



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

INTRODUCTION

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

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

AHP Online

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



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

Finding Project and Initiating SAPR

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



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

First Name: 24520 Last Name: 24520 | Logout Current as of February 12, 2020 at 8:43 AM CST

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[My Projects](#) ▾ [Profile](#) ▾

My Projects

Project Number Funding Round

Project Name

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

(1 of 1)

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

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

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

This will navigate you to the Current Project Summary page.

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

First Name: 24520 Last Name: 24520 | Logout Current as of February 14, 2020 at 10:41 AM CST

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Project Name: Project Number:

[Project](#) ▾ [Disbursement](#) ▾ [Monitoring](#) ▾ [Extension](#) ▾

Semi-Annual Progress Reports

Long Term Monitoring - Sponsor/Owner Certification

Current Project Summary

Project Profile

Project Name: Application Number:

Project Number: Project Type: Rental

Project Status: Unfunded/not started Sponsor:

Monitoring Status: Not Funded Member:

[More Details](#)

Conditions Outstanding

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

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

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

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

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.



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

First Name: 24520 Last Name: 24520 | Logout

Current as of February 11, 2020 at 9:00 AM CST

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

Project Name: Project Number: SAPR Number: 1319

Semi Annual Progress Report

SAPR Home

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

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

✗ Not Visited
✓ In Progress
✓ Complete

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

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

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

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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>**.



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

Homeownership Projects: Units/Targeting screen

Units/Targeting

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

Units
Please indicate all progress to date
Total Units 50
Units Complete* 12
Units under construction or rehab* 6

Targeting
In the "SAPR" column below, indicate the number of units currently completed

Units Description	Committed	SAPR
Less than or equal to 50% AMI (Area Median Income)*	0	8
Of the less than or equal to 50% AMI units, how many are targeted to households at or below 30% AMI?*	0	2
Greater than 50% and less than or equal to 60% AMI*	10	2
Greater than 60% and less than or equal to 80% AMI*	40	2
Total:	50	12

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

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

[Audit](#)



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

Rental Projects: Units/Targeting screen

Units/Targeting

Units

Please indicate all progress to date.

Total Units: 48
Units Complete* 2
Units under construction or rehab* 2

Targeting

In the "SAPR" column below, indicate the number of units currently completed.

Units Description	Committed	SAPR
Less than or equal to 50% AMI (Area Median Income) *	35	2
Of the less than or equal to 50% AMI units, how many are targeted to households at or below 30% AMI?*	12	0
Greater than 50% and less than or equal to 60% AMI *	10	0
Greater than 60% and less than or equal to 80% AMI *	0	0
Greater than 80% AMI *	1	0
Total	46	2

Make any changes above?

Current Lease-up % 4

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

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

* Required to save the page
♦ Required before Certification

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

[Next>](#)

Financial Feasibility: Financial Review

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

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

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



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

FINANCIAL_24520_LBNTFTHM_24520 | Logout Current as of February 11, 2020 at 9:05 AM CST
My Projects | Home | Messages (0) | Guides/Info
Project Name: Project Number: 2 SAPR Number: 1319

Semi Annual Progress Report

Financial Information

Notice
Due to a system upgrade, all projects in Funding Rounds 2015 - 2019 are required to use Feasibility Workbook version 3.0. Prior versions will no longer be imported successfully. The version number can be found near the bottom of the Instructions tab. The latest Feasibility Workbook template is available on FHLBDM's website.

Financial Review

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

Current Homeowner Feasibility Workbook **Uploaded File Info**
REVISED R 12 Owner Occupied HomeownershipFeasibility.xlsx

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

Development Sources of Funds

Source of Funds	Housing	Description	Committed	Rate (%)	Term (years)	Amort Period (years)	Annual Debt Svc (\$) (Housing)	Must Pay?
AHP Direct Subsidy	331,605.00	AHP Subsidy	No	0.000%	5.0	5.0	0.00	No
Subtotal - Housing	\$ 331,605.00							
Total Funding Sources	\$ 331,605.00							

Units Breakout

	No of Units		No of Units
Rehabilitation Units	18	Less than or equal to 50% AMI	1
New Construction Units	0	Greater than 50% and less than or equal to 60% AMI	3
Acquisition units	0	Greater than 60% and less than or equal to 80% AMI	14
Total Units	18	Total Units	18

Housing Development Uses of Funds Summary

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

Key Feasibility Values

	Standard	Actual
Total Development Cost Per Unit		\$ 18,397.50
Total Development Cost Per Square Foot		\$ 15.33
Construction or Rehabilitation Cost		\$ 297,000.00
Construction or Rehabilitation Cost Per Unit	More Info	\$ 16,500.00
Total Acquisition Cost per unit Consumer-driven Down Payment	More Info	\$ 0.00
Total Acquisition Cost per unit Acquisition - Rehab or New Construction (Net Purchase Price)	More Info	\$ 0.00
Average Square Feet Per Unit		1,200.00
Average Square Feet Per Unit (Rehabilitation)		1,200.00
Average Square Feet Per Unit (Construction)		0.00
Average Square Feet Per Unit (Acquisition Only)		0.00
Cost Per Square Foot (Rehabilitation)		\$ 12.50
Cost Per Square Foot (Construction)		\$ 0.00
Cost Per Square Foot (Acquisition Only)		\$ 0.00
Cost Per Square Foot (Construction/Rehabilitation)		\$ 13.75
Construction Contingency % (Housing)	More Info	10.00 %
Developer's & Consultant's Fee %	More Info	11.50 %
Homeowner Counseling Cost Per Unit	More Info	\$ 0.00
Construction Labor	More Info	false
General Requirements %	More Info	0.00 %
Builder Overhead %	More Info	0.00 %
Builder Profit %	More Info	0.00 %
Total General Requirements, Builder's Overhead and Profit	More Info	0.00 %

Required to save the page
Required before Sponsor Approval

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

Save Undo

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

Project Timeline:

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

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

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

Homeownership Projects: Project Timeline screen

FirstName_24520 LastName_24520 | Logout

Current as of February 11, 2020 at 9:13 AM CST

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

Project Name: Project Number: SAPR Number: 1319

Semi Annual Progress Report

Project Timeline

Notify FHLBDM immediately upon Project Completion

Please supply the current project timeline dates listed below:

Award Date	12/12/2018	
Award Expiration Date	12/11/2020	
AHP Initial Draw Date	06/28/2019	Actual
Construction/Rehabilitation Start Date*	<input type="text" value="03/01/2019"/>	<input checked="" type="radio"/> Actual <input type="radio"/> Expected
Complete Construction/Rehabilitation/Purchase of all Units Date*	<input type="text" value="12/01/2019"/>	<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 4000 characters remaining for your description.

* Required to save the page

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

Required before Certification

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

Rental Projects: Project Timeline screen

 [Logout](#) Current as of April 28, 2022 at 5:21 PM CDT

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




Project Name:
Project Number:
SAPR Number:

Semi Annual Progress Report ▾

Project Timeline

Notify FHLBDM immediately upon Project Completion

Please supply the current project timeline dates listed below:

Award Date	12/12/2018	
Award Expiration Date	12/11/2021	
AHP Initial Draw Date	10/09/2019	Actual <input type="radio"/> ?
100% of Financing Committed Date*	<input type="text" value="02/21/2019"/> 	* <input type="radio"/> Actual <input type="radio"/> Expected ?
Construction/Rehabilitation Start Date*	<input type="text" value="09/02/2019"/> 	* <input type="radio"/> Actual <input type="radio"/> Expected
Complete Construction/Rehabilitation of all Units Date*	<input type="text" value="06/01/2021"/> 	* <input type="radio"/> Actual <input type="radio"/> Expected ?
Date of Certificate of Occupancy/Certificate of Substantial Rehabilitation*	<input type="text" value="07/01/2021"/> 	* <input type="radio"/> Actual <input checked="" type="radio"/> Expected
Stabilized Occupancy Date*	<input type="text" value="07/31/2021"/> 	* <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 3655 characters remaining for your description.

* Required to save the page
* Required before Certification

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

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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.



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

Click **Save** to submit changes.

A screenshot of the FHLB Des Moines AHP Online Semi-Annual Progress Report (SAPR) form. The form is titled "Project Progress" and includes several sections. The first section asks "Do you wish to withdraw the application?" with radio buttons for "Yes" and "No". A red arrow points to the "No" button. The second section asks "Have there been any significant financial changes to the project?" with radio buttons for "Yes" and "No". The third section is a text area for "Provide narrative of the project's progress to date. Explain any change(s) to the commitments and/or scope of work made in your AHP application." with a character count of 4000. The fourth section asks "Has Project Sponsor contact information changed since application?" with radio buttons for "Yes" and "No". At the bottom, there are two buttons: "Save" and "Undo". A red box highlights the "Save" button. A warning message at the bottom right states "To submit your changes please click Save before exiting this page." The top of the form shows the FHLB Des Moines logo, a "Logout" link, and the current date and time: "Current as of February 11, 2020 at 9:16 AM CST".

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.)



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

FirstName_24520 LastName_24520 | Logout Current as of February 11, 2020 at 9:28 AM CST

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

Project Name: Project Number: 1319

SAPR Number: 1319

Semi Annual Progress Report

SAPR Home

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

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

Certify

✗ Not Visited
 ✓ In Progress
 ✓ Complete

SAPR Certification

By indicating its acceptance below, Sponsor certifies that it is duly authorized to make the representations contained herein, and the information provided is true, complete, and accurate.

Are you certain you want to submit this information?

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

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.

FirstName_24520 LastName_24520 | Logout Current as of February 11, 2020 at 9:28 AM CST

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

Project Name: Project Number: 1319

SAPR Number: 1319

Semi Annual Progress Report

SAPR Home

Information

- SAPR Certification successfully completed.

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

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

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

✗ Not Visited
 ✓ In Progress
 ✓ Complete

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