

INTRODUCTION

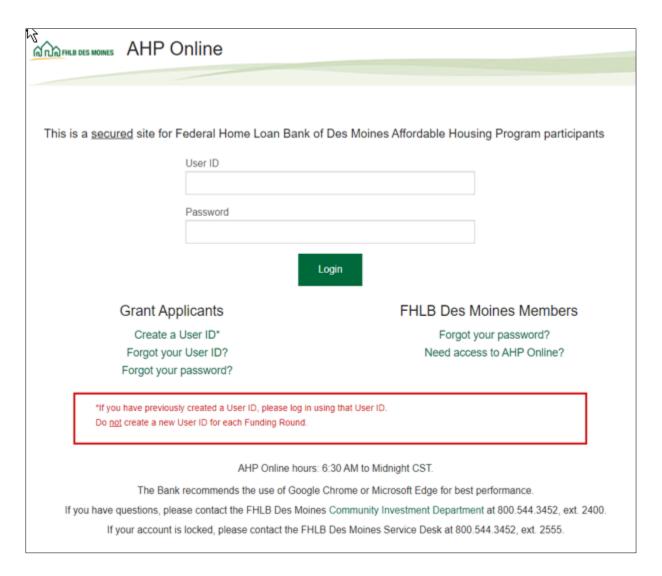
The purpose of the Semi-Annual Progress Reports (SAPR) is to monitor project progress toward completion and ongoing compliance with the terms of the AHP Subsidy Agreement. From the time of application approval until the time of project completion, the Sponsor will report semi-annually to the Bank about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

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

AHP Online

Sponsor applicants will complete the SAPR in **AHP Online**. All projects unless **Status** identified as **Complete** require SAPR. The Sponsor may access **AHP Online** at https://ahp.fhlbdm.com or via the Housing Providers (Sponsor) link under the Affordable Housing tab on the Bank's public website https://www.fhlbdm.com/ look for Affordable Housing and Housing Providers (Sponsor). Enter your User ID and Password to enter **AHP Online**. You will also find instruction to re-establish your User ID and password or system access if needed.

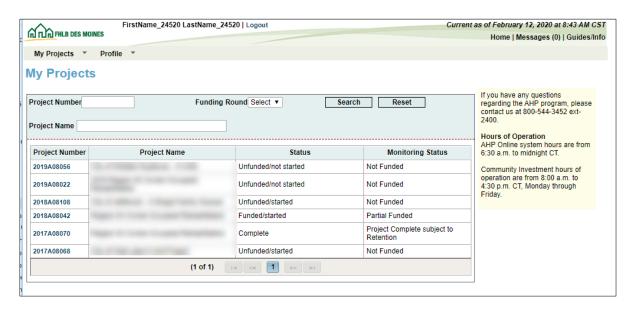




Finding Project and Initiating SAPR

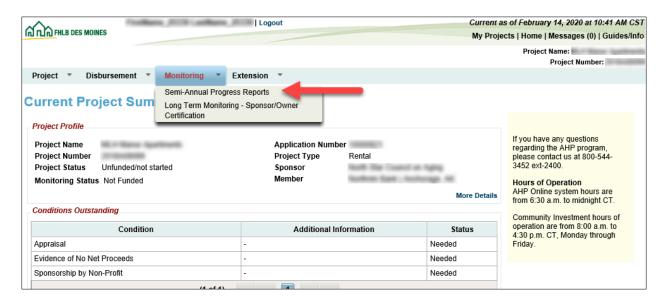
After logging into **AHP Online**, the **My Projects** page will display all projects associated with the Sponsor. The Sponsor will then select the project number for each project requiring a SAPR.





This will navigate you to the Current Project Summary page.

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





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

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



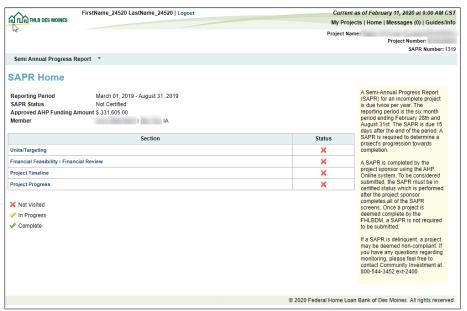
Completing the SAPR

The SAPR Home page will be displayed.

Input contacts may complete the SAPR; however, only Lead Contacts are able to certify this report.

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





Units/Targeting:

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

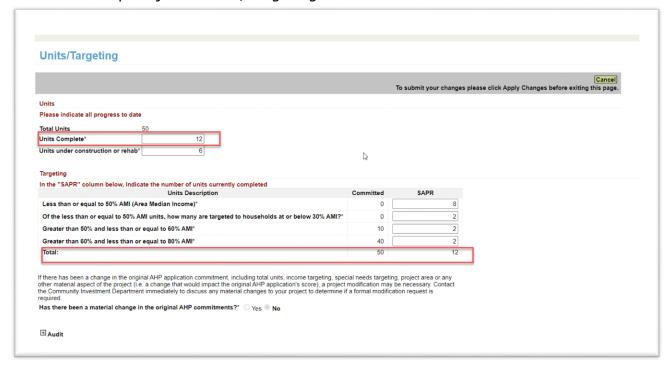
The Sponsor must provide a detailed explanation if there are any material changes to the approved AHP targeting commitments.

Rental projects will also need to identify the current lease-up percentage on this screen, if lease-up has started.

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



Homeownership Projects: Units/Targeting screen





Rental Projects: Units/Targeting

Units/Targeting

Units Units do
Units Completes 2

Units under construction or rehab? 2

Units under construction or rehab? 2

Units under construction or rehab? 2

Units Description Committed SAPR

Less than or equal to 50% AMI (Area Median Income) 3

Of the less than or equal to 50% AMI units, how many are targeted to households at or below 30% AMI * 10

Greater than 60% and less than or equal to 60% AMI * 10

Greater than 60% and less than or equal to 60% AMI * 10

Greater than 60% and less than or equal to 60% AMI * 10

Greater than 60% and less than or equal to 60% AMI * 10

Greater than 60% and less than or equal to 60% AMI * 10

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Greater than 60% and less than or equal to 60% AMI * 10

Greater than 60% and less than or equal to 60% AMI * 10

Greater than 60% and less than or equal to 60% AMI * 10

Has there been a material change in the original AHP application society is project original and AHP commitments? 10

Yes 10

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

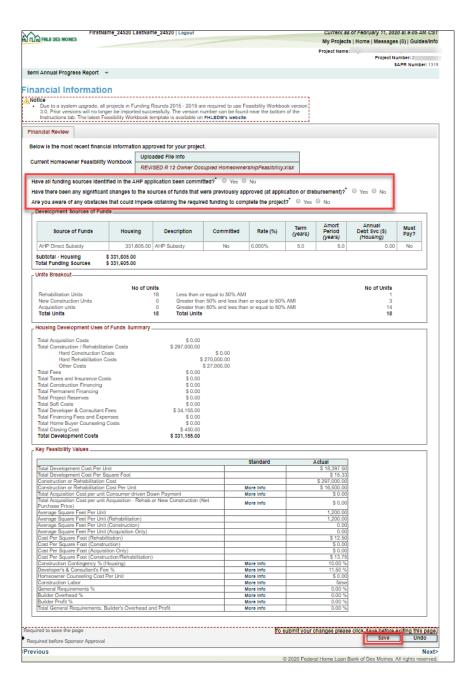
Financial Feasibility: Financial Review

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

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

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







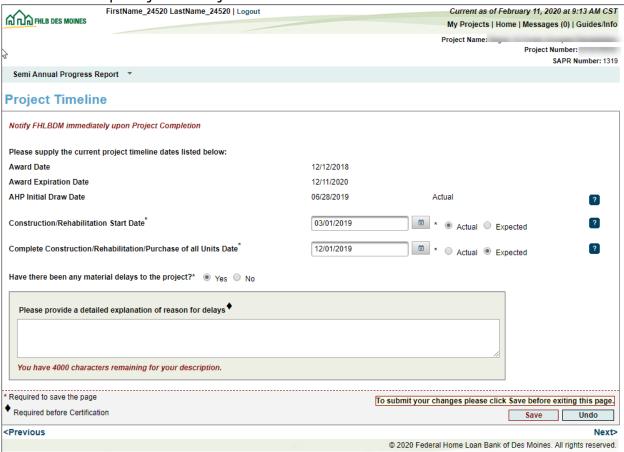
Project Timeline:

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

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

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

Homeownership Projects: Project Timeline screen





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			-	ct Name:
			Projec	t Number:
				SAPR Number: 1
Semi Annual Progress Report 🗸				
Project Timeline				
Notify FHLBDM immediately upon Project Completion				
Please supply the current project timeline dates listed belo	ow:			
Award Date	12/12/2018			
Award Expiration Date	12/11/2021			
AHP Initial Draw Date	10/09/2019		Actual ?	
100% of Financing Committed Date*	02/21/2019	\Box	* Actual Expected	
Construction/Rehabilitation Start Date*	09/02/2019		* Actual Expected	
Complete Construction/Rehabilitation of all Units Date*	06/01/2021	\Box	* Actual Expected	
Date of Certificate of Occupancy/Certificate of Substantial Rehabilitation *	07/01/2021		* Actual Expected	
Stabilized Occupancy Date*	07/31/2021		* Actual Expected	
Have there been any material delays to the project?* Yes No				
Please provide a detailed explanation of reason for dela	ue ♦			
Trease provide a detailed explanation of reason for detays				
You have 3655 characters remaining for your description	1.			
* Required to save the page			To submit your changes please click Save be	fore exiting this page.
Required before Certification			Sav	ve Undo
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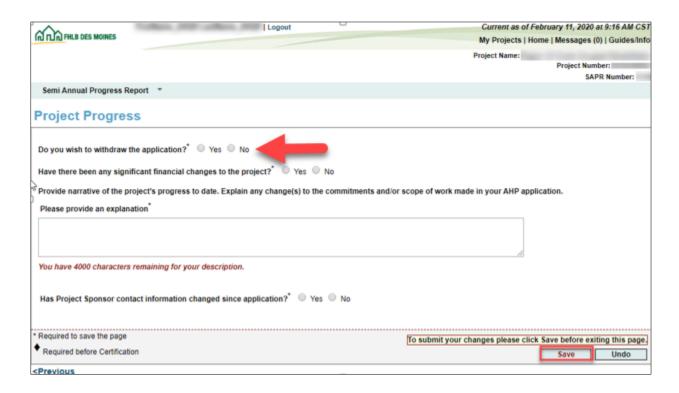
Project Progress:

Sponsor will complete all items on the Project Progress screen.

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



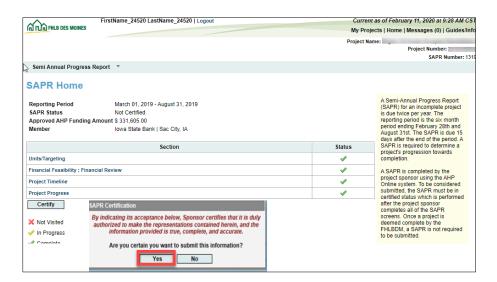
Click **Save** to submit changes.



SAPR Home

Once all sections are completed (green check mark) the Sponsor Lead Contact can approve the SAPR by selecting *Certify*. The Sponsor will then need to select *Yes* to certify the SAPR. (See additional instructions on the next page.)





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

