



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

## INTRODUCTION

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



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

## AHP Online

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

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

FHLB DES MOINES AHP Online

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

User ID

Password

Login

Grant Applicants

- Create a User ID\*
- Forgot your User ID?
- Forgot your password?

FHLB Des Moines Members

- Forgot your password?
- Need access to AHP Online?

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

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

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

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

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



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

## Finding Project and Initiating Disbursement Request

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

Project Number  Funding Round

Project Name

Project Number	Project Name	Status	Monitoring Status
2021A08	Rental Project Example	Unfunded/not started	Not Funded

(1 of 1)

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

**Hours of Operation**  
AHP Online system hours are from 6:30 a.m. to midnight CT.

Community Investment hours of operation are from 8:00 a.m. to 4:30 p.m. CT, Monday through Friday.

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

Project Number  Funding Round

Project Name

Project Number	Project Name	Status	Monitoring Status
2021A08	Rental Project Example	Unfunded/not started	Not Funded

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

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

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

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

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

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



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

## INITIATING A DISBURSEMENT REQUEST

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

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

- **Subsidy Request Amount:** Amount of AHP requested
- **Use of Funds:** Check box or boxes that describe how funds will be used, which should be consistent with the approved application.



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

- **Final Disbursement:** Choose **YES** if:
  - The sum of all disbursement requests (including this one) is equal to the total amount awarded; or
  - This is the last disbursement request and the sum of all disbursement requests (including this one) will be less than the awarded amount.
- **Anticipated Closing Date:** Using the calendar, select your anticipated closing date for the AHP subsidy being requested.
- **Escrow account:** Choose **YES** – if an escrow account has been established for this project.
- **Are you expecting this AHP funds to be disbursed at time of closing?** Choose **YES** – if AHP funds are required at the time of closing.
- **Use of Sources of Funds** – Answer **Yes** or **No** if the sources of funds are to be used for any of the following: Prepayment Fees, Cancellation Fees, Processing Fees, Capitalized Reserves, Periodic Deposits to Reserve Accounts, Operating Expenses, or Supportive Service Expenses. **Please note that all of these are prohibited uses of the AHP Subsidy (refer to AHP Implementation Plan).**

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

Information

- The disbursement request # 10173 has been successfully initiated.

Subsidy Request\*

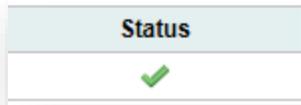
Amount*	\$210,000.00
---------	--------------

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



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

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



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

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

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

Below the project details is a table with two columns: 'Section' and 'Status'. The table lists the following sections and their status:

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

Below the table is an 'Approve' button. At the bottom left, there is a legend for the status icons:

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

At the bottom right, there is a copyright notice: '© 2017 Federal Home Loan Bank of Des Moines. All rights reserved.'



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

## Site Selection

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

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

The screenshot shows the 'Disbursement Site Selection' form. At the top, there is a navigation bar with the FHLB DES MOINES logo, a 'Logout' link, and the current date and time: 'Current as of December 19, 2017 at 11:51 AM CST'. Below this, there are links for 'My Projects | Home | Messages (0) | Guides/Info'. The form includes fields for 'Project Name:', 'Project Number:', and 'Disbursement Request Number: 10173'. The main section is titled 'Disbursement Site Selection' and contains a question: 'Has there been a change to the project site or location?' with radio buttons for 'Yes' (selected) and 'No'. Below this is an 'Add Disbursement Sites' button and a table with the following columns: 'Select', 'Site Information', 'Central Site', 'Address Line 1', 'Address Line 2', 'City', 'County', 'State', and 'Zip Code'. The table contains two rows, each with a checkbox in the 'Select' column and 'Edit | Remove' links in the 'Site Information' column. A red arrow points to the 'Edit' link in the second row. Below the table is another question: 'Is the owner of the property in default for any non-payment of mortgage, real estate taxes or insurance?' with radio buttons for 'Yes' and 'No'. At the bottom, there are two required fields: '\* Required to save the page' and '♦ Required before Sponsor Approval'. A red box contains the text: 'To submit your changes please click Save before exiting this page.' Below this are 'Save' and 'Undo' buttons. Navigation links '<Previous' and 'Next>' are also present. The footer contains the copyright notice: '© 2017 Federal Home Loan Bank of Des Moines. All rights reserved.'



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

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

The screenshot shows the 'Site Information' form in the FHLB Des Moines online disbursement system. The form includes fields for project name, project number, and site details. A red arrow points from a text box to the 'Update Site' button. A green box highlights the 'Back to Disbursement Site Selection' button.

**Site Information**

Enter your project's city or county EXACTLY as you would like it to appear on official documentation (e.g. Des Moines, Hennepin County, Lincoln and Warren counties). For projects serving more than one state, leave blank. Select the project's state. For projects serving more than one state, choose "Multi State".

Is the project single site?  Yes  No

How many sites are part of the project?

Are the addresses for all the sites known?  Yes  No

[Add Site](#)

Action	Central Site	Address Line 1	Address Line 2	City	County	State	Zip Code
<a href="#">Edit</a>   <a href="#">Remove</a>							

**Site**

[Update Site](#) [Cancel](#)

Address Line1\*

Address Line2

ZIP\*  Zip+4  [Lookup](#) [?](#)

City  Congressional District

County  Census Tract

State MN  CBSA

Number of Units\*

Targeted Area

Appraisal Date

Acquisition Price\*

Appraised Value

Is the property located on Native Trust Land?  Yes  No

Is the property located in a land trust?  Yes  No

Is the site donated or discounted?

Property is a Foreclosure, REO, or Short Sale

Is the site Rural?  Yes  No

Dwelling type

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

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

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

Uploaded File Info

[Remove](#)

[Back to Disbursement Site Selection](#)

\* Required to save the page

◆ Required before Sponsor Approval

To submit your changes please click [Save](#) before exiting this page.

[Save](#) [Undo](#)

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



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

Click **Save** to submit changes.

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

Project Name:  Project Number:

### Application Details ?

**Site Information**

Enter your project's city or county EXACTLY as you would like it to appear on official documentation (e.g. Des Moines, Hennepin County, Lincoln and Warren counties). For projects serving more than one state, leave blank.

Select the project's state. For projects serving more than one state, choose "Multi State".\*

Is the project single site?\*  Yes  No

How many sites are part of the project?\*

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

Site(s)							
Action	Central Site	Address Line 1	Address Line 2	City	County	State	Zip Code
Edit		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	MN	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	MN	<input type="text"/>

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

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

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# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

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

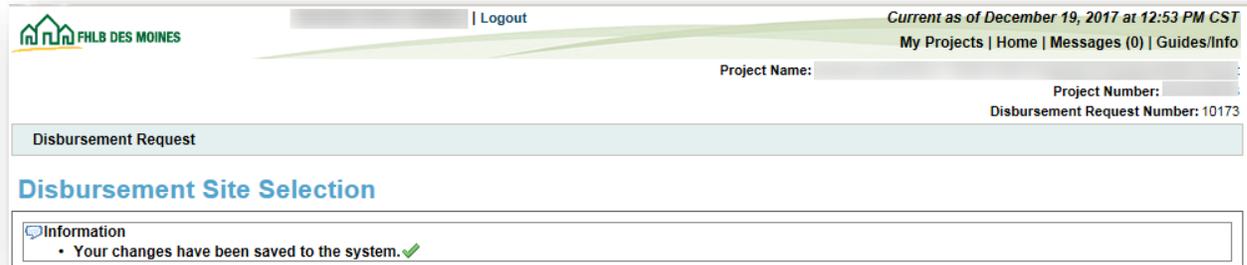
- The sponsor will select the appropriate site from the Site list to associate the site to the disbursement request.
- The sponsor must also answer whether the owner of the property is in default for any non-payment of mortgage, real estate taxes or insurance.

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

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



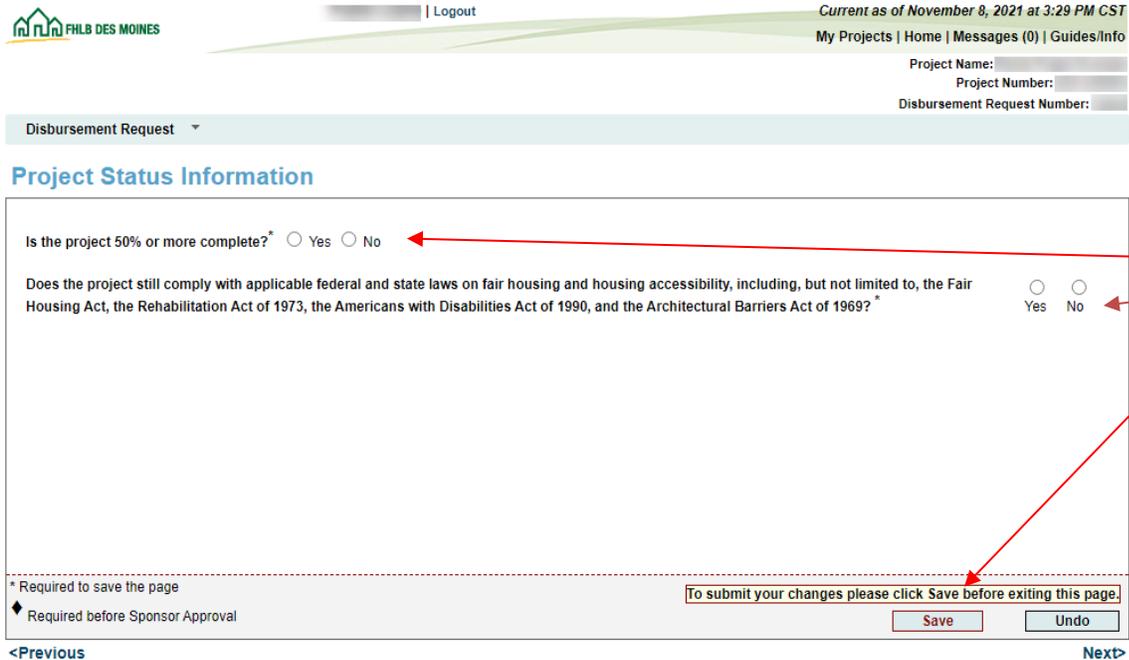
# AHP Online Disbursement Guide Sponsor Instructions Rental Projects



## Project Status Information

Answer questions and **Save** the Section.

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





# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

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

A screenshot of the AHP Online Disbursement Guide interface. The page shows a navigation bar with 'Back', 'FHLB DES MOINES', and 'Logout'. The current date and time are 'Current as of December 19, 2017 at 1:33 PM CST'. There are links for 'My Projects', 'Home', 'Messages (0)', and 'Guides/Info'. The page title is 'Disbursement Request'. Below the title, there is a section for 'Project Status Information' with a message: 'Information: Your changes have been saved to the system. ✓'. The message is displayed in a box with a green checkmark.

## Project Timeline

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

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

After completing the inputs select **Save**.



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

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

**Project Timeline**

*Notify FHLBDM immediately upon Project Completion*

Please supply the current project timeline dates listed below:

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

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

Please provide a detailed explanation of reason for delays\*

*You have 3994 characters remaining for your description.*

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

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

<Previous Next>

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

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

**Project Timeline**

Information

- Your changes have been saved to the system. ✓

Note: Additional information can be found by clicking on the 



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

Disbursement Request

Project Timeline

Information

- Your changes have been saved to the system. ✓

**Notify FHLBDM immediately upon Project Completion**

Please supply the current project timeline dates listed below:

Award Date	12/14/2016	
Award Expiration Date	12/14/2019	
AHP Initial Draw Date*	<input type="text" value="03/01/2018"/>	Expected
100% of Financing Committed Date*	<input type="text" value="10/26/2018"/>	<input type="radio"/> Actual <input checked="" type="radio"/> Expected
Project Closing Date*	<input type="text" value="02/06/2018"/>	<input type="radio"/> Actual <input checked="" type="radio"/> Expected

\* The date when AHP funds will be requested

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



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

## Conditions

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

The screenshot shows the 'Conditions' section of the AHP Online Disbursement Guide. At the top, there is a navigation bar with the FHLB Des Moines logo, a 'Logout' link, and the current date and time: 'Current as of December 20, 2017 at 12:42 PM CST'. Below this, there are links for 'My Projects | Home | Messages (0) | Guides/Info' and fields for 'Project Name:' and 'Project Number:'. The main content area is titled 'Disbursement Request' and 'Conditions'. A red arrow points to the 'Edit' button in the 'Action' column of the table. A callout box on the right states: 'Sponsor must affirm that conditions have been reviewed before the "Edit" box will become available.'

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

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

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

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

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

Save Undo

<Previous Next>

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



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

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

The screenshot displays the 'Conditions' section of the AHP Online Disbursement Guide. At the top, there is a navigation bar with 'Logout', 'Current as of December 20, 2017 at 12:42 PM CST', and links for 'My Projects | Home | Messages (0) | Guides/Info'. Below this, the 'Disbursement Request' section shows the 'Project Name', 'Project Number', and 'Disbursement Request Number: 10174'. The 'Conditions' section contains a table with columns for 'Action', 'Condition', 'Additional Information', 'Status', 'Attached Document', and 'Reviewed by CID?'. Three conditions are listed, each with an 'Edit' button. A 'Condition Details' pop-up window is open for the first condition, showing fields for 'Status', 'Reviewed by CID?', 'Initiated', 'Condition', 'FHLB Explanation', 'Additional Information', 'Attach Document', and 'Attachment Description'. The 'Attach Document' field has a 'Browse...' button and a file path. The 'Attachment Description' field has a text area and a character count. Callout boxes provide instructions: 'Selecting Edit allows you to respond to each condition individually.', 'Once "Update Condition" button is selected, the "Save" button at the bottom will be become available.', 'Sponsor will click the "Browse" button to upload attachments relevant each individual condition.', and 'Sponsor has 1000 characters to describe the attachment and respond to the individual condition.'

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

**Condition Details**

Status: Needed  
Reviewed by CID?: Yes  
Initiated: Application Approval  
Condition: USDA Approval  
FHLB Explanation: Approval of the proposed scope of work, bids, and proposed contract documents as required by USDA Rural Development prior to disbursement of funds to Banner Bank.  
Additional Information: -  
Attach Document: C:\Users\truner\Desktop [Browse...]  
Attachment Description: <Type in your attachment description>  
You have 963 characters remaining for your description.

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

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

<Previous Next>

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

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



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

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

A screenshot of the AHP Online Disbursement Guide interface. The top navigation bar includes the FHLB Des Moines logo, a user profile with a "Logout" link, and the text "Current as of December 19, 2017 at 2:06 PM CST". Below the navigation bar, there are fields for "Project Name:" and "Project Number:". A "Disbursement Request" section is visible, with a "Disbursement Request Number: 10173". The main content area is titled "Conditions" and contains an "Information" message: "Your changes have been saved to the system." with a green checkmark icon.



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

## Scoring Information

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

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

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

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

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

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

After completing inputs **Save** the Section.



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

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

| Logout Current as of December 19, 2017 at 2:15 PM CST  
My Projects | Home | Messages (0) | Guides/Info  
 Project Name: \_\_\_\_\_ Project Number: \_\_\_\_\_  
 Disbursement Request Number: 10173

**Disbursement Request**

**Scoring Information**

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

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

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

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

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

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

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



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

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

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

Save Cancel

<Previous Next>

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# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

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

| Logout Current as of November 8, 2021 at 3:47 PM CST  
My Projects | Home | Messages (0) | Guides/Info

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

Disbursement Request ▾

### Scoring Information

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

Please respond to the following statement:

I affirm that I have reviewed the Scoring Commitments listed below and that they are correct.\*  Yes  No

Scoring Category	Commitment Status	Project Commitment	Filed by This Request?	Previous Documentation	Attach Supporting Documentation
Criteria 1 - Donated/Conveyed Properties	Needed	Yes	<input type="checkbox"/>		<input type="button" value="Browse"/>
Criteria 2 - Project Sponsorship	Needed	Yes	<input type="checkbox"/>		
Criteria 3 - Income Targeting					
≤ 50% AMI	Needed	32			
> 50% and ≤ 80% AMI	Needed	18			
> 80% AMI	Needed	1			
Criteria 4 - Economic Opportunity/Empowerment					
Employment	Needed	52	<input type="checkbox"/>	A Sample Upload File - PDF.pdf	<input type="button" value="Browse..."/>
Education, such as financial literacy, GED	Needed	52	<input type="checkbox"/>	A Sample Upload File - PDF.pdf	<input type="button" value="Browse..."/>
Training, such as job training	Needed	52	<input type="checkbox"/>	A Sample Upload File - PDF.pdf	<input type="button" value="Browse..."/>
Homebuyer, homeownership or tenant counseling	Needed	52	<input type="checkbox"/>	A Sample Upload File - PDF.pdf	<input type="button" value="Browse..."/>
Child care	Needed	52	<input type="checkbox"/>	A Sample Upload File - PDF.pdf	<input type="button" value="Browse..."/>
Adult daycare services	Needed	52	<input type="checkbox"/>	A Sample Upload File - PDF.pdf	<input type="button" value="Browse..."/>
Afterschool care	Needed	52	<input type="checkbox"/>	A Sample Upload File - PDF.pdf	<input type="button" value="Browse..."/>
Tutoring	Needed	52	<input type="checkbox"/>	A Sample Upload File - PDF.pdf	<input type="button" value="Browse..."/>
Health services, including mental health and behavioral health services	Needed	52	<input type="checkbox"/>	A Sample Upload File - PDF.pdf	<input type="button" value="Browse..."/>
Resident involvement in decision making affecting the creation or operation of the project	Needed	52	<input type="checkbox"/>	A Sample Upload File - PDF.pdf	<input type="button" value="Browse..."/>
Workforce preparation and integration	Needed	52	<input type="checkbox"/>	A Sample Upload File - PDF.pdf	<input type="button" value="Browse..."/>

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

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



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

Criteria 5 - Underserved Communities					
Housing for Homeless Households	Needed	51			
Special Needs	Needed	26			
Other Targeted Populations	Needed	30			
Criteria 6 - Community Stability					
Preservation of Federally Assisted Housing	Needed	Yes	<input type="checkbox"/>	AHP-Com-PreservationFedAssisted.pdf	<input type="button" value="Browse"/> <input type="button" value="Save"/>
Adaptive Reuse	Needed	52	<input type="checkbox"/>	AHP-Com-Adaptive-Reuse.pdf	<input type="button" value="Browse"/> <input type="button" value="Save"/>
Vacant or Abandoned Property	Needed	52	<input type="checkbox"/>	AHP-Com-Vacant-Building.pdf	<input type="button" value="Browse"/> <input type="button" value="Save"/>
Acquisition and Rehabilitation of Naturally Occurring Affordable Housing	Needed	52	<input type="checkbox"/>	AHP-Com-Income-Restricted.pdf	<input type="button" value="Browse"/> <input type="button" value="Save"/>
Criteria 7 - Bank District Priority					
In-District	Needed	52	<input type="checkbox"/>		
Native Housing	Needed	Yes	<input type="checkbox"/>	NAHA SOA Funding commitment.pdf	<input type="button" value="Browse"/> <input type="button" value="Save"/>
Rental New Construction with 24 units or less	Needed	52	<input type="checkbox"/>		
AHP Subsidy Per Unit	Needed	\$14,705.88			

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

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

<Previous Next>

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

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

Logout
Current as of December 19, 2017 at 5:04 PM CST

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

Project Name: 
Project Number:

Disbursement Request Number: 10173

Disbursement Request

### Scoring Information

**Information**

- Your changes have been saved to the system. ✓

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

Please respond to the following statement:

I affirm that I have reviewed the Scoring Commitments listed below and that they are correct.\*  Yes  No



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

## Financial Information: Financial Review

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

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

Current as of December 19, 2017 at 5:05 PM CST  
My Projects | Home | Messages (0) | Guides/Info

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

Disbursement Request

**Financial Information**

Financial Review | Import Spreadsheet | Feasibility Analysis | Commitment Letters

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

Approved Rental Feasibility Workbook

Uploaded File Info

Rental Feasibility Workbook.xlsx

Development Sources of Funds

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

Units Breakout

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

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

Open Save Cancel

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

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

You are not required to enter information in this section.



# AHP Online Disbursement Guide

## Sponsor Instructions

### Rental Projects

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

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

Approved Rental Feasibility Workbook	Uploaded File Info
	- Rental Feasibility Workbook.xlsx



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

## Financial Information: Import Spreadsheet

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

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

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

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

In addition, Sponsor will complete a copy of the *Construction Cost Calculator*, based upon the information in the *Rental Feasibility Workbook*. A copy of the Construction Cost Calculator can be found on our website on the [AHP Online Administration](#) page.

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



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects



Logout

Current as of November 8, 2021 at 3:54 PM CST

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

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

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

Disbursement Request Number: \_\_\_\_\_

Disbursement Request ▾

## Financial Information

Financial Review	<b>Import Spreadsheet</b>	Feasibility Analysis	Commitment Letters
------------------	---------------------------	----------------------	--------------------

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

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

Import the updated Rental Feasibility Workbook\*  Browse... ?

Attach Construction Cost Calculator  Browse... ?

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

◆ Required before Sponsor Approval

[<Previous](#)

[Next>](#)

**Helpful Hint:** *In order to ensure that 1) the Rental Feasibility Workbook uploads, the Sources of Funds must equal the Uses of Funds; and 2) the Absorption Period field on the Rental Project Worksheet tab must be completed.*

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

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



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

**Development Sources of Funds**

Source of Funds	Housing	Non-Housing	Description	Committed	Rate (%)	Term (years)	Amort Period (years)	Annual Debt Svc (\$) (Housing)	Must Pay?
			Federal Low-Income Housing Tax Credit Equity	Yes	0.000%	0.0	0.0	0.00	No
			Other Loans	Yes	1.000%	30.0	30.0	0.00	No
			Grants	Yes	0.000%	0.0	0.0	0.00	No
			Other Federal Housing Program	Yes	0.000%	0.0	0.0	0.00	No
			Grants	Yes	0.000%	0.0	0.0	0.00	No
AHP Direct Subsidy	750,000.00		AHP Subsidy	No	0.000%	0.0	0.0	0.00	No
<b>Subtotal - Housing</b>		<b>\$ 13,491,959.00</b>							
<b>Subtotal - Non-Housing</b>		<b>\$ 548,284.00</b>							
<b>Total Funding Sources</b>		<b>\$ 14,040,243.00</b>							

**Units Breakout**

	No of Units		No of Units	No of Units	
Rehabilitation Units	0	Less than or equal to 50% AMI	32	Efficiency Units	51
New Construction Units	51	Greater than 50% and less than or equal to 60% AMI	19	1-bedroom Units	1
Acquisition units	0	Greater than 60% and less than or equal to 80% AMI	0	2-bedroom Units	0
<b>Total Units</b>	<b>51</b>	Greater than 80% AMI	1	3-bedroom Units	0
		<b>Total Units</b>	<b>52</b>	4-bedroom Units	0
				<b>Total Units</b>	<b>52</b>

Building has Elevator (Y/N) Yes

**Housing Development Uses of Funds Summary**

Total Acquisition Costs	\$ 0.00
Total Construction / Rehabilitation Costs	\$ 10,424,793.97
Hard Construction Costs	\$ 8,716,572.38
Hard Rehabilitation Costs	\$ 0.00
Other Costs	\$ 1,708,221.59
Total Fees	\$ 0.00
Total Taxes and Insurance Costs	\$ 32,231.19
Total Construction Financing	\$ 138,376.67
Total Permanent Financing	\$ 0.00
Total Project Reserves	\$ 1,115,693.62
Total Soft Costs	\$ 891,745.39
Total Developer & Consultant Fees	\$ 879,508.68
Total Financing Fees and Expenses	\$ 9,609.49
<b>Total Development Costs</b>	<b>\$ 13,491,959.00</b>



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

## Housing Pro Forma

	Standard	Actual
Gross Annual Rental Income		\$ 516,528.00
Net Revenue (EGI)		\$ 520,411.04
Net Operating Income		\$ 11,463.04
Must Pay Debt Service		\$ 0.00
Initial Cash Flow		\$ 11,463.04
Debt Coverage Ratio Before Soft Debt		0.00
Soft Debt Service		\$ 0.00
Secondary Cash Flow		\$ 11,463.04
Debt Coverage Ratio (Housing)	More Info	0.00
Cash Flow as Percentage of Gross Income	More Info	2.06 %
Expense to Income Ratio		97.80 %

## Key Feasibility Values

	Standard	Actual
Total Development Cost Per Unit		\$ 259,460.75
Total Development Cost Per Square Foot		\$ 379.44
Total Adjusted Development Cost		\$ 10,177,830.05
Adjusted Development Cost Per Unit	More Info	\$ 195,727.50
Total Acquisition Cost Per Unit		\$ 0.00
Average Square Feet Per Unit		697.22
Average Square Feet Per Unit (Rehabilitation)		0.00
Average Square Feet Per Unit (Construction)		697.22
Average Square Feet Per Unit (Acquisition Only)		0.00
Cost Per Square Foot (Rehabilitation)		\$ 0.00
Cost Per Square Foot (Construction)		\$ 245.14
Cost Per Square Foot (Acquisition Only)		\$ 0.00
Cost Per Square Foot (Construction/Rehabilitation)		\$ 281.73
Common, Office Area Percentage		3.91 %
Commercial Area Percentage		0.00 %
Construction Contingency % (Housing)	More Info	4.73 %
Construction Contingency % (Overall)	More Info	4.73 %
Developer's & Consultant's Fee %	More Info	7.65 %
Capitalized Operating Reserve (9 months + HDS)	More Info	22.61
Capitalized Reserves Overall (months)	More Info	23.08
Lease-Up Reserve	More Info	52.82 %
Rental Assistance Reserve	More Info	\$ 0.00
General Requirements %	More Info	5.51 %
Builder Overhead %	More Info	1.31 %
Builder Profit %	More Info	3.92 %
Total General Requirements, Builder's Overhead and Profit	More Info	10.74 %
Architect Fees	More Info	2.72 %
Engineering Fees	More Info	2.72 %
Attorney Fees	More Info	0.26 %
Sum of All Professional Fees	More Info	5.71 %
Revenue Escalator	More Info	2.00 %
Expense Escalator	More Info	3.00 %
Escalator Trend	More Info	true
Stabilized Vacancy Rate	More Info	7.00 %
Management Fee as Percentage of Net Revenue		4.62 %
Management Fee Per Unit/Per Month		\$ 38.49
Total Operating Expense Per Unit	More Info	\$ 9,387.46
Replacement Reserve Per Unit	More Info	\$ 400.00
Operating Reserve	More Info	\$ 0.00
Deferred Developer Fee - Sources		\$ 0.00
Deferred Developer Fee - Cumulative Repaid		\$ 0.00
Total Cash Flow in First Five Years (Housing)		\$ 17,527.79
Total Cash Flow in First Fifteen Years (Overall)		\$ 17,527.53
LIHTC Equity Price	More Info	\$ 0.87

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

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

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

\* Required to save the page

◆ Required before Sponsor Approval

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

Save Undo

<Previous

Next>



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

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

The screenshot displays the user interface for the AHP Online Disbursement Guide. At the top left is the FHLB Des Moines logo. The top right corner shows the user's name, a "Logout" link, and the current date and time: "Current as of November 8, 2021 at 3:58 PM CST". Below this are navigation links: "My Projects | Home | Messages (0) | Guides/Info". A header bar contains "Disbursement Request" with a dropdown arrow. Below this is the "Financial Information" section, which has four tabs: "Financial Review", "Import Spreadsheet" (highlighted in red), "Feasibility Analysis", and "Commitment Letters". An information message box states: "Information: Your changes have been saved to the system. ✓". Below the message is a red instruction: "Complete an updated Rental Feasibility Workbook with current project financial information and import the workbook on this tab." A question follows: "Have you completed an updated Rental Feasibility Workbook with current information?" with radio buttons for "Yes" (selected) and "No". There are two "Uploaded File Info" boxes. The first is for "Import the updated Rental Feasibility Workbook\*" and shows a file named "CID\_Rental\_Feasibility\_Workbook-DISB.xlsx" with a "Remove" button. The second is for "Attach Construction Cost Calculator" and shows a file named "Construction-Cost-Calculator-v1-Passing - Rental Example.xlsx" with a "Remove" button.



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

## Financial Information: Feasibility Analysis

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

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

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

Disbursement Request

**Financial Information**

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

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

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

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

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

Save Undo

<Previous Next>

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# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

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

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

Disbursement Request

### Financial Information

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

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

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

**Feasibility Issue**

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

Update Feasibility Issue | Cancel

Explain ♦  
<Type your explanation here>

You have 3972 characters remaining for your description.

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

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

<Previous | Next>

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

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

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

Disbursement Request

### Financial Information

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

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



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

## Commitment Letters

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

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

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

### Financial Information

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

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

Action	Source of Funds	Description	Amount	Committed	Letter Provided
Attach	MHFA Deferred Loan	State Housing Loans	\$ 158,053.00	Yes	No
Attach	Xcel Energy Rebate	Grants	\$ 500.00	Yes	No
Attach	Foundation/Donations	Grants	\$ 20,000.00	Yes	Yes

\* Required to save the page  
Required before Sponsor Approval

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

<Previous Next>

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

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

### Financial Information

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

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

Action	Source of Funds	Description	Amount	Committed	Letter Provided
Attach	MHFA Deferred Loan	State Housing Loans	\$ 158,053.00	Yes	Yes
Attach	Xcel Energy Rebate	Grants	\$ 500.00	Yes	No
Attach	Foundation/Donations	Grants	\$ 20,000.00	Yes	Yes

Commitment Letter

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

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

Update Commitment Letter Cancel

\* Required to save the page  
Required before Sponsor Approval

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

<Previous Next>

Commitment letters or executed funding agreements are required for all approved funding sources. Click "Attach".

Click the "Browse" button to attach the commitment letter for each approved funding source. Hit "Update Commitment Letter" to save.



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

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

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

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

Disbursement Request

**Financial Information**

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

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

Action	Source of Funds	Description	Amount	Committed	Letter Provided
Attach	MHFA Deferred Loan	State Housing Loans	\$ 158,053.00	Yes	Yes
Attach	Xcel Energy Rebate	Grants	\$ 500.00	Yes	Yes
Attach	Foundation/Donations	Grants	\$ 20,000.00	Yes	Yes

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

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

Save Undo

<Previous Next>

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

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

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

Disbursement Request

**Financial Information**

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

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

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

Action	Source of Funds	Description	Amount	Committed	Letter Provided
Attach	MHFA Deferred Loan	State Housing Loans	\$ 158,053.00	Yes	Yes
Attach	Xcel Energy Rebate	Grants	\$ 1,000.00	Yes	Yes



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

## PROJECT AND DISBURSEMENT DOCUMENTATION

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

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

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

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

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

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

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

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



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

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

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

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

Information

- Your changes have been saved to the system. ✓

**Disbursement Request Documents**

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

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

**Helpful Hints:**

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



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

**Project Documents** are typically required at disbursement or at the time of the project completion reporting. Project Documentation may display status of **Needed** during a disbursement request, but the disbursement request can be approved without upload.

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

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

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



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

**Disbursement Request Documents**

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

**Project Documents**

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

**Project Document Details**

Status: Needed  
Reviewed by CID?: Yes  
Document Type: Retention Agreement - Recorded  
Additional Information: A legally enforceable deed restriction with a term of fifteen years must be executed. A sample Federal Home Loan Bank approved form can be found on our website www.fhldm.com. The use of an alternate deed restriction must be reviewed and approved by FHLBDM prior to the disbursement of AHP funds.  
Attach Document:     
Attachment Description:   
*You have 1000 characters remaining for your description.*

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

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

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

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

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



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

## Disbursement Request Home

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

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

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

### Disbursement Request Home

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

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

**Approve**

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

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The Sponsor will select **Approve**.



# AHP Online Disbursement Guide

## Sponsor Instructions

### Rental Projects

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

**Approve Disbursement Request**

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

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

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

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



# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

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

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

Disbursement Request Home - Internet Explorer

http://20.43.207.17:9080/ahp-ext-web/project/dst Disbursement Request Home

Current as of February 1, 2017 at 5:22 PM CST  
My Projects | Home | Messages (0) | Guides/Info

Project Name: C  
Project Number: .  
Disbursement Request Number: 10065

Disbursement Request

### Disbursement Request Home

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

Request # 10065  
Amount \$ 500,000.00  
Funding Status Sponsor Approved  
Funding Member Pella, IA

Status Change Details			
From Status	To Status	Changed By	Changed Date
Pending	Sponsor Approved		02/01/2017

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

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

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# AHP Online Disbursement Guide Sponsor Instructions Rental Projects

## Appendix Disbursement Request Documents

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

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

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

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