AHP Online. The member will not be able to make edits or Member Approve until the application's status is Sponsor Approved.

Initiate Application



Step 1
Enter project information including Project Type and Activity Type.

Once an application is initiated, it will not be possible to edit the Project Type or Activity Type. It is important to choose the correct Project Type and Activity Type for the project during the Initiate Application process.

For a Rental project, identify the activity types.

Helpful Hint

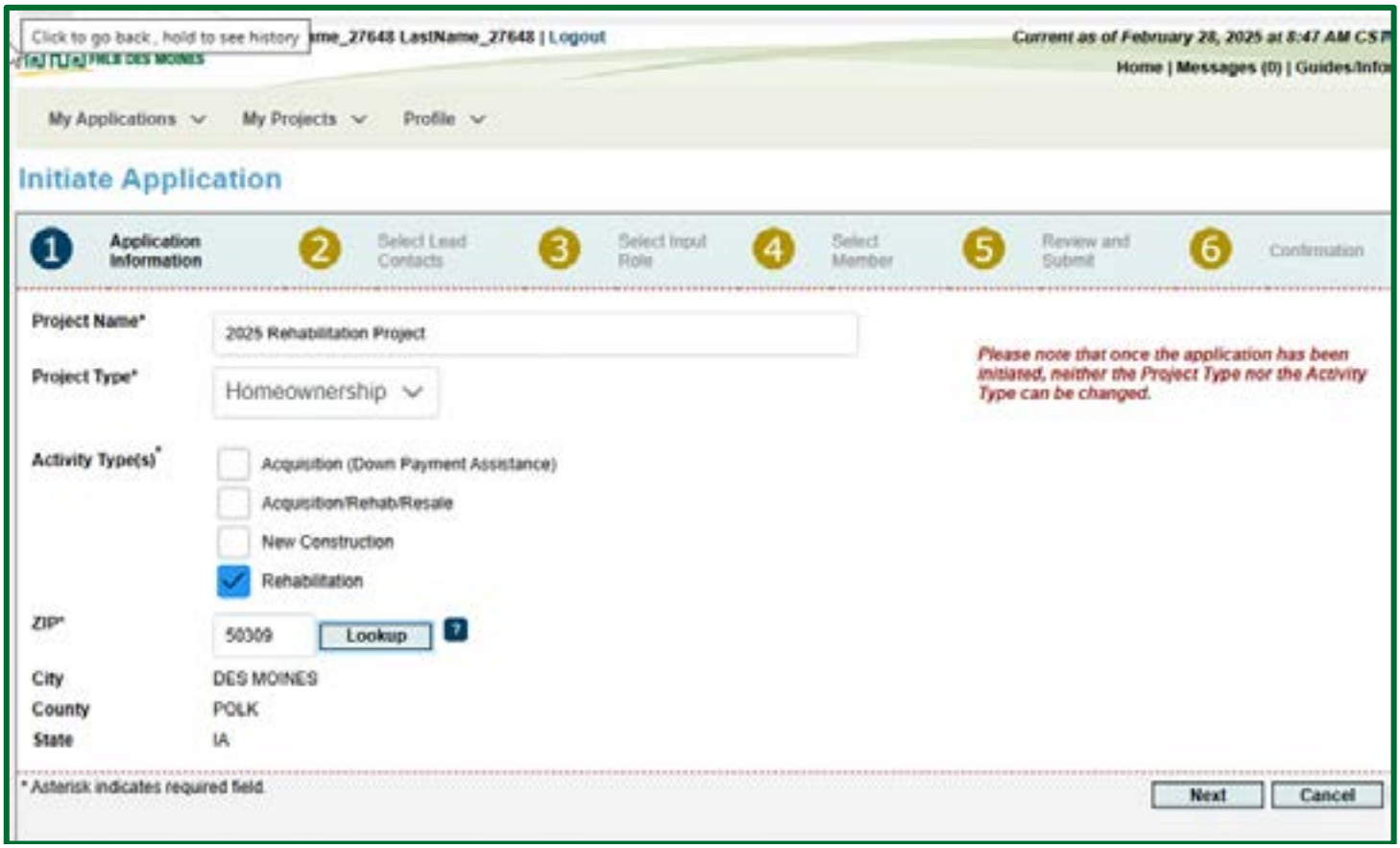
The Activity Type refers to the project scope, as reflected in the Financial Feasibility Workbook to be completed and attached to the application. Select all that apply.

The AHP Participant must enter the ZIP code. Ensure that the ZIP code is correct by checking at USPS.com. The Lookup button will populate the City and County. If the ZIP code is correct but the City not found, call Community Investment at 800-544-3452, ext. 2400 to have the ZIP code added.

Click on *Next* to move forward.

Initiate Application

Initiate Homeownership Project



Homeownership projects must select activity type. These include:

Acquisition projects: AHP subsidy is used for down payment and closing cost assistance, including construction or rehabilitation in connection with a homebuyer purchase of an owner-occupied unit on the open market.

Rehabilitation projects: AHP subsidy is used for rehabilitation of existing owner-occupied units and does not involve a home purchase transaction.

New construction or rehabilitation: AHP subsidy is used for new construction, rehabilitation, and/or down payment and closing cost assistance in connection with a homebuyer purchase of a unit that has been developed and sold by the sponsor.

The sponsor must be integrally involved in the project by exercising control over development activities including the acquisition of land or buildings, the construction or rehabilitation of owner-occupied units, and sale of the completed units.

Click on *Next* to move forward.

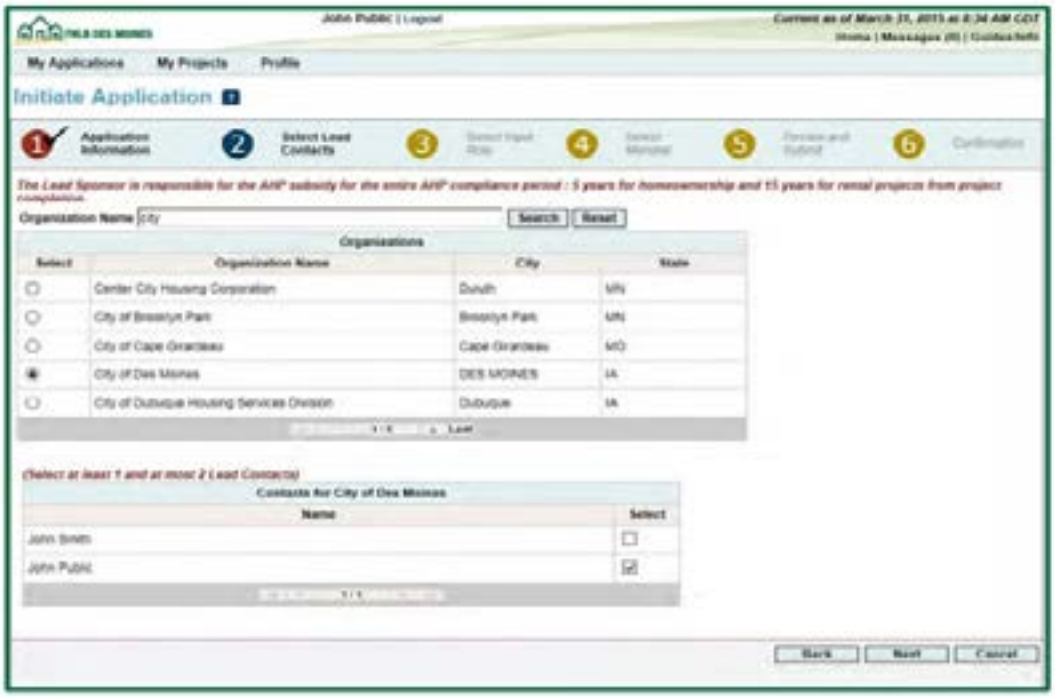
WARNING:
Make sure the project reflects the correct Project and Activity Type. A new application will need to be initiated if the wrong type or activity is identified.

Initiate Application

The AHP Participant must ensure that the ZIP code is correct by checking at USPS.com. Lookup will populate the City and County.

If the ZIP code is correct but the City not found, call Community Investment at 800-544-3452, ext. 2400 to have the ZIP code added.

Initiate Application



Step 2

Choose the Project Sponsor organization and the contact(s) that will be the Lead Sponsor Contact. See definition of a Lead Sponsor Contact in the glossary.

To search for an organization, enter all or part of the organization name. The system will search using the information the AHP Participant has provided in the User Profile Setup at registration.

The organization search list includes all types of organizations, including Project Sponsor and consultant organizations. The Lead Sponsor Contact must be associated with the Project Sponsor organization.

If the Project Sponsor organization associated with the Lead Sponsor Contact does not appear in the search list, the AHP Participant must complete a new registration and create the organization in the User Profile Setup.

Contacts for the Project Sponsor organization must have registered as AHP Participants and been associated with the Project Sponsor organization to appear on the organization's contacts list.

The contacts list must eventually include all contacts from the Project Sponsor organization that will be associated with the project through its complete life cycle, from application through project completion and long-term monitoring. Initially it must include all contacts responsible for application.

From the list select at least one (1) and at most two (2) Lead Sponsor Contacts.

Click on *Next* to move forward.

Initiate Application

Step 3

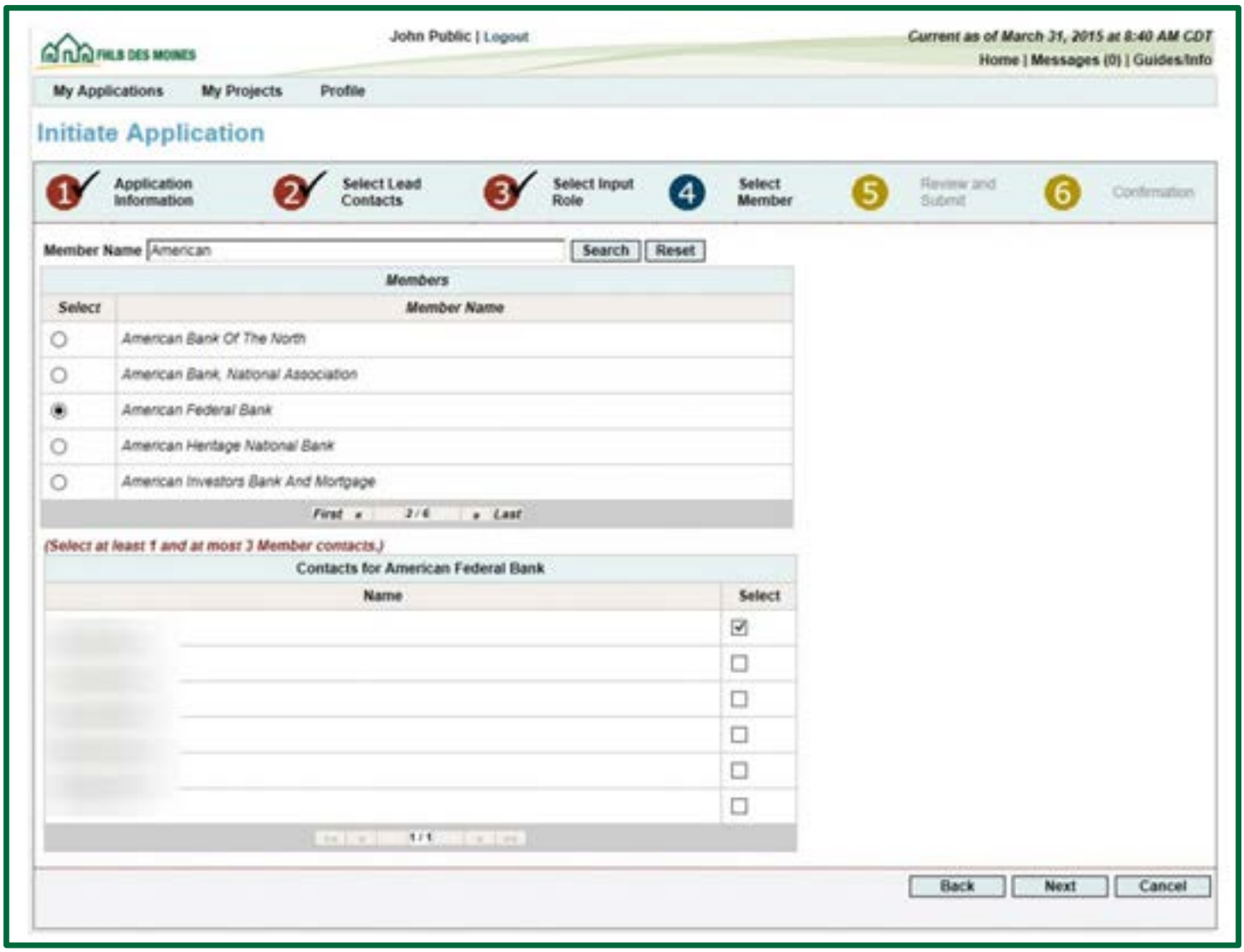
Enter the Input Contact(s) if there will be person(s) other than the Lead Sponsor Contact inputting information in AHP Online. Follow the same directions used to enter the Lead Sponsor Contact on the previous screen, except consultant organizations must be identified as an Input Contact.

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

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

Reminder, if an Input Contact is selected, they will have access to all documents including PII uploaded in AHP Online if application is awarded. The Lead Sponsor Contact may uncheck Input Contact to remove their access to AHP Online at any time if application is awarded.

Initiate Application



Step 4

Select the Member and Member Contact(s). At least one (1) and at most three (3) Member Contacts must be chosen to successfully initiate an application. The Member Contacts must be Authorized AHP Users from eAdvantage.

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

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

An AHP Participant is unable to initiate an application until the Member identifies an Authorized AHP User.

AHP Participants should contact their member institution to register an Authorized AHP User in eAdvantage in order to move forward in the application process.

Initiate Application

Step 5
This screen is an overview of the application information entered. Review this information and click on *Submit*.

If changes need to be made, use the *Back* button on the bottom-right corner of the screen to navigate to the page that needs to be updated.

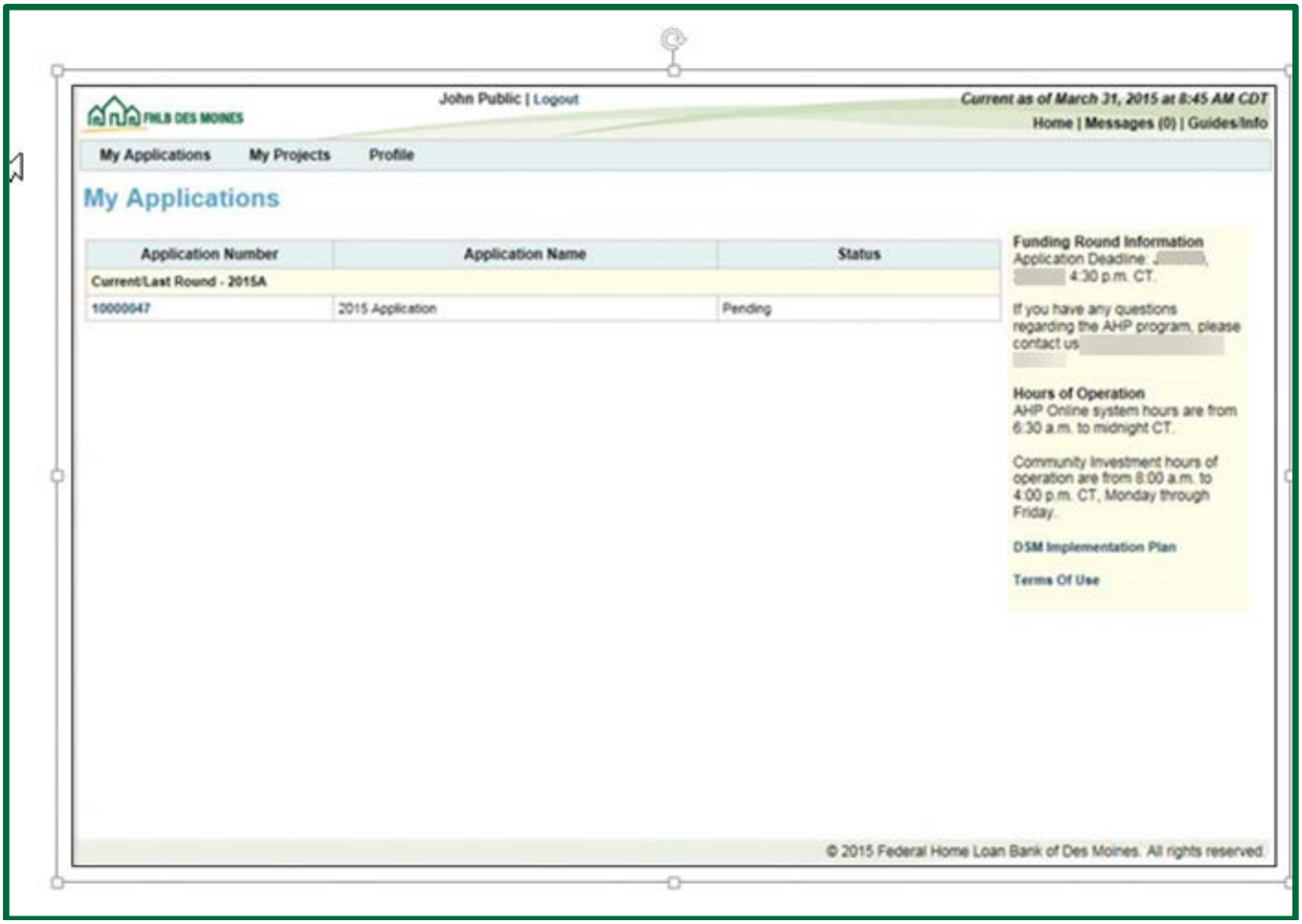
My Applications

Step 6

The last screen of the Initiate Application process is the Confirmation. Click on *Finish*. The application will not be initiated until the user clicks on *Finish*.

Be sure to complete both the Review and Submit screen and the Confirmation screen in a timely manner or AHP Online will time out and the Initiate Application process will need to be started from the beginning.

My Applications



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

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

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

Application status is displayed.

Application Status

Pending

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

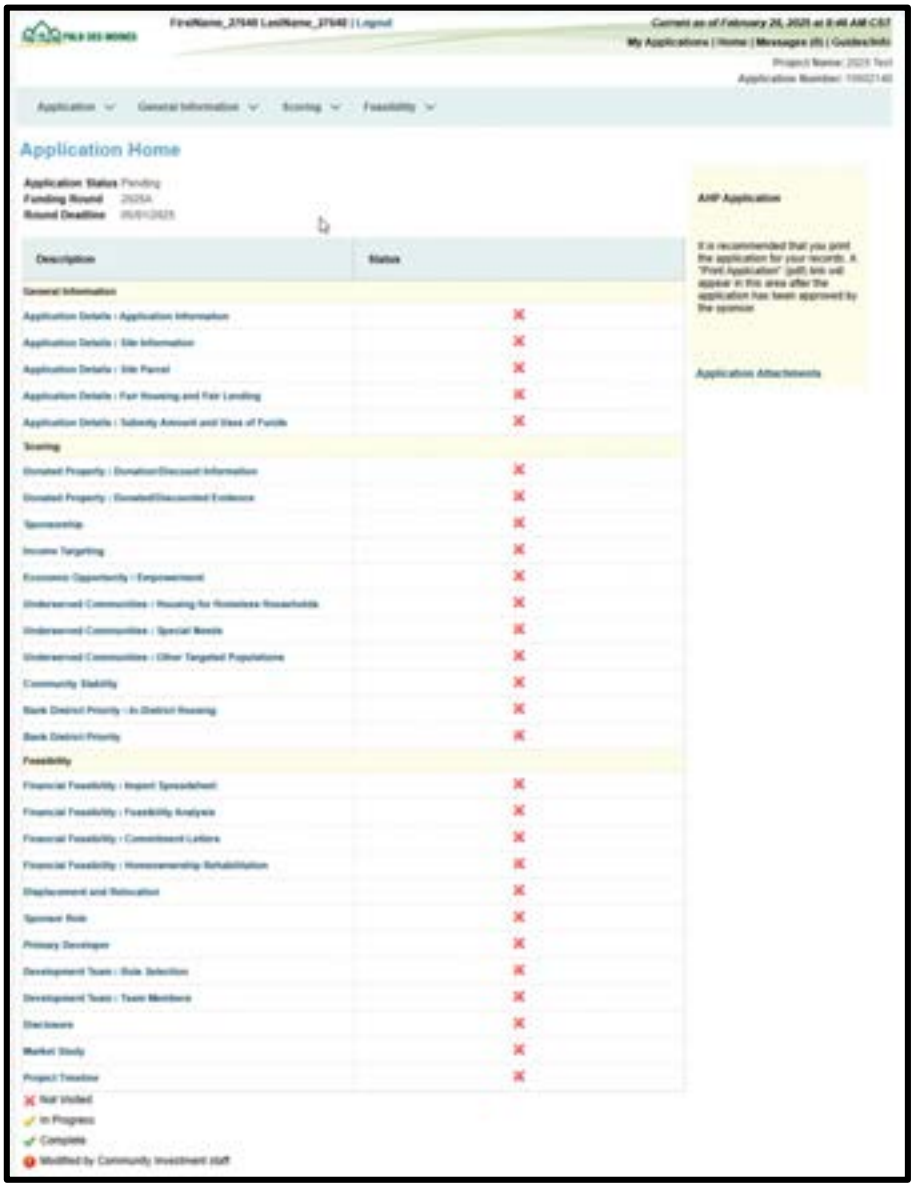
Sponsor Approved

The Project Sponsor's Lead Sponsor Contact has approved the application and received confirmation of approval via email. The application is awaiting Member Approval.

Member Approved

The member has completed the Member Involvement screens, reviewed the application, and approved the application. *Member Approved* status indicates that the application has been completed and submitted to Community Investment for review. Only applications with *Member Approved* status are considered complete and ready for review. The application is read-only for sponsors and members at this point.

AHP Online Application Process *General Information*



Clicking on the individual Application Number opens the AHP Online Application Home screen, which provides an overview of the status of each application section:

X – Not started

√ – Started, but information is missing

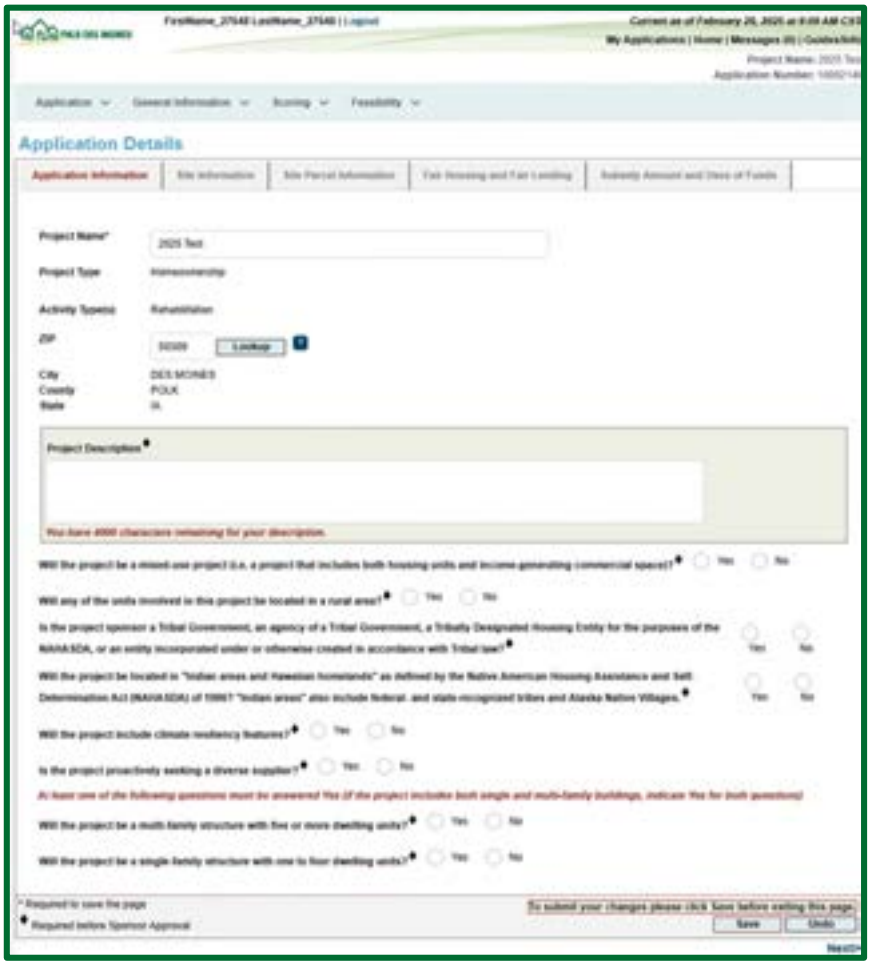
√ – Complete

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

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

AHP Online Application Process *General Information*

Application Details: *Application Information*



The next step in the application process is to enter the Application Information.

The Project Name is required and should be the same name entered on the Initiate Project screen. It can be edited before an application is approved, but not after.
The Project Type and Activity Type are display-only. These cannot be updated after the application is initiated. If you need to change either, you will need to initiate a new application.

Project Description: The Project Description field must include information on project type (single-family or multi-family), unit size, construction or rehabilitation activities, project amenities or special features, and population to be served.

Questions related to diverse suppliers and climate resiliency are for informational purposes and are not part of the competitive application review process.

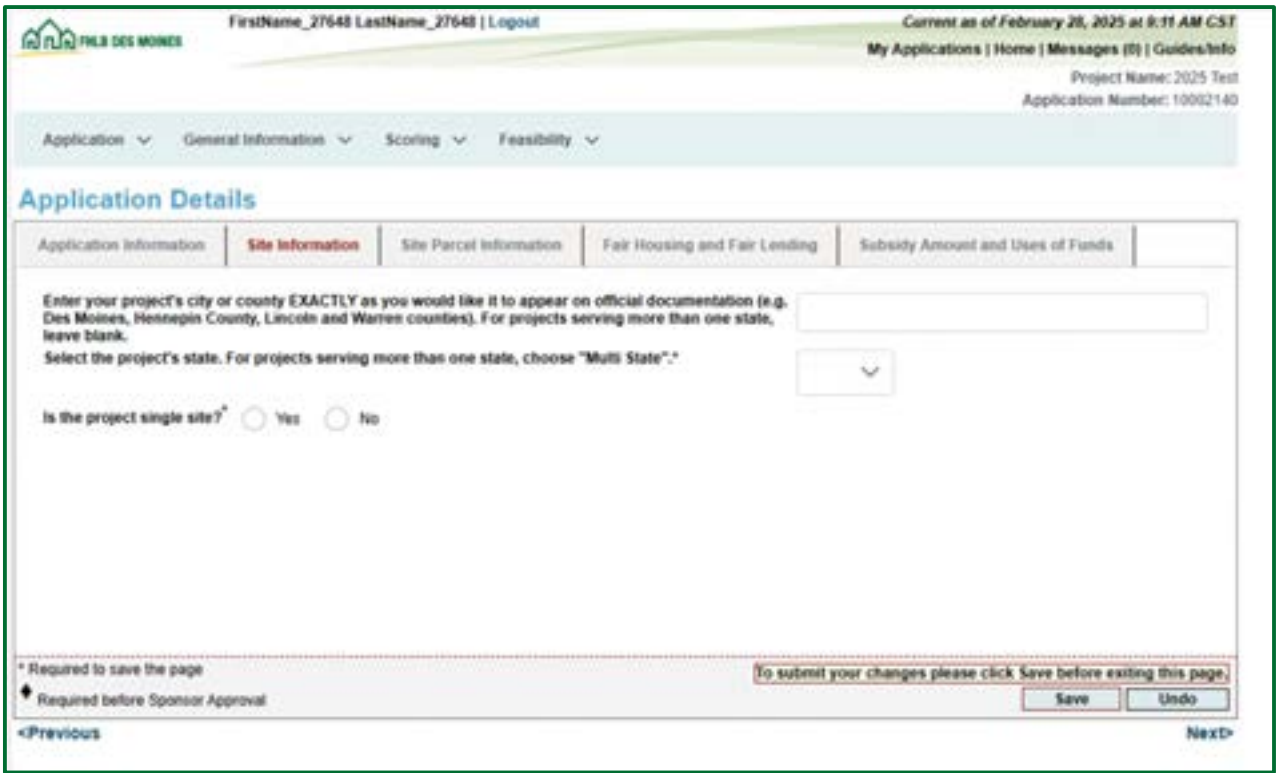
- Diverse suppliers include, but not limited to, small, minority-owned, indigenous-owned and women-owned businesses, in the procurement and contracting opportunities.

AHP Online Application Process *General Information*

- Climate Resiliency includes building designs and/or materials that are planned, designed, built, and/or operated in a way that anticipated, prepares for, and adapts to changing climate conditions.

Save each screen after data entry. Remember that screens in AHP Online must have some data entry every 15 minutes or the system will automatically log off. Save frequently.

Application Details: *Site Information*



AHP Participants must identify the city or county where the project is located. If more than one, select a central location to be associated with official documentation.

Select the state or states where the project is located. If more than one state choose 'Multi-state" from the state dropdown.

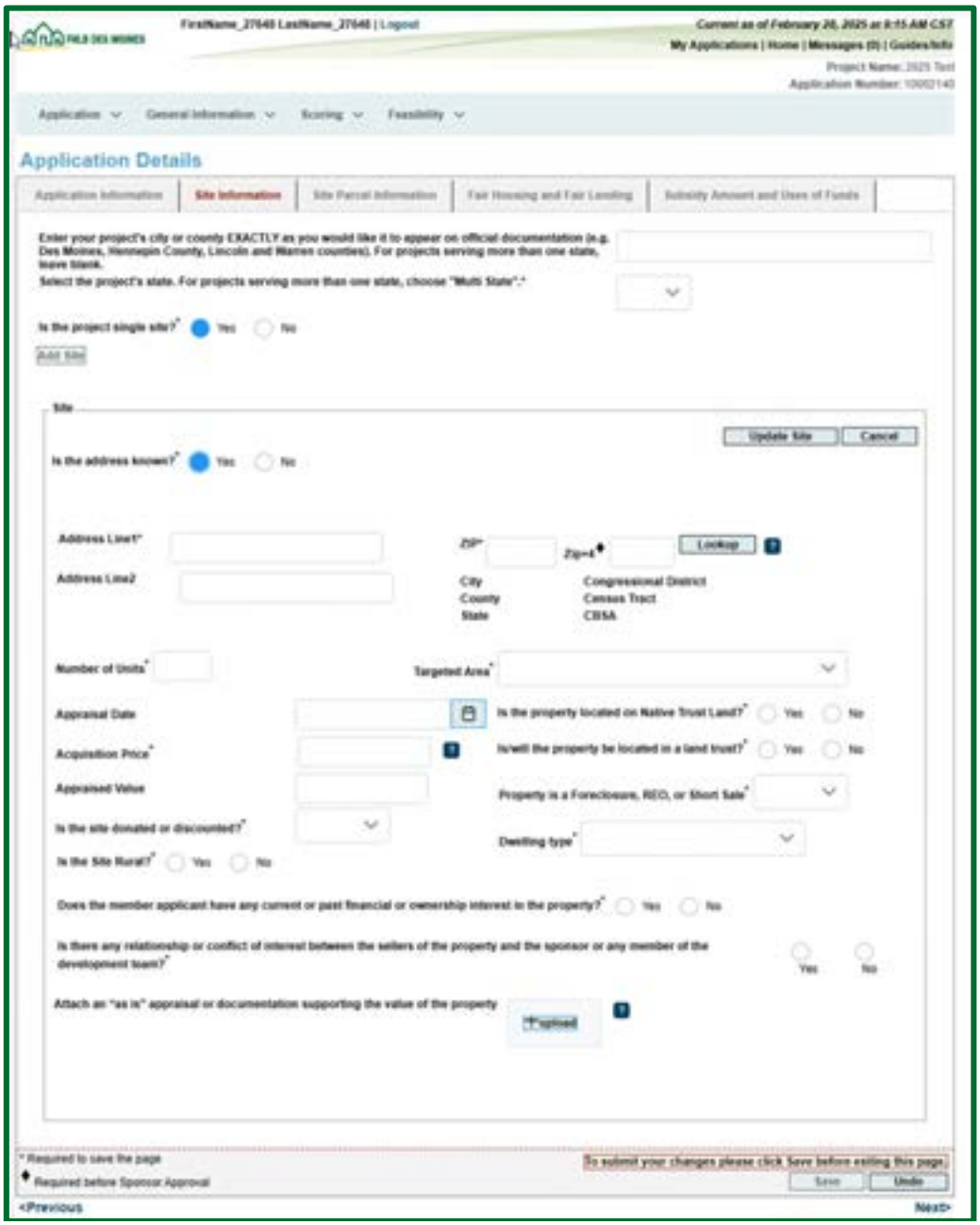
Specify whether the project is a single site by selecting Yes. If a project includes multiple sites, select No.

Important: For a homeownership project, if it will include more than one unit, it should be identified as multiple sites. For example, a project may include a single-site condominium building with ten units. This should be identified as a multiple site. A site address will need to be provided for each unit. The total number of sites should equal the total number of units.

AHP Online Application Process *General Information*

Application Details: *Site Information*

Single site example – address known



Address Known

Enter the address of the site and provide site information. Fill in the required information and Click on the *Update Site* button. This button will add the site to the site page.

When the site has been added, save the page. **If the page is not saved after sites have been added, the site information will not be saved.**

AHP Online Application Process *General Information*

Application Details: *Site Information*

ZIP+4 and Census Tract Lookup

For each site, the AHP Participant must enter and verify the ZIP+4 by going to USPS.com and looking up the site address.

Once the ZIP+4 is entered and the AHP Participant clicks on the Lookup button, AHP Online will automatically show the city, county, state, and site census tract.

The AHP Participant must verify that the census tract is correct by going to FFIEC.gov. If the census tract shown for the site in AHP Online is incorrect, call Community Investment at 800-544-3452, ext. 2400 before the application is Sponsor Approved.

Donated or Discounted Sites: If a project site is donated or discounted, the AHP Participant must choose Donated or Discounted from the drop-down menu on this screen.

Appraisal: An appraisal is required for the site to document acquistion cost if:

- If there is any current or past financial or ownership interest in the project site by the member;
- If there is an identity of interest between the buyer and seller;
- If the site is a foreclosure, real estate owned (REO), or a short sale; or
- If the site is discounted.

Appraisal is not required if the site is donated.

A third-party appraisal must be completed within 6 months of the earlier of the conveyance date or AHP application deadline. Property valuations including tax assessor's valuation or an independent comparative market valuation may be acceptable in lieu of an appraisal at the discretion of the Bank.

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

Number of Units: This indicates the number of units to be built or rehabilitated on the site. It should be the final number of units at completion for each site added.

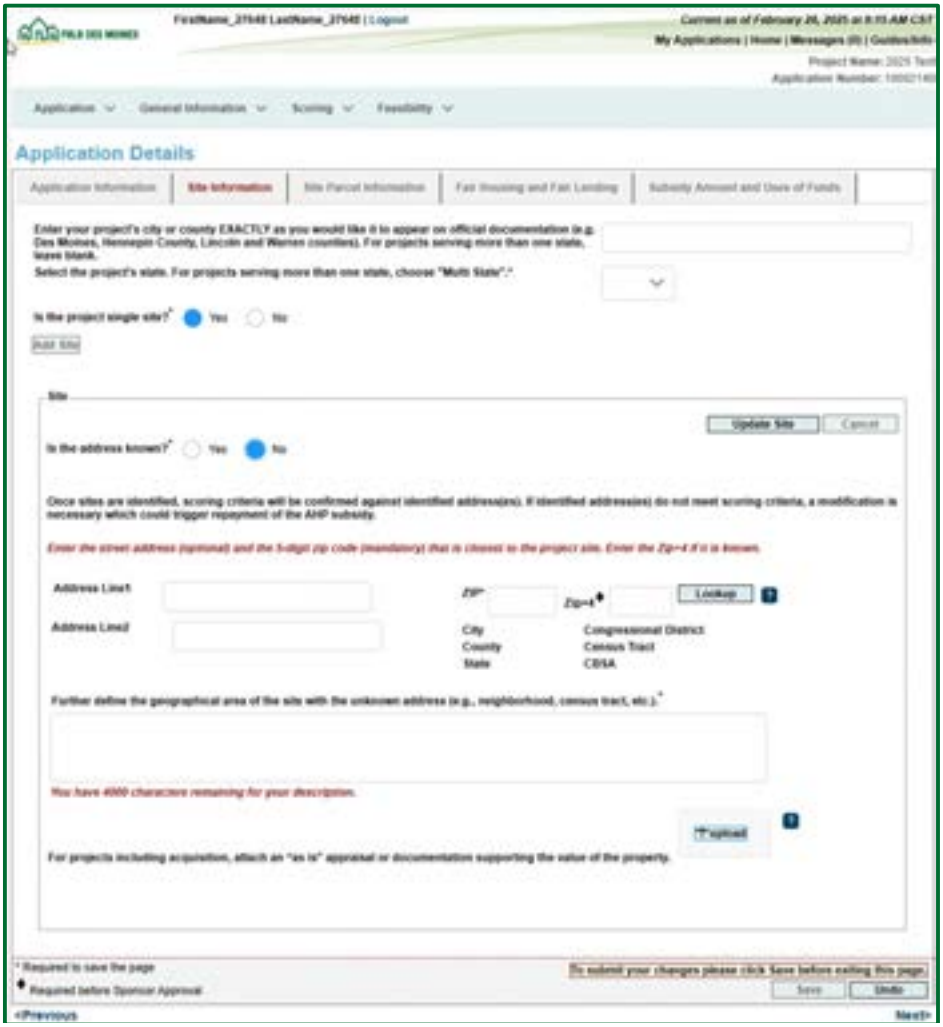
Helpful Hint - Site Control Documentation

Documentation of site control is required and is uploaded at different locations in AHP Online. Documentation of site control and zoning is required on the Project Timeline page. Documentation of property donation or discounted purchase is required on the Donated/Discounted Evidence Page. Appraisals, if required, are uploaded on the Site Control page (see above). See the applicable pages in this Guide for instruction.

AHP Online Application Process *General Information*

Application Details: *Site Information*

Single site example – address not known



Single-Site Project With Unknown Address
Projects with an unknown site address should indicate an address near the anticipated site location.

If an address is not available, the AHP Participant must enter a five-digit ZIP code (mandatory) for the area closest to the anticipated project site.

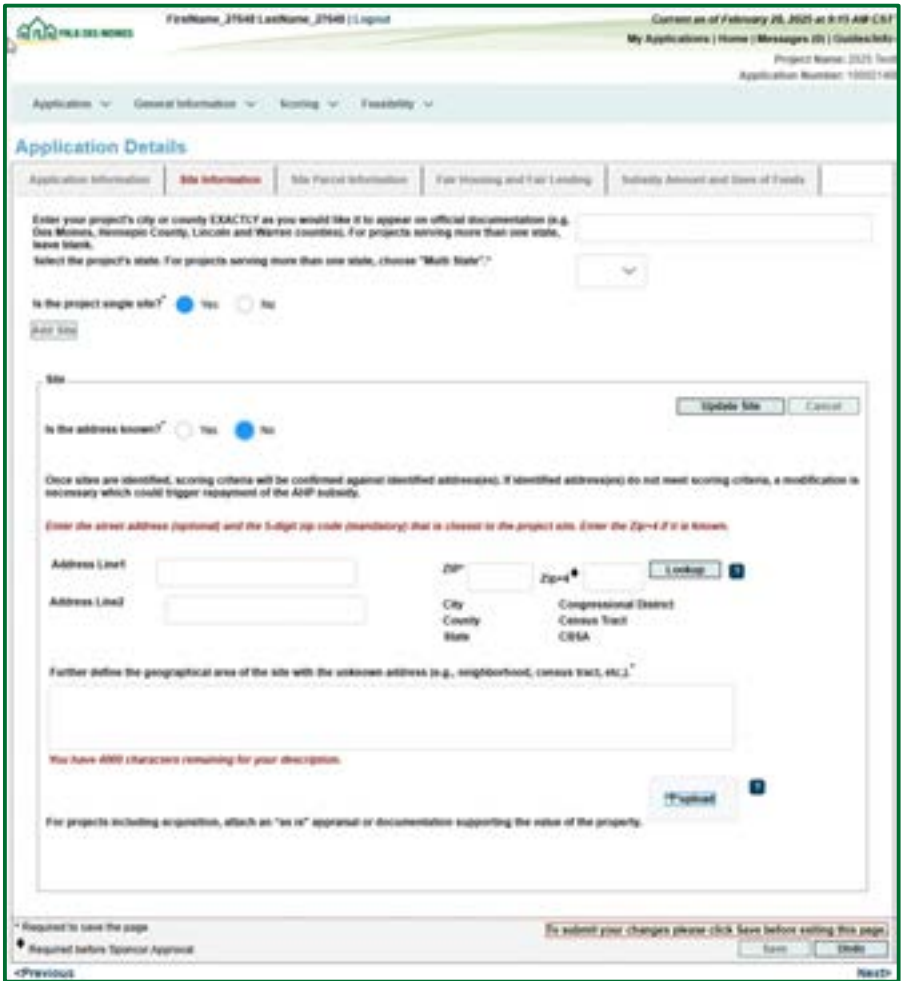
If an intersection is used as the closest address to an unknown single site and the ZIP+4 is unknown, the AHP Participant should locate the closest address to the intersection to find the ZIP+4 on USPS.com.

Once the ZIP+4 is entered and the AHP Participant clicks on the Lookup button, AHP Online will automatically show the site census tract. The AHP Participant must verify that the census tract is correct by going to FFIEC.gov. If the census tract shown for the site in AHP Online is incorrect, call Community Investment at 800-544-3452, ext. 2400 before the application is Sponsor Approved.

AHP Online Application Process *General Information*

Application Details: *Site Information*

Multiple site example – addresses not known



Multi-Site Project With Unknown Addresses

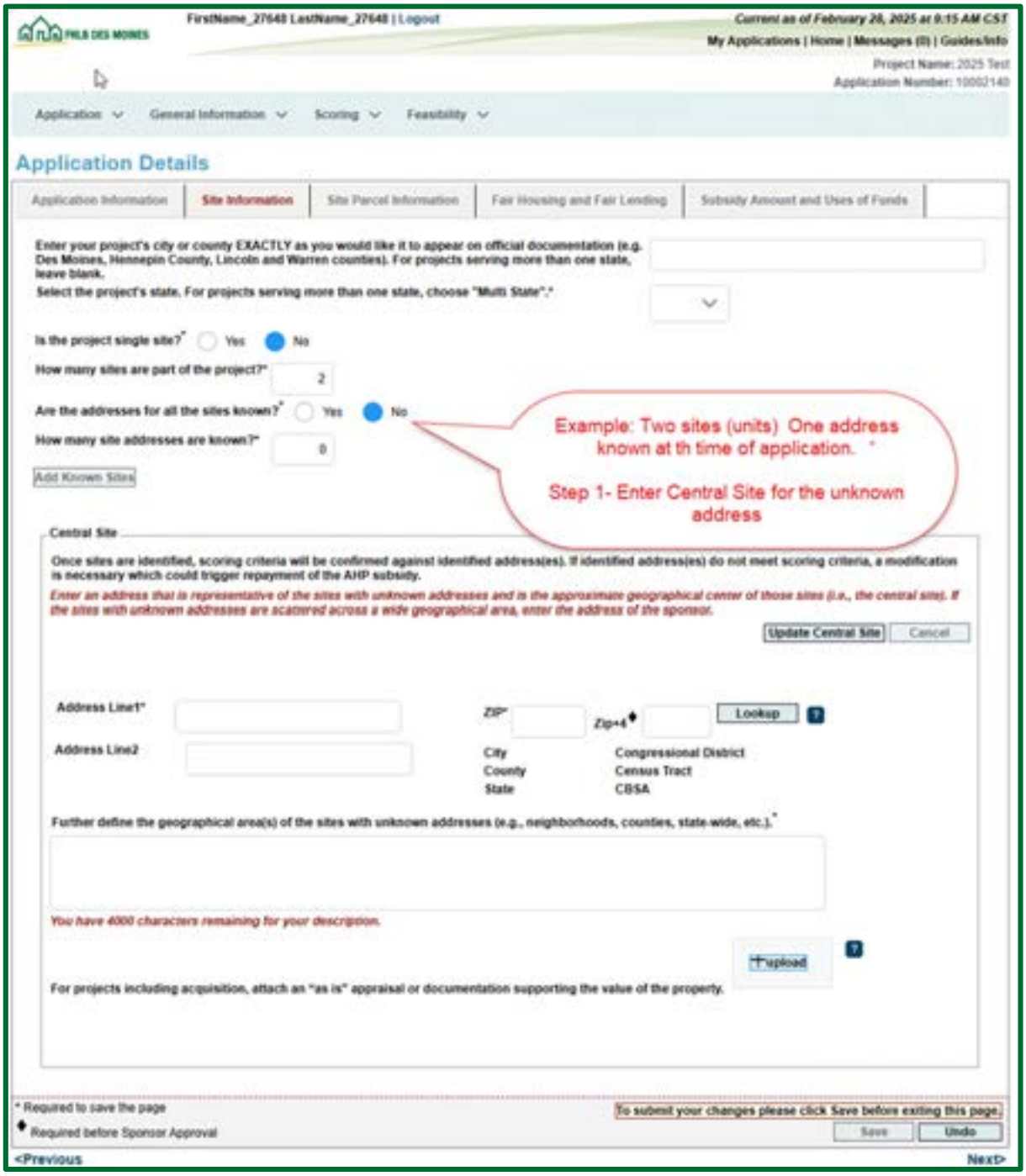
Projects with multiple unknown sites should indicate a central site address near the middle of the anticipated target area. This may be the sponsor address if it is in the target area. The address must include the ZIP+4.The AHP Participant must verify the ZIP+4 by going to USPS.com and looking up the representative site address. Once the ZIP+4 is entered and the AHP

Participant clicks on the Lookup button, AHP Online will automatically show the site census tract. The AHP Participant must verify that the census tract is correct by going to FFIEC.gov. If the census tract shown for the site in AHP Online is incorrect, call Community Investment at 800-544-3452, ext. 2400 for assistance before the application is Sponsor Approved.

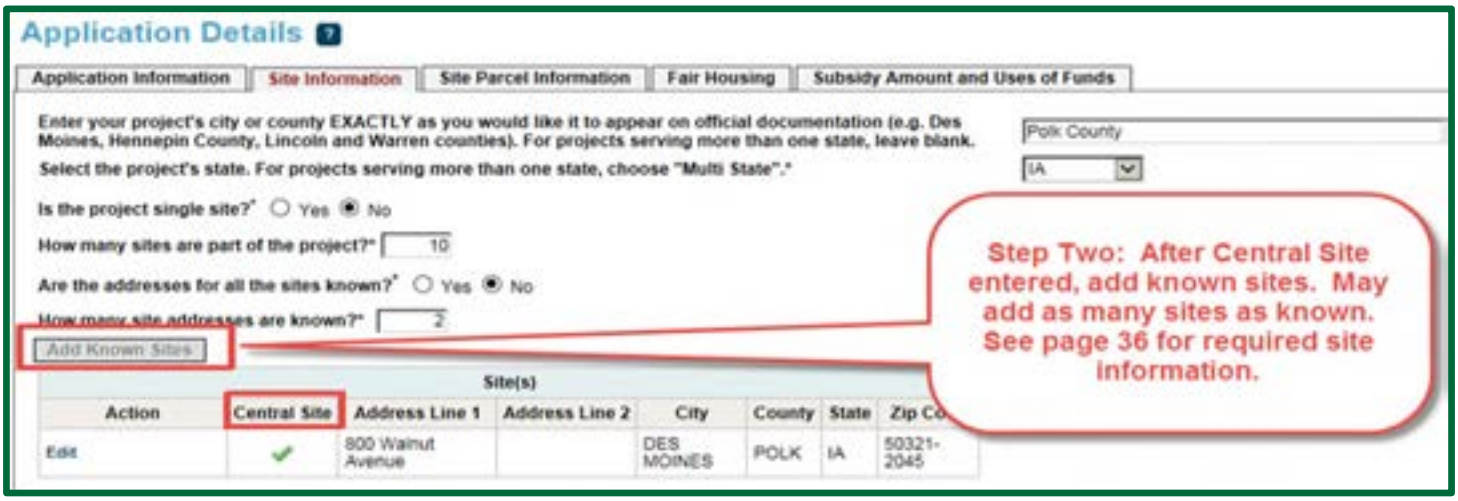
AHP Online Application Process *General Information*

Application Details: *Site Information*

Multiple Sites example – not all addresses known



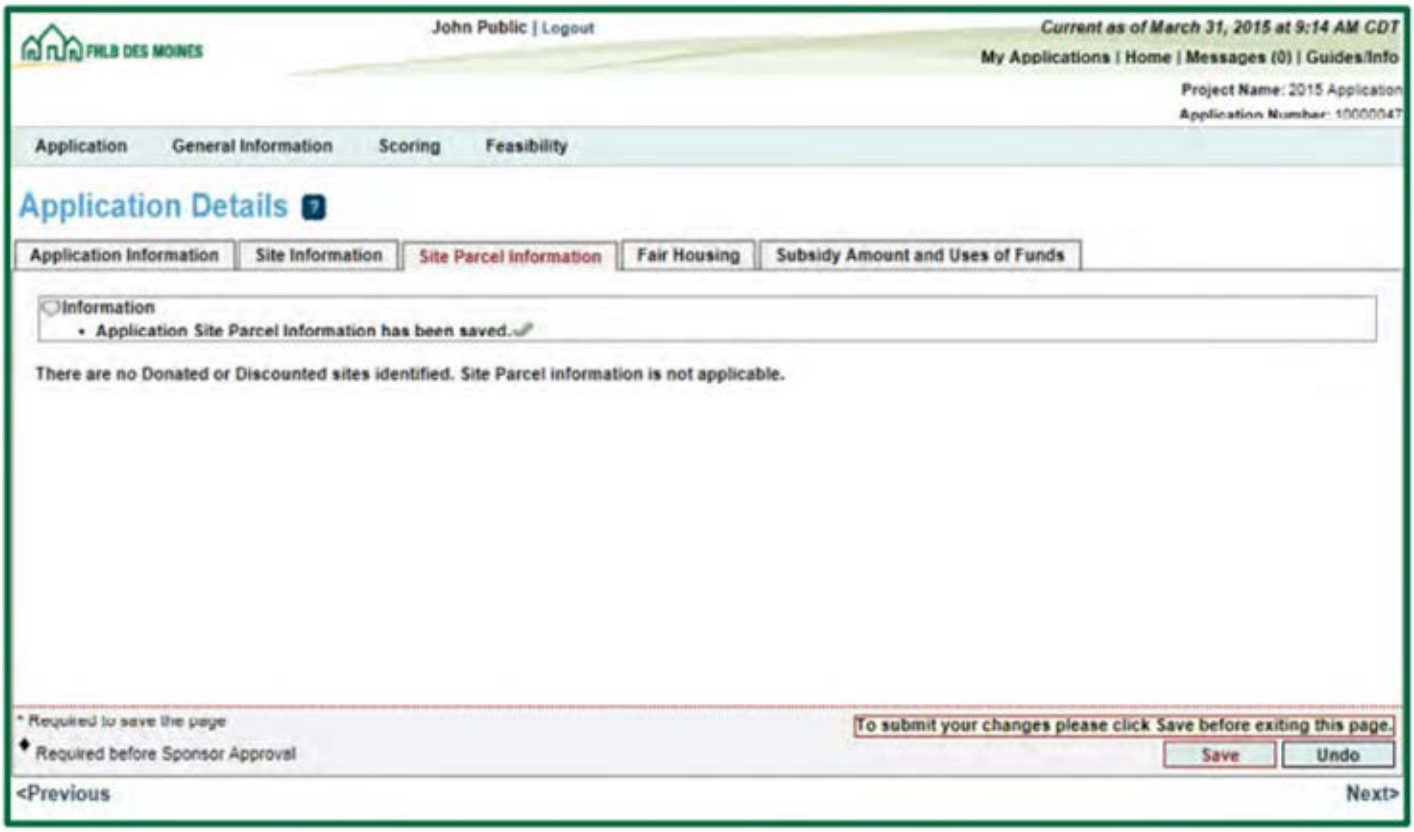
AHP Online Application Process *General Information*



This example is typical of homeownership projects including new construction or acquisition and rehabilitation, where the sponsor is acquiring sites for development and some but not all of the sites are known at application. This requires identification of a Central Site for the unknown sites. If all sites are known there is no need to enter a Central Site. Simply add each known site. When adding a site, Update Site after data entry, then Save the page. It is recommended you Save page after each site is entered.

AHP Online Application Process *General Information*

Application Details: *Site Parcel Information*

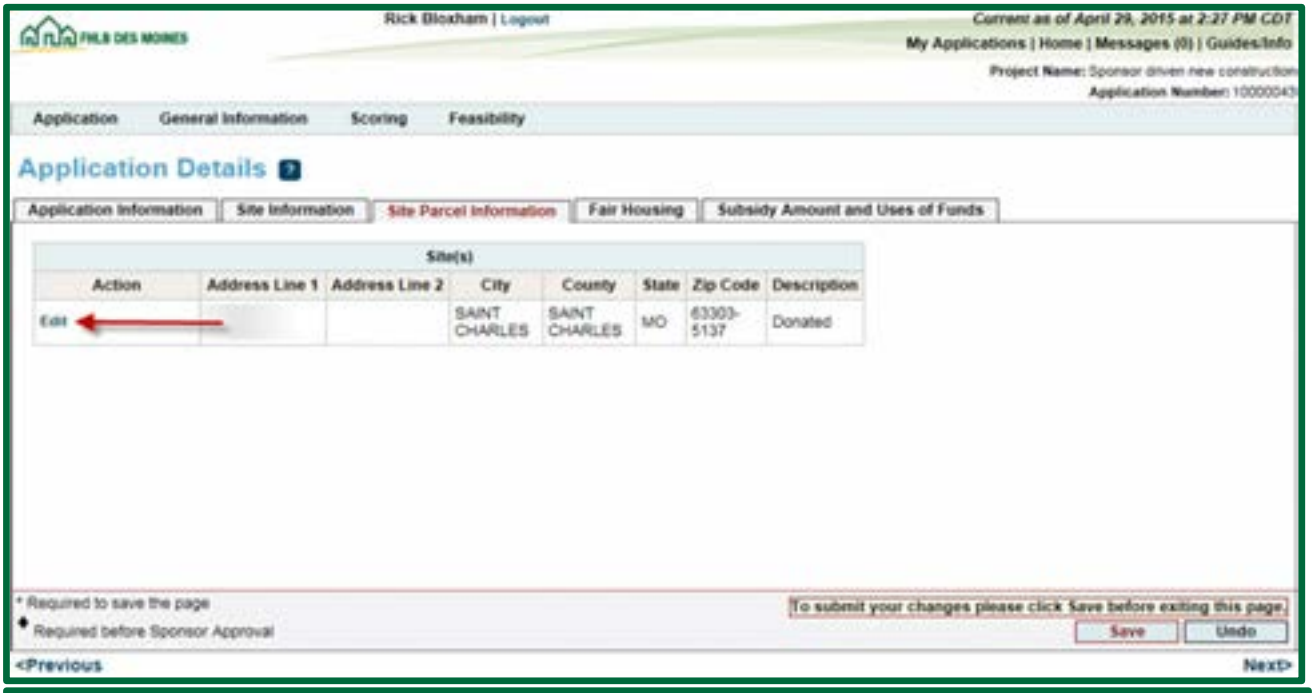


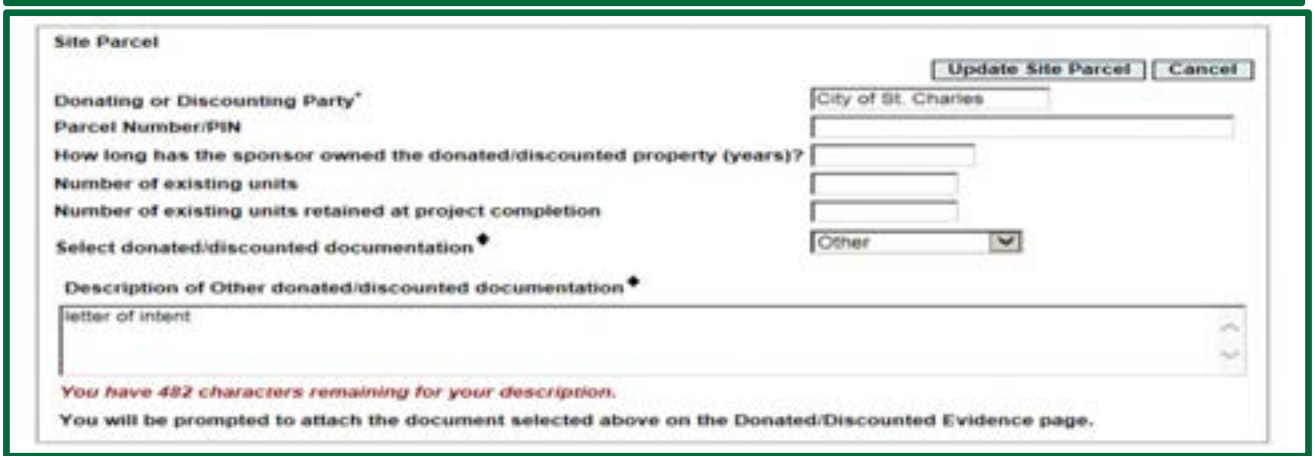
The Site Parcel Information screen must be completed for each site for which *Donated* or *Discounted* was selected on the Site Information screen.

If there is nothing to save on the Site Parcel Information screen, it is still necessary to click on the *Save* button to complete the screen. Once the information has been saved, click on *Next*.

AHP Online Application Process *General Information*

Application Details: *Site Parcel Information*





The Site Parcel Information screen must be completed for each site for *Donated* or *Discounted property* added on the Site Information screen.

Click on the Action *Edit* to insert the Site Parcel Information for each donated or discounted site.

Input information for all required fields, then click on *Update Site Parcel*. If the *Update Site Parcel* button is not clicked, the information will not update or save.

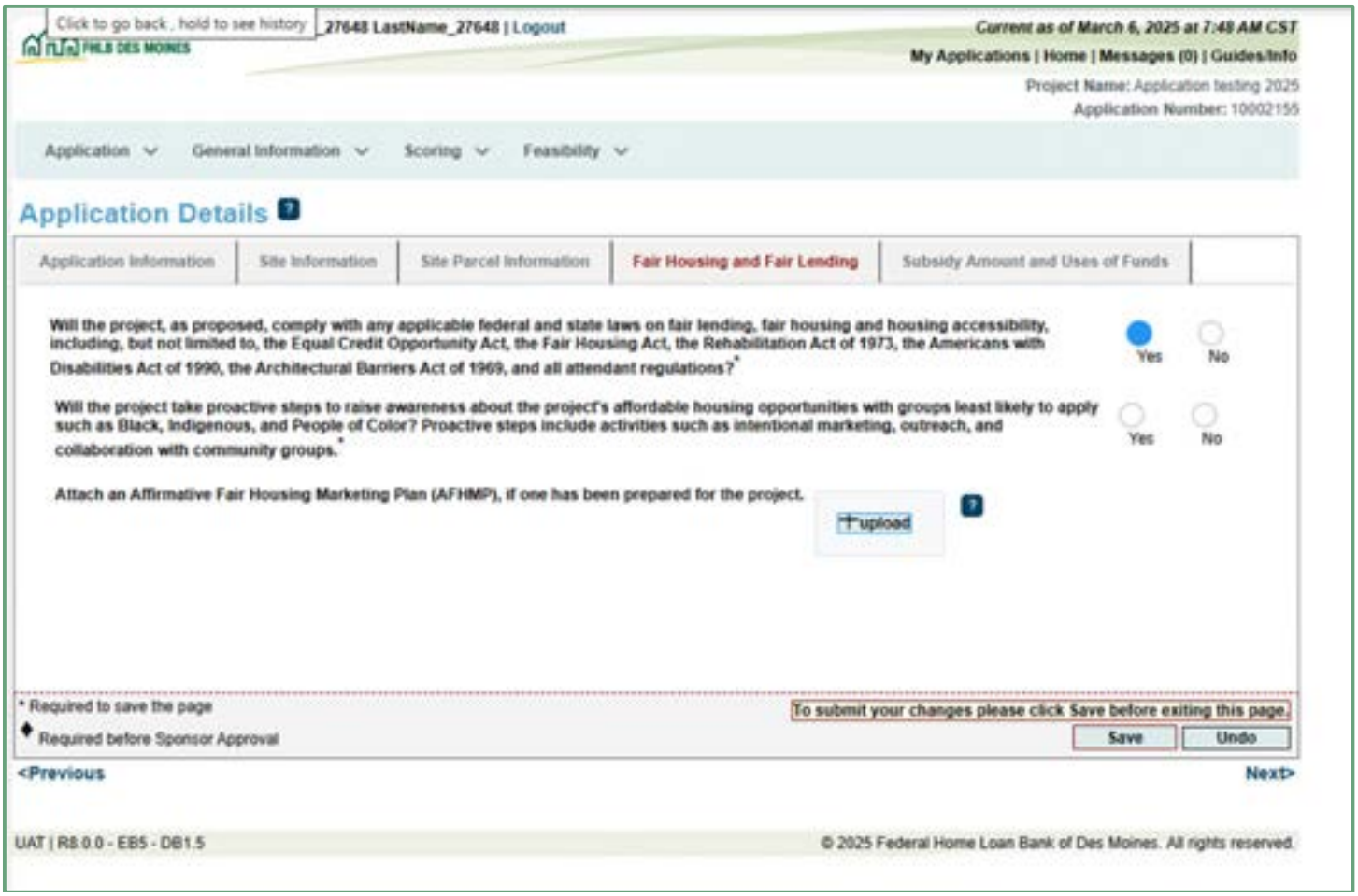
Once each address with donated or discounted property is complete, click on *Save*.

Helpful Hint

To be eligible for donation or discount, conveyance occurring prior to AHP award must have occurred within three years of the date the AHP application, or five years, at the discretion of the Bank, if the property is vacant or abandoned or difficult to develop due to environmental or other site conditions.

AHP Online Application Process *General Information*

Application Details: *Fair Housing*



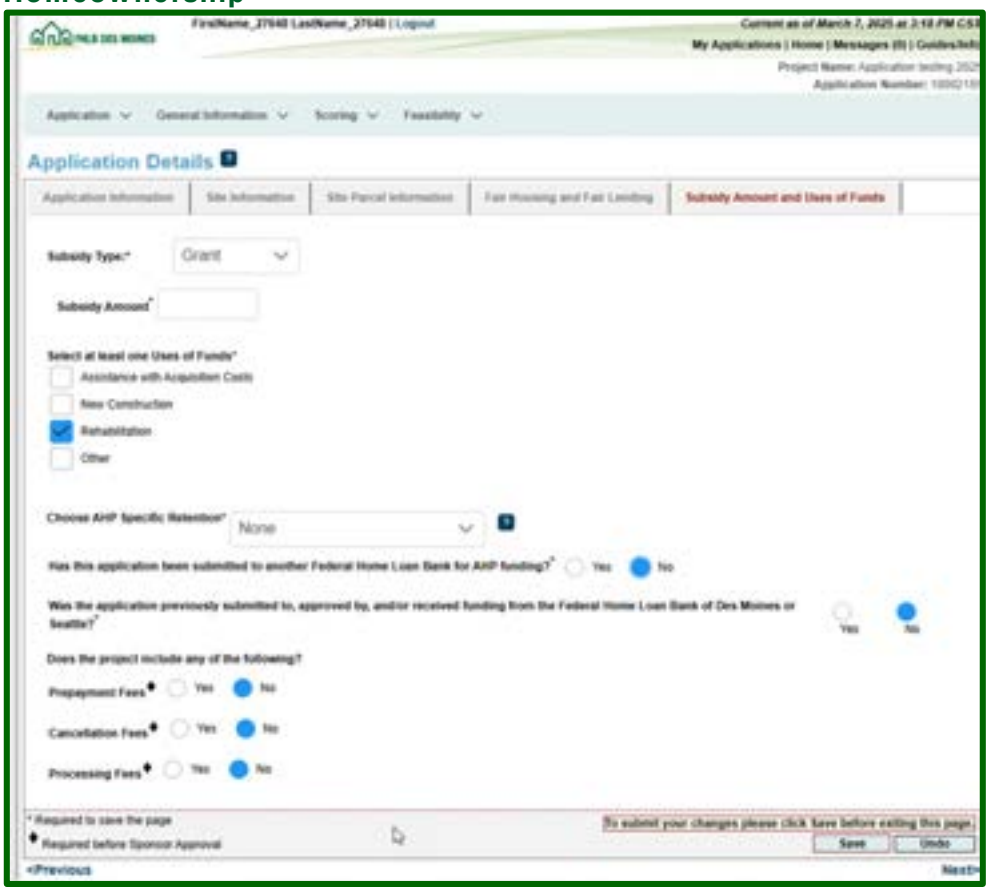
Fair Housing: The project must comply with applicable fair housing laws and regulations and to affirmatively market the project/program to persons/populations least likely to apply for housing.

AHP Online Application Process *General Information*

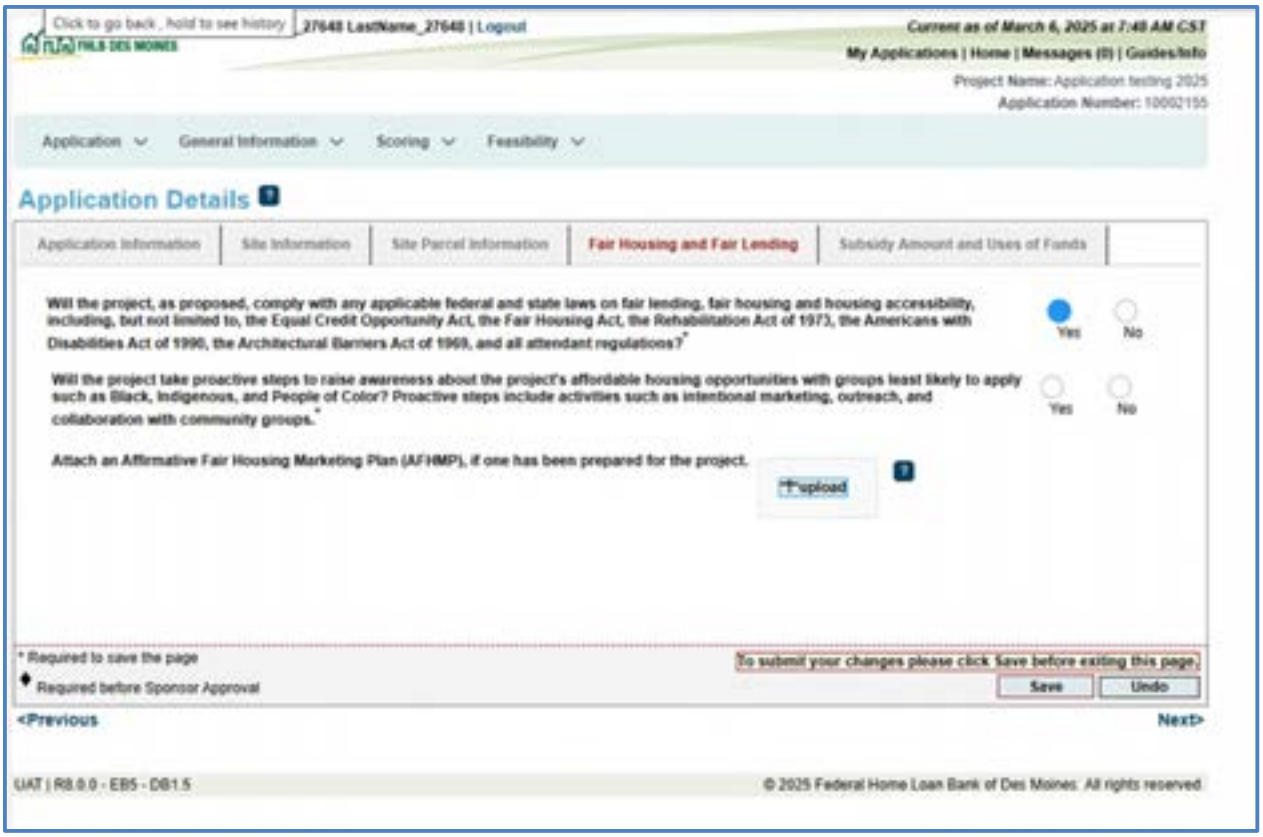
Application Details: *Subsidy Amount and Uses of Funds*

Rental

Homeownership



AHP Online Application Process *General Information*



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

Select at least one Uses of AHP Funds. If *Other* is chosen, the applicant must contact Community Investment to determine whether the proposed use is eligible.

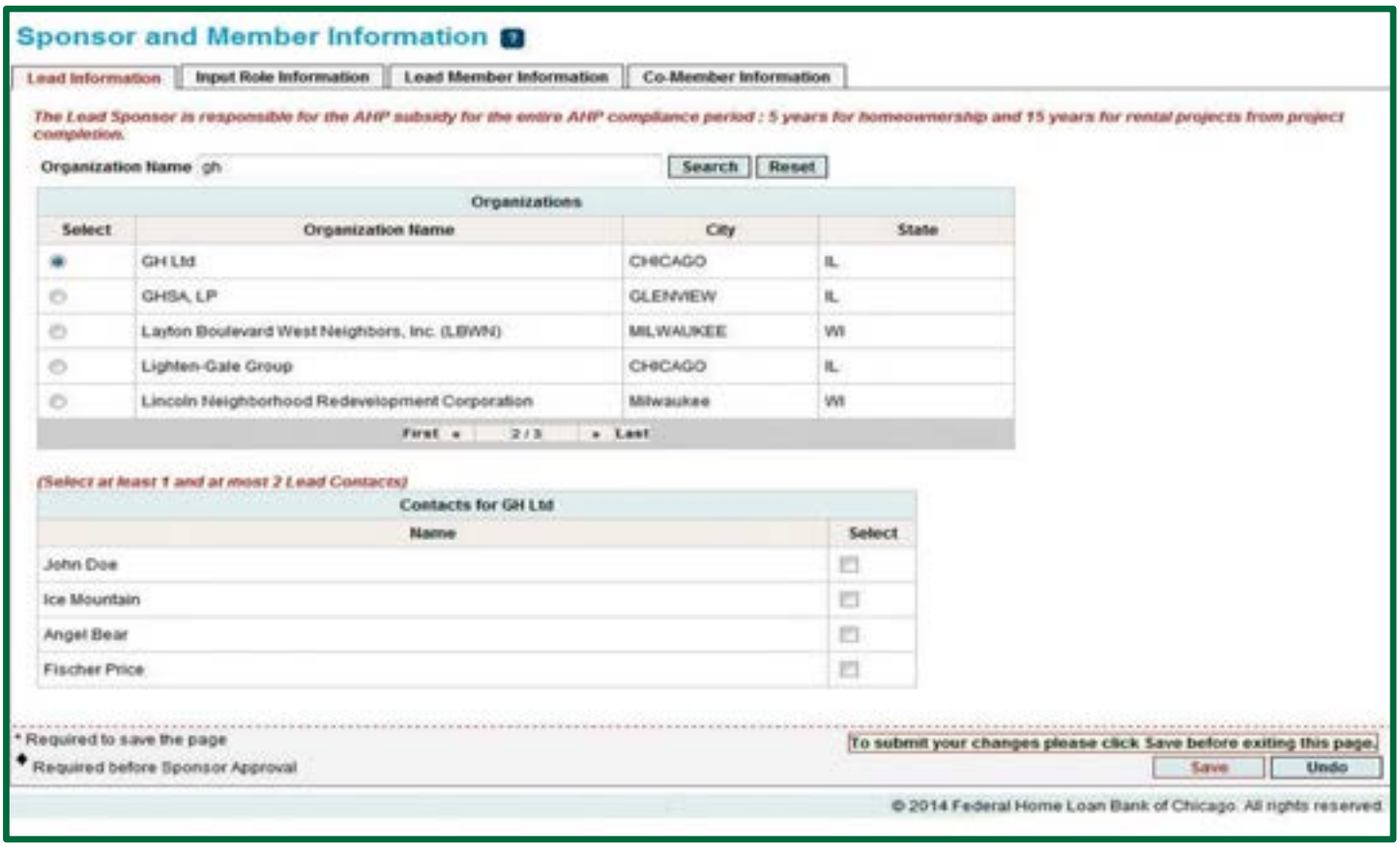
For Homeownership projects, if the project provides Assistance with Acquistion Costs, the form of assistance must be identified.

The FHLB requires a retention agreement or a mortgage for each AHP-assisted unit that include a purchase. The form of the agreement must be specified. Any form other than the Standard FHLB Retention Agreements must be approved by Bank counsel. Owner-occupied rehab units will sign Bank's Acknowledgement of Receipt of AHP Subsidy.

If the application has been submitted to other Federal Home Loan Banks, or was previously submitted to the Des Moines Bank, information must be provided.

AHP Online Application Process *General Information*

Sponsor and Member Information

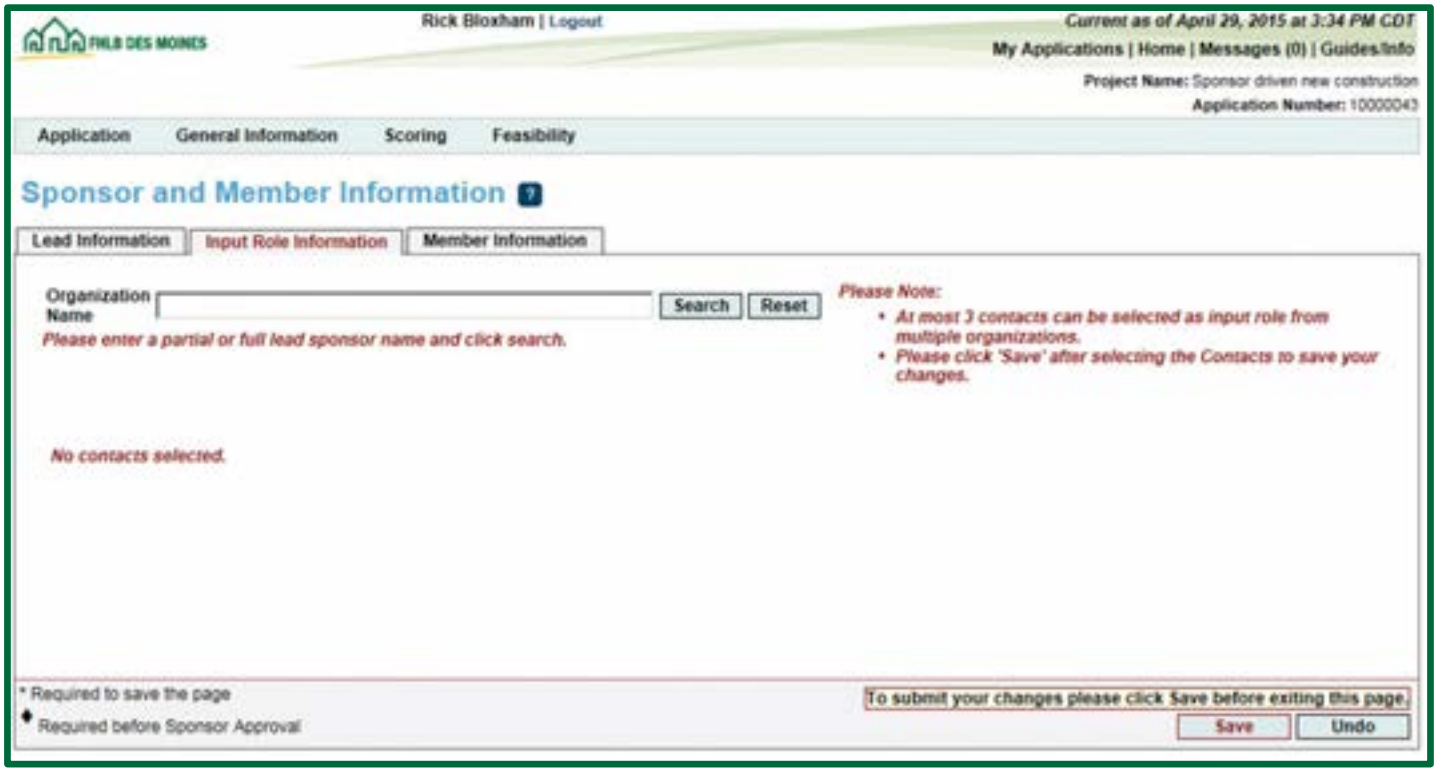


The Lead Sponsor Contact can edit or update Sponsor or Member information in General Information. The Sponsor and Member Information section reflects Lead Contact, Input Contact, and Member information previously input. Please review the screens for accuracy. Only the Lead Sponsor Contact may change the Lead Sponsor, Input Contact, and Member information.

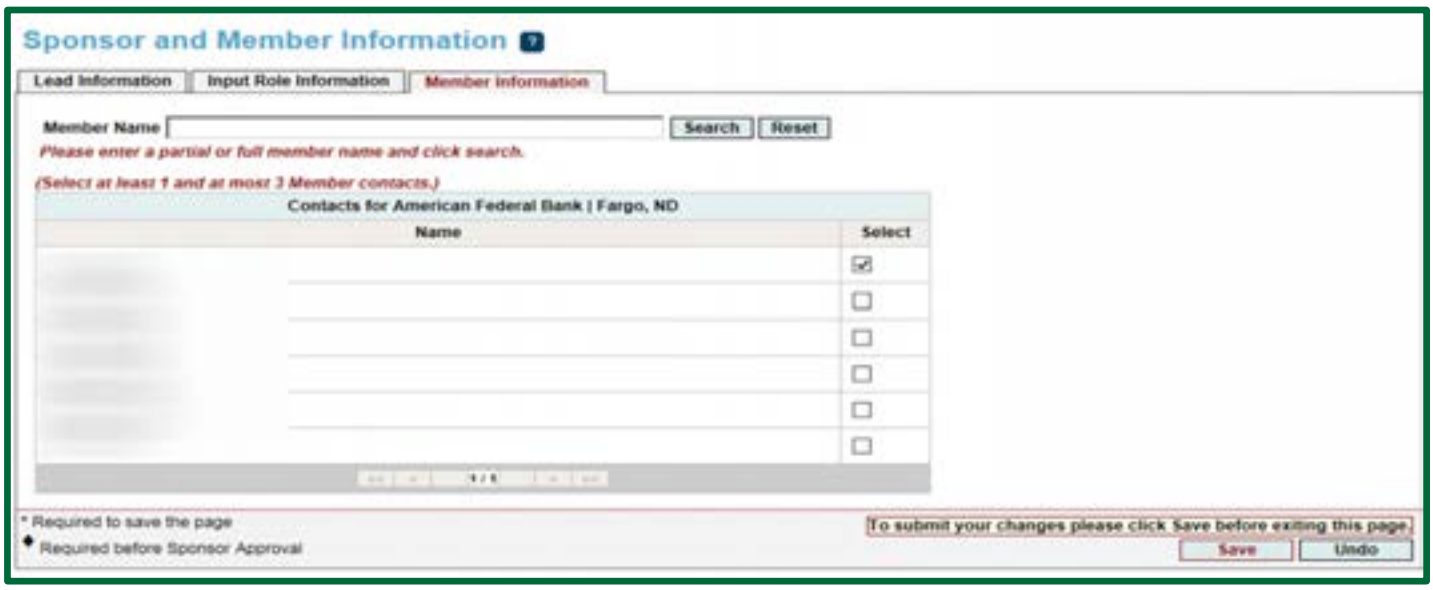
If the AHP Participant completing the application is an Input Contact, these screens will be read-only as he or she cannot change this information.

AHP Online Application Process *General Information*

Sponsor and Member Information



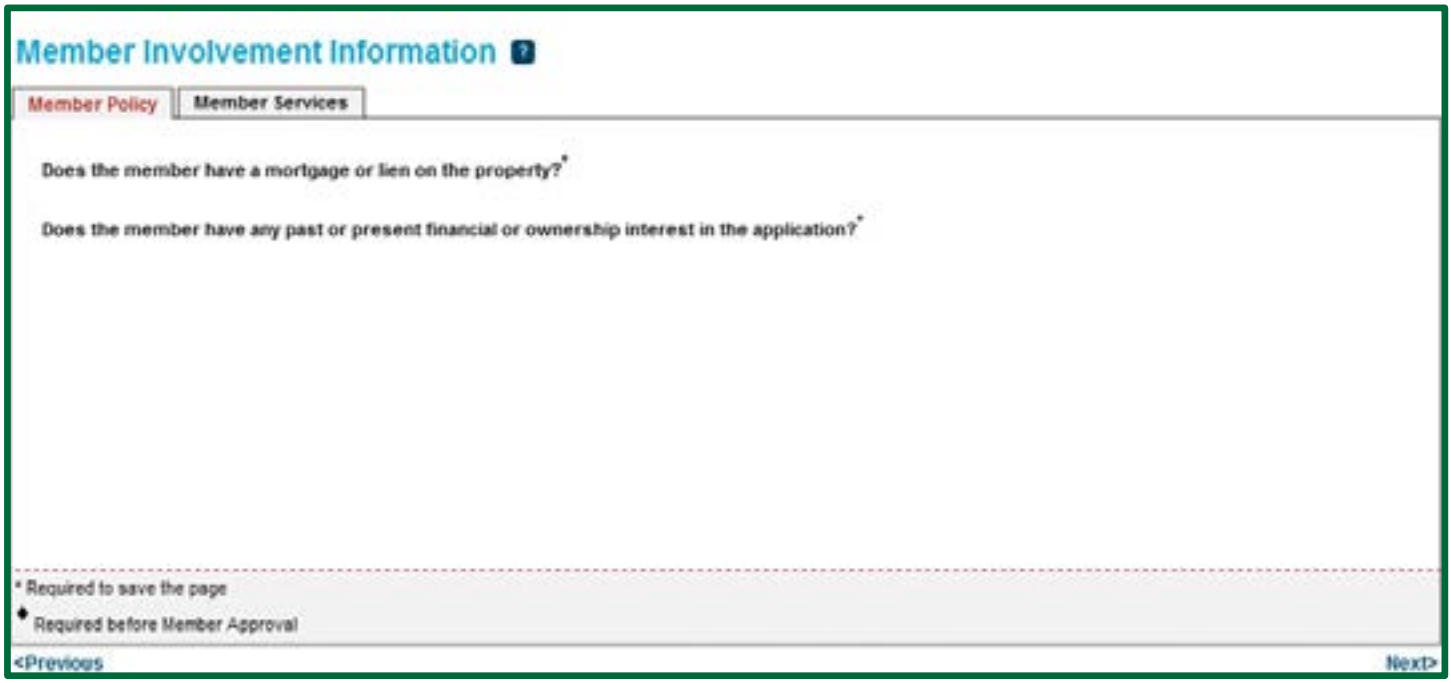
The Lead Sponsor Contact can edit the Input Contact or add one if an Input Contact has not been identified when initiating the application. The Input Contact will need to have registered and establish a User ID. You may locate the Input Contact by searching by Organization Name.

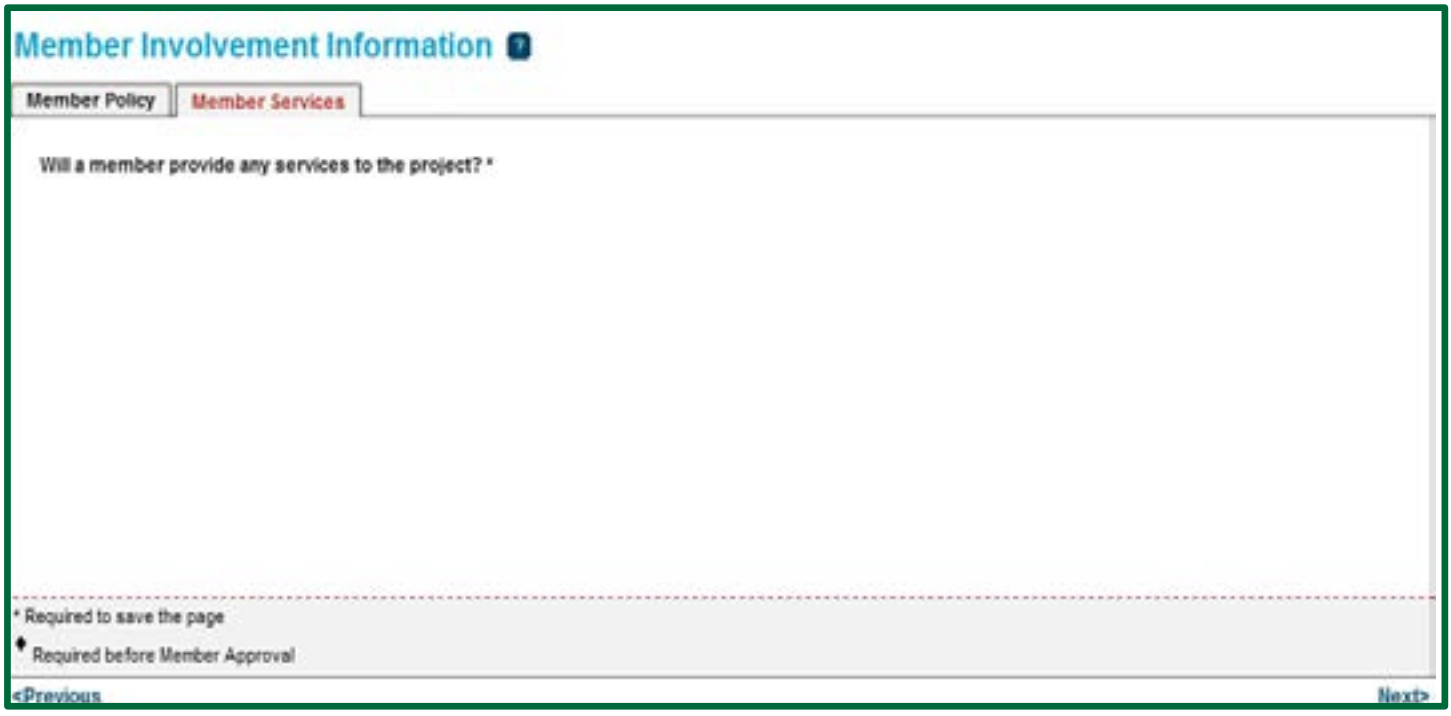


The Lead Sponsor Contact can edit the Member Contact or add new Contacts if they have been assigned by the Member.

AHP Online Application Process *General Information*

Member Involvement Information





The two Member Involvement Information screens will be completed by the Member Contact during the Member Approval process.

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

Click on *Next* to move through these screens.

AHP Online Application Process *Scoring*

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

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

For donated units, identify either the number of units, or the square feet of land that is donated. **For homeownership projects it is preferred that a sponsor identify units.**

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

If there are no donated or discounted properties answer *No*.

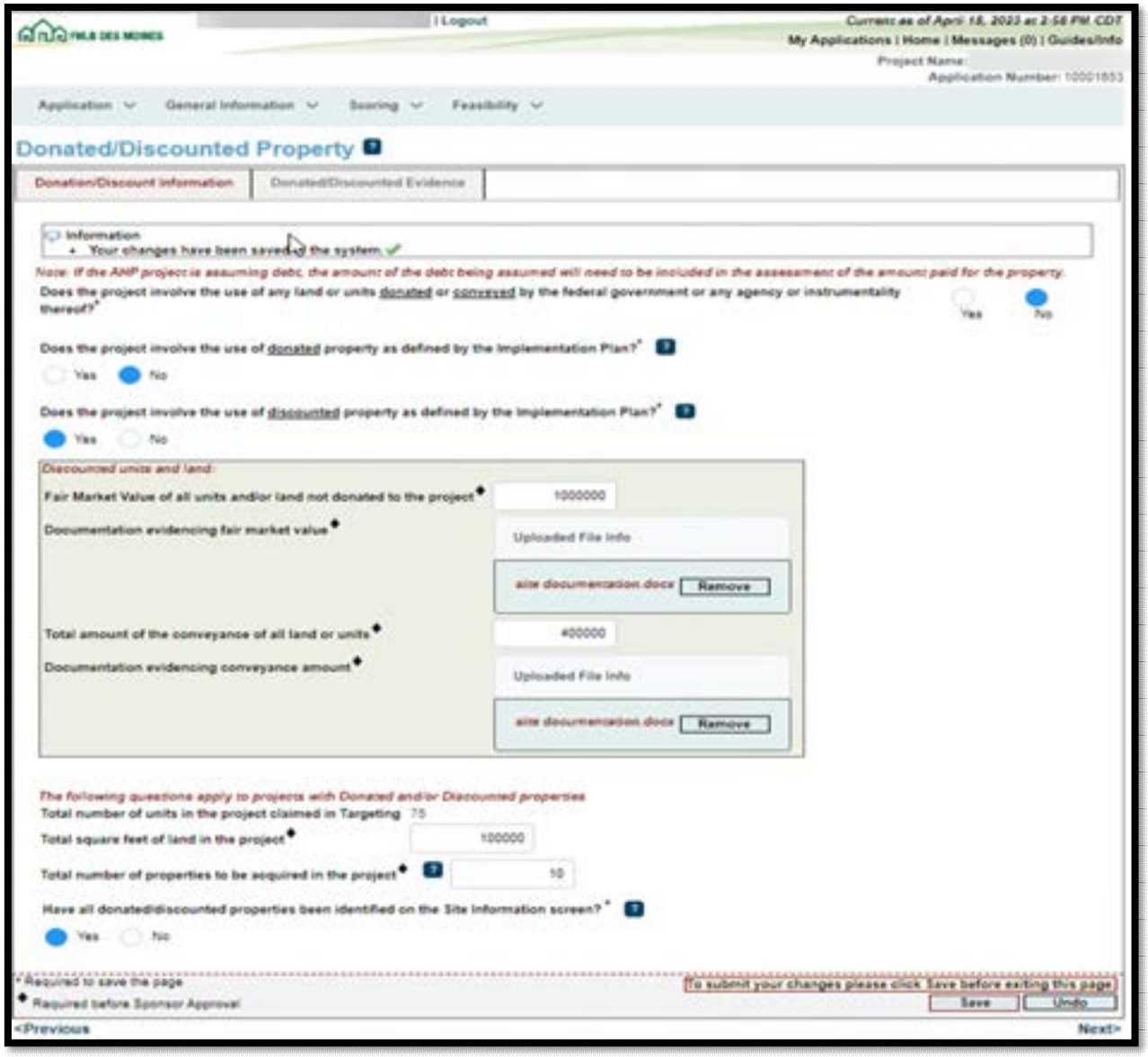
After completing all required fields click on *Save* then click on *Next* to move forward in the application.

NOTE: Total square feet of land is a required entry, even if units are donated and used to calculate donation. If a project does not have site control, provide an estimate of the total square feet of land in the project.

In this example 100,000 square feet of land is donated. It is the same as the total square feet of land in the project.

AHP Online Application Process *Scoring*

Donated Property: Donation Information



In this example, 10 properties are being conveyed to the project at a discounted price of $400,000. The 10 properties have a fair market value of $1,000,000.

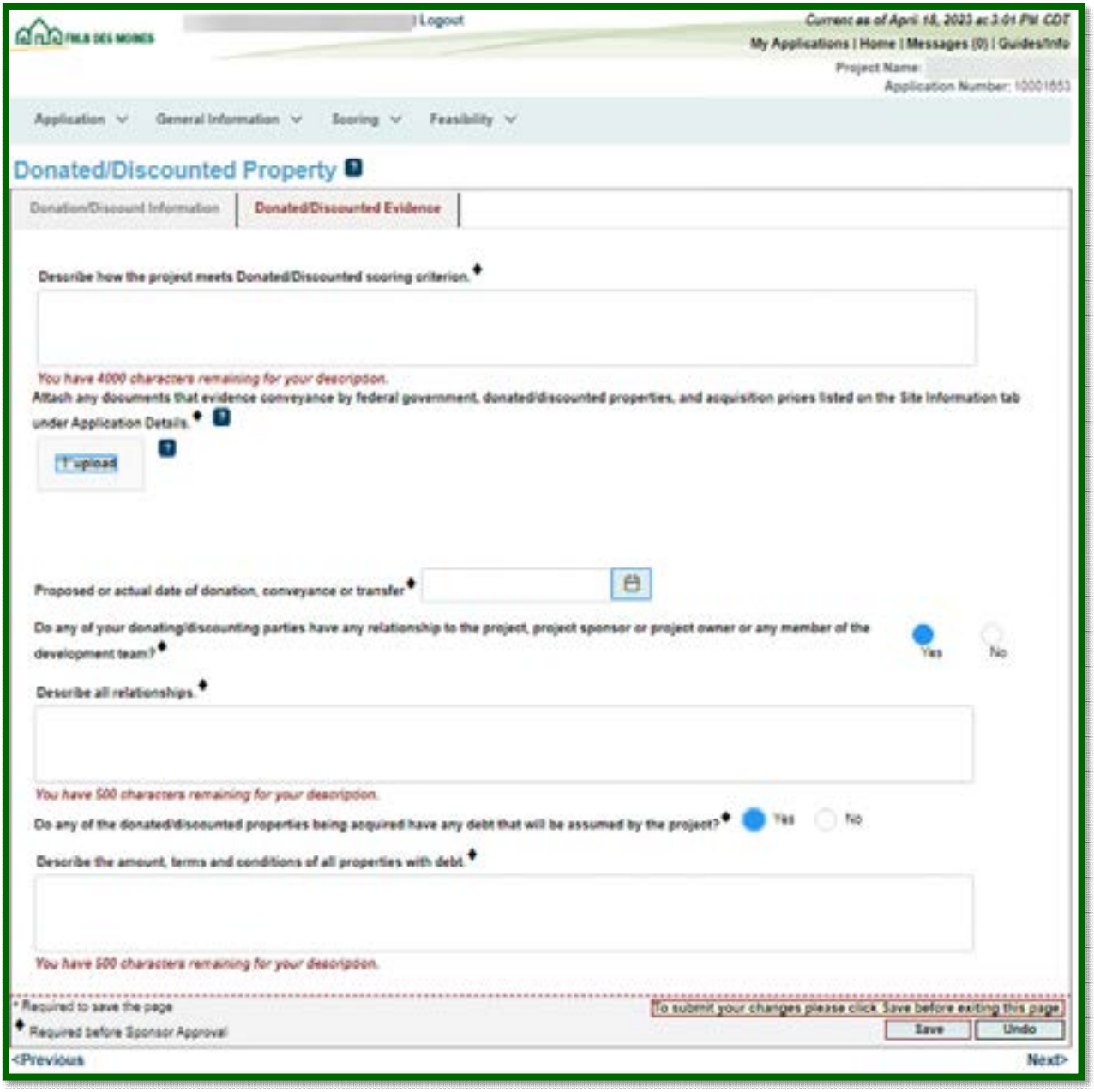
Note that the number of units claimed in Targeting is “0”. The “Total number of units in the project claimed in Targeting” field is auto-filled based on the number of units from the Targeting screen. This field will indicate “0” units until the Targeting screen is completed later in the application process.

Helpful Hint

Do not enter $ in the numeric fields.

AHP Online Application Process *Scoring*

Donated Property: Donated/Discounted Evidence



All evidence of donated and/or discounted properties must be attached as one PDF file. After attaching the PDF file, click on *Save* to successfully save the attachment.

Federal Government Properties: For properties donated or conveyed by the federal government, attach evidence of the transaction or evidence of a commitment for a future conveyance. The documentation must identify the federal government or the federal agency/instrumentality conveying the land or units.

Donated Properties: For donated properties, attach evidence of donation, including commitment to donate and documentation of conveyance if that has occurred. Evidence of commitment to donate must reference the specific site(s), the date or

AHP Online Application Process *Scoring*

anticipated date of the donation, and any condition(s) the donation is contingent on, and must be signed by the donor. If conveyance has occurred, donated property must have been conveyed within three years prior to the AHP application deadline, or five years at the discretion of the Bank if the property is vacant or abandonded or difficult to develop.

If the AHP Participant is applying for Donated points based on donated square feet, documentation verifying the donated square feet and total square feet in the project must also be attached.

Discounted Properties: For discounted properties, attach a third-party appraisal or other satisfactory "as-is" property valuation in the Application Details/Site Control tab. Attach documentation of conveyance here, including the actual purchase price and the date or anticipated date of the conveyance. The "as is" property value will be compared with the purchase price of the property to calculate the discount. The discounted property must have been conveyed within three years prior to the AHP application deadline, or five years at the discretion of the Bank if the property is vacant or abandonded or difficult to develop.

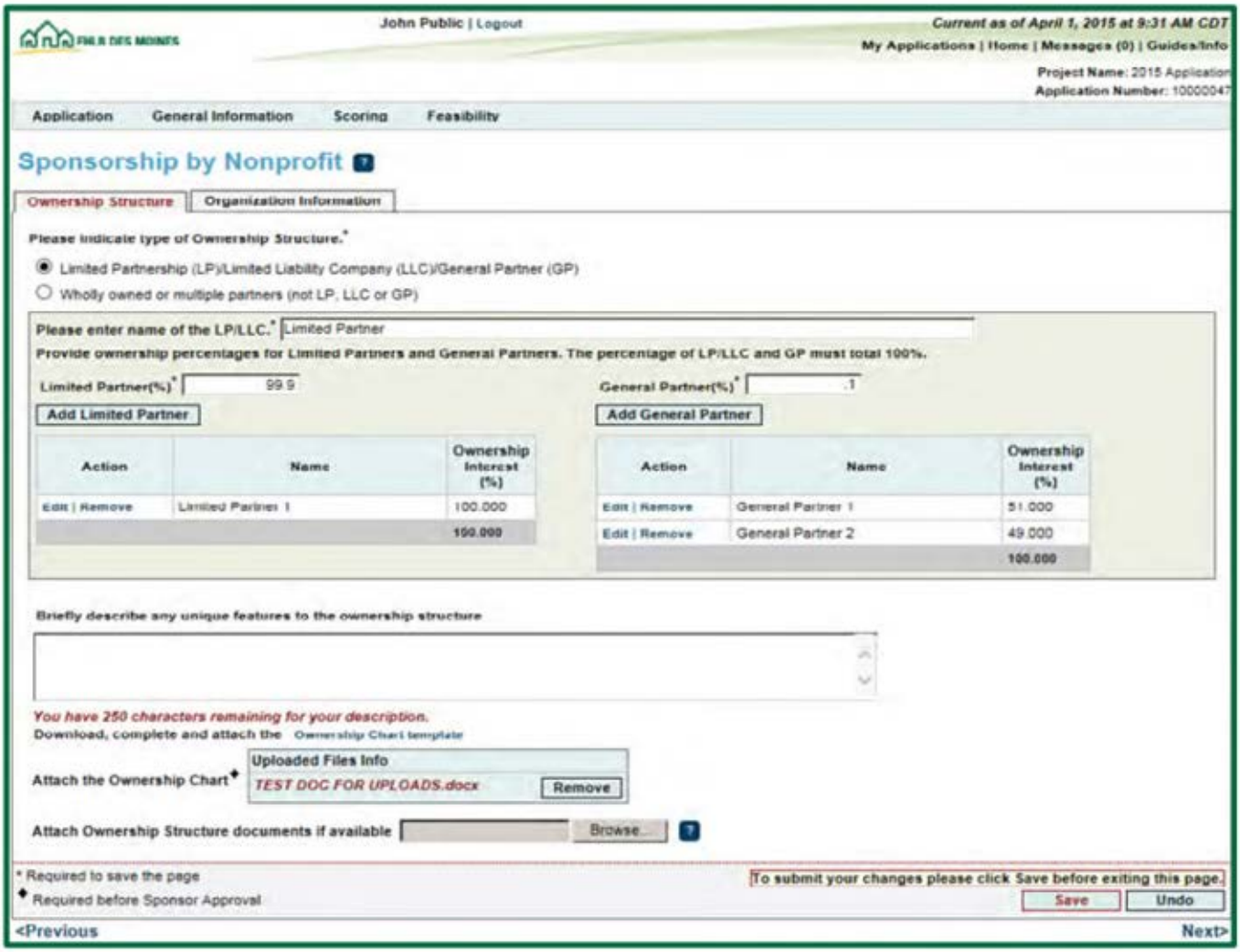
If the AHP project is assuming debt, the amount of the debt being assumed will be included in the assessment of the amount paid for the property.

Helpful Hint

Long-term leases of 15 years or more with a nominal annual rent payment of no more than $100 can qualify as donated. If applicable, provide a copy of the lease specifying the term and amount of any lease payment.

AHP Online Application Process *Scoring*

Sponsorship by Nonprofit: Ownership Structure—Rental Projects



LP / LLC / GP

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

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

All tiers of ownership must be identified on the Project
Ownership Chart, which the AHP Participant must upload to the screen. The form is available on the Bank's public website at: http://www.fhlbdm.com. See Products & Services – Affordable Housing – Housing Providers - Project Application Forms

Helpful Hint
To add organizations that are part of the LP and GP, click on Add Limited Partner and Add General Partner. Fill in the required information and click on Update Limited Partner or Update General Partner.

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

AHP Online Application Process *Scoring*

Sponsorship by Nonprofit: Ownership Structure—Rental Projects

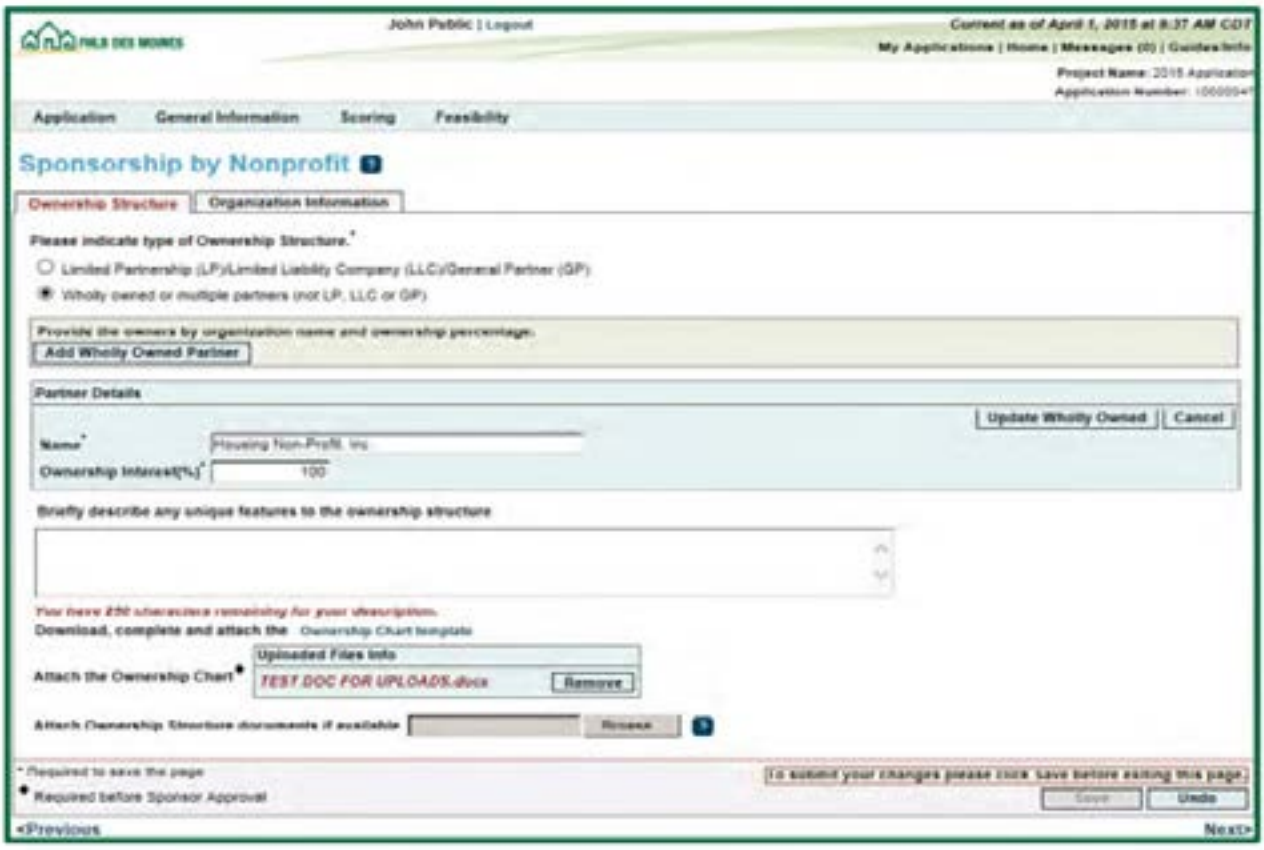
Helpful Hint

The sponsor must be the owner(s) of the rental project or must have an ownership interest (including any partnership interest) in the entity that is the owner of the rental project. Failure to clearly identify ownership interest on the Project Ownership Chart may cause the application to be deemed ineligible.

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

AHP Online Application Process *Scoring*

Sponsorship by Not-for-profit: Ownership Structure—Rental Projects



Wholly Owned or Multiple Partners

Identify every partner and their ownership interest by clicking on *Add Wholly Owned Partner* for each partner. Fill in the required fields and click on Update Wholly Owned to add the partner.

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

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

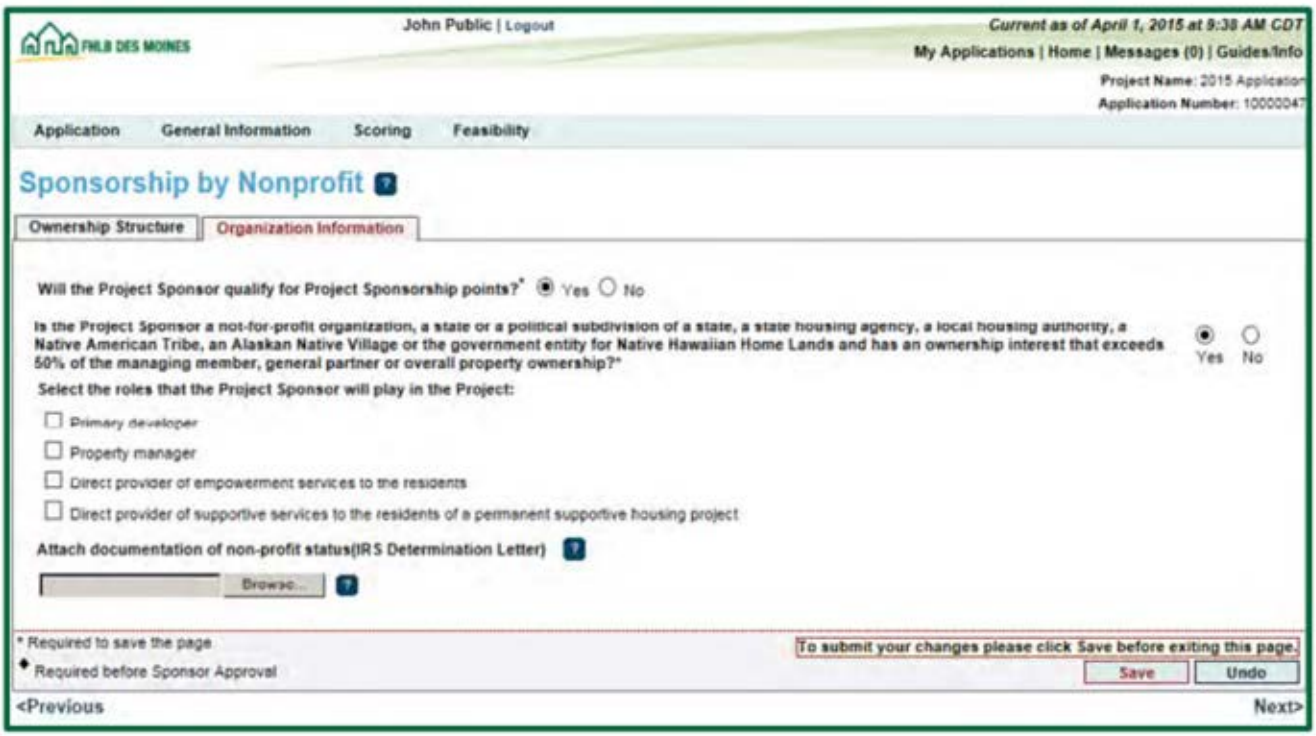
Important Required screen **Eligibility Information:** For rental project applications to be considered eligible, the Ownership Structure must be completed and a completed Project Ownership Chart must be attached, regardless of whether the AHP Participant intends to apply for Sponsorship by Nonprofit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

Helpful Hint

The sponsor must be the owner(s) of the rental project or must have an ownership interest (including any partnership interest) in the entity that is the owner of the rental project. Failure to clearly identify ownership interest on the Project Ownership Chart may cause the application to be deemed ineligible.

AHP Online Application Process *Scoring*

Sponsorship by Not-for-profit: Organization Information–Rental Projects



Rental Projects

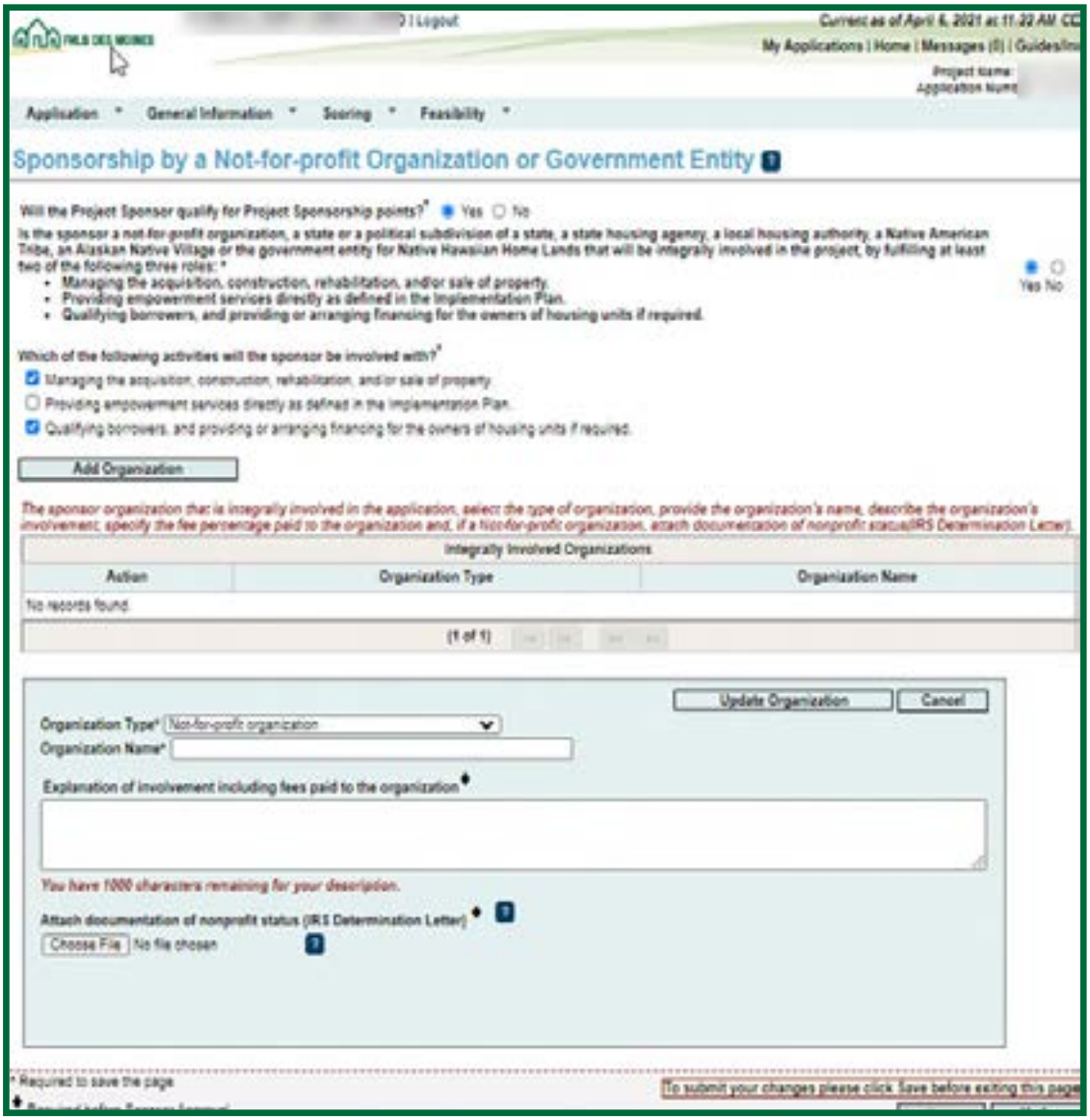
AHP Participants applying for Sponsorship by Nonprofit must complete the Sponsorship by Nonprofit: Organization Information screen.

In order for a nonprofit organization to receive points for nonprofit status, the applicant must evidence nonprofit status by attaching a nonprofit determination letter from the Internal Revenue Service. Qualifying government entities or housing authorities are not required to attach evidentiary documents.

Additionally, to receive Sponsorship by Nonprofit points the applicant must demonstrate to the satisfaction of the Bank that it is integrally involved in the project by exercising control over the planning, development or management of the project.

AHP Online Application Process *Scoring*

Sponsorship by Not-for-profit Organization or Government Entity: Homeownership



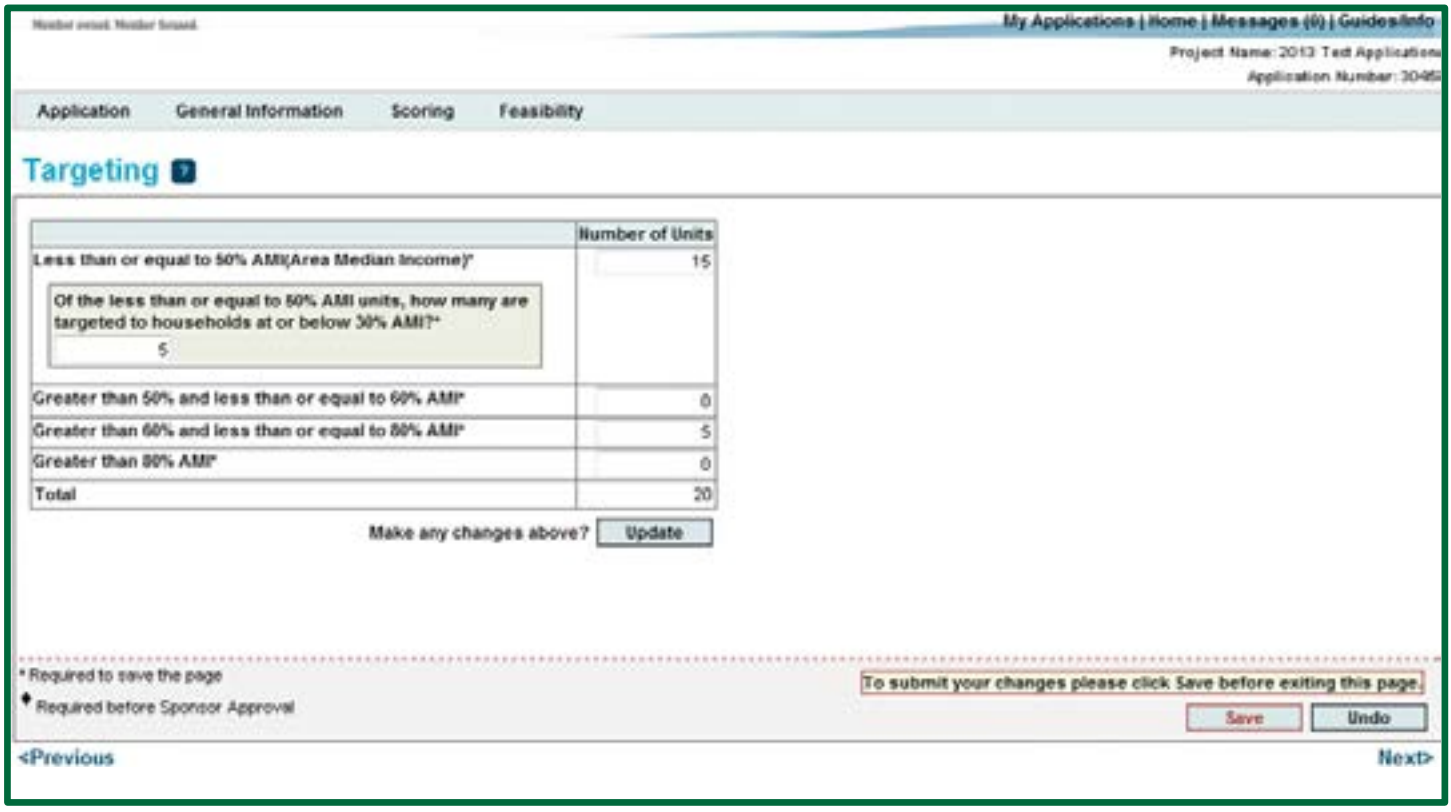
Homeownership Projects

In order for a nonprofit or government organization to receive points for sponsorship, the applicant must demonstrate to the satisfaction of the Bank that it is integrally involved in at least two of the three roles described, and evidence nonprofit status by attaching a nonprofit determination letter from the Internal Revenue Service. Qualifying government entities or housing authorities are not required to attach evidentiary documents.

To complete the Homeownership Sponsorship by Nonprofit screen, check off integral activities of the sponsor. Click on *Add Organization*. Provide information on the organization type and explanation of activities. Upload nonprofit evidence of nonprofit status. After completing the required fields, click on *Update Organization*. After updating, make sure to *Save* the screen or the information will be lost.

AHP Online Application Process *Scoring*

Income Targeting



Important

If the AHP Participant leaves any blank fields in the Targeting grid, AHP Online will generate an error message. Enter "0" in all fields where the number of units is zero.

Homeownership Requirements

For Homeownership projects, all AHP-assisted households must be <80% AMI. The Number of Units field for "Greater than 80% AMI" is locked for all homeownership projects.
All other fields must be completed.

Rental Requirements

For Rental projects, at least 20% of the units must be occupied by, and affordable for, households <50% AMI. Failure to commit to the required minimum may result in the application being deemed ineligible.

Helpful Hint

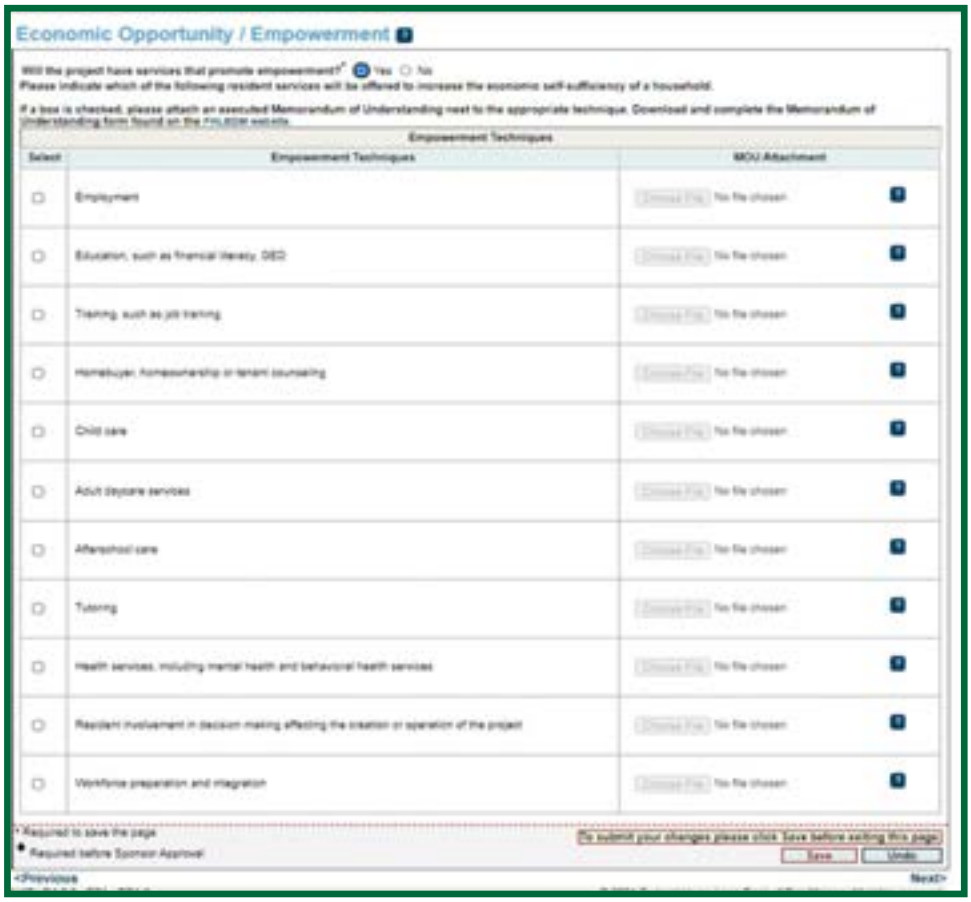
AHP Online will return an error message at Sponsor Approval if the rental and homeownership targeting does not meet the requirements.

Helpful Hint

For Rental projects: If the project is currently occupied, the current tenant demographic must equal or exceed this commitment.

AHP Online Application Process *Scoring*

Economic Opportunity/Empowerment



- Attach a Memorandum of Understanding (see Exhibits) for each empowerment service selected. The form is available on the Bank's public website at: http://www.fhlbdm.com. See Products & Services – Affordable Housing – Housing Providers – Project Application Forms. It must be signed by the sponsor, and signed by any third party service provider if applicable.
- Only one file may be uploaded per empowerment service, so the MOU(s) and any supporting documentation must be combined into a single PDF file.
- Documentation may include a brochure, annual report, or website screenshot detailing the services to be provided to the assisted households, or a service plan including detailed descriptions of services the sponsor will provide to households.

Helpful Hint

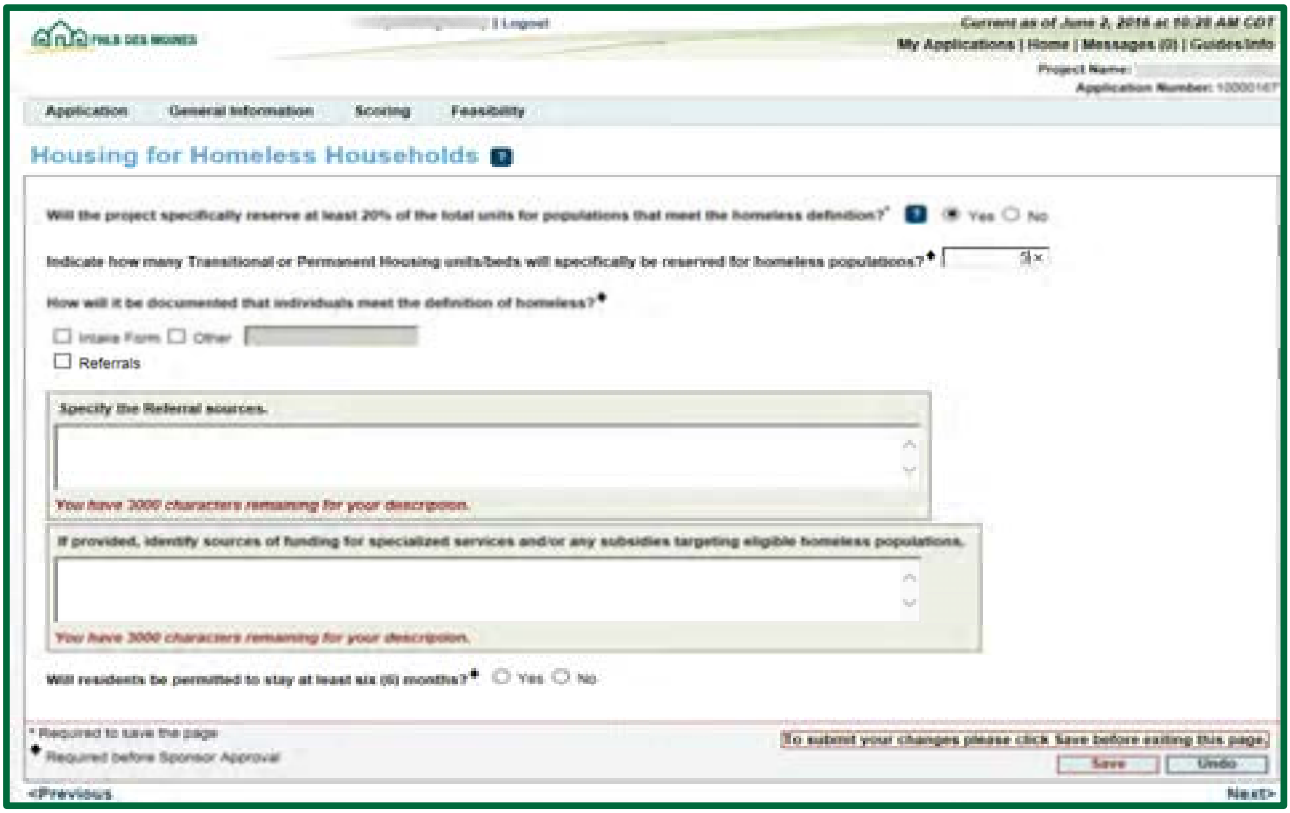
Be careful to click on Save after each Empowerment Technique is selected and after attaching the Memorandum of Understanding (MOU). If you do not save after selecting an Empowerment Technique and attaching an MOU, you may lose your information.

If evidence for an Empowerment Technique is attached to the wrong service, points may not be awarded for that particular service.

AHP Online Application Process *Scoring*

Underserved Communities: Other Targeted Populations

Housing for Homeless Households



Homeless households are defined by FHLB Des Moines as:
A household made up of one or more individuals, other than individuals imprisoned or otherwise detained pursuant to state or federal law, who:

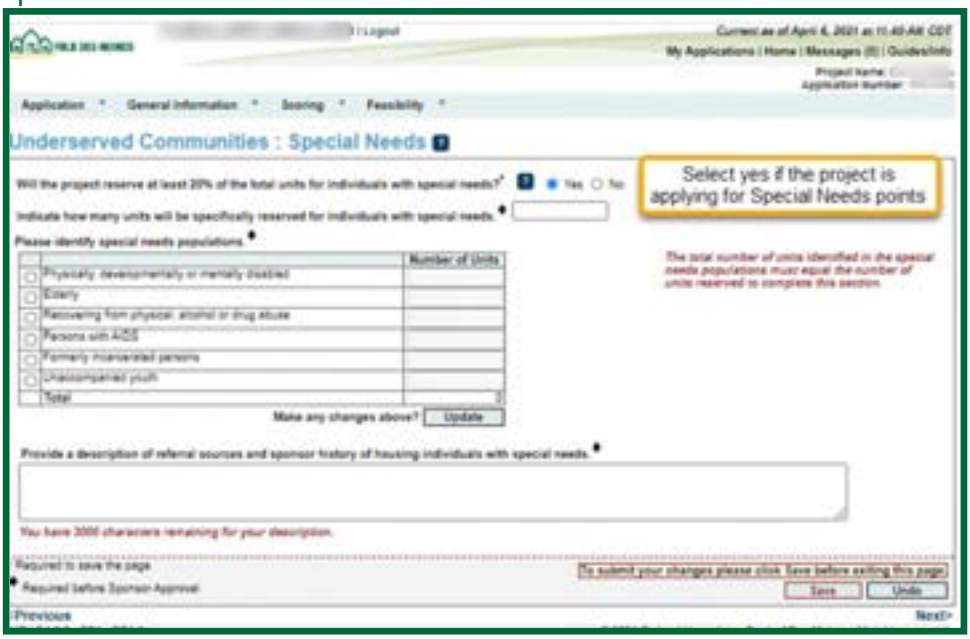
1. Lack a fixed, regular, or adequate nighttime residence; or
2. Have a primary nighttime residence that is:
    a. a supervised publicly or privately owned operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill); or
    b. a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, camping ground, etc.
3. Additionally, households will be considered to be homeless if they:
    a. are fleeing or attempting to flee domestic violence or other dangerous or life threatening conditions;
    b. will imminently lose their housing, including housing they own, rent, or live in without paying rent or are sharing with others; or
    c. are “doubled-up” temporarily in another household’s dwelling unit. Additional information is available in the AHP Implementation

Helpful Hint
For Rental projects: An occupied project may count a resident as homeless for the purposes of this scoring criterion if the resident was homeless no more than one year prior to the application submission date.

AHP Online Application Process *Scoring*

Underserved Communities: Other Targeted Populations

Special Needs



Required Information

- Identify the number of special needs households (units) that will be served by the project.
- Units should not be double-counted if that unit qualifies under more than one special needs category or there is more than one special needs person in the household.
- Provide a description of referral sources and sponsor history of serving households with special needs.
- The Sponsor must demonstrate how it will meet the special needs commitment.

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

Helpful Hint
If the applicant fails to click on Yes, the project will not receive points.

Disabled: Any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such impairment. In general, a physical or mental impairment includes hearing, mobility and visual impairments, chronic alcoholism, chronic mental illness, AIDS, AIDS Related Complex, and

AHP Online Application Process *Scoring*

intellectual disability that substantially limit one or more major life activities. Major life activities include walking, talking, hearing, seeing, breathing, learning, performing manual tasks, and caring for oneself.

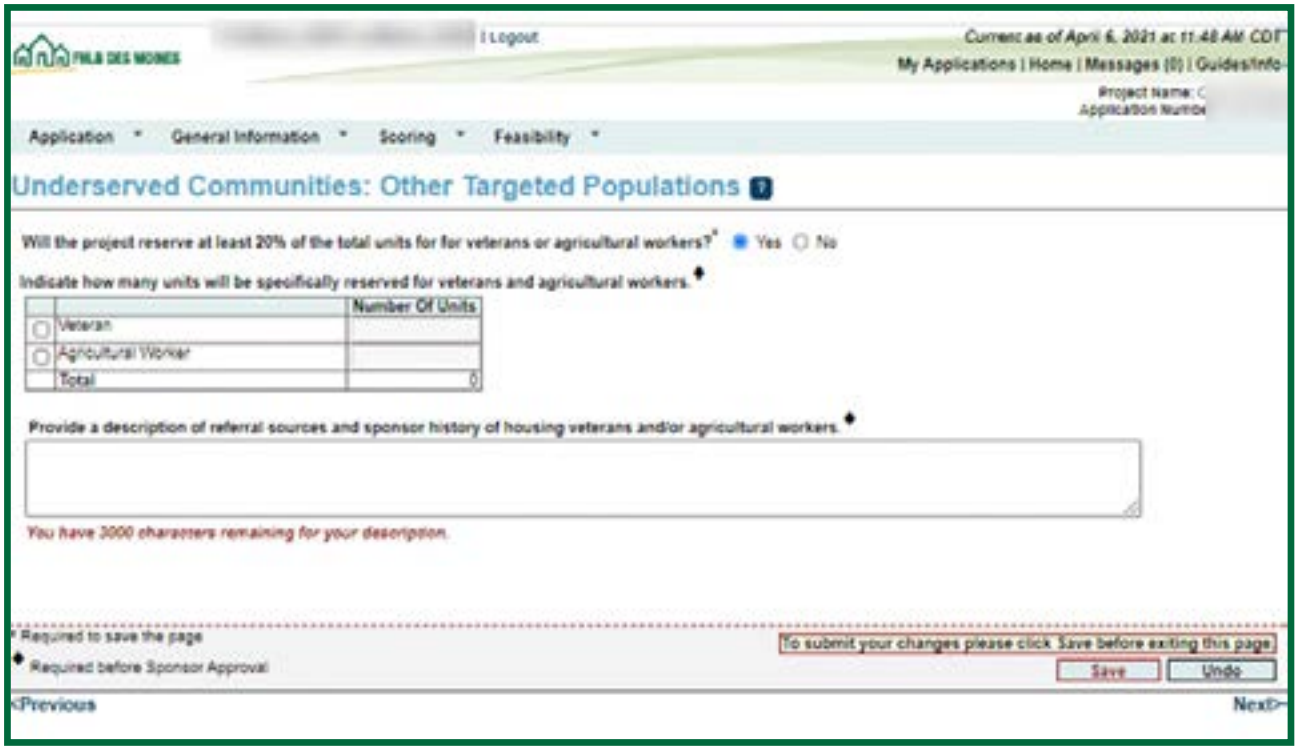
- **Ederly:** An elderly person is a household composed of one or more persons at least one of whom is 62 years of age or more. In a rental project, this would include one or more persons at least 62 years of age at the time of initial occupancy.

Formerly Incarcerated: Individuals who were previously incarcerated in a state or federal prison.

Unaccompanied Youth: A youth, 21 years of age or younger, not in the physical custody of a parent or guardian.

AHP Online Application Process *Scoring*

Underserved Communities
(Veteran and Agricultural Workers)



Required Information

- Identify the number of veteran and/or agricultural worker that will be served by the project.
- Provide a description of referral sources and sponsor's history.

Helpful Hint:
Veteran does not include Active Duty or Surviving Spouse.

Agricultural Worker: Any person or household that receives more than 50% of their income from the primary production of agricultural or aqua cultural commodities. Canning, animal and animal by-product processing are excluded. See the AHP Implementation Plan on the Bank's website for defintion.

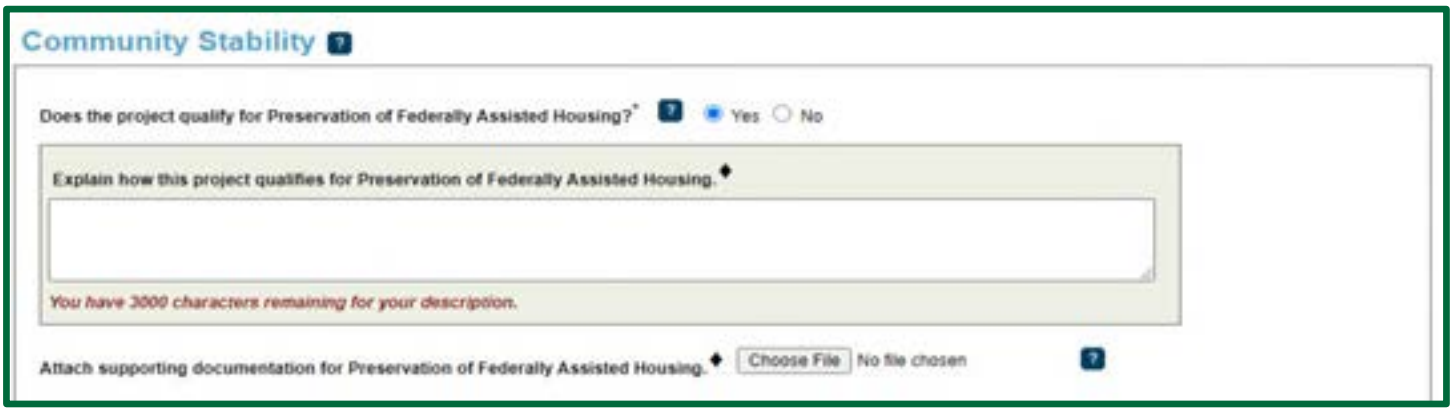
Veteran: A person who served in the active US military, naval, or air service; and was discharged or released under conditions other than dishonorable.

AHP Online Application Process *Scoring*

Community Stability including Affordable Housing Preservation: Preservation of Federally Assisted Housing, Adaptive Reuse, Rehabilitation or Demolition of a Vacant Building, Acquisition and Rehabilitation of Naturally Occurring Affordable Housing, and Rehabilitation of Owner-Occupied Housing.

There are several scoring priorities included in the Community Stability, discussed on this and the following page. *Answer Yes if you wish to receive points in any of these categories. In text boxes explain how the project will qualify. Attach supporting documentation.*

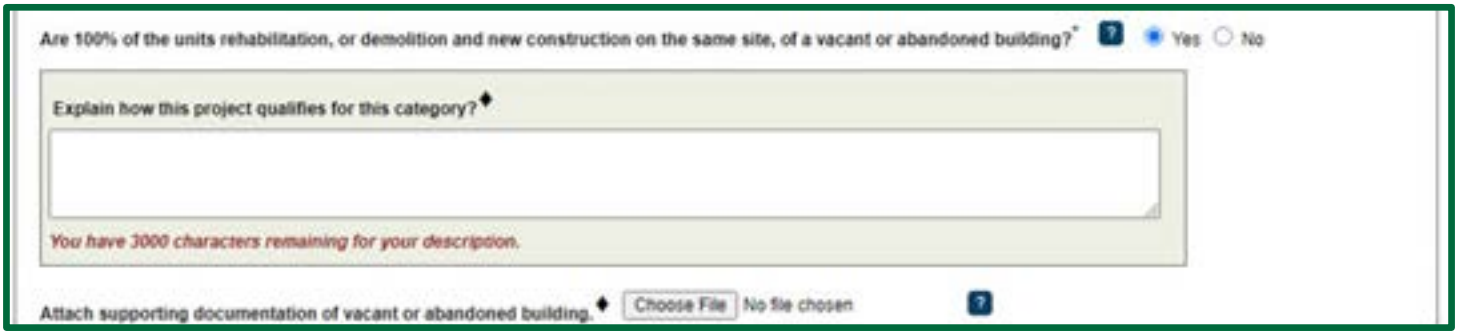
Rental



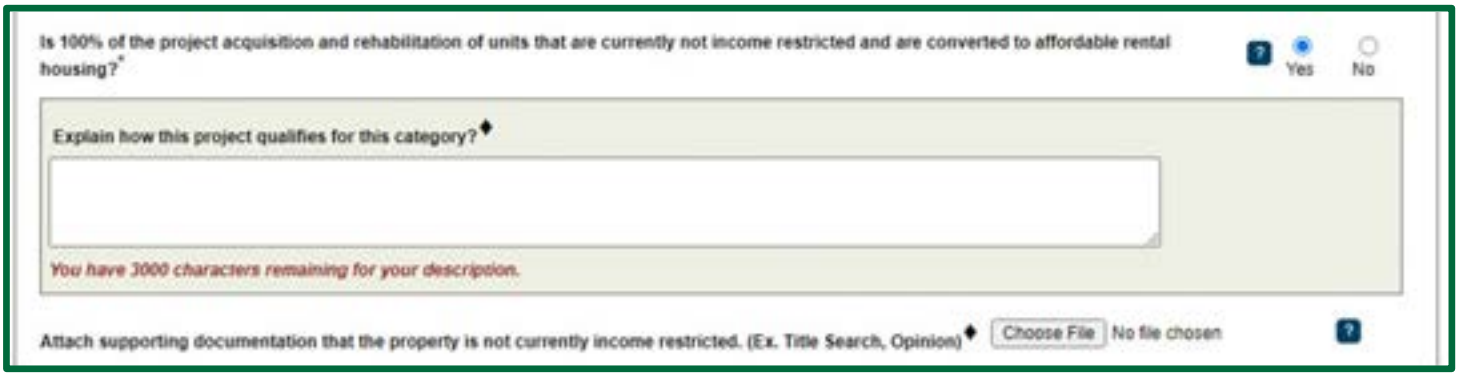
Preservation of Federally Assisted Housing:
Points will be awarded for the preservation of rental housing currently receiving HUD Section 8 project based rental assistance, Public Housing Authority/Housing and Rehabilitation Authority (PHA) owned units, HUD 202 or 811 projects, or U.S. Department of Agriculture Rural Development (RD) 514, 515 or 516 projects or existing FderalLow Income Housing TaxCredit (LIHTC) units of rebtal housing. This includes Public Housing Authority/Housing and Rehabilitation Auhtority (PHA) units being sold to a non-profit and financed with Low Income Housing Tax Credits (LIHTC).

Adaptive Reuse: A project in which 100% of the units are Adaptive Reuse is eligible for points. Adaptive Reuse is conversion of a building from a non-housing use to a housing use. For example, a warehouse converted to apartments or condominiums, a hotel converted to apartment units other than overnight shelter units, school houses converted to apartments, or convents and monasteries converted to a housing use for the general public.

AHP Online Application Process *Scoring*



Vacant or Abandoned: A project in which 100% of the units are the rehabilitation, or demolition and new construction, of vacant or abandoned properties is eligible for points. A vacant or abandoned property is one that is chronically vacant and uninhabitable, that because of its poor physical condition is a public nuisance or constitutes a blight on the surrounding area, or is in violation of the applicable housing code such that it constitutes a substantial threat to the life, health, or safety of the public. Vacant lots are not eligible.

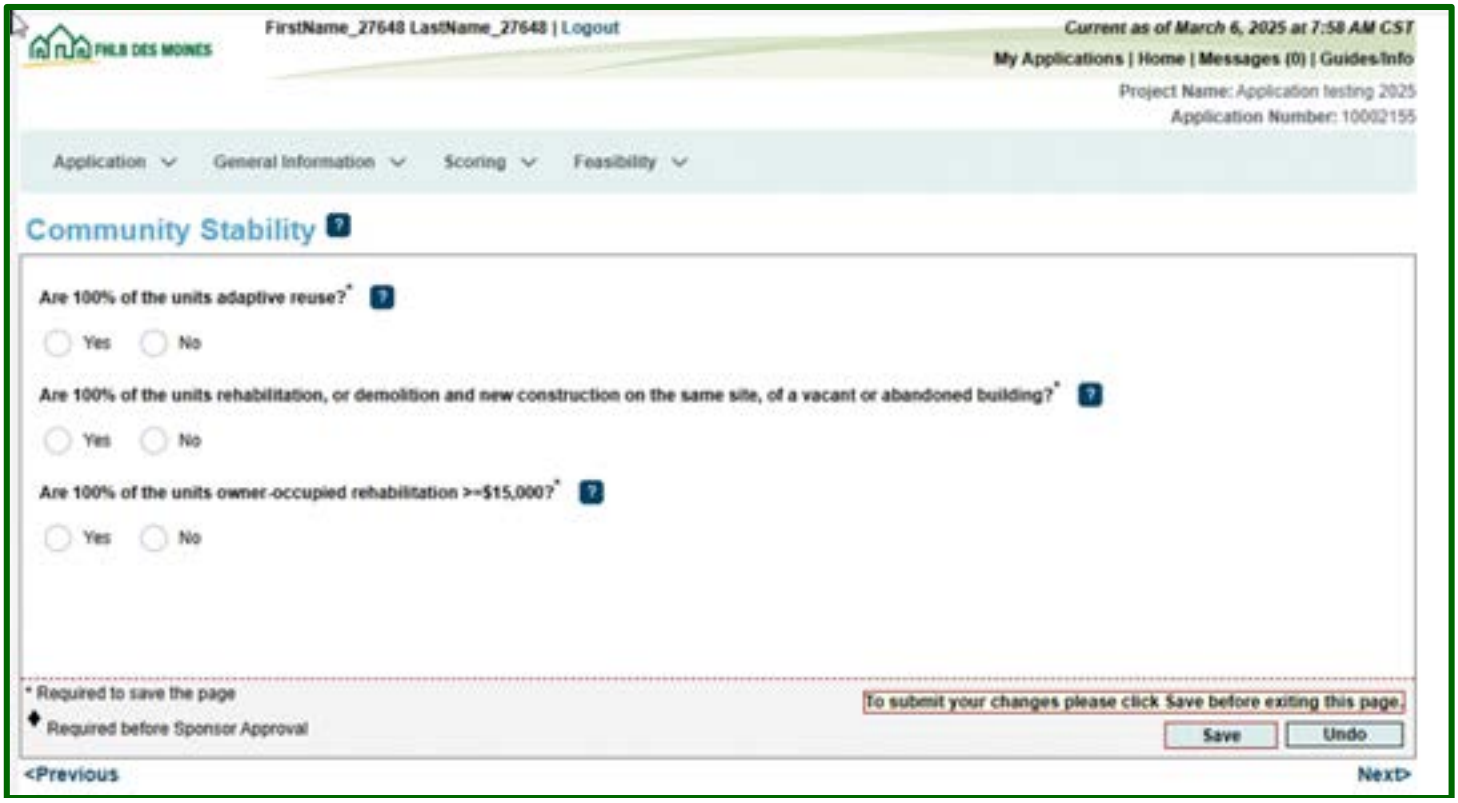


Conversion to Affordable Rental Housing: A project in which 100% of the units are the acquistion and rehabilitation of units that are currently not income restricted and are converted to affordable rental housing.

Instructions for Homeownership projects continued on next page…

AHP Online Application Process *Scoring*

Homeownership



Adaptive Reuse: A project in which 100% of the units are Adaptive Reuse is eligible for points. Adaptive Reuse is conversion of a building from a non-housing use to a housing use. For example, a warehouse converted to apartments or condominiums, a hotel converted to apartment units other than overnight shelter units, school houses converted to apartments, or convents and monasteries converted to a housing use for the general public.

Vacant or Abandoned: A project in which 100% of the units are the rehabilitation, or demolition and new construction, of vacant or abandoned properties is eligible for points. A vacant or abandoned property is one that is chronically vacant and uninhabitable, that because of its poor physical condition is a public nuisance or constitutes a blight on the surrounding area, or is in violation of the applicable housing code such that it constitutes a substantial threat to the life, health, or safety of the public. Vacant lots are not eligible. For homeownership projects this would include single family buildings that have been abandoned when mortgage or tax foreclosure proceedings have been initiated for that property.

Owner-Occupied Rehabilitaion: Homeownership projects where 100% of the units are rehabilitation of existing owner-occupied units may be eligible for points. Eligible projects must provide rehabilitation with cost of $15,000 or more per unit. Award of points is based on the hard cost of rehabilitation**.** All units in the project must meet the targeted cost threshold.

Important!

The sponsor must be integrally involved in the project by exercising control over development activities including acquisition of land and/or buildings, the construction or rehabilitation of units, and sale of the completed units to owner-occupant homebuyers.

AHP Online Application Process *Scoring*

Documentation Requirements:

- Applicable projects must provide information in the Application Details-Project Description that demonstrates how the project meets these requirements. In all cases, award of points is at the discretion of the Bank, subject to review of applicable documentation.

  For Adaptive Reuse projects sponsors will be asked to provide documentation that evidences the current non-housing use of the property.

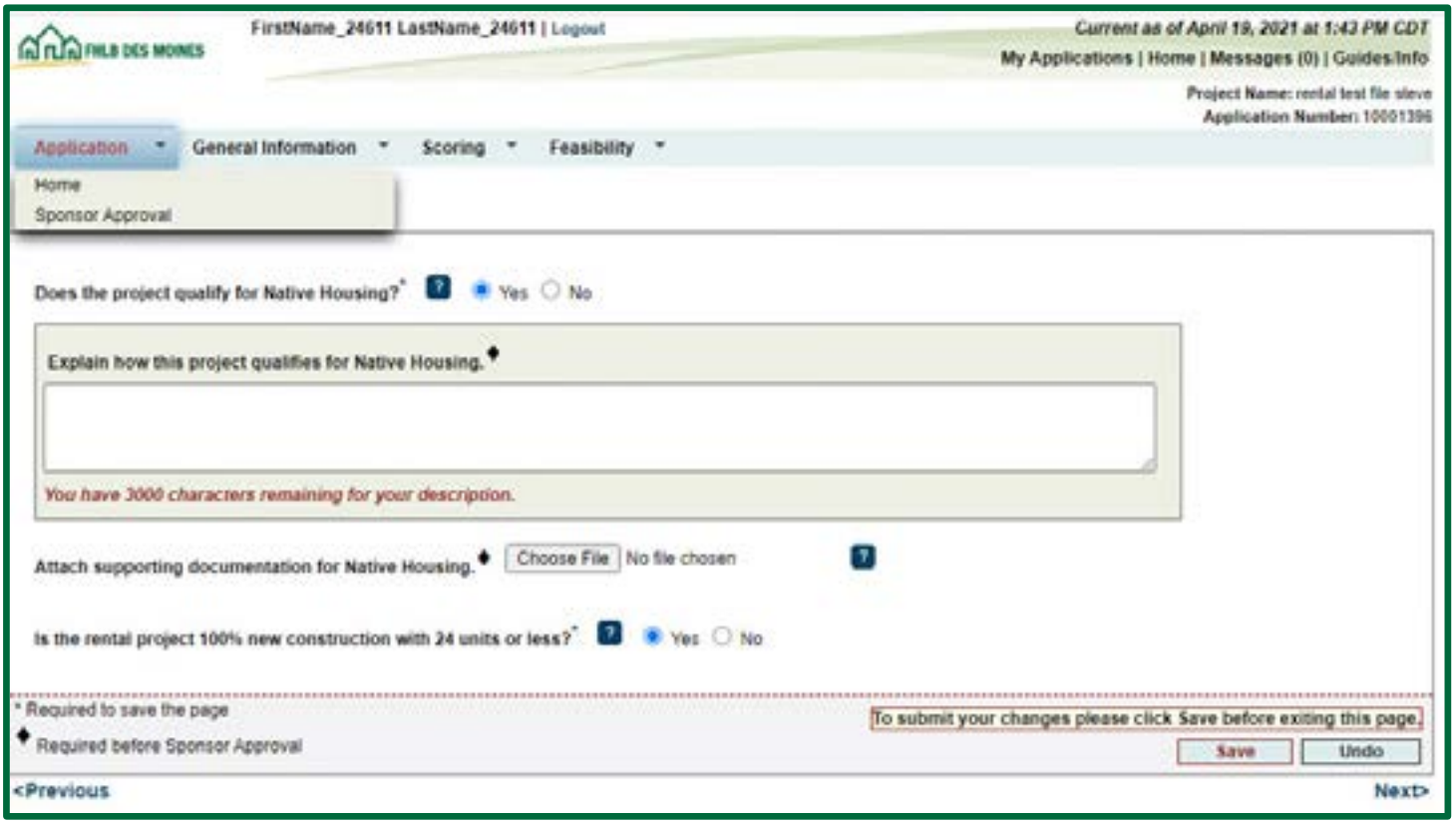
- For Vacant or Abandoned projects sponsors wll be asked to provide documentation that properties meet the Bank's defintion. This might include an affirmative market study, appraisal, or capital needs assessment, or documentation of a municipal action against the property to cure public nuisance or blight.
- For homeownership properties meeting the commitment for Vacant or Abandonded through rehabilitation of foreclosed property or property acquired by tax sale, this evidence must include documentation of foreclosure or tax sale. See The AHP Implementaion Plan for defintion of foreclosure.
- For conversion to affordable rental housing, attach a copy of a title search that demonstrates that the units are not subject to rent restrictions typical of federal or state affordable housing programs.
- Owner-occupied rehabilitation projects do not need to attach supporting documentation; however, they must demonstrate operational feasibility in **the Financial Feasibility Spreadsheet (see Exhibits). Rehabilitation cost must be sufficient to ensure all units in the project meet the scoring threshold. The Bank requires rehabilitation costs to exceed the amount of the scoring threshold by at least 10%. Budgeting the threshold amount does not demonstrate operational feasibility.**

AHP Online Application Process *Scoring*

Bank District Priority:

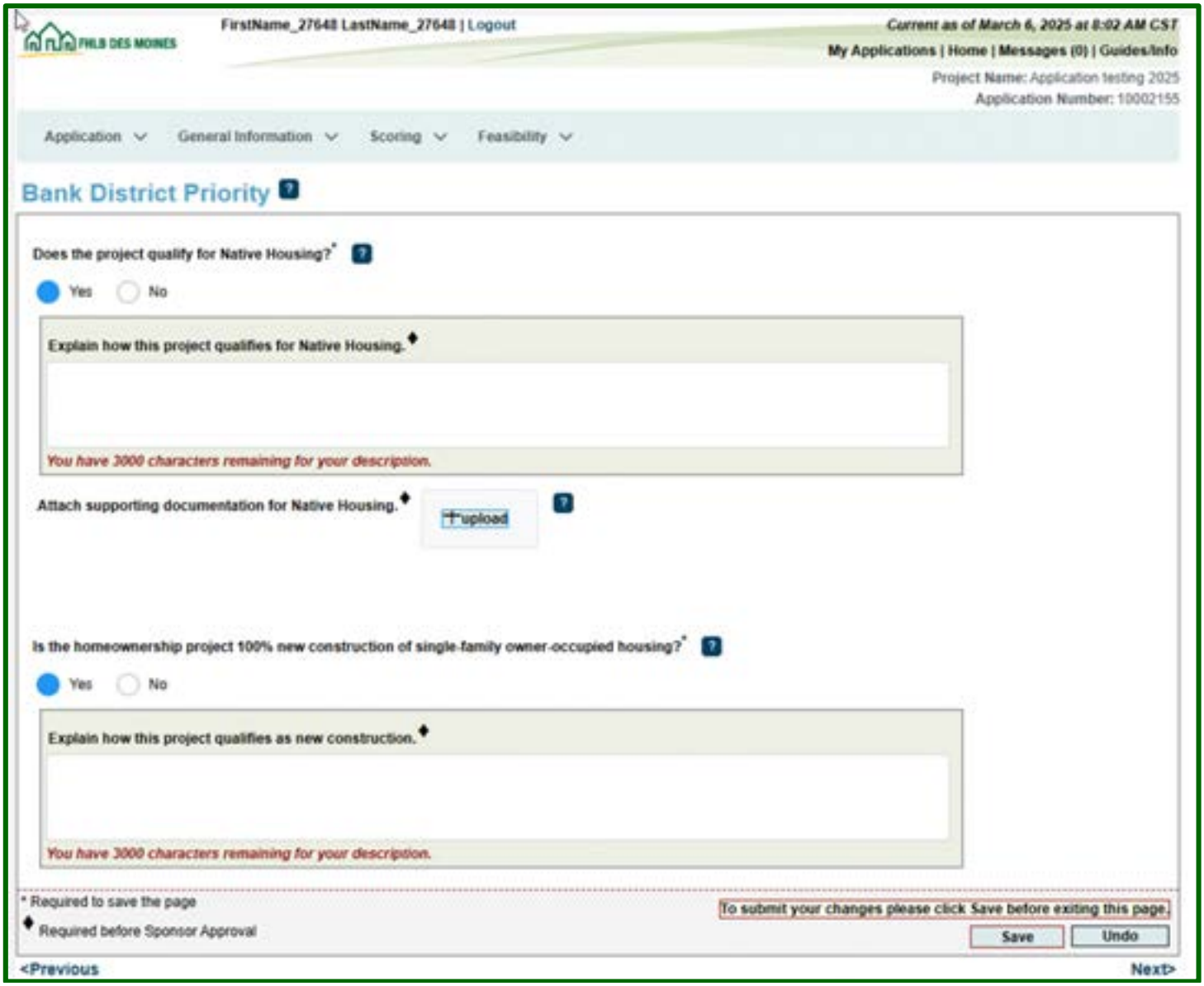
In-District: Click *Yes* if 100% of the project will be located in-district. Criterion will be scored based on the State the project is located: 2 points will be awarded for projects with 100% of the units located in a state that did not receive an AHP award in the prior year's AHP Funding Round; and 5 points will be awarded for projects with 100% of the units located in Alaska, Idaho, Iowa, Minnesota, Missouri, South Dakota, or Washington. 7 points will be awarded for projects with 100% of the units located in Montana, Oregon, North Dakota, Utah. 12 points will be awarded for projects with 100% of units located in Wyoming, Guam, American Samoa, or the Northern Mariana Islands. 18 points will be awarded for projects with 100% of the units located in Hawaii. If an applicant clicks Yes and sites have been identified on the Site Information page, they will populate on this page. If an applicant clicks on *Yes* but the project is not located in these states per the Site Information page, an error will appear on the Sponsor Approval screen and the sponsor will not be able to Sponsor Approve the application.

Rental



AHP Online Application Process *Scoring*

Homeownership



Answer *Yes* if you wish to receive points in any of these categories. Attach supporting documentation.

To receive points in this criterion a project may include:

Native American Housing Housing project: An eligible project must (1) include Tribal Funding in the sources of funding for the proposed project, such as, but not limited to, Indian CDBG, Indian C**S**BG, Indian Health Service funds or NAHASDA funding, or (2) the project owner or sponsor must be a Tribal Government, an agency of Tribal Government, or a corporation or a limited liability entity incorporated under Tribal Ordinances, or (3) be located in an Hawaain Home Lands project area. A Tribal Government may include a Federally Recognized Tribe or an Alaska Village or Regional Corporation.

AHP Online Application Process *Scoring*

Rental New Construction: This includes rental new construction projects with 24 units or less.

Homeownership New Construction: Points are awarded for new construction of homeowership units.

AHP Online Application Process *Feasibility*

Helpful Hints for Completing the Financial Feasibility Spreadsheet

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

The total AHP subsidy amount on the Subsidy Amount and Uses of Funds screen in AHP Online must match the total subsidy amount requested under the Instructions tab of the Financial Feasibility Spreadsheet.

For homeownership projects: If AHP is used to pay homeownership counseling costs, the total amount of AHP subsidy used for homeownership counseling costs on the Subsidy Amount and Uses of Funds screen in AHP Online must match the total amount of AHP subsidy used for homeownership counseling costs under the Summary of Uses tab of the Financial Feasibility Spreadsheet.

On the Cost Breakout tab of the Financial Feasibility Spreadsheet select the appropriate project types and drivers (for homeownership projects). Do not select acquisition-only if the project involves new construction or acquisition rehabilitation. Select Acquisition/Rehab or New Construction. For homeownership projects, an acquisition only project would be down payment and closing cost project.

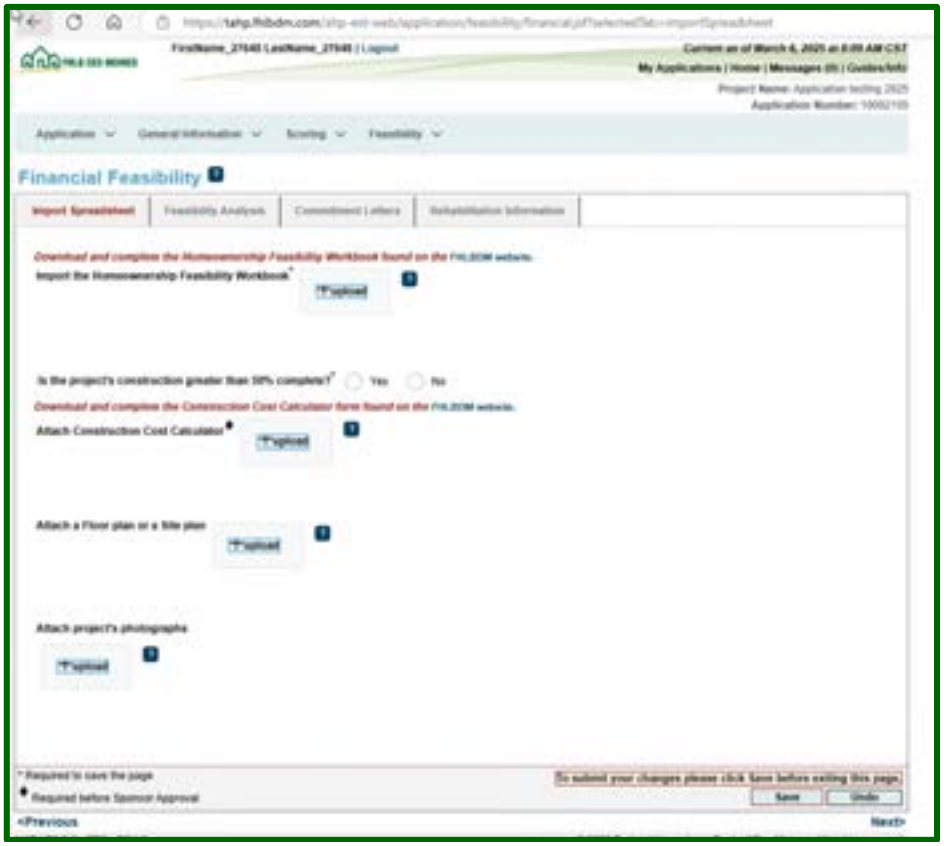
If the project is receiving tax deferment or abatement, the operating pro forma should reflect only the years for which the deferment or abatement is in effect.

For rental projects: If the sponsor is providing supportive services that are integral to the overall success of the housing and tenants, complete the supportive service operating pro forma.

For rental projects, if the project includes a commercial component, complete the Financial Feasibility Spreadsheet to include commercial development costs, sources, and operation pro forma. For homeownership projects, if the projects include a commercial component, sponsors should provide their own commercial costs and sources document and upload it to the Feasibility Import Spreadsheet screen in the AHP Online. (It can be included in the upload of project's photographs).

AHP Online Application Process *Feasibility*

Financial Feasibility: *Import Spreadsheet*



Financial Feasibility Spreadsheet, Construction Cost Calculator, Site and Floor Plans, and Project Photos

In the Feasibility section of the application, AHP Participants must provide detailed financial information regarding the project's development costs, and sources of funds, and for rental projects the rental income and operating costs. These details are captured in the Financial Feasibility Spreadsheet.

Separate Spreadsheets are available for homeownership and rental projects. The forms are available on the Bank's public website at: http://www.fhlbdm.com. See Products & Services – Affordable Housing – Housing Providers – Project Application Forms.

In the Financial Feasibility Spreadsheet, follow the directions provided under the Instructions tab and elsewhere in the Spreadsheet. Specific directions must be followed in order to successfully import the Financial Feasibility Worksheet to AHP Online.

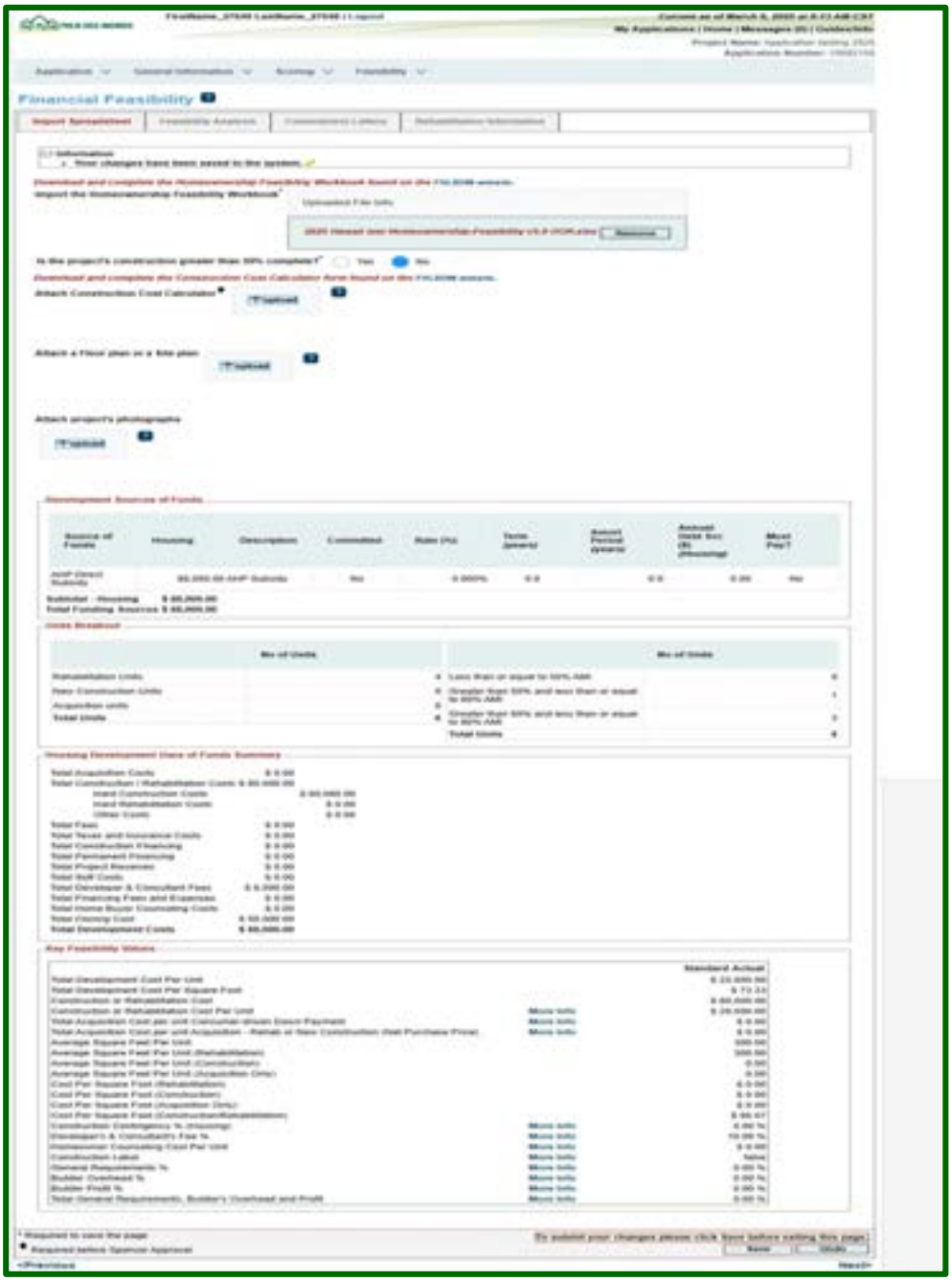
On this page you would also upload:

- Construction Cost Calculator (required for rental and for homeownership projects including new construction or rehabilitation)
- floor plans and site plans (optional but recommended for new construction projects),
- project photos (optional, can include photos of site)

AHP Online Application Process *Feasibility*

Financial Feasibility: *Import Spreadsheet*

When the Financial Feasibility Spreadsheet is imported the data extracted will be displayed on the page. Until this page is saved, the data is displayed as view only.

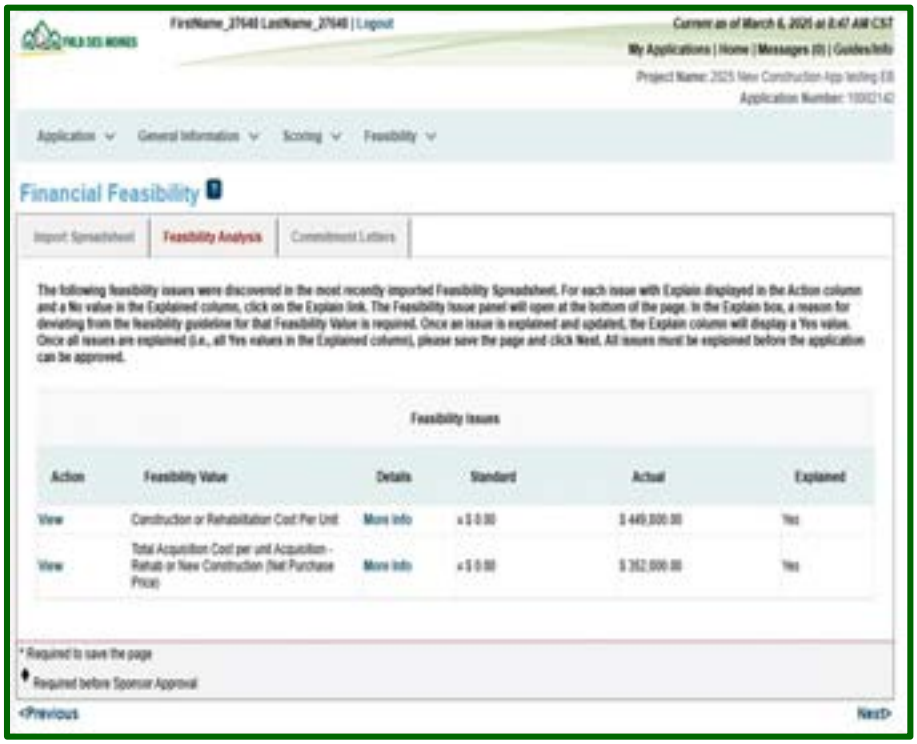


After the AHP Participant clicks on *Save*, the Financial Feasibility Spreadsheet, and Project Construction Summary if applicable, will be uploaded and stored to AHP Online.

NOTE: This display is for a homeownership project. The data extracted for a rental project is different and that will be reflected in the values displayed.

AHP Online Application Process *Feasibility*

Financial Feasibility: *Feasibility Analysis*



The Feasibility Analysis screen will populate using the information provided on the Financial Feasibility Spreadsheet. The analysis is based on whether or not the project budget exceeds one or more of the feasibility guidelines outlined in the AHP Implementation Plan, or more information is needed on one of the guidelines.

NOTE: The Feasibility Guidelines tab in the Financial Feasibility Spreadsheet will also indicate whether a value is outside of guidelines before the spreadsheet is uploaded.

An explanation is required for each item that is displayed. The sponsor will not be able to

Sponsor Approve an application until feasibility item requiring explanation is completed.

For each feasibility item requiring explanation, please click on the *Explain* link under the Action column. After an explanation is entered, click on *Update Feasibility Issue*. The Explained column will show *Yes* or *No*.

If the column indicates *No* for a particular feasibility issue, it means the issue has not been explained and saved. Once all issues are explained, please *Save* the page and click on *Next*.

Or,

To remove a feasibility issue, the exception can be corrected in the Financial Feasibility Spreadsheet. The corrected Spreadsheet must be re-imported on the Import Spreadsheet screen. A previously imported Spreadsheet can be removed to import a corrected version.

AHP Online Application Process *Feasibility*

Financial Feasibility: *Feasibility Analysis*

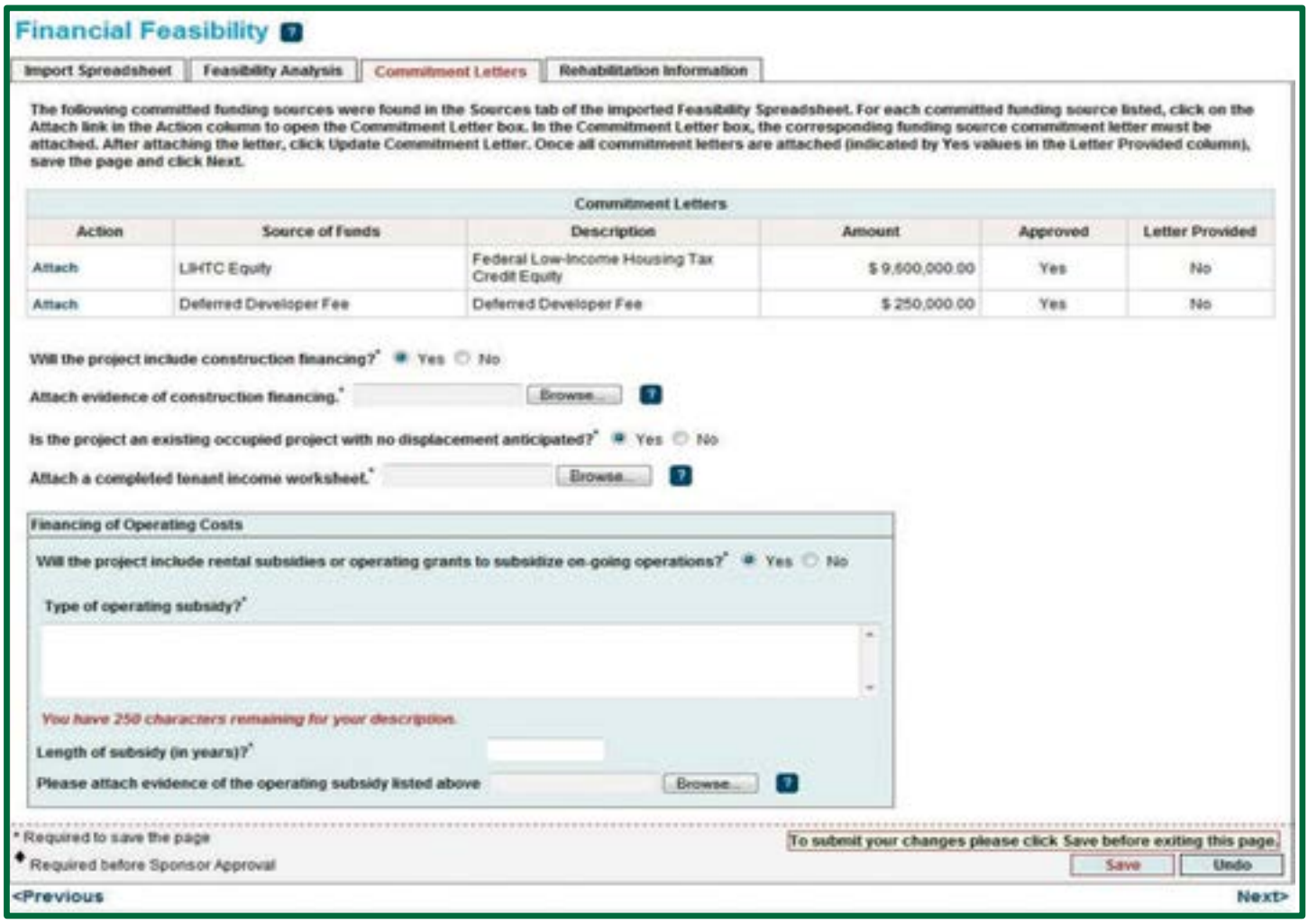
If the Project Does Not Have any Feasibility Issues

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

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

AHP Online Application Process *Feasibility*

Financial Feasibility: *Commitment Letters - Rental*



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

For each committed funding source, click on the *Attach* link under the Action column and upload the corresponding funding source commitment letter. After uploading, click on *Update Commitment Letter*.

To remove a committed funding source, the Financial Feasibility Spreadsheet must be corrected (the source must be changed to *uncommitted*) and re-imported on the Import Spreadsheet screen.

If the project has committed construction financing, evidence of the commitment(s) must be uploaded on this screen. Additionally, if the project is expected to receive or apply for LIHTCs, but has not yet received a reservation of LIHTCs, a letter of interest for the equity must be uploaded as part of the construction financing upload.

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

AHP Online Application Process *Feasibility*

Financial Feasibility: *Commitment Letters - Rental*

Upload all permanent financing commitment letters, and construction financing commitments. Also, upload a Tenant Rent Roll, and for projects anticipating the use of LIHTCs that do not yet have a reservation, upload a letter of interest from an equity source with the construction financing commitments.

Once all necessary documents have been uploaded, save the page and click on *Next*.

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

For Projects Utilizing LIHTC: Projects without LIHTC award are eligible to apply for an AHP subsidy; however, should the application score high enough to receive an AHP award, it will be made conditional on receipt and evidence of an LIHTC award.

For projects financed with LIHTCs, submit evidence of LIHTC reservation and an interest or commitment for equity. If the project has not yet received a reservation of LIHTCs, a letter of interest from an equity source must be uploaded as part of the construction financing upload.

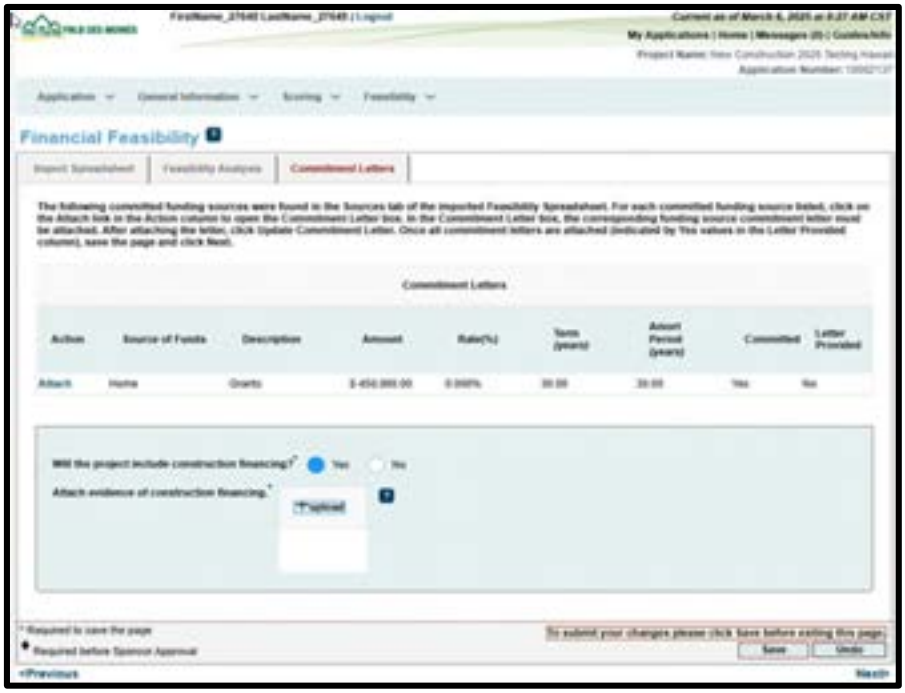
Direct equity contribution(s): Funds committed by the sponsor, the owner or the general and/or limited partner(s) must be evidenced by a letter from the entity; the letter must indicate the amount of the contribution(s).

Helpful Hint

Amounts indicated on financing commitment documentation should match the Sources statement on the Financial Feasibility Spreadsheet.

AHP Online Application Process *Feasibility*

Financial Feasibility: *Commitment Letters – Homeownership*



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

For each committed funding source, click on the *Attach* link under the Action column and upload the corresponding funding source commitment letter. After uploading, click on *Update Commitment Letter*.

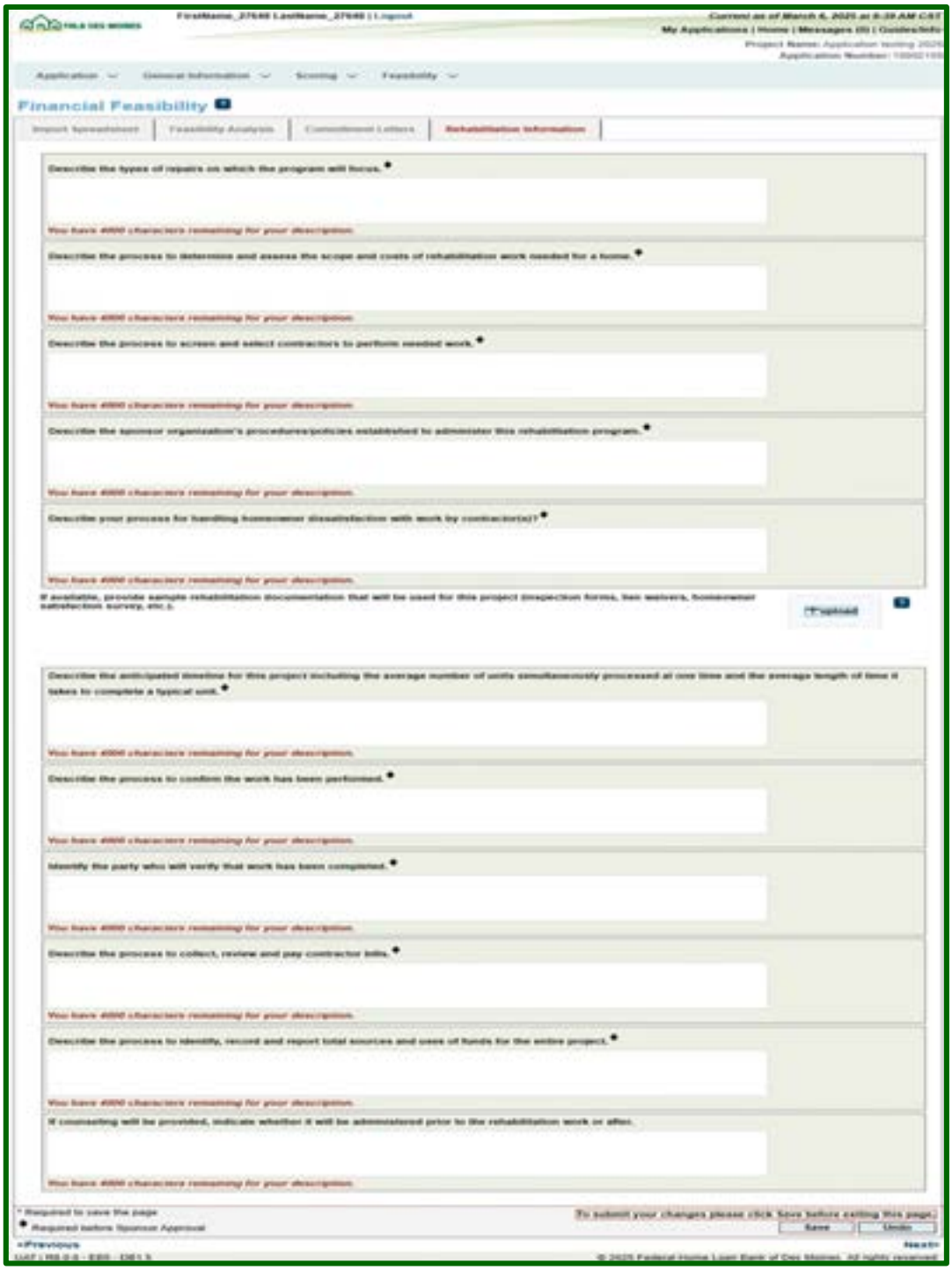
To remove a committed funding source, the Financial Feasibility Spreadsheet must be corrected (the source must be changed to *uncommitted*) and re-imported on the Import Spreadsheet screen.

If the project has committed construction financing, evidence of the commitment(s) must be uploaded on this screen.

AHP Online Application Process *Feasibility*

Financial Feasibility: Rehabilitation Information - Homeownership

For homeownership projects including rehabilitation, all questions on the Rehabilitation Information screens must be completed.

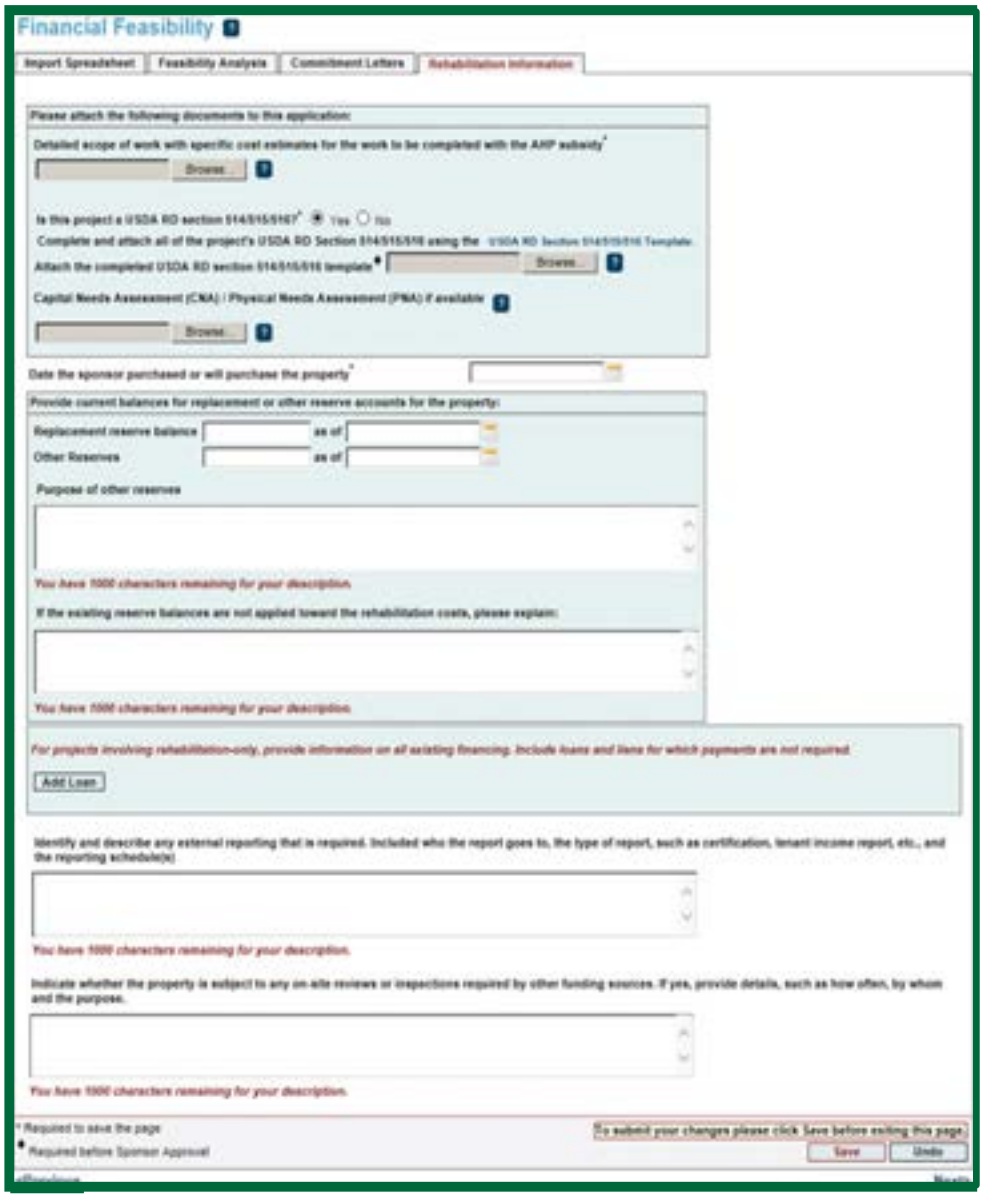


AHP Online Application Process *Feasibility*

Financial Feasibility: Rehabilitation Information - Rental

Rental Rehabilitation

A scope of work must be completed and attached to the Rehabilitation Information screen. Documentation of the project's proposed scope of work (or statement of work) is required for any rental rehabilitation project.



The scope defines what needs to be completed in order to bring the building(s) to the project's identified use and must include a detailed schedule of values. This allows the Bank to identify scope or cost discrepancies, and ensure that scope of work is within eligibility and feasibility guidelines.

If your project is a USDA RD project you must also complete and attach the USDA RD Section 515/515/516 template. This is a Bank provided form. The form is available on the Bank's public website at: http://www.fhlbdm.com. See Products & Services – Affordable Housing – Housing Providers – Project Application Forms.

A capital needs assessment may also be attached if available.

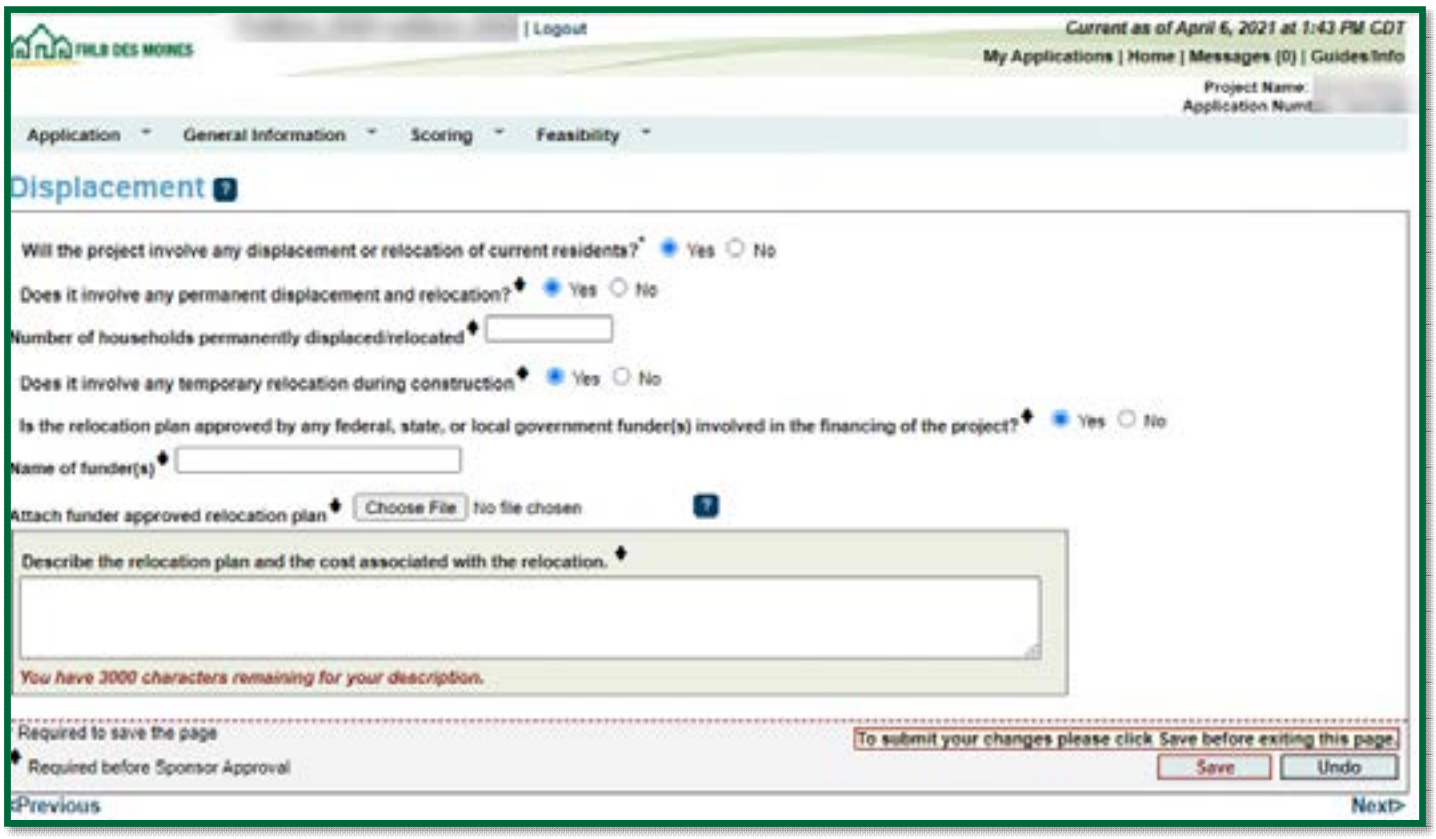
Combine any additional description of cost with the Rehabilitation Scope Checklist and upload as one document.

Existing Reserves and Financing

For projects that have existing reserves, provide balances. For projects that are rehabilitation only, provide information on existing financing. To add an existing loan, fill in the required fields under *Add Loan* and then click on *Update Loan*. The AHP Participant may add as many loans as necessary. Be sure to click on *Save* after adding loans.

AHP Online Application Process *Feasibility*

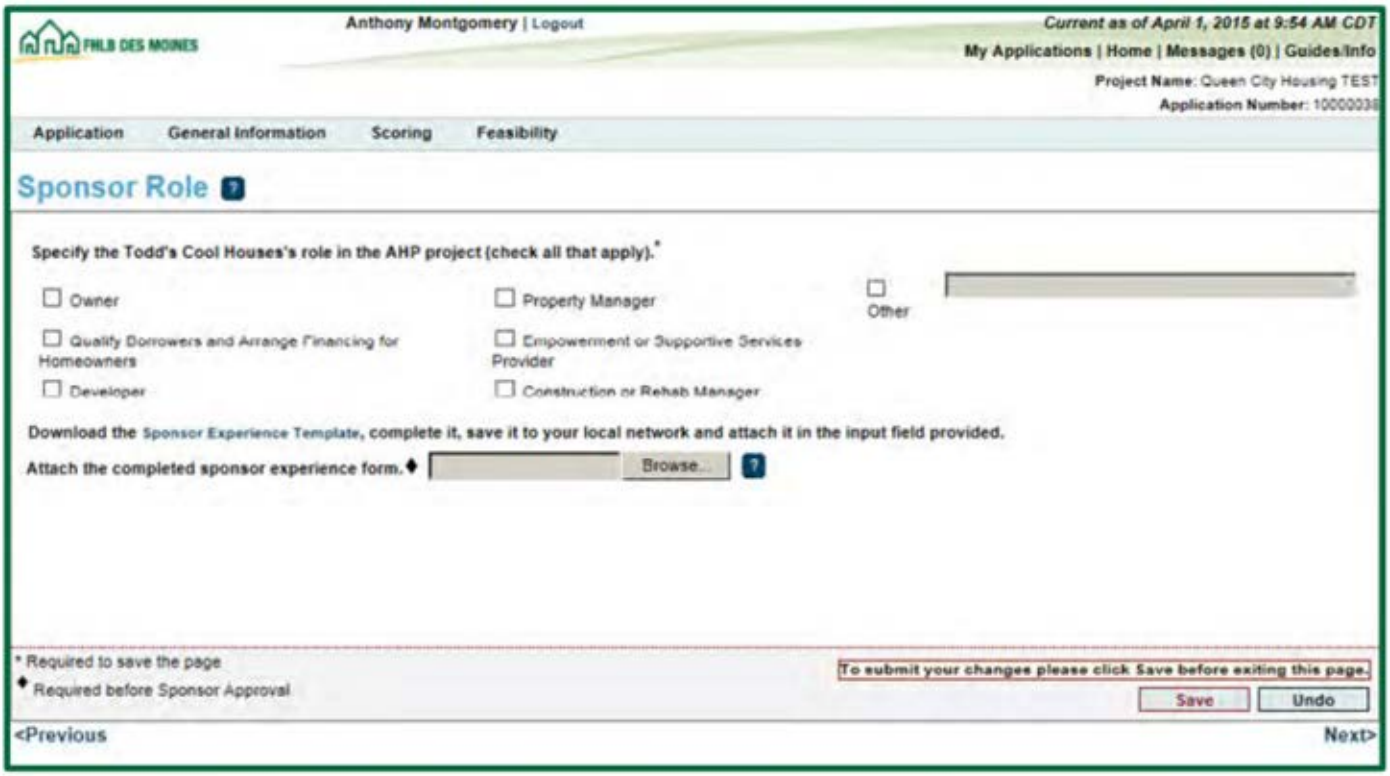
Displacement



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

AHP Online Application Process *Feasibility*

Sponsor Role



If the sponsor applied for points under Sponsorship by Nonprofit, the same roles identified there should be identified on this screen.

If *Other* is chosen, specify the role in the text box. The maximum length is 50 characters.

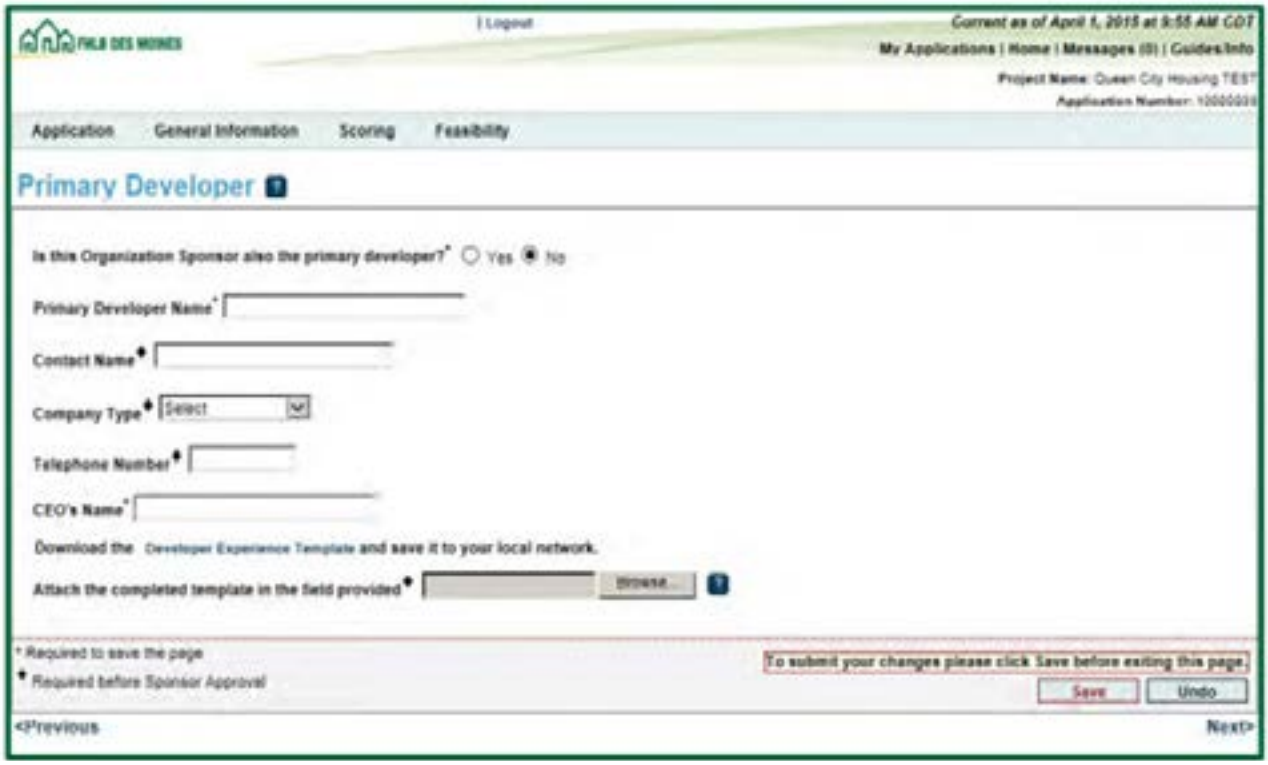
Sponsor Experience Template: A sponsor must complete and import the Sponsor Experience Template. The template may be found at http://www.fhlbdm.com. See Products & Services – Affordable Housing – Housing Providers – Project Application Forms.

Sponsors will be evlautated based on previous experience. In addition, sponsors of previously approved AHP projects will be evaluated on:

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

Primary Developer

AHP Online Application Process *Feasibility*

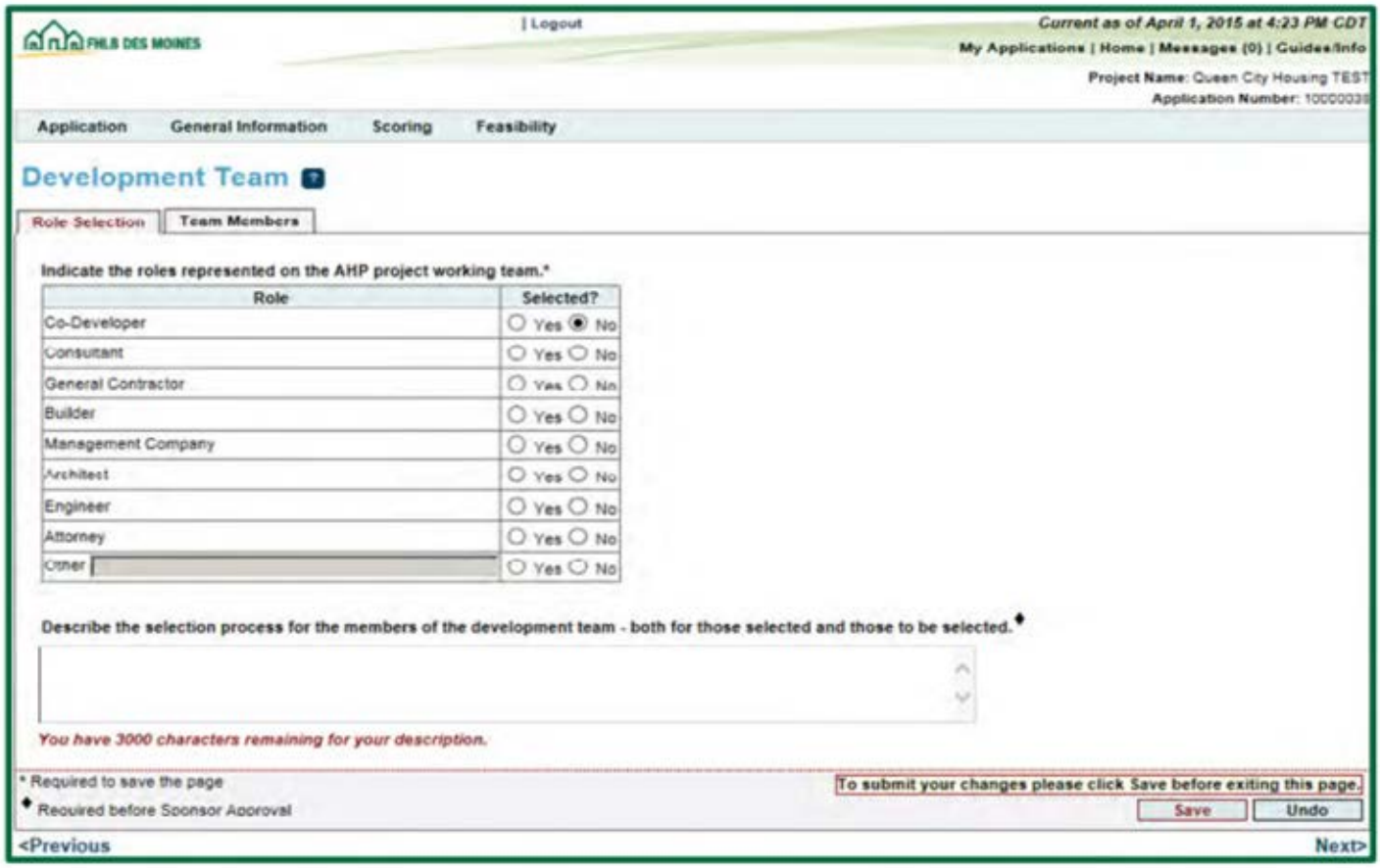


If the sponsor is not the primary developer, the applicant must attach a completed Developer Experience Template. The form is available on the Bank's public website at: http://www.fhlbdm.com. See Products & Services – Affordable Housing – Housing Providers – Project Application Forms.

If the sponsor has little or no previous affordable housing development experience, the sponsor is advised to partner with an experienced developer who will assume the primary developer role in the project.

AHP Online Application Process *Feasibility*

Development Team



Important

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

The sponsor must click on *Yes* if persons or organizations playing any of the roles have been selected. These may be within the sponsor organization or outside contractors, consultants, or property managers. For instance, if the sponsor is also the property manager or a management company hired, indicate *Yes* next to *Management Company*. If not applicable, or no selection has been made, indicate *No*.

Describe the team selection process in the text provided.

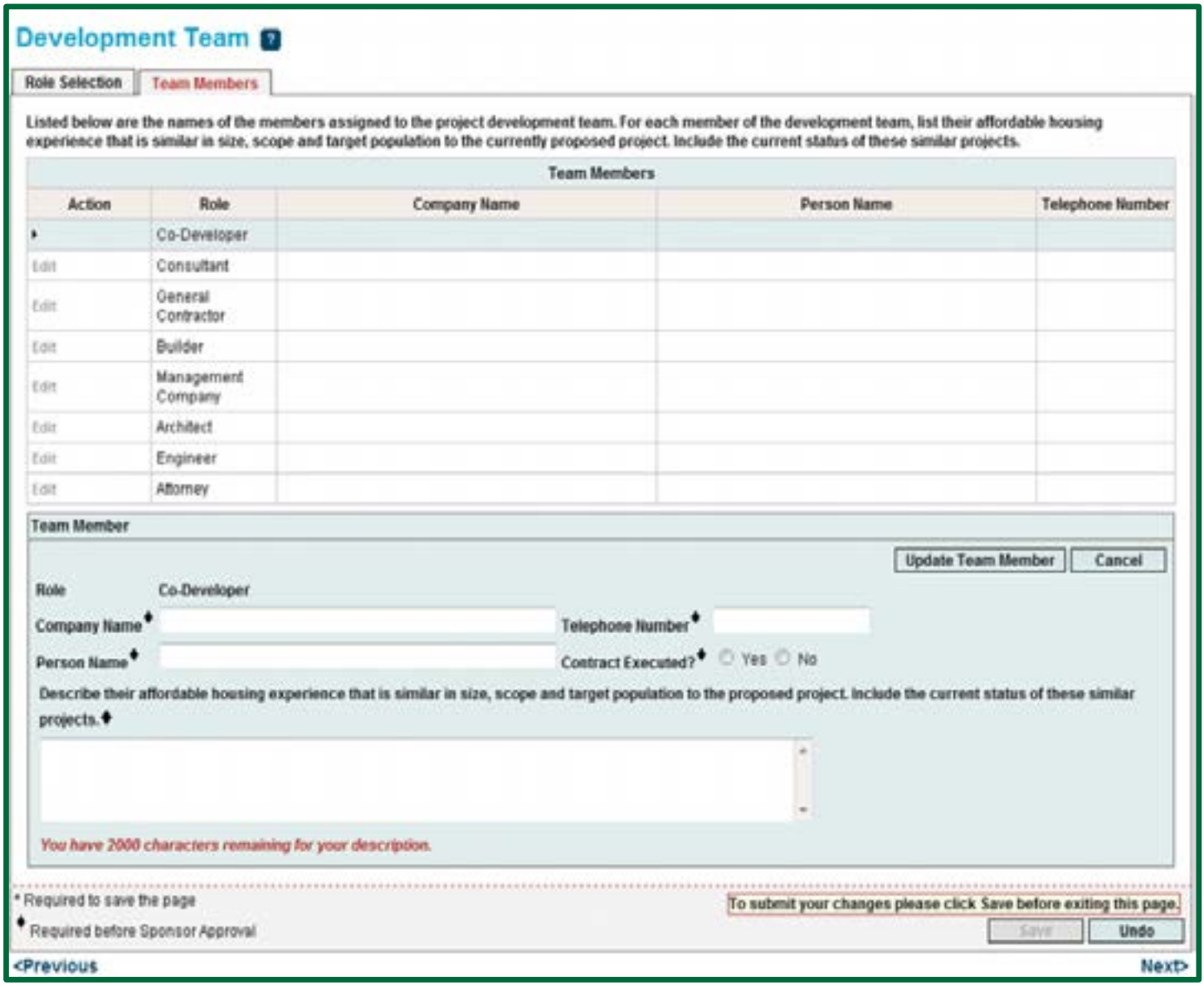
Each role must be checked *Yes* or *No* before the screen can be saved.

Helpful Hint

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

AHP Online Application Process *Feasibility*

Development Team



If the Sponsor is the Property Manager

If the sponsor is also the project's property manager or has interest in the property management company, indicate the sponsor's ownership interest in the property management company. The sponsor's ownership interest must be included in the comment box along with the company's experience.

Team Members

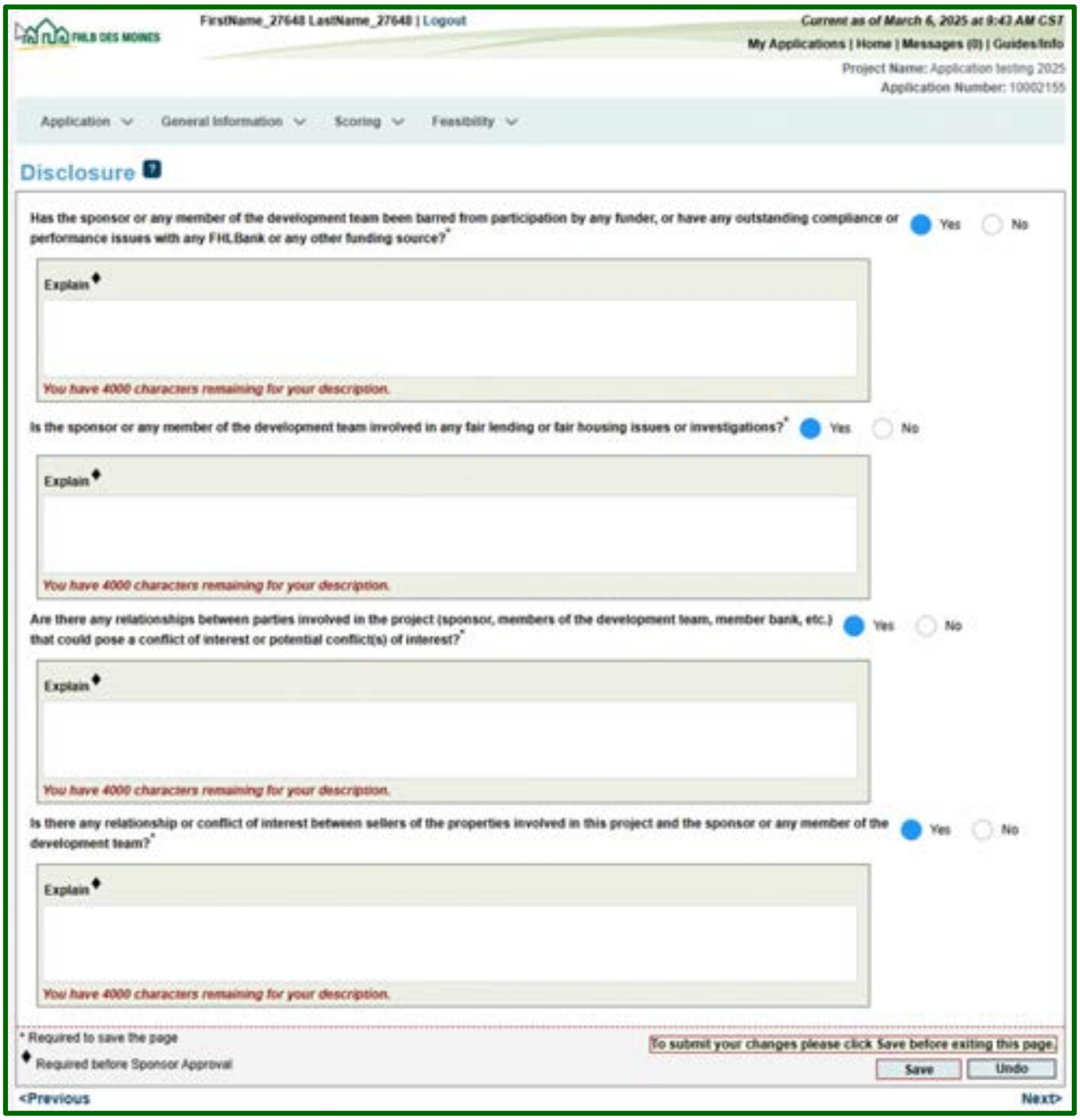
Click on the *Edit* link to complete the required team member information.

Once all required fields are complete, click on *Update Team Member* and the Company Name, Person Name, and Telephone Number will populate.

After all roles are edited, click on *Save* to save the information and click on *Next*.

AHP Online Application Process *Feasibility*

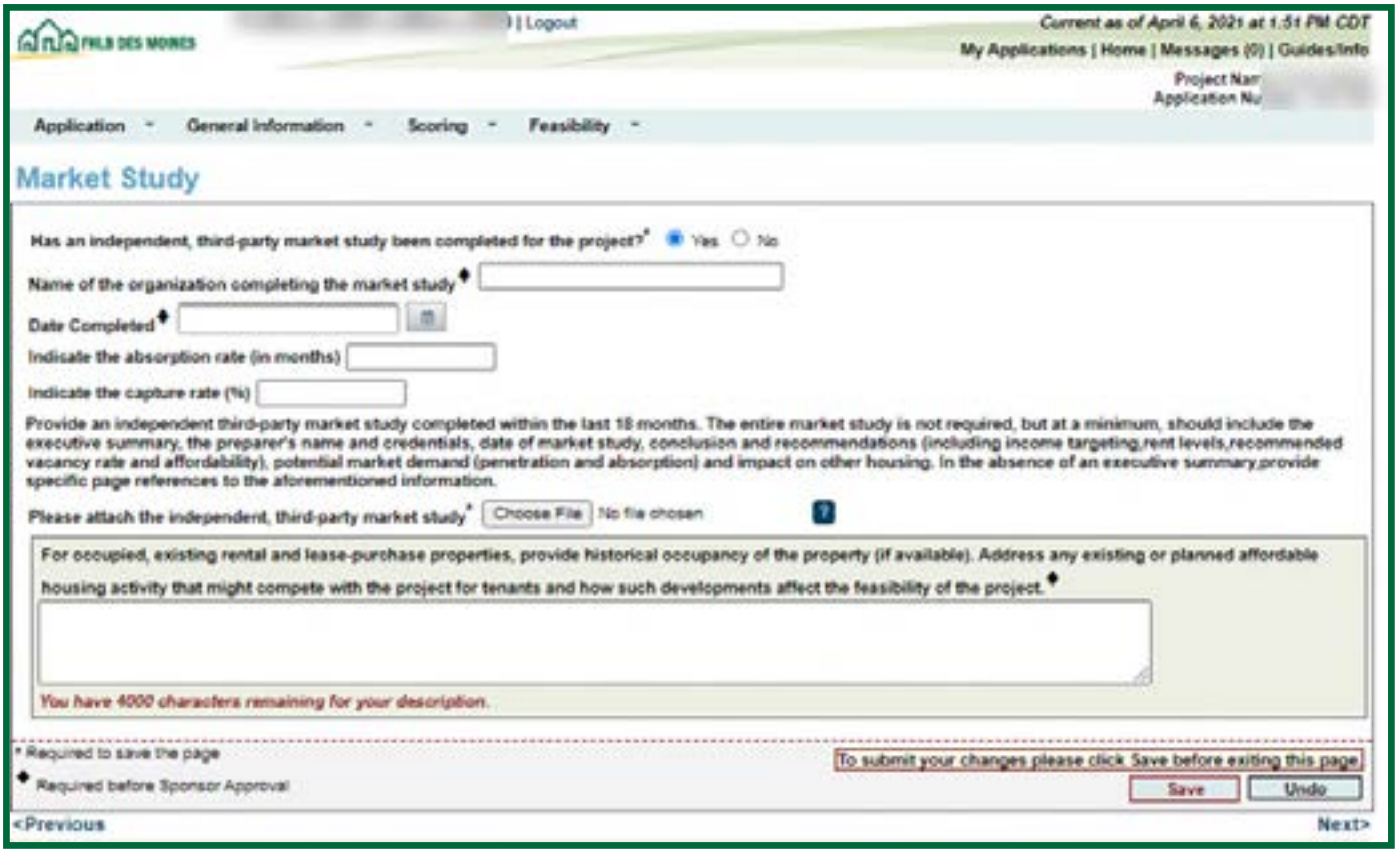
Disclosure



Any outstanding compliance or performance issues, and any relationships or conflicts of interest associated with the sponsor, the member financial institution, or any of the members of the development team, must be disclosed.

AHP Online Application Process *Feasibility*

Market Study—*Rental Projects*



The AHP Participant must address how the project will achieve or maintain full occupancy and meet targeting commitments despite any existing or planned affordable housing activity in the area that may compete with the project for tenants.

A market study is requested, but not required, for AHP rental projects. If a market study has not been prepared answer "No".

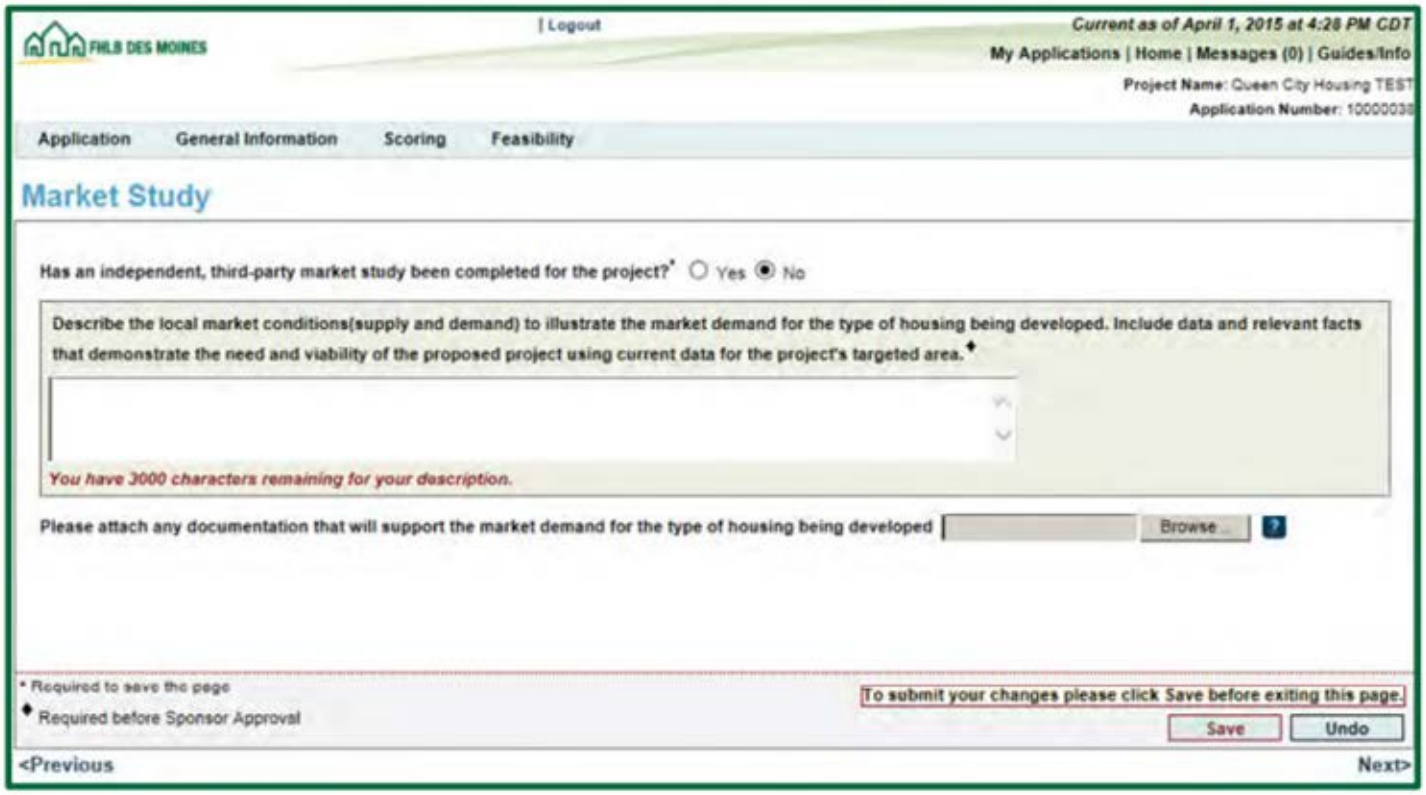
Projects with an LIHTC award may submit a market study completed within 18 months of the reservation, provided dated evidence of the reservation is included with the application. If the date of the study is more than 18 months prior to the AHP application deadline, the applicant must also provide a reliance letter from the firm that completed the original study, indicating that the need and demand still exist for the project as proposed; the letter must be dated within 18 months of the AHP application deadline.

In the text box provided include:

- If the project included occupied existing rental units provide historical occupancy.
- For all projects provide information about any competing or planned projects and how these might affect demand.
- The number of units, unit mix, and income targeting detailed in the market study should be consistent with what is proposed in the application. If not, explain the discrepency.

AHP Online Application Process *Feasibility*

Market Study—*Rental Projects*



If the rental project does not have a market study for submission, the AHP Participant must describe the local market conditions to illustrate demand for the proposed housing.

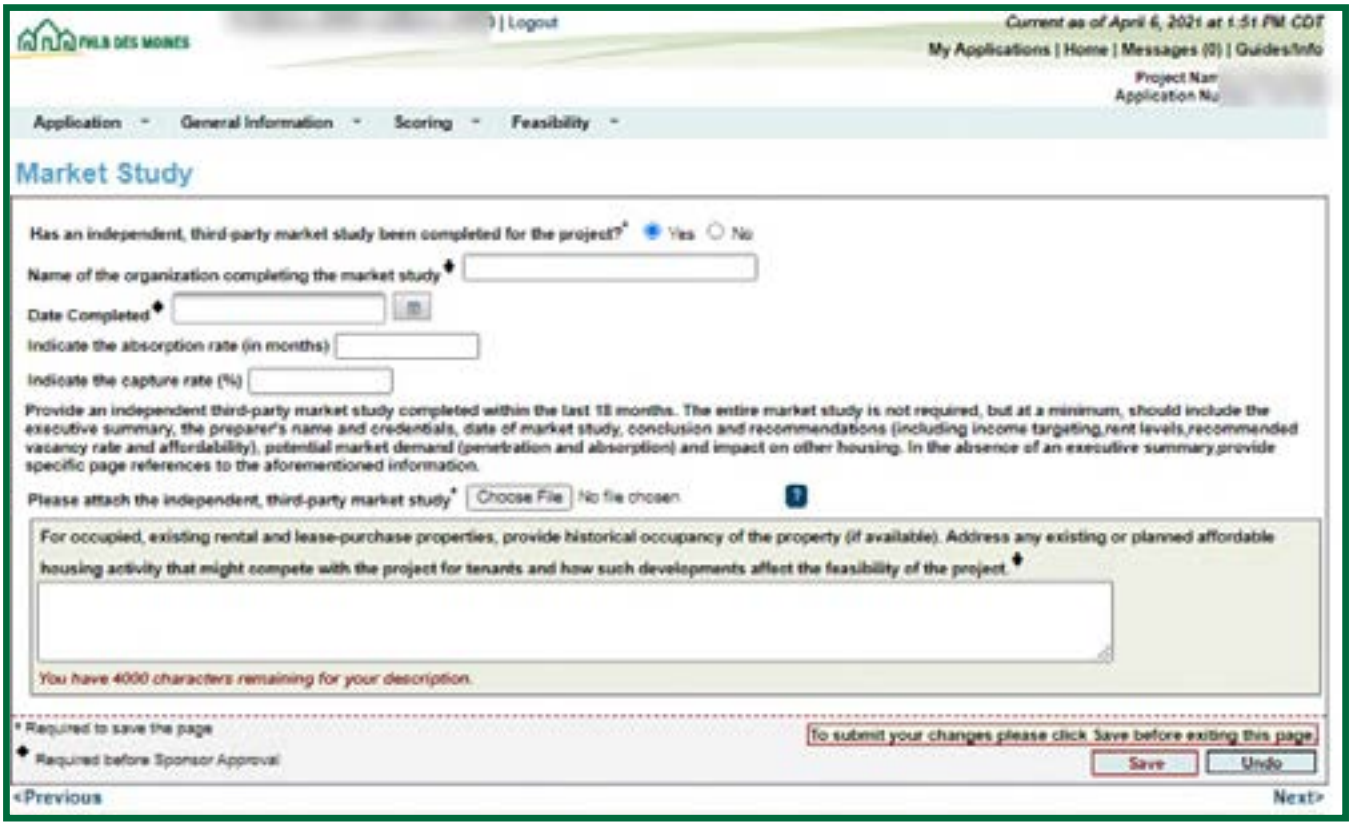
The AHP Participant must attach information that details and documents the need for housing in the development's target area.

Be sure to save evidence of demand as a PDF or ZIP file and attach it to the Market Study screen as one document.

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

AHP Online Application Process *Feasibility*

Market Study—*Homeownership Projects*



Homeownership projects are not required to submit an independent third-party market study. If one was not prepared, answer *No*. If one is available for the project, answer *Yes* and attach it. If you answer *Yes*, in the text box provided include:

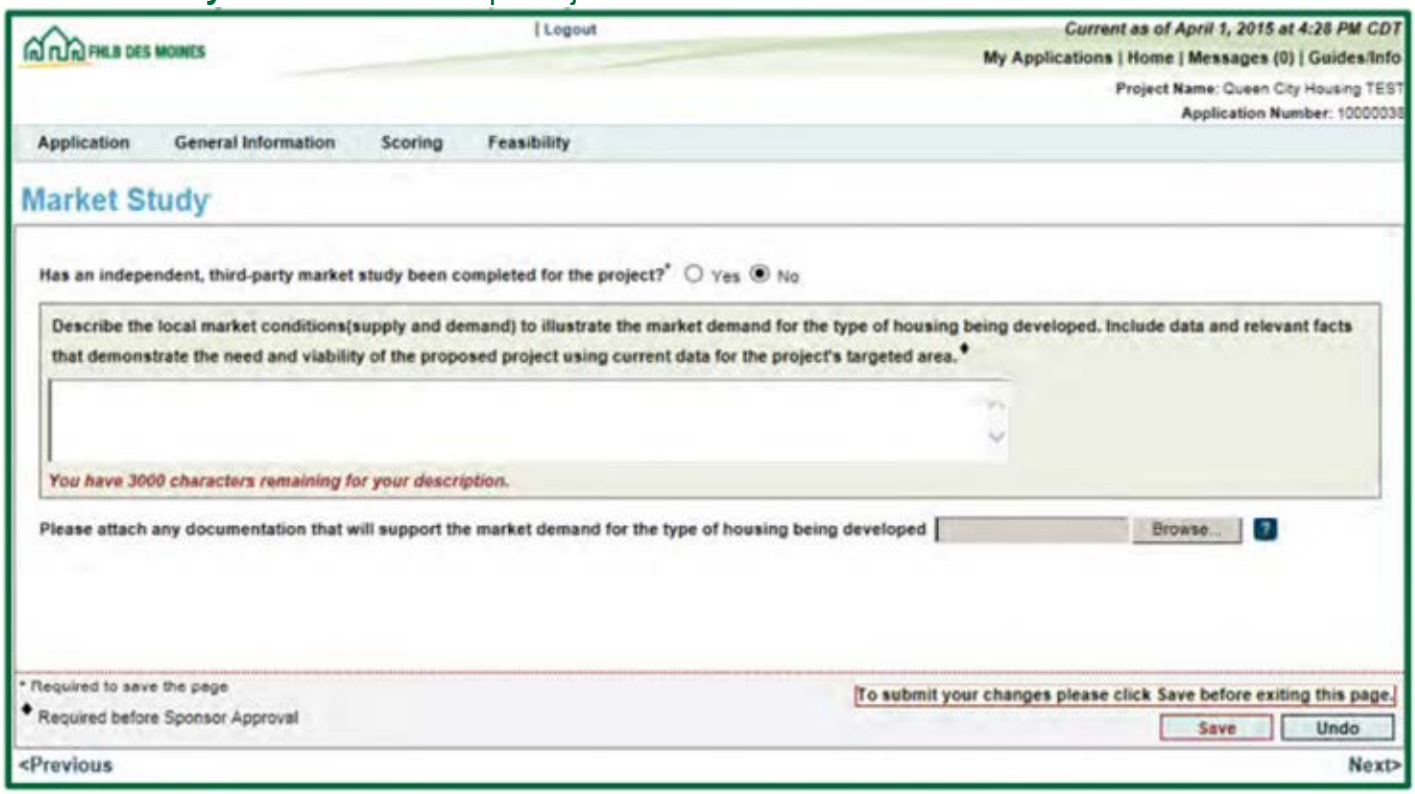
- For all projects provide information about any competing or planned projects and how these might affect demand.

- The number of units, unit mix, and income targeting detailed in the market study should be consistent with what is proposed in the application. If not, explain the discrepancy.

NOTE: Information on occupied rental projects is not relevant to a homeownership application.

AHP Online Application Process *Feasibility*

Market Study—Homeownership Projects



If no market study was prepared, the sponsor may describe the need for subsidy and attach relevant documentation demonstrating a market demand for the type of housing being developed. Save market demand evidence as a PDF or ZIP file and attach it as one document.

Need and Demand: An AHP Participant must demonstrate the need and demand for the project and/or program being proposed. Need may be substantiated by local housing needs analyses (e.g., Annual Action Plans, community housing plans, neighborhood revitalization strategies, etc.), comparison between cost of housing and wages, and/or local studies on housing quality and/or conditions (for rehabilitation programs). Demand may be substantiated by waiting lists for similar projects and/or programs, identifying the gap between the need and current supply, and/or the sponsor's performance history with similar projects and/or programs. To the extent that other organizations are offering similar programs in the same geographic area, describe either how the need and demand necessitate both programs, or how they are different enough not to be overlapping or duplicative.

Projects Involving Acquisition of Unidentified Sites

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

AHP Online Application Process *Feasibility*

Project Timeline— *Rental*

Complete the Project Timeline Template and attach it to the Project Timeline screen. The form is available on the Bank's public website at: http://www.fhlbdm.com. See Products & Services – Affordable Housing – Housing Providers – Project Application Forms.

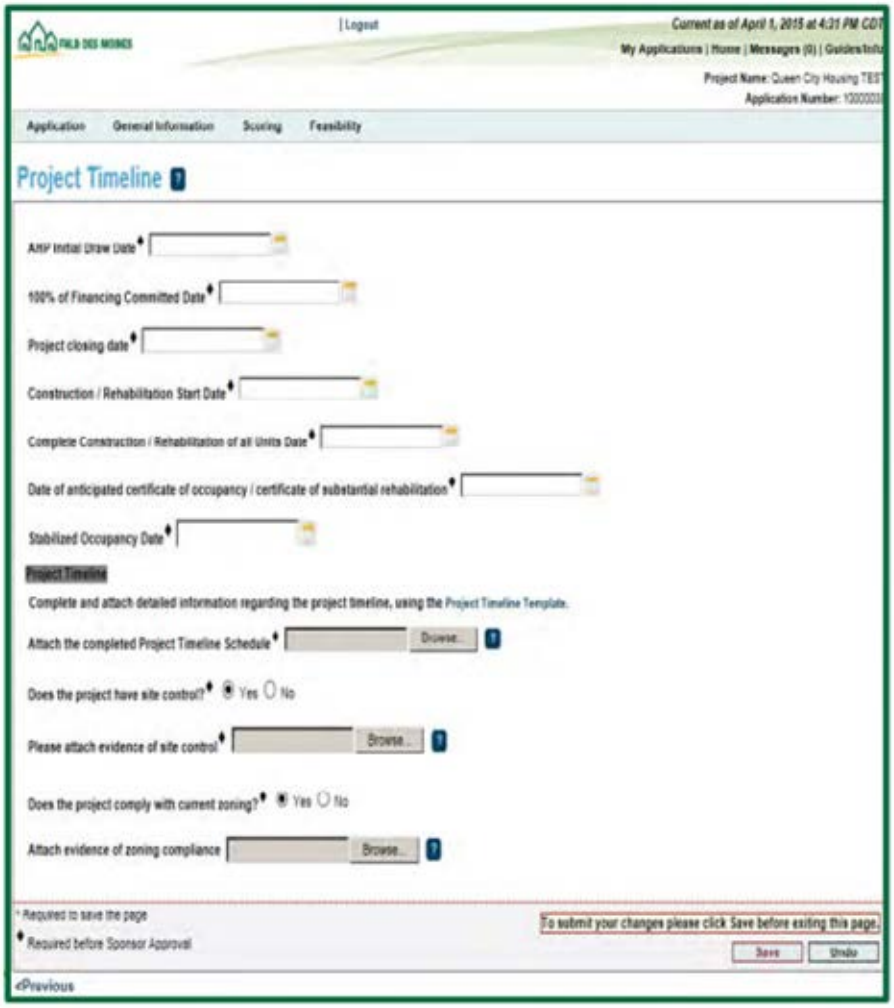
Site Control and Zoning

Site control documentation is required for rental projects and homeownership projects with identified sites.

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

AHP Online Application Process *Feasibility*

Project Timeline— *Rental*



Site Control: Submit current verifiable evidence that is consistent with the project timeline (e.g., a copy of an executed deed, purchase option, sales agreement, ordinance, etc.), indicating that the sponsor has site control of the proposed project site(s).

Zoning: Proper zoning for the project may be evidenced by one of the following:

- A letter from the unit of local government with zoning authority over the proposed site, or
- A letter from a zoning attorney familiar with the project.
- A zoning map is typcially not acceptable evidence for a rental project.
- Appropriate evidence for zoning variances is a letter from the unit of local government with zoning authority that includes:
- The former and new zoning classifications,
- Identification of the specific site,
- Any contingencies or conditions, and
- If the variance has not yet been approved, the date when it is expected to be.

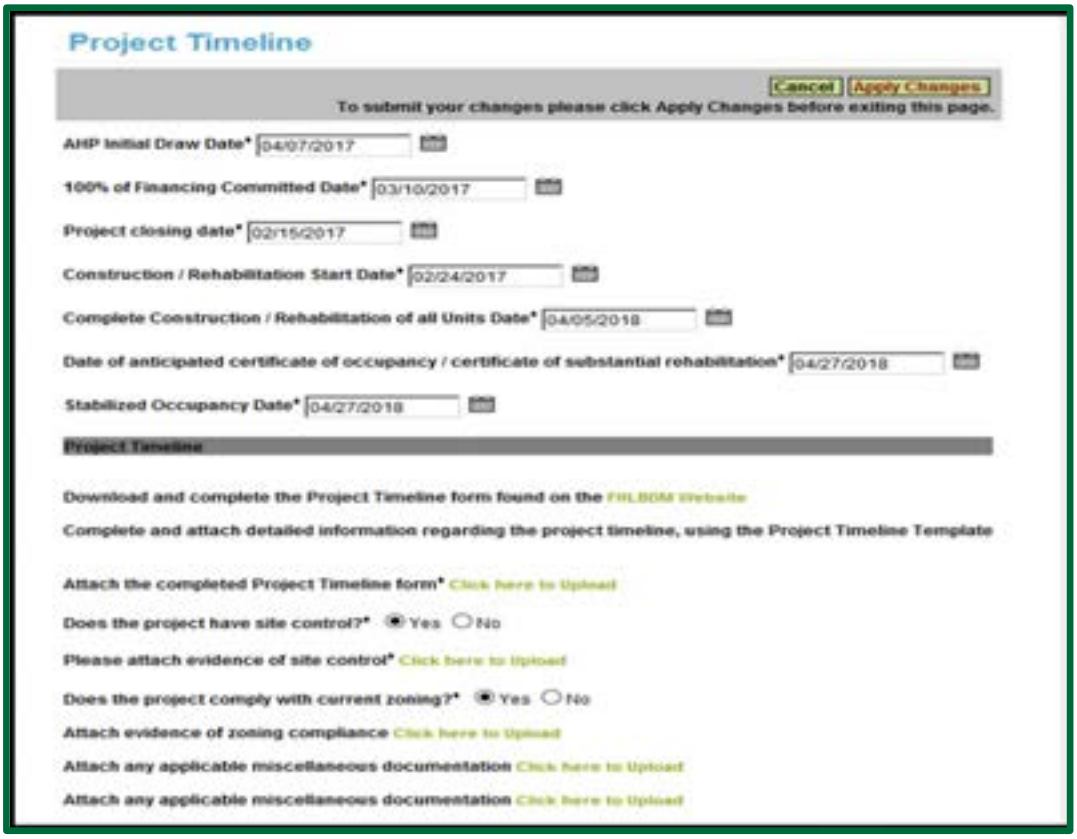
AHP Online Application Process *Feasibility*

Application Complete

This is the last screen. The Application is complete. Click *Save* on this page and then on *Application* in the top-right corner.

AHP Online Application Process *Feasibility*

Project Timeline— *Homeownership projects*



AHP initial draw date cannot be prior to the date of the AHP award (after December in the year of application.)

The date 100% of financing is committed is the date all interim financing or permanent financing commitments other than homebuyer mortgage is expected. Use the AHP initial draw date if AHP is the only source of funds.

Project closing date is the date all financing commitments other than homebuyer mortgages have closed. Use the AHP initial draw date if AHP is the only source of funds.

Construction or rehabilitation start date is the start of any construction or rehabilitation. If the project is acquisition only enter the date the first home purchase is expected to close.

Complete construction or rehabilitation date is the date all construction or rehabilitation should be complete. If the project is acquisition only enter the closing date of the last home purchase.

Date of anticipated certificate of occupancy or substantial rehabilitation is the date any required certification is obtained after completion of construction or rehabilitation. If no certification is required enter the complete construction or rehabilitation date.

Stabilized occupancy date is the date all of the units in the project are complete and occupied. For projects including purchase of a single-family home, enter the expected closing date of the last home purchase.

If a project has site control attach evidence of site control and evidence of compliance with local zoning. *See instruction previous page.* Homeownership projects may evidence zoning compliance with zoning maps or assessor's data. For projects with unknown sites answer "no" and provide the date the project is expected to receive site control and zoning and the process by which site control and zoning will be obtained.

AHP Online Application Process *Feasibility*

Project Timeline— *Homeownership projects*

For all projects, attach a Project Timeline Template. Use the Bank form located on the website, at **http://www.fhlbdm.com.** See Products & Services – Affordable Housing – Housing Providers – Project Application Forms.

Owner occupied rehab projects do not have site control and will not have to answer questions about site control and zoning.

Application Complete

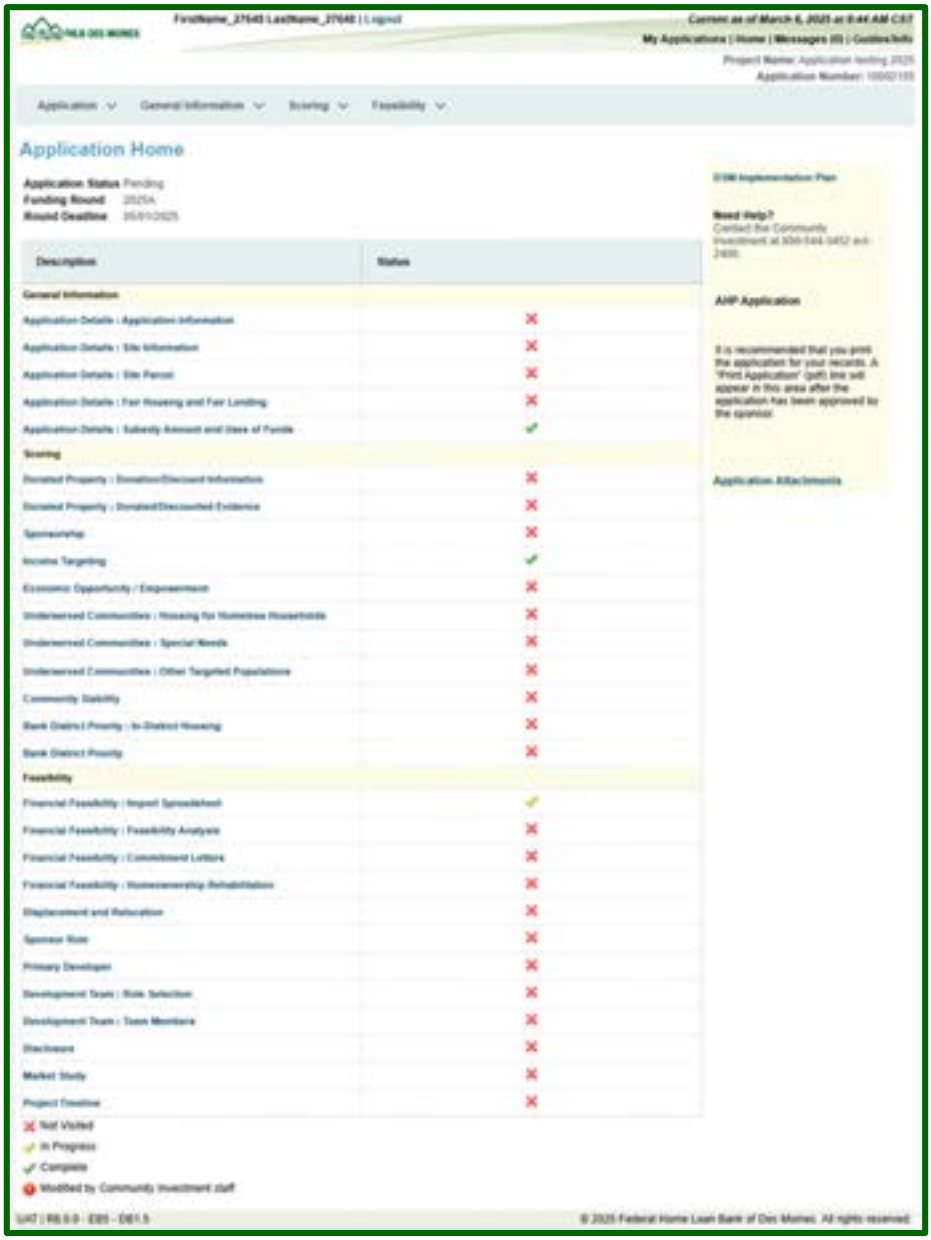
This is the last screen. The Application Entry is complete. Click *Save* on this page and then on *Application* in the top-right corner.

Helpful Hint

Use this page to attach miscellaneous documents to the application. For Homeownership projects, this should include funding commitments, or sources and uses of funds for any commercial component of a project, if applicable

Sponsor Approval

Application Home Screen

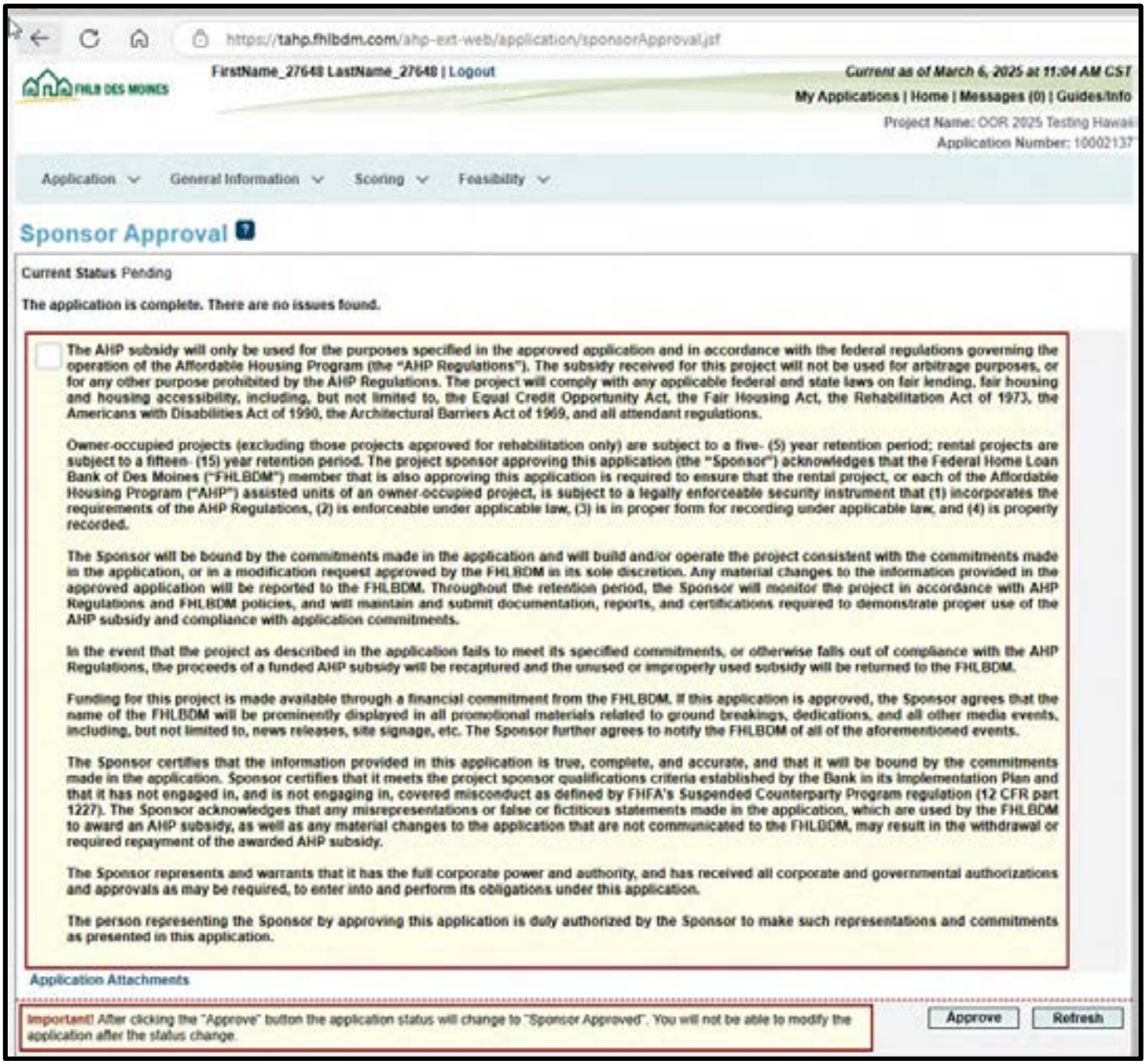


On the Application Home screen, the AHP Participant must verify that each Status has a ***green*** check mark.

If there are any yellow check marks or red X's, the AHP Participant must return to those sections of the application and complete the information necessary to finish the screens and save with a green check mark.

If the application is complete, one of the Sponsor's Lead Contacts must choose *Sponsor Approval* under the Application tab.

Sponsor Approval



When *Sponsor Approval* is chosen, the certification information will appear on the screen.

The Lead Sponsor Contact must review the AHP certification, check the box to certify, and approve the application by clicking on the *Approve* button.

After Sponsor Approval, the Current Application Status moves from *Pending* to *Sponsor Approved*.

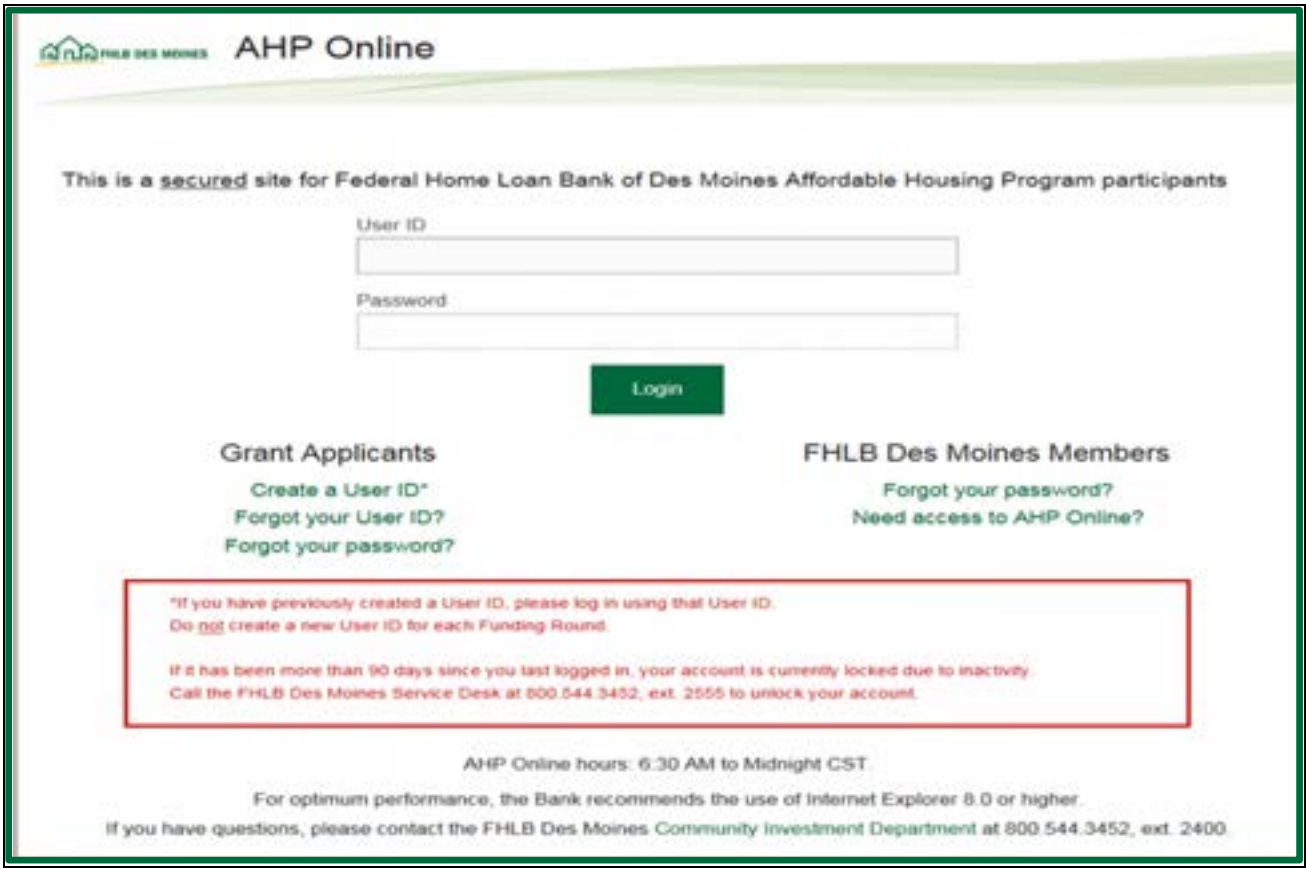
Sponsor Approval

The Member Contact will receive an email notification that an application is awaiting Member Approval.

Helpful Hint

To save a copy of the application as submitted, the user should click on Print Application and save to a location of his or her choosing. The application will save as a PDF.

Member Approval (Completed by the Member)



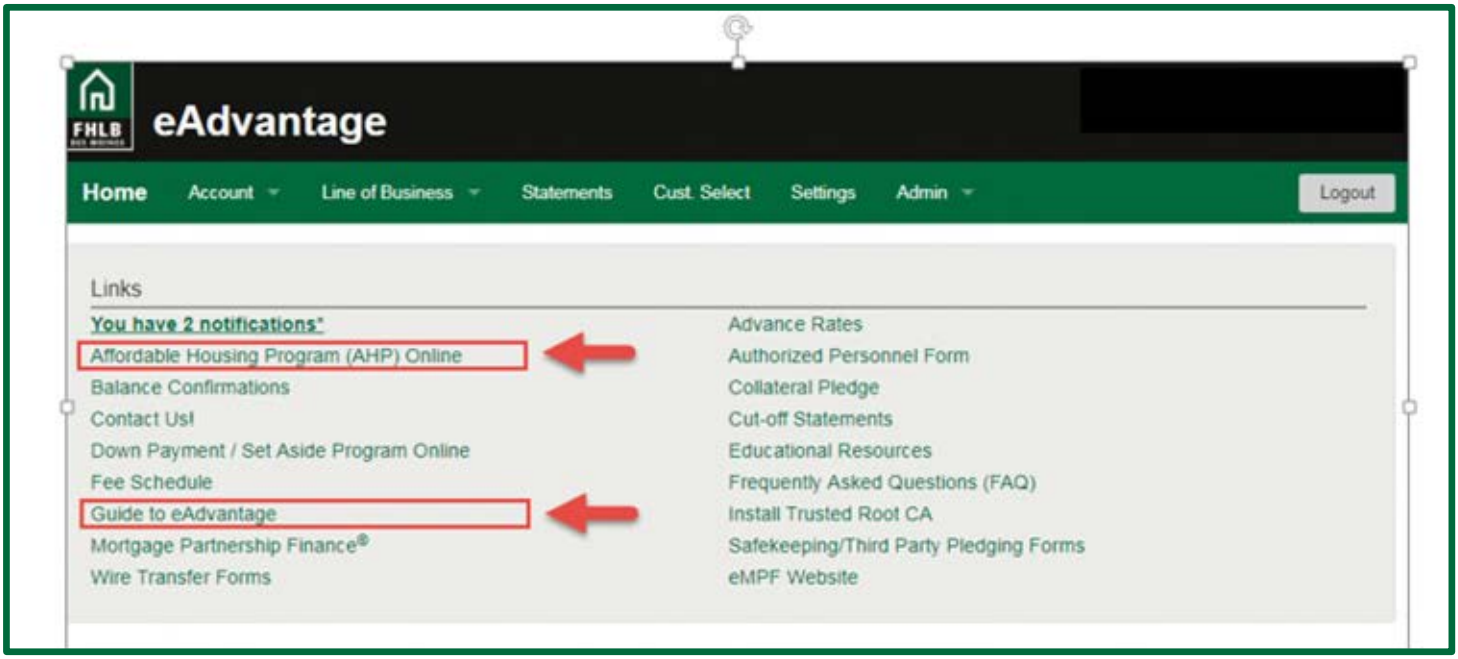
The Member's AHP Authorized User (Member Contact) associated with the application will be notified via email that the application is ready for Member Approval.

The next few pages describe the process of how a member may approve an AHP Application in AHP Online. To begin, the Member Contact must access the AHP Online. They can do this in two ways:

1) Via the AHP Online login at https://ahp.fhlbdm.com. This method should be used by any Member Contact who has AHP only authorization (i.e. they are not given permissions to access eAdvantage).

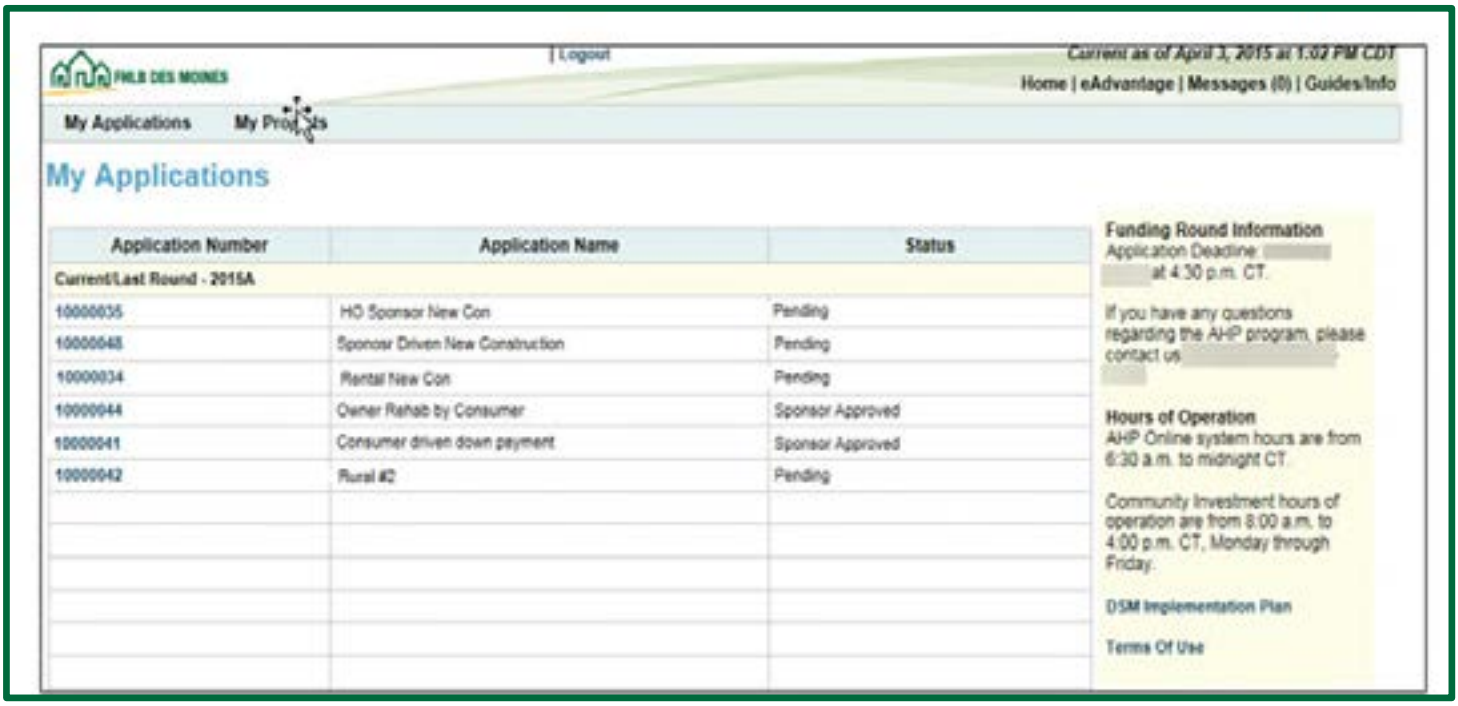
2) Via eAdvantage by clicking the AHP Online link found in the eAdvantage home page. This will only be visible to eAdvantage Users with both eAdvantage and AHP authorization. See the following page for access through eAdvantage.

Member Approval (Completed by the Member)



The Member Contact clicks on the *AHP Online* link from the eAdvantage Home screen.

Member Approval (Completed by the Member)

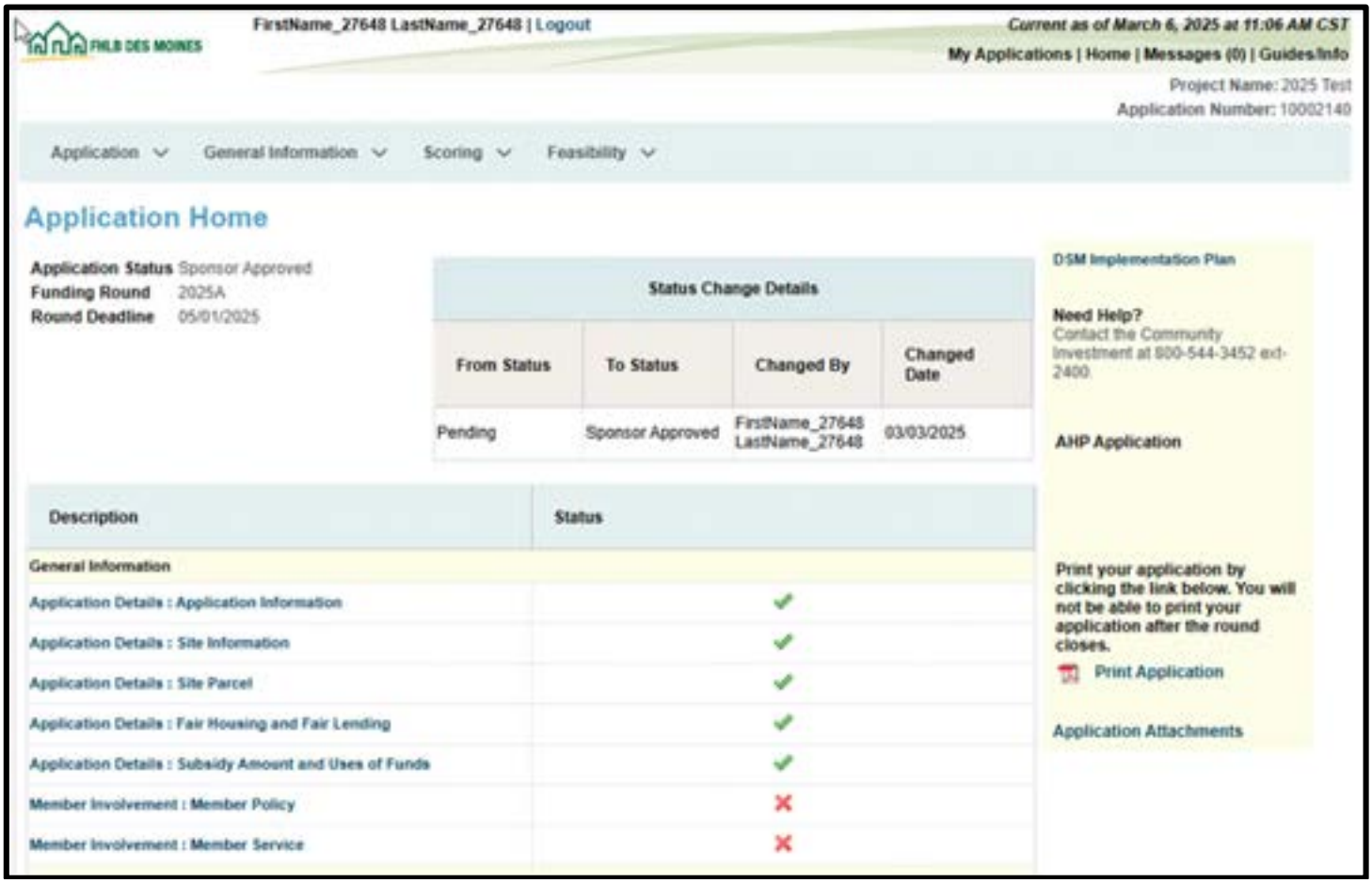


All of the applications associated with this member will appear on the Home screen in AHP Online.

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

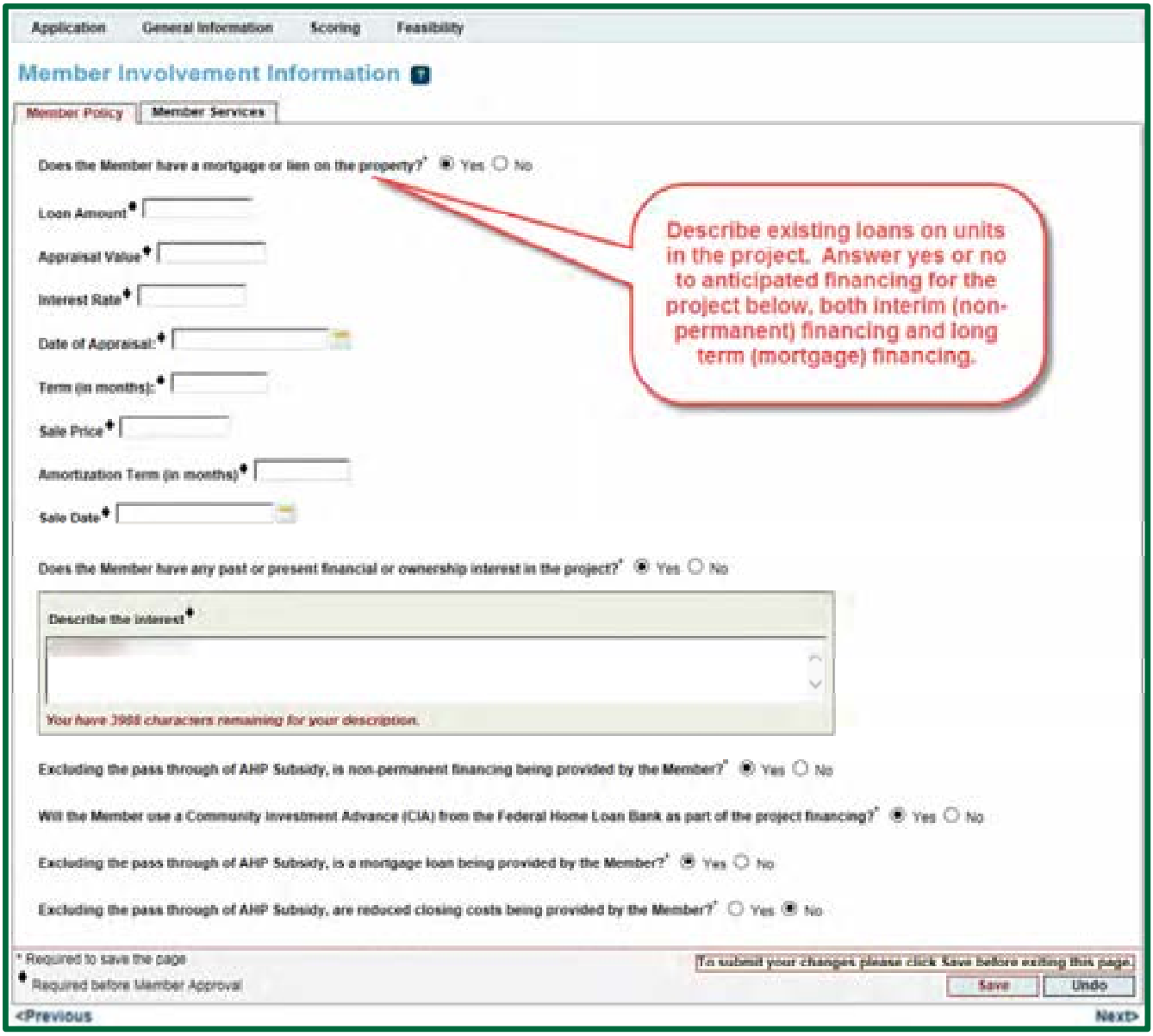
Click on the Application Number to open an application for member approval.

Member Approval (Completed by the Member)



The Member Contact opens the *Sponsor Approved* application. On the Application Home page. The Member completes the two Member Involvement Information screens.

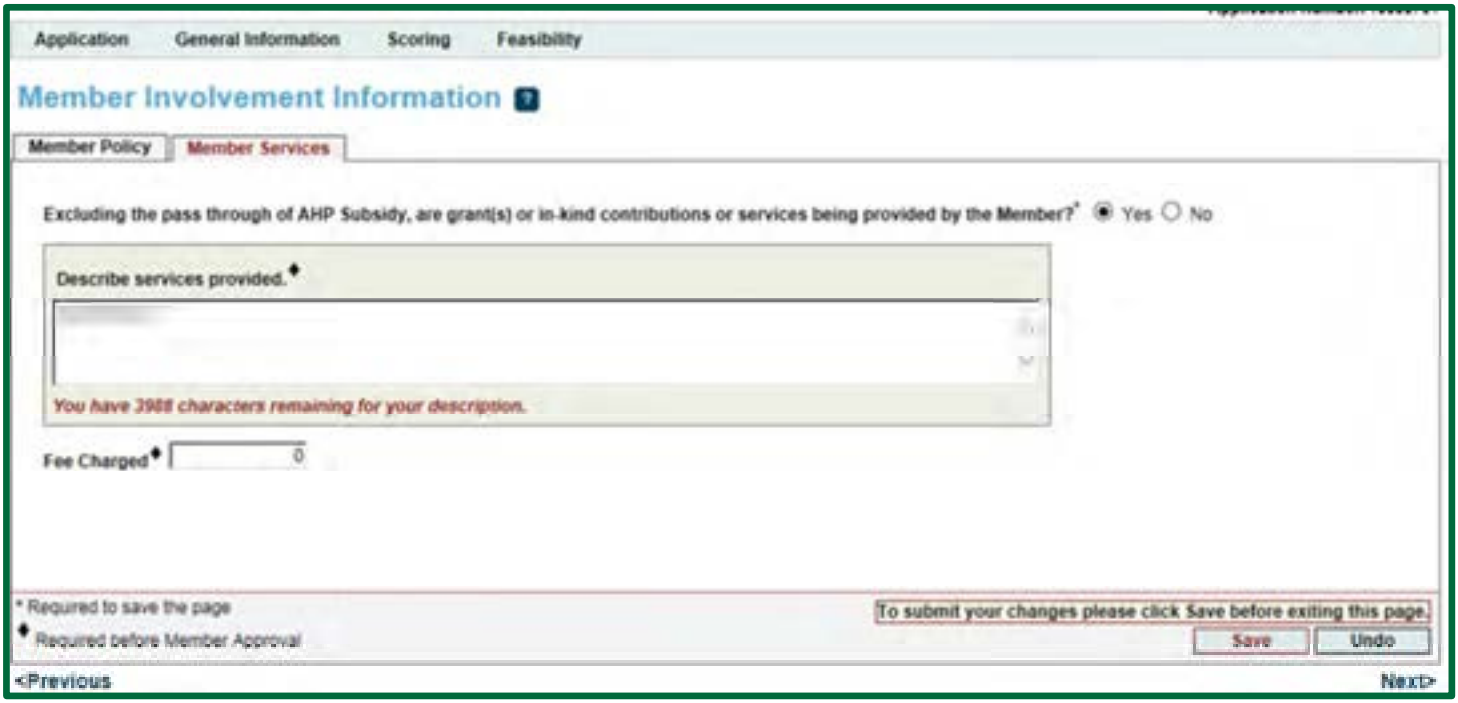
Member Approval (Completed by the Member)



The Member Contact must complete the required fields before the Member Policy screen can be saved.

Even if the Member Contact answers *No* to both questions, he or she must click on *Save* to complete the screen.

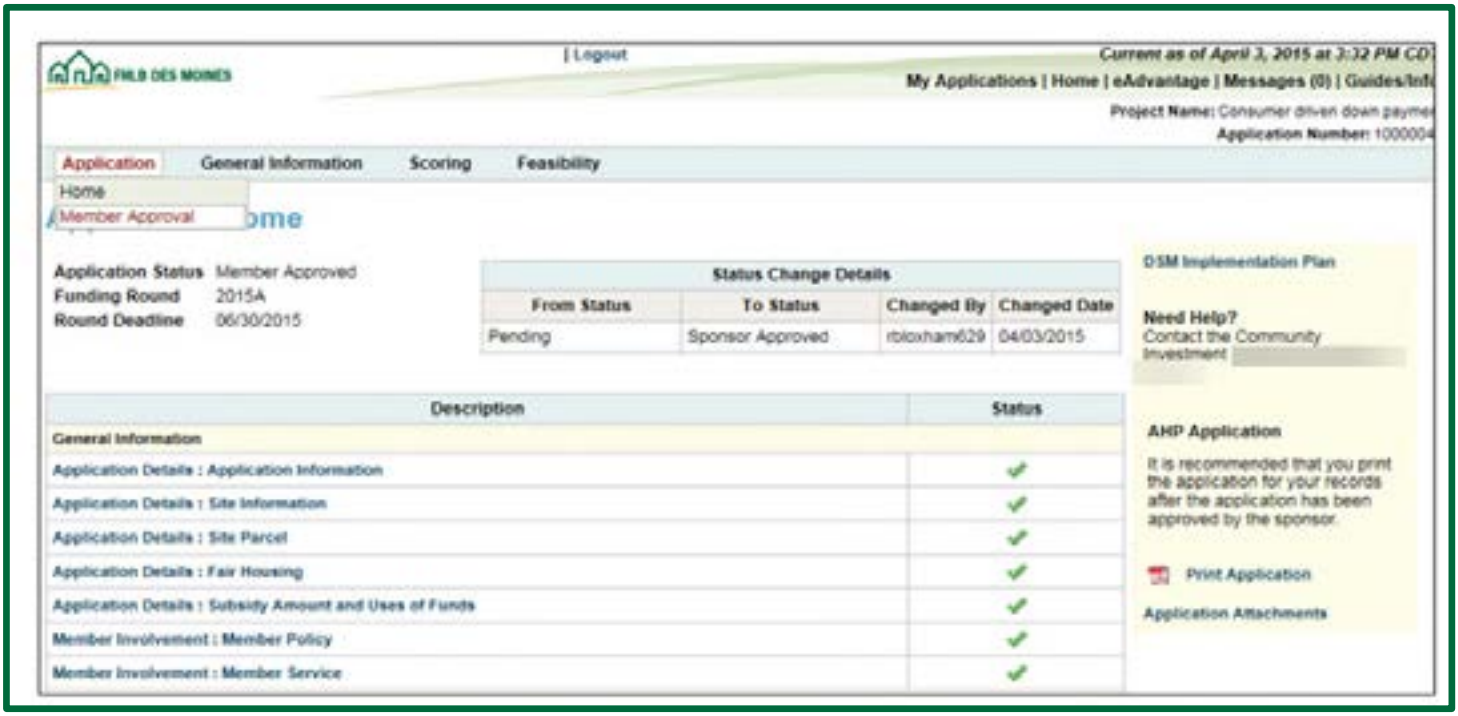
Member Approval (Completed by the Member)



The Member Contact must complete the required fields before the Member Services screen can be saved.

Even if the Member Contact answers *No* to the question, he or she must click on *Save* to complete the screen.

Member Approval (Completed by the Member)



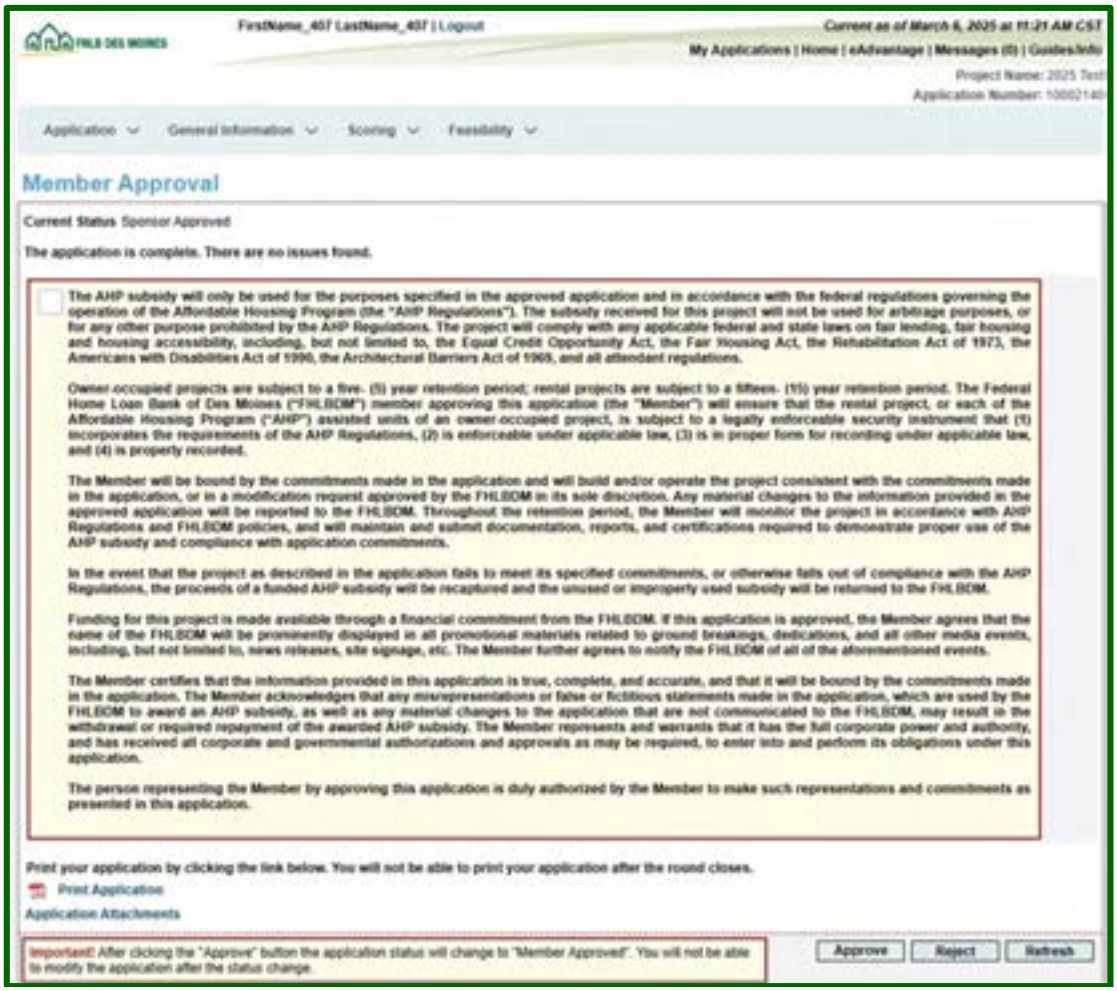
The member should return to the Application Home screen. Once both the Member Policy and Member Services screens are complete and saved they will display a green check mark on the Application Home screen.

The Member Contact should review the completed AHP application.

The Member Contact may do so by clicking on each link under *Description* and use the *Previous* and *Next* buttons to navigate through the application screens. The Member can also print an application and application attachments for review from links in the right hand sidebar.

To Member Approve, the Member Contact should begin by choosing *Member Approval* in the top-left corner of the Application Home screen.

Member Approval (Completed by the Member)



To Approve

Once the member is ready to approve, the following steps must be taken:

- Read the AHP certification;
- Check the box indicating that the certification has been understood and read; and
- Click on *Approve* at the bottom of the screen.

To Reject

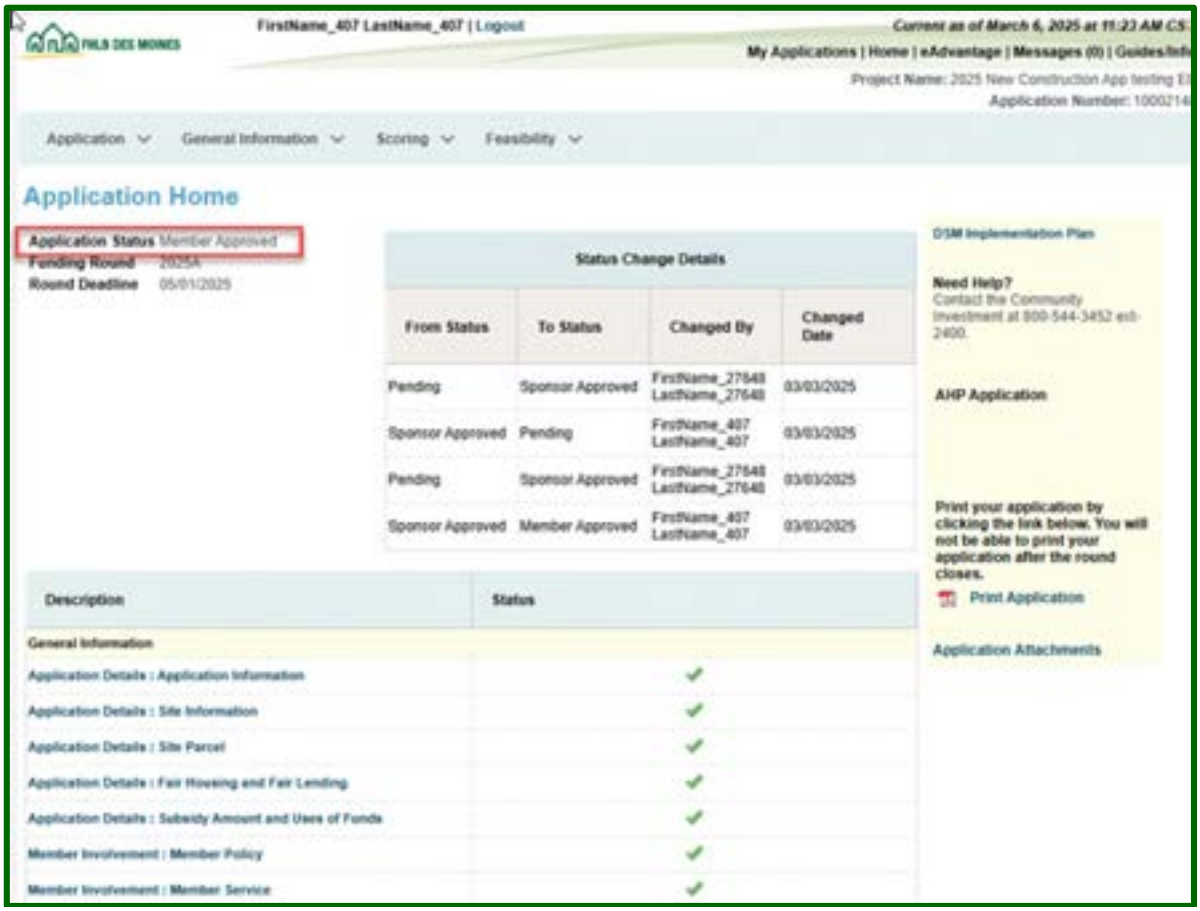
Helpful Hint

If the member would like to reject the application and have the sponsor make changes, the Member Contact should click on *Reject*.

Helpful Hint

To save a copy of the application as submitted, the Member Contact should click on *Print Application* and save to a location of his or her choosing. The application will save as a PDF.

Member Approval (Completed by the Member)



Once the application's status is *Member Approved*, the AHP Participant and the Member Contact are unable to edit the application.

At this point, the application is submitted to the FHLB for review.

The member and sponsor are notified via email that the application's status has changed to *Member Approved*.

Exhibits *Developer Experience (Homeownership and Rental Projects)*

Affordable Housing Program
Developer Experience

Developer Name: _____

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

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

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

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

For homeownership projects, list experience on an annual basis.

For rental projects, list experience on a project basis.

		Project/Phase Name	Project Location	Project Dates	Project Type	# of units	Project Cost	Project Status	Project Status
		Include AHP Project # if applicable	City, State	mm/yy Actual or Anticipated PS = Project Start PC = Project Complete	Mark all that apply NC = New Construction R = Rehab P = Purchase N = Special Needs			Select from drop-down menu below	Select from drop-down menu below
1	1			PS PC	☐NC ☐P ☐R ☐N				
2	2			PS PC	☐NC ☐P ☐R ☐N				
3	3			PS PC	☐NC ☐P ☐R ☐N				
4	4			PS PC	☐NC ☐P ☐R ☐N				
5	5			PS PC	☐NC ☐P ☐R ☐N				
6	6			PS PC	☐NC ☐P ☐R ☐N				
7	7			PS PC	☐NC ☐P ☐R ☐N				
8	8			PS PC	☐NC ☐P ☐R ☐N				
9	9			PS PC	☐NC ☐P ☐R ☐N				
10	10			PS PC	☐NC ☐P ☐R ☐N				
11	11			PS PC	☐NC ☐P ☐R ☐N				
12	12			PS PC	☐NC ☐P ☐R ☐N				
13	13			PS	☐NC ☐P				

Instructions

2015 Competitive AHP Application

Affordable Housing Program

Homeownership Feasibility Workbook

Project Name:	
Lead Sponsor:	
Subsidy Requested:	

The subsidy amount requested must conform to the Online application.

Application Instructions:

►Do not include formulas in any cells.

►The workbook is programmed to minimize inconsistencies throughout the application. Enter data into cells that are shaded yellow. Cells that are not shaded are locked and cannot be changed.

►In cells with drop-down selections, select one of the options for the workbook to work properly. Typing an answer or ignoring the cell entirely may cause errors on other worksheets in the application.

►The AHP subsidy amount on the sources tab must match the AHP subsidy amount from the Subsidy Amount and Sources of Funds screen in the online system.

►The targeting reflected on the project worksheet must match the targeting reflected on the Targeting screen in the online system.

►On the Sources tab: Do not skip a line when inputting sources of funds. Do not list more than 13 sources.

►It is highly recommended that worksheets are completed in the order they appear in the document. Worksheet formulas are often dependent on data entered in earlier tabs.

►Cutting and pasting information into Excel spreadsheets from elsewhere may invalidate formulas in cells, resulting in errors throughout the application.

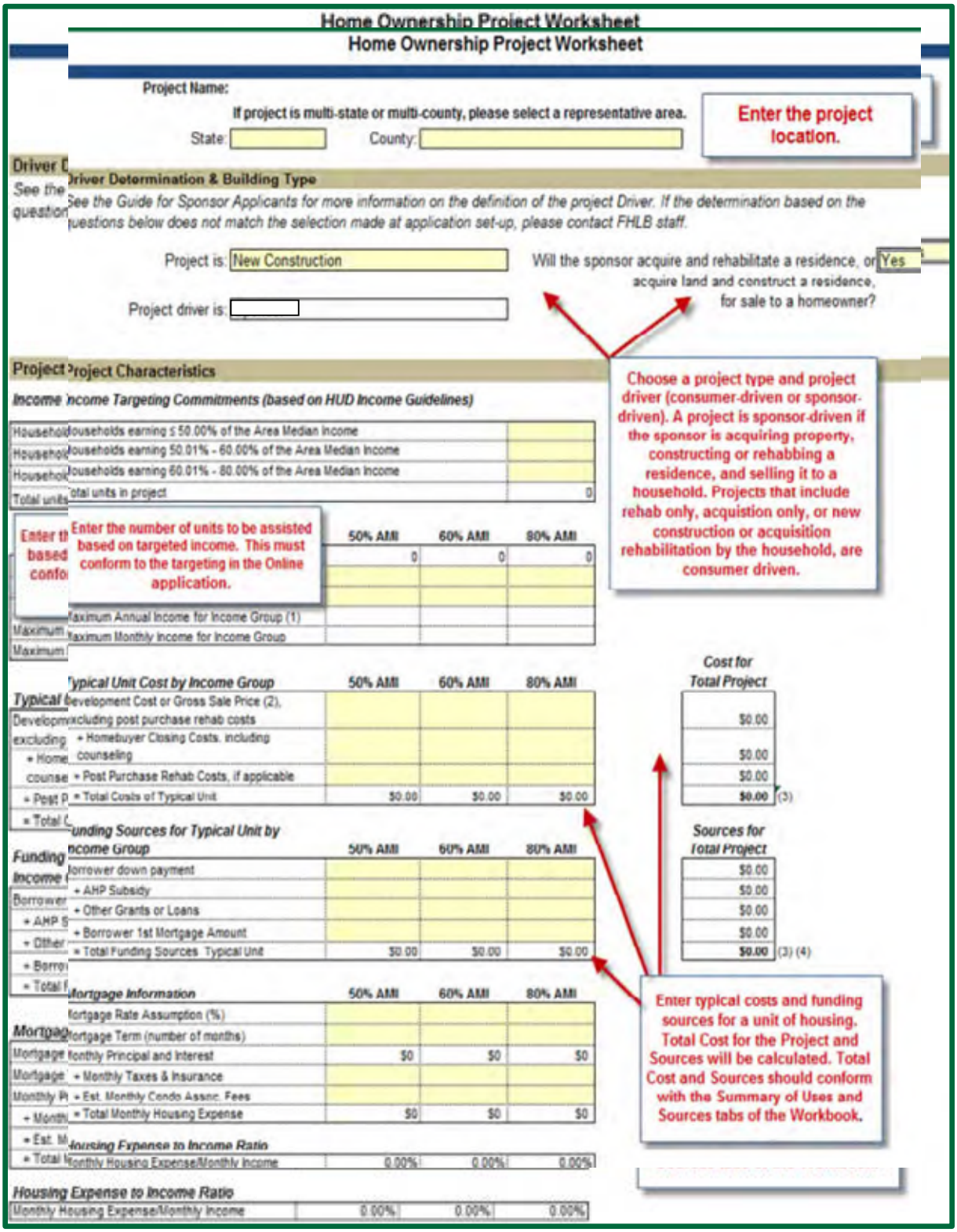
►If attachments are submitted with a disabled password, or have otherwise been tampered with, the decision as to whether the application will be considered for an award will be at the discretion of the Bank.

A description of each of the individual Excel worksheets follows:

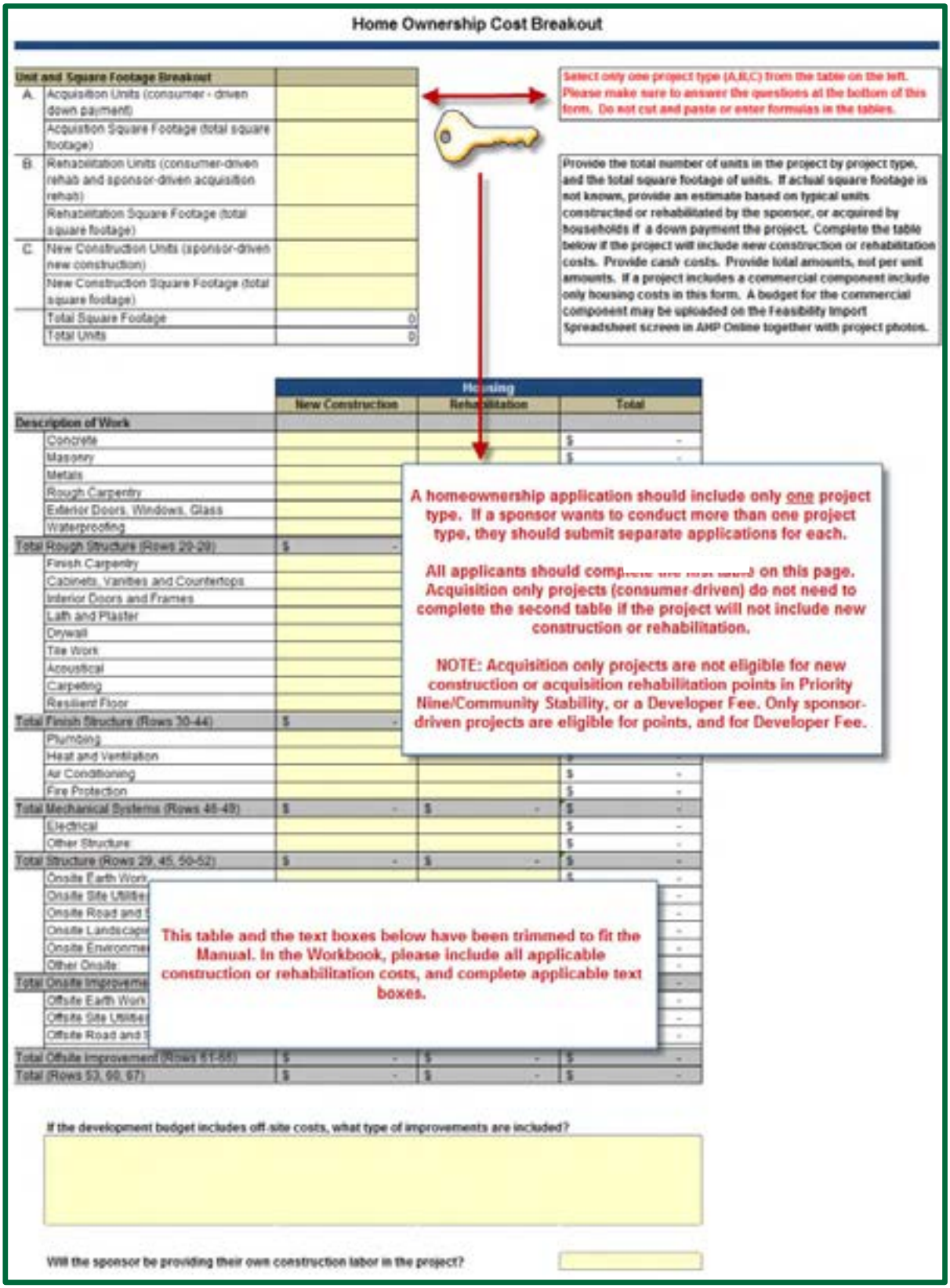
Tab	Worksheet Description and Required Fields
Instructions	Instructions include important information for all applicants.
Project Worksheet	Assumptions for individual home buyer.
Cost Breakout	In the top part of the form provide the number of units and estimated square feet of units in the project, by project type. Projects with new construction or rehabilitation must also complete the lower portion of the form.
Summary of Uses	Hard costs of new construction or rehabilitation are input from the Cost-Break-Out. Enter all other costs in Summary of Uses.
Needs Analysis	For projects including a home purchase, complete if the project sponsor is providing financing to the homebuyer at a below market interest rate (i.e. Habitat projects).
Sources	For any source of funds - the source, amount, description code, and status code are required fields. Total Sources of Funds must equal the total project costs from the Summary of Uses.
Feasibility Guidelines	Project feasibility and need for subsidy analysis.

If you encounter glitches in the application, please e-mail: communityinvestment@fhlbdm.com
Refer to the specific tab and cells that are involved and provide a detailed description of the issue.

Project Worksheet



Cost Breakout



Home Ownership Cost Breakout

Unit and Square Footage Breakout	
A. Acquisition Units (consumer - driven down payment)	
Acquisition Square Footage (total square footage)	
B. Rehabilitation Units (consumer-driven rehab and sponsor-driven acquisition rehab)	
Rehabilitation Square Footage (total square footage)	
C. New Construction Units (sponsor-driven new construction)	
New Construction Square Footage (total square footage)	
Total Square Footage	0
Total Units	0

Select only one project type (A,B,C) from the table on the left. Please make sure to answer the questions at the bottom of this form. Do not cut and paste or enter formulas in the tables.

Provide the total number of units in the project by project type, and the total square footage of units. If actual square footage is not known, provide an estimate based on typical units constructed or rehabilitated by the sponsor, or acquired by households if a down payment the project. Complete the table below if the project will include new construction or rehabilitation costs. Provide cash costs. Provide total amounts, not per unit amounts. If a project includes a commercial component include only housing costs in this form. A budget for the commercial component may be uploaded on the Feasibility Import Spreadsheet screen in AHP Online together with project photos.

	Housing		
	New Construction	Rehabilitation	Total
Description of Work			
Concrete			$ -
Masonry			$ -
Metals			
Rough Carpentry			
Exterior Doors, Windows, Glass			
Waterproofing			
Total Rough Structure (Rows 20-29)	$ -		
Finish Carpentry			
Cabinets, Vanities and Countertops			
Interior Doors and Frames			
Lath and Plaster			
Drywall			
Tile Work			
Acoustical			
Carpeting			
Resilient Floor			
Total Finish Structure (Rows 30-44)	$ -		
Plumbing			
Heat and Ventilation			
Air Conditioning			$ -
Fire Protection			$ -
Total Mechanical Systems (Rows 46-49)	$ -	$ -	$ -
Electrical			$ -
Other Structure			$ -
Total Structure (Rows 29, 45, 50-52)	$ -	$ -	$ -
Onsite Earth Work			-
Onsite Site Utilities			-
Onsite Road and S			-
Onsite Landscapi			-
Onsite Environmen			-
Other Onsite			-
Total Onsite Improveme			-
Offsite Earth Work			-
Offsite Site Utilities			-
Offsite Road and T			-
Total Offsite Improvement (Rows 61-66)	$ -	$ -	$ -
Total (Rows 53, 60, 67)	$ -	$ -	$ -

A homeownership application should include only one project type. If a sponsor wants to conduct more than one project type, they should submit separate applications for each.

All applicants should comp[illegible] on this page. Acquisition only projects (consumer-driven) do not need to complete the second table if the project will not include new construction or rehabilitation.

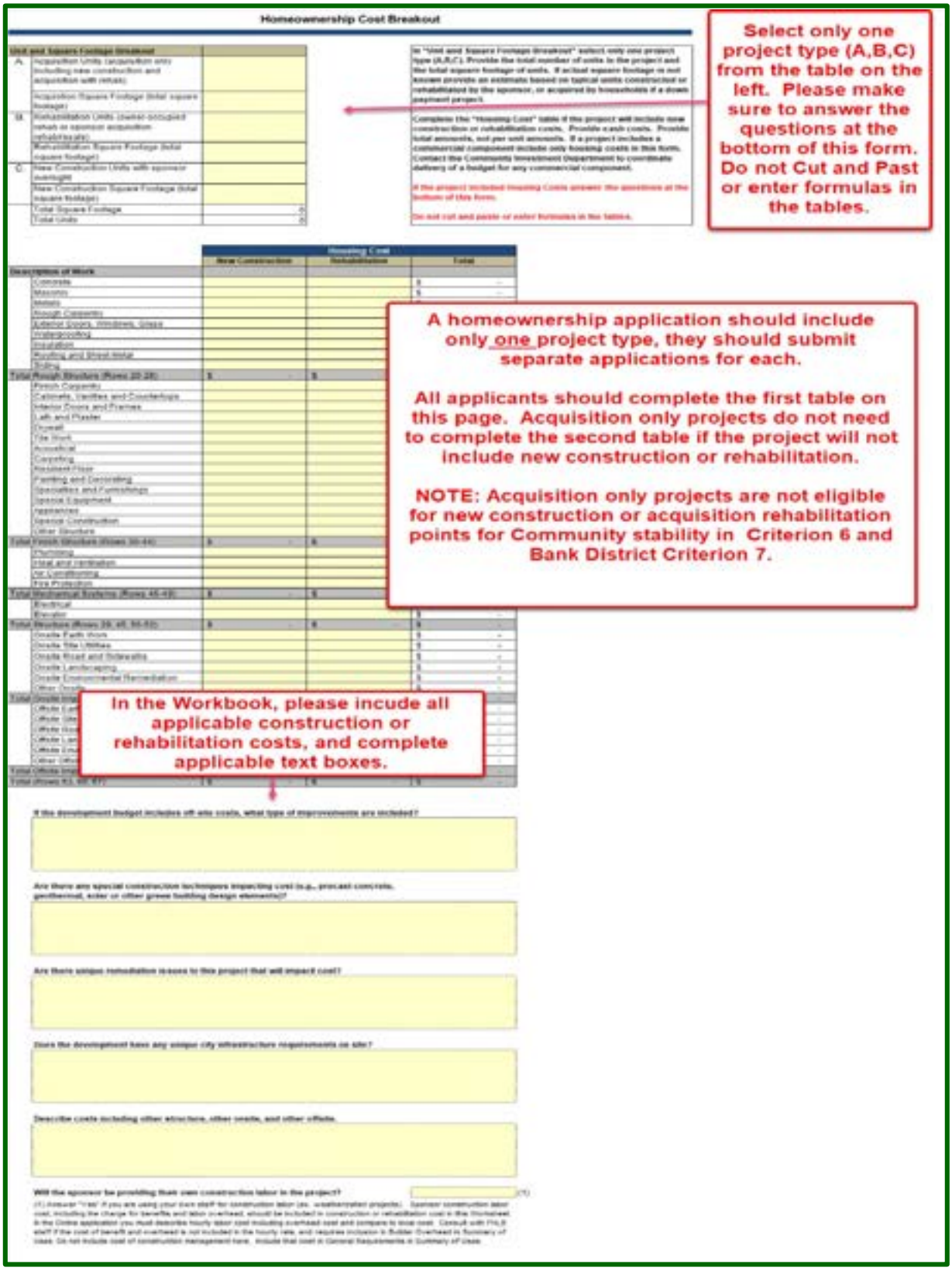
NOTE: Acquisition only projects are not eligible for new construction or acquisition rehabilitation points in Priority Nine/Community Stability, or a Developer Fee. Only sponsor-driven projects are eligible for points, and for Developer Fee.

This table and the text boxes below have been trimmed to fit the Manual. In the Workbook, please include all applicable construction or rehabilitation costs, and complete applicable text boxes.

If the development budget includes off-site costs, what type of improvements are included?

Will the sponsor be providing their own construction labor in the project?

Summary of Uses of Funds



Total homebuyer/homeowner closing cost and counseling costs is input from the Pro
Worksheet tab. Applicant must breakdown costs and identify source to pay counseli
below

costs and homebuyer's closing costs and counseling costs are autofilled from other worksheets. If a project includes a commercial component, fill out the form below only for the housing component. Contact the Community Investment Department to coordinate delivery of a budget for any commercial

Acquisition Costs	Total
Building Acquisition	
Land Acquisition	
Carrying Costs	
Legal Fees	
Closing Costs	
Title and Recording	
Total Acquisition Costs	$ -

Acquisition costs should reflect sponsor costs to acquire the property including carrying costs, legal fees, closing costs, and title and recording fees. Acquisition cost should only be building or land acquisition cost. Homebuyer closing costs, including legal fees, title and recording fees should be input in the Project Worksheet (line 34) and itemized in the

Construction/Rehabilitation Costs	Total
Construction Costs	$ -
Rehabilitation Costs	$ -
On-Site Improvements	$ -
Off-Site Improvements	$ -
Demolition	
Contingency	
Builders Overhead	
Builders Profit	
General Requirements	
Other Construction/Rehabilitation Cost	
Furniture, fixtures and equipment	
Total Construction/Rehabilitation Costs	$ -

Soft Costs	Total
Architect Fees	
Engineering Fees	
Appraisal Fees	
Legal Fees	
Accounting Fees	
Environmental Fees	
Utilities Fees	
Municipality Fees	
Permits Fees	
Market Study	
Survey Study	
Marketing Expenses	
Relocation	
Construction Period Insurance	
Construction Period Property Taxes	
Other Soft Costs	
Total S...	-

Applicant must include Developer Fee and Consultant Fees from all sources of funds. Identify source of funds in the text boxes provided.

Cons...	...otal
Interes...	
Origina...	
Lo...	
Other F...	
Total Construction Financing	$ -

Developer & Consultant Fees	Total
Developer Fees	
Consultant Fees	
Total Developer & Consultant Fees	$ -

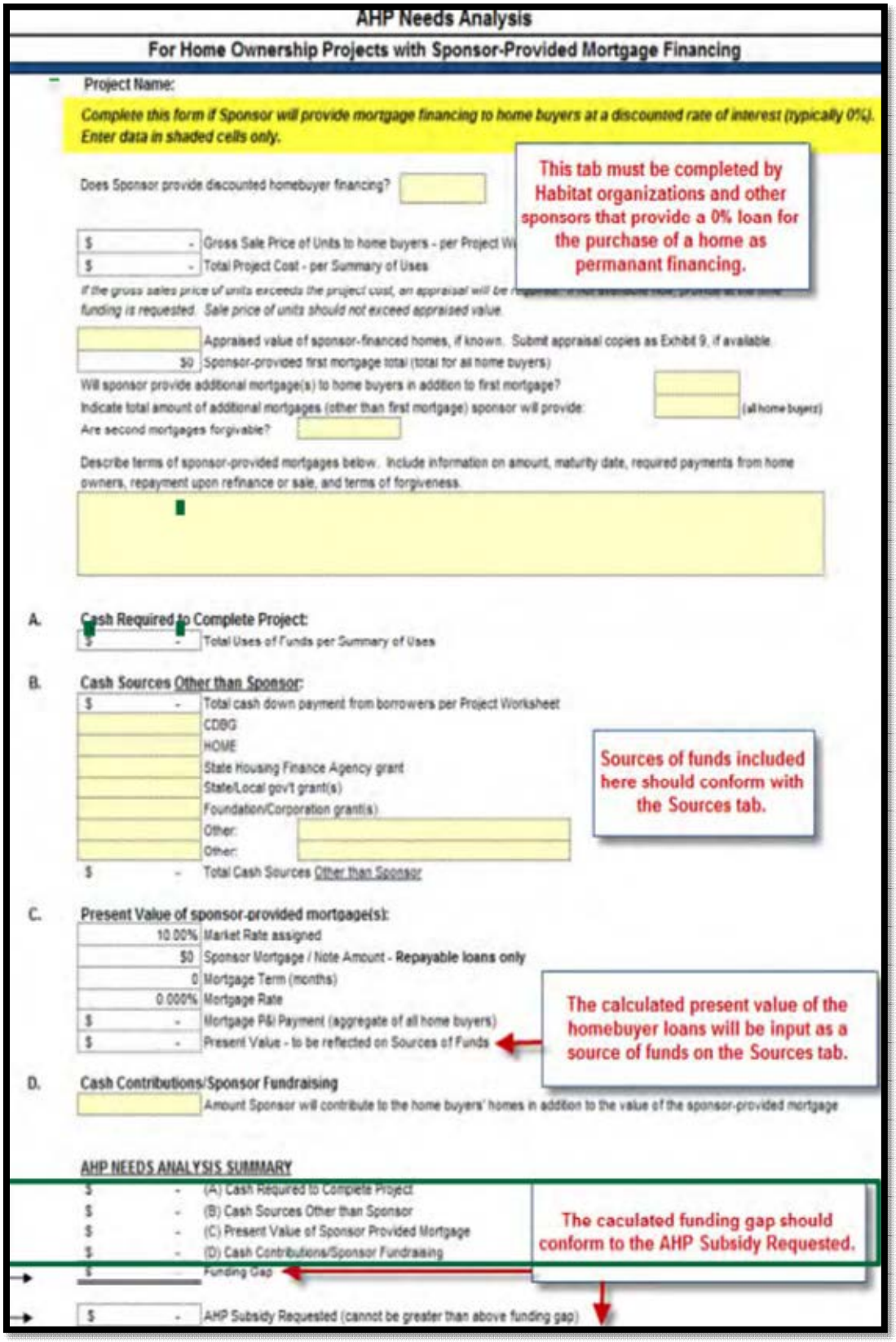
Total Development Costs	$ -

Homebuyer/Homeowner Closing Cost and Counseling Costs *(From Project*	$ -

Total homebuyer/homeowner closing cost and counseling costs is input from the Project Worksheet tab. Applicant must breakdown costs and identify source to pay counseling cost below.

...ements. NOTE: If the sponsor is ...ship Feasibility Guidelines in the ... a sponsor acting as their own general ... construction management, but ... and profit should be included in

Needs Analysis



AHP Needs Analysis

For Home Ownership Projects with Sponsor-Provided Mortgage Financing

Project Name:

Complete this form if Sponsor will provide mortgage financing to home buyers at a discounted rate of interest (typically 0%). Enter data in shaded cells only.

This tab must be completed by Habitat organizations and other sponsors that provide a 0% loan for the purchase of a home as permanant financing.

Does Sponsor provide discounted homebuyer financing?

$ - Gross Sale Price of Units to home buyers - per Project W

$ - Total Project Cost - per Summary of Uses

If the gross sales price of units exceeds the project cost, an appraisal will be r... funding is requested. Sale price of units should not exceed appraised value.

Appraised value of sponsor-financed homes, if known. Submit appraisal copies as Exhibit 9, if available.

$0 Sponsor-provided first mortgage total (total for all home buyers)

Will sponsor provide additional mortgage(s) to home buyers in addition to first mortgage?

Indicate total amount of additional mortgages (other than first mortgage) sponsor will provide: (all home buyers)

Are second mortgages forgivable?

Describe terms of sponsor-provided mortgages below. Include information on amount, maturity date, required payments from home owners, repayment upon refinance or sale, and terms of forgiveness.

A. Cash Required to Complete Project:

$ - Total Uses of Funds per Summary of Uses

B. Cash Sources Other than Sponsor:

$ - Total cash down payment from borrowers per Project Worksheet

CDBG

HOME

State Housing Finance Agency grant

State/Local gov't grant(s)

Foundation/Corporation grant(s)

Other:

Other:

$ - Total Cash Sources Other than Sponsor

Sources of funds included here should conform with the Sources tab.

C. Present Value of sponsor-provided mortgage(s):

10.00% Market Rate assigned

$0 Sponsor Mortgage / Note Amount - **Repayable loans only**

0 Mortgage Term (months)

0.000% Mortgage Rate

$ - Mortgage P&I Payment (aggregate of all home buyers)

$ - Present Value - to be reflected on Sources of Funds

The calculated present value of the homebuyer loans will be input as a source of funds on the Sources tab.

D. Cash Contributions/Sponsor Fundraising

Amount Sponsor will contribute to the home buyers' homes in addition to the value of the sponsor-provided mortgage

AHP NEEDS ANALYSIS SUMMARY

$ - (A) Cash Required to Complete Project

$ - (B) Cash Sources Other than Sponsor

$ - (C) Present Value of Sponsor Provided Mortgage

$ - (D) Cash Contributions/Sponsor Fundraising

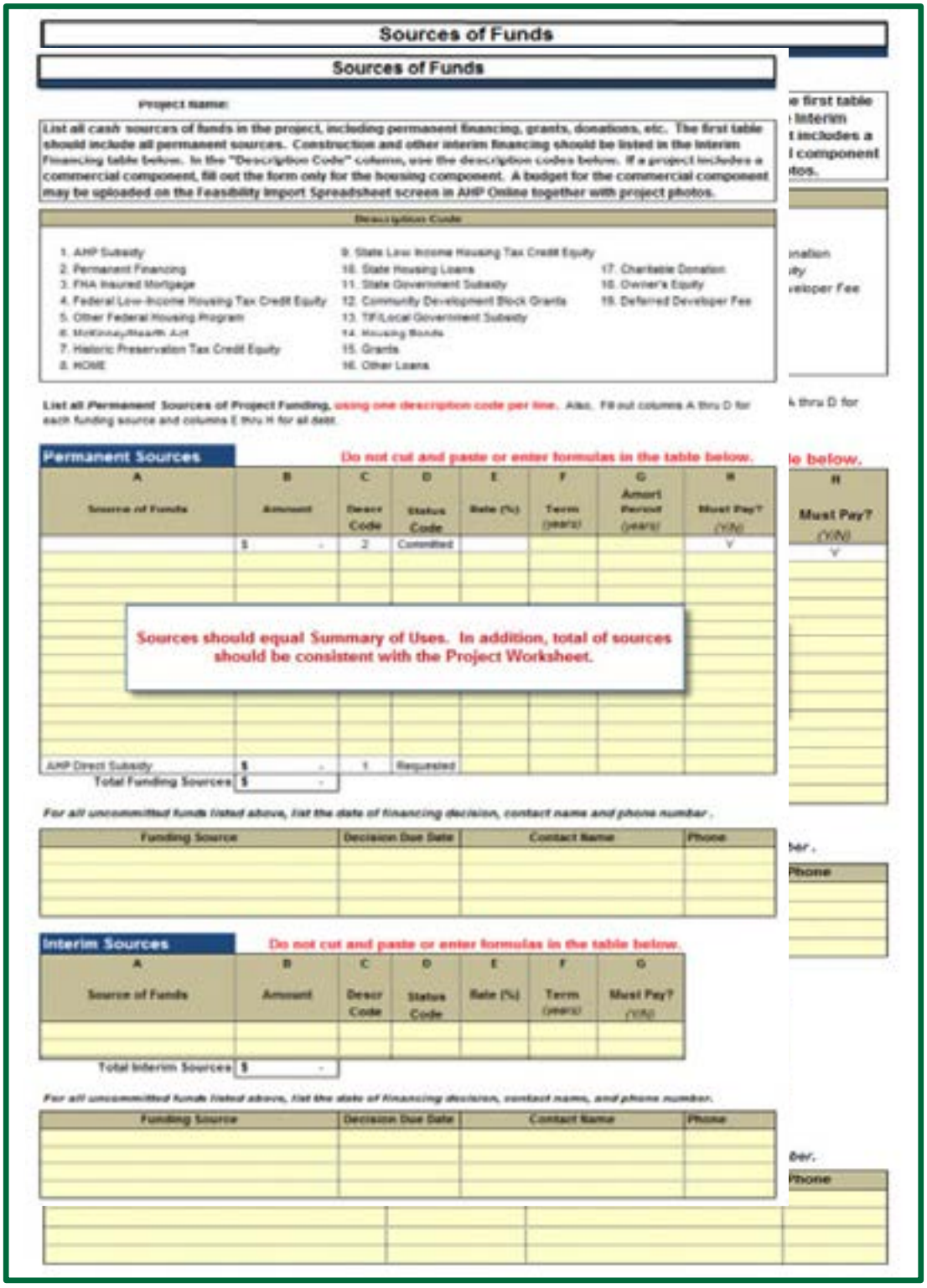
$ - Funding Gap

The caculated funding gap should conform to the AHP Subsidy Requested.

$ - AHP Subsidy Requested (cannot be greater than above funding gap)

Exhibits Financial Feasibility— *Rental*

Sources of Funds



Sources of Funds

Sources of Funds

Project Name:

List all cash sources of funds in the project, including permanent financing, grants, donations, etc. The first table should include all permanent sources. Construction and other interim financing should be listed in the interim financing table below. In the "Description Code" column, use the description codes below. If a project includes a commercial component, fill out the form only for the housing component. A budget for the commercial component may be uploaded on the Feasibility Import Spreadsheet screen in AHP Online together with project photos.

Description Code

1. AHP Subsidy
2. Permanent Financing
3. FHA Insured Mortgage
4. Federal Low-Income Housing Tax Credit Equity
5. Other Federal Housing Program
6. McKinney/Vento Act
7. Historic Preservation Tax Credit Equity
8. HOME
9. State Low Income Housing Tax Credit Equity
10. State Housing Loans
11. State Government Subsidy
12. Community Development Block Grants
13. TIF/Local Government Subsidy
14. Housing Bonds
15. Grants
16. Other Loans
17. Charitable Donation
18. Owner's Equity
19. Deferred Developer Fee

List all Permanent Sources of Project Funding, using one description code per line. Also, Fill out columns A thru D for each funding source and columns E thru H for all debt.

Permanent Sources

Do not cut and paste or enter formulas in the table below.

A Source of Funds	B Amount	C Descr Code	D Status Code	E Rate (%)	F Term (years)	G Amort Period (years)	H Must Pay? (Y/N)
	$ -	2	Committed				Y
AHP Direct Subsidy	$ -	1	Requested				
Total Funding Sources	$ -						

Sources should equal Summary of Uses. In addition, total of sources should be consistent with the Project Worksheet.

For all uncommitted funds listed above, list the date of financing decision, contact name and phone number.

Funding Source	Decision Due Date	Contact Name	Phone

Interim Sources

Do not cut and paste or enter formulas in the table below.

A Source of Funds	B Amount	C Descr Code	D Status Code	E Rate (%)	F Term (years)	G Must Pay? (Y/N)
Total Interim Sources	$ -					

For all uncommitted funds listed above, list the date of financing decision, contact name, and phone number.

Funding Source	Decision Due Date	Contact Name	Phone

Exhibits Financial Feasibility— *Rental*

Feasibility Analysis

AHP Feasibility Analysis

Items	Value
Total units	0
Sources of Funds = Uses of Funds	TRUE
Cost Breakout Total Units = Project Worksheet Total Un	TRUE
Total Development Cost	$0.00
Total Development Cost per unit	$0.00
Total Development Cost per square foot	$0.00
Construction or Rehabilitation Cost	$0.00
Construction or Rehabilitation Cost per unit	$0.00
Total Acquisition Cost per unit. (see AHP Implementation plan for maximum Development Cost)	$0.00
Total Acquisition Cost per unit (net purchase price), acquisition rehab or new construction (see AHP Implementation plan for maximum Development Cost)	$0.00
Rehabilitation Cost per square foot (From Cost Breakout tab)	$0.00
New Construction Cost per square foot (From Cost Breakout tab)	$0.00
Total New Construction and Rehabilitation Cost per square foot (Summary of Uses total)	$0.00
Average Square Foot per unit	0
Average Acquisition Square Foot per unit	0
Average Rehabilitation Square Foot per unit	0
Average New Construction Square Foot per unit	0

Sources of Funds must equal Uses of Funds and Cost Breakout Total Units must equal the Project Worksheet Total Units.

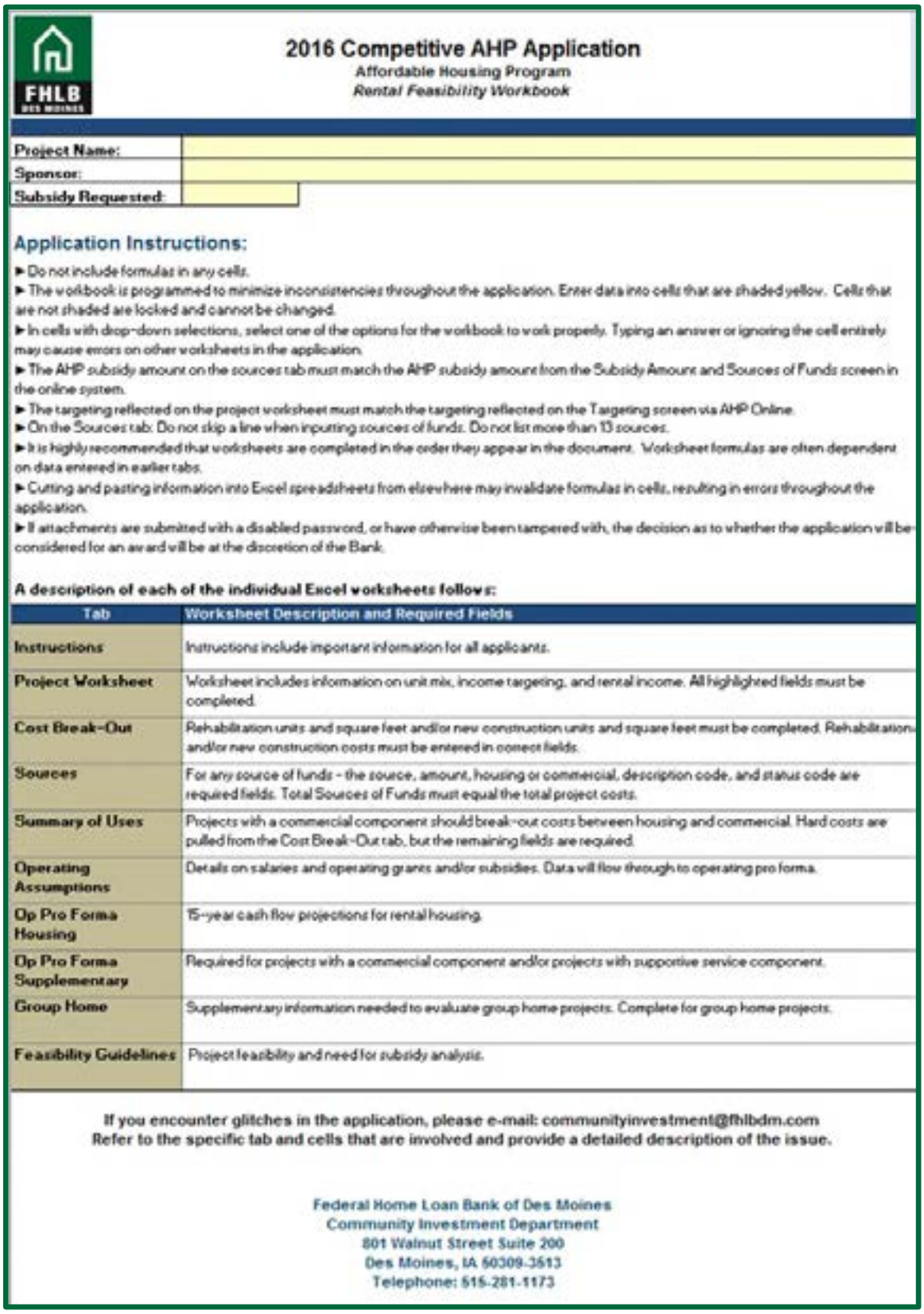
Feasibility Guidelines

Guideline	Description	Min Standard	Max Standard	Actual
Construction or Rehabilitation Cost Per Unit	See AHP Implementation Plan Homeownership Project Development Guidelines - Maximum Development Costs	NA	Must be supported by major cost indices or typical of local standards	$0.00
Construction Contingency % (Housing)	See AHP Implementation Plan Homeownership Project Development Guidelines - Contingency	0.00%	10.00%	0.00%
Developer's and Consultant's F	See AHP Implementation Plan Homeownership			0.00%
Homeowner Cou				$0.00
Construction L			not ling	NA
Total Acquisitior per unit			tate nce mum limit area	$0.00
Total Acquisitior per unit Acquisi Rehab or New Construction (Net Purchase Price)	Project Development Guidelines - Maximum Development Costs	NA	tate nce Agency maximum purchase price limit for non-targeted area	$0.00
General Requirements, Builder Overhead, and Profit				
General Requirements %		NA	8%	0.00%
Builder Overhead %		NA	2%	0.00%
Builder Profit %		NA	6%	0.00%
Total General Requirements, Builder Overhead, and Profit		NA	20%	0.00%

After completion of the Workbook, applicants should review the page. Certain costs will require explanation in the Online Application. Costs requiring explanation will be noted. In some cases, the applicant must describe the local standard cost (Construction or Rehabilitation Cost, homebuyer Acquisition Cost if the project includes home purchase, Construction Labor Cost if the applicant uses their own labor). Or, explanation is required because cost exceeds guideline (Developer and Consultant Fee, General Requirements, Builder Overhead, Builder Profit, Homeownership Counseling Cost, Construction Contingency). In those cases the applicant may elect to adjust project costs in the Workbook before it is uploaded to the Online application, to eliminate the exception. If that occurs, the applicant is committing to keep project costs within guidelines.

Exhibits Financial Feasibility— *Rental*

Instructions



2016 Competitive AHP Application
Affordable Housing Program
Rental Feasibility Workbook

Project Name:	
Sponsor:	
Subsidy Requested:	

Application Instructions:

- Do not include formulas in any cells.
- The workbook is programmed to minimize inconsistencies throughout the application. Enter data into cells that are shaded yellow. Cells that are not shaded are locked and cannot be changed.
- In cells with drop-down selections, select one of the options for the workbook to work properly. Typing an answer or ignoring the cell entirely may cause errors on other worksheets in the application.
- The AHP subsidy amount on the sources tab must match the AHP subsidy amount from the Subsidy Amount and Sources of Funds screen in the online system.
- The targeting reflected on the project worksheet must match the targeting reflected on the Targeting screen via AHP Online.
- On the Sources tab: Do not skip a line when inputting sources of funds. Do not list more than 13 sources.
- It is highly recommended that worksheets are completed in the order they appear in the document. Worksheet formulas are often dependent on data entered in earlier tabs.
- Cutting and pasting information into Excel spreadsheets from elsewhere may invalidate formulas in cells, resulting in errors throughout the application.
- If attachments are submitted with a disabled password, or have otherwise been tampered with, the decision as to whether the application will be considered for an award will be at the discretion of the Bank.

A description of each of the individual Excel worksheets follows:

Tab	Worksheet Description and Required Fields
Instructions	Instructions include important information for all applicants.
Project Worksheet	Worksheet includes information on unit mix, income targeting, and rental income. All highlighted fields must be completed.
Cost Break-Out	Rehabilitation units and square feet and/or new construction units and square feet must be completed. Rehabilitation and/or new construction costs must be entered in correct fields.
Sources	For any source of funds – the source, amount, housing or commercial, description code, and status code are required fields. Total Sources of Funds must equal the total project costs.
Summary of Uses	Projects with a commercial component should break-out costs between housing and commercial. Hard costs are pulled from the Cost Break-Out tab, but the remaining fields are required.
Operating Assumptions	Details on salaries and operating grants and/or subsidies. Data will flow through to operating pro forma.
Op Pro Forma Housing	15-year cash flow projections for rental housing.
Op Pro Forma Supplementary	Required for projects with a commercial component and/or projects with supportive service component.
Group Home	Supplementary information needed to evaluate group home projects. Complete for group home projects.
Feasibility Guidelines	Project feasibility and need for subsidy analysis.

If you encounter glitches in the application, please e-mail: communityinvestment@fhlbdm.com
Refer to the specific tab and cells that are involved and provide a detailed description of the issue.

Federal Home Loan Bank of Des Moines
Community Investment Department
801 Walnut Street Suite 200
Des Moines, IA 50309-3613
Telephone: 515-281-1173

Exhibits Financial Feasibility— *Rental*

Project Worksheet

Rental Project Worksheet

Project Name:
Total Units: 0

Amounts in income targeting and rental income chart will populate with information entered in shaded areas of table below. Be sure to include manager's unit as part of the total units in

Project will include: Select Building Type(s)
Project is: Select Activity

Income Targeting	# Units
<= 50% AMI	0
51% - 60% AMI	0
61% - 80% AMI	0
Over 80% AMI	0
Total Units	0

Rental Income	
Annual Rent	$0
Tenant's Share	$0
Rental Subsidy	$0

Bedroom Size	# Units
0 = SRO	0
1	0
2	0
3	0
4	0

Absorption period (lease-up) per market study or timeline, in number of months:

Activity Type	State	County	# of Units	Bedrooms per Unit	Assumed HH Size	Targeted Income	Target Income for Maximum Rents	Total Monthly Rent	Tenant's Monthly Rent Share	Housing Ratio	Annual Rent Amount
Select Activity										0.00%	$0
										0.00%	$0
										0.00%	$0
										0.00%	$0
										0.00%	$0
										0.00%	$0
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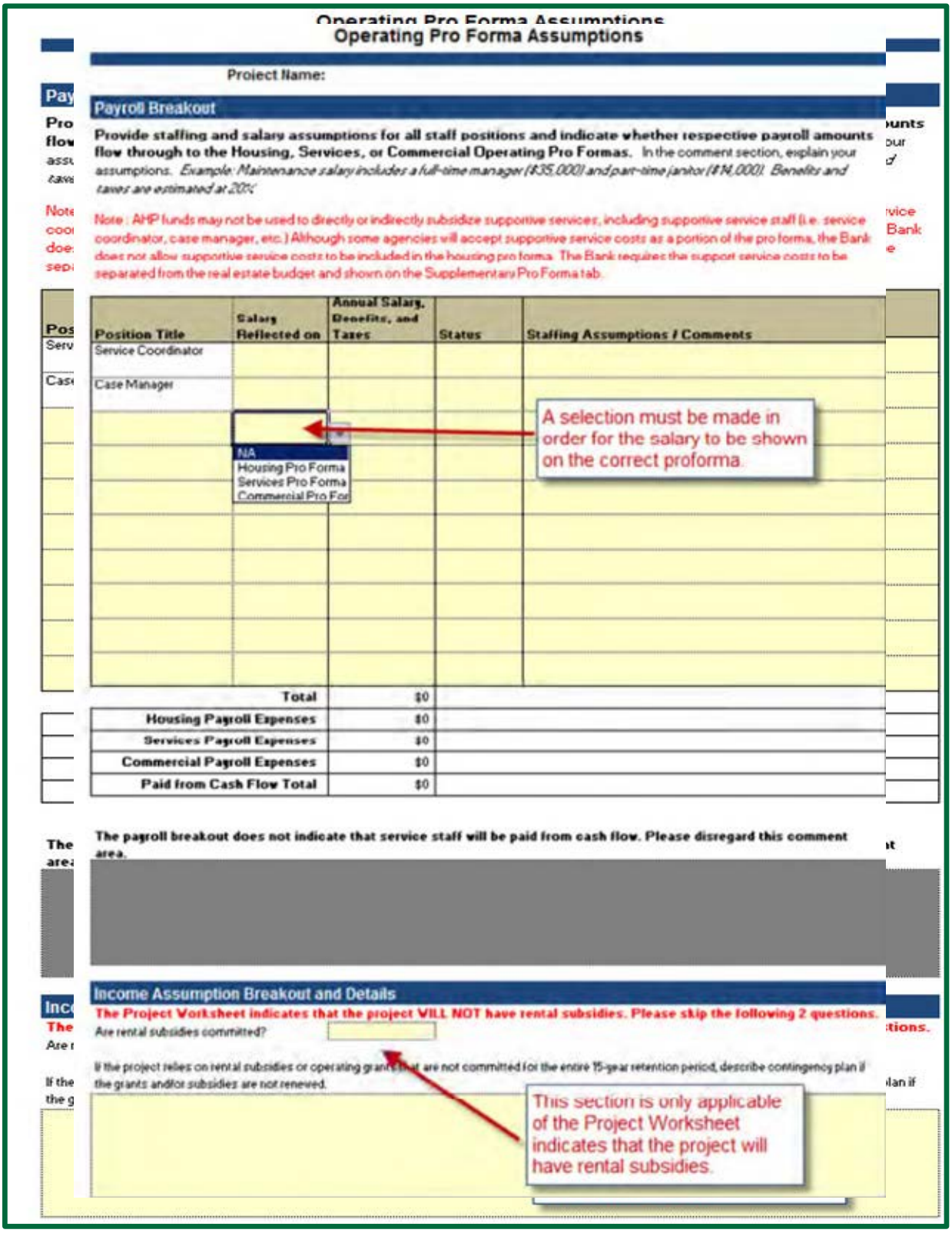
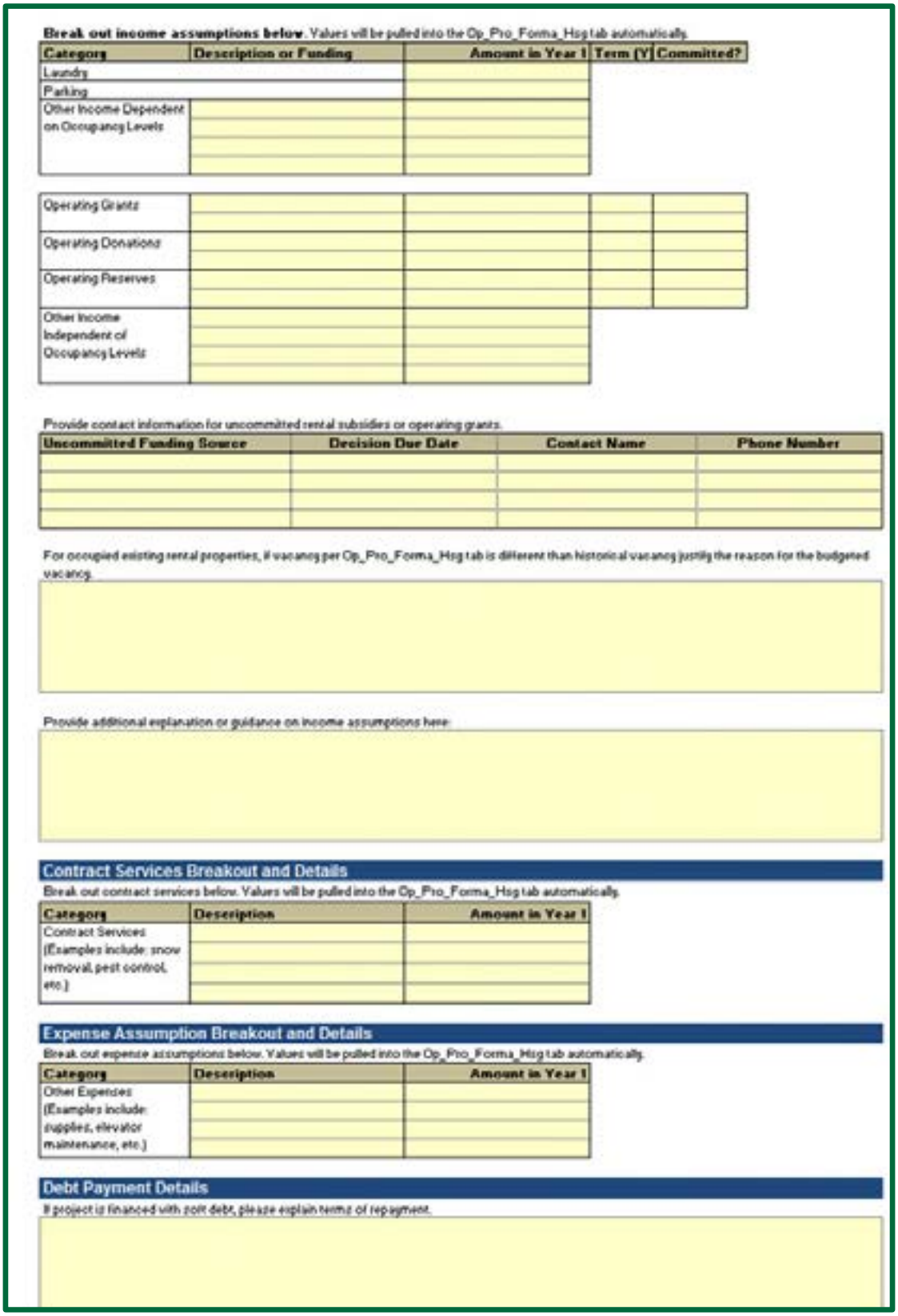
Exhibits Financial Feasibility— *Rental*

Operating Pro Forma Assumptions



Exhibits Financial Feasibility— *Rental*

Operating Pro Forma Assumptions



Break out income assumptions below. Values will be pulled into the Op_Pro_Forma_Hsg tab automatically.

Category	Description or Funding	Amount in Year 1	Term (Y	Committed?
Laundry				
Parking				
Other Income Dependent on Occupancy Levels				
Operating Grants				
Operating Donations				
Operating Reserves				
Other Income Independent of Occupancy Levels				

Provide contact information for uncommitted rental subsidies or operating grants.

Uncommitted Funding Source	Decision Due Date	Contact Name	Phone Number

For occupied existing rental properties, if vacancy per Op_Pro_Forma_Hsg tab is different than historical vacancy justify the reason for the budgeted vacancy.

Provide additional explanation or guidance on income assumptions here:

Contract Services Breakout and Details

Break out contract services below. Values will be pulled into the Op_Pro_Forma_Hsg tab automatically.

Category	Description	Amount in Year 1
Contract Services (Examples include: snow removal, pest control, etc.)		

Expense Assumption Breakout and Details

Break out expense assumptions below. Values will be pulled into the Op_Pro_Forma_Hsg tab automatically.

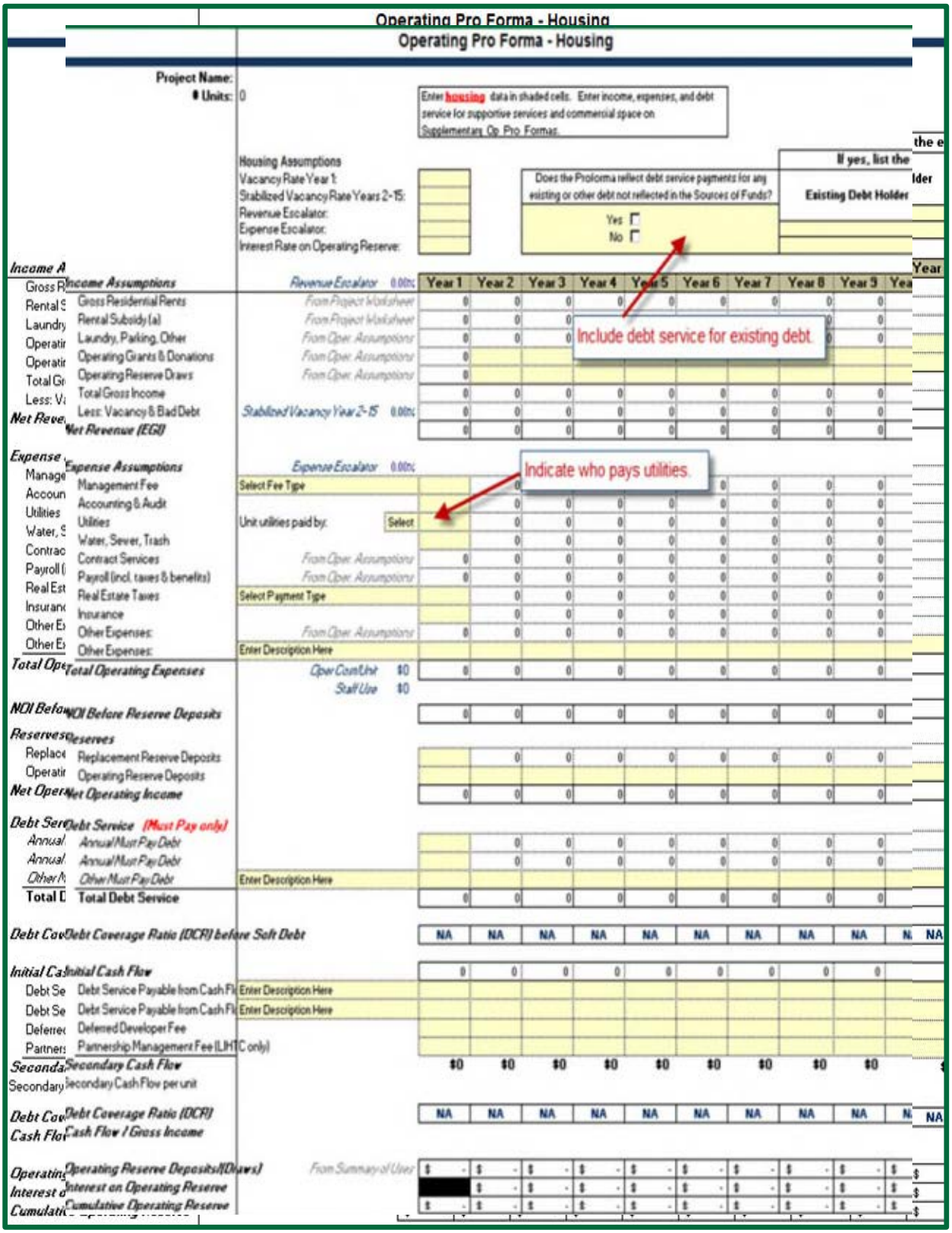
Category	Description	Amount in Year 1
Other Expenses (Examples include: supplies, elevator maintenance, etc.)		

Debt Payment Details

If project is financed with soft debt, please explain terms of repayment.

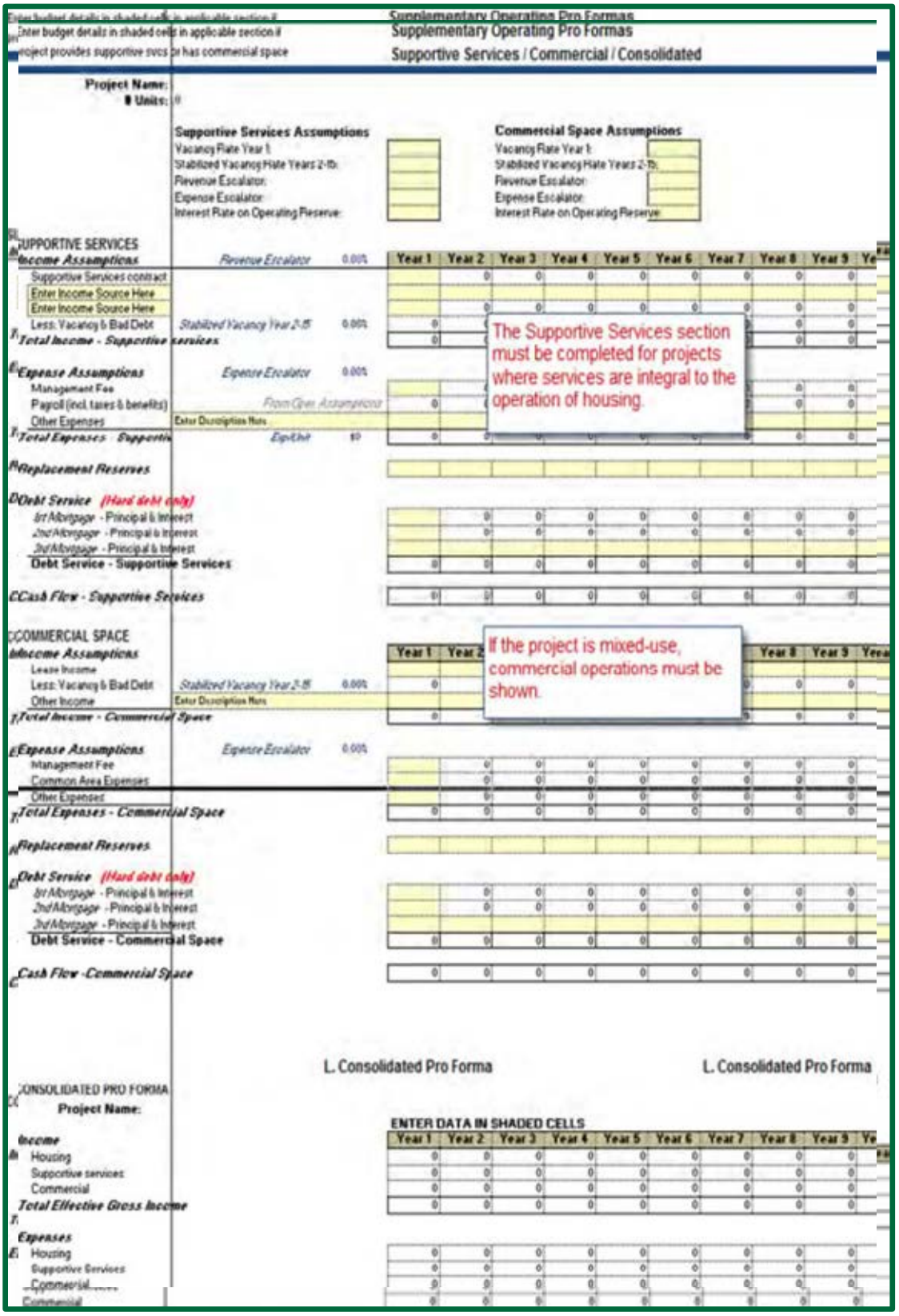
Exhibits Financial Feasibility— *Rental*

Operating Pro Forma— *Housing*



Exhibits Financial Feasibility— *Rental*

Supplementary Operating Pro Formas



Exhibits Financial Feasibility— *Rental*

Sources of Funds

Sources of Funds

Project Name:

List all sources of debt and equity in the project, including permanent financing, grants, donations, etc. Construction and other interim financing should not be included in the first chart, but should be listed in the Interim Financing Box below. In the "Description Code" column, use the list below for the code.

Description Code		
1. AHP Subsidy	9. State Low Income Housing Tax Credit Equ	17. Charitable Donation
2. Permanent Financing	10. State Housing Loans	18. Owner's Equity
3. FHA Insured Mortgage	11. State Government Subsidy	19. Deferred Developer Fee
4. Federal Low-Income Housing Tax Credit Equity	12. Community Development Block Grants	
5. Other Federal Housing Program (HOPE VI, 202, 811, Section 8)	13. TIF/Local Government Subsidy	
6. McKinney-Vento Act	14. Housing Bonds	
7. Historic Preservation Tax Credit Equity	15. Grants	
8. HOME	16. Other Loans	

List all *Permanent* Sources of Project Funding, using one description code per line.

Permanent Sources Please do not cut and paste in the table below.

A Source of Funds	B Housing	C Non-Housing	D Total (B+C)	E Descr Code	F Status Code	G Rate (%)	H Term (years)	I Amort Period (years)	J Annual Debt Service (Housing) Must Pay Only	K Annual Debt Service (Non-Housing) Must Pay Only	L Must Pay? (Y/N)
Deferred Developer Fee			$ -	19							N
LIHTC Equity			$ -	4							N
			$ -								
			$ -								
AHP Direct Subsidy	$ -			1	d						

Subtotal - Housing	$ -	Debt service - Housing	$ -
Subtotal - Non-Housing	$ -	Debt service - Non-Housing	$ -
Total Funding Sources	$ -	**Total Debt Service:**	$ -

For all uncommitted funds listed above, list the date of financing decision, contact name, and phone number.

Funding Source	Decision Due Date	Contact Name	Phone Number

Low-Income Housing Tax Credits:		
Annual LIHTC allocation request		per year
LIHTC sale price per dollar		

Describe how the LIHTC sales price was determined.

Interim Sources Please do not cut and paste in the table below.

A Source of Funds	B Housing	C Non-Housing	D Total (B+C)	E Descr Code	F Status Code	G Rate (%)	I Term (years)	J Total Debt Service (Housing)	K Total Debt Service (Non-Housing)	L Must Pay? (Y/N)
Deferred Developer Fee			$ -	19						N
LIHTC Equity			$ -	4						N
			$ -							
			$ -							
			$ -							

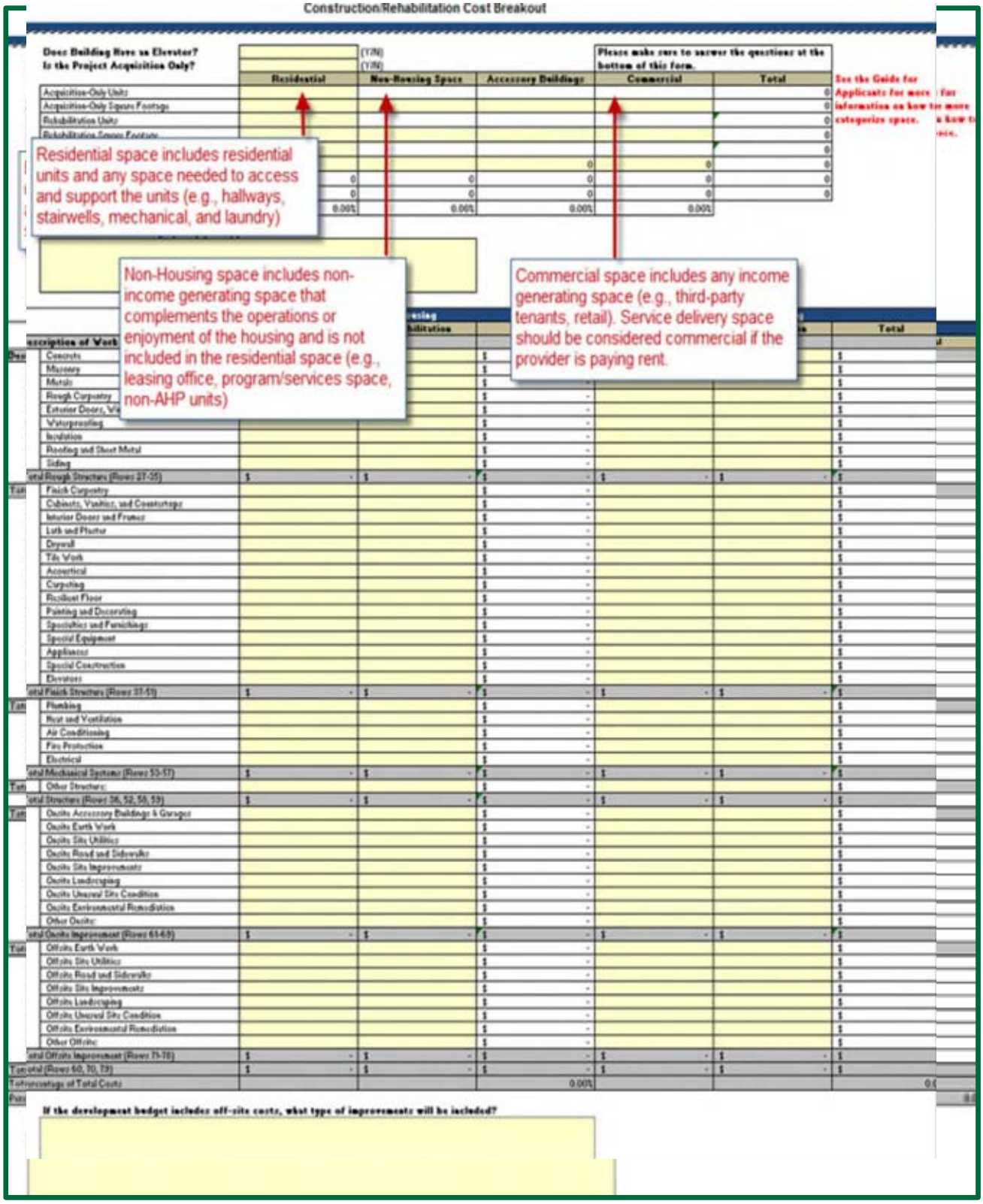
Subtotal - Housing	$ -	Debt service - Housing	$ -
Subtotal - Non-Housing	$ -	Debt service - Non-Housing	$ -
Total Interim Sources	$ -	**Total Debt Service:**	$ -

For all uncommitted funds listed above, list the date of financing decision, contact name, and phone number.

Funding Source	Decision Due Date	Contact Name	Phone Number

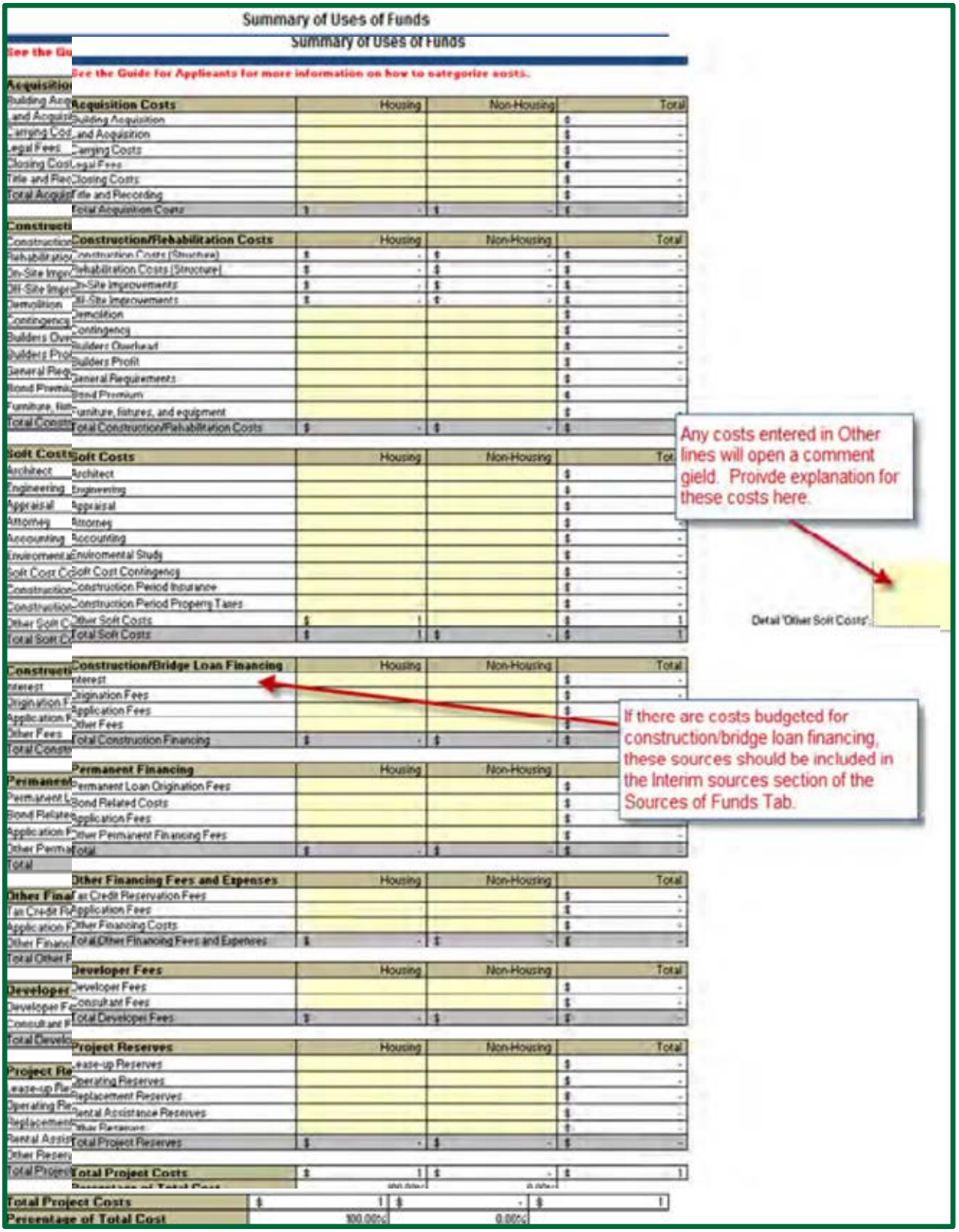
Exhibits Financial Feasibility— *Rental*

Cost Breakout



Exhibits Financial Feasibility— *Rental*

Summary of Uses of Funds



Exhibits Financial Feasibility— *Rental*

Group Home Projects

Group Home Projects

Project Name:

Complete if project is a Group Home. ***Prior to completing this form, enter all information into Summary of Uses, Project Worksheet and Operating Pro Forma Hsg.***

A **group home** is defined as housing occupied by two or more individuals or households consisting of common space and/or facilities for group use by the occupants of the building. The structure provides long-term housing and support services for residents.

Will project be operated as a group home, as defined above?

Number of buildings in this project:

Describe building type:

Provide information in the adjacent grid for each building:

	Bldg 1	Bldg 2	Bldg 3	Total
Number of separate households living in building, excluding caregivers. (Recommend using minimum household size during 15-year retention period.)				0
Number of actual bedrooms in each building				0
Number of caregivers permanently residing in building				0

Describe living arrangements:

Will caregiver(s) be related to tenant?

AHP Group Home Policy

For scoring purposes each separate household will be considered a unit. Caregivers are not included as a household in the unit count.

For feasibility purposes the building will be evaluated as a whole. For example, if a single family home serves as a group home, development costs, operating expenses, and replacement reserves will be evaluated based on reasonableness of the costs to acquire/build, operate and maintain a single family home.

Unit /Household size: On the Project Worksheet and Tenant Income worksheet, list as zero bedrooms and one person household size.

Household Income: In general, caregiver income will not be included in household income.

Development Cost

$0 Cost to develop group home (Total Project Costs per Summary of Uses Tab / # of buildings in cell D9 above)

Please enter number of buildings above.

Operating Expenses

$0 Annual operating expenses for group home (Total Operating Expenses per Tab Op_Pro_Forma_Hsg / # of buildings in cell D9 above)

Op_Pro_Forma_Hsg tab has not been completed. Before proceeding further, make sure that this tab is complete.

Management Fee

0.00% Management fee for group home (Management Fee / Effective Gross Income) per Tab Op_Pro_Forma_Hsg

Op_Pro_Forma_Hsg tab has not been completed. Before proceeding further, make sure that this tab is complete.

Exhibits Financial Feasibility— *Rental*

Feasibility Analysis

AHP Feasibility Analysis

Item	Value
Total units	0
Cost Breakout Total Units = Project Worksheet Total Units	TRUE
Sources of Funds = Uses of Funds	
Housing Sources of Funds = Housing Uses of Fund	
Non-Housing Sources = Non-Housing Uses	
Total Development Cost	
Total Development Cost per unit	
Total Development Cost per square foot	$0.00
Adjusted Total Development Cost	$1.00
Adjusted Total Development Cost per Unit	$0.00
Total Acquisition Cost per unit	$0.00
Acquisition-Only Cost per Square Foot	$0.00
Rehabilitation Cost per Square Foot (From Cost Breakout tab)	$0.00
New Construction Cost per Square Foot (From Cost Breakout tab)	$0.00
Construction/Rehabilitation Cost per square foot (Summary of Uses total)	$0.00
Average Square Foot per unit	0
Average Acquisition-Only Square Foot per unit	0
Average Rehabilitation Square Foot per unit	0
Average New Construction Square Foot per unit	0
Non-housing & Accessory Space %	0.00%
Commercial %	0.00%

Sources of Funds must equal Uses of Funds and Cost Breakout Total Units must equal the Project Worksheet Total Units.

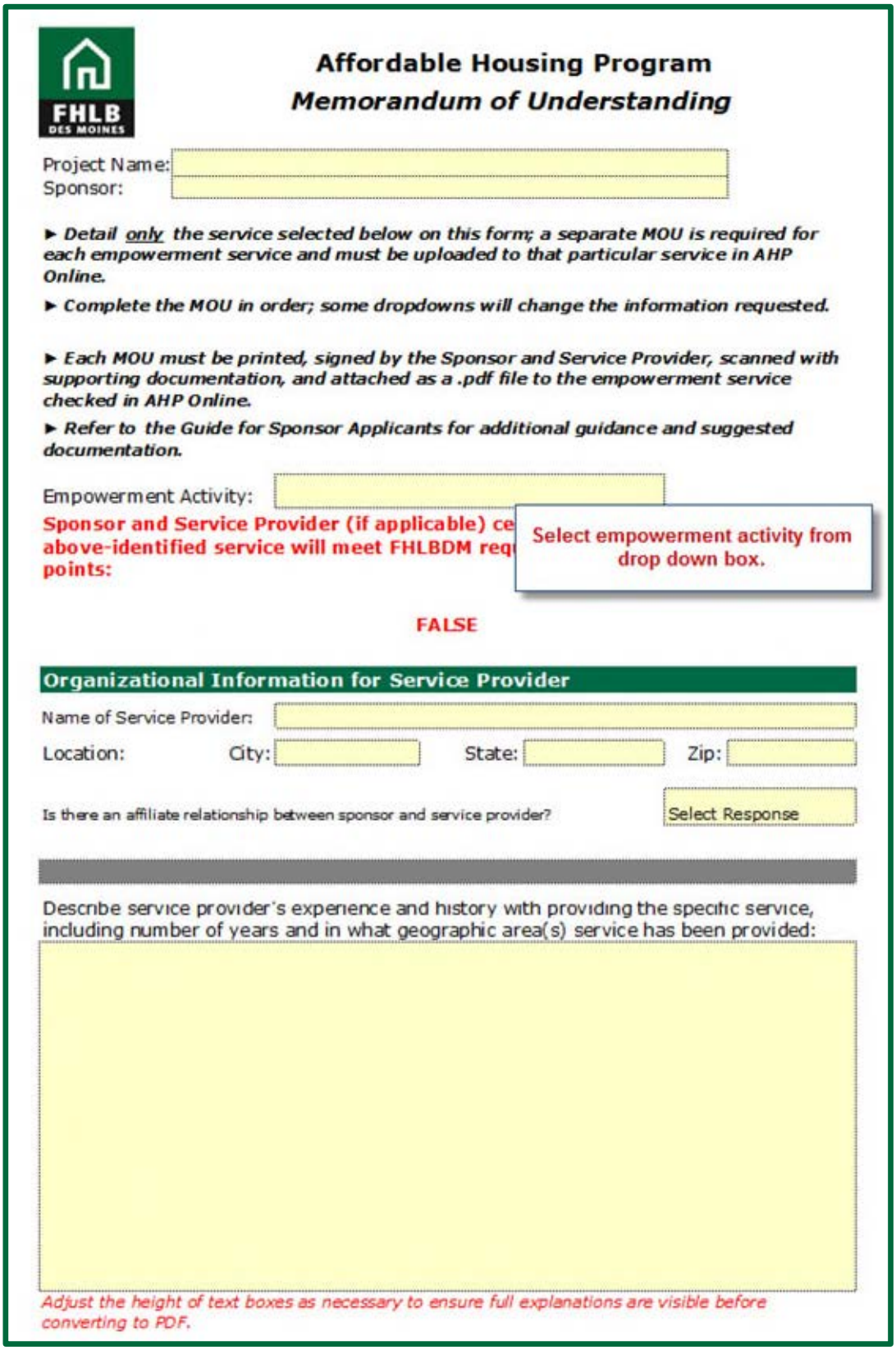
Feasibility Guidelines

Guideline	Description	Min Standard	Max Standard	Actual
Development Budget				
Adjusted Total Development Cost per	Rehab	NA		$0.00
Contingency % (Housing)	R		SE	FALSE
Contingency % (Overall)	R		SE	FALSE
Developer & Consultant Fee %	R		0%	FALSE
Capitalized Reserves - Housing (months)	[(R (d		0	0.00
Capitalized Reserves - Overall (months)	[(R (d		0	0.00
Lease-Up Reserve	L R S		0%	Enter Absorption Rate on Proj Wksht
Rental Assistance Reserve		0.0%	Variable	$0.00
General requirements				
General Requirements %		NA	8%	0.00%
Builder Overhead %		NA	2%	0.00%
Builder Profit %		NA	6%	0.00%
General Requirements, Builder Overhead & Profit (combined total)		NA	20.00%	0.00%
Professsional Fees				
Architect Fees		NA	4.0%	0.00%
Engineering Fees		NA	4.0%	0.00%
Attorney Fees		NA	4.0%	0.00%
Sum of all Professional Fees		NA	12.0%	0.00%
Operating Pro Forma				
Revenue Escalator		2.00%	4.00%	0.00%
Expense Escalator		2.00%	4.00%	0.00%

After completion of the Workbook, applicants should review this page. Certain costs will require explanation in the Online application. Costs requiring explanation will be noted. Explanation will be required when the cost or amount exceeds the AHP Guideline. The applicant may elect to adjust the costs in the Workbook before it is uploaded to the Online application. If that occurs, the applicant is committing to keeping the projects costs within guidelines.

Exhibits *Memorandum of Understanding*

Memorandum of Understanding



Affordable Housing Program
Memorandum of Understanding

Project Name:
Sponsor:

► ***Detail only the service selected below on this form; a separate MOU is required for each empowerment service and must be uploaded to that particular service in AHP Online.***

► ***Complete the MOU in order; some dropdowns will change the information requested.***

► ***Each MOU must be printed, signed by the Sponsor and Service Provider, scanned with supporting documentation, and attached as a .pdf file to the empowerment service checked in AHP Online.***

► ***Refer to the Guide for Sponsor Applicants for additional guidance and suggested documentation.***

Empowerment Activity:

Sponsor and Service Provider (if applicable) ce
above-identified service will meet FHLBDM req
points:

Select empowerment activity from drop down box.

FALSE

Organizational Information for Service Provider

Name of Service Provider:

Location: City: State: Zip:

Is there an affiliate relationship between sponsor and service provider? Select Response

Describe service provider's experience and history with providing the specific service, including number of years and in what geographic area(s) service has been provided:

Adjust the height of text boxes as necessary to ensure full explanations are visible before converting to PDF.

Exhibits *Memorandum of Understanding*

Service Provision

Services should be made accessible and attractive to all AHP-assisted households. Proposed services must be appropriate for the target population of project. Answer the following questions with information on the specific service.

Indicate who is eligible to access the service:

How will households be informed of and engaged in services offered?

What type of documentation will be available to FHLBDM to evidence the service(s) are available and have been offered? Select all that apply:

- ☐ Marketing Materials
- ☐ Service Agreements
- ☐ Other (describe below)
- ☐ Sign in sheets or log books
- ☐ Payment documentation for services delivered

Where will the service be provided? Select Response

Describe how the services will be made attractive and accessible to residents, including days and times of service provision:

How often will service be provided? Select Response

Provide additional explanation as necessary:

Describe the content and/or curriculum of the service:

Indicate computer use: Select Response

Provide any additional pertinent information:

Exhibits *Memorandum of Understanding*

Agreement to Provide Services

The intent to provide the above-outlined programs and/or services is hereby affirmed and agreed to by the AHP Project Sponsor and Service Provider Organization (if applicable).

AHP Sponsor Organization	Service Provider Organization
X AHP Sponsor Signature	X Service Provider Signature
Printed Name/Title	Printed Name/Title
Date (mm/dd/yyyy)	Date (mm/dd/yyyy)

In order to be considered eligible for points for empowerment, the Sponsor must:

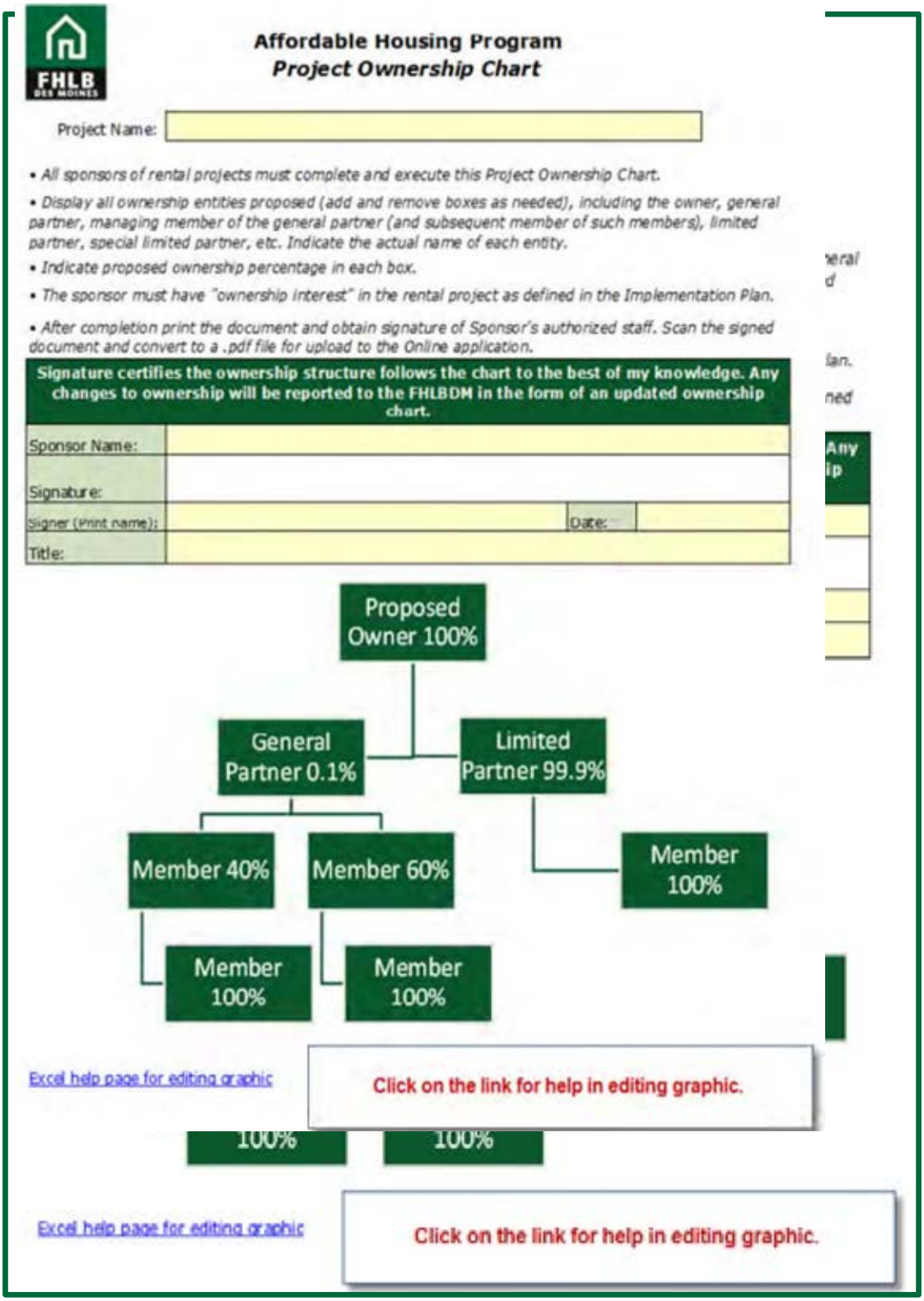
- ***Complete an MOU for each service to be provided.***
- ***Print the document and obtain authorized signatures from the Sponsor, and the Service Provider (if applicable).***

Note: Before printing, make sure that text within comment boxes is fully visible. Adjust the height of the row until all text is visible.

- ***Scan each signed MOU together with any supporting documentation and save as a .pdf file.***

Note: See the Guide for Applicants for review criteria and required forms of documentation.

- ***Attach a .pdf file for each service provided by the Sponsor in the Promotion of E tab within AHP Online.***



Affordable Housing Program
Project Ownership Chart

Project Name:

- *All sponsors of rental projects must complete and execute this Project Ownership Chart.*
- *Display all ownership entities proposed (add and remove boxes as needed), including the owner, general partner, managing member of the general partner (and subsequent member of such members), limited partner, special limited partner, etc. Indicate the actual name of each entity.*
- *Indicate proposed ownership percentage in each box.*
- *The sponsor must have "ownership interest" in the rental project as defined in the Implementation Plan.*
- *After completion print the document and obtain signature of Sponsor's authorized staff. Scan the signed document and convert to a .pdf file for upload to the Online application.*

Signature certifies the ownership structure follows the chart to the best of my knowledge. Any changes to ownership will be reported to the FHLBDM in the form of an updated ownership chart.			
Sponsor Name:			
Signature:			
Signer (Print name):		Date:	
Title:			

Affordable Housing Program
Project Timeline

Project Name:

Provide a detailed timeline reflecting significant project milestones and the corresponding dates by which the sponsor expects to reach each milestone.

Activity	Proposed/Actual Completion Date
Projects that involve new construction or substantial rehabilitation:	
AHP subsidy drawdown date	
Site acquisition	
Environmental review	
Completion of plans and specifications	
Final site plan approval	
Zoning approval	
Commitments for proposed financing *(if 4% and 9% LIHTC equity is not yet committed provide pertinent financing milestones)*	
Construction Loan	
Permanent Loan	
Tax Credit Award	
Tax Credit Syndication Agreement	
Other Source:	
Other Source:	
Construction cost bidding process (timeframe for requesting bids from pool of contractors)	
Issuance of building permits	
Construction / Rehabilitation start date	
Complete Construction / Rehabilitation of all project units	
Begin household or tenant screening and selection	
Receive Certificate of Occupancy / Substantial Rehab	
Placed into operation	
Complete household or tenant screening and selection	
Lease-up 85% complete	
Full occupancy	
Projects that involve the down payment and closing cost assistance for home purchases or the rehabilitation of existing owner-occupied dwellings:	
Commence AHP subsidy draw down	
Complete AHP subsidy draw down	
Begin rehab or closings for all project households	
Marketing	
Begin household AHP eligibility screening and selection	
Complete household AHP eligibility screening and selection	
Complete rehab or closings for all project households	
Receive Certificate of Occupancy / Substantial Rehab or municipal code compliance (if applicable)	

Construction Cost Calculator

Construction Cost Calculator is for use with rental and homeownership projects including construction or rehabilitation.

Instructions – The first tab of the spreadsheet includes instructions for completion of the Cost Analysis

Competitive AHP Application
Affordable Housing Program
Construction Cost Calculator

Project Name:	
Sponsor:	
Project Number:	
Subsidy Requested:	

Application Instructions

- The purpose of this workbook is to determine the hard cost feasibility of a project's budget when compared to a typical project of that type at the project location. This workbook uses cost data derived from *RSMeans* in its analysis.
- Input information in the light blue shaded fields. Fields that are not shaded are locked and cannot be changed.
- For fields with a dropdown selection, select one option - do not type the selection.
- Some required project information is located in *Rental or Homeownership Feasibility Workbooks* and should correspond to those inputs. **See below for specific**

Descriptions and Instructions for each of the individual Excel worksheets

Tab	Worksheet Description and Required Fields	
Instructions	Instructions for the applicant to use the model. Enter Project Name, Sponsor, Project Number (or Application Number), and Subsidy	
Cost Analysis	Model to calculate hard cost feasibility for the development, using industry and internal data from other tabs to calculate. Light blue fields are inputted by applicant.	
	• **Rental and Homeownership**	Enter City, State, and Zip Code of project location. - For scattered site locations use central or primary site. Select Project Type from dropdown list. Select Building Type from dropdown list. Select Scope of Work from dropdown list. - See Scope tab in this Workbook for descriptions.
	• **Homeownership**	Enter Total Housing Square Feet from Cell C13 (Total Square Footage) in Cost Breakout tab of the *Homeownership Feasibility Workbook*. Enter Total Adjusted Development Cost from Cell F11 (Construction or Rehabilitation Cost) in Feasibility Guidelines tab of *Homeownership Feasibility Workbook*.
	• **Rental**	Enter Total Housing Square Feet, from Cell C14 (Total Square Footage) in Cost Breakout tab of *Rental Feasibility Workbook*. Enter Total Adjusted Development Cost from Cell G13 (Adjusted Development Cost) in Feasibility Guidelines tab of *Rental Feasibility Workbook*.
Scope	Gives definitions for different construction scopes for new construction and rehabilitation projects. Scope definitions are provided based on the extent of improvements or repairs and typical property condition, and is used as a multiplier in the Cost Analysis.	
Quality	Previous content on this tab is no longer applicable.	

Construction Cost Calculator

Cost Analysis – Input data as instructed to complete cost analysis. For most items, choose from dropdowns. Enter total square feet and total hard cost of construction or rehabilitation (adjusted development cost for rental projects) per Instructions.

Construction / Rehabilitation Cost Reasonableness Analysis

Project Name	*Enter value on Instructions tab.*
Project Number	*Enter value on Instructions tab.*

Project Location

City	
State	
Zip Code	

Project Plan

Project Type	
Building Type	
Scope of Work	

Project Cost Profile

See Instructions for Feasibility Workbook cell references.

Total Housing Square Feet	
Total Adjusted Development Cost	
Total Adjusted Development Cost/Sq Ft	

Analysis of Reasonable Cost

Oversubsidization Benchmark Cost/Sq Ft

Total Adjusted Development Cost based on Benchmark

Within Benchmark?

Variance Between Sponsor's Budget and Benchmark

Construction Cost Calculator

Scope – See Scope tab for definitions of project scope.

Scope of Construction or Rehabilitation (Reference Only)

Scope	Factor	Definition	Expected Property Condition
Developed lots ready for vertical construction	1.00	New residential construction on developed lots. Roads and utilities included in land acquisition cost.	Site has already been fitted with roads and utilities and is fully prepared for new construction.
Raw land requiring Infrastructure	1.10	New residential construction on lots that still require infrastructure	Raw land which does not require demolitions or site improvements, but does require infrastructure.
Raw land requiring minor demolition before infrastructure	1.15	New residential construction on lots that require *some* site work before developing infrastructure	Raw land which requires some demolition, excavation grading, or improvements before roads, utilities, etc. can be developed
Extensive existing improvements or demolition before infrastructure	1.20	New residential construction on lots that require *major* sitework before developing infrastructure	Land which requires major demolition, excavation, grading, or improvements before roads, utilities, etc. can be developed
< Minor Rehab	0.05	A less than minor level of rehabilitation. Minor spot repair of a single system, or single exterior or interior repair.	The property has been very recently constructed and not previously been occupied, or an existing unit in above normal condition. The entire structure and all components are new or as new and the property features no physical depreciation.
Minor Rehab	0.15	Repair of a major system (roof repair, HVAC servicing, spot window repair or replacement) and/or spot repair of interior or exterior finishes (spot repair of wall and ceiling, minor painting, spot floor coverings, some plumbing and electrical fixtures, minor provisions for seniors and the handicapped).	The property is an existing unit with little physical depreciation. Virtually all building components are new or in good repair. Most components and finishes have been updated and/or replaced with components that meet current standards. Most depreciation may be corrected with spot repair or replacement of minor components.
Minor to Moderate Rehab	0.30	Spot repair or replacement of a major system (roofing, HVAC, plumbing, electric, or windows), and minor repair of interior and exterior finishes (spot repair of wall and ceiling, some interior painting, spot floor coverings, some plumbing and electrical fixtures, minor provisions for seniors and the handicapped, or some siding repair and paint.	The property is in good to very good condition but features some minor physical depreciation due to normal wear and tear. A major system or building component may require replacement, but most deprecitation may be corrected with spot repair or replacement of some components.
Moderate Rehab	0.45	Spot repair or replacement of one or more major systems (roofing, HVAC, plumbing, electric, or windows) and minor to moderate repair or replacement of interior and exterior	The property is in good condition but has some deferred maintenance and physical depreciation due to normal wear and tear. Most major systems and building components have been

Instructions | Cost Analysis | **Scope** | Quality

Construction Cost Calculator

Example

Construction / Rehabilitation Cost Reasonableness Analysis

Project Name	*AHP Project*
Project Number	*12345*

Rental project example. New construction of Multi-Family apartments. Costs appear reasonable for local area based on assumptions. If over budget, explain in Online application in Feasibility Analysis section.

Project Location

City	Salt Lake City
State	UT
Zip Code	84106

Project Plan

Project Type	New Construction
Building Type	Apartments
Scope of Work	Extensive existing improvements or demolition before infrastructure

Project Cost Profile

See Instructions for Feasibility Workbook cell references.

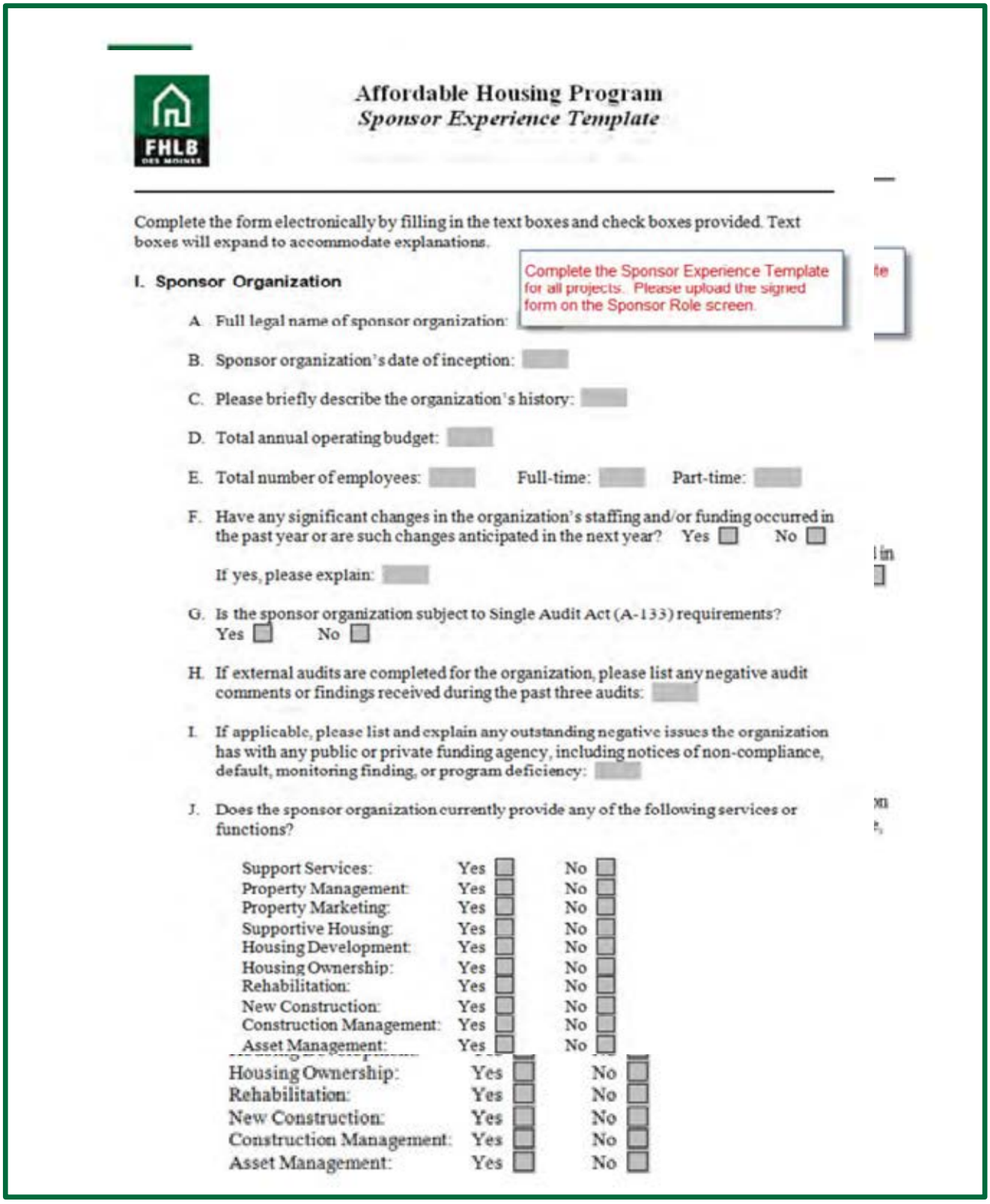
Total Housing Square Feet	46,824
Total Adjusted Development Cost	$8,324,156.00
Total Adjusted Development Cost/Sq Ft	$177.78

Analysis of Reasonable Cost

Oversubsidization Benchmark Cost/Sq Ft	$354.97
Total Adjusted Development Cost based on Benchmark	$16,621,299
Within Benchmark?	YES
Variance Between Sponsor's Budget and Benchmark	

Instructions | **Cost Analysis** | Scope | Quality

Exhibits *Sponsor Experience— Homeownership and Rental*



Affordable Housing Program
Sponsor Experience Template

Complete the form electronically by filling in the text boxes and check boxes provided. Text boxes will expand to accommodate explanations.

Complete the Sponsor Experience Template for all projects. Please upload the signed form on the Sponsor Role screen.

I. Sponsor Organization

A. Full legal name of sponsor organization:

B. Sponsor organization's date of inception:

C. Please briefly describe the organization's history:

D. Total annual operating budget:

E. Total number of employees: Full-time: Part-time:

F. Have any significant changes in the organization's staffing and/or funding occurred in the past year or are such changes anticipated in the next year? Yes ☐ No ☐

If yes, please explain:

G. Is the sponsor organization subject to Single Audit Act (A-133) requirements?
Yes ☐ No ☐

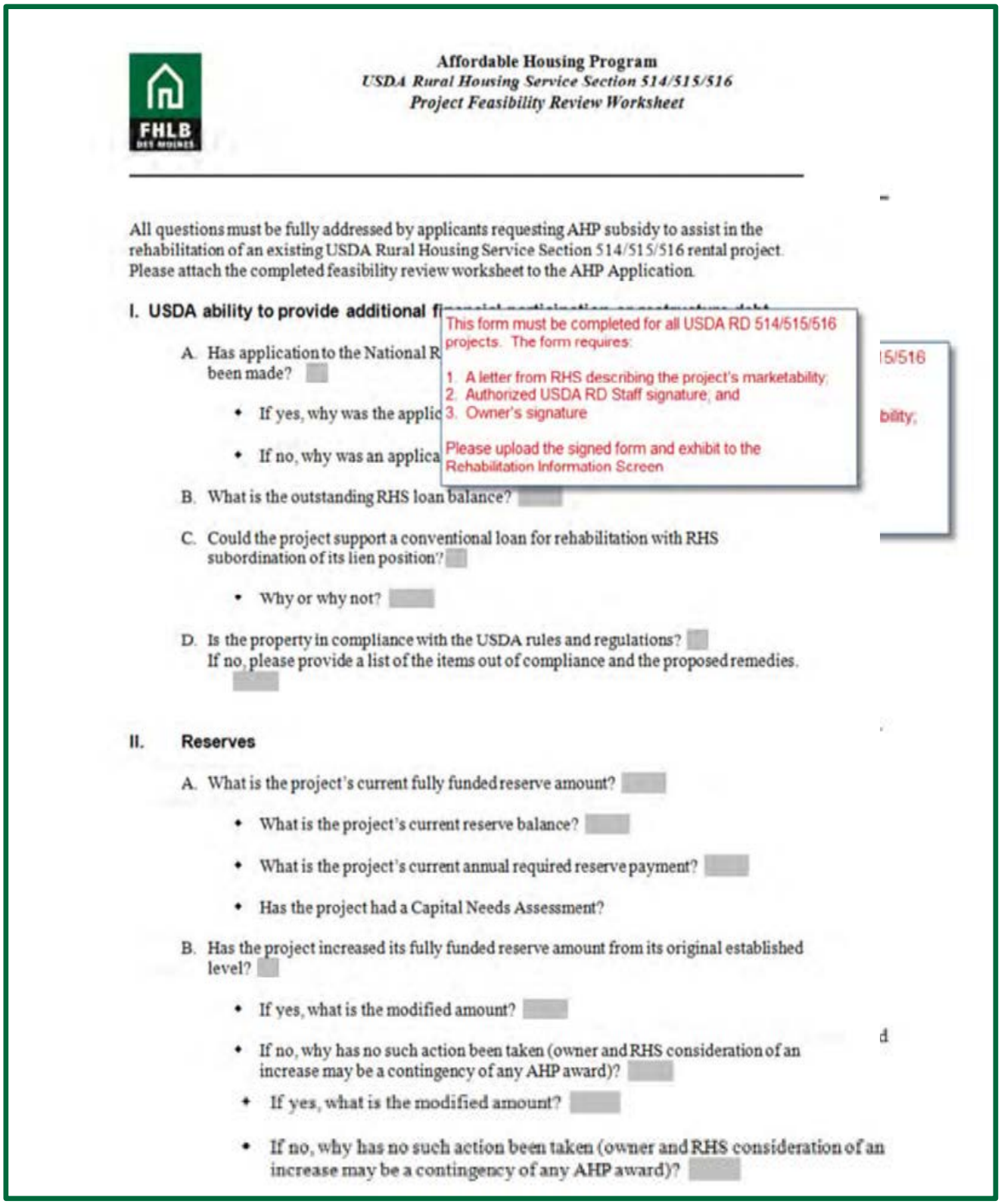
H. If external audits are completed for the organization, please list any negative audit comments or findings received during the past three audits:

I. If applicable, please list and explain any outstanding negative issues the organization has with any public or private funding agency, including notices of non-compliance, default, monitoring finding, or program deficiency:

J. Does the sponsor organization currently provide any of the following services or functions?

Support Services:	Yes ☐	No ☐
Property Management:	Yes ☐	No ☐
Property Marketing:	Yes ☐	No ☐
Supportive Housing:	Yes ☐	No ☐
Housing Development:	Yes ☐	No ☐
Housing Ownership:	Yes ☐	No ☐
Rehabilitation:	Yes ☐	No ☐
New Construction:	Yes ☐	No ☐
Construction Management:	Yes ☐	No ☐
Asset Management:	Yes ☐	No ☐
Housing Ownership:	Yes ☐	No ☐
Rehabilitation:	Yes ☐	No ☐
New Construction:	Yes ☐	No ☐
Construction Management:	Yes ☐	No ☐
Asset Management:	Yes ☐	No ☐

Exhibits *USDA RD Section 514/515/516 Template Feasibility Review-*



Affordable Housing Program
USDA Rural Housing Service Section 514/515/516
Project Feasibility Review Worksheet

All questions must be fully addressed by applicants requesting AHP subsidy to assist in the rehabilitation of an existing USDA Rural Housing Service Section 514/515/516 rental project. Please attach the completed feasibility review worksheet to the AHP Application.

I. USDA ability to provide additional f

This form must be completed for all USDA RD 514/515/516 projects. The form requires:

1. A letter from RHS describing the project's marketability;
2. Authorized USDA RD Staff signature; and
3. Owner's signature

Please upload the signed form and exhibit to the Rehabilitation Information Screen

A. Has application to the National R been made?

- If yes, why was the applic
- If no, why was an applica

B. What is the outstanding RHS loan balance?

C. Could the project support a conventional loan for rehabilitation with RHS subordination of its lien position?

- Why or why not?

D. Is the property in compliance with the USDA rules and regulations?
If no, please provide a list of the items out of compliance and the proposed remedies.

II. Reserves

A. What is the project's current fully funded reserve amount?

- What is the project's current reserve balance?
- What is the project's current annual required reserve payment?
- Has the project had a Capital Needs Assessment?

B. Has the project increased its fully funded reserve amount from its original established level?

- If yes, what is the modified amount?
- If no, why has no such action been taken (owner and RHS consideration of an increase may be a contingency of any AHP award)?
- If yes, what is the modified amount?
- If no, why has no such action been taken (owner and RHS consideration of an increase may be a contingency of any AHP award)?

Appendix

Members Accessing AHP Online

1) Members must initiate their participation in the competitive AHP round via eAdvantage.

2) The member executes the eAdvantage Services Agreement and the Corporate Certificate of Authority and Certificate of Incumbency. These documents are available on eAdvantage. Choose *Information and Documents*, then *Member Agreements and Instructions*.

3) The member identifies an eAdvantage User Administrator.

4) The eAdvantage User Administrator assigns Authorized AHP Users in eAdvantage.

5) Authorized AHP Users may access AHP Online via eAdvantage or directly at https://ahp.fhlbdm.com.

AHP Participants Accessing AHP Online

AHP Participants may access AHP Online by clicking on the following URL, or copying and pasting it into their browser: https://ahp.fhlbdm.com. AHP Online can also be accessed via a link on the Bank's public website at www.fhlbdm.com. See Products & Services – Affordable Housing – Housing Providers – Project Application Forms.

The AHP Online hours are between 6:30 a.m. and midnight CT every day, including weekends and holidays. The FHLB reserves the right to modify hours of operation and/or interrupt service at any time without prior notice to its customers if business or technology dictates the disruption. AHP Online is programmed with AHP Participants' protection in mind and will automatically log the user out if the page has been inactive for 30 minutes.

AHP Participants initiate an application, which includes associating that application with a Member via the Member's Authorized AHP User. The member must be registered in eAdvantage with Authorized AHP Users in order for an AHP Participant to initiate an application. (Refer to "Members Accessing AHP Online through eAdvantage" above.)

Appendix

AHP Online Authorized User Access

Classification | Public

A User ID and password are required by AHP Participants and members to access AHP Online. When establishing the User ID and password the Bank will collect basic demographic information about each AHP Participant's authorized user ("AHP Online User") in order to effectively communicate with him or her.

Upon an AHP Online User's initial login, the user will be asked to select, and answer, three (3) security questions. If the AHP Online User fails to select and answer the three (3) security questions, the user may have subsequent login problems, which may preclude the user from logging in to the system.

The AHP Online User will also be required to establish a password. Passwords are valid for a maximum of 120 days and must:

- Contain a minimum of fifteen characters
- Contain a minimum of one lower and one upper case character
- Contain at least one numeric character (0-9), preferably embedded within the password instead of at the end
- Not contain any of the user's account name
- Not be similar to the previous five passwords

When a password expires, the AHP Online User will be prompted to change his or her password at the time of login. If a password is forgotten, the AHP Online User may reset it through AHP Online by clicking on the ***Forgot your password?*** link.

Each AHP Participant is obligated to immediately inform the Bank, pursuant to the notice provisions of the AHP Services Agreement, if it becomes aware of any compromise, theft, loss, or unauthorized use of any of the login IDs and/or passwords associated with any of its AHP Online users.

AHP Participant Authorization Recertification for Sponsors

The Member and Sponsor Contacts are responsible for recertifying AHP Participant(s) associated with their respective organizations on an annual basis.

To recertify, log in to AHP Online and confirm that the listed users are in the General Information section on the Sponsor and Member Information screen. The screen will list all contacts associated with an organization that are approved and authorized for access to the applications and/or projects with which they are associated. Updates to Authorized AHP Users, profiles, and project contacts may be made at any time throughout the year.

Appendix

AHP Online Minimum Supported System Requirements

The following minimum supported system requirements are necessary to access and use AHP Online. If these requirements are not met, users may not be able to log in to the site or access all of the functionality that their role would otherwise allow:

- Browser: Google Chrome ® or Microsoft Edge®
- Operating system: Microsoft® Windows
- Display: a recommended monitor display setting of 1024 x 768.
- Other software, such as Adobe® Acrobat®/Reader® to view and print Portable Document Format (PDF) files.
- Microsoft® Excel® to download Excel spreadsheets.
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Privacy Policy

In order to assist members of the Federal Home Loan Bank of Des Moines (the "Bank") with their required regulatory compliance, the following guidelines are adopted to address the privacy of confidential information which is received by the Bank from or on behalf of members of the Bank (the "Members"):

With respect to nonpublic personal information (as that term is defined in the Gramm-Leach-Bliley Act) received by the Bank from or on behalf of Members, appropriate administrative, technical, and physical safeguards have been instituted to:

- Maintain the security and confidentiality of such information;
- Protect against anticipated threats or hazards to the security or integrity of such information; and
- Protect against unauthorized access to or use of such information.

No nonpublic personal information which is received from or on behalf of a Member is used by the Bank or disclosed to third parties, other than uses and disclosures which are permitted by statutory or regulatory exceptions.
Third parties engaged by the Bank who have access to nonpublic personal information received from or on be- half of Members are required:

- To comply with all applicable privacy laws;
- To institute administrative, technical, and physical safeguards which are consistent with those outlined in paragraph 1 above;
- To limit their use of nonpublic personal information to the purpose(s) for which it was provided to them; and
- To release nonpublic personal information only as permitted by statutory or regulatory exceptions.