FHLBank Chicago

AHP Online: **Guide for Sponsor Applicants 2024**

Owner-Occupied Projects

Updated March 2024

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Introduction

Thank you for your interest in the Affordable Housing Program (AHP) General Fund!

Members of the Federal Home Loan Bank of Chicago (FHLBank Chicago) who would like to submit an application for the 2024 Affordable Housing Program (AHP) grant round must access AHP Online exclusively through eBanking. All members who plan to submit an AHP application should take the steps necessary to access eBanking. Once the member has eBanking access, the Member Security Administrator (MSA) must assign at least one Authorized AHP User in order for a sponsor applicant to initiate an application in AHP Online.

For assistance, please contact Member Support at 855-FHLB-CHI (855.345.2244), option 0.

AHP project sponsors and consultants (AHP Participants) must apply through AHP Online and may only initiate an application after first associating it with a registered Bank member. AHP Participants **may access AHP Online here**.

***Important: New Security Authentication**

FHLBank Chicago migrated to a new security authentication platform to modernize how users access our systems, heighten safety and security, and enhance ease of use. Follow these **Step-by-Step Instructions** to download and install the Microsoft Authenticator application to your mobile device and computer. Members, sponsors, and consultants must complete the registration in order to access AHP Online.

For assistance, please contact the Member Support team at **membersupport@fhlbc.com** or 855.345.2244, option 6.

Pursuant to the Code of Federal Regulations (12 C.F.R. Part 1291) (the "AHP Regulations"), the 2023 Affordable Housing Program Implementation Plan (the Implementation Plan) sets forth certain policies, guidelines, and requirements applicable to FHLBank Chicago's AHP. The Implementation Plan is posted on FHLBank Chicago's **AHP Program Policy and Forms** page of the public website. Bank members and AHP Participants are encouraged to review the Implementation Plan, as well as the accompanying exhibits: Project Feasibility and Cost Guidelines, and Scoring Guidelines.

In 2024, there will be one competitive AHP application round with an application deadline of 5:00 p.m. CT on Friday, June 14. AHP Participants may register and initiate an application starting **Monday, May 6**, provided their member has registered an Authorized AHP User in eBanking. All Bank members and AHP Participants are strongly encouraged to register via these online systems well in advance of the AHP application deadline to allow sufficient time to properly develop and assemble the application.

Key Changes to the 2024 Affordable Housing Program

FHLBank Chicago made several notable changes to its Affordable Housing Program (AHP) in 2024. **We are excited to announce the maximum AHP Subsidy per Project has been doubled to $2,000,000!**

AHP Round Timing

In 2024, the competitive AHP round will be open for application submittal from **Monday, May 6**, to **Friday, June 14, at 5:00 p.m. CST**.

Scoring Guidelines

The table on the following page shows the scoring categories for 2024. **The Member Financial Participation scoring category (6 points) has been removed.** The six points from this category have been reallocated, as shown on the next page.

For the 2024 round, we have introduced a **new scoring category**, **Energy Efficiency & Sustainability**, for three fixed points. This category supports projects following sustainable building standards.

Other scoring category changes are indicated in red or with **"*"** on the following page. Please refer to the **2024 Implementation Plan** for more details on all scoring changes.

Financial Feasibility Guidelines

In 2024, the Subsidy Per Unit feasibility guideline has been doubled to $50,000 per unit! For all projects, the Bank will consider how effectively the project uses AHP subsidy dollars:

- Owner-occupied acquisition-only projects may request a maximum of **$10,000** of AHP Subsidy per AHP-assisted unit

Additional changes 2024 AHP feasibility guidelines:

- Operating costs per unit

For specific changes, please consult the **2024 Implementation Plan**.

Homebuyer Education and Counseling

FHLBank Chicago now also accepts online education through **FreddieMac CreditSmart® Homebuyer U**. Please refer to the **Homebuyer Education and Counseling page** for more information.

Software Updates

A 2-Step Microsoft Authentication will be required for all members, sponsors, and consultants to access AHP Online. Follow these **Step-by-Step Instructions** to download and install the Microsoft Authenticator application to your mobile device and computer. See p.10-22 of this guide for instructions on how to setup an account in AHP Online. For assistance, please contact Member Support at **membersupport@fhlbc.com** or 855.345.2244, option 6.

Self-Scoring Worksheet

Please take advantage of the updated AHP Self-Scoring Worksheet, available on the **AHP Program Policy and Forms** website. However, please note that this checklist is for informational purposes only and does not guarantee a specific score. If you have scoring questions, please reach out to **ci@fhlbc.com** or 312.565.5824.

Key Changes to the 2024 Affordable Housing Program

Scoring Guidelines

Several scoring categories, marked in red in the table below, have changed in point value or point variation for 2024.

SCORING CATEGORY	2023 POINT VALUE	2024 POINT VALUE	CHANGE
Use of Donated or Conveyed Government-Owned or Other Properties	5	5	0
Project Sponsorship	5	5	0
Targeting	20	20	0
Housing for Homeless Households	5	5	0
Housing for Special Needs Populations	5	5	0
Rural Housing	7	7	0
Large Family Units	3	3	0
Creating Economic Opportunity through Residential Economic Diversity*	5	5	0
Community Stability: Rehabilitation of Existing Occupied Housing	7	9	+2
Community Stability: Preservation of Home-ownership*	7	7	0
In-District Projects*	8	8	0
Member Financial Participation	6	0	-6
Projects Serving Low-Income Minority Areas*	4	4	0
Development Team Inclusion*	4	4	0
Permanent Supportive Housing	5	5	5
Energy Efficiency & Sustainability	0	3	+3
Projects of 24 or Fewer Units	4	5	+1

* The point totals are the same between program years, but the scoring criteria and scoring variation has been modified. Please review the **2024 Implementation Plan** for more details.

Glossary

AHP-Assisted Unit
A housing unit that is subject to an income-targeting commitment of ≤80% area median income (AMI) to FHLBank Chicago.

AHP Participant
An AHP project sponsor or consultant registered as an AHP Online user.

Authorized AHP User
A Member Contact who is assigned by the member's eBanking Member Security Administrator (MSA) to have eBanking and AHP Online access allowing the Authorized AHP User to complete and Member Approve AHP applications.

Co-Member
A Member Contact who is not identified as the Lead Member in a consortium project for homeownership activities. FHLBank Chicago does not allow consortium projects for rental activities.

eBanking
Members access AHP Online exclusively through eBanking, FHLBank Chicago's member-only website. In addition to serving as the portal to AHP Online, eBanking enables members to initiate a variety of transactions such as user authorizations, advances, letters of credit, and wire transfers. Members can also use eBanking to access their Bank activity statements and reports, learn about product updates, view archived webinars, and much more.

Input Contact
If a sponsor organization is working with a consultant or another organization to complete an AHP application, the non-sponsor organization contact should be identified as an Input Contact. An individual may be selected as an Input Contact for multiple applications. AHP Online allows at most three Input Contacts.

An Input Contact may initiate and complete an AHP application, but is unable to edit contact screens or Sponsor Approve an AHP application. If the project receives an AHP award, the Input Contact will not be able to access the application during the monitoring period, so plan accordingly.

Lead Member
The member institution identified as the primary member and contact. The member must be in good standing with FHLBank Chicago and have an eligible member risk rating.

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

A Lead sponsor contact should be permanent staff or serve on the board of directos of the sponsor organization. They must be authorized by the sponsor to accept and enter into contractual and financial obligations on behalf of the sponsor.

A Lead Sponsor Contact is responsible for the AHP subsidy for the entire AHP compliance period: 15 years for rental projects, and five years for acquisition-only and acquisition-rehabilitation homeownership projects (rehabilitation-only homeownership projects are not subject to a retention agreement). The date on which these periods begin is described in **Section IV of the Implementation Plan**. At least one and at most two Lead Sponsor Contacts from the same organization must be assigned for each application. The Lead Sponsor Contact(s) identified will be associated with the complete life cycle of the project, from application submission to project completion and long-term monitoring.

FHLBank Chicago does not recognize co-sponsors.

Owner
Owner in an Owner-Occupied project is the individual identified as the owner of the unit via a recorded legal instrument and is occupying the unit as primary residence.

Total Project Units
The total number of units in the AHP project,

Helpful Hints for Entering an Application in AHP Online

The following hints will help an AHP Participant avoid common mistakes and successfully enter an application in AHP Online.

✓ **Setup a User Profile:** First you will need to register as a user in AHP Online. Once you have registered, you will be able to use the system immediately and associate yourself with an organization. After associating with an organization, you may initiate an application (as long as the member has registered an Authorized AHP User in eBanking). Follow the instructions in the **Setting Up Registration & Profile** section of this guide.

✓ **Associate Your User Profile with an Organization:** After you register, you will be prompted to associate yourself with an organization. This is the organization that employs you, not the organization to which you provide consulting services. If you are a consultant, you must associate yourself with your consulting company and be included as an Input Contact in the application.

✓ **Know the Application Roles**: Only a **Lead Sponsor Contact** can add or change contact or organization information within the application and then, at the end of the process, Sponsor Approve an application. **Input Contacts** can complete certain parts of the General Information section and the Scoring and Feasibility sections of an application but cannot Sponsor Approve an application.

✓ **Save Each Page** on which you have changed data before moving on to the next screen. You will be automatically logged off of AHP Online after **15 minutes** of inactivity. Save the screen(s) you are working in frequently to avoid loss of information.

✓ **Combine Multiple Documents**: For an attachment that includes multiple documents, it is recommended that you save all documents in a ZIP file or scan all documents into one PDF file and attach that single ZIP or PDF file to the application.

✓ **Label Each Attachment:** Each attachment name should include the application number assigned by the system, the project name, and the type of document (for example, 3001_ Park Homes_Market Study). Acceptable formats for attachments include PDF, ZIP, DOC, DOCX, XLS, and XLSX. The size limit for any attachment is 12 megabytes.

✓ **Verify Project ZIP code:** lookup information is included in AHP Online. Applicants should use the USPS "Look Up a ZIP Code" tool to verify the ZIP+4 code for the project location.

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

✓ **Utilize the Question Mark Symbol** which will provide additional information on a category or question.

✓ **Avoid Special Symbols**: Refrain from using smart quotes (" ") or ampersands (&) in the text boxes.

✓ **Read the *Instructions* on the First Tab of the Financial Feasibility Workbook** before completing and uploading it to AHP Online. The directions need to be followed exactly or the spreadsheet will not upload. If you have difficulty uploading the spreadsheet, it may be a Microsoft Excel version issue. Please refer to the **AHP Online Troubleshooting Guide** for additional direction.

Helpful Hints for Entering an Application in AHP Online

- **Complete All Required Fields:** All fields marked with an **Asterisk (*) are required** to save a page, and all fields marked with a **black diamond** are required before an applicant may Sponsor Approve an application.

- **Save Information Before Navigating Between Tabs in the Application**: (Example: General Information, Scoring, Feasibility, etc.), if you do not **click on *Save*** between tabs, the information will be lost.

- **Complete tabs in order** as skipping around can cause error messages later in the application entry process.

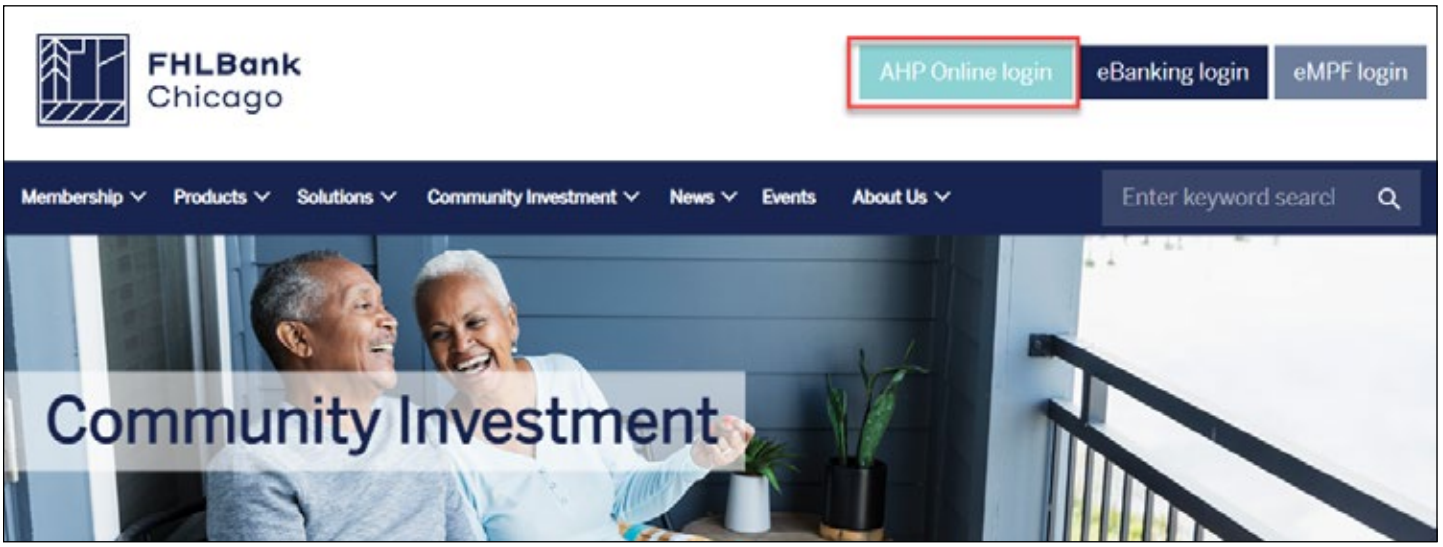
- **Navigate Between Tabs Using the *Next* and *Previous* Buttons** at the bottom of your screen. We discourage use of the tabs to navigate between sections, as this can cause system errors.

- **Use a Supported Browser**: To ensure an optimal user experience, we recommend using **Google Chrome** or **Microsoft Edge** to access these sites.

- **Only Open One AHP Online Session at a Time:** Do not open multiple AHP Online sessions in one browser simultaneously, as this may lead to system errors.

Setting Up Registration & Profile

AHP Participant Registration



A link to the AHP Online login page may be found on the top of the **Community Investment section** of FHLBank Chicago's public website. The AHP Online login screen allows an AHP Participant to register as a user, reset a password, and log in.

A 2-Step Microsoft Authentication is required for all members, sponsors, and consultants to access AHP Online. **First**, you must follow these **Step-by-Step Instructions** to download and install the Microsoft Authenticator application to your mobile device and computer. For more information, visit the FHLBank Chicago **resource page**. For assistance, please contact Member Support at **membersupport@fhlbc.com** or 855.345.2244, option 6.

Under the new security system, all AHP sponsor, member, and consultant contacts will be associated with **one unique email address**. Applicants are now able to associate one unique email with all applicable organizations and applications. Each AHP Online User must be registered in AHP Online.

First Time Registering in AHP Online?

If this is the first time the AHP Participant is logging into the system, follow the instructions starting on the next page.

Forgot Your Password?

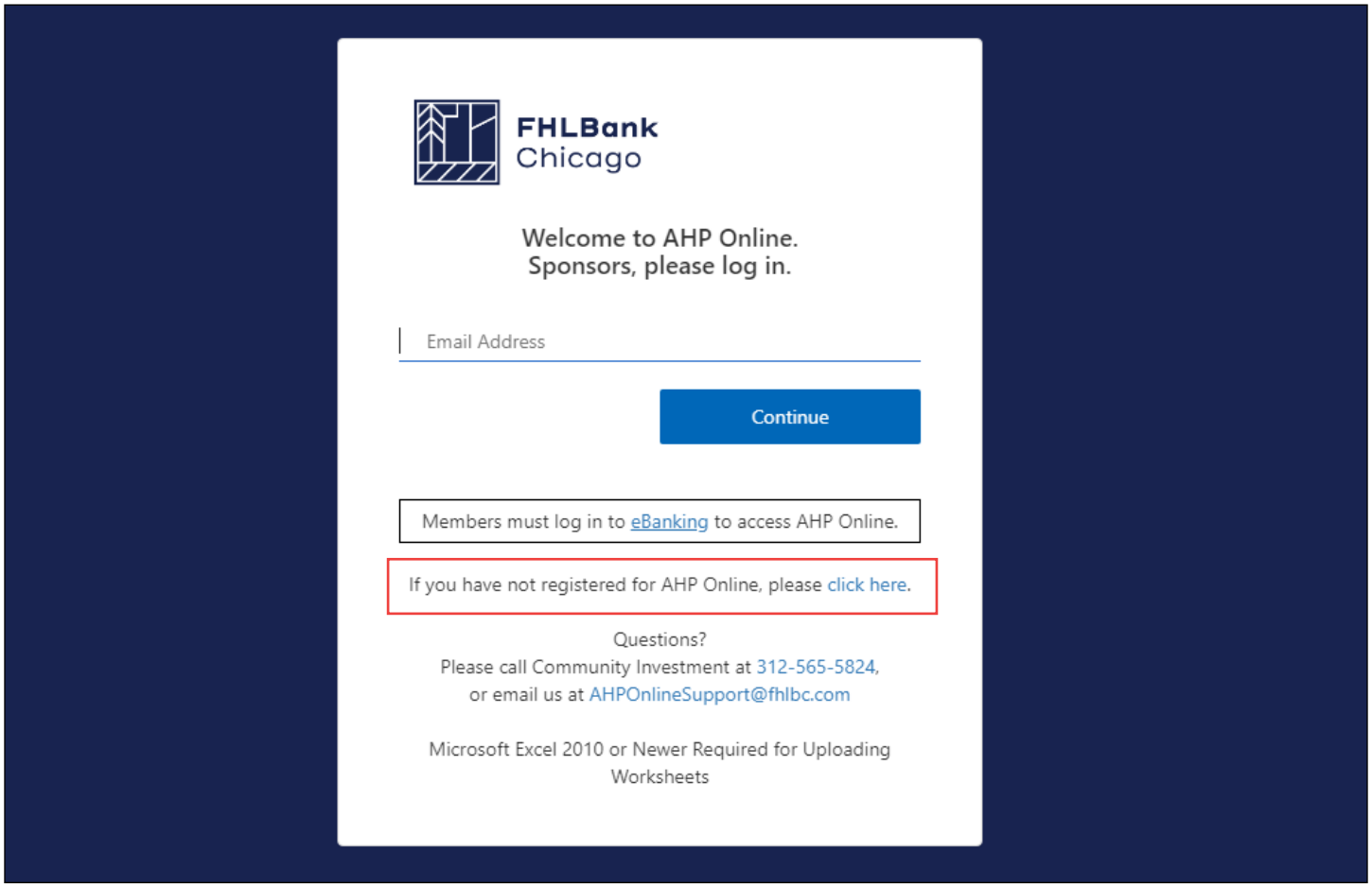
If users have successfully registered under the new Microsoft authentication tool, but forgot their password, they can reset their password following the instructions in the **next section** of this guide.

Important: The **Lead Sponsor contact** should be permanent staff or serve on the board of directors of the sponsor organization and who has been authorized by the sponsor to accept and enter into contractual and financial obligations on behalf of the sponsor.

Helpful Hint

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

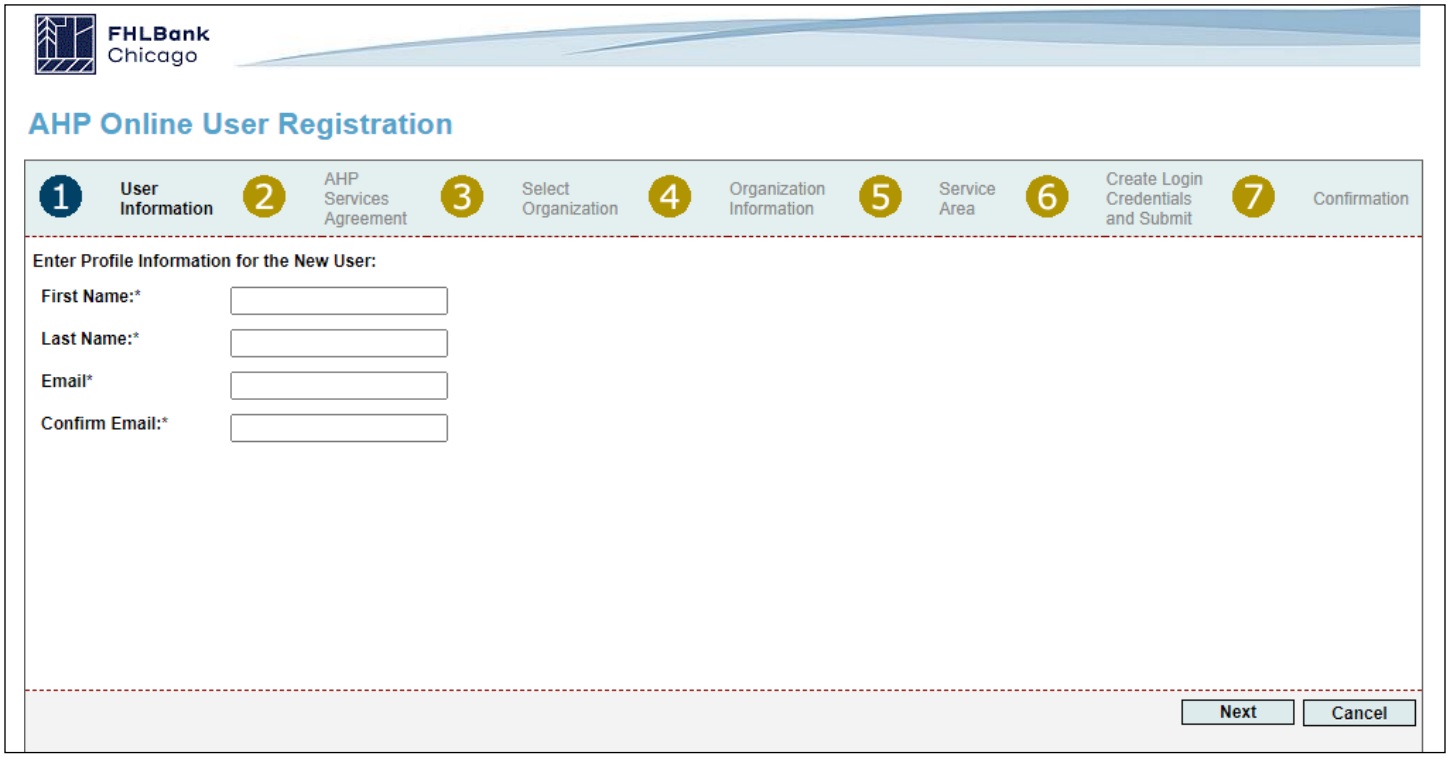
AHP Participant Registration



Step 1

To begin, click the link to the AHP Online login page found at the top of the **Community Investment section** of FHLBank Chicago's public website, and you will be taken to this login page.

To begin registering, press "click here" on the page, highlighted in red above.

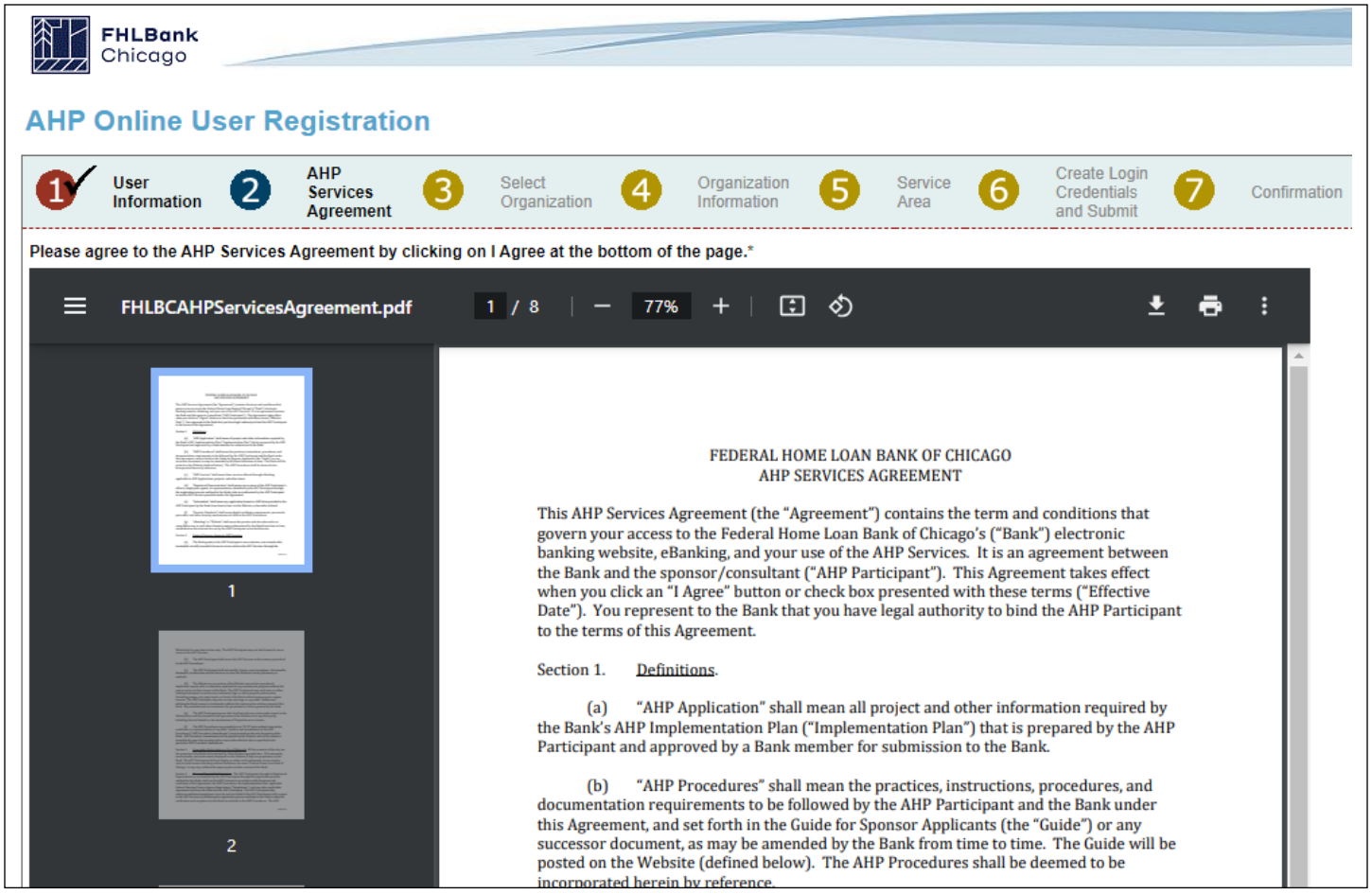


Step 2

Enter the user's name and email address.

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

Instead, always click on ***Next*** to move forward.

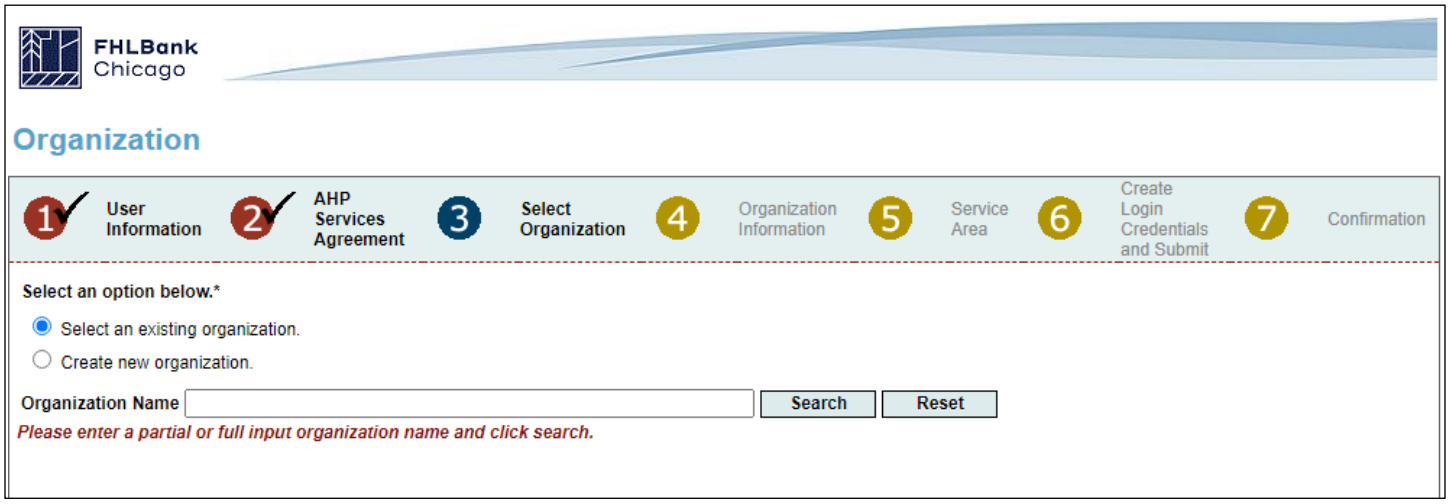


Step 3

The Bank's AHP Services Agreement must be accepted by the AHP Participant in order to complete the registration process.

Scroll to the bottom to accept and move forward in the registration process.

AHP Participant Registration

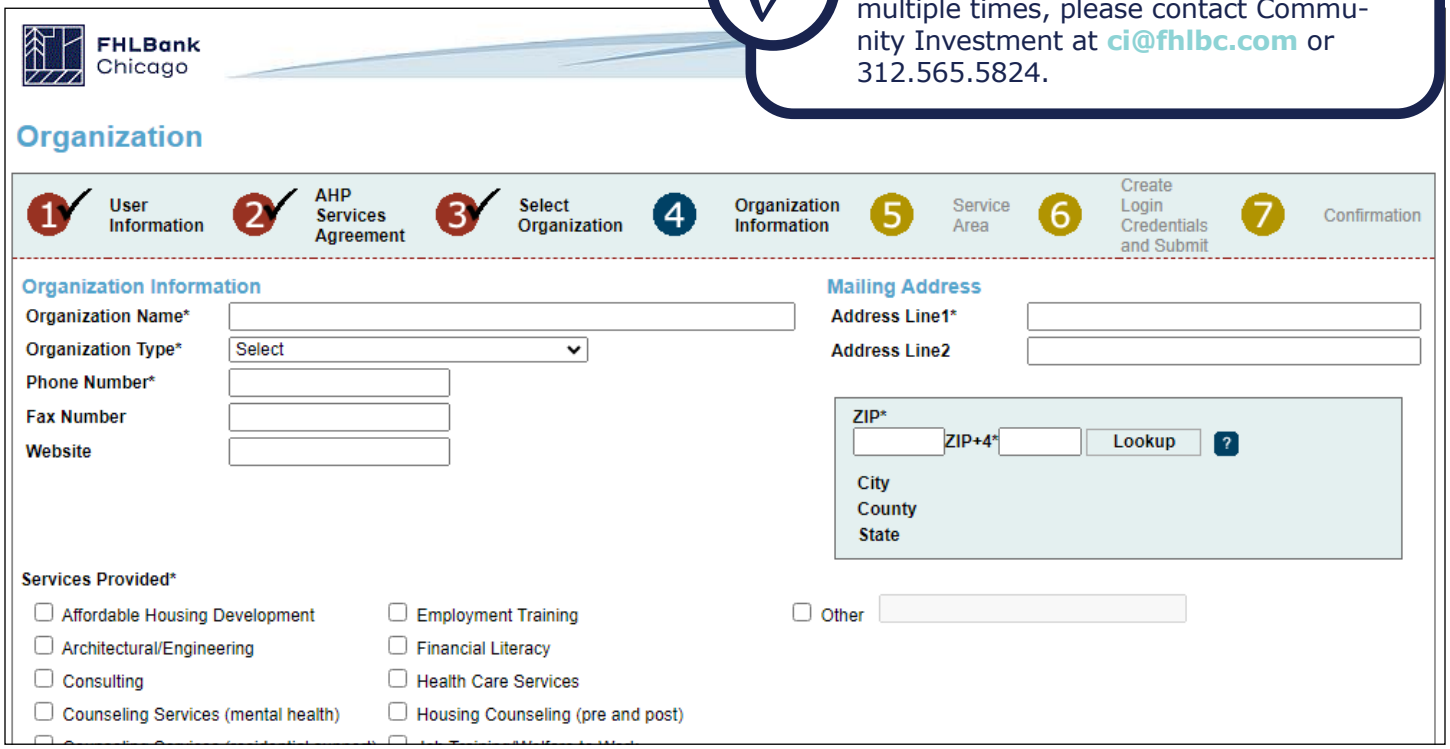


Step 4

Select your organization by choosing from an existing organization or creating a new one.

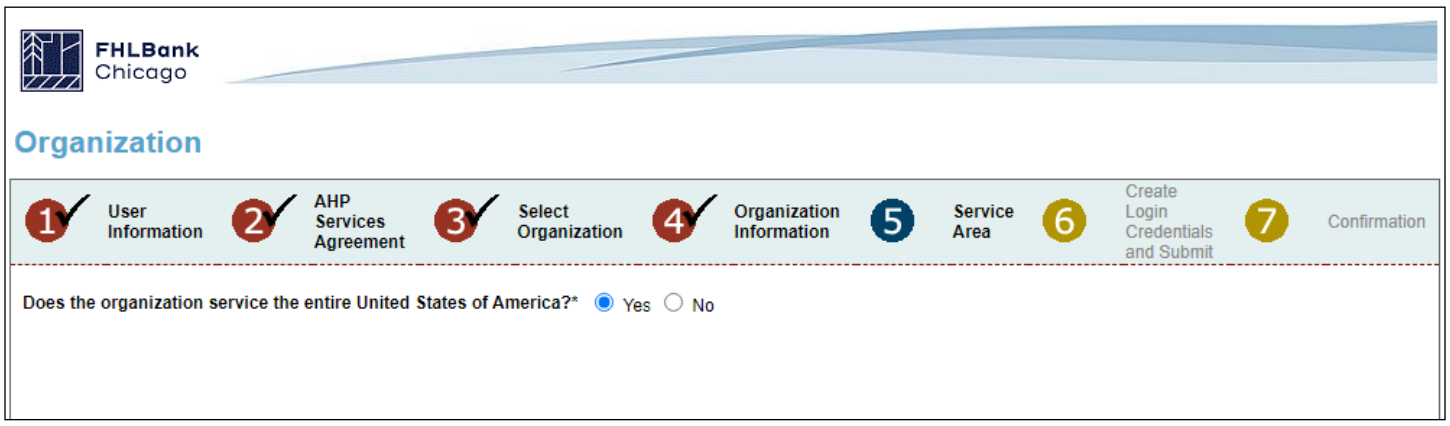
Helpful Hint

Search for an organization before creating a new one. If the organization appears multiple times, please contact Community Investment at ci@fhlbc.com or 312.565.5824.



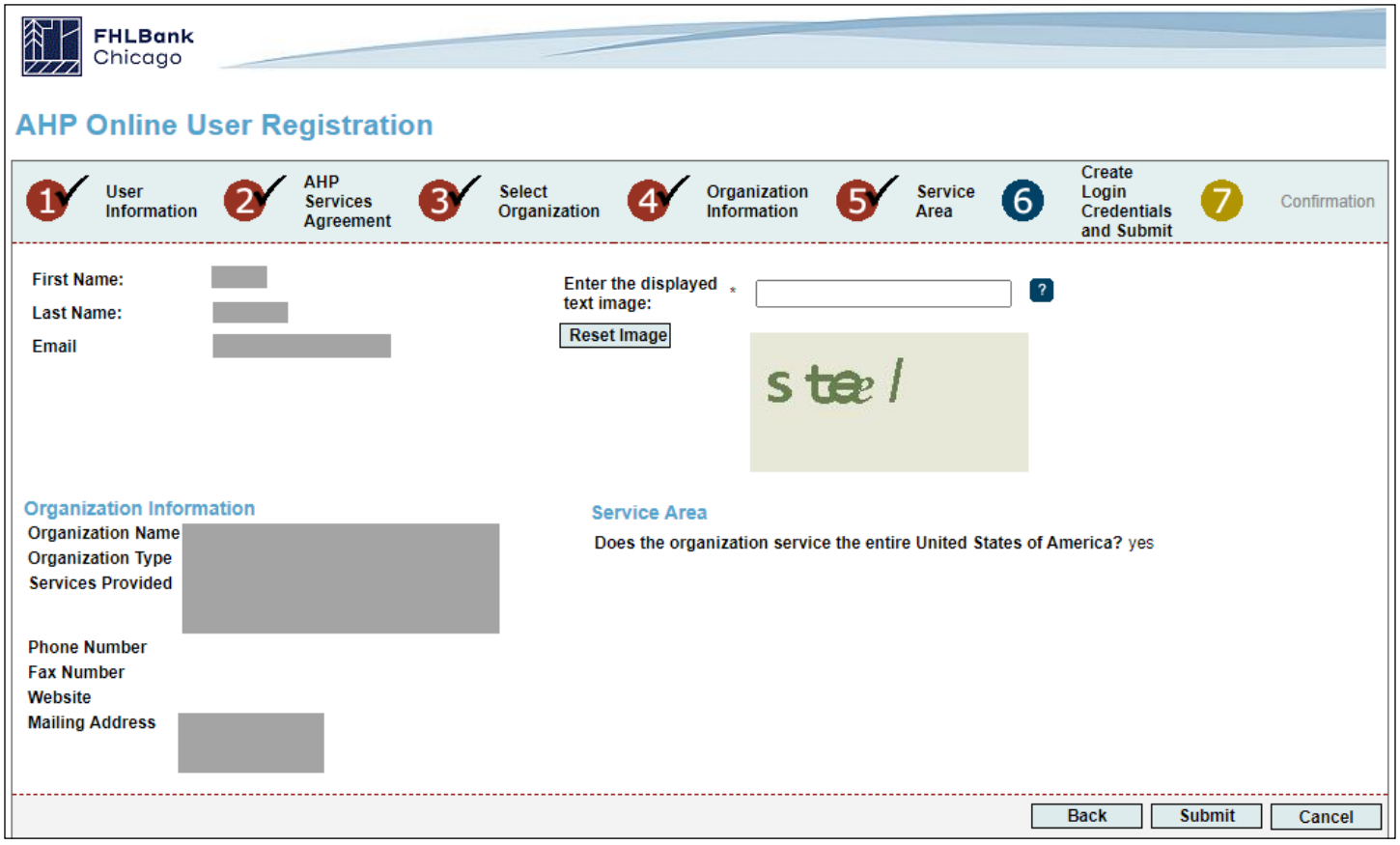
Step 5

If creating a new organization, please fill in all of the required boxes and click ***Next.*** The AHP Participant must ensure that the ZIP+4 is correct by checking at www.usps.com. If the ZIP code is correct but not found, email or call Community Investment (ci@fhlbc.com or 312.565.5824) to have the ZIP code added.



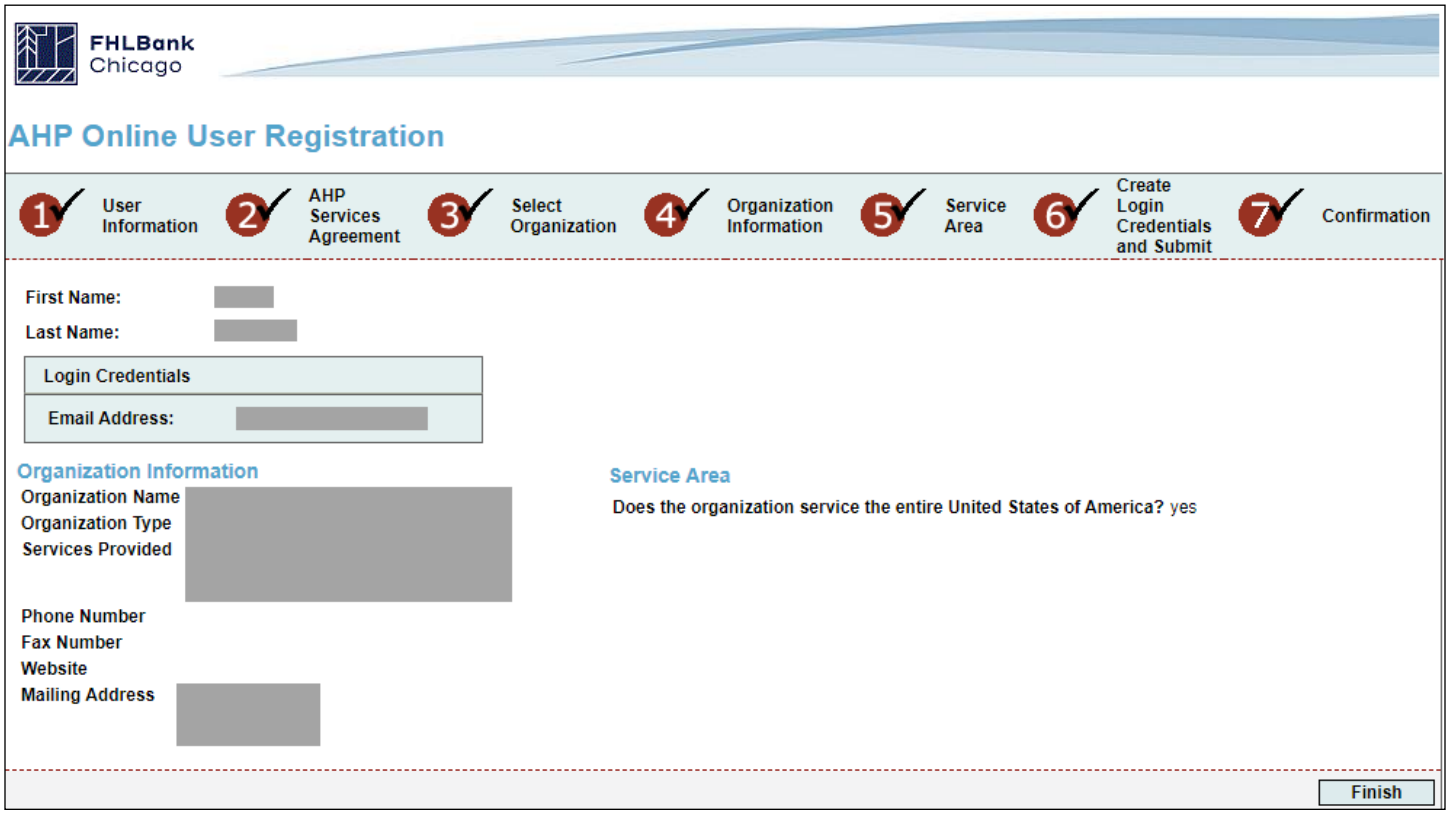
Step 6

Answer the question about the organization's service area.



Step 7

Next create your login credentials, enter the text displayed in the image, and click ***Submit***. If it is necessary to make a correction, use the ***Back*** button located in the lower right-hand section of the page.



Step 8

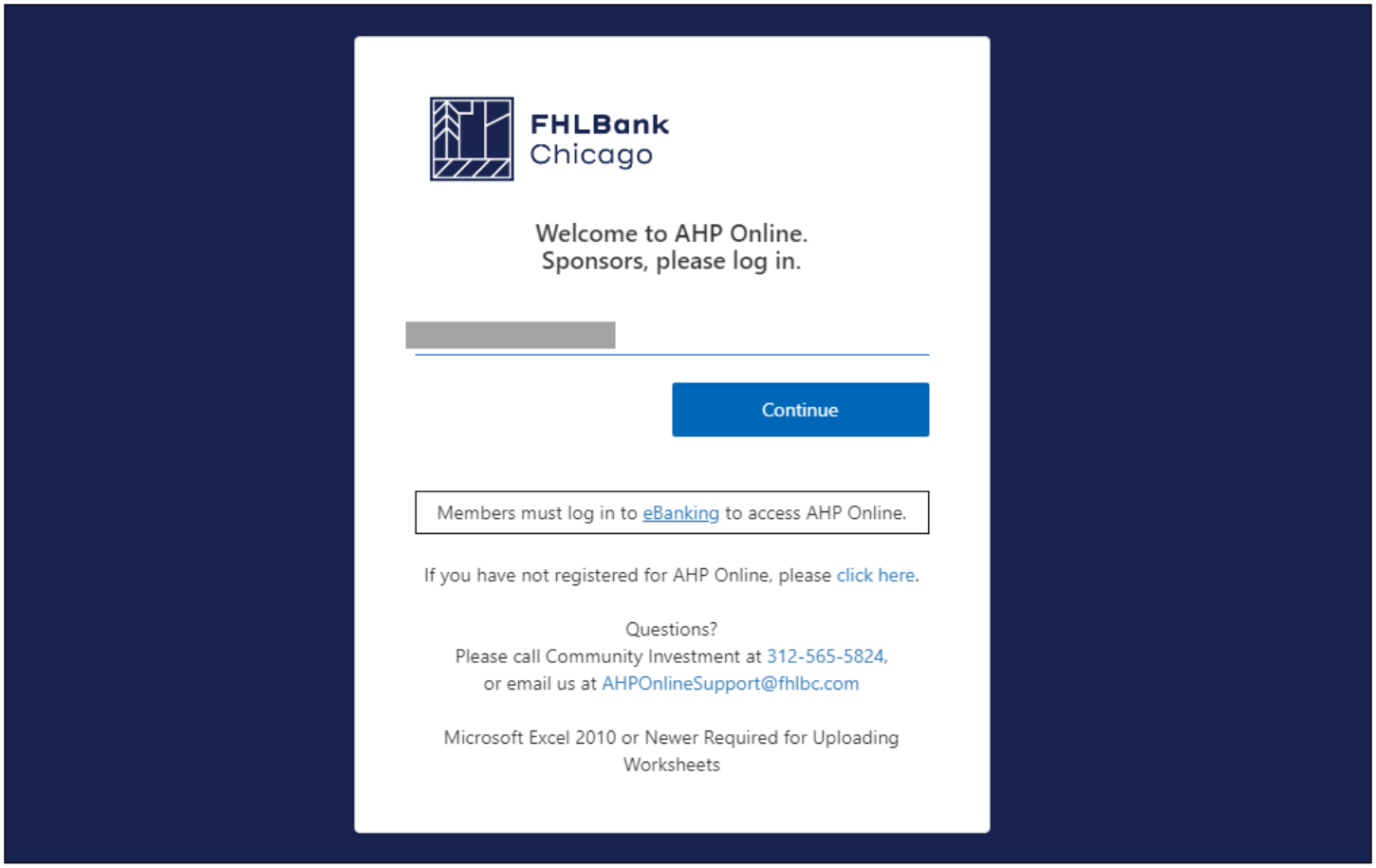
The last screen is confirmation that the AHP Participant has successfully associated with an organization.

Click on ***Finish***.

Helpful Hint

Users cannot go back to the User Profile screen from the Organization screen. If an error occurs, continue through the Organization screens and edit the User Profile information later.

AHP Participant Verification in Microsoft Authenticator



If you are a **newly registered AHP Participant** or an **existing AHP participant** with a registered email in the AHP Online system, but have not set up your account in the Microsoft Authentication security system, please follow these steps to verify your account.

Before you begin, you must follow these Step-by-Step Instructions to download and install the Microsoft Authenticator application to your mobile device and/or computer. For more information, visit the FHLBank Chicago **resource page**.

Step 1

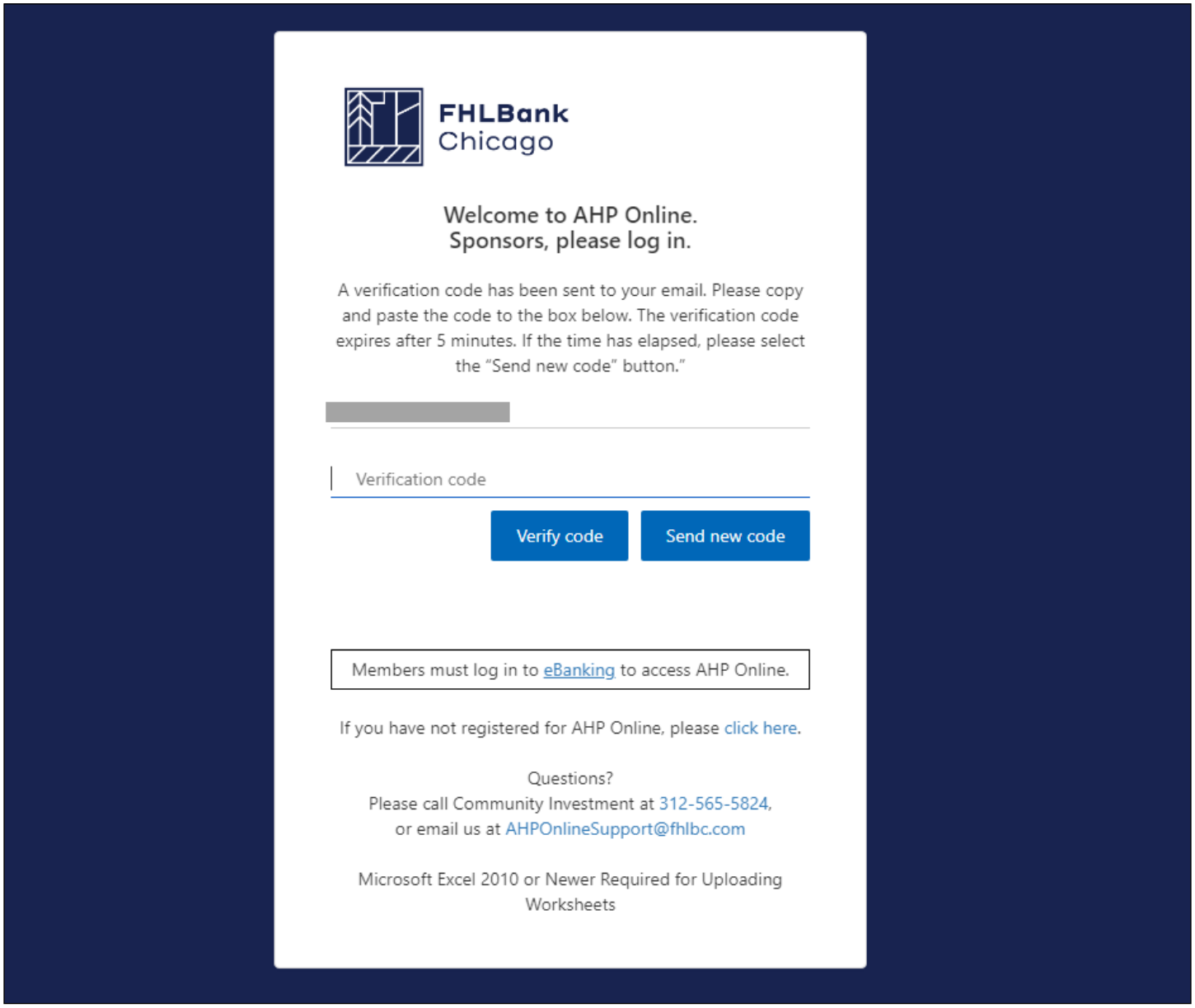
Once the Microsoft Authenticator application has been installed on your mobile device and/or computer, navigate to the AHP Online login page found at the top of the Community Investment website, and you will be taken to this login page.

Enter your email address and press **Continue**.

Important: If you are an **existing AHP participant assoociated with multiple organizations,** after you get set up in the Microsoft Authenticator and login to AHP Online, you can:

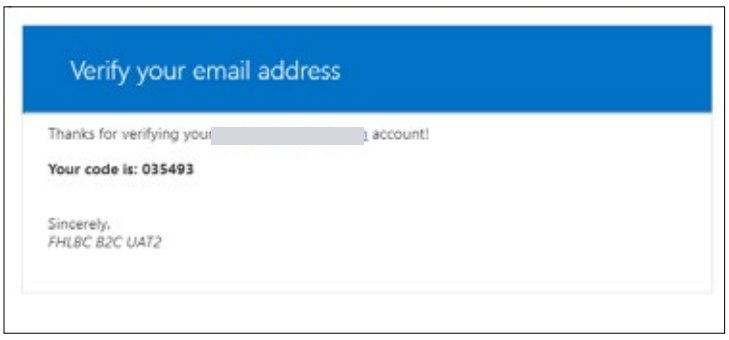
- Select an organization to work with
- Switch the organization OR
- Add a new organization by clicking on the "Change Org" link from the main menu

AHP Participant Verification in Microsoft Authenticator

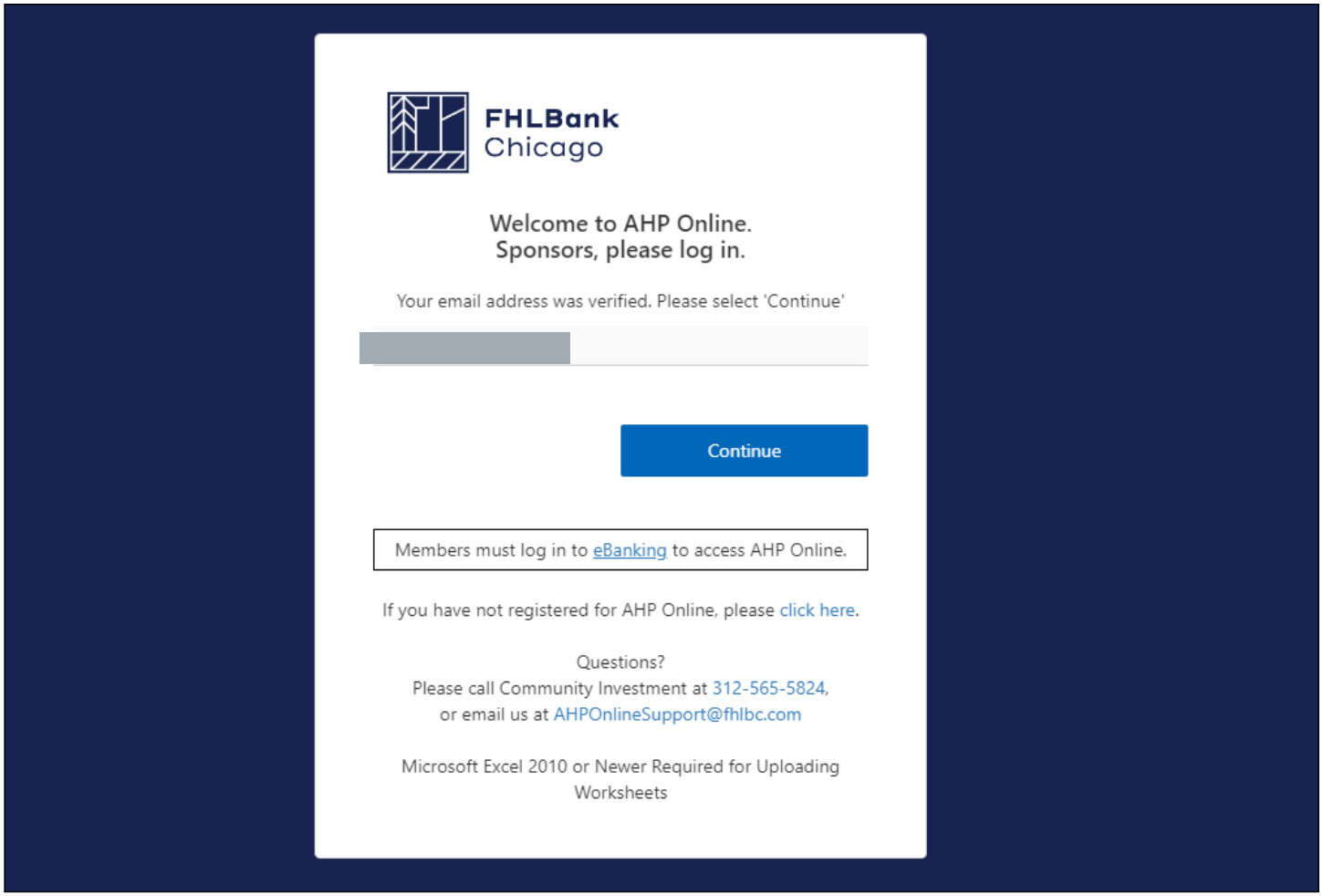


Step 2
Locate the verification code sent to your email and input the code.

Click **Verify Code**.

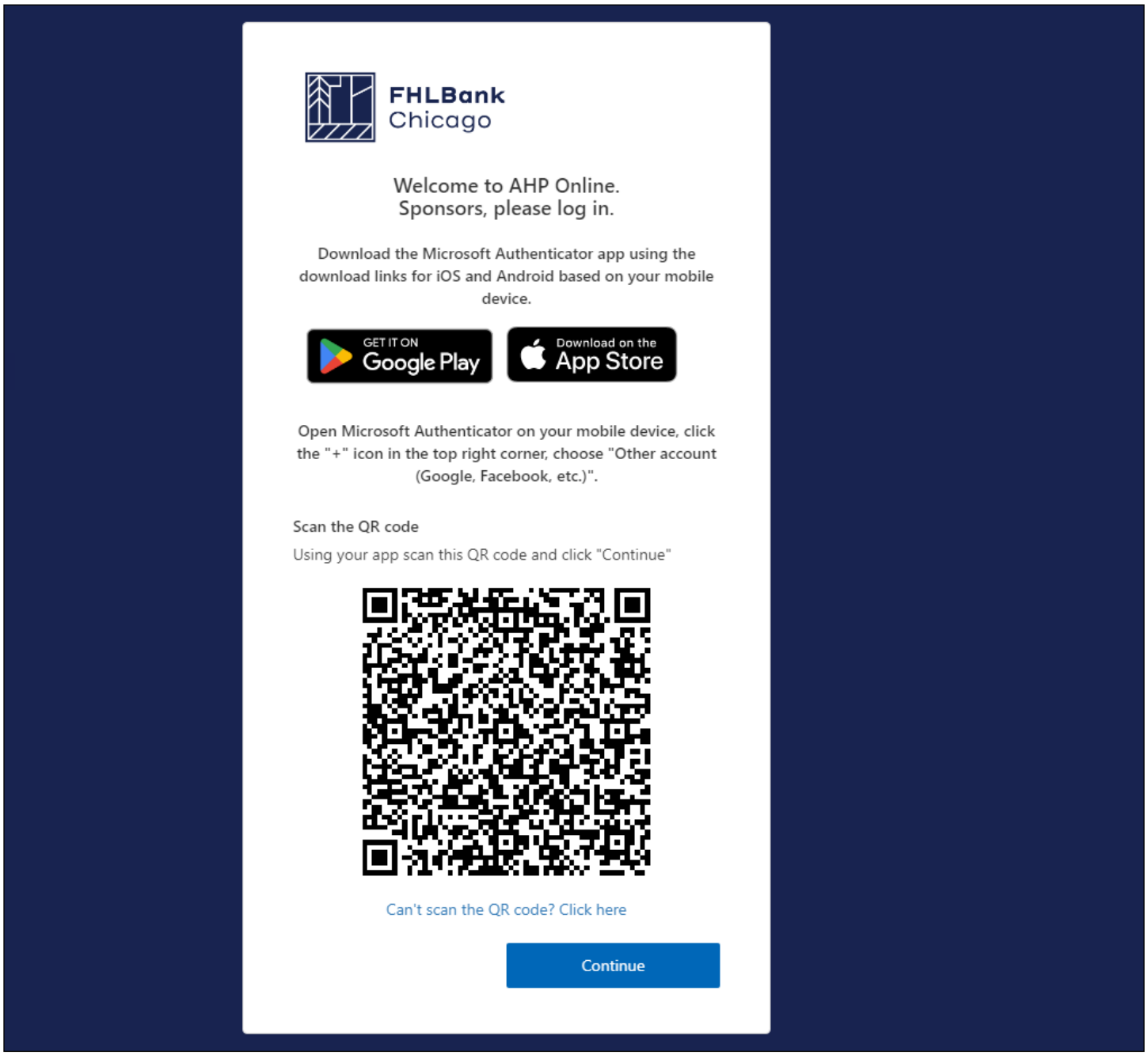


AHP Participant Verification in Microsoft Authenticator



Step 3
Once the email is successfully verified, press **Continue**.

AHP Participant Verification in Microsoft Authenticator

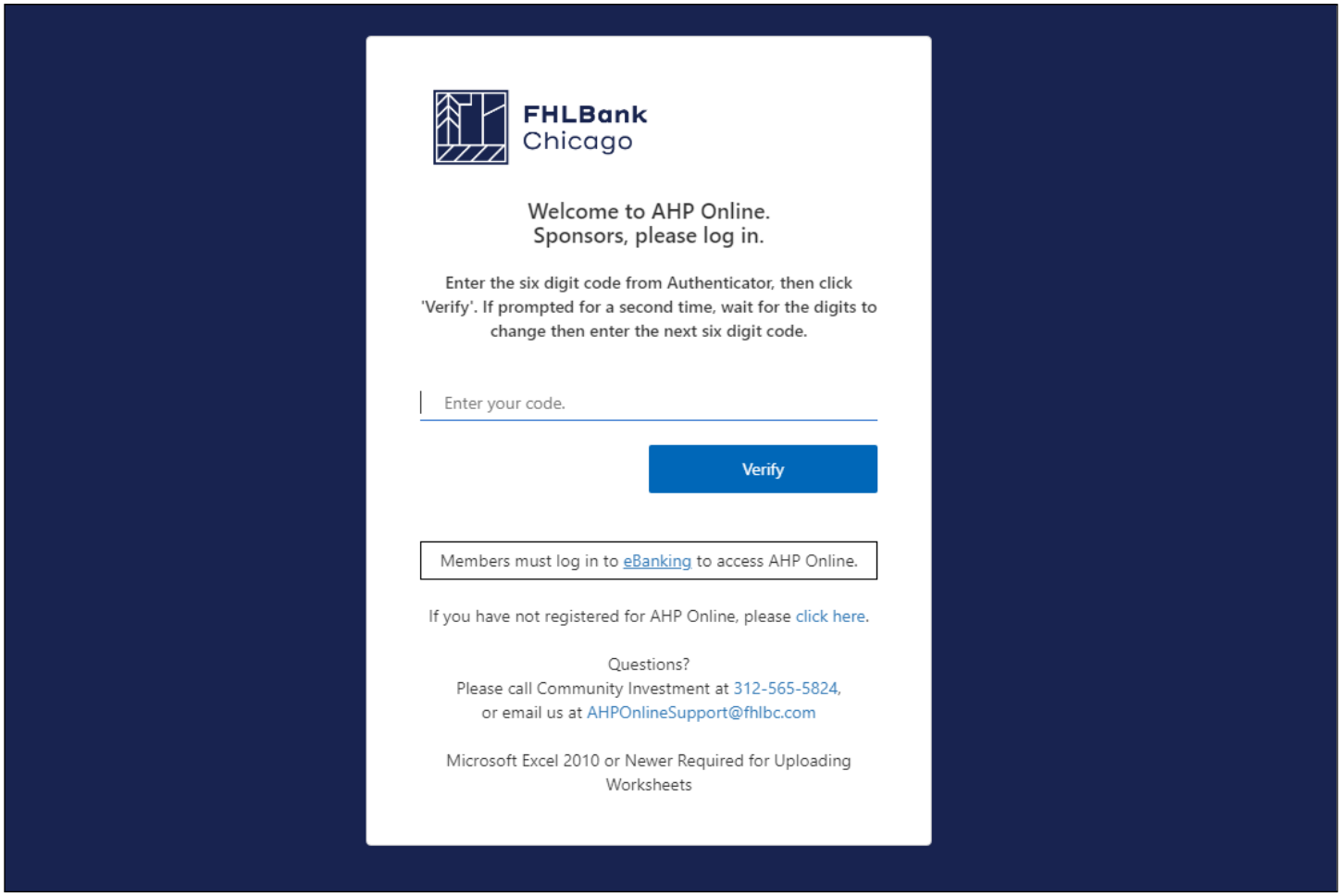


Step 4

Open the Authenticator app on your mobile device by scanning the QR code.

Please open up the Step-by-Step Instructions (p.7-10) to successfully set up the Microsoft Authenticator application settings before pressing Continue.

AHP Participant Verification in Microsoft Authenticator



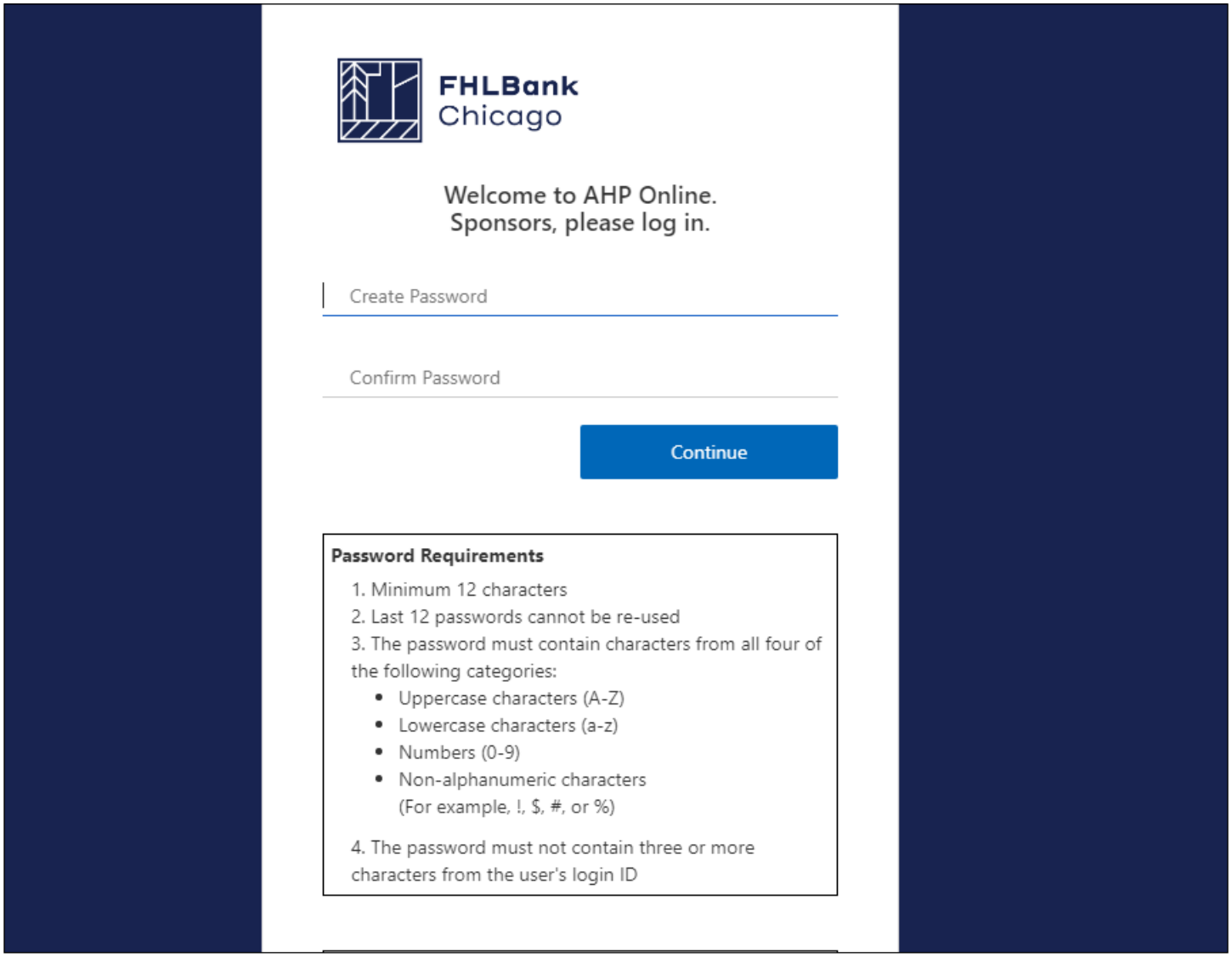
Step 5

Enter the six digit code shown in the Microsoft Authenticator application.

Click **Verify**.

You may be prompted to input the numbers a second time. If that is the case, you must wait for the digits to change and then enter the next six digit code. Click **Verify** again.

AHP Participant Verification in Microsoft Authenticator



Step 6

Create your password following the password requirements listed on the screen.

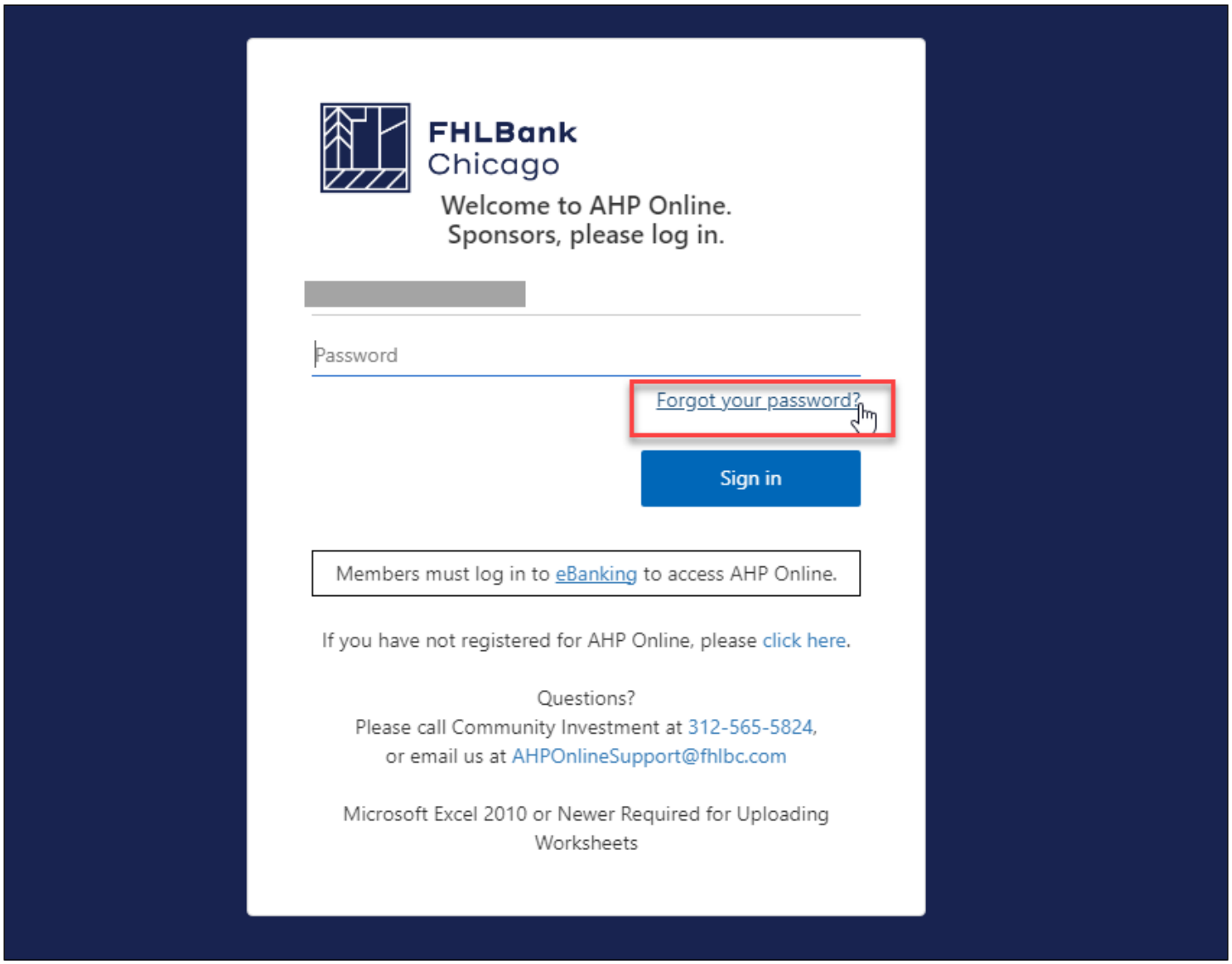
Click Continue.

Congratulations! You have successfully completed the installation of Microsoft Authenticator! Now everytime you log into AHP Online, you will use a six digit Microsoft Authentication code. For questions or token inquiries, please reach out our Member Support team at membersupport@fhlbc.com or 855.345.2244, option 6.

Important: If you are an e**xisting AHP participant associated with multiple organizations**, after you get set up in the Microsoft Authenticator and login to AHP Online, you can:

- Select an organization to work with
- Switch the organization OR
- Add a new organization by clicking on the "Change Org" link from the main menu

Forgot Your Password?

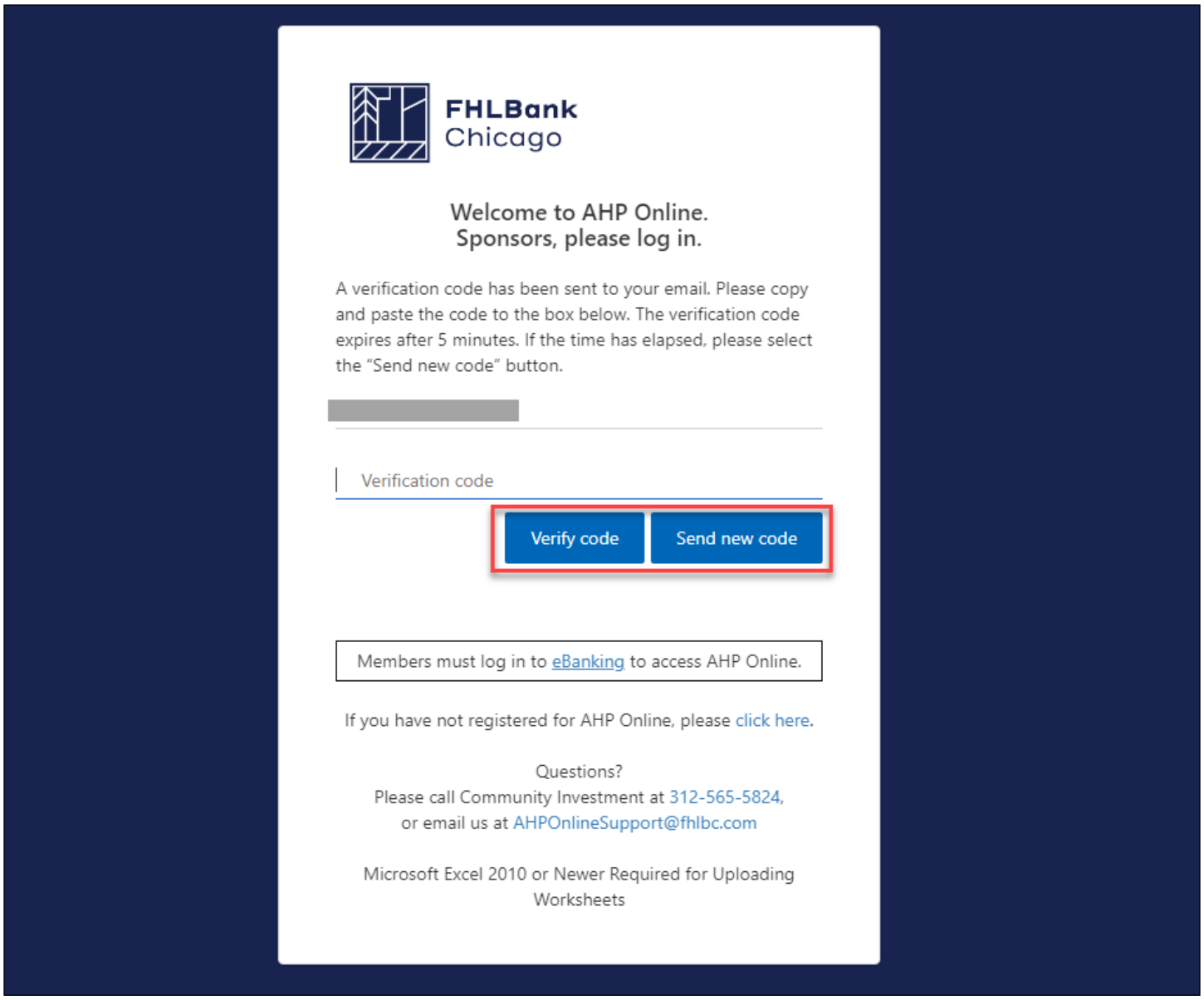


Forgot Your Password?

Step 1

On the AHP Online login page, click "Forget your password?" located on the screen.

Forgot Your Password?

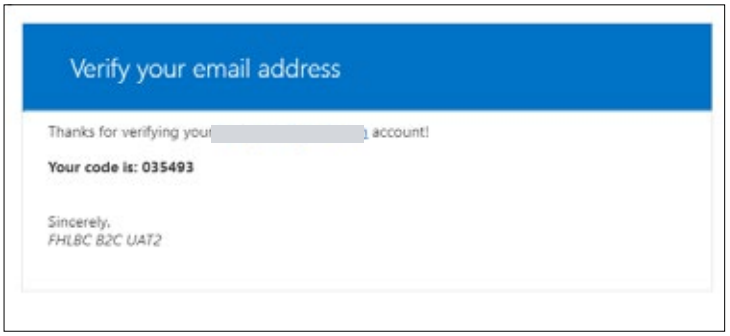


Step 2

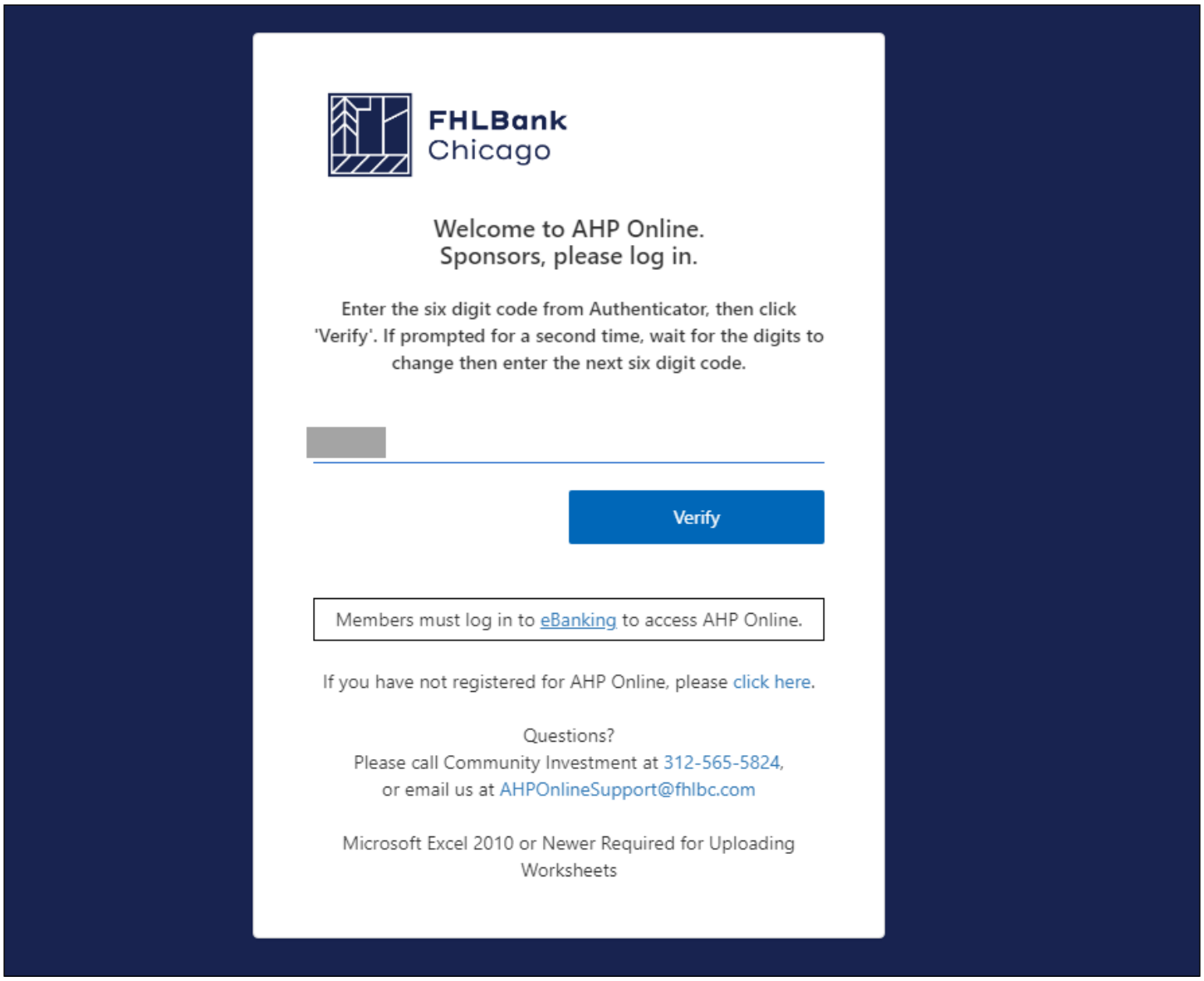
Locate the verification code sent to your email and input the code.

Click **Verify Code**.

Once the email is successfully verified, press **Continue**.



Forgot Your Password?



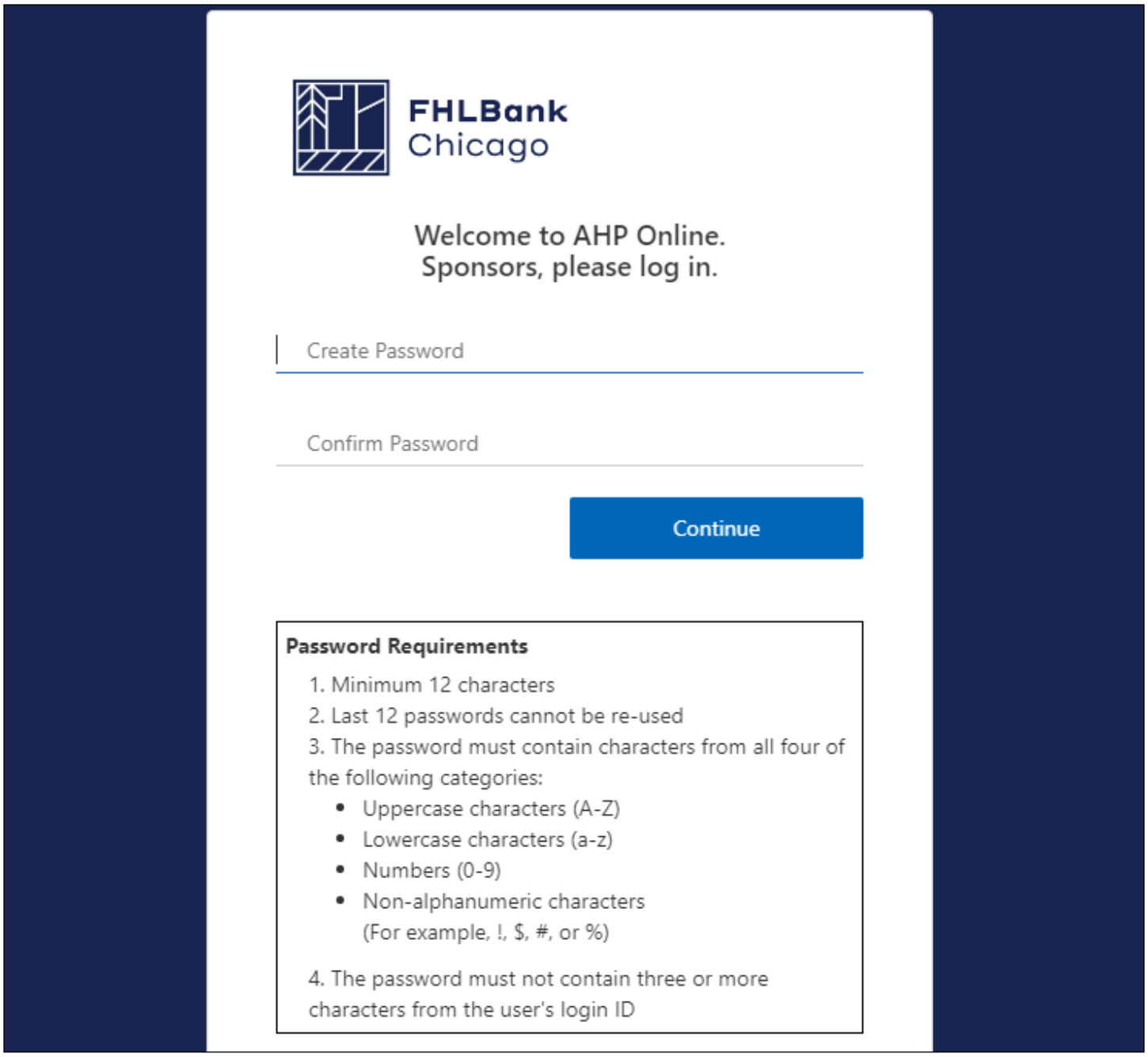
Step 3

Enter the six digit code shown in the Microsoft Authenticator application.

Click **Verify.**

You may be prompted to input the numbers a second time. If that is the case, you must wait for the digits to change and then enter the next six digit code. Click **Verify** again.

Forgot Your Password?



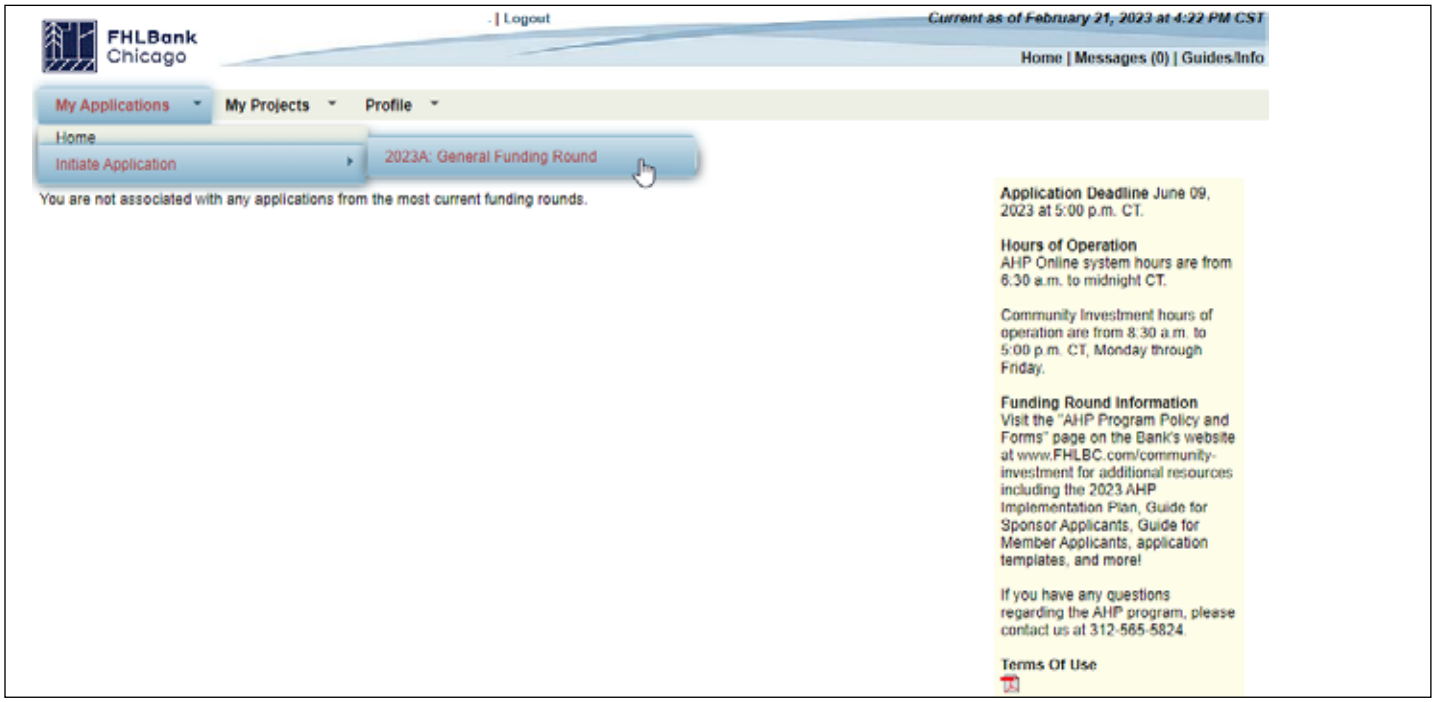
Step 4

Create your password following the password requirements listed on the screen.

Click **Continue**.

Congratulations! You have now successfully reset your password.

Initiate Application



The next step in the process is to initiate an AHP application. AHP Participants may initiate as many applications as they plan to submit for the current competitive AHP round.

Important: The **Lead Sponsor contact** should be permanent staff or serve on the board of directors of the sponsor organization and who has been authorized by the sponsor to accept and enter into contractual and financial obligations on behalf of the sponsor.

Input Contacts may initiate an application, but are unable to edit Lead Contact, Input Contact, or Member Contact information once the application is initiated. Input Contacts are also unable to Sponsor Approve an application.

The only role an Input Contact may play is to complete an application on behalf of the Lead Sponsor Contact(s).

Helpful Hint

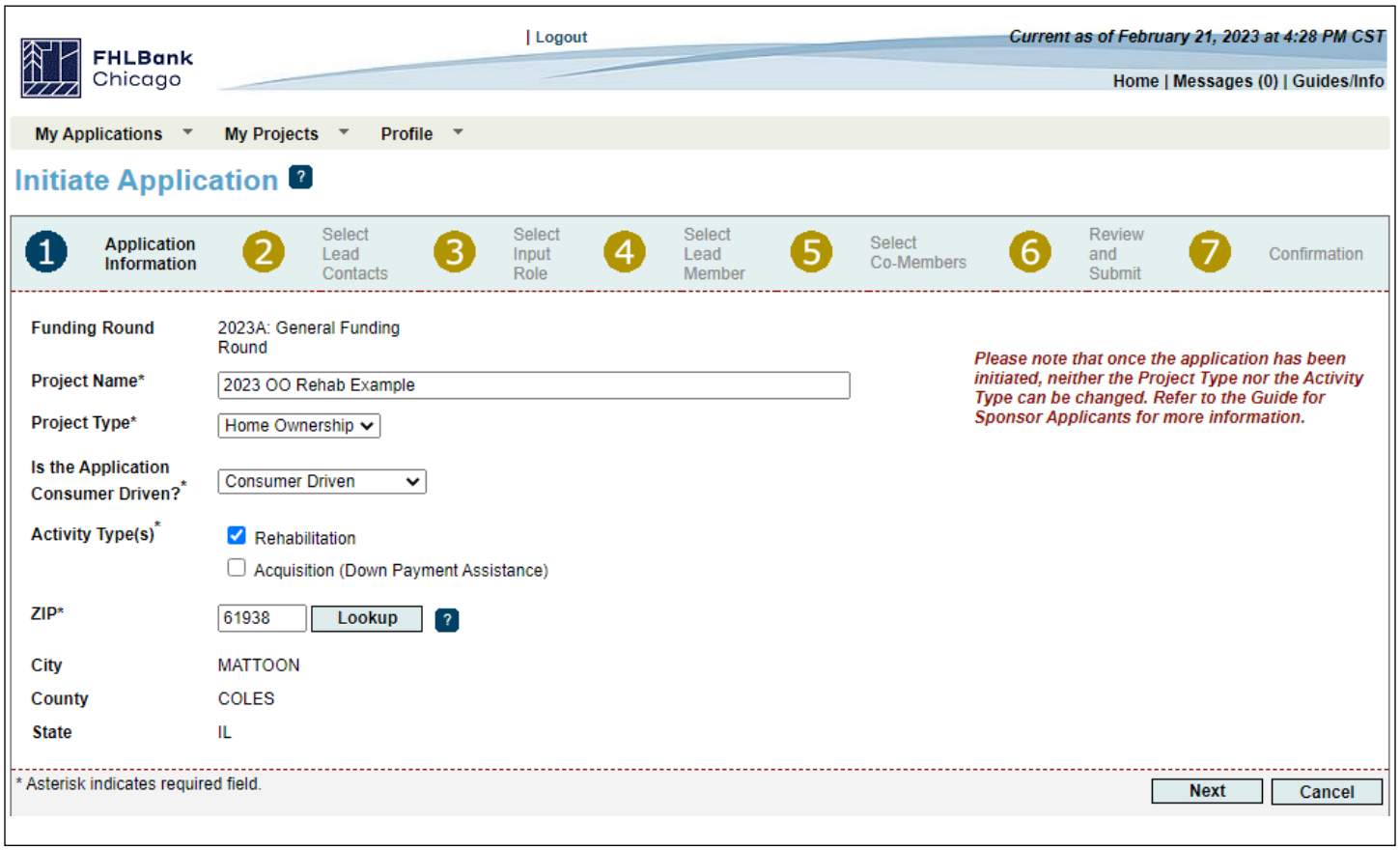
An AHP participant is unable to initiate an application until the Lead Member identifies an Authorized AHP User.

AHP Participants should **contact their member institution to register an Authorized AHP User in eBanking** in order to initiate an application.

Helpful Hint

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

Initiate Application



Step 1 - Application Information

Enter project information.

AHP Participants are able to make changes/corrections to some of the information requested in the Initiate Application process, once it is complete and an application is initiated. However, once an application is initiated, it **will not be possible to edit the Project Type or Activity Type**. It is important to choose the correct Project Type and Activity Type(s) for the project during the Initiate Application process.

Helpful Hint

The Activity Type refers to the entire project scope. Select all activity types that apply. For example, if the project involves acquisition, regardless of cost, select the Acquisition activity type.

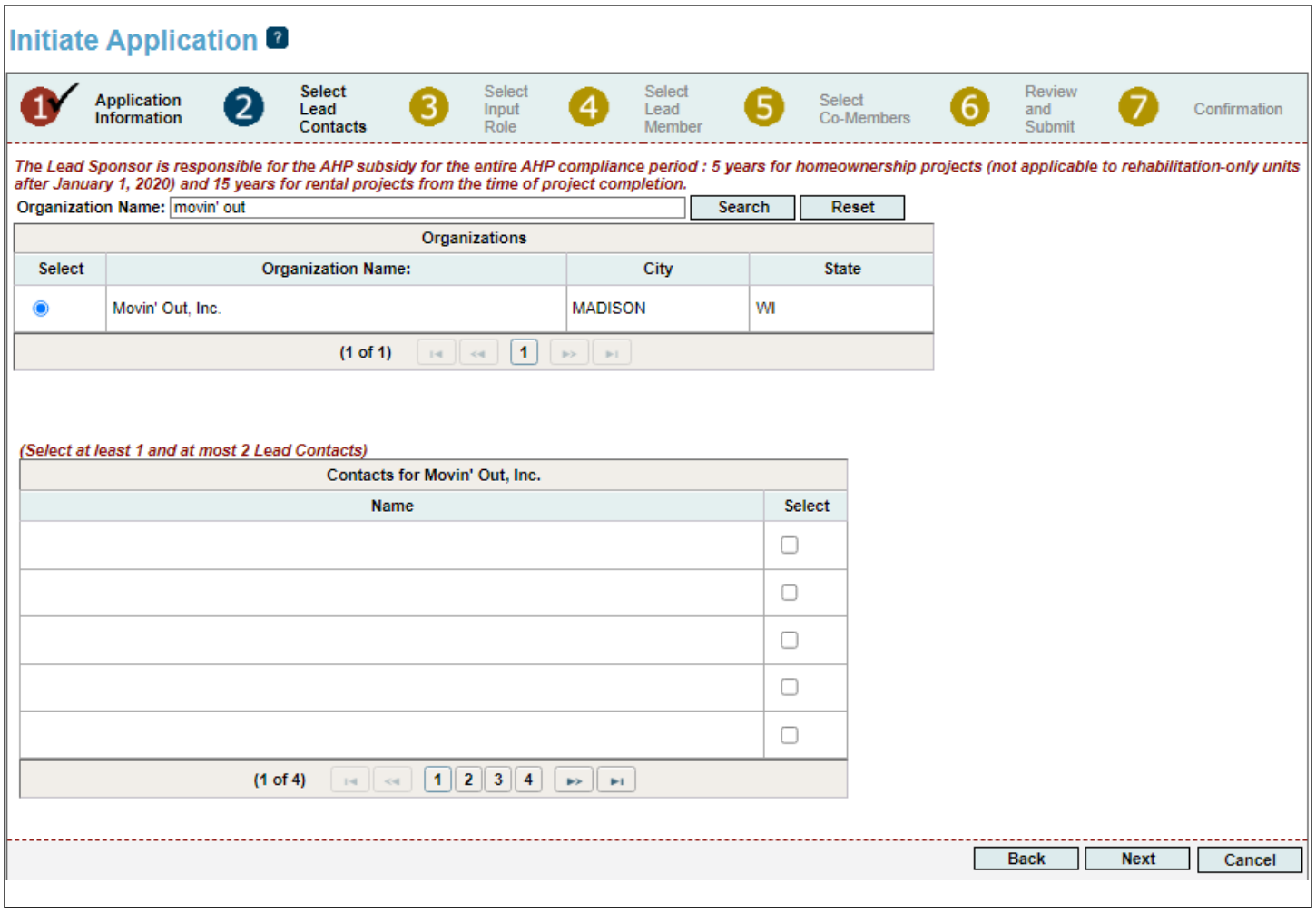
Homeownership projects may be either **Consumer Driven** or **Sponsor Driven.** However, the only option displayed on this screen is Consumer Driven. **All applicants must select Consumer Driven.** Sponsor-driven projects are still eligible to apply.

- **Sponsor-driven** projects are those in which the sponsor organization will hold title or acquire properties prior to purchase by the consumer.
- **Consumer-driven projects** are those in which consumers purchase homes on the open market.

The AHP Participant must ensure that the ZIP+4 is correct by checking at **www.usps.com**. If the ZIP code is correct but not found, contact Community Investment (**ci@fhlbc.com** or 312.565.5824) to have the ZIP code added.

Click on ***Next*** to move forward.

Initiate Application



Step 2 - Lead Sponsor Contact(s)

If an AHP award is made, the Lead Sponsor is responsible for the AHP subsidy for the entire AHP compliance period.

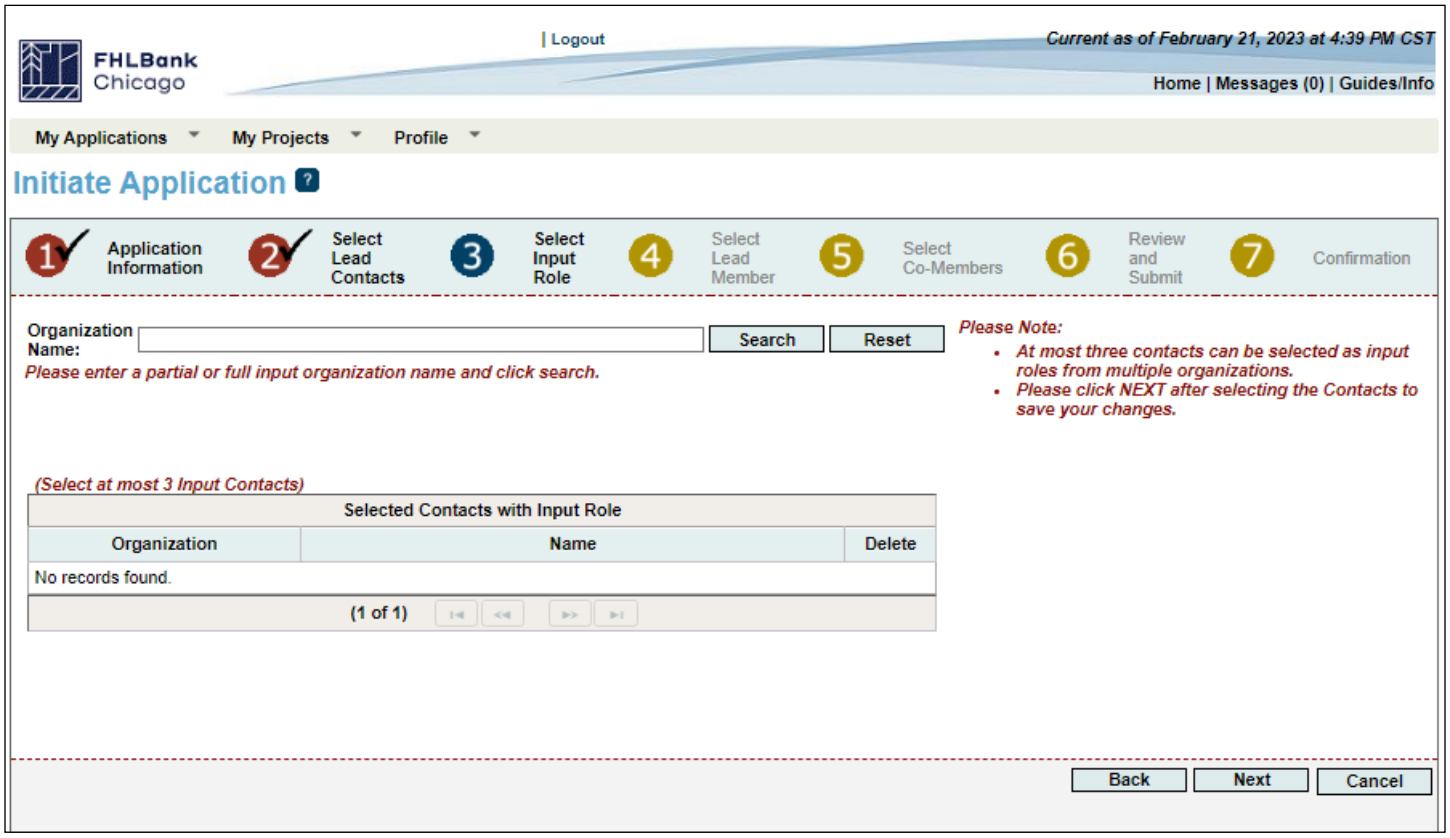
Choose the Organization Name and up to two Lead Contacts:

- The contact(s) must include all responsible contacts from the sponsor organization who will be associated with the complete life cycle of the project, from application submission through project completion and long-term monitoring. See the definition of **Lead Sponsor Contact** in the **Glossary.**
- To search for an organization, enter all or part of the organization name. The system will search using the information the user has supplied. The organization search list includes all types of organizations, including user and sponsor organizations.

If the organization that should be associated with an application does not appear in the contact list, the AHP Participant must create a new organization and associate the contact with the organization.

Click on ***Next*** to move forward.

Initiate Application



Step 3 - Input Role

Enter up to three **Input Contacts** if there will be another person (or persons) inputting information in AHP Online. Follow the same directions used to enter the Lead Sponsor Contact(s) on the previous screen. Refer to the **Glossary** (p.8) for the definition of Input Contact.

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

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

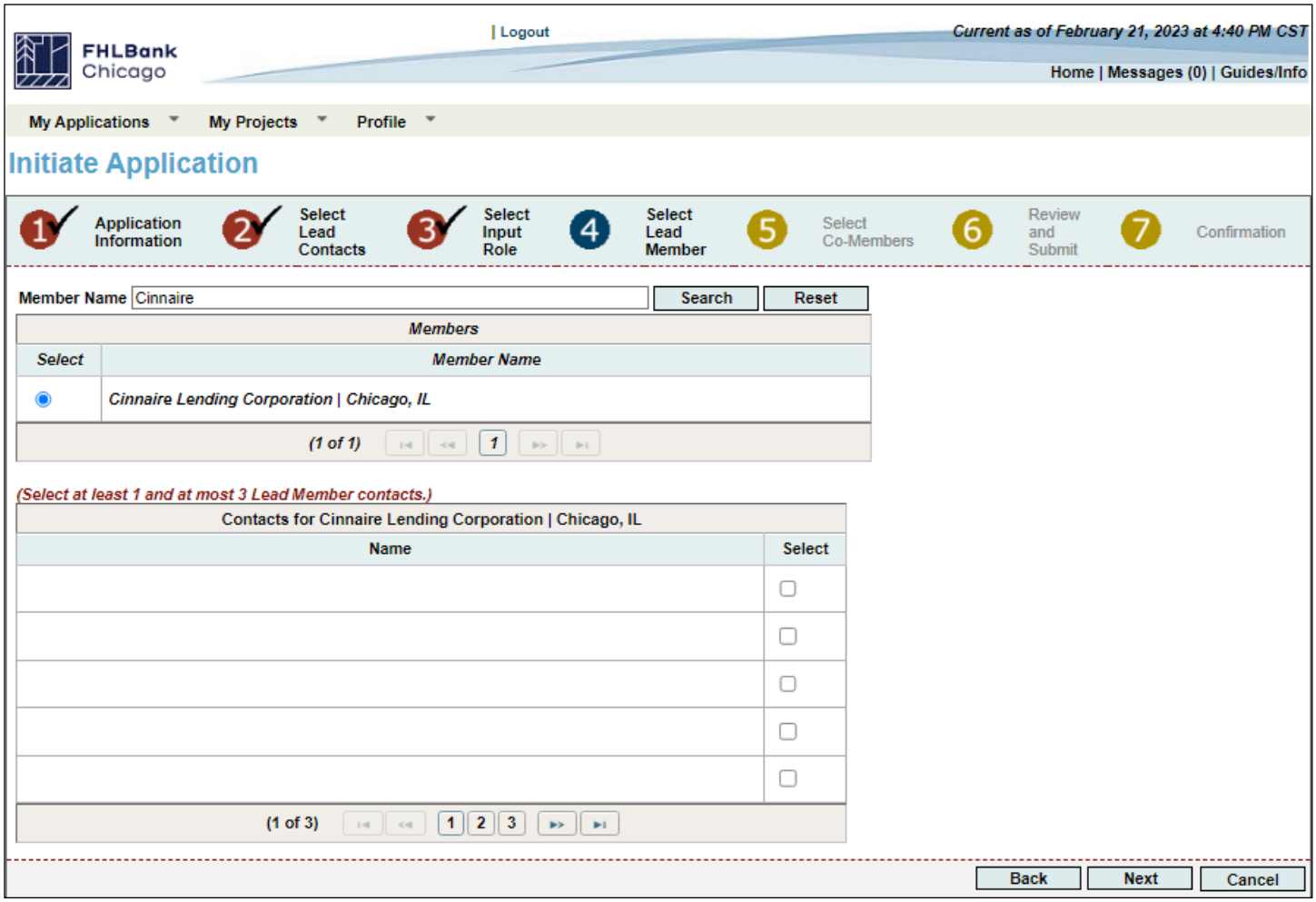
As you enter Lead Sponsor Contacts and Input Contacts, consider the following:

Eligibility: Each project may have one Lead Sponsor Organization with multiple contacts from that organization (Application, Compliance, Monitoring). The Bank does not recognize co-sponsors.

Sponsor Experience: Sponsors must demonstrate the capacity to fulfill all roles, responsibilities, and obligations throughout the entire AHP retention period. If the sponsor has little or no previous affordable housing development experience, the sponsor and its development and property management team will be evaluated to determine whether adequate development and compliance experience exists to successfully complete the project.

***Note:** Failure to complete previously awarded AHP projects in a timely manner may impact receipt of future AHP awards.

Initiate Application



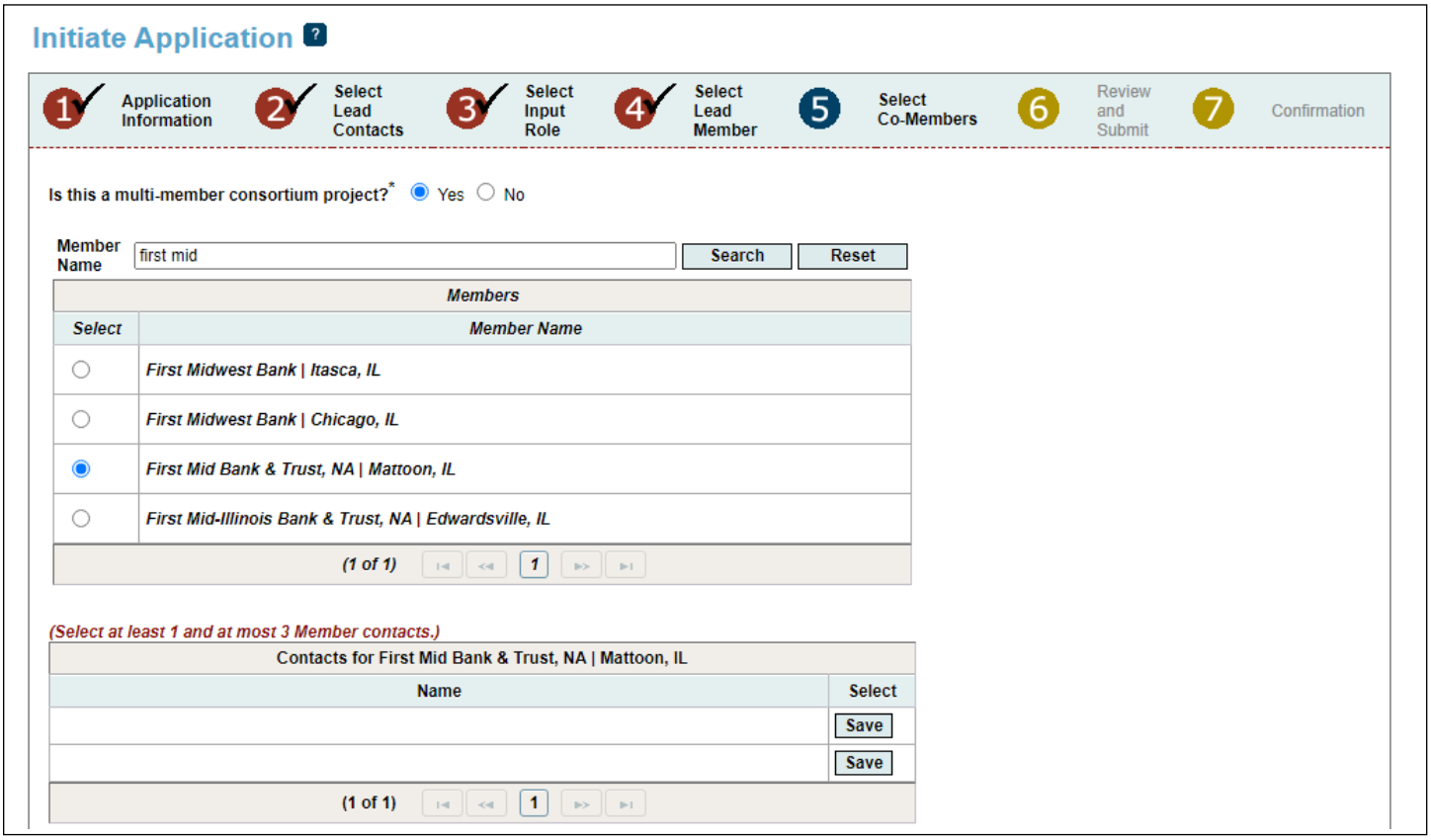
Step 4 - Lead Mmeber Contact(s)

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

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

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

Initiate Application

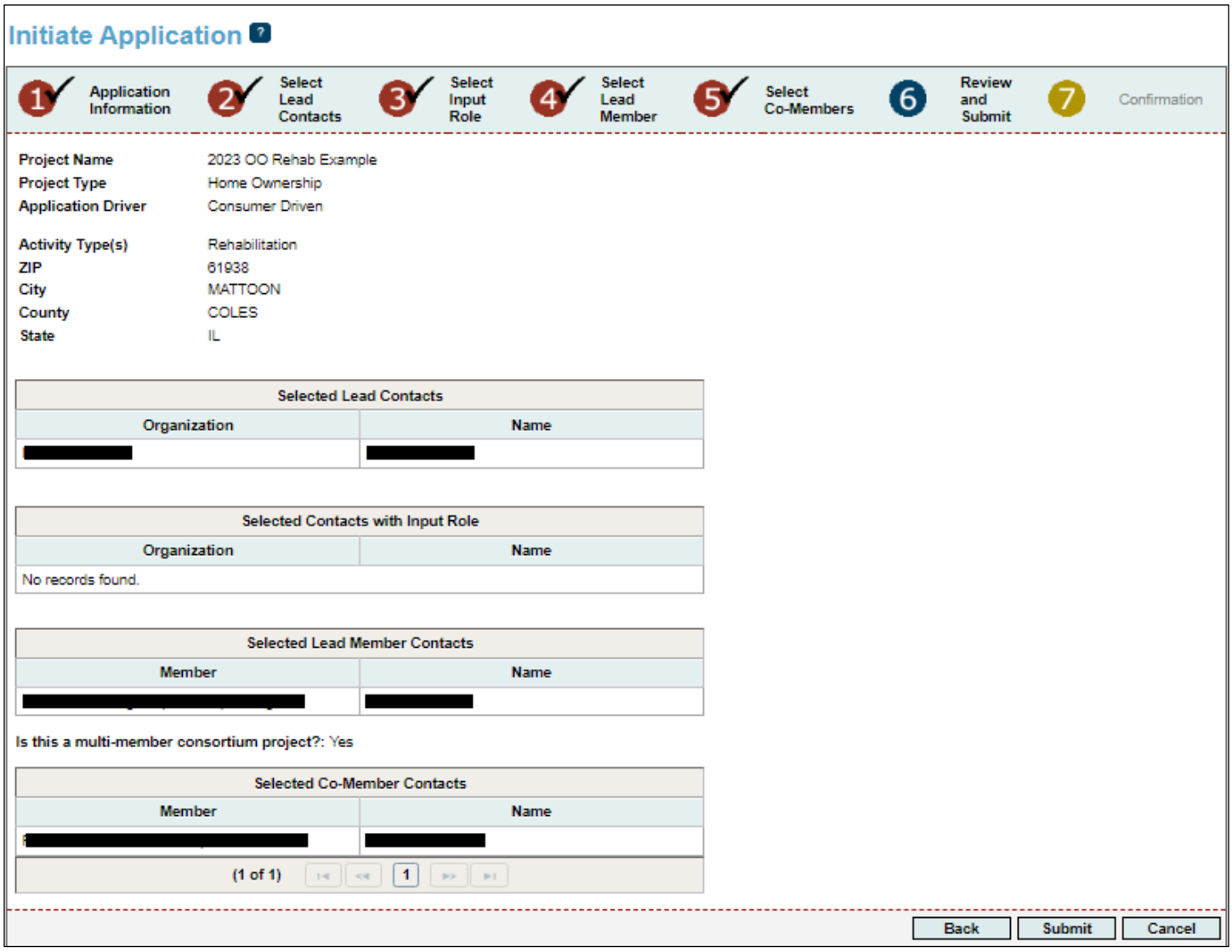


Step 5 - Select Co-Members

If the AHP Participant is completing a **multi-member consortium homeownership project** application, enter the Co-Member name and Co-Member Contact(s) for each member of the consortium.

Click on ***Next*** to move forward.

Initiate Application

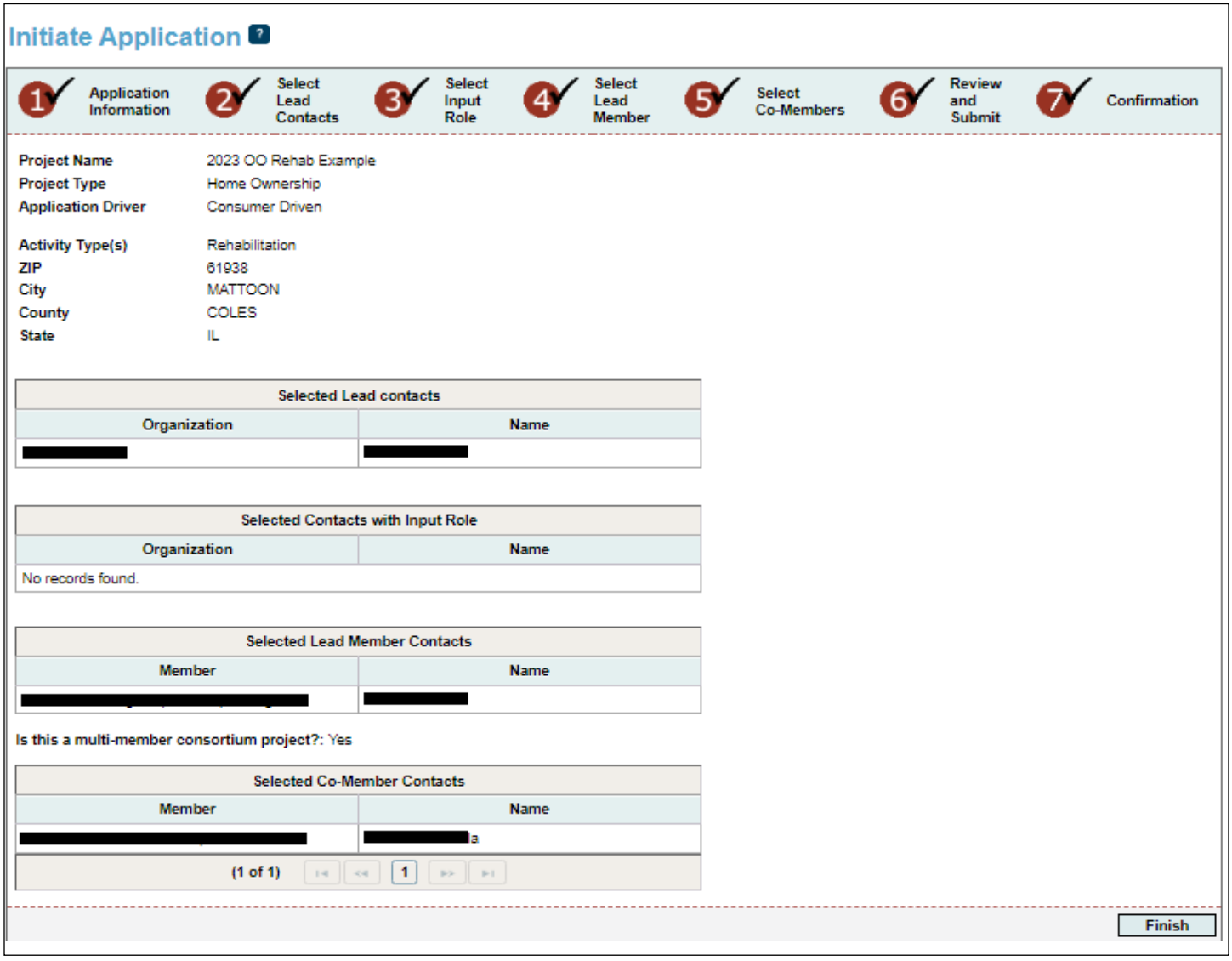


Step 6 - Review & Submit

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

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

Initiate Application

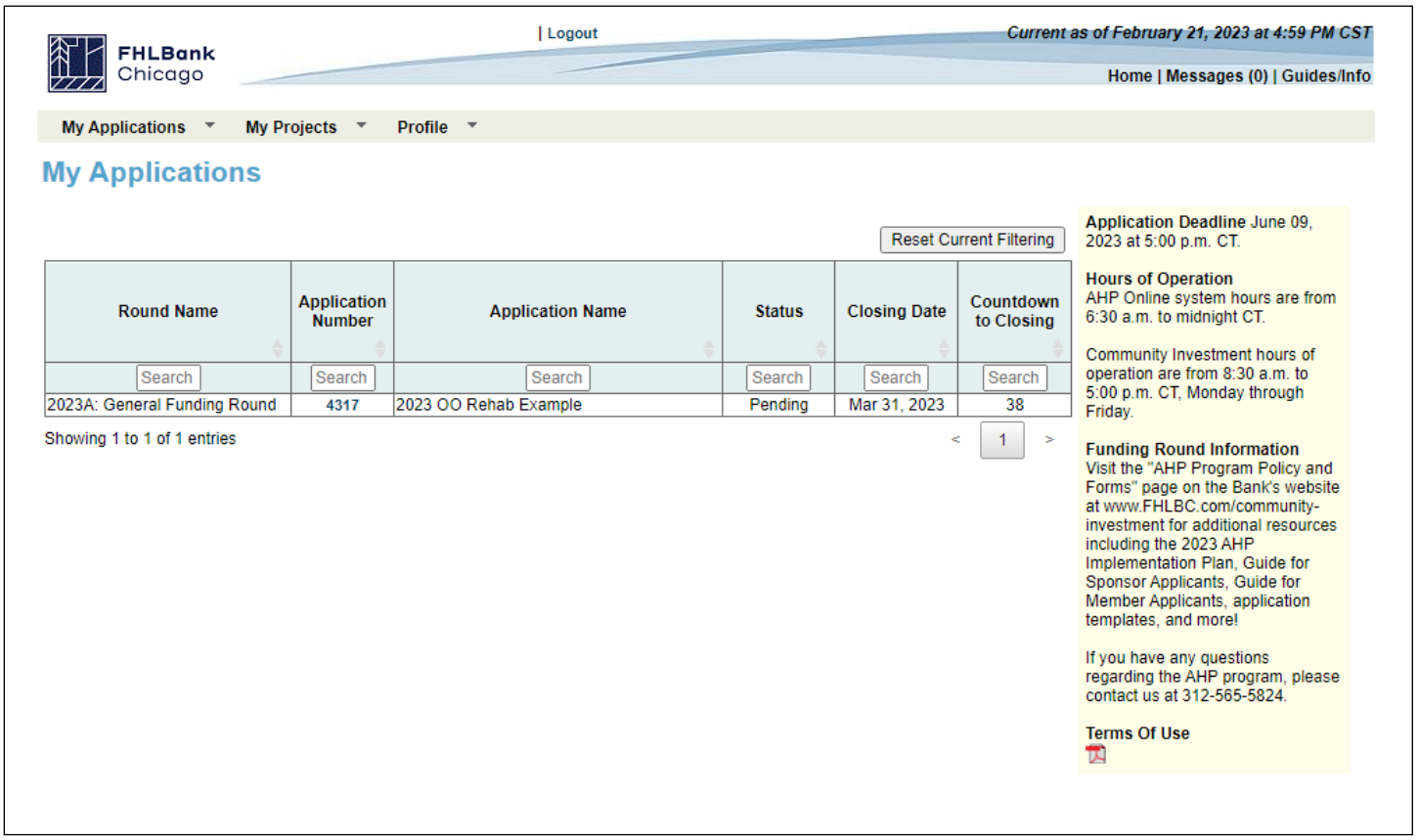


Step 7 - Confirmation

The last screen of the Initiate Application process is the Confirmation. Click on ***Finish***.

The application has not been initiated until the user clicks on Finish. Be sure to complete both the Review and Submit screen and the Confirmation screen in a timely manner or AHP Online will time out and the Initiate Application process will need to be started from the beginning.

My Application



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

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

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

Application Status

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

Sponsor Approved
The sponsor has approved the application and received confirmation of approval via email. The application is awaiting Member Approval.

Member Approved
The member has completed the Member Involvement screens, reviewed the application, and approved the application. Member Approved status indicates that the application has been completed and submitted to Community Investment for review. Only applications with Member Approved status are considered complete and ready for review. The application is read-only for sponsors and members at this point, and changes can no longer be made.

AHP Online Application: General Information

Application Home

Application Status Pending
Funding Round 2024A
Round Deadline 08/01/2024

Description	Status
General Information	
Application Details : Application Information	✗
Application Details : Site Information	✗
Application Details : Site Parcel	✗
Application Details : Fair Housing	✗
Application Details : Subsidy Amount and Uses of Funds	✗
Sponsor and Member Information : Member Contact	✓
Scoring	
Donated Property : Donation/Discount Information	✗
Donated Property : Donated/Discounted Evidence	✗
Sponsorship By Nonprofit	✗
Targeting	✗
Underserved Communities and Populations : Housing for Homeless	✗
Underserved Communities and Populations : Special Needs	✗
Underserved Communities and Populations : Rural	✗
Creating Economic Opportunity : Residential Economic Diversity	✗
Community Stability	✗
Bank District Priorities : In District Project	✗
Bank District Priorities : Projects Serving Low-Income Minority Areas	✗
Bank District Priorities : Development Team Inclusion	✗
Bank District Priorities : Energy Efficiency and Sustainability	✗
Bank District Priorities : Projects of 24 or Fewer Units	✗
Feasibility	
Financial Feasibility : Import Spreadsheet	✗
Financial Feasibility : Feasibility Analysis	✗
Financial Feasibility : Commitment Letters	✗
Financial Feasibility : Homeownership Rehabilitation	✗
Displacement	✗
Sponsor Role	✗
Primary Developer	✗
Development Team : Role Selection	✗
Development Team : Team Members	✗
Disclosure	✗
Market Study	✗
Project Timeline	✗

General Information

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

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

The application is split into 3 main sections:

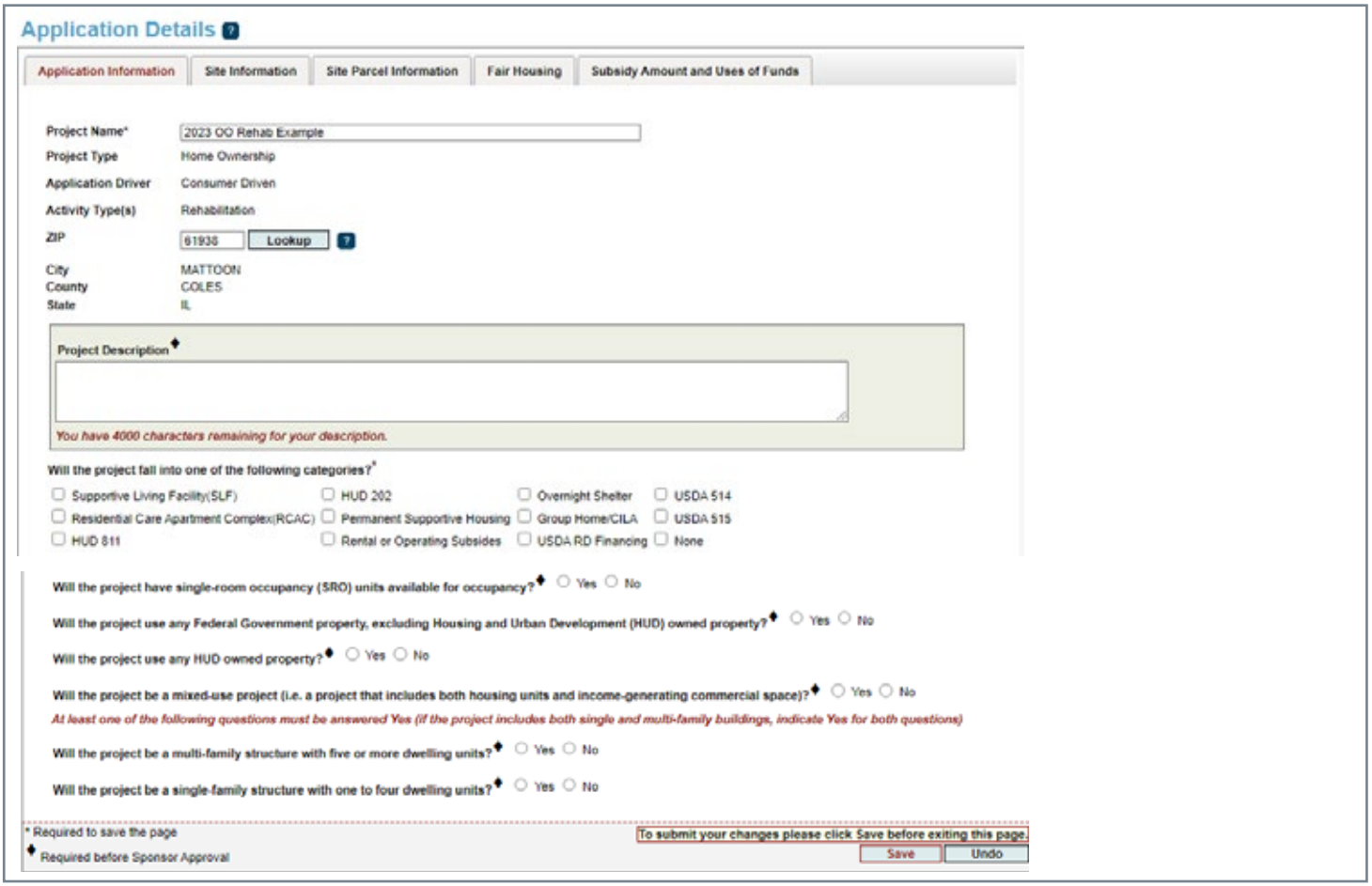
1. General Information
2. Scoring
3. Feasibility

This guide will walk you through each screen in each category.

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

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

Application Details: Application Information



First, enter the Application Information.

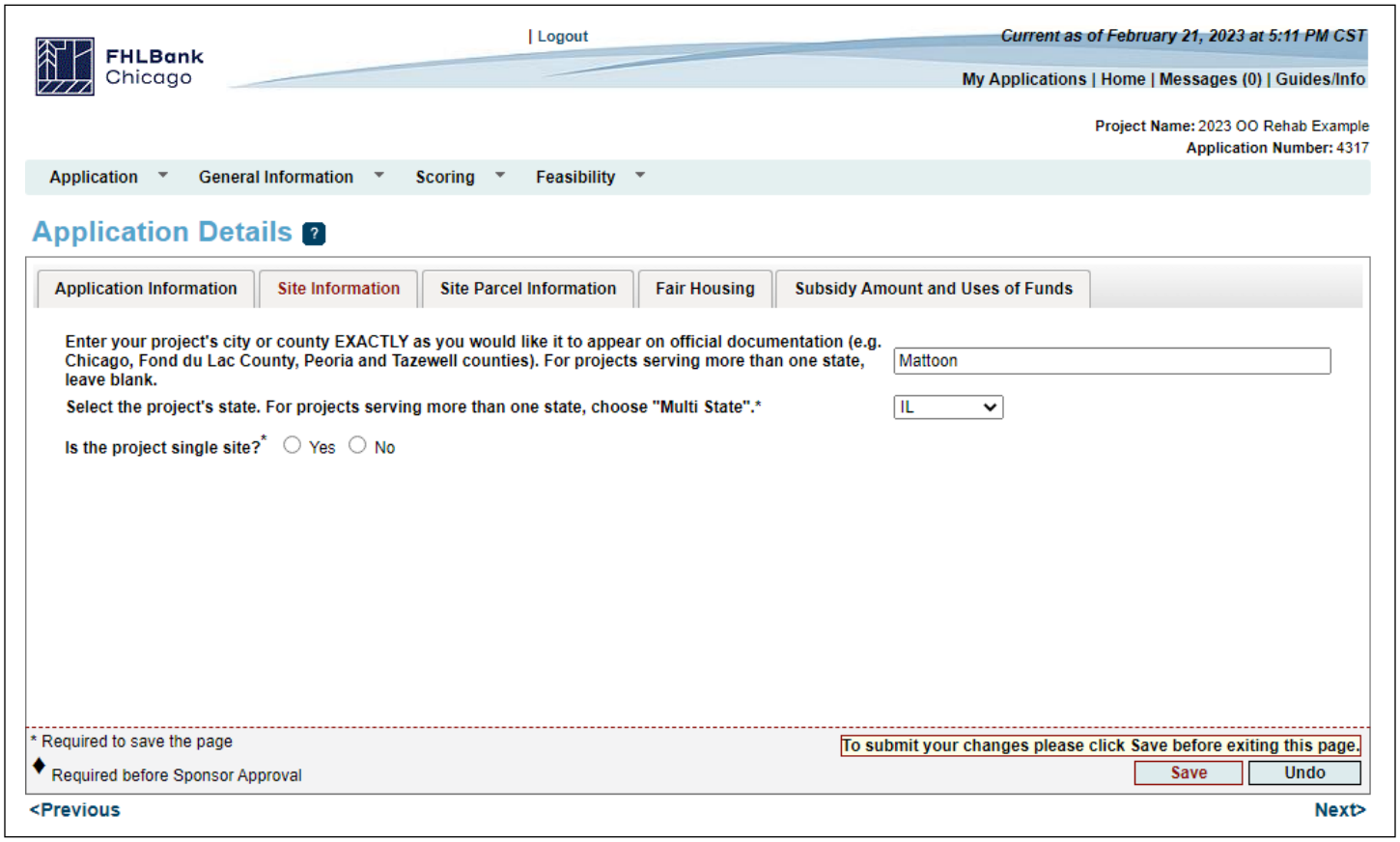
You must complete all sections with a ◆ black diamond symbol.

Project Description: The Project Description field must include information on project type (single-family or multi-family), type of development (e.g., duplex, low-rise, or mid-rise), unit size, construction type (e.g., exterior wall, masonry, precast), project amenities, population to be served, and any other special project features.

Helpful Hint
Remember that AHP Online screens must be saved every **15 minutes** or the system will automatically log a user off. Some sponsors may find it helpful to draft the project description in a separate document, then cut and paste it into AHP Online.

Helpful Hint
Please do not use special characters such as $, &, !, or # within a text box.

Application Details: Site Information



AHP Participants must specify whether the project is a multi-site or single-site project and provide the address(es) of all known sites. If the project will serve more than one state, please choose Multi-state from the drop-down menu.

A multiple-site project is defined as a project where the units will be constructed on scattered and/or generally noncontiguous sites with individual legal descriptions.

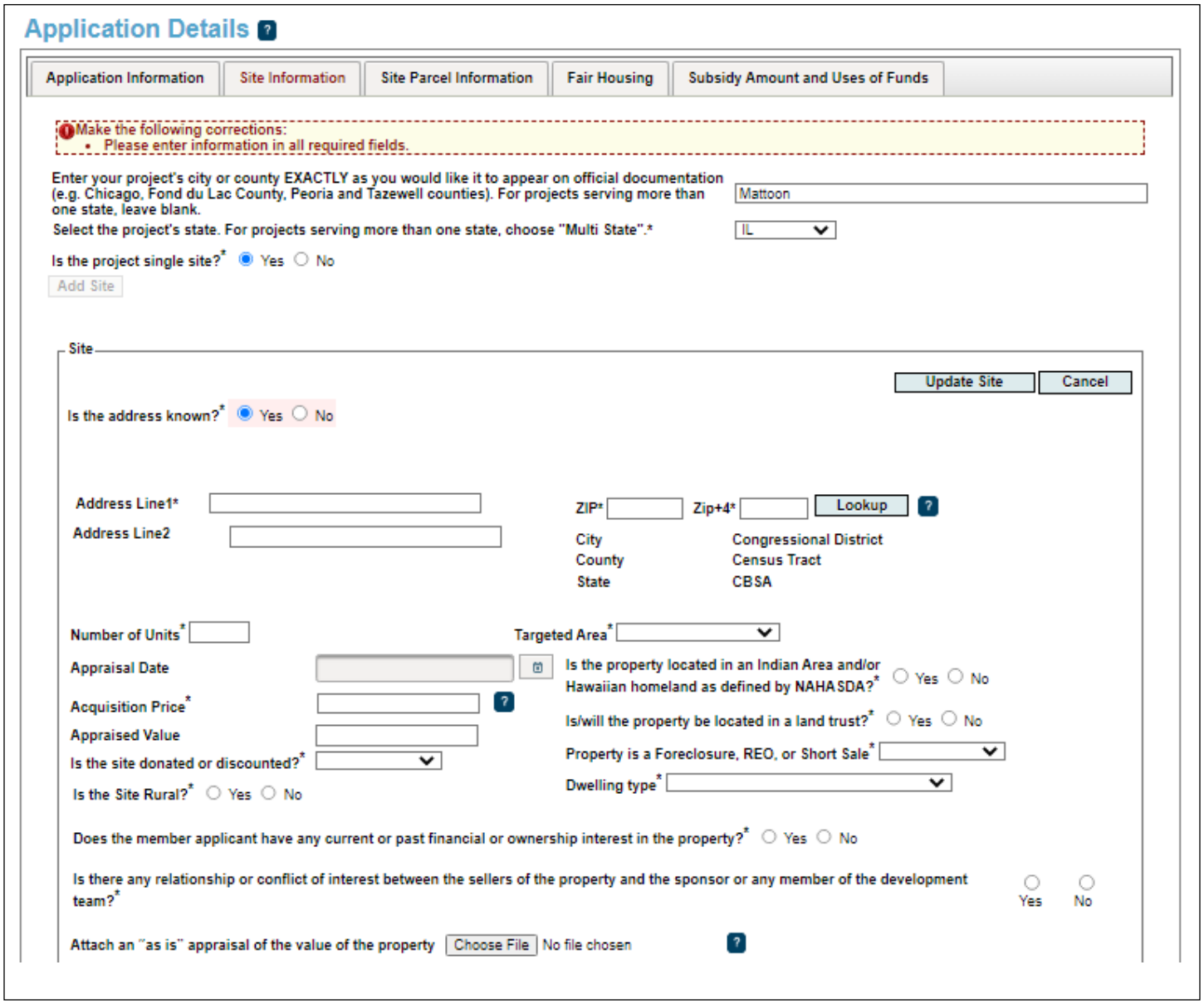
A single-site project is defined as a project where all units will ultimately be constructed on one site (regardless of whether the units are in one or multiple buildings), but may include contiguous site assembly.

Additionally, at project completion, a single-site project has one legal description.

How to Proceed in the Application

- If your application is for a **single-site or multi-site project with known address(es)**, please proceed through p.40-41.
- If your application is for a **single-site project with an unknown address**, please jump to p.42.
- If your application is for a **multi-site project with some or all unknown addresses**, please jump to p.43.

Application Details: Site Information Continued



Address(es) Known

Enter the address of the first (or only) site in the project. Fill in the required information and click on the ***Update Site*** button. This button will add the site to the site page.

If the project has multiple sites, click on ***Add Site*** again. Complete the required information and click on ***Update Site*** after each site addition. Add as many sites as the project includes.

When all sites have been added, save the page. If the page is not saved after sites have been added, they will have to be added again.

Application Details: Site Information Continued

ZIP+4 and Census Tract Lookup
For each site, the AHP Participant must verify the ZIP+4 by going to www.usps.com and looking up the site address.

Once the ZIP+4 is entered and the AHP Participant clicks on Lookup, AHP Online will automatically show the site census tract. The AHP Participant must verify that the census tract is correct by going to www.FFIEC.gov. **Important:** Please select "2022" in the "Year" dropdown before clicking search.

If the census tract shown for the site in AHP Online is incorrect, contact Community Investment (ci@fhlbc.com or 312.565.5824) before the application is Sponsor Approved.

Please see below for how to enter site information for specific project types:

Owner-Occupied Projects: Single-site homeownership projects with multiple addresses (e.g., a condominium building with numbered units that have distinct legal descriptions) must add a site for each unit. The total number of sites should equal the total number of unit addresses.

Homeownership Modular Housing Definition: Owner-Occupied Projects using modular building components should adhere to the following modular building definition: A modular building or home is fabricated by assembling prefabricated modules or sections and delivering them to a site where they are assembled to create the finished product. Modular or prefabricated buildings must be built on a permanent foundation and must conform to all local building codes.

Donated or Discounted Sites: If a project site is donated or discounted, the AHP Participant must choose Donated or Discounted from the drop-down menu on this screen. **Donated/Discounted points** are uncommon for owner-occupied projects, so please contact ci@fhlbc.com if you are considering this category.

Appraisal: An as-is appraisal is required for the site:

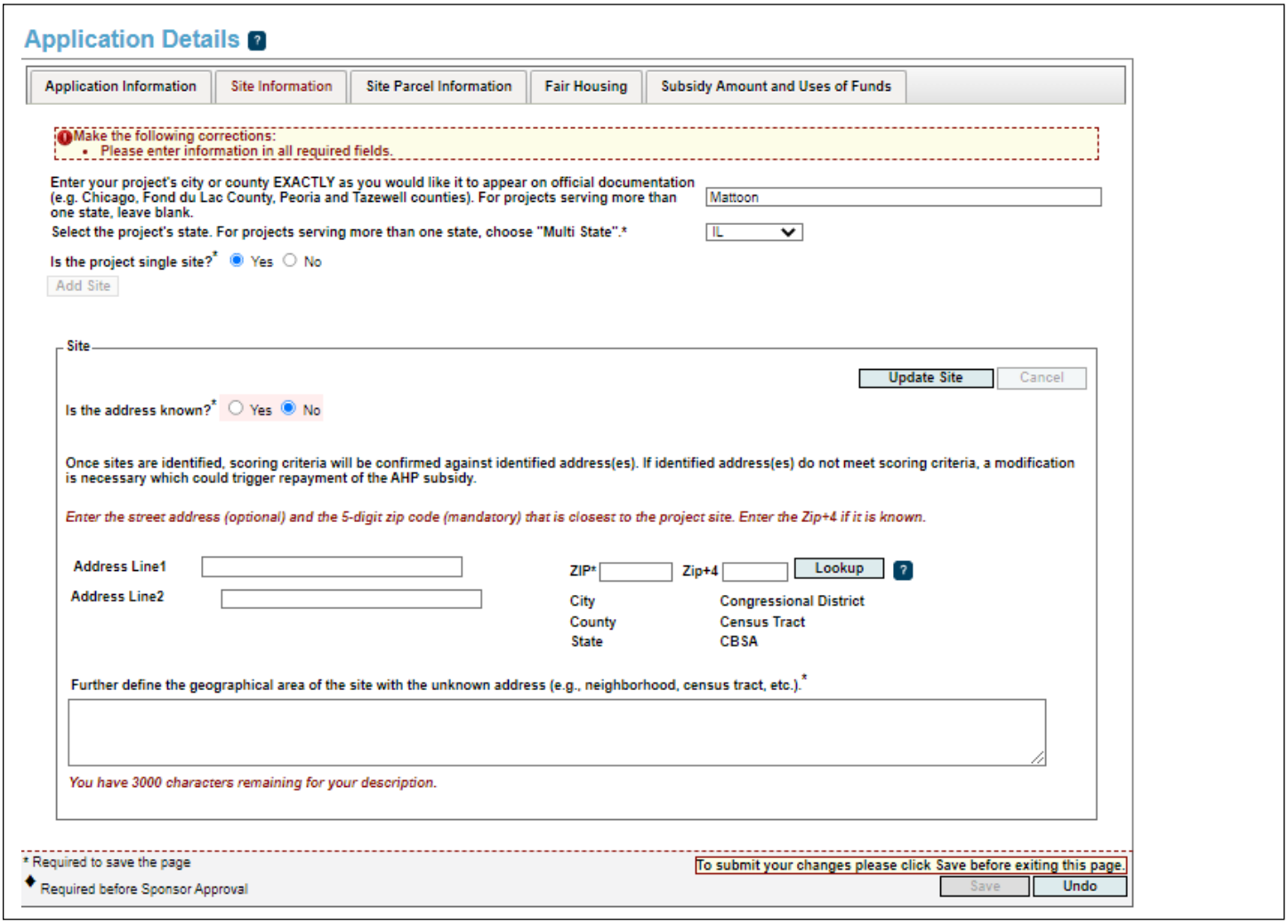
- If there is any current or past financial or ownership interest in the project site by the member (e.g., real estate owned [REO], foreclosure, short sale);
- If the site is discounted; or
- If there is an identity of interest between the buyer and seller, unless the transaction qualifies as a donation (as defined in the 2023 Implementation Plan). An identity of interest is defined as an instance in which the seller will have a direct or indirect ownership interest in the project. When the acquisition is initially arm's length but is followed by an acquisition where there is an identity of interest between the buyer and seller that is necessary to facilitate the project, an appraisal is not required.

The third-party as-is appraisal must be completed within **18 months** of the earlier of the conveyance date or AHP application deadline.

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

Number of Units: This indicates the number of units to be built or rehabilitated. It should be the final number of units at completion for each site added. If sites are added for nonresidential uses (e.g., a community center), enter 0.

Application Details: Site Information Continued



Single-Site Project With Unknown Address

For projects with an **unknown site address**, indicate the anticipated address of the site. An intersection near the site is an acceptable entry for the address.

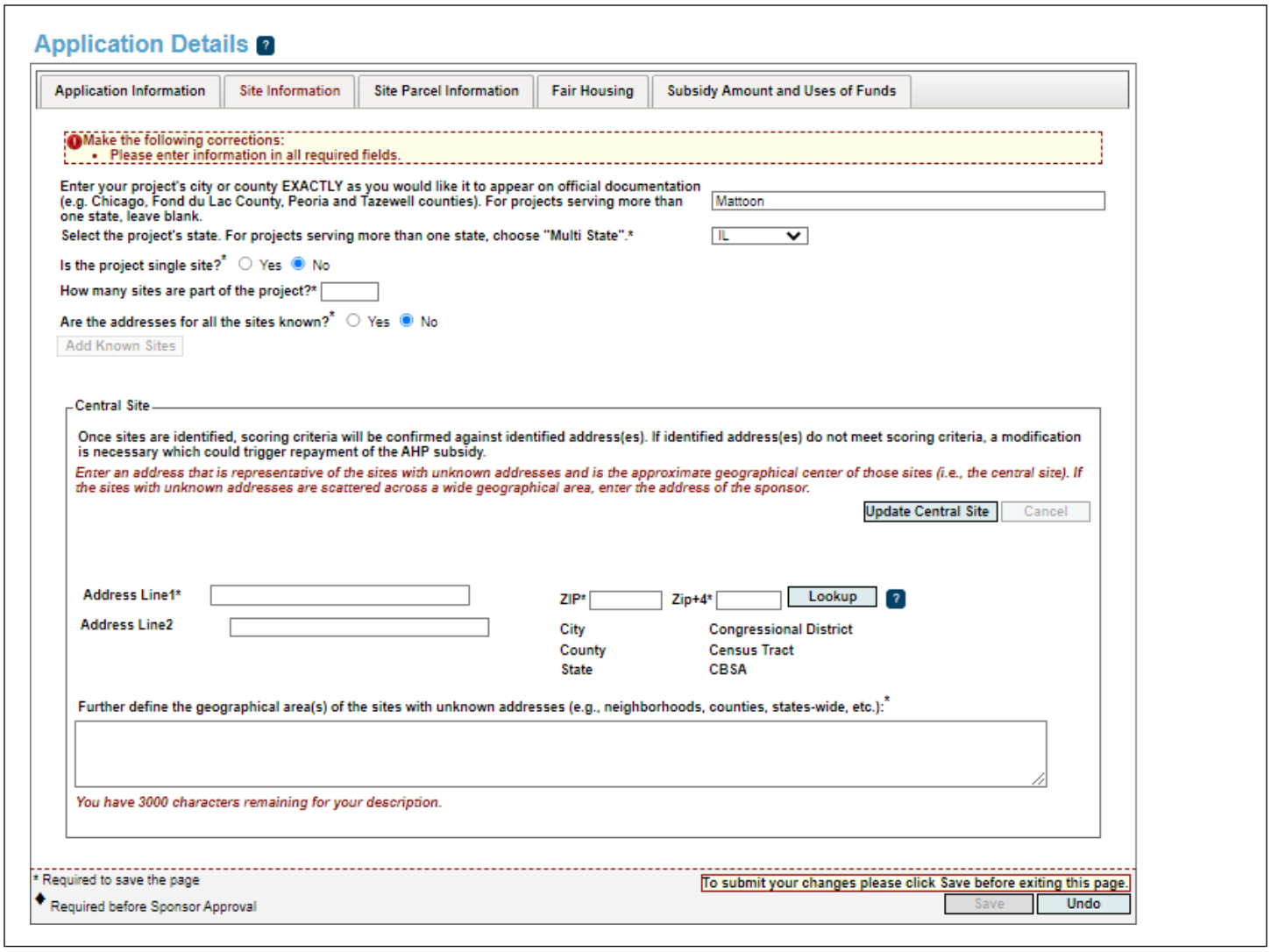
If an address is not available, the AHP Participant must enter the ZIP+4 (mandatory) for the area closest to the anticipated project site.

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

Once the ZIP+4 is entered and the AHP Participant clicks on ***Lookup***, AHP Online will automatically show the site census tract. The AHP Participant must verify that the census tract is correct by going to www.FFIEC.gov. **Important:** Please select "2022" in the "Year" dropdown before clicking search.

If the census tract shown for the site in AHP Online is incorrect, contact Community Investment (ci@fhlbc.com or 312.565.5824) before the application is Sponsor Approved.

Application Details: Site Information Continued



Multi-Site Project With Unknown Addresses

Projects with **multiple unknown sites** should indicate an address near the middle of the anticipated target area. The address must include the ZIP+4.

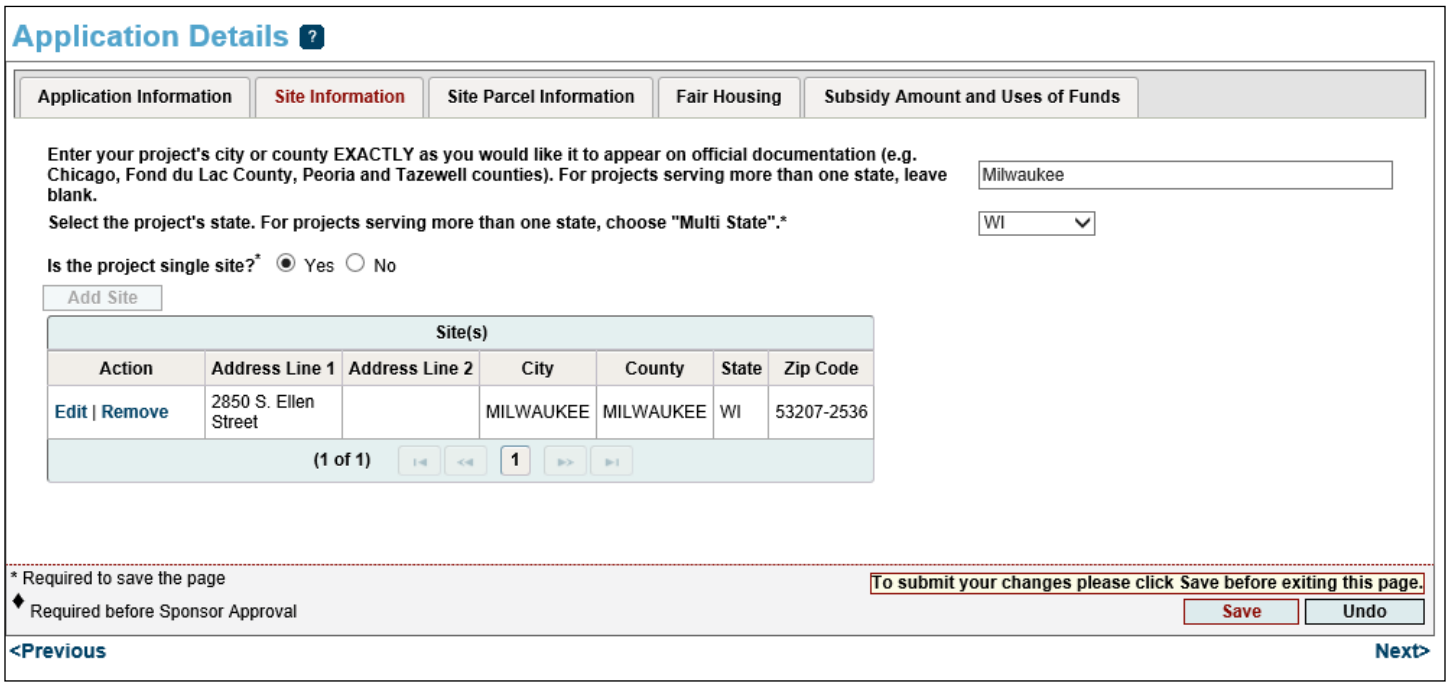
ZIP+4 and Census Tract Lookup

The AHP Participant must verify the ZIP+4 by going to **www.usps.com** and looking up the representative site address.

Once the ZIP+4 is entered and the AHP Participant clicks on ***Lookup***, AHP Online will automatically show the site census tract. The AHP Participant must verify that the census tract is correct by going to **www.FFIEC.gov**. **Important:** Please select "2022" in the "Year" dropdown before clicking search.

If the census tract shown for the site in AHP Online is incorrect, contact Community Investment (**ci@fhlbc.com** or 312.565.5824) before the application is Sponsor Approved.

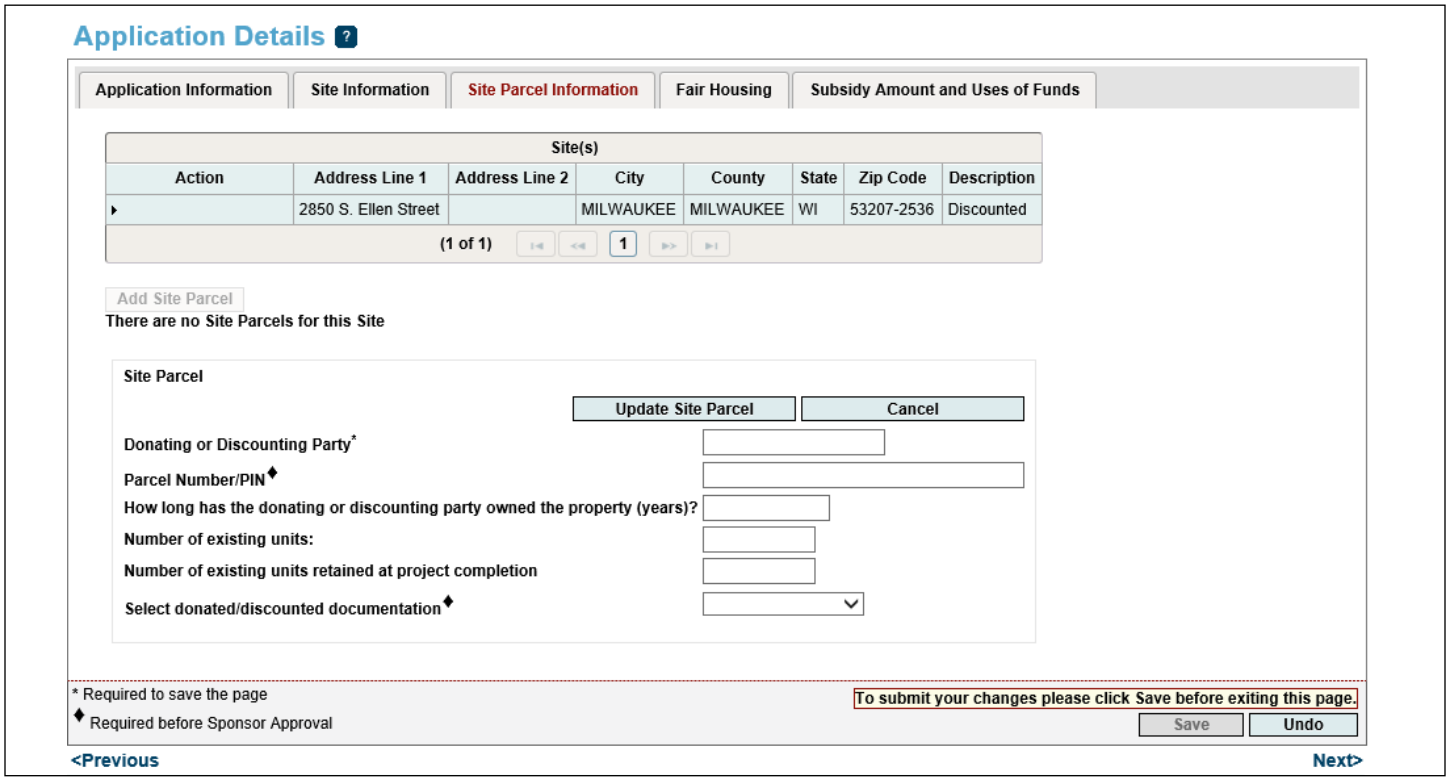
Application Details: Site Information Continued



Once all known site information has been entered, save the site information and save the entire page to ensure no information is lost.

Then click ***Next*** for the **Site Parcel Information** screen.

Application Details: Site Parcel Information



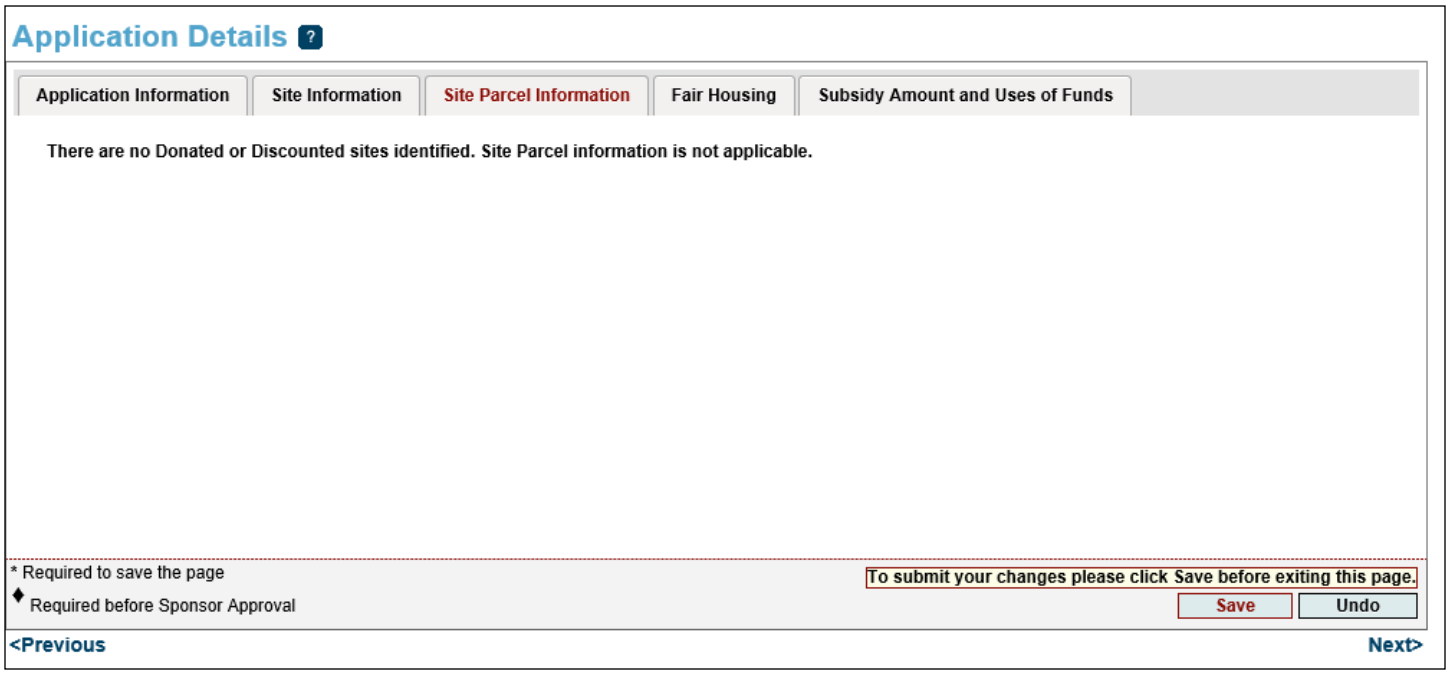
The **Site Parcel Information** screen must be completed for each site for which **Donated or Discounted** was selected on the **Site Information** screen.

Click on ***Edit*** in the Action column to insert the Site Parcel Information for each donated or discounted site. Add all applicable site parcels in the project. This information is **important** for the **Donated or Discounted scoring category**. Donated/Discounted points are rare for owner-occupied projects, so please contact **ci@fhlbc.com** if you are considering this category.

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

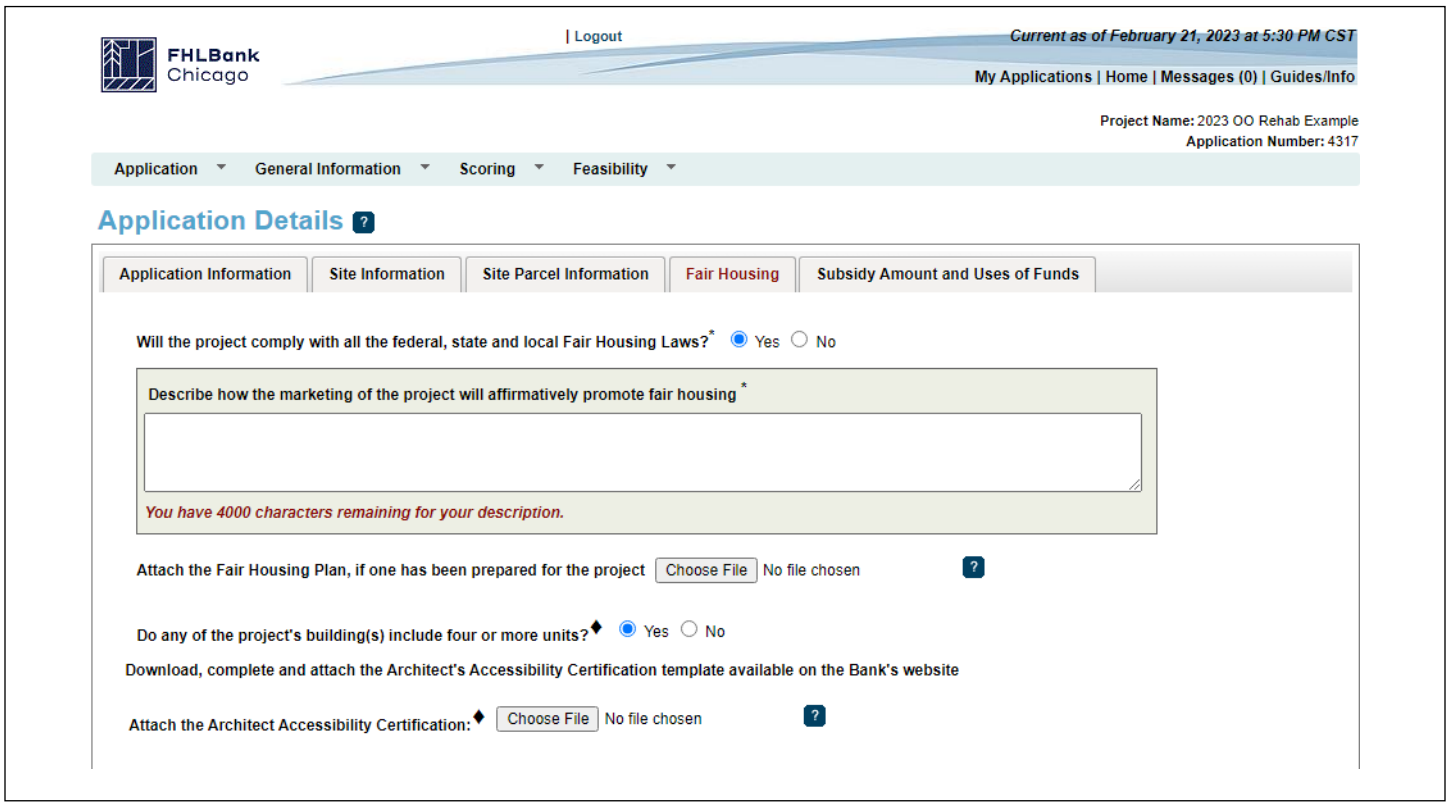
Once each address with donated or discounted property is complete, click on ***Save***.

Application Details: Site Parcel Information N/A



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

Application Details: Fair Housing



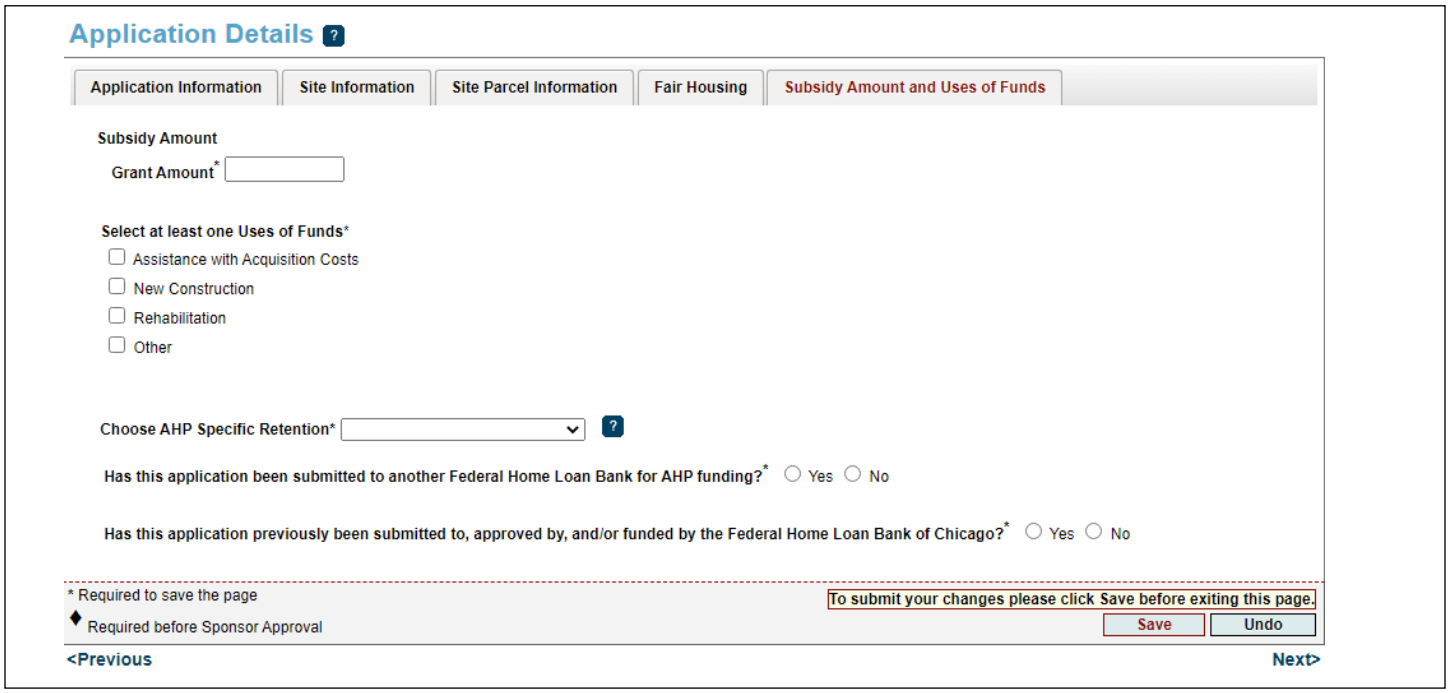
Fair Housing: The project must comply with applicable fair housing laws and regulations. To evidence compliance, AHP Participants must provide a statement and/or describe activities that demonstrate that the sponsor will provide fair and equal access to the project and/or program.

For projects, this may include targeted outreach efforts to the persons/populations least likely to apply for the housing, ongoing fair housing training for staff, referral agreements with organizations serving under-served populations, and comprehensive marketing.

For programs, this may include encouraging banks and other lending organizations to lend in areas that are under-served and to provide services to under-served populations and/or use nontraditional methods for evaluating credit and loan amount terms based on cultural differences and other individual factors; it may also include the targeted outreach efforts described above.

Architect's Accessibility: For projects with identified site(s) with one or more buildings that include at least four or more units, the AHP Participant must attach a completed **Architect's Accessibility Certification** (view Application Exhibits section). This form must be completed and executed by an architect or architecture firm identified as a member of the development team. Projects located on tribal land are exempt from the this requirement.

Application Details: Subsidy Amount and Uses of Funds



The AHP grant amount may not exceed the current year **AHP subsidy-per-project limit** (**$2,000,000** in 2024).

Education and Counseling Costs

For **homeownership projects** using an AHP subsidy to fund education and counseling costs, the per-household amount may not exceed the current year maximum. If it does, any amount over the maximum per-household limit must be covered with a different source of funds.

If ***Other*** is chosen, the applicant must contact Community Investment to determine whether the proposed use is eligible.

Mortgage/Retention Agreement

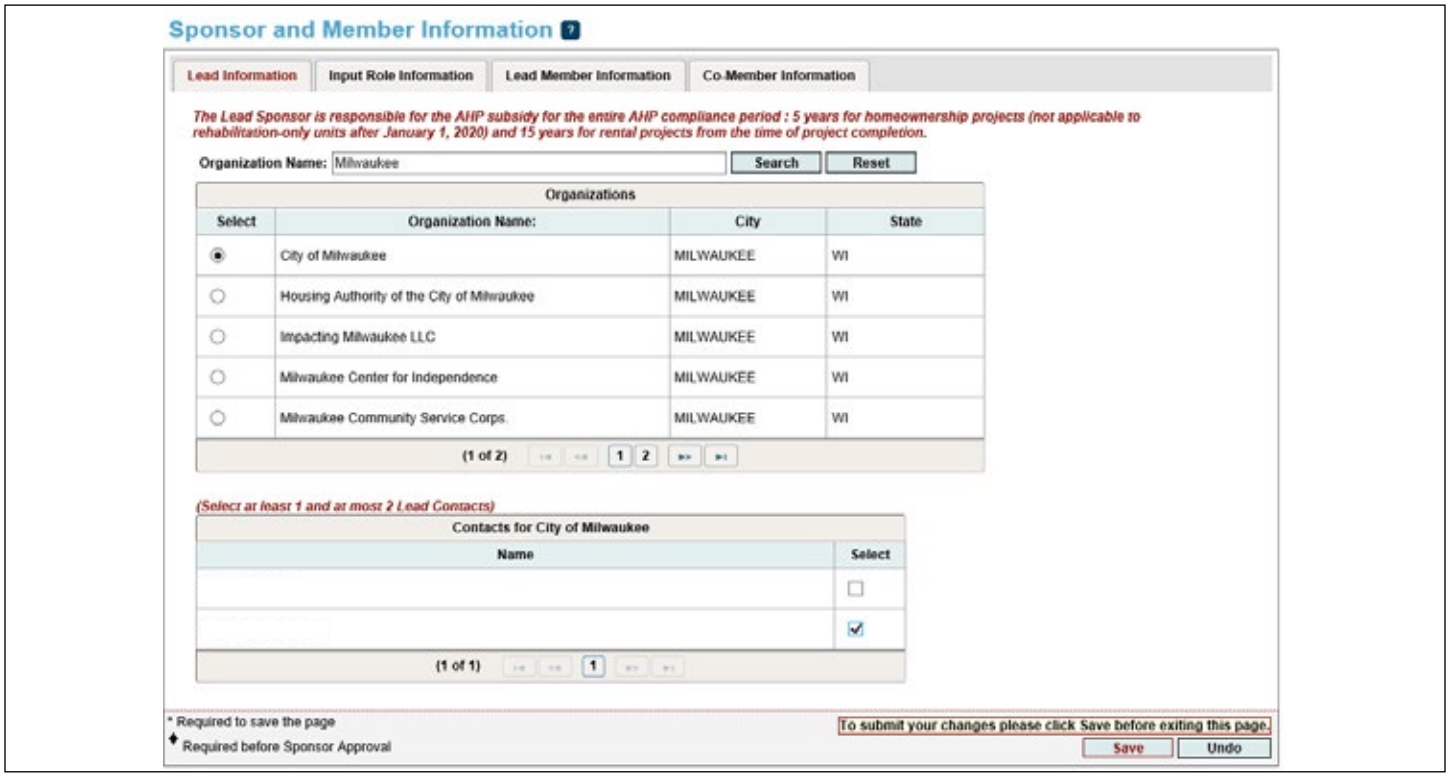
The Bank **requires** a recorded retention agreement for each AHP-assisted unit in a homeownership project. You must select "Mortgage/Retention Agreement" to move to the next screen.

Rehabilitation-only homeownership projects are no longer subject to a retention agreement.

Helpful Hint
Applicants should select as many uses of funds for the AHP subsidy as may be necessary to complete the project.

If an AHP application has been submitted to another Federal Home Loan Bank, the project can only receive an award from one bank. FHLBank Chicago will manage this process internally with the other FHLBank.

Sponsor and Member Information



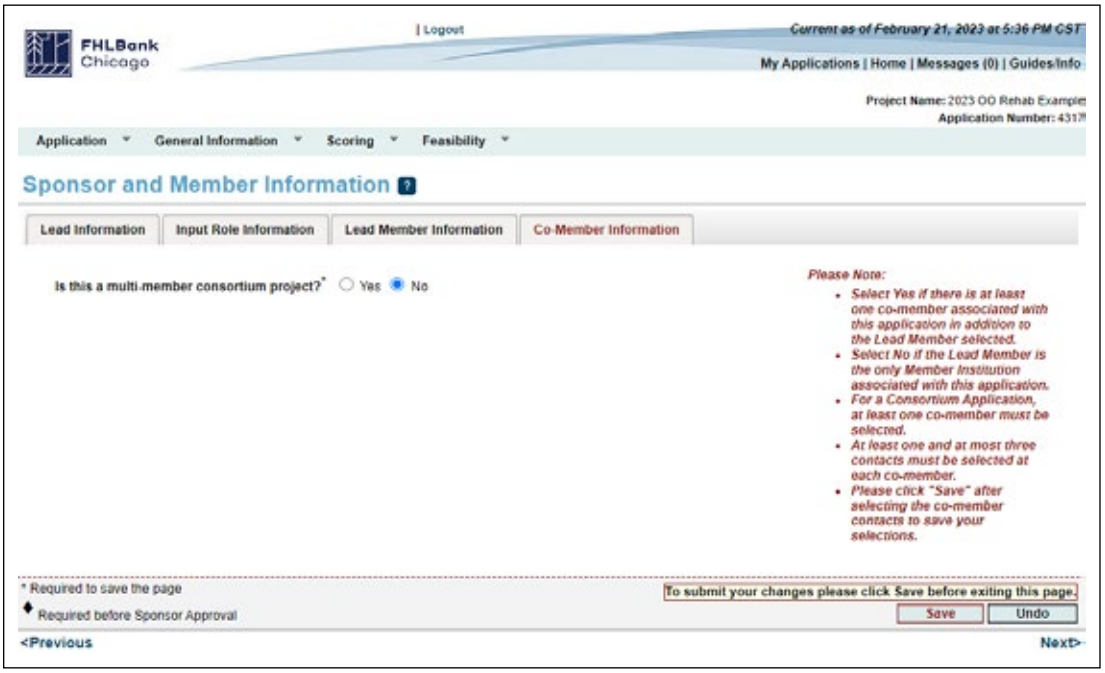
The **Sponsor and Member Information** section reflects Lead Contact, Input Contact, Lead Member, and Co-Member information previously inputted. Please review the screens for accuracy. The Lead Sponsor Contact(s) may change the Lead Sponsor, Input Contact, Lead Member, and Co-Member information.

If the Lead Sponsor is changed to another organization, the current Lead Sponsor Contact(s) will no longer have access to this application.

Important: The **Lead Sponsor contact** should be permanent staff or serve on the board of directors of the sponsor organization and who has been authorized by the sponsor to accept and enter into contractual and financial obligations on behalf of the sponsor.

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

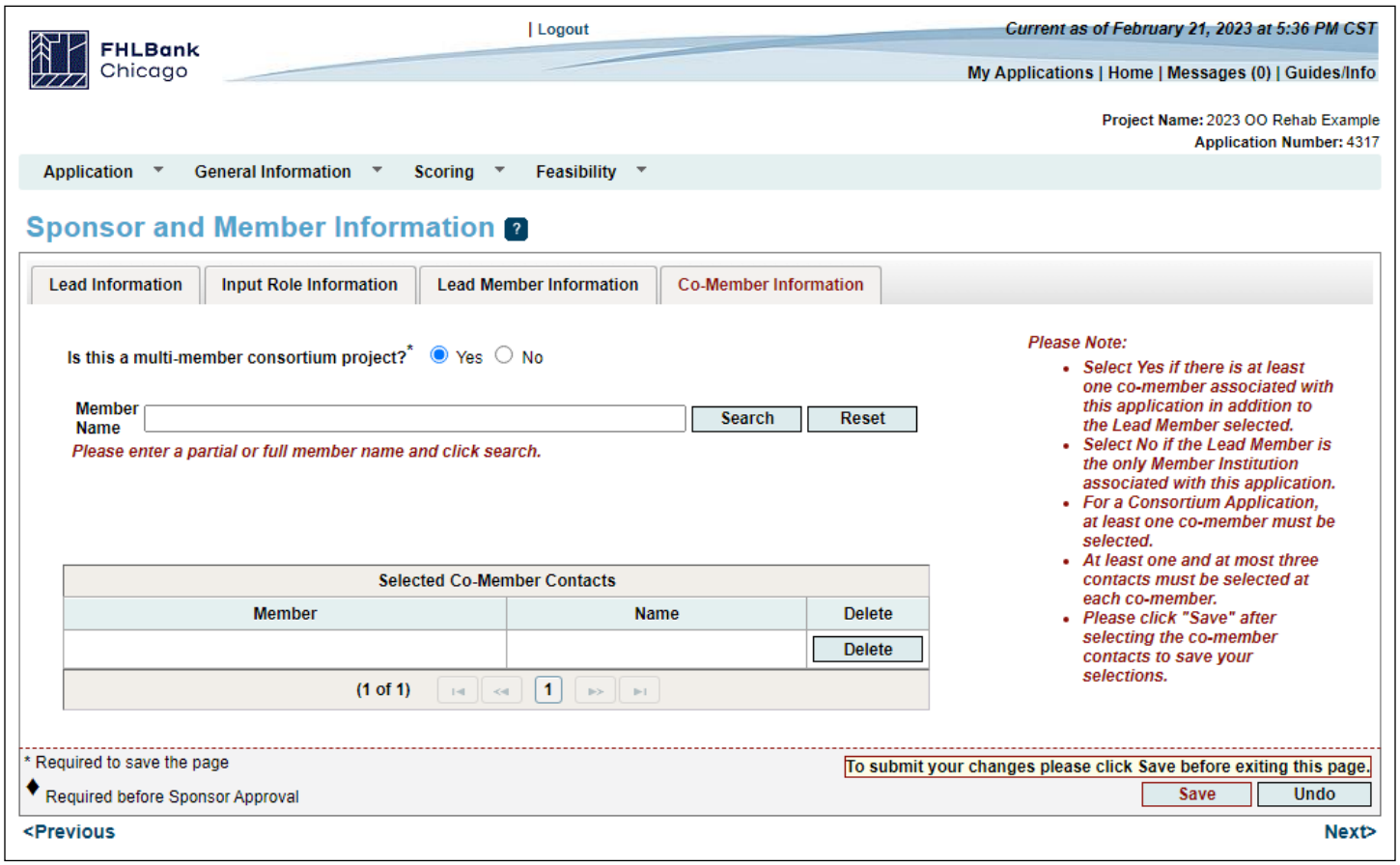
Sponsor and Member Information



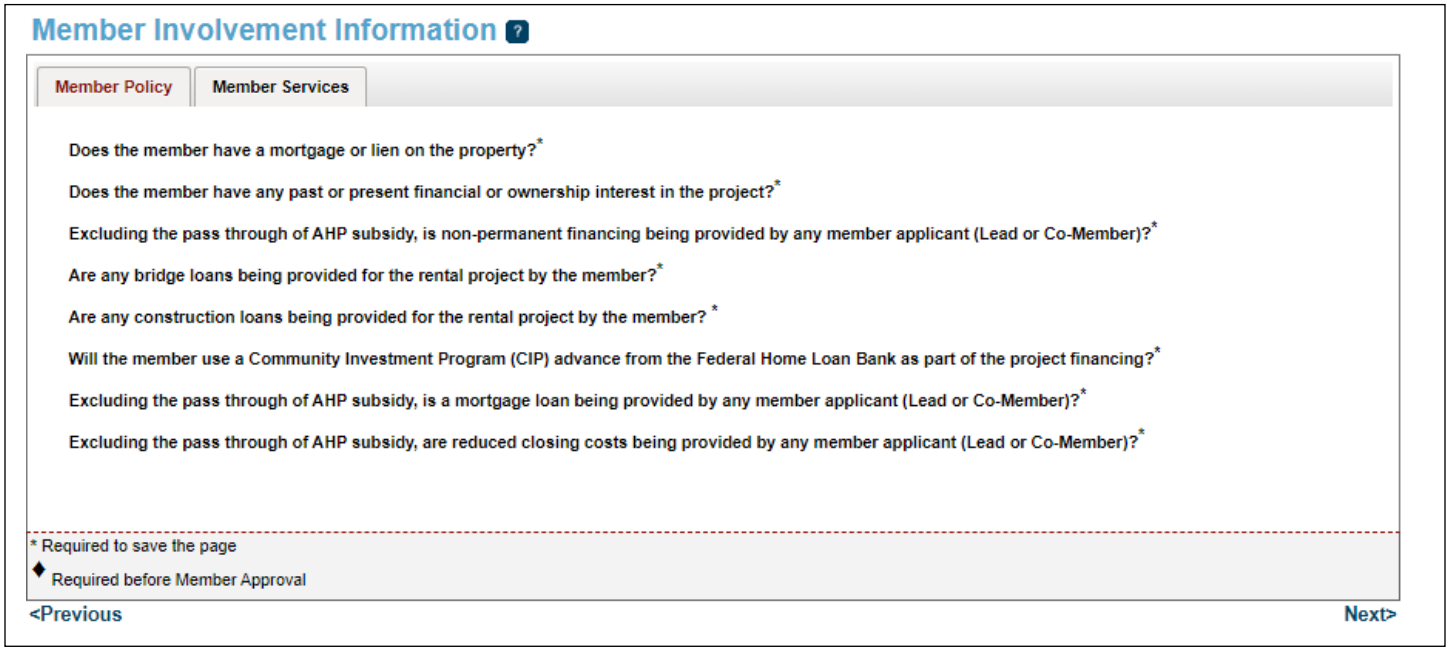
Multi-Member Consortium Project:

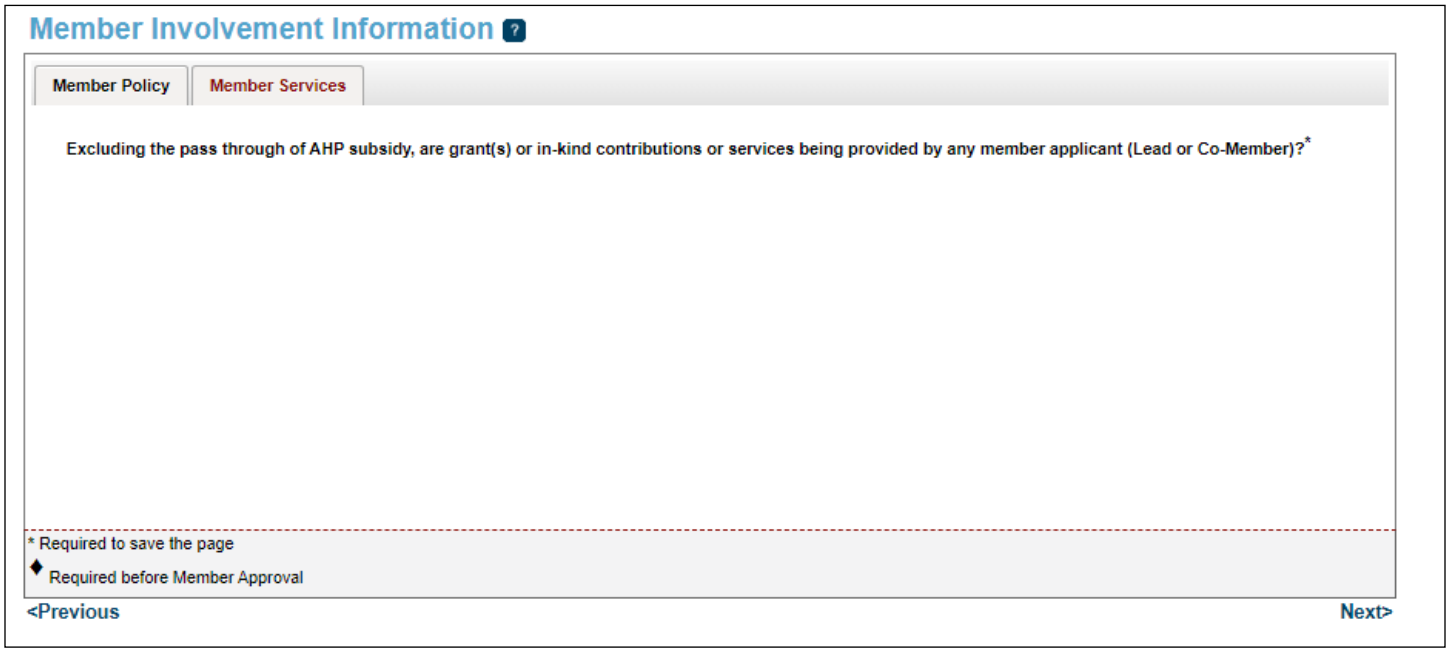
Based on project type, select **Yes** or **No** if the it is a multi-member consortium project.

If **Yes**, follow the instructions listed in red on the right-side column.



Member Involvement Information





The two **Member Involvement Information** screens will be completed by the Lead Member Contact(s) during the Member Approval process and do not apply to the Sponsor Applicant while filling out the application.

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

Click on ***Next*** to move through these screens.

Scoring

2024 Scoring Summary for Owner-Occupied Projects

Note: **Applications are only eligible to receive points for the categories in which they attempt points.**

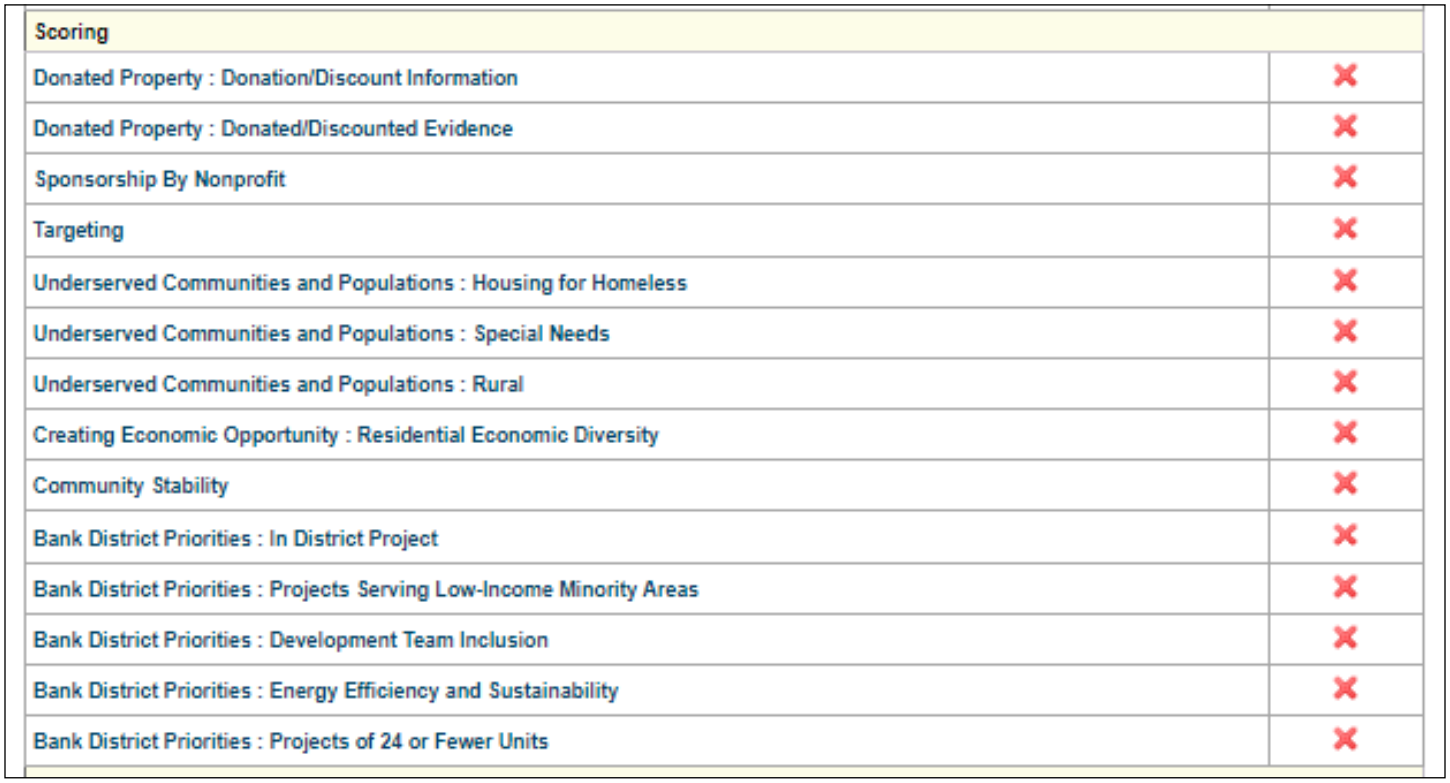
Fixed-point criteria: pass/fail for all points in the category
Variable-point criteria: varying degrees by which an application can satisfy the criteria

SCORING CATEGORY	POINT SYSTEM	MAX POINTS	*CHANGE
1. Use of Donated or Conveyed Government-Owned or Other Properties	Variable	5	
2. Project Sponsorship	Fixed	5	
3. Targeting	Variable	20	
4. Housing for Homeless Households	Fixed	5	
5. Housing for Special Needs Populations	Fixed	5	
6. Rural Housing	Fixed	7	
7. Creating Economic Opportunity through Residential Economic Diversity	Variable	5	
8.a. Community Stability: Rehabilitation of Existing Occupied Housing	Fixed	9	X
8.b. Community Stability: Preservation of Homeownership	Fixed	7	X
9. In-District Projects	Variable	8	X
10. Projects Serving Low-Income Minority Areas	Fixed	4	X
11. Development Team Inclusion	Fixed	2	X
12. **NEW:** Energy Efficiency & Sustainability	Fixed	3	X
13. Projects of 24 or Fewer Units	Fixed	5	X
TOTAL POSSIBLE POINTS		90	

***CHANGE:** The scoring categories marked in the "Change" column have been updated since the 2023 AHP program year. Please pay close attention to these sections in the guide and review the **2024 Implementation Plan** for more details.

AHP Online Application Process **Scoring**

Scoring Overview in AHP Online



Above is an overview of the AHP Online Scoring screens for Owner-Occupied Projects. This section of the guide will walk you through how to complete each scoring category.

Note: Applications are only eligible to receive points for the categories in which they attempt points.

Please take advantage of the updated **AHP Self-Scoring Worksheet**, available on the **AHP Program Policy and Forms** website. However, please note that this checklist is for informational purposes only and does not guarantee a specific score. We recommend utilizing the **AHP Self-Scoring Worksheet** and the **AHP Application Exhibit Checklist** while completing the application.

If you have scoring questions, please reach out to **ci@fhlbc.com** or 312.565.5824.

1. Use of Donated or Conveyed Government-Owned or Other Properties

Up to 5 points may be awarded to projects in which at least 20% of land or units are **donated to the project or conveyed at a discount**, as follows:

(a) Land or units donated or conveyed by the federal government or any agency or instrumentality thereof:

1) 1 point for land or units conveyed, **OR**
2) Up to **5 variable points** for land or units donated or conveyed at a discount of ≥ 20% below fair market value*,

OR

(b) Land or units donated or conveyed by any other party:

1) Up to **5 variable points** for land or units donated or conveyed at a discount of ≥ 20% below the fair market value.

*** Please note that projects may receive either 1 point for conveyance from a government entity, *OR* up to 5 points, calculated by the donation and/or discounted conveyance price.**

With the exception of the federal government or any agency or instrumentality thereof, the property must be donated or conveyed by an entity not related to, or affiliated with, the member, sponsor, or owner through ownership or control.

Please view the point calculation formula and examples on the next page.

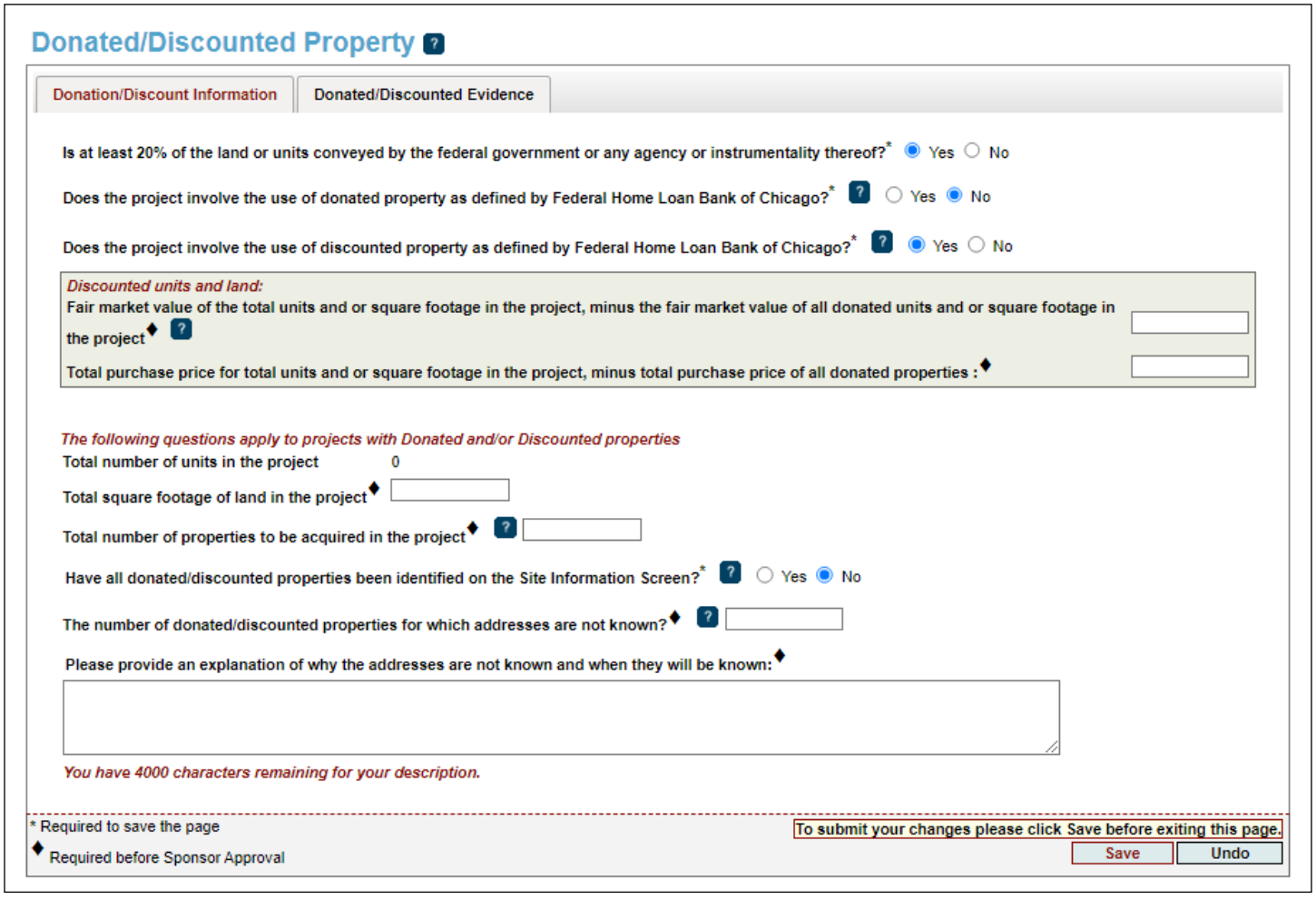
***Note**: The formula must result in **≥ 1.00** in order for applicants to receive a score in this category.

For projects with both donated and discounted land and/or units the score will be the sum of the donated and discounted calculations.

Important: Rehabilitation-only projects that do not involve the acquisition of land or units/buildings are **not eligible** to receive points in this category.

If you are considering donated/discounted points for an owner-occupied project, please contact ci@fhlbc.com to seek technical assistance.

1.a. Donated/Discounted Information



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

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

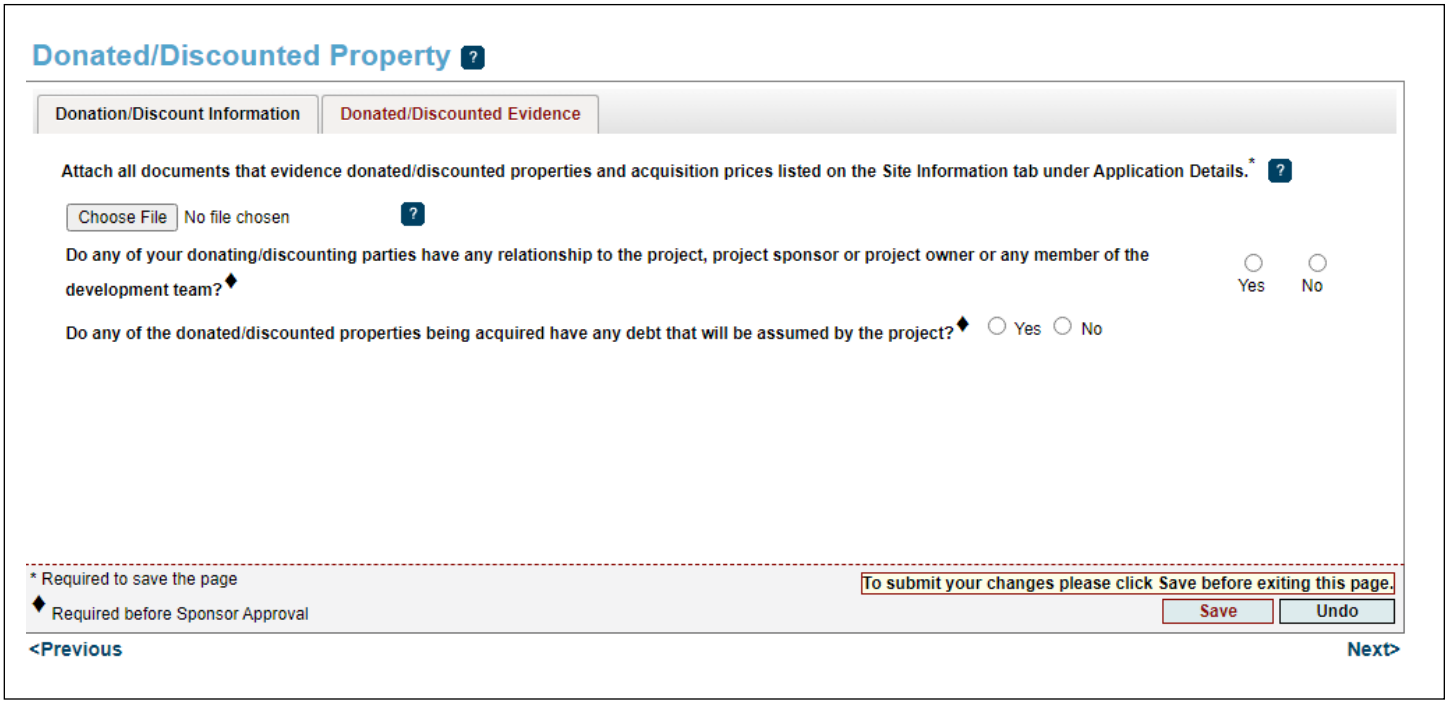
The "*Total number of units in the project claimed in Targeting*" field is auto-filled based on the number of units filled in on the **Targeting** screen.

This field will indicate "0" units until the Targeting screen is completed later in the application process.

If the project will include **both donated and discounted property**, select **Yes** to both the second and third questions.

Complete and save all required fields to move forward in the application.

1.b. Donated/Discounted Evidence



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

Donated and/or discounted properties do not have to be conveyed prior to application; however, if they have been, the **conveyance** must have occurred within the **36 months** prior to the AHP application deadline in order to be eligible for points in this scoring category.

Applicants must submit evidence of commitment to donate and/or discount that meets eligibility requirements for **site control documentation or conveyance** (see the Project Timeline section of this guide for the requirements); documentation should reflect the conveyance cost. Such evidence should reference the specific site(s), the anticipated or actual date of the conveyance, and any condition(s) the donation and/or discount is contingent on, and it must be signed by the conveyor.

If attempting discounted points, be sure to include a third-party appraisal on the ***Site Information*** screen.

2. Project Sponsorship

Projects submitted by a **not-for-profit sponsor** with integral involvement may receive **5 points**, as follows.

Owner-Occupied Projects

Sponsor must be a not-for-profit organization, a state or political subdivision of a state, a state housing agency, a local housing authority, a Native American Tribe, an Alaskan Native Village, or the government entity for Native Hawaiian Home Lands, ***and*** play at least one integral role in the project by:

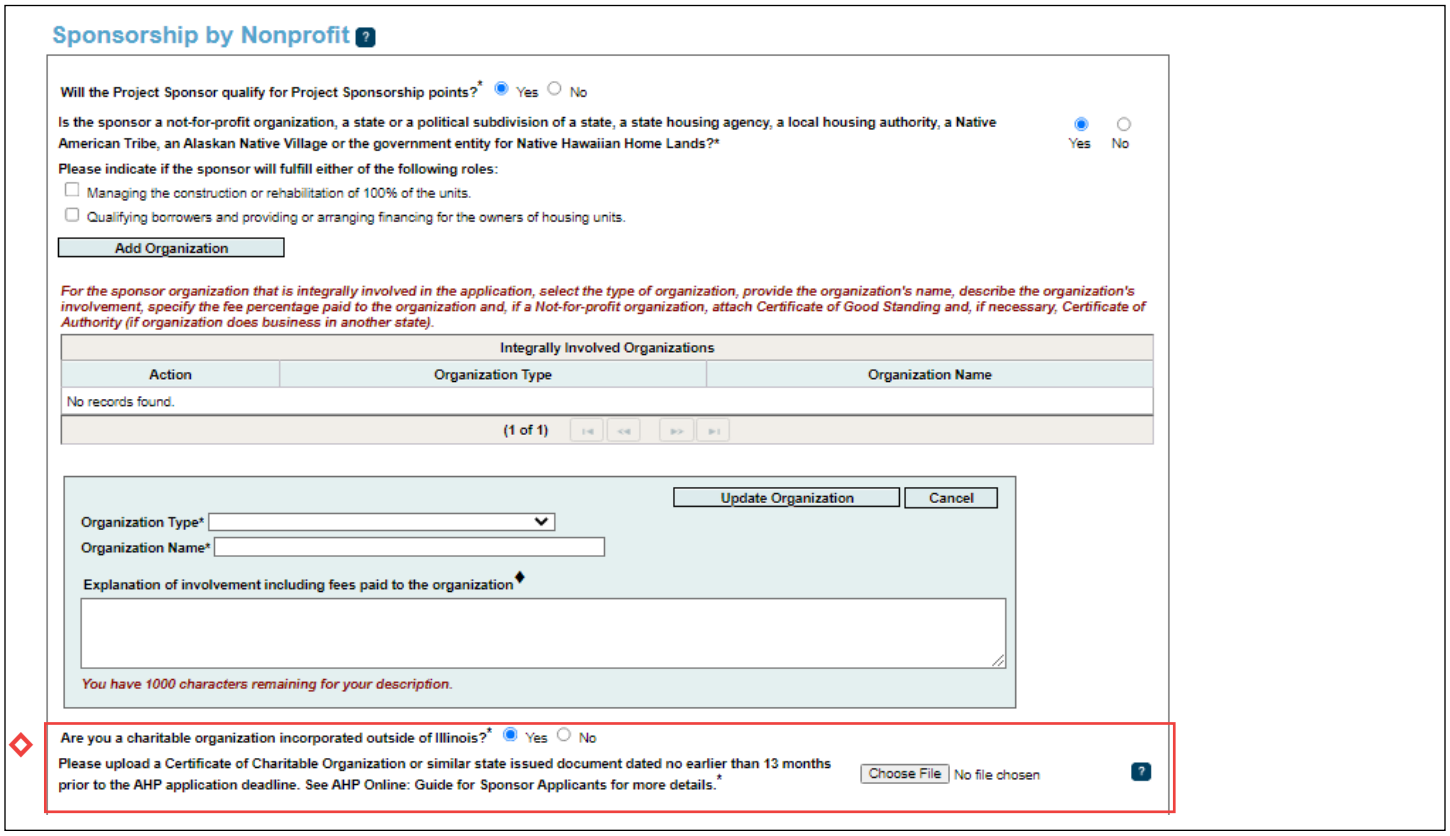
(1) managing the construction or rehabili tation of 100% of the units, **and/or**

(2) qualifying borrowers and providing or arranging financing for the owners of the owner-occupied units.

If project sponsor is a government entity (such as a state or political subdivision of a state, a state housing agency, a local housing authority, a Native American Tribe, an Alaskan Native Village, or the government entity for Native Hawaiian Home Lands), no supporting documentation is needed to be awarded project sponsorship points.

***Note**: Applications will only receive points for the categories in which they attempt points.

2. Sponsorship by Nonprofit: Organization Information



Owner-Occupied Projects

To complete the Homeownership Sponsorship by Nonprofit screen, first select **Yes** or **No** for the question *"**Are you a charitable organization incorporated outside of Illinois?**"* at the bottom of the screen. Then, click on *Add Organization*. Complete the required fields and click on *Update Organization*. **Documentation for this scoring category must also be uploaded on the *Sponsor Role* screen in the Feasibility section.**

In order for a nonprofit organization to receive points for nonprofit status, the applicant must submit a Certificate of Good Standing (or equivalent) from the state in which the applicant is incorporated. Additionally, if the proposed project is located in a state other than the state of incorporation, a Certificate of Authority (or equivalent) from that state must also be submitted. The certificate(s) must be dated no earlier than **90 days** prior to the AHP application deadline.

Sponsors incorporated in the state of **Wisconsin** must submit two documents to receive points in this scoring category:

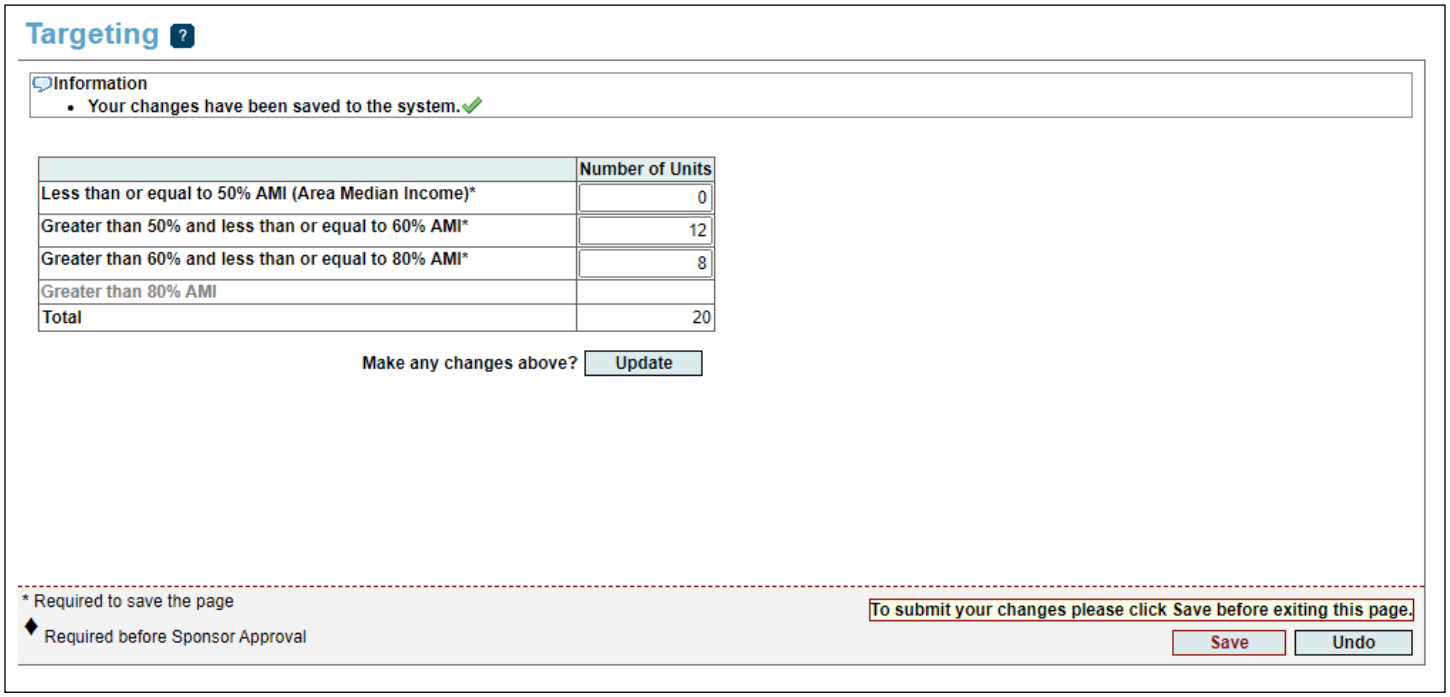
1. ◇ A valid Certificate of Charitable Organization (to evidence nonprofit status), date no earlier than **13 months** prior to the AHP application deadline, **and**

2. A valid Certificate of Status (to evidence "good standing"), dated no earlier than **90 days** prior to the AHP application deadline

◇ **Out-of-District nonprofit sponsors** (not located in Illinois or Wisconsin) must submit a Certificate of Good Standing (or equivalent) from the state the sponsor is incorporated in and the state where the project will be located, proving authority to do business in that state.

***Note**: A determination letter from the Internal Revenue Service **may not** be used in lieu of a Certificate of Good Standing, Certificate of Charitable Organization, or Certificate of Status.

3. Targeting



Projects may receive up to **20 points** for the **income levels** that they choose to target.

Owner-Occupied Projects Eligibility Information

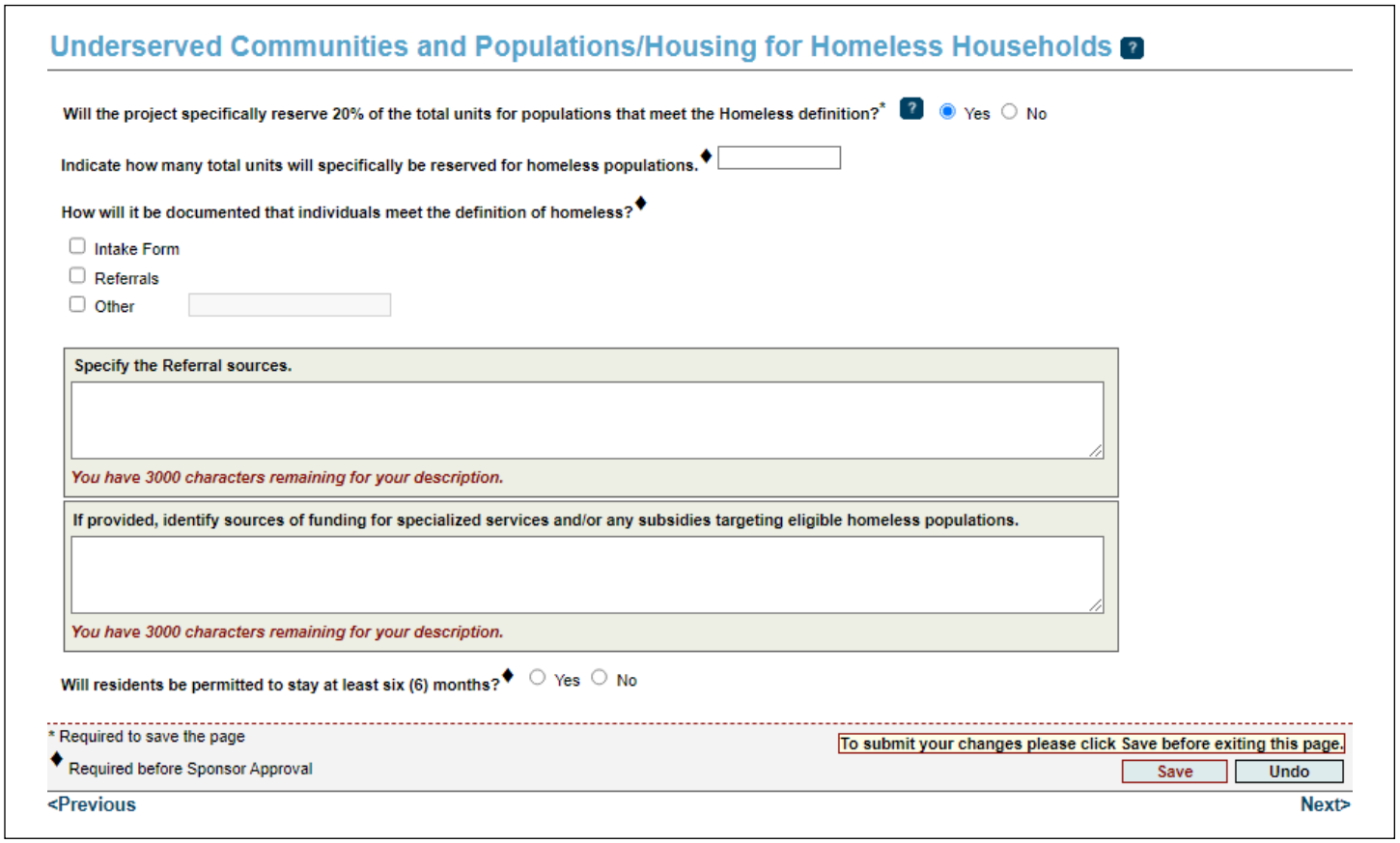
All AHP-assisted households must be **≤80% AMI**. **Failure to commit to the required minimum will result in the application being deemed ineligible.**

The Number of Units field for "Greater than 80% AMI" is locked for all homeownership projects. All other fields must be completed.

Please ensure the Targeting matches the Project Worksheet tab of the Financial Feasibility Workbook.

If the AHP Participant leaves any blank fields in the Targeting grid, AHP Online will generate an error message. Please make sure to enter 0 in all fields where the number of units is zero.

4. Housing for Homeless Households



Projects may receive **5 points** if they provide housing to **individuals who are homeless.** Eligible owner-occupied projects must create permanent owner-occupied housing, reserving **20% of the total units** for homeless households.

Please fill out the supplemental text boxes to provide specifics on how your project will serve persons experiencing homelessness.

Reference the **2024 Implementation Plan** for FHLBank Chicago's definition of homelessness.

Helpful Hint
A commitment in this scoring category is a "hard set-aside," meaning the unit must be held vacant if eligible individuals or households cannot be found, regardless of how long that may take.

If you are considering Housing for Homeless Households points for an owner-occupied project, please contact ci@fhlbc.com to seek technical assistance.

5. Housing for Special Needs Populations

The financing of housing in which **20% of the total units** are reserved for occupancy by **households with special needs** are eligible to receive **5 points.**

For purposes of this scoring criterion, populations with special needs are defined as:

- Persons with physical, mental, or developmental disabilities
- Persons recovering from physical abuse
- Persons recovering from substance abuse
- Victims of domestic violence, dating violence, sexual assault or stalking
- Formerly incarcerated persons

Supporting Documentation

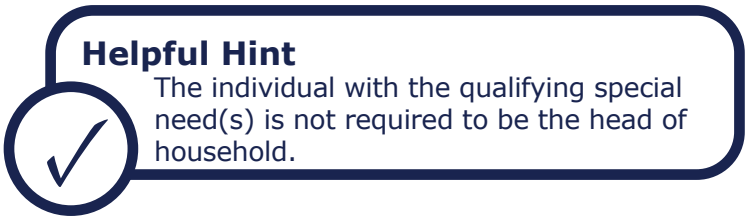
1. Provide a referral source or indicate that the sponsor has a network through which qualified individuals/families will be referred.

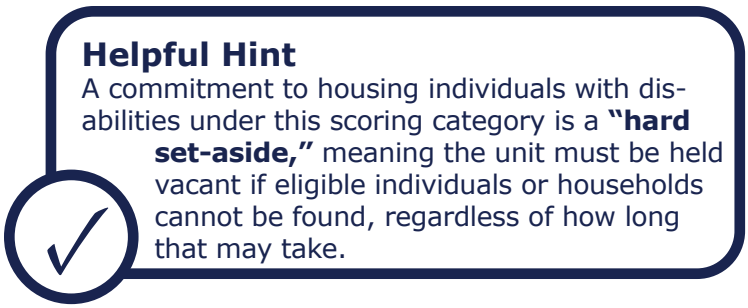
2. Provide information describing the sponsor's experience serving special needs populations.

Please combine all Special Needs evidence into one PDF document and attach to the screen.

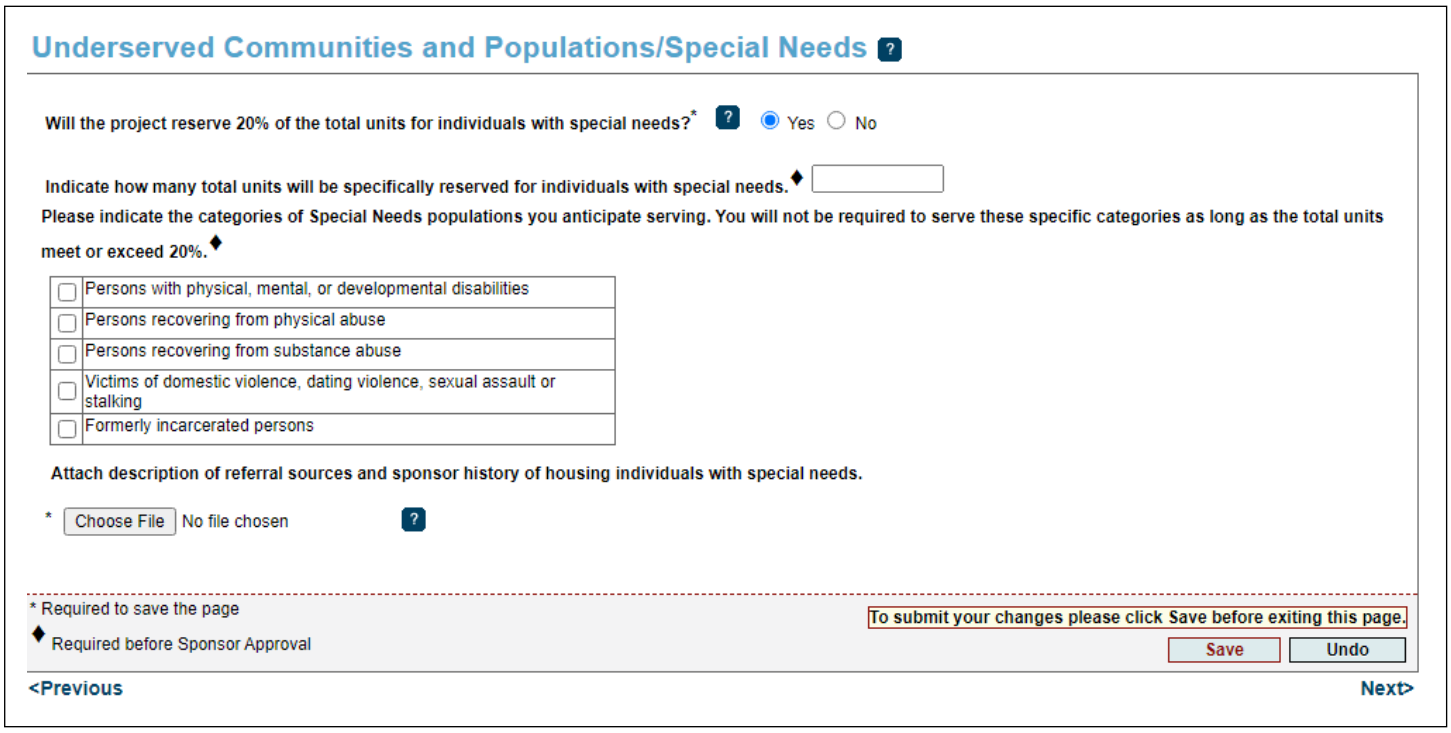
Please fill out the supplemental text boxes to provide specifics on how your project will serve persons experiencing homelessness. Please use the **Targeted Populations Experience & Services Template** to provide a comprehensive description (found in the Application Exhibits section.

For owner-occupied projects, the fulfillment of this scoring criteria will be monitored over the life of the project.





5. Housing for Special Needs Populations Continued



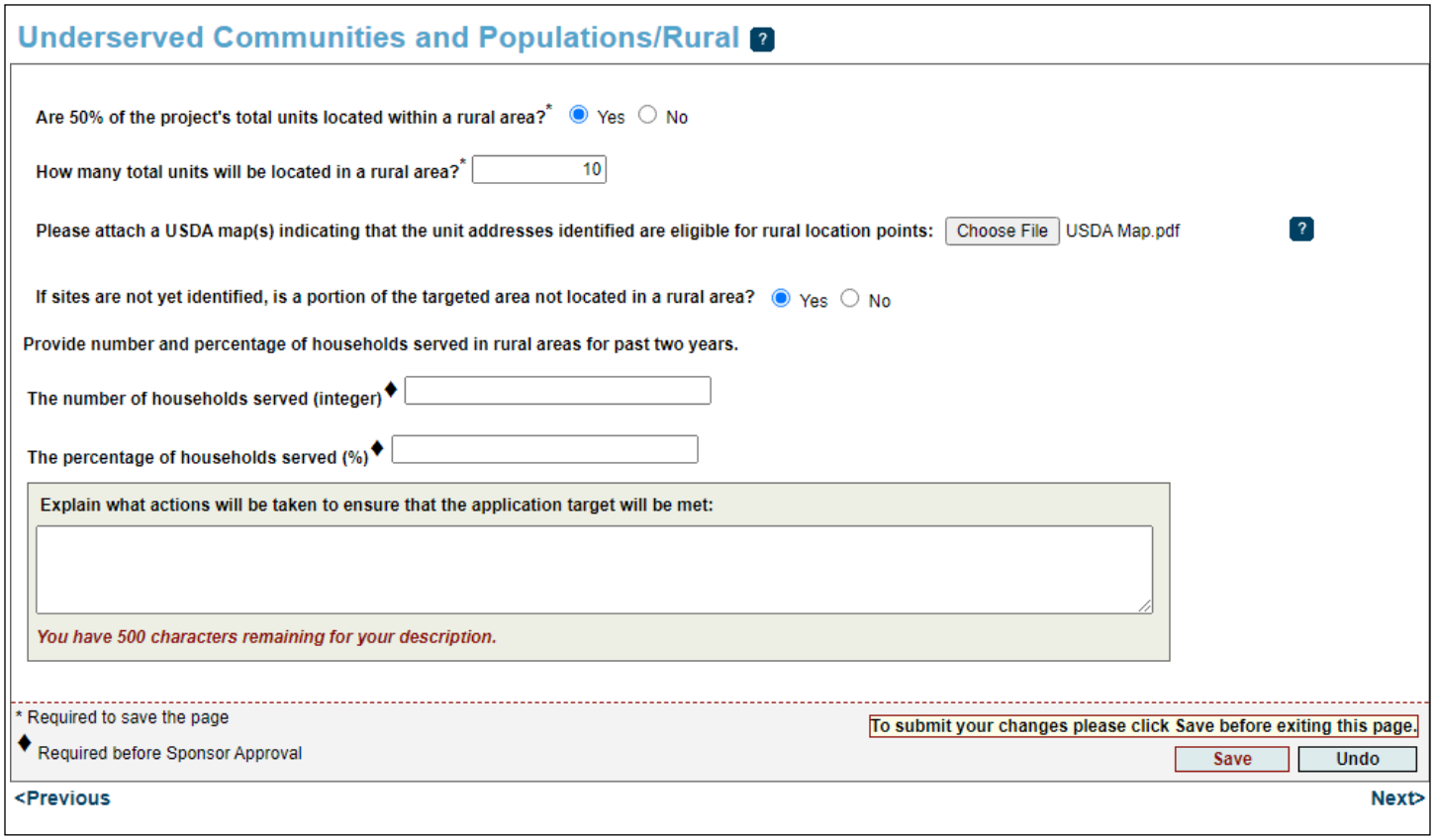
Input the total number of units that the project will set aside for populations with physical, developmental, and mental disabilities, ensuring the number is **at least 20% of total units**.

Check the applicable boxes for the targeted special needs populations for the project.

You **must attach** supporting documentation (as referenced on the previous page) demonstrating a network or referral source(s) through which qualified individuals/families will be referred to the project and the sponsor's experience serving special needs populations.

Please combine all Special Needs evidence into one PDF document and attach to the screen.

6. Rural Housing



Projects in which **50% of the total units** are located in a rural area are eligible for **7 points.**

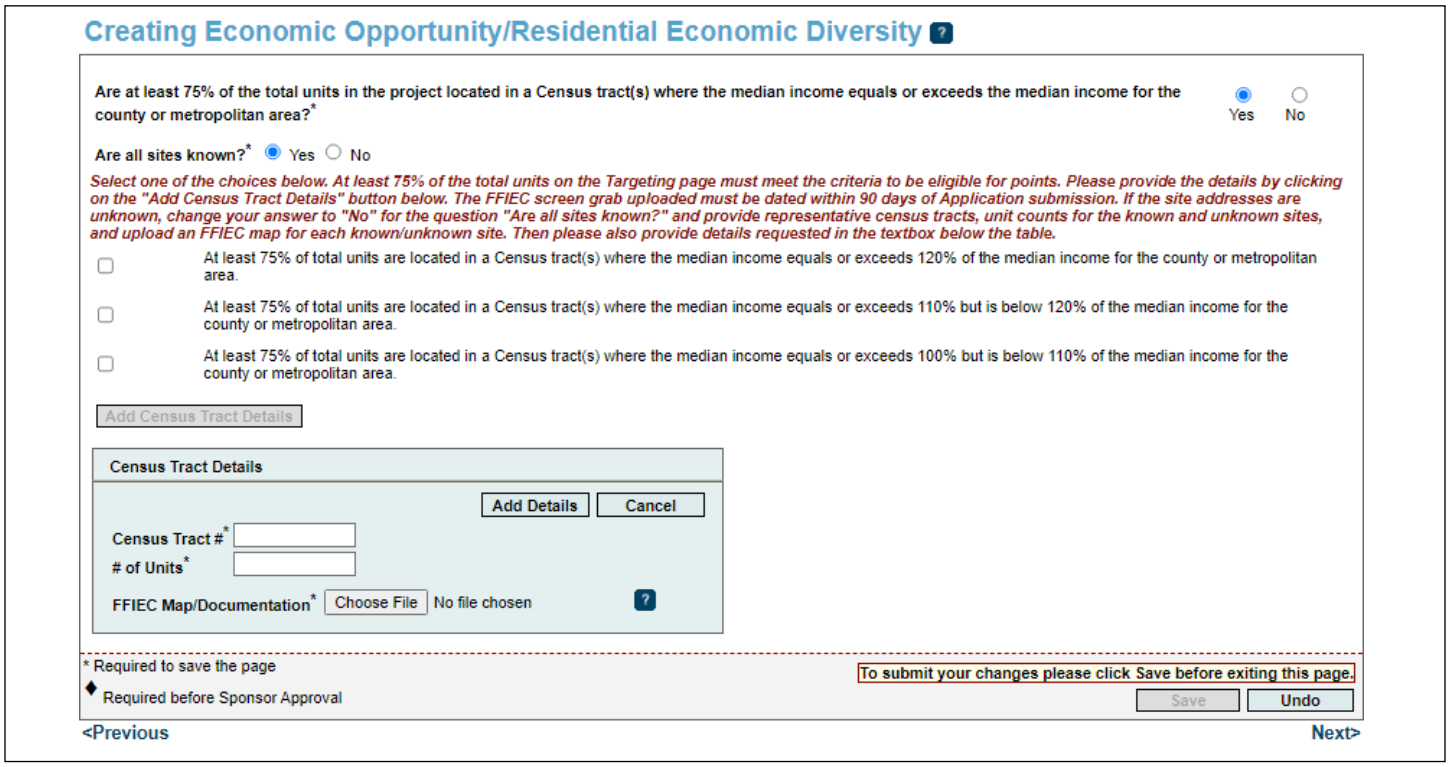
FHLBank Chicago's definition of a rural area will be consistent with the U.S. Department of Agriculture definition.

If a project involves unidentified sites (e.g., an owner-occupied rehabilitation project in which specific homeowners have not yet been identified), applicants should submit documentation of their service territory or a list of representative projects, with locations identified, to confirm the likelihood that at least **50% of units** will be located in rural areas.

Helpful Hint

Click here for eligibility determination on the U.S. Department of Agriculture's website and to obtain the screenshot necessary for points in this category. **The screenshot must be dated no earlier than 90 days prior to the AHP application deadline.**

7. Creating Economic Opportunity through Residential Economic Diversity



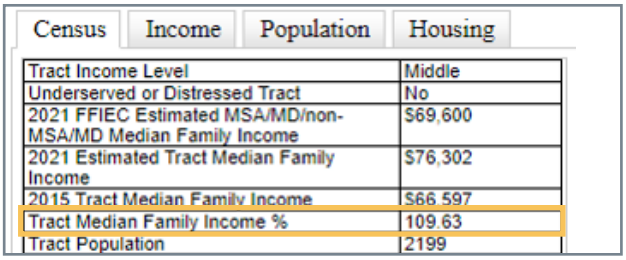
Projects in a Census tract(s) where the **median income equals or exceeds the median income for the county or metropolitan area** may receive up to **5 points.**

To receive points, **at least 75% of the total units** in the project are located in a Census tract(s) where the family median income equals or exceeds:

Points	Percent Tract Median Family Income
5	≥120% Tract Median Income
4.5	≥110% to <120% Tract Median Income
4.25	≥100% to <110% Tract Median Income

A screenshot from the **FFIEC website** is **required**. Enter the address and click on Search, then Census Demographic Data. The "Tract Median Family Income %" must be **>100%** (see example on the right). Please select "2022" in the "Year" dropdown before clicking search. The screenshot **must be dated no earlier than 90 days prior** to the AHP application deadline.

If a project involves unidentified sites (e.g., an owner-occupied rehabilitation project in which specific homeowners have not yet been identified), applicants should submit documentation on representative census tracts to be served in reference to the closest address selected in FFIEC, to confirm the likelihood that at least 75% of units will be located in higher-income areas.



8. Community Stability

The **Community Stability** category includes the following scoring categories:

- Rehabilitation of Existing Occupied Housing
- Preservation of Homeownership

Instructions: You must select **Yes** and upload the **Community Stability form** to be considered for these points. Please reference the Exhibits section of this guide for more information. The form can be found at **AHP Policy and Forms** under Application Exhibits.

Preservation of Homeownership (7 points, Homeownership Projects only): 100% of the AHP-assisted beneficiaries must be existing homeowners. Down payment assistance projects are not eligible for these points.

Once the completed Community Stability form is uploaded, with the appropriate field checked, no additional evidence is required.

Rehabilitation of Existing Occupied Housing (9 points): Upload the completed Community Stability form with the appropriate field checked. To qualify:

1. ≤25% of the total units in the project may be new construction (verify in cell C9 on the Cost Breakout tab of the Financial Feasibility Workbook)

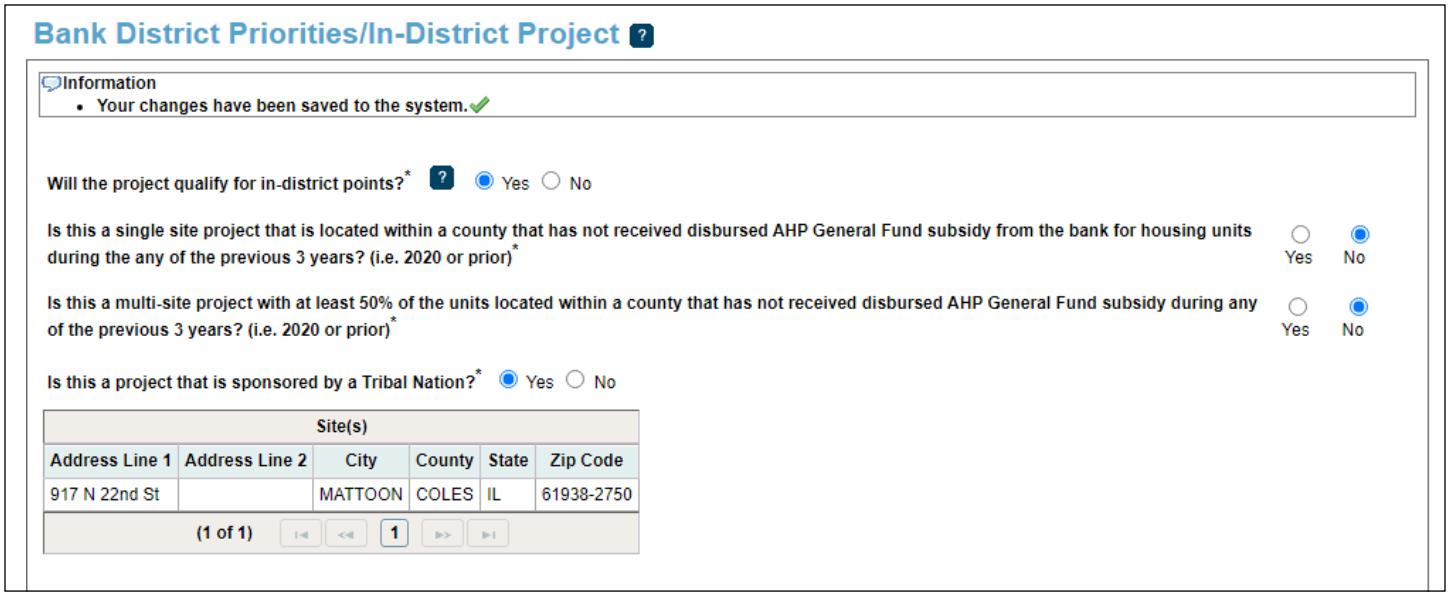
2. Hard rehabilitation costs must be ≥25% of the total development cost (verify in cell D70 on the Cost Breakout tab of the Financial Feasibility Workbook), **and**

3. A project's vacancy rate at the time of AHP application must be ≤50%

Homeownership projects involving acquisition are **ineligible** for points in this category.

Note: Applications are only eligible to receive points for the categories in which they attempt points.

9. In-District Projects



Projects in which 100% of the total units are located in **Illinois or Wisconsin** may receive **5 points**.

Applicants may receive an additional **3 points** for:

1. In-District projects sponsored by a Tribal Nation, OR

2. Single-site In-District projects that are located within a county that has not received disbursed AHP funds in the last 3 years, **OR**

3. Multi-site In-District projects with at least 50% of units located within a county that has not received disbursed AHP funds in the last 3 years

A list of qualifying counties is published on FHLBank Chicago's website at **AHP Policy and Forms** under Application Exhibits.

Important: If you the project is being sponsored by a Tribal Nation, please email **ci@fhlbc.com** to confirm eligibility.

Click on **Yes** to the first question if 100% of the project is located within Illinois and/or Wisconsin.

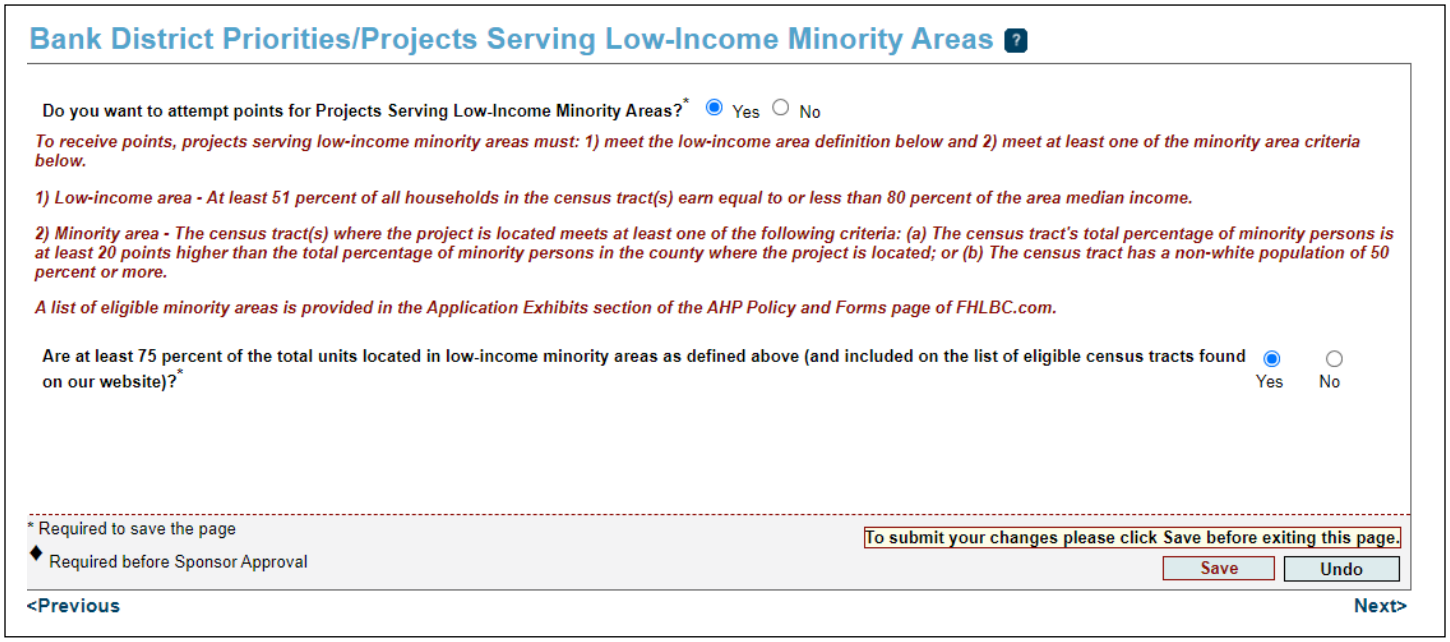
If the project qualifies for the additional 3 points, select **Yes** to the applicable question(s) on the screen.

If a project involves unidentified sites (e.g., an owner-occupied rehabilitation project in which specific homeowners have not yet been identified), applicants should submit documentation on representative counties to be served in reference to the published list of qualifying counties, to confirm the likelihood that at least 50% of units will be located in an eligible county. For owner-occupied projects with unindentified sites, the fulfillment of this scoring category will be monitored over the life of the project.

Helpful Hint

Applications are only eligible to receive points for the categories in which they attempt points. If the AHP applicant fails to click on ***Yes***, the project will not receive In-District points regardless of where it is located.

10. Projects Serving Low-Income Minority Areas



Projects located in FHLBank Chicago's definition of **Low-Income Minority Areas (LIMA)** may receive **4 points**.

At least **75% of the total units** must be located in low-income minority area census tracts defined below as census tracts where:

1. At least **51% of all households** earn equal to or less than **80% AMI**, **AND**

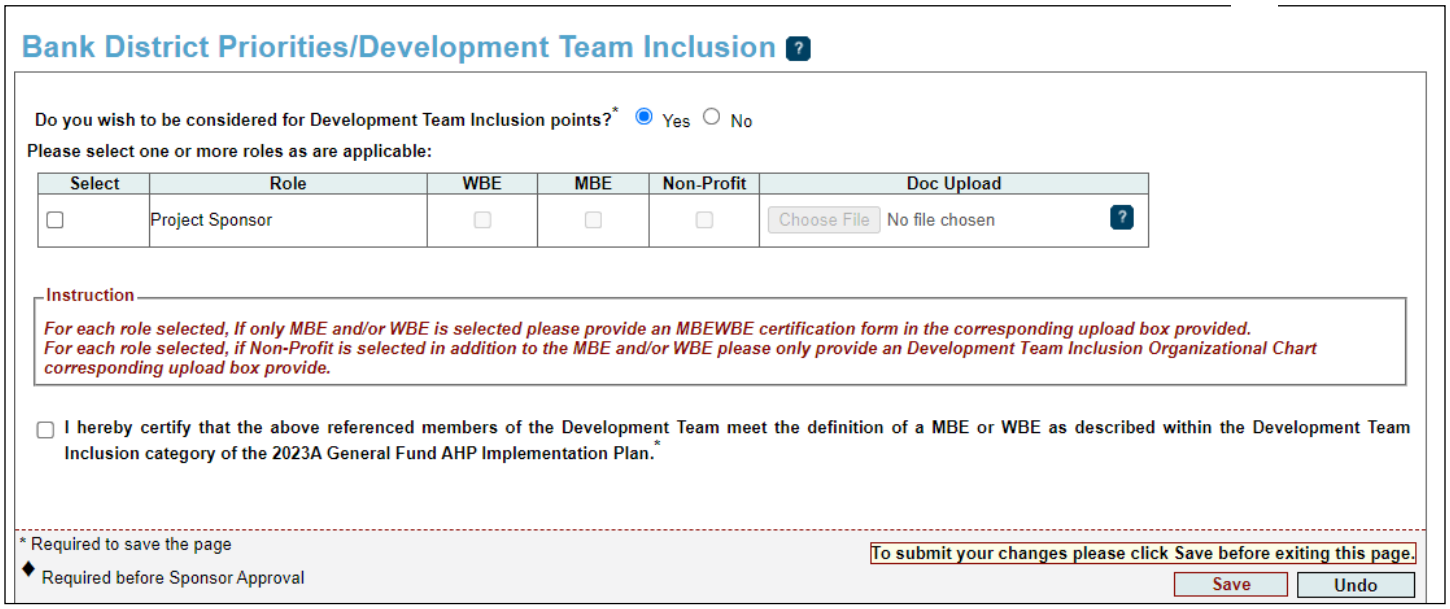
2. The percentage of the minority population is **20% higher** than the total percent minority population in the **county OR** where the non-white population is **50%** or more

A published list of eligible census tracts across the country is available on **AHP Policy and Forms**, titled **2024 Low-Income Minority Areas.** Please ensure the census tract(s) in which your project is located appears on the list if you are seeking points in this category.

New for the 2024 Program Year: A community plan and Certification of Consistency Form are no longer required to qualify for this category.

If a project involves unidentified sites (e.g., an owner-occupied rehabilitation project in which specific homeowners have not yet been identified), applicants should submit documentation on representative census tracts to be served in reference to the published list of **2024 Low-Income Minority Areas**, to confirm the likelihood that at least 75% of total units will be located in an eligible area.

11. Development Team Inclusion



Development Team Inclusion: **Owner-occupied projects** may score **2 points** if the project Sponsor qualifies as a Minority Business Enterprises (MBE) or Women's Business Enterprises (WBE).

To qualify as an MBE or WBE:

• **For-profit Entity**: The project Sponsor must demonstrate at least 51% ownership by minorities or women via self-certification and a current MBE and/or WBE certification issued by a state government, or a political subdivision, public agency or instrumentality thereof, provided at the time of application.

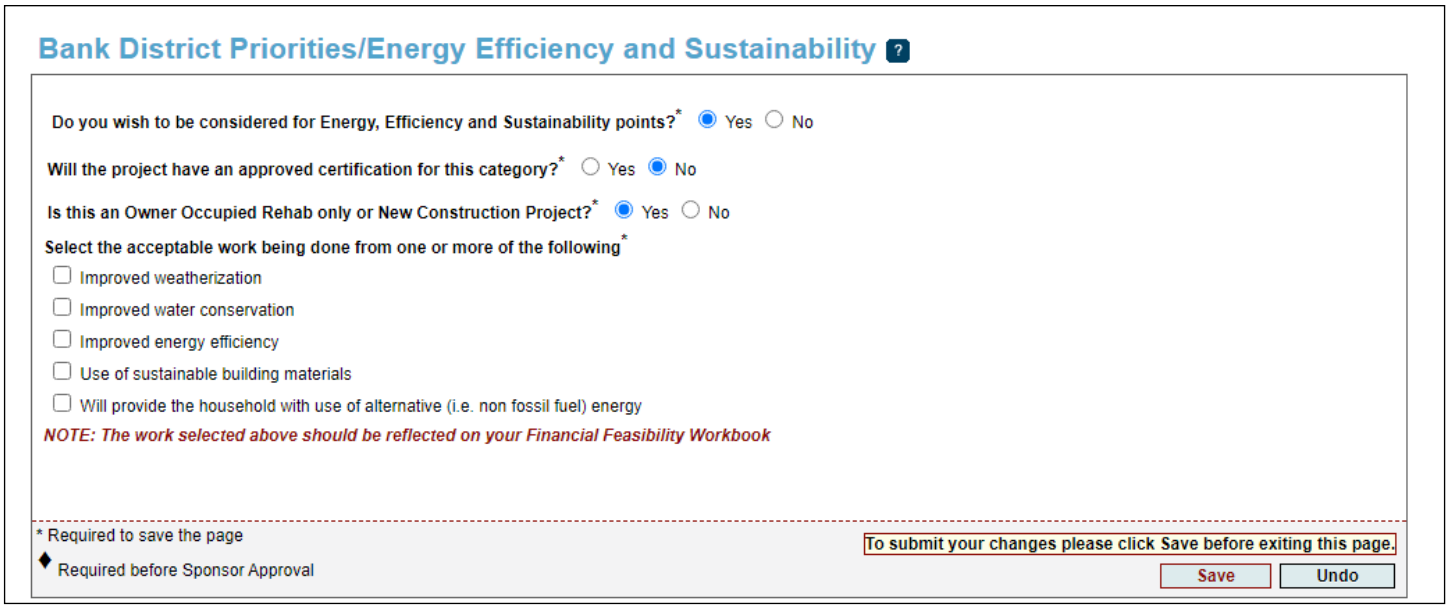
• **Not-for-profit Entity**: The project Sponsor must demonstrate one of the following via self-certification and a Development Team Inclusion Organizational Chart:

1) MBE or WBE Leadership: a non-profit with a minimum of 35% of director-level employee leadership are minority or women including the Executive Director and a share of those employees reporting directly to the Executive Director **OR**

2) MBE or WBE Governance: a non-profit with a Board Chair and a Board composition of minorities or women of at least 30%, or, whose overall Board composition of minorities or women is at least 40 percent

For not-for-profit entities, attach the **Development Team Inclusion Organizational Chart**, found at **AHP Policy and Forms** under Application Exhibits. You can also reference the Exhibits section of this guide for an example of the exhibit.

12. NEW: Energy Efficiency & Sustainability



Energy Efficiency & Sustainability is a new scoring category for 2024. **Owner-occupied new construction and/or rehabilitation projects** may receive **3 points** if 50% of the total project units meets one of the two criteria:

1) 50% of project units will meet one or more of the following building standards:

- Energy Star Building Standards
- Enterprise Green Communities
- Home Energy Rating System (HERS) score of 60 or below
- Leadership in Energy and Environmental Design (LEED)
- National Green Building Standard
- Passive House Institute U.S. (PHIUS)

Documented certification from the certifying agency must be provided upon project completion.

Click on **Yes** for "Will the project have an approved certification for this category?" and select the applicable certification in the dropdown.

2) 50% of project units will meeting one or more of the following criteria:

- Improved weatherization
- Improved water conservation
- Improved energy efficiency
- Use sustainable building materials
- Will provide the household with use of alternative (i.e. non-fossil fuel) energy

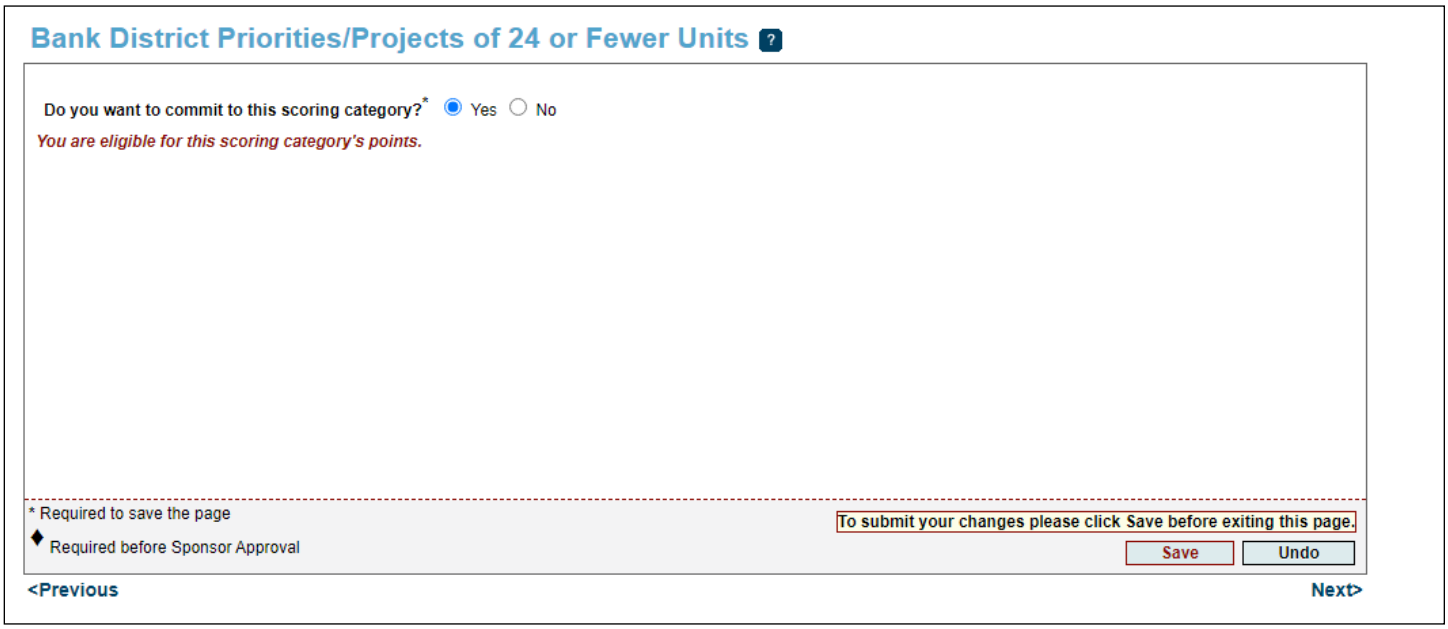
Important: Please ensure this type of work is reflected in the **Financial Feasibility Workbook.** If the project is an **Owner-Occupied Rehabilitation Project**, please include a description of energy efficiency and sustainability-related work in the *Rehabilitation* screen of AHP Online.

No supporting documentation is required at application, but please ensure you choose the best options(s for your project because this commitment will remain for the project post-award.

13. Projects of 24 or Fewer Units

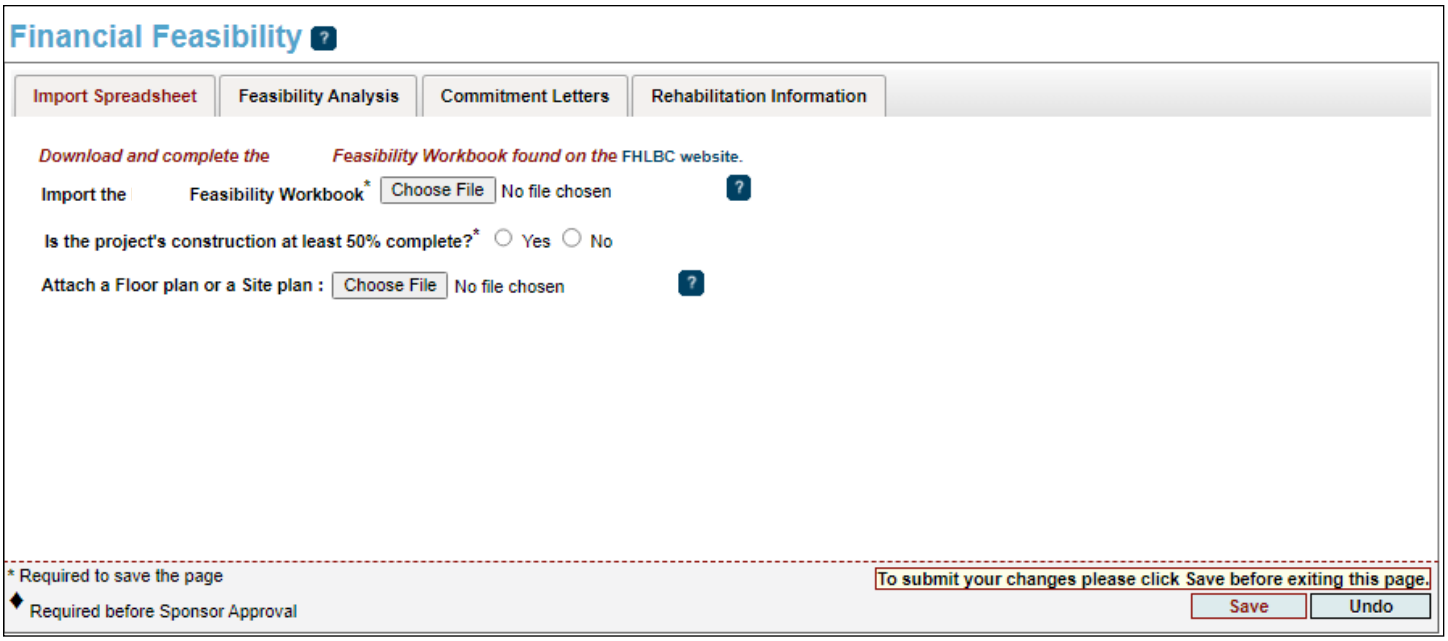
Projects with **24 or fewer units** may receive **5 points**.

Once the unit count is entered into AHP Online, no supporting documentation is required.



Feasibility

Financial Feasibility Introduction



In the Feasibility section of the application, AHP Participants must provide detailed financial information regarding the project's development budget, sources of funds, operations, and income. These details are captured in the **Financial Feasibility Workbook (FFW)**.

Please follow the directions provided under the ***Instructions*** tab in the excel Financial Feasibility Workbook. Specific tips must be followed in order to successfully upload the Financial Feasibility Spreadsheet. Project feasibility and the need for subsidy are reviewed across the life cycle of a project (i.e., at application, disbursement, and project completion).

Tips for Completing the Financial Feasibility Workbook

It is recommended that applicants **complete their Financial Feasibility Workbook prior to uploading commitment letters**. Removing or replacing a Financial Feasibility Workbook in AHP Online will cause uploaded commitment letters to be deleted.

We suggest that applicants **save a copy of any feasibility explanations** they are required to enter into AHP Online. Removing or replacing a Financial Feasibility Spreadsheet in AHP Online will cause manually entered feasibility explanations to be deleted.

Helpful Hints for Tabs in the Financial Feasibilty Workbook

Instructions Tab

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

Summary of Uses

• Total Development Costs: The Total Project Costs under the *Summary of Uses* tab must equal the Total Funding Sources under the *Sources* tab.

• Homeownership Education & Counseling Costs: The total amount of AHP subsidy used for homeownership education and counseling costs on the Subsidy Amount and Uses of Funds screen in AHP Online must match the total amount of AHP subsidy used for homeownership education and counseling costs under the *Summary of Uses* tab of the Financial Feasibility Spreadsheet.

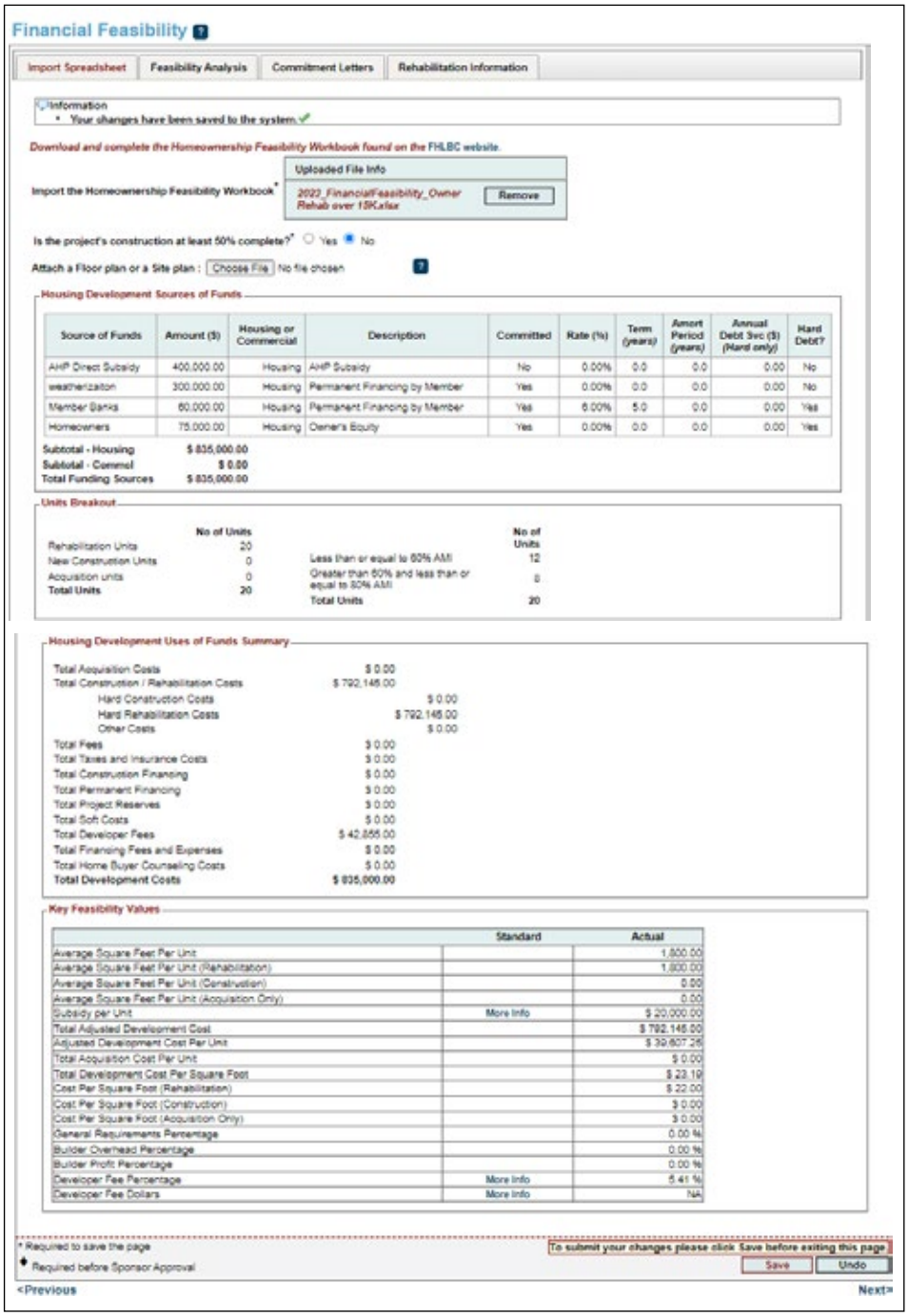
If your project involves **new construction of single-family homes**, please contact Community Investment at **ci@fhlbc.com** for technical assistance.

Source Code Classifications

The ***Sources*** tab in the Financial Feasibility Workbook requires applicants to identify a code for each source. Each line on the Sources tab should include only one source type (e.g., HOME and CDBG funds need to be listed on different lines and coded accordingly).

Source Code	Source Name	Additional Guidance
1	AHP Subsidy	If the project is requesting AHP from more than one FHLBank, code the AHP amount from the other FHLBank as 1
2	Permanent Financing by Member Applicant	Financing provided by the Lead Member only. All other permanent financing provided by a FHLBank Chicago member should be coded 16
3	FHA Insured Mortgage	
4	Federal Low-Income Housing Tax Credit Equity	
5	Other HUD (HOPE VI, 202 811, Section 8)	Includes **all other Federal housing sources**, including Rural Development, HUD (HOPE VI, 202, 811, Section 8), Housing Opportunities for Persons with AIDS (HOPWA), Self-Help Homeownership Opportunity Program (SHOP), and the Housing Preservation Grant
7	Federal Historic Preservation Tax Credit Equity	
8	HOME	Includes National Housing Trust Fund and WHEDA Housing Trust Fund, HUD HOME HHR Program
9	State Low Income Tax Credit Equity	Includes the Illinois Affordable Housing Tax Credit (IAHTC) and the Wisconsin Housing Tax Credit.
10	State Housing Loans	Excludes Federal government program funds (e.g. HOME and CDBG)
11	State Government Subsidy	Excludes Federal government program funds (e.g. HOME and CDBG), Weatherization programs
12	Community Development Block Grants	
13	TIF/Local Government Sources	Includes ARPA funds. Exclude Federal program funds (e.g., HOME, CDBG).
14	Housing Bonds	Tax-exempt multifamily rental housing bonds
15	Grants	Donated funds from **non-governmental** sources, including fundraising and capital campaigns
16	Other Loans	Loans from **non-governmental** sources, project sponsor, and FHLBC members that are not the Lead Member
18	Owner's Equity	Includes homebuyer down payments or funds provided by project owner and existing project reserves
19	Deferred Developer Fee	

Financial Feasibility: Import Spreadsheet



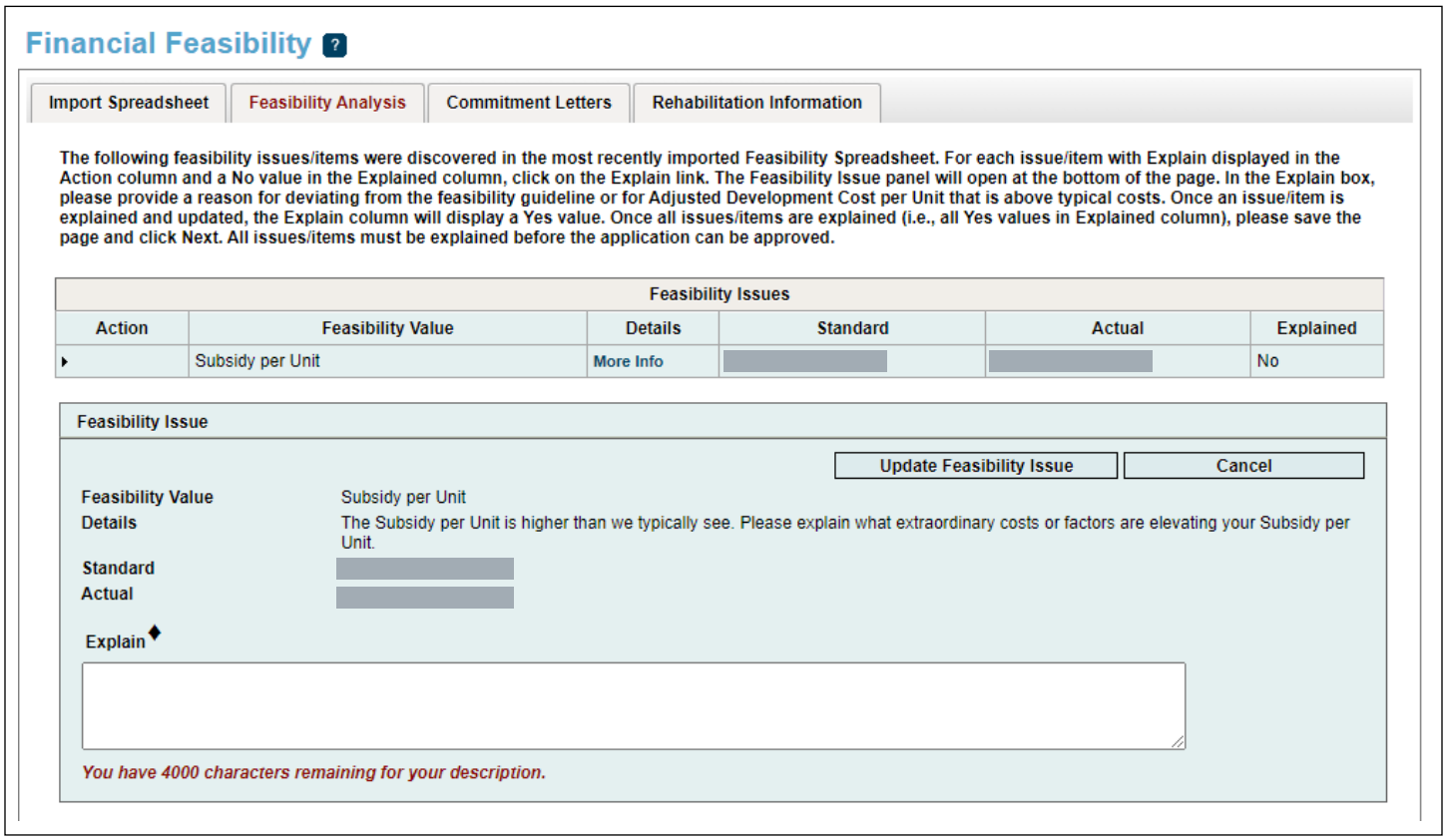
After the AHP Participant clicks on ***Save***, the Financial Feasibility Workbook will upload and display a summary of the project's development.

Site and Floor Plans

If available, one or more site and floor plan(s) should be attached to the ***Financial Feasibility: Import Spreadsheet*** screen.

Once the workbook is uploaded and the screen is saved, click ***Next***.

Financial Feasibility: Feasibility Analysis



The ***Feasibility Analysis*** screen will populate using the information provided on the Financial Feasibility Workbook. The analysis is based on whether or not the project budget exceeds one or more of the feasibility guidelines outlined in the **2024 Implementation Plan** applicable to the current round. The ***Feasibility Guidelines*** tab on the spreadsheet will also indicate whether a value is outside of guidelines before the spreadsheet is uploaded.

Note: The Adjusted Development Cost per Unit (ADCU) guidelines have been updated in the **2024 Implementation Plan**. Please review the whole Feasibility Guidelines section for additional updates.

To remove a feasibility issue, the issue must be fixed in the Financial Feasibility Workbook and the Financial Feasibility Workbook must be re-uploaded on the ***Import Spreadsheet*** screen.

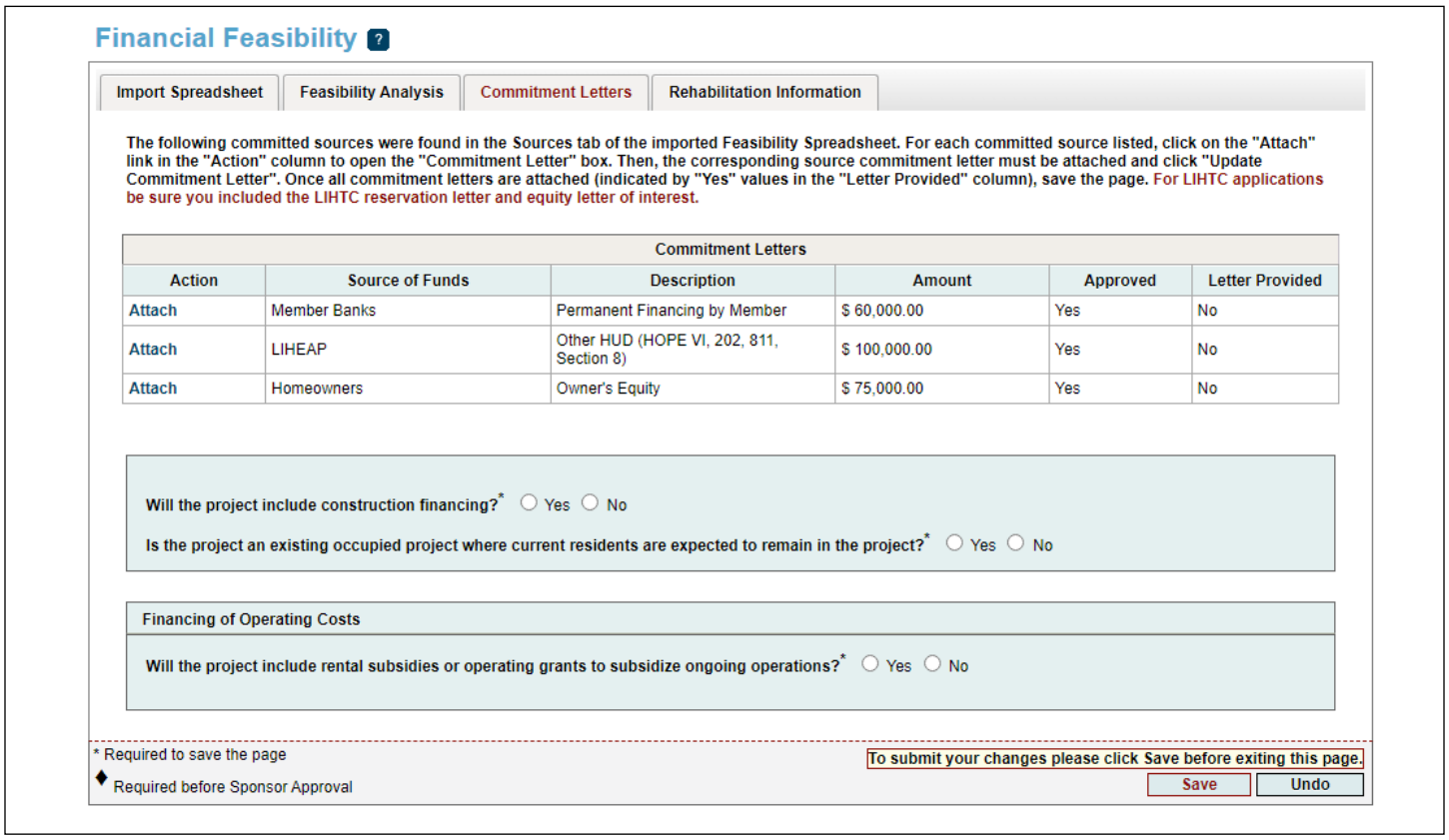
To Explain or Justify Feasibility Issues

An explanation is **required** for each item that is outside the feasibility guidelines. The sponsor will not be able to Sponsor Approve an application until each deviation from the feasibility guidelines has been explained. For each feasibility value, please click on the ***Explain*** link under the Action column. After a justification is entered, click on ***Update Feasibility Issue***. The Explained column will show Yes or No. If the column indicates No for a particular feasibility issue, it means the issue has not been justified and saved in the Explain box. Once all issues are explained, please save the page and click on ***Next***.

Helpful Hint

Removing and re-uploading the Financial Feasibility Workbook will require users to re- enter all feasibility explanations. **Save these narratives outside of AHP Online** to copy and paste when needed.

Financial Feasibility: Commitment Letters



Committed financing refers to any financing source for which a project has received a preliminary or firm funding commitment.

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

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

To remove an approved funding source, the Financial Feasibility Workbook must be fixed (the source must be changed to Requested) and re-uploaded on the ***Import Spreadsheet*** screen.

For each funding source, click on the *Attach* link under the Action column and upload the corresponding funding source commitment letter. After uploading, click on *Update Commitment Letter*. **If the project has construction financing, evidence of the commitment(s) must be uploaded on this screen.**

Financial Feasibility: Commitment Letters Continued

Committed financing refers to any financing source for which a project has received a preliminary or firm funding commitment.

Owner-Occupied Projects:

Projects must submit evidence of committed long-term, permanent financing sources comprising ≥50% of total development costs. **For projects in which the requested AHP subsidy is ≥50% of the total development costs, 100% of the remaining funding must be committed and evidenced.**

Committed financing may be evidenced by executed commitment letter(s) from non-member financial institutions, grant award letters, executed grant contracts, or other documentation indicating a firm commitment. Homebuyer/homeowner contributions may be considered a committed financing source.

Note that AHP subsidy used for down payment assistance may not be paired with a first mortgage insured by the Federal Housing Administration (FHA).

Helpful Hint
Amounts indicated on financing commitment documents should match the ***Sources*** tab of the Financial Feasibility Workbook. If the commitment documentation reflects an amount greater than what is shown on the ***Sources*** tab, the AHP subsidy may be adjusted accordingly.

Helpful Hint
Removing and re-uploading the Financial Feasibility Workbook will require re-uploading all commitment letters.

NEW Equity Contributions and/or Loans (e.g. self-funding via a capital campaign or fundraising): Direct equity contributions/loans committed by the sponsor.

Commitment must be evidenced by:

1) Board President commitment letter *(see Exhibit* **Sponsor Funding Commitment Board Letter Template**): a letter from the entity on the organization's letterhead indicating the source, amount of contributions, and specific dates of commitment and expiration; **and**

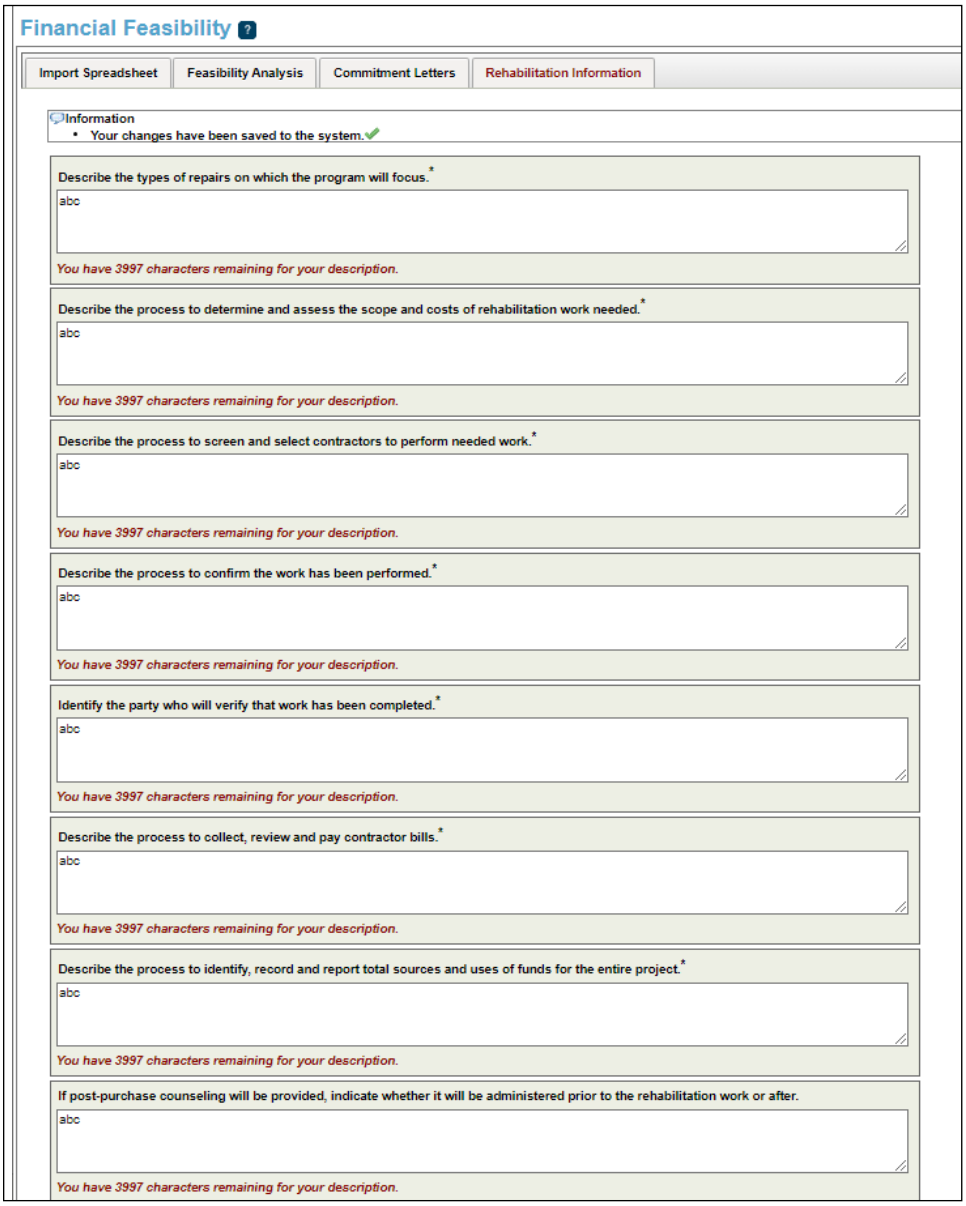
2) Fundraising Experience and Plan, if applicable (see *Exhibit* **Sponsor Fundraising History Experience**); **and**

3) An annual report, audited financials, bank statement or other documentation showing fundraising history and financial position.

***Note:** No documentation is required for the homebuyer contribution made to purchase or rehabilitate a home.

If you have questions about anything above, please contact ci@fhlbc.com.

Financial Feasibility: Rehabilitation Information



For homeownership projects, all questions on the Rehabilitation Information screen must be completed. **All homeownership rehab projects are no longer required to upload the FHLBank Chicago *Homeownership Rehabilitation Scope Checklist* template at the bottom of the screen.** In order to complete the screen, please upload a word document stating "Not Applicable."

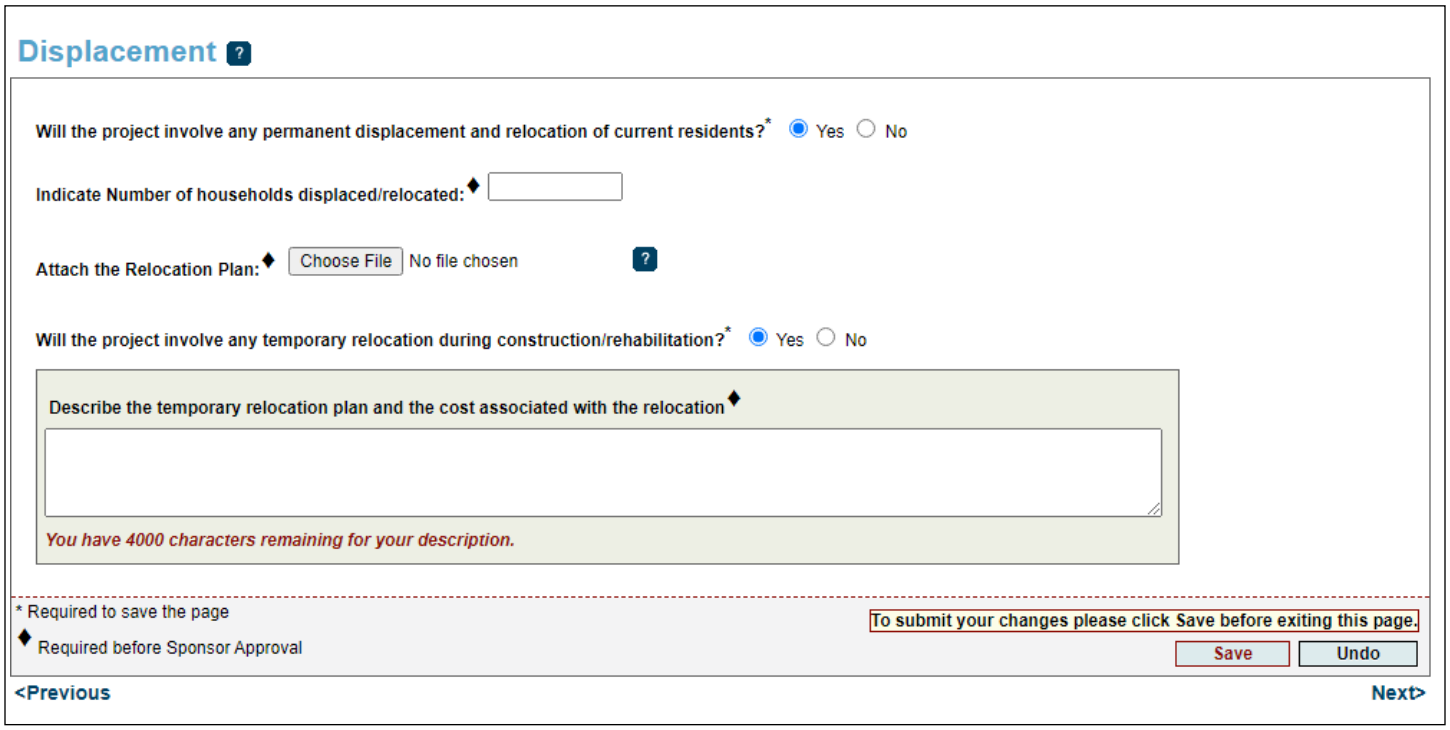
Homeownership Rehabilitation

For homeownership projects that include rehabilitation, applicants must provide a thoughtful description/estimate of rehabilitation costs from previous, similar programs.

The ***Cost Breakout*** tab of the Financial Feasibility Spreadsheet must match descriptions in terms of scope and cost.

If attempting Energy Efficiency and Sustainability points, include a description of the related work on this screen.

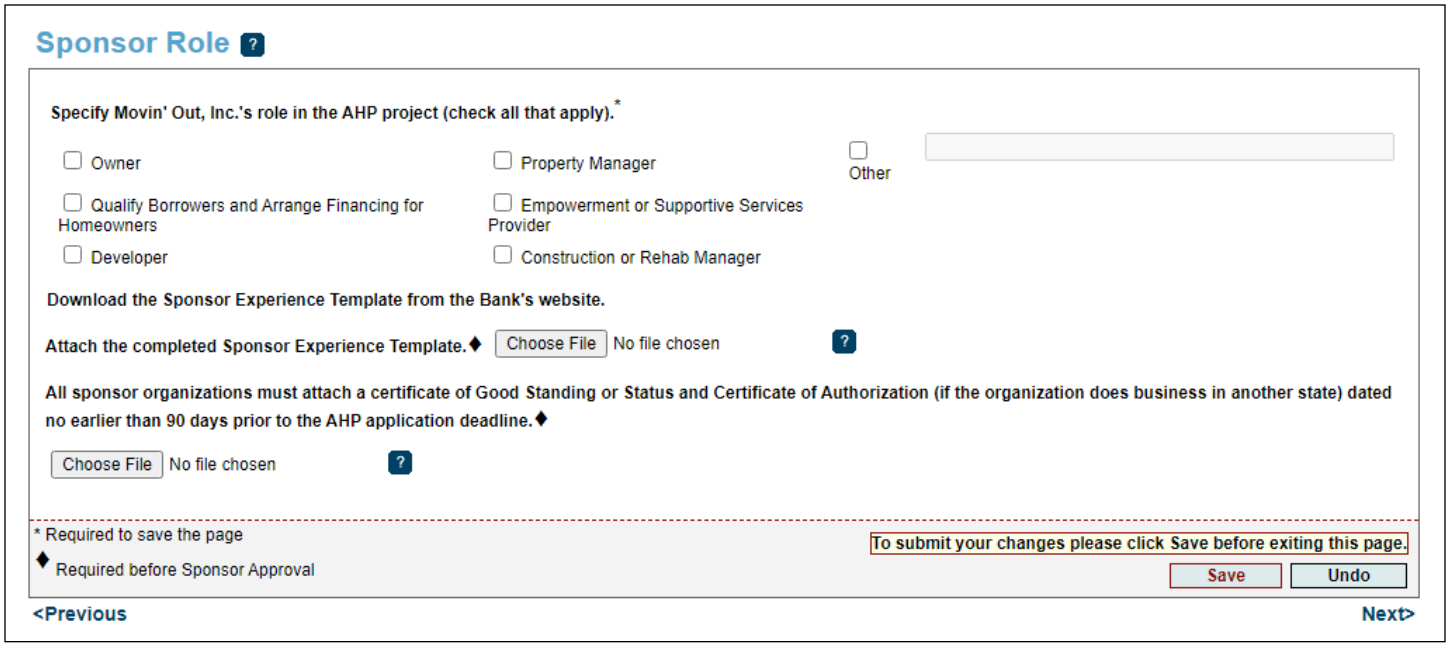
Displacement



If an AHP application involves the purchase, rehabilitation or demolition of any property that is occupied by existing households and includes displacement, then a **relocation plan is required** with the AHP application.

Relocation of existing homeowners or homebuyers is not typical. **Please contact Community Investment at ci@fhlbc.com for technical assistance if your project involves relocation.**

Sponsor Role



If the sponsor applied for points under **Project Sponsorship**, the same roles should be identified on this screen. If ***Other*** is chosen, specify the role in the text box.

Sponsor Experience: Sponsors must complete the Sponsor Experience form and demonstrate the capacity to fulfill all roles, responsibilities, and obligations throughout the entire AHP retention period.

Evidence of Existence: All non- and for-profit sponsors must submit a Certificate of Good Standing or Status (or equivalent) from the state in which the applicant is incorporated. Additionally, if the proposed project is located in a state other than the state of incorporation, a Certificate of Authority (or equivalent) from that state must also be submitted. The certificate(s) must be dated no earlier than **90 days prior** to the AHP application deadline.

Helpful Hint

Sponsors that are **government entities** do not need to provide a Certificate of Good Standing or Status. Instead, they should upload a Word document stating "N/A."

Returning Sponsors of Previously Awarded AHP Projects

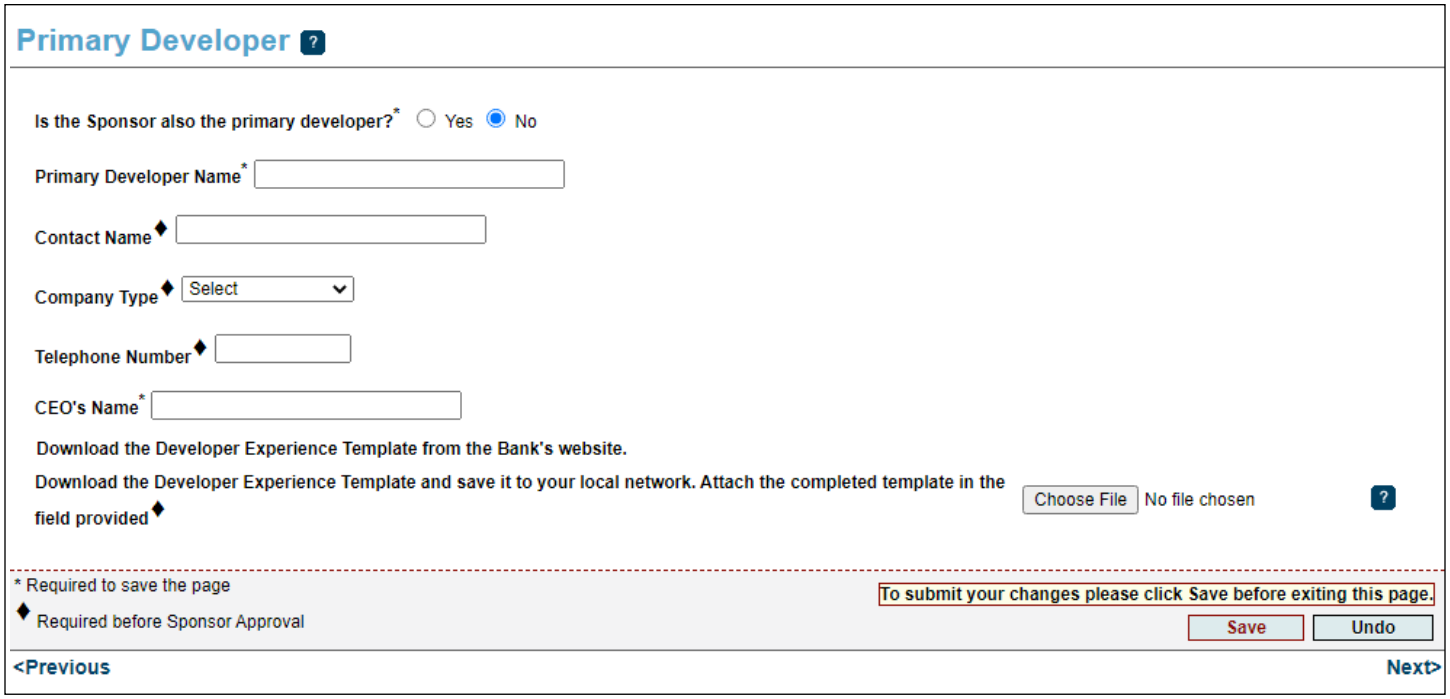
Sponsors of previously approved AHP projects will be evaluated on:

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

NEW: Returning sponsors need to complete the **Owner-Occupied Sponsor Capacity Form**, located in the Application Exhibits. Please attach the form to the **Sponsor Experience Template** and upload it on this screen.

***Note:** Failure to complete previously awarded AHP projects in a timely manner may impact receipt of future AHP awards.

Primary Developer



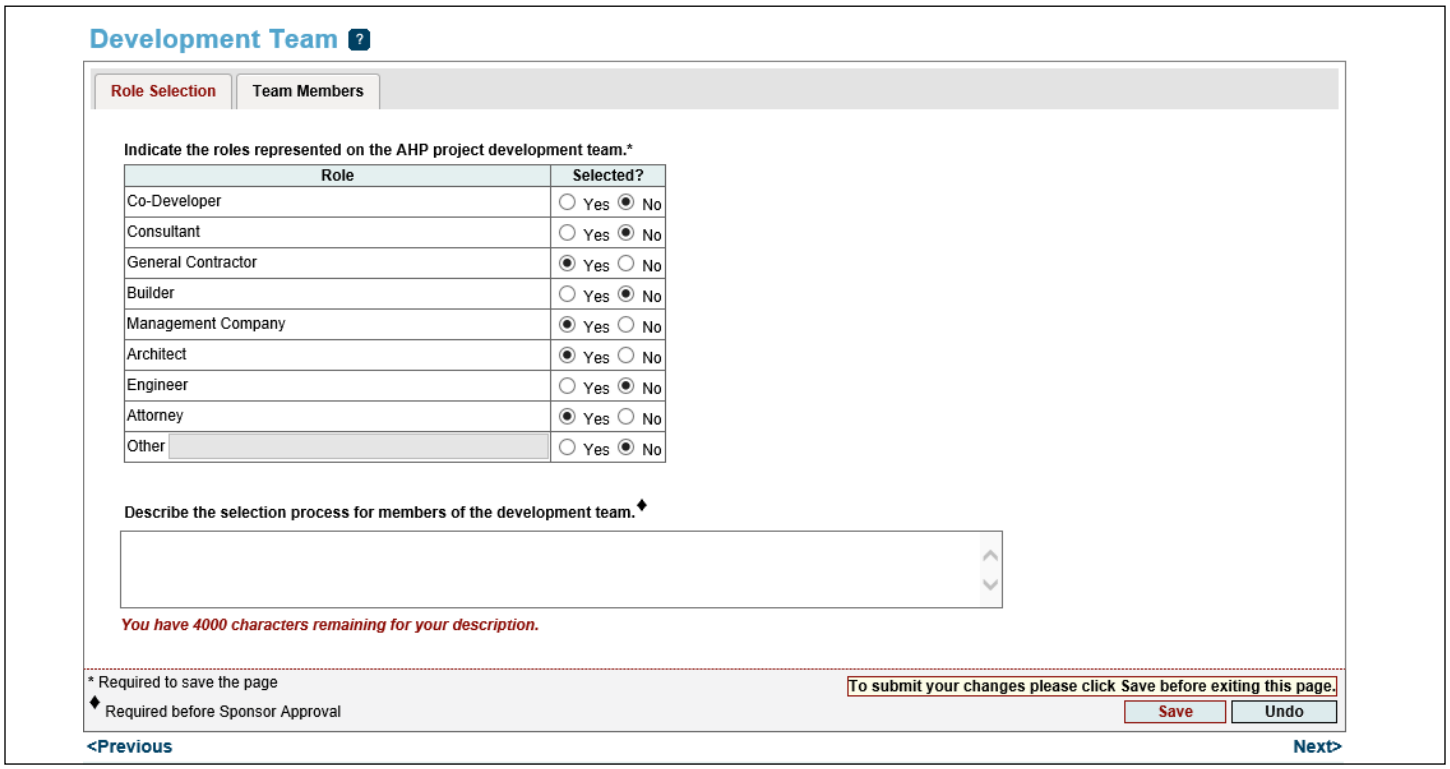
If the sponsor is not the primary developer, the applicant must attach a completed Developer Experience form. Please reference the Exhibits section of this guide for more information on the **Developer Experience** form. The form can be found at **AHP Policy and Forms** under Application Exhibits.

Sponsors must demonstrate the capacity to fulfill all roles, responsibilities, and obligations throughout the entire AHP retention period. If the sponsor has little or no previous affordable housing development experience, the sponsor and its development team will be evaluated to determine whether adequate development and compliance experience exists to successfully complete the project.

Helpful Hint

For **homeownership projects** without a primary developer, click on *Yes* to indicate that the sponsor is the primary developer.

Development Team



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

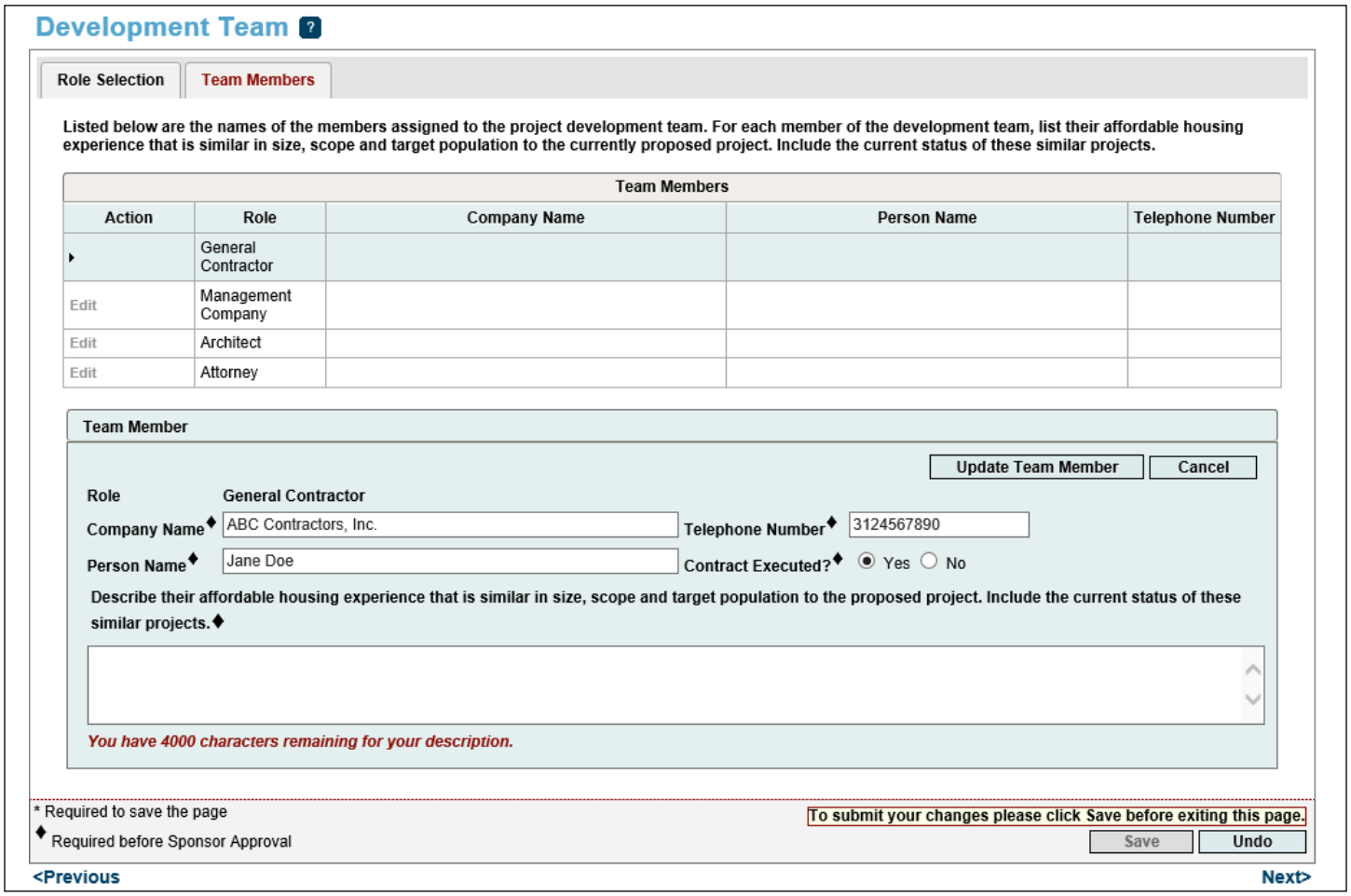
The sponsor must click on ***Yes*** if the sponsor's organization plays any of the roles on the Development Team screen. For instance, if the sponsor is also the homebuilder or general contractor, indicate ***Yes*** next to that role. Similarly, if the sponsor is the Co-Developer of the project, it must be indicated on this screen.

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

Helpful Hint

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

Development Team



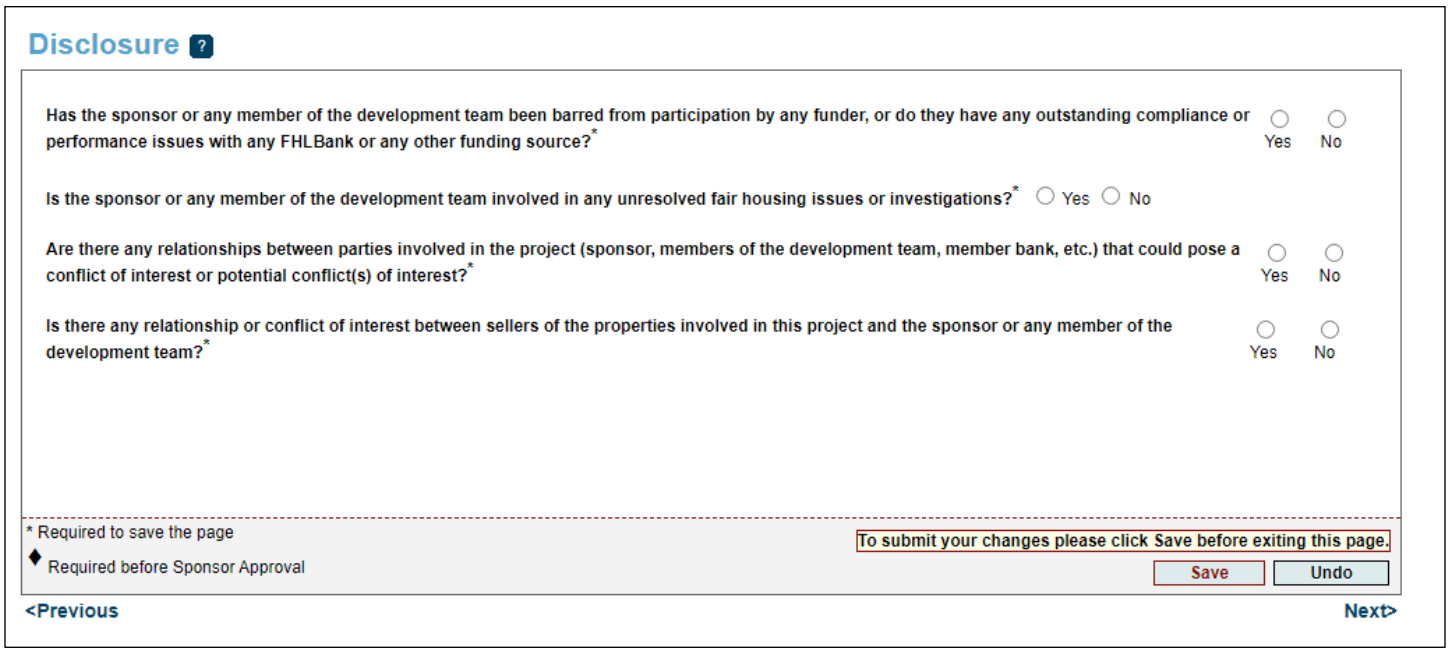
Team Members

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

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

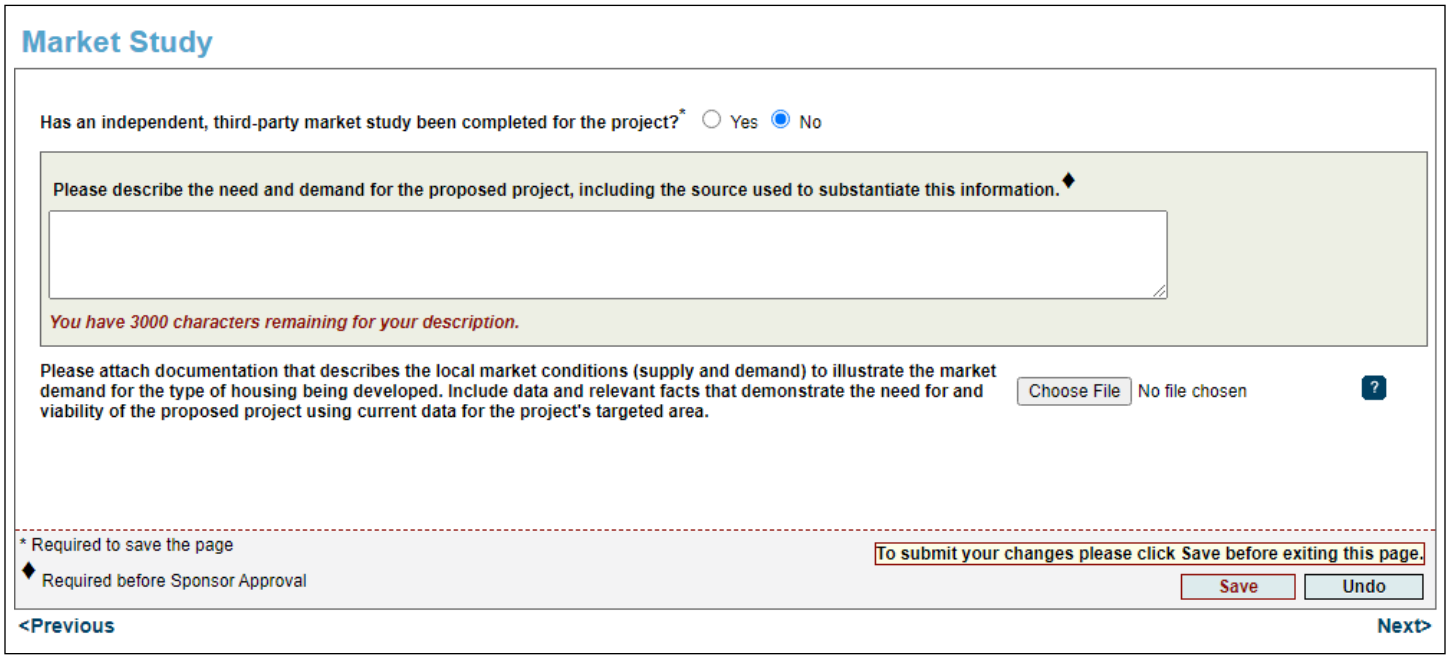
After all roles are edited, click on ***Save*** to save the information and click on ***Next***.

Disclosure



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

Market Study



Owner-occupied projects are not required to submit a third-party market study.

Projects Involving Acquisition of Unidentified Sites

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

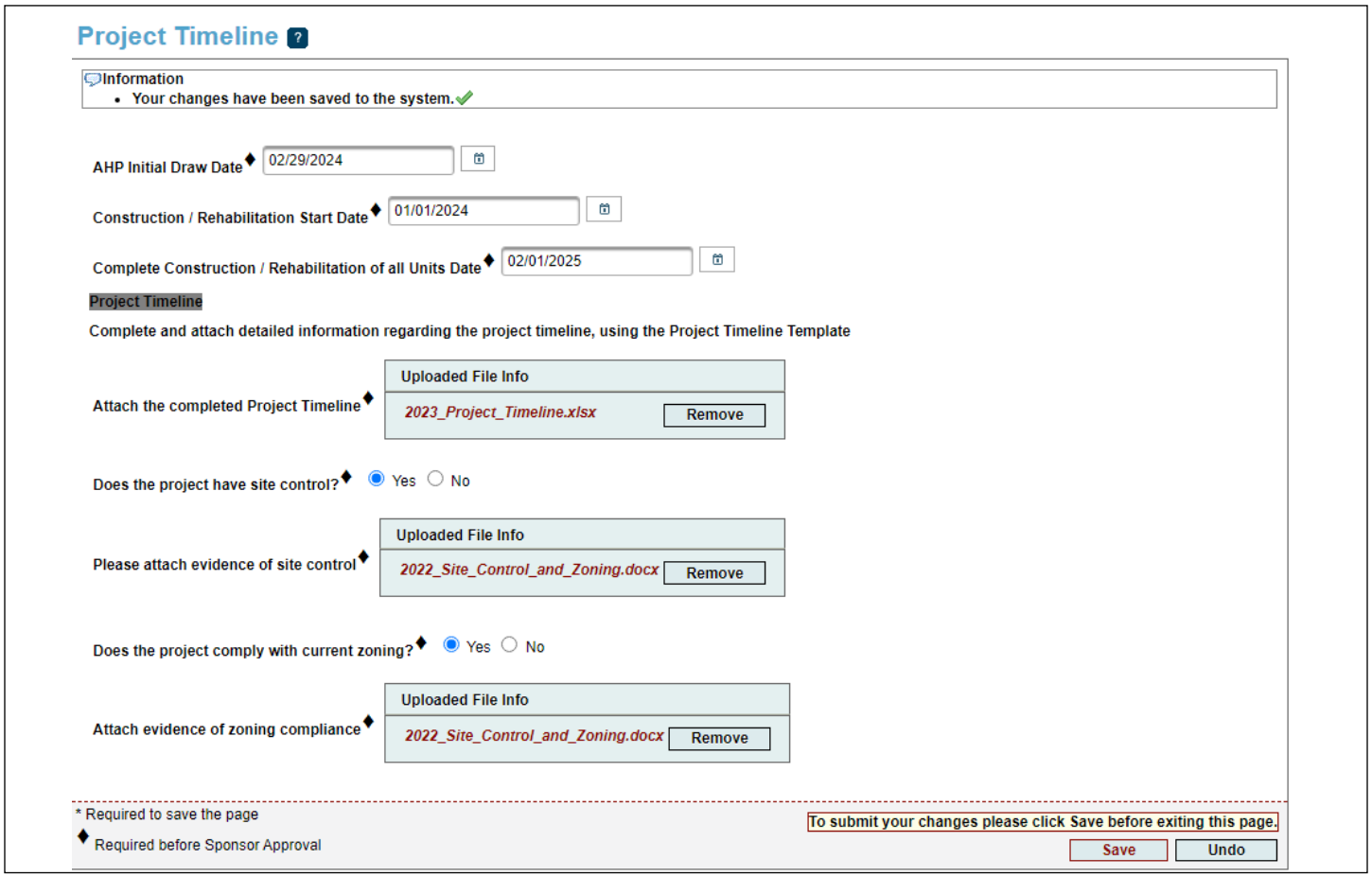
Need and Demand: An AHP Participant must demonstrate the need and demand for the project and/or program being proposed. Need may be substantiated by local housing needs analyses (e.g., Annual Action Plans, community housing plans, neighborhood revitalization strategies, etc.), comparison between cost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

Demand may be substantiated by waiting lists for similar projects and/or programs, identifying the gap between the need and current supply, and/or the sponsor's performance history with similar projects and/or programs.

If other organizations are offering similar programs in the same geographic area, describe either how the need and demand necessitate both programs, or how they are different enough not to be overlapping or duplicative.

Save market demand evidence as a PDF or ZIP file and attach it to the ***Market Study*** screen as one document.

Project Timeline



Complete the ***Project Timeline*** form and attach it to the Project Timeline screen.

Helpful Hint
Initial Draw Date must be by **10/31/2025**.
Construction Start = Purchase of First Homes
Complete Construction = Purchase of All Homes

Homebuyer Purchase or Homeowner Rehabilitation Applications

Indicate that site control and zoning is in place and then upload the ***Site Control and Zoning*** form. You can find a copy of the form at **AHP Policy and Forms**.

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

Site control is required for all projects utilizing **identified sites**. **For sponsor-driven homeownership projects** with identified sites, site control must be in the name of the project sponsor and **must exactly match** the name of an individual or entity that appears on the ***Project Ownership Chart***. Failure to do so may put the project at risk of ineligibility.

Application Complete

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

AHP Online Application Process **Feasibility**

Application Home Screen

Application Home

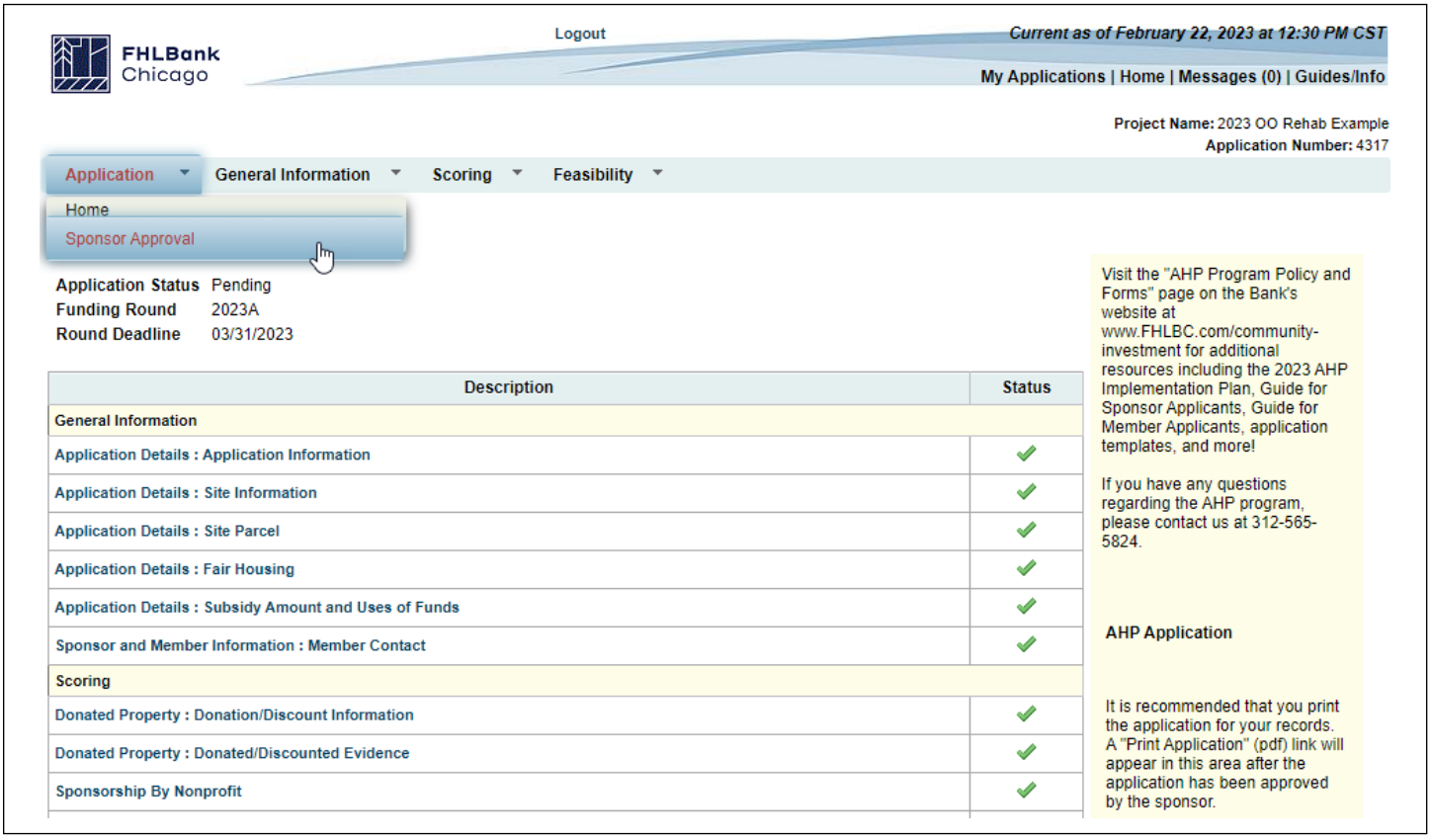
Application Status Pending
Funding Round 2023A
Round Deadline 03/31/2023

Description	Status
General Information	
Application Details : Application Information	✓
Application Details : Site Information	✓
Application Details : Site Parcel	✓
Application Details : Fair Housing	✓
Application Details : Subsidy Amount and Uses of Funds	✓
Sponsor and Member Information : Member Contact	✓
Scoring	
Donated Property : Donation/Discount Information	✓
Donated Property : Donated/Discounted Evidence	✓
Sponsorship By Nonprofit	✓
Targeting	✓
Underserved Communities and Populations : Housing for Homeless	✓
Underserved Communities and Populations : Special Needs	✓
Underserved Communities and Populations : Rural	✓
Creating Economic Opportunity : Residential Economic Diversity	✓
Community Stability	✓
Bank District Priorities : In District Project	✓
Bank District Priorities : Member Financial Participation	✓
Bank District Priorities : Projects Serving Low-Income Minority Areas	✓
Bank District Priorities : Development Team Inclusion	✓
Bank District Priorities : Projects of 24 or Fewer Units	✓
Feasibility	
Financial Feasibility : Import Spreadsheet	✓
Financial Feasibility : Feasibility Analysis	✓
Financial Feasibility : Commitment Letters	✓
Financial Feasibility : Homeownership Rehabilitation	✓
Displacement	✓
Sponsor Role	✓
Primary Developer	✓
Development Team : Role Selection	✓
Development Team : Team Members	✓
Disclosure	✓
Market Study	✓
Project Timeline	✓

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

If any section has a **yellow** check mark or a **red** "X", information is incomplete. The AHP Participant must return to these sections to complete them prior to Sponsor Approval and submittal.

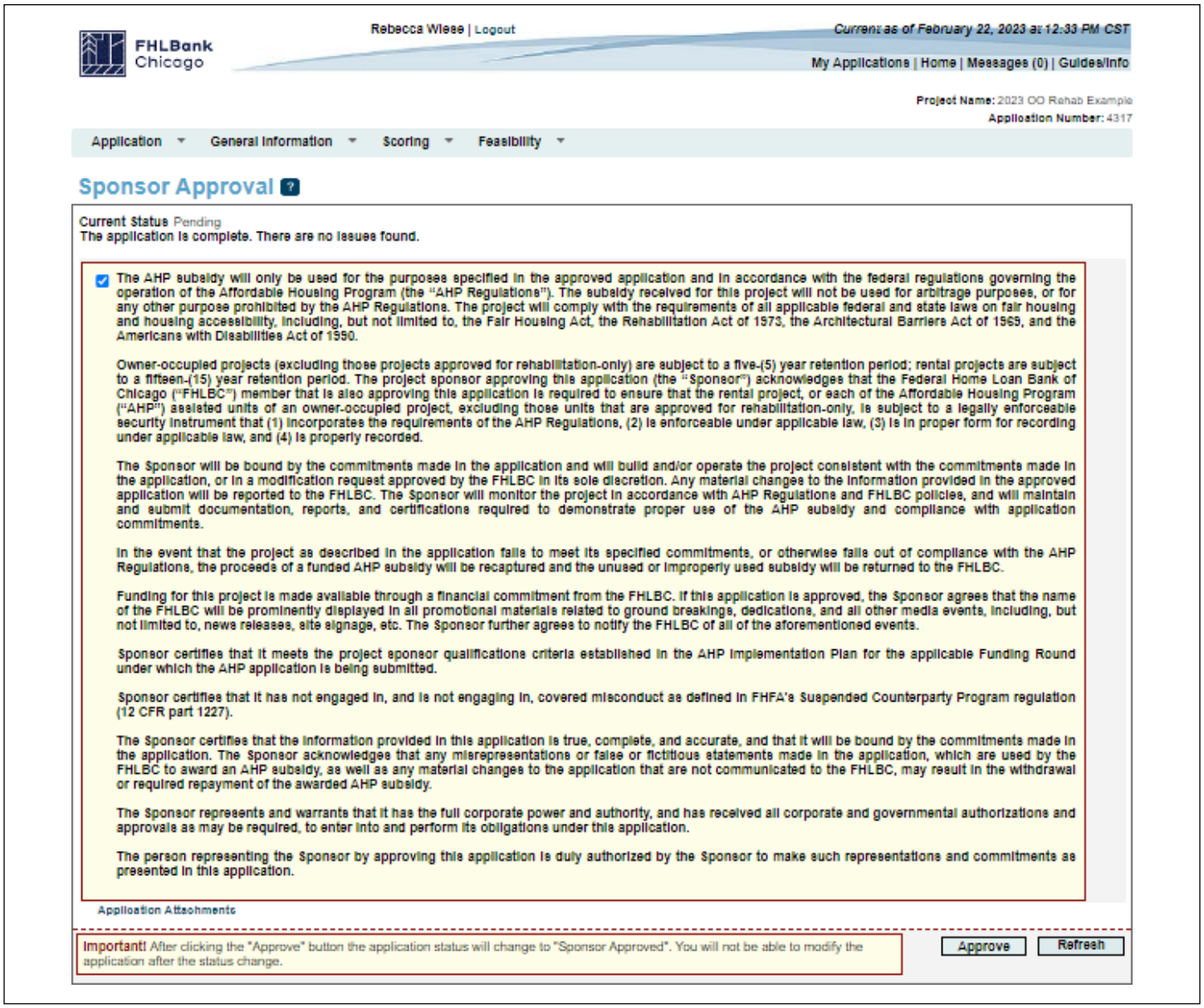
Sponsor Approval



If the application is complete, a Lead Sponsor Contact must choose ***Sponsor Approval*** under the ***Application*** tab.

If there are any error messages or warnings, the Lead Sponsor Contact must correct the application and return to Sponsor Approve the application.

Sponsor Approval



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

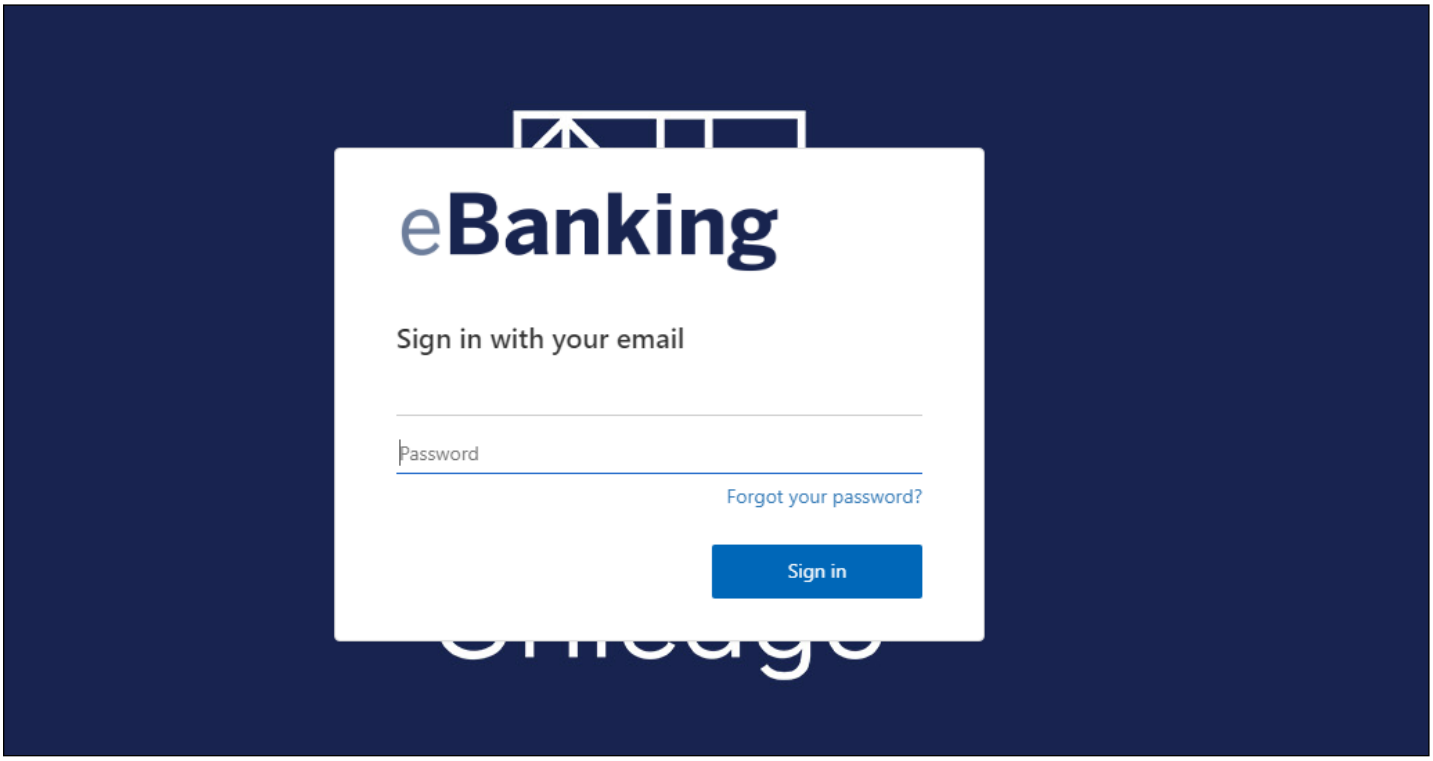
The Lead Sponsor Contact must review the AHP certification, check the box to certify, and approve the application by clicking on the ***Approve*** button.

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

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

***Note:** Once the application is **Member Approved** (shown in the next section), the AHP Participant and the Member Contact are **unable to edit the application**.

Member Approval: Lead Member



The member(s) associated with the application will be notified via email that the application is ready for Lead Member Approval.

A Member Contact logs in to AHP Online via **eBanking**.

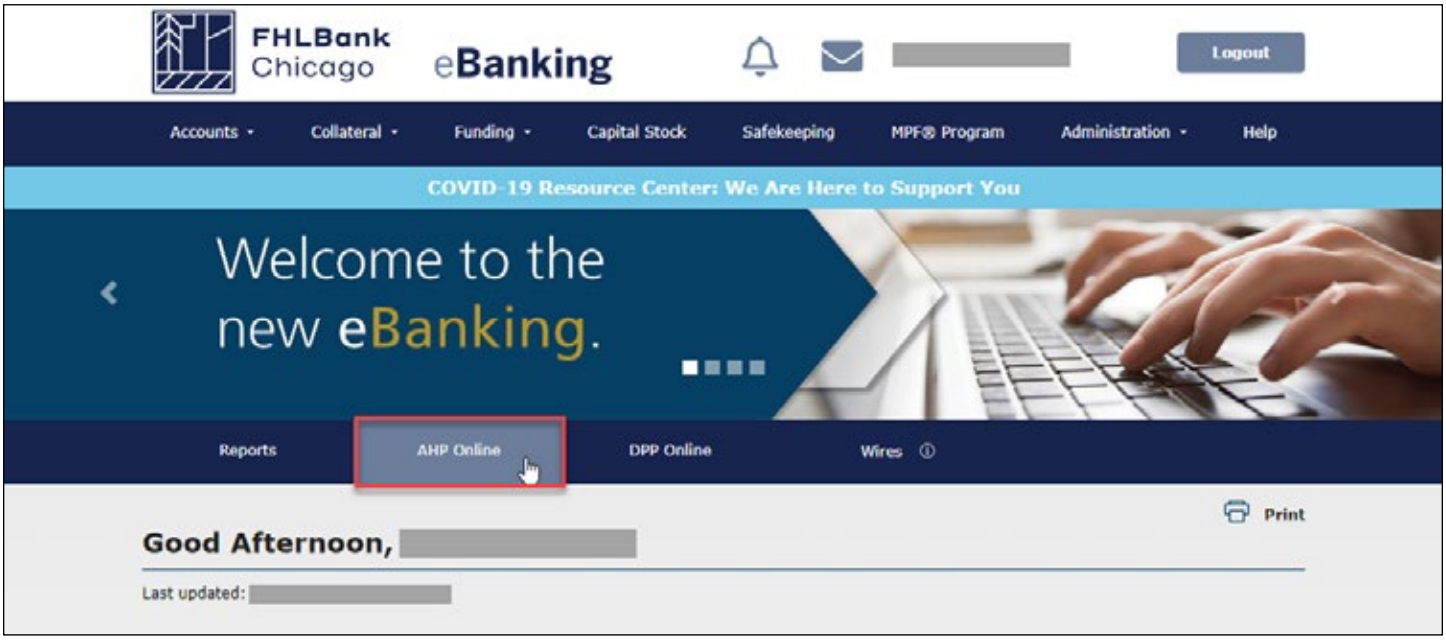
Important: The member institution must be in good standing with FHLBank Chicago. A poor member risk rating may prohibit an AHP award and/or the disbursement of funds post-award for a project.

***Important: New Security Authentication**

FHLBank Chicago migrated to a new security authentication platform to modernize how users access our systems, heighten safety and security, and enhance ease of use. Follow these **Step-by-Step Instructions** to download and install the Microsoft Authenticator application to your mobile device and computer.

For assistance, please contact the Member Support team at **membersupport@fhlbc.com** or 855.345.2244, option 6.

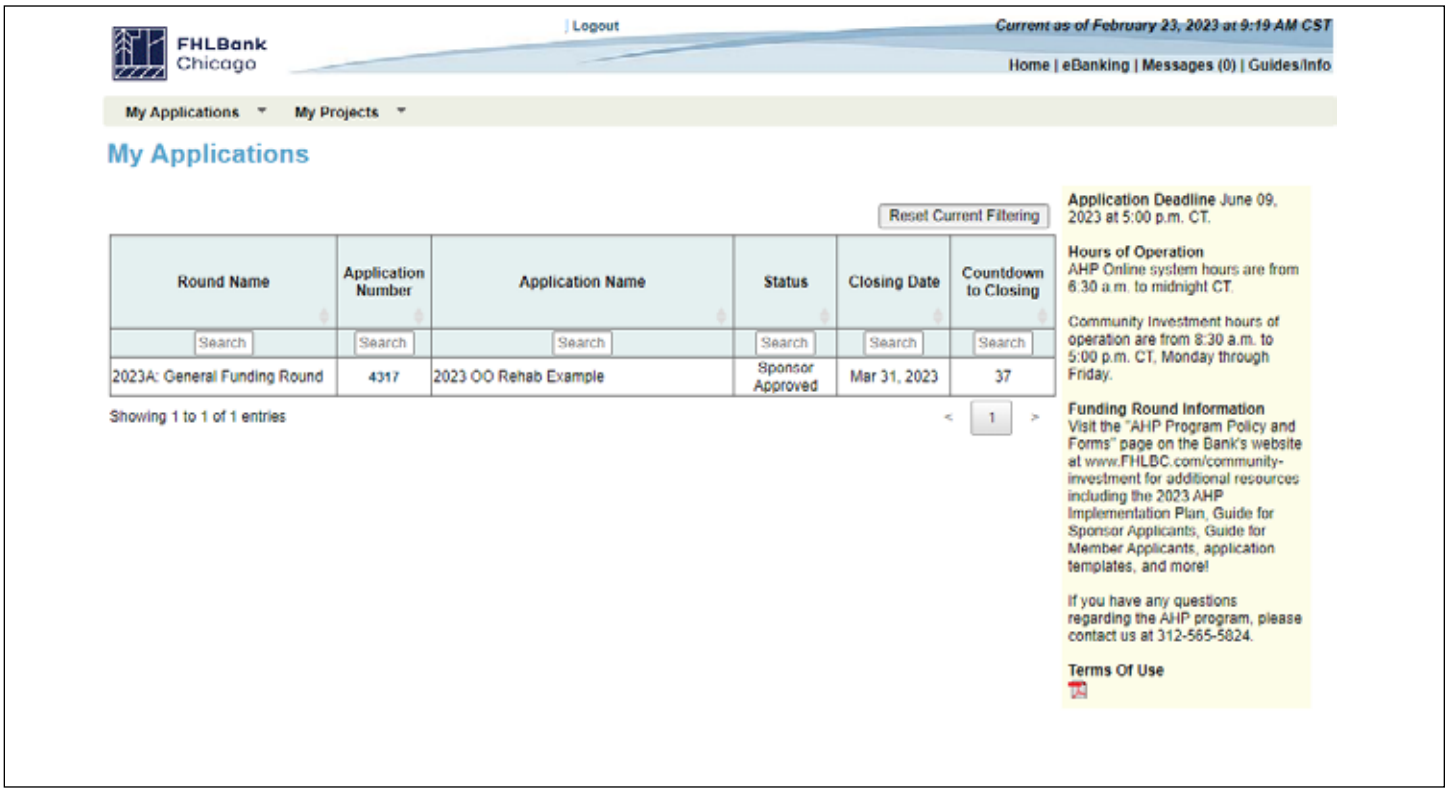
Member Approval: Completed by the Lead Member



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

Only Member Contacts identified as Authorized AHP Users will be able to view the AHP Online link.

Member Approval: Completed by the Lead Member



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

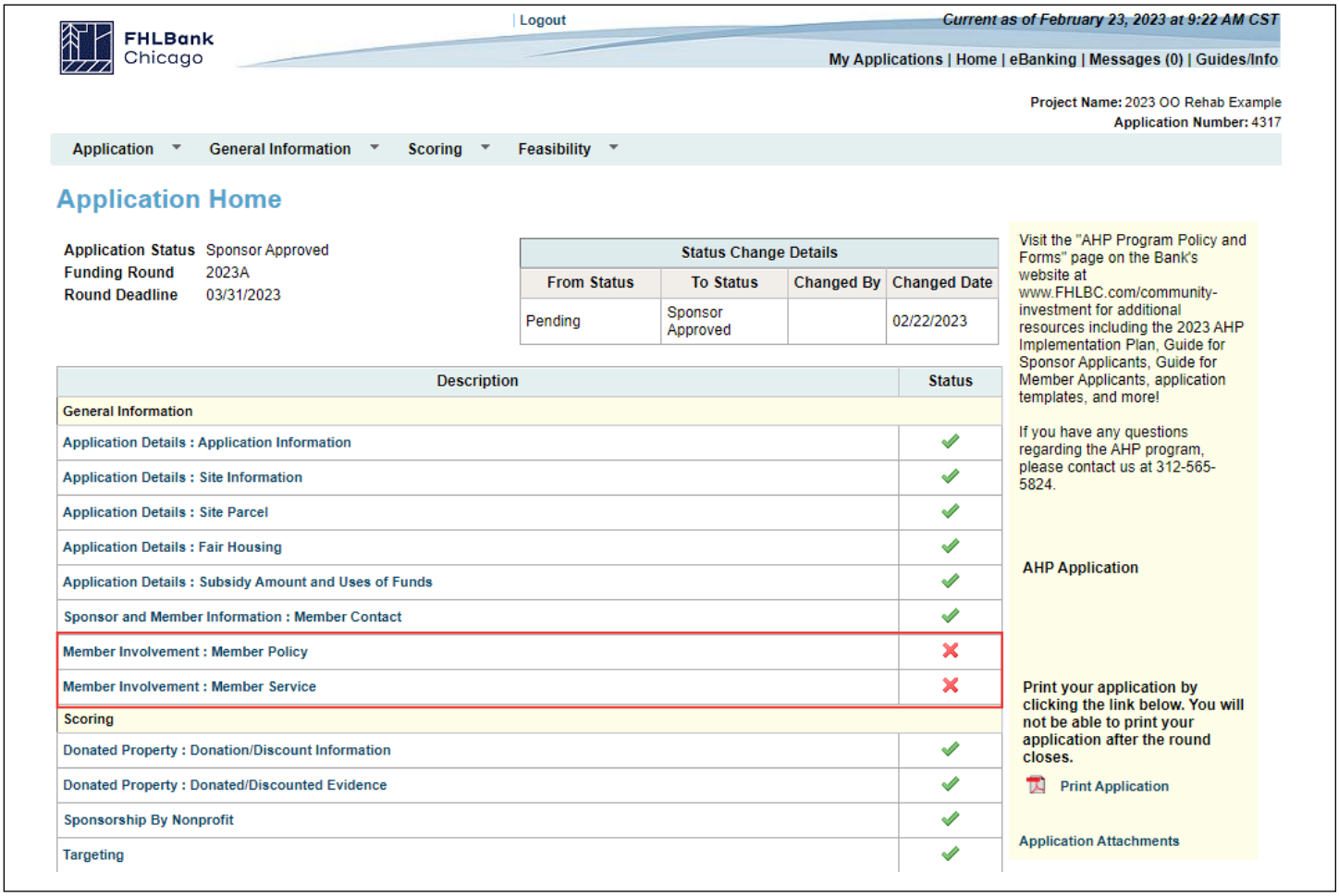
Notice the status of each application. The member will only be able to approve applications whose status is Sponsor Approved.

The member may view applications in Pending status; however, the member may not approve the application until the status is Sponsor Approved.

An application in Pending status may show various status icons which signify the following:

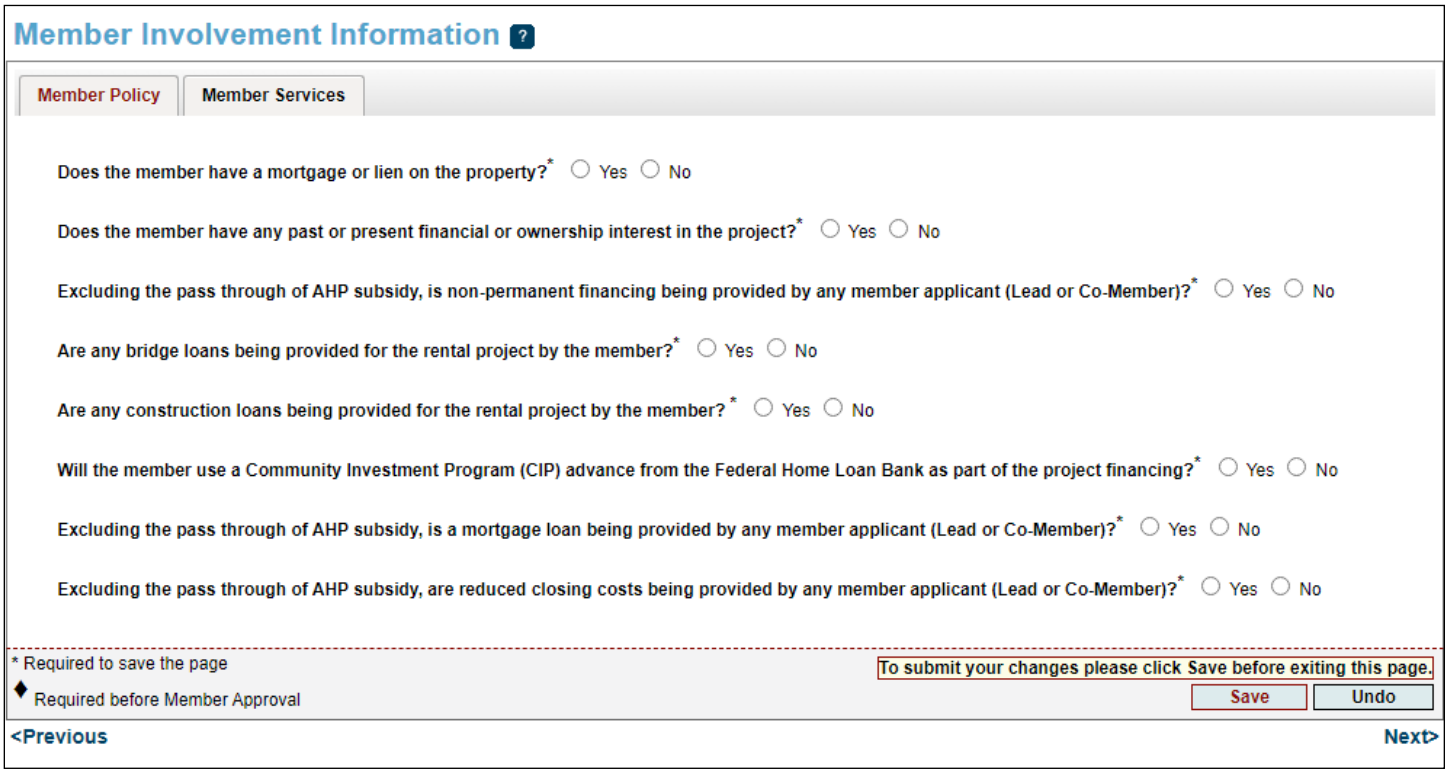
- ✖ – Not visited
- ✔ – In progress
- ✔ – Complete

Member Approval: Completed by the Lead Member



The Member Contact opens the Sponsor Approved application and completes the two ***Member Involvement Information*** screens.

Member Approval: Completed by the Lead Member

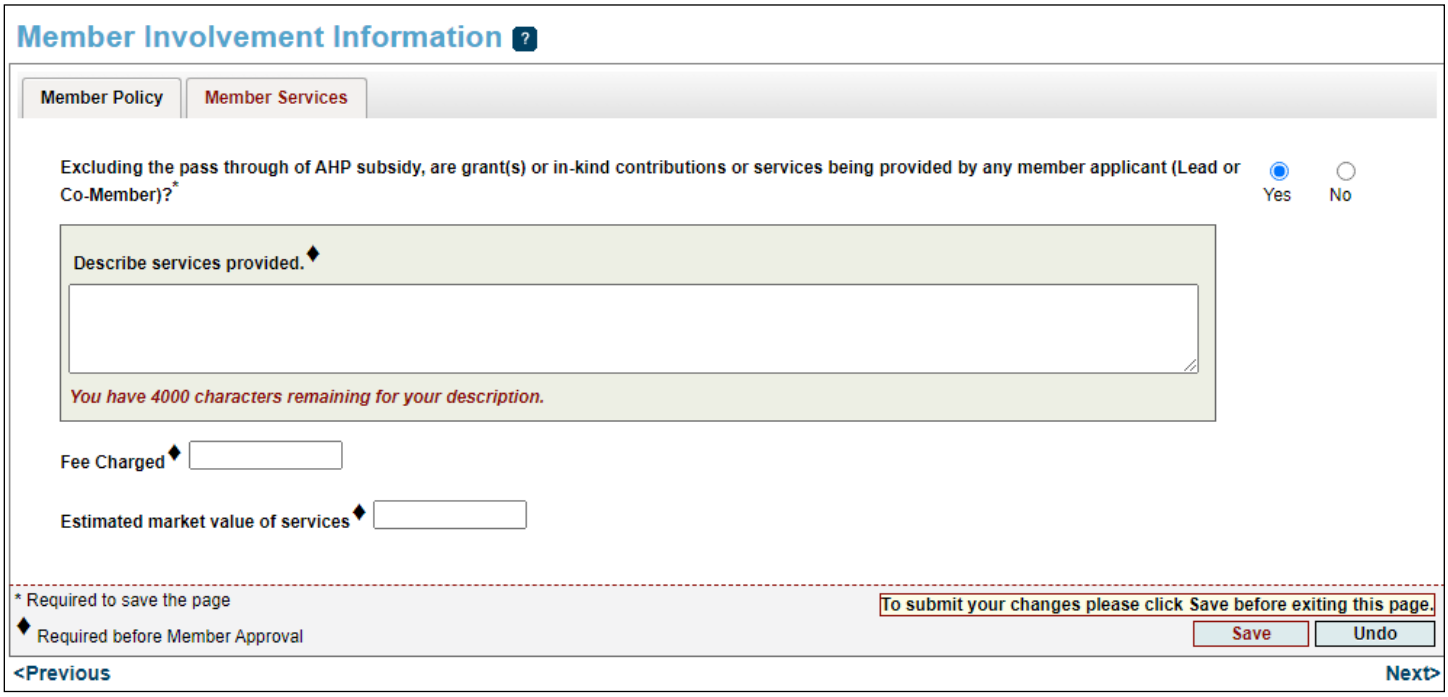


The Member Contact must complete the required fields before the ***Member Policy*** screen can be saved. Even if the Member Contact answers No to all questions, he or she must click on ***Save*** to complete the screen.

The responses to the questions on this screen should reflect the financial involvement of member applicants and co-applicants associated with the project. There is no relation to any scoring categories.

Helpful Hint
Non-permanent financing includes construction loans, bridge loans, and performance guaranty letters of credit.

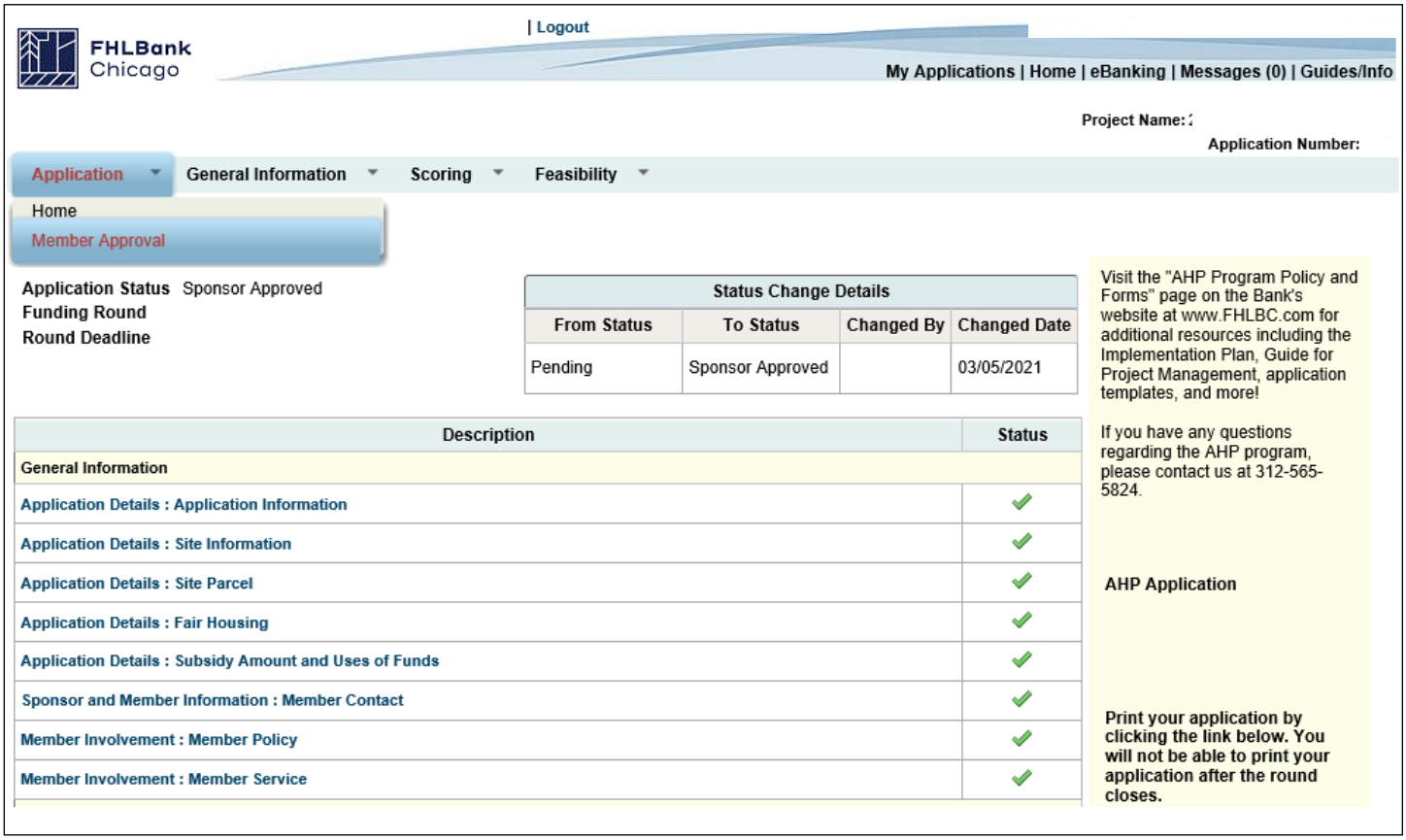
Member Approval: Completed by the Lead Member



The Member Contact must complete the required fields before the ***Member Services*** screen can be saved. Even if the Member Contact answers No to the question, he or she must click on ***Save*** to complete the screen.

The responses to the questions on this screen should reflect the financial involvement of member applicants and co-applicants associated with the project. There is no relation to any scoring categories.

Member Approval: Completed by the Lead Member

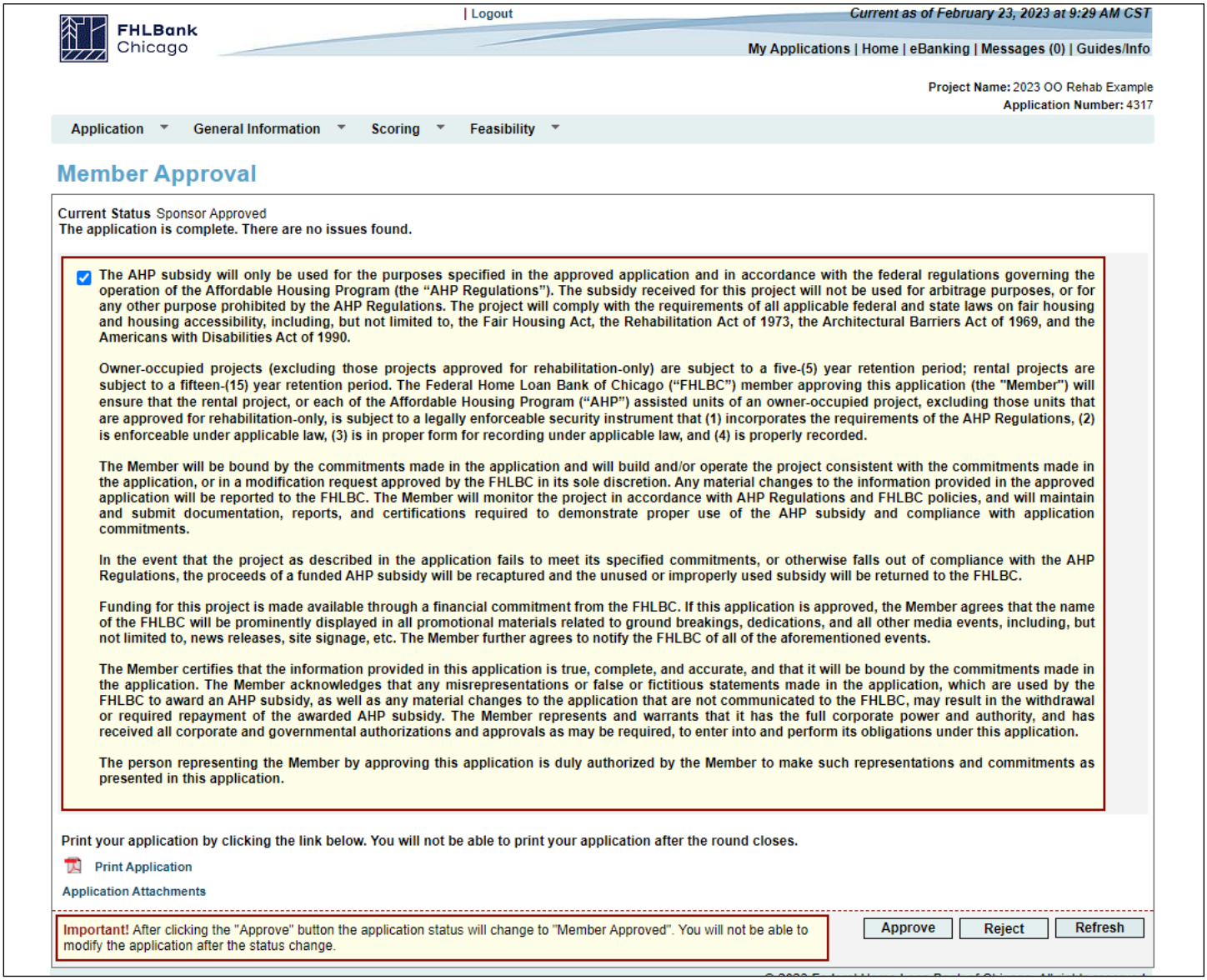


Once both the ***Member Policy*** and ***Member Services*** screens are complete and have a green check mark, the Member Contact should review the completed AHP application.

The Member Contact may do so by clicking on ***Application > Home*** in the top-left corner. From the Application Home screen, click on the first link under Description and use the ***Previous*** and ***Next*** buttons to navigate through the application screens.

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

Member Approval: Completed by the Lead Member



To Approve

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

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

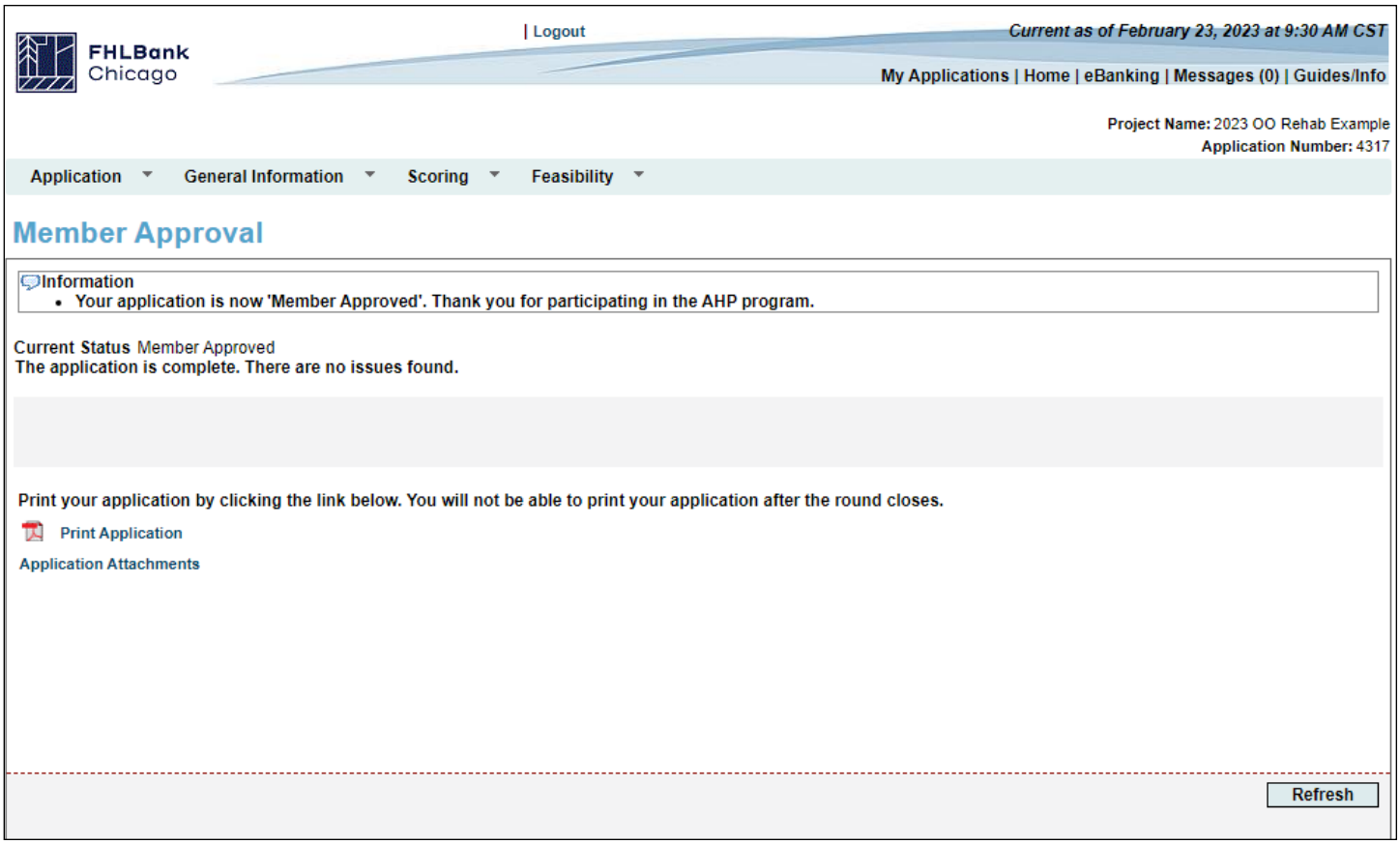
To Reject

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

Helpful Hint

To save a copy of the application as submitted, the Member Contact should click on ***Print Application*** to save a PDF copy.

Member Approval: Completed by the Lead Member



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

At this point, the application is submitted to Community Investment for review!

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

AHP Application Exhibits

All application exhibits can be found on FHLBank Chicago's website **AHP Policy and Forms** under Application Exhibits.

AHP Self-Scoring Worksheet

This form can be used as a tool to assist the tracking of scoring categories and assessing overall scores. Please reference the **Implementation Plan** or specifics on scoring categories.

FHLBank Chicago

Application Self-Scoring Worksheet: 2024 AHP Round

Application Name:	**Project Address:**
Sponsor:	**Number of total units in project (AHP-assisted and market rate):**
FHLBank Chicago Member:	**20% of total units:**

Directions: Enter your calculated score in the "App. Score" column; worksheet will calculate the total (cell D34). For scoring category details, consult the 2024 Implementation Plan:
https://www.fhlbc.com/docs/default-source/community-investment/affordable-housing-program/ahp-program-policy-and-forms/2024-ahp-implementation-plan.pdf?sfvrsn=864ece18_8
Fixed-points = pass/fail for all points in the category
Variable-points = varying degrees by which an application can satisfy the criteria, resulting in varying point ranges for the scoring category

Category	Max. Score	App. Score	Notes
Use of Donated or Conveyed Government-Owned or Other Properties (Variable-points)	5		At least 20% of project land area must be donated for $1,500 or less, OR sold at a discount of at least 20% below Fair Market Value (FMV). OR land or units may also be conveyed by a government entity for 1 point. Rehabilitiation-only projects are ineligible for points in this category.
Project Sponsorship (Fixed-points)	5		Owner-Occupied Projects: Nonprofit or public agency must manage construction/rehab of 100% of units, or qualify borrowers and arrange financing for homeowners/homebuyers. For government entities, no supporting documentation is required.
Income Targeting (Variable-points)	20		Based on formula in 2024 Implementation Plan.
Housing for Homeless Households (Fixed-points)	5		20% hard set-aside for residents who meet FHLBank Chicago definition of homelessness (see 2023 Implementation Plan).
Housing for Special Needs Populations (Fixed-points)	5		20% hard set-aside for residents who meet FHLBank Chicago definition of special needs (see 2023 Implementation Plan).
Rural Housing (Fixed-points)	7		At least 50% of total units are located in a rural area, per USDA Rural Areas map: https://eligibility.sc.egov.usda.gov/eligibility/welcomeAction.do?pageAction=sfp
Creating Economic Opportunity through Residential	5		Up to 5 points if at least 75% of total units in the project are located in a census tract with a Tract Median Family Income at or above 100%, per the FFIEC website:

Rental Self-Score | Owner-Occupied Self-Score

Architect's Accessibility Certification

Architect's Accessibility Certification

Project Name: _____

Required for buildings with four or more units

I ☐ have prepared (or caused to be prepared under my direct supervision) OR ☐ will prepare (or will cause to be prepared under my direct supervision), the plans and specifications of the proposed project and state that, to the best of my knowledge and belief and to the extent of my contractual obligation, such plans and specifications are, or will be, in compliance with applicable federal and state laws on fair housing and housing accessibility, including, but not limited to, the Fair Housing Act, the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Architectural Barriers Act.

Project Address: _____

Architect/Engineer: _____
Printed Name

Signature: _____

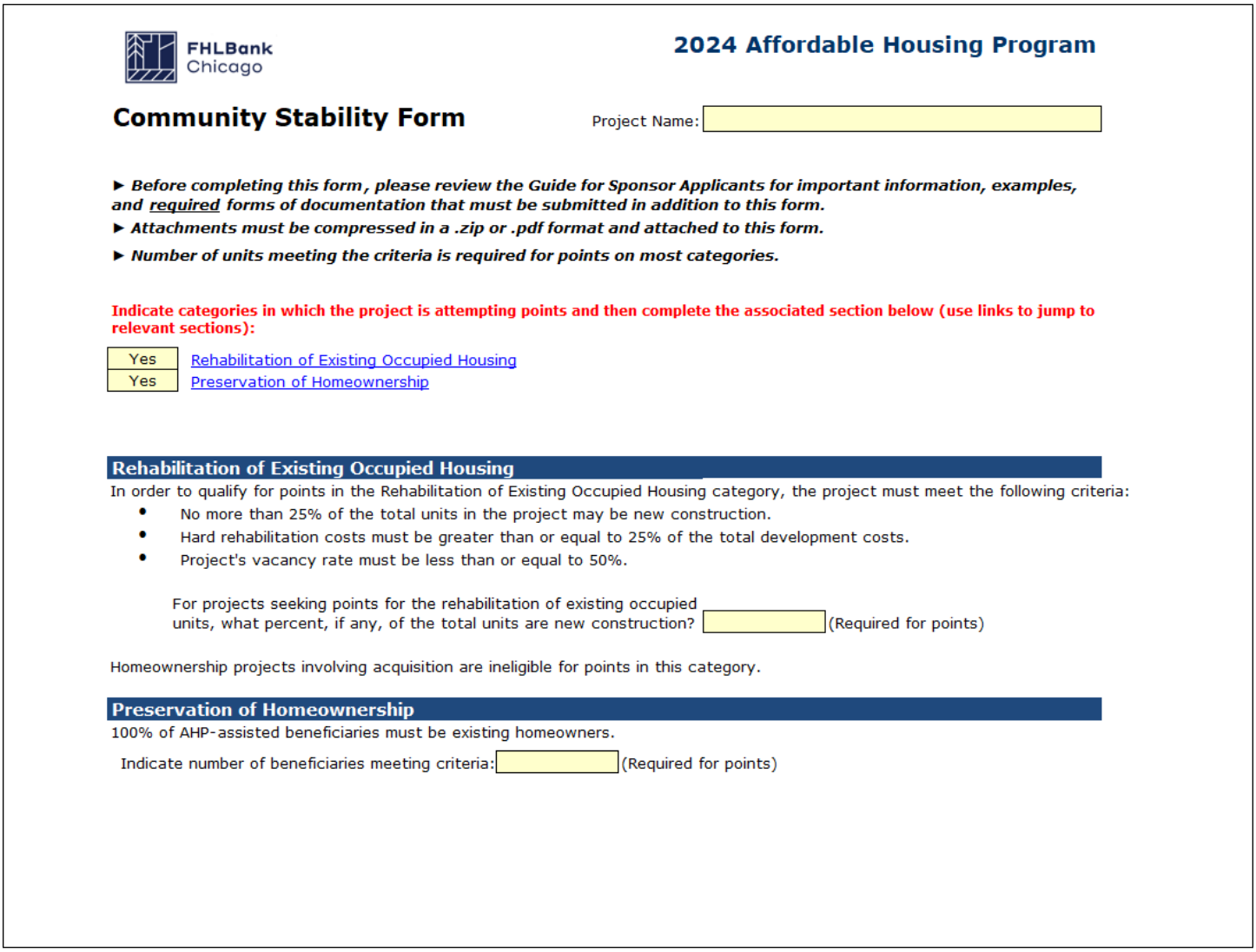
Firm: _____

State Registration No.: _____

Date: _____

Community Stability Form

Select Yes from the dropdown to indicate the categories in which you are attempting points.



FHLBank Chicago

2024 Affordable Housing Program

Community Stability Form

Project Name:

► ***Before completing this form, please review the Guide for Sponsor Applicants for important information, examples, and required forms of documentation that must be submitted in addition to this form.***

► ***Attachments must be compressed in a .zip or .pdf format and attached to this form.***

► ***Number of units meeting the criteria is required for points on most categories.***

Indicate categories in which the project is attempting points and then complete the associated section below (use links to jump to relevant sections):

Yes	Rehabilitation of Existing Occupied Housing
Yes	Preservation of Homeownership

Rehabilitation of Existing Occupied Housing

In order to qualify for points in the Rehabilitation of Existing Occupied Housing category, the project must meet the following criteria:

- No more than 25% of the total units in the project may be new construction.
- Hard rehabilitation costs must be greater than or equal to 25% of the total development costs.
- Project's vacancy rate must be less than or equal to 50%.

For projects seeking points for the rehabilitation of existing occupied units, what percent, if any, of the total units are new construction? (Required for points)

Homeownership projects involving acquisition are ineligible for points in this category.

Preservation of Homeownership

100% of AHP-assisted beneficiaries must be existing homeowners.

Indicate number of beneficiaries meeting criteria: (Required for points)

Developer Experience Form

This does not need to be an exhaustive list. Identify projects of similar size and scope. If none exist, identify projects that reflect the developer's capacity.
Identify specific project types in the Project Type column, with a focus on projects similar to the one you are submitting.
The developer must read and acknowledge the Objectionable Practices section of the form.

Developer Experience

Developer Name: _____

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

- ***List below, projects (a) completed by the developer, and (b) comparable to the proposed project in size and scope, starting with the most recent.***
- ***If the developer has not completed any project comparable to the proposed project in size and scope, list all projects completed in the most recent five years.***
- ***List the developer's direct experience only; do not list the experience of outside parties.***

For homeownership projects, list experience on an annual basis.
For rental projects, list experience on a project basis.

The Project Developer must review of the following list of Objectionable Practices and disclose any unacceptable practices. An entity may not be an appropriate development person or entity if any of the following practices apply:

- A person or entity with an ownership interest in a Project that experienced an event of foreclosure (including a deed-in-lieu of foreclosure), has declared bankruptcy, or failed to close or be Placed in Service.
- A person or entity that has misrepresented or omitted to disclose material facts in connection with any application for AHP or any other affordable housing program.
- A person or entity maintaining an ownership interest in a Project has an uncured default on any loan or grant on the Project.
- A person who has committed negligent actions (including fraud) that led to the financial distress of project, including an AHP Project or other housing development
- A person or entity that has abandoned a project, including an AHP Project, at any time during its life cycle.
- A person or entity demonstrating a pattern of Non-Compliance or a single instance of flagrant Non-Compliance.
- A person or entity that has been found to be in violation of fair housing, housing accessibility or nondiscrimination laws.

In the event any of the above apply to any person or entity, the AHP Application must include an explanation of the circumstances surrounding the unacceptable practices, and attach the explanation to this Developer Experience template.

☐ Please check this box to indicate the Objectionable Practices section above has been read.

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

Development Team Inclusion Organizational Chart

A Development Team Inclusion Organizational Chart must be submitted for the eligible Owner-Occupied project Sponsor. If you have any questions, please contact ci@fhlbc.com.

FHLBank Chicago

2024 Affordable Housing Program

Development Team Inclusion Organizational Chart
Rental Projects

Project Name:

▸ ***Before completing this form, please review the Guide for Sponsor Applicants for important information and required forms of documentation that must be submitted in addition to this form.***
▸ ***Attachments must be compressed in a .zip or .pdf format and attached to this form.***

You must submit one form for each entity attempting points.
Entities must be separate, unrelated, and unaffiliated. Indicate which type of entity:

Not-for-Profit Entity

For a not-for-profit entity to qualify for points in the Development Team Inclusion category, the entity must meet **ONE** of the following criteria:

- MBE or WBE Leadership: A minimum of 35% of director-level employee leadership are minority or women including the Executive Director and a share of those employees reporting directly to the Executive Director **OR**
- MBE or WBE Governance: A non-profit with a Board Chair and a Board composition of minorities or women of at least 30% or, whose overall Board composition of minorities or women is at least 40%

Entity Name:

Development Team Role:

Do you certify that the referenced entity meets the definition of MBE or WBE as described in the 2023 Implementation Plan? **Required for points**

MBE or WBE Leadership:	Does your Executive Director identify as a woman or minority?	No
	How many director-level employees identify as Women or Minority (excluding the Executive Director)?	
	How many total director-level employees report directly to the Executive Director (excluding the Executive Director)?	
	Total Percentage:	#DIV/0! **Must be 35% or above to be eligible for these points**

OR:

MBE or WBE Board Composition:	Does your Board Chair identify as a woman or minority?	No
	How many members of your Board identify as a woman or minority (excluding the Board Chair)?	
	How many total members does your Board have (excluding the Board Chair)?	
	Total Percentage:	#DIV/0! **Must be 40% or above to be eligible for these points**

Exhibits Financial Feasibility: Owner-Occupied

Instructions

Please carefully read the *Instructions* tab before inputting information.

Project Name:	
Lead Sponsor:	
Subsidy Requested:	

Application Instructions:

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

A description of each of the individual Excel worksheets follows:

Tab	Worksheet Description and Required Fields
Instructions	Instructions include important information for all applicants.
Project Worksheet	Assumptions for individual home buyer(s).
Cost Breakout	All projects must complete the Unit and Square Footage Breakout section at the top of the worksheet. Projects involving rehabilitation or construction must also complete the lower portion of the worksheet.
Summary of Uses	Hard Construction/Rehabilitation Costs are pulled from the Cost Breakout tab. Enter data into cells that are shaded yellow.
Needs Analysis	Analysis required by AHP regulations. Complete if project sponsor is providing financing to home buyers.
Sources	List of both permanent and Interim funding sources. The Source name, Amount, Description Code and Status Code are required fields for all sources listed. Total Sources of Funds must equal the Total Project Costs on the Summary of Uses tab.
Feasibility Guidelines	Project feasibility and need for subsidy analysis.

If you encounter problems in completing or uploading the workbook, please e-mail: ci@fhlbc.com
Refer to the specific tab and cells that are involved and provide a detailed description of the issue.

Exhibits Financial Feasibility: Owner-Occupied

Project Worksheet

Homeownership projects are either **Consumer-Driven** (i.e., homebuyers purchasing homes on the open market) or **Sponsor-Driven** (i.e., sponsors building or purchasing homes to be sold to consumers).
Ensure that the *Total Costs of Typical Home* cell matches what is on the Summary of Uses tab.
Ensure that the *Total Funding Sources of Typical Home* cell matches what is on the Sources tab.

Home Ownership Project Worksheet

Project Name:

If project is multi-state or multi-county, please select a representative area.

State: _____ County: _____

Please select the income guideline to use.

Income Guideline: HUD Income Guidelines

Driver Determination

See the Guide for Sponsor Applicants for more information on the definition of the project Driver.

Project is: Select Activity

Project driver is: _____

Project Characteristics

Income Targeting Commitments (based on HUD Income Guidelines)

Households earning ≤ 60.00% of the Area Median Income	
Households earning 60.01% - 80.00% of the Area Median Income	
Total units in project	0

Targeted Income Group:	60% AMI	80% AMI
Number of Households (per targeting commitments above)	0	0
Average Number of Bedrooms per Home		
Average Household Size		
Maximum Annual Income for Income Group(1)		
Maximum Monthly Income for Income Group		

Cost of Typical Home for Income Group	60% AMI	80% AMI	*Cost for Total Project*
Expected Gross Sales Price			$0
+ Closing Costs, including counseling			$0
+ Rehab Costs, if applicable			$0
= Total Costs of Typical Home	$0	$0	$0 (2)

Total Funding Sources for Typical Home	60% AMI	80% AMI	*Sources for*
Borrower down payment			$0
+ AHP Subsidy			$0
+ Other Grants			$0
+ Mortgage Amount			$0
= Total Funding Sources - Typical Home	$0	$0	$0 (2) (3)

Mortgage Information	60% AMI	80% AMI
Mortgage Rate Assumption (%)		
Mortgage Term (number of months)		
Monthly Principal and Interest	$0	$0
+ Monthly Taxes & Insurance		
+ Est. Monthly Condo Assoc. Fees		
= Total Monthly Housing Expense	$0	$0

Average
0.00%
0.00
$0.00

Housing Expense to Income Ratio

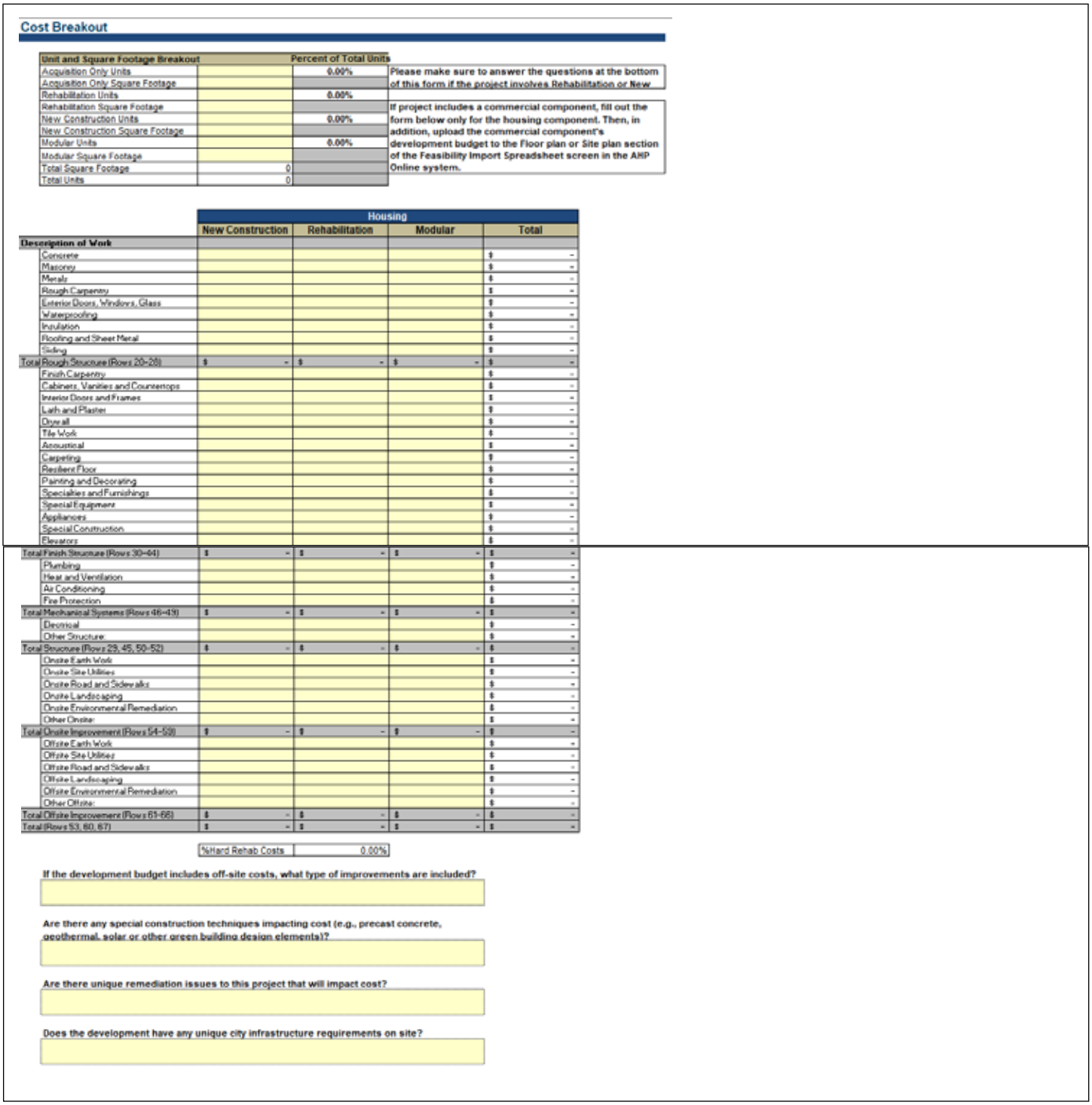
Monthly Housing Expense/Monthly Income	0.00%	0.00%

Unit Size	# of Units
0 Bedroom Units	0
1 Bedroom Units	0
2 Bedroom Units	0
3 Bedroom Units	0
4+ Bedroom Units	0

(1) Income limits for indicated household size and income group for the state and county selected using the selected income guidelines (HUD or NAHASDA).
(2) Total Cost should equal Total Funding Sources and Total Project Cost per the Summary of Uses tab.
(3) Sources for Total Project should correspond with amounts reflected on Sources tab of this spreadsheet for individual line items as well as

Cost Breakout

Remember to enter the average total square footage of all homes.
Rehabilitation cost line items identified on this tab must match those listed on the Rehabilitation Scope Checklist form. For example, if plumbing work will be completed in the units, the Rehabilitation Scope Checklist should identify plumbing and this tab should reflect plumbing costs.



Cost Breakout

Unit and Square Footage Breakout		Percent of Total Units
Acquisition Only Units		0.00%
Acquisition Only Square Footage		
Rehabilitation Units		0.00%
Rehabilitation Square Footage		
New Construction Units		0.00%
New Construction Square Footage		
Modular Units		0.00%
Modular Square Footage		
Total Square Footage	0	
Total Units	0	

Please make sure to answer the questions at the bottom of this form if the project involves Rehabilitation or New

If project includes a commercial component, fill out the form below only for the housing component. Then, in addition, upload the commercial component's development budget to the Floor plan or Site plan section of the Feasibility Import Spreadsheet screen in the AHP Online system.

	Housing			
Description of Work	New Construction	Rehabilitation	Modular	Total
Concrete				$ -
Masonry				$ -
Metals				$ -
Rough Carpentry				$ -
Exterior Doors, Windows, Glass				$ -
Waterproofing				$ -
Insulation				$ -
Roofing and Sheet Metal				$ -
Siding				$ -
Total Rough Structure (Rows 20-28)	$ -	$ -	$ -	$ -
Finish Carpentry				$ -
Cabinets, Vanities and Countertops				$ -
Interior Doors and Frames				$ -
Lath and Plaster				$ -
Dry wall				$ -
Tile Work				$ -
Acoustical				$ -
Carpeting				$ -
Resilient Floor				$ -
Painting and Decorating				$ -
Specialties and Furnishings				$ -
Special Equipment				$ -
Appliances				$ -
Special Construction				$ -
Elevators				$ -
Total Finish Structure (Rows 30-44)	$ -	$ -	$ -	$ -
Plumbing				$ -
Heat and Ventilation				$ -
Air Conditioning				$ -
Fire Protection				$ -
Total Mechanical Systems (Rows 46-49)	$ -	$ -	$ -	$ -
Electrical				$ -
Other Structure				$ -
Total Structure (Rows 29, 45, 50-52)	$ -	$ -	$ -	$ -
Onsite Earth Work				$ -
Onsite Site Utilities				$ -
Onsite Road and Sidewalks				$ -
Onsite Landscaping				$ -
Onsite Environmental Remediation				$ -
Other Onsite				$ -
Total Onsite Improvement (Rows 54-59)	$ -	$ -	$ -	$ -
Offsite Earth Work				$ -
Offsite Site Utilities				$ -
Offsite Road and Sidewalks				$ -
Offsite Landscaping				$ -
Offsite Environmental Remediation				$ -
Other Offsite				$ -
Total Offsite Improvement (Rows 61-66)	$ -	$ -	$ -	$ -
Total (Rows 53, 60, 67)	$ -	$ -	$ -	$ -

%Hard Rehab Costs	0.00%

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

Are there any special construction techniques impacting cost (e.g., precast concrete, geothermal, solar or other green building design elements)?

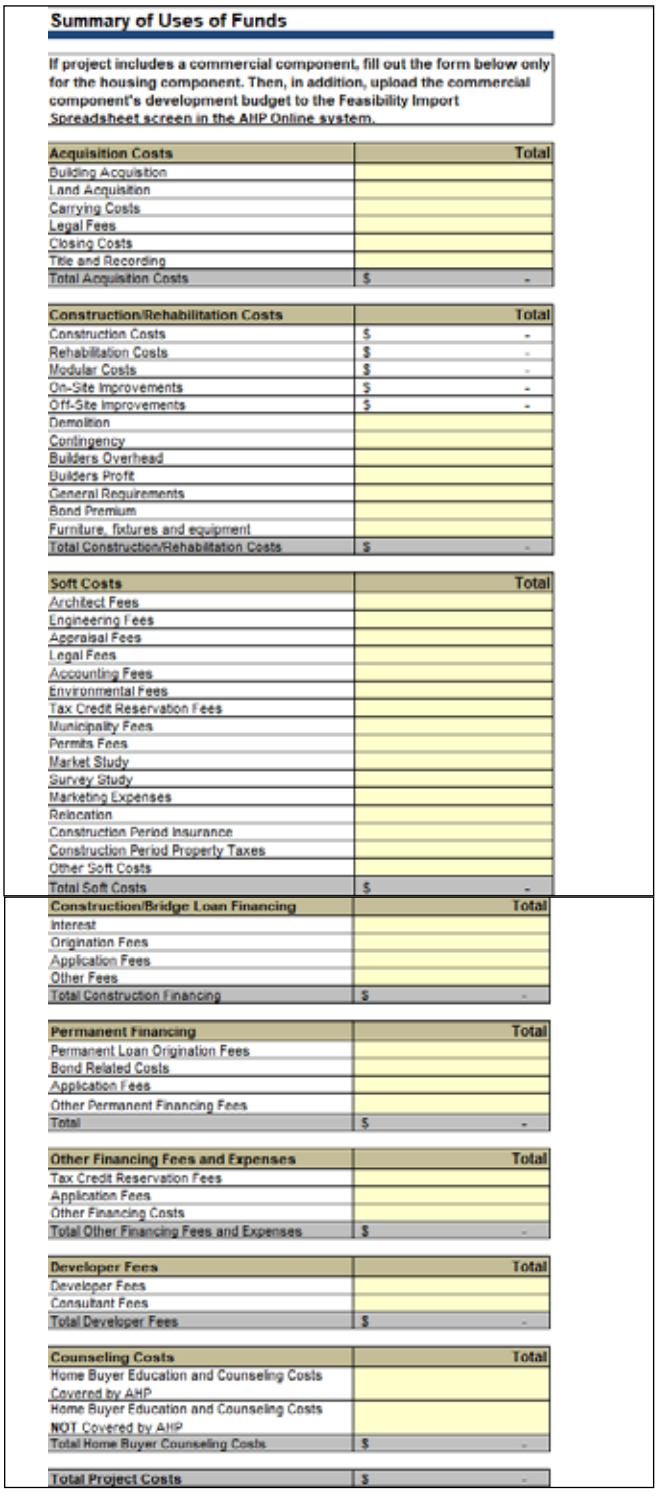
Are there unique remediation issues to this project that will impact cost?

Does the development have any unique city infrastructure requirements on site?

Summary of Uses of Funds

Any costs entered in the *Other* lines will cause a comment box to appear. Please provide an explanation of these costs.

If there are costs budgeted for construction or bridge loan financing, these financing sources should be included in the Interim Sources section of the Sources of Funds tab.



Summary of Uses of Funds

If project includes a commercial component, fill out the form below only for the housing component. Then, in addition, upload the commercial component's development budget to the Feasibility Import Spreadsheet screen in the AHP Online system.

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

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

Soft Costs	Total
Architect Fees	
Engineering Fees	
Appraisal Fees	
Legal Fees	
Accounting Fees	
Environmental Fees	
Tax Credit Reservation Fees	
Municipality Fees	
Permits Fees	
Market Study	
Survey Study	
Marketing Expenses	
Relocation	
Construction Period Insurance	
Construction Period Property Taxes	
Other Soft Costs	
Total Soft Costs	$ -

Construction/Bridge Loan Financing	Total
Interest	
Origination Fees	
Application Fees	
Other Fees	
Total Construction Financing	$ -

Permanent Financing	Total
Permanent Loan Origination Fees	
Bond Related Costs	
Application Fees	
Other Permanent Financing Fees	
Total	$ -

Other Financing Fees and Expenses	Total
Tax Credit Reservation Fees	
Application Fees	
Other Financing Costs	
Total Other Financing Fees and Expenses	$ -

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

Counseling Costs	Total
Home Buyer Education and Counseling Costs Covered by AHP	
Home Buyer Education and Counseling Costs NOT Covered by AHP	
Total Home Buyer Counseling Costs	$ -

Total Project Costs	$ -

Needs Analysis

AHP Needs Analysis

For Home Ownership Projects with Sponsor-Provided Mortgage Financing

Project Name:

Complete this form if Sponsor will provide mortgages to home buyers. Enter data in shaded cells only.

Does Sponsor directly provide home buyer financing?

$ -	Sale price of homes to home buyers – per Project Worksheet
$ -	Cash required to complete project – per Summary of Uses

If sales price of homes exceed cash required to complete project, an appraisal will be required. If not available now, provide at the time funding is requested for the unit. Sales price of the homes should not exceed the appraised value.

	Appraised value of sponsor-financed homes, if known. Submit appraisal copies as Exhibit 9, if available.
	Sponsor-provided first mortgage total (total for all home buyers)

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

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

Are second mortgages forgivable?

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

A. Cash Required to Complete Project:

$ -	Total Uses of Funds per Summary of Uses

B. Cash Sources Other than Sponsor:

$ -	Total cash down payment from borrowers per Project Worksheet
	CDBG
	HOME
	State Housing Finance Agency grant
	State/Local gov't grant(s)
	Foundation/Corporation grant(s)
	Other:
	Other:
$ -	Total Cash Sources Other than Sponsor

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

6.11%	Market Rate assigned by the FHLBC
	Sponsor Mortgage / Note Amount – **Repayable loans only**
0	Mortgage Term (months)
0.00%	Mortgage Rate
$ -	Mortgage P&I Payment (aggregate of all home buyers)
$ -	Present Value – to be reflected on Sources of Funds

D. Cash Contributions/Sponsor Fundraising

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

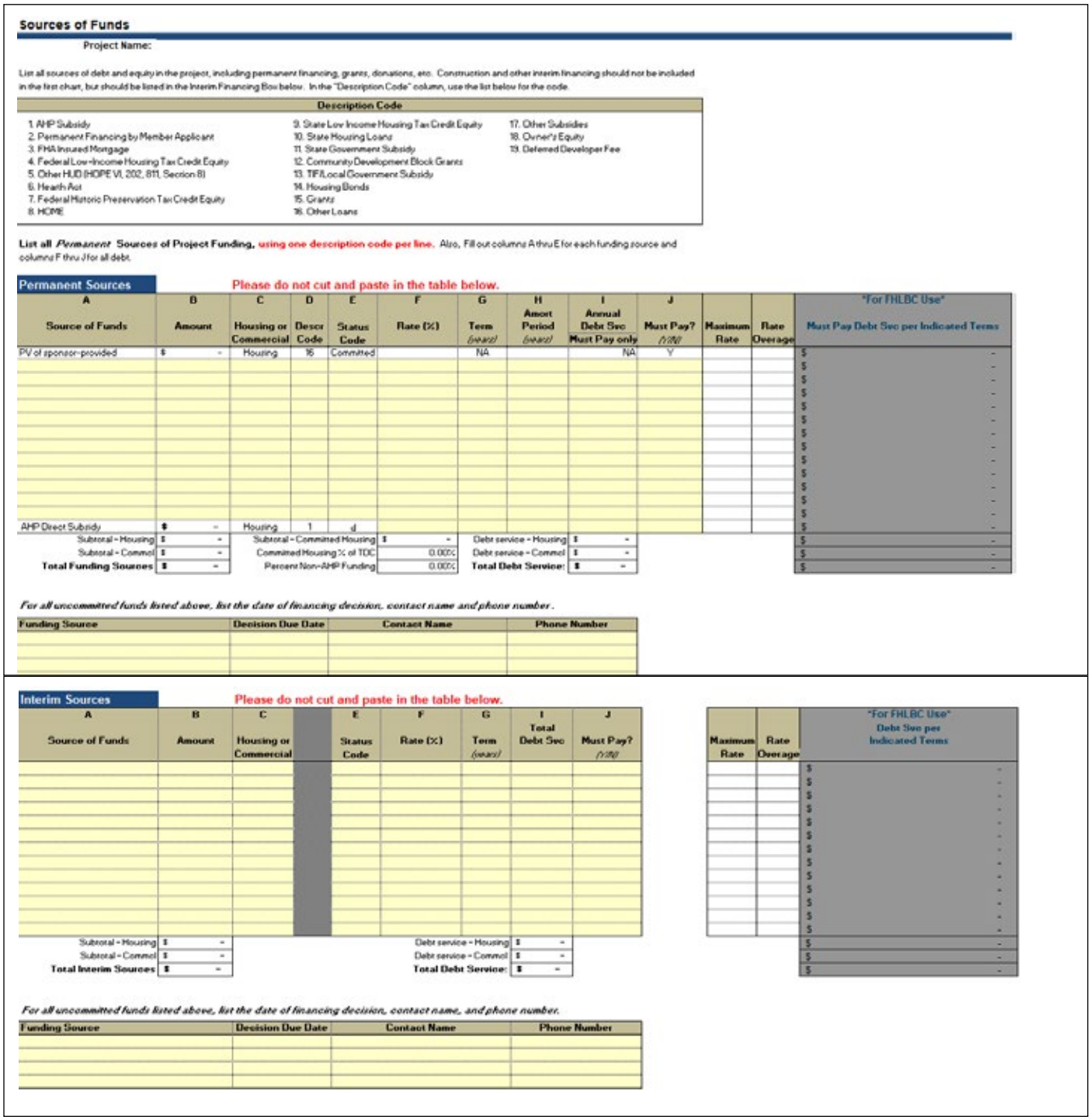
AHP NEEDS ANALYSIS SUMMARY

$ -	(A) Cash Required to Complete Project
$ -	(B) Cash Sources Other than Sponsor
$ -	(C) Present Value of Sponsor Provided Mortgage
$ -	(D) Cash Contributions/Sponsor Fundraising
$ -	Funding Gap
$ -	AHP Subsidy Requested (cannot be greater than above funding gap)

Exhibits Financial Feasibility: Owner-Occupied

Sources of Funds

Description Code 2 is only for permanent financing provided by FHLBank Chicago member applicants. Other FHLBank Chicago members providing financing should be coded as 16, Other Loans.
For more information on selecting description codes, please see the **Source Code Classification** section of this guide. If your project involves construction, bridge, or other interim financing sources, please include these sources under Interim Financing.



Sources of Funds

Project Name:

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

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

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

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

A Source of Funds	B Amount	C Housing or Commercial	D Descr Code	E Status Code	F Rate (%)	G Term (years)	H Amort Period (years)	I Annual Debt Svc Must Pay only	J Must Pay? (Y/N)	Maximum Rate	Rate Overage	"For FHLBC Use" Must Pay Debt Svc per Indicated Terms
PV of sponsor-provided	$ -	Housing	16	Committed		NA		NA	Y			$ -
												$ -
												$ -
												$ -
												$ -
												$ -
												$ -
												$ -
												$ -
												$ -
												$ -
												$ -
												$ -
AHP Direct Subsidy	$ -	Housing	1	d								$ -
Subtotal - Housing	$ -	Subtotal - Commited Housing	$ -			Debt service - Housing	$ -					$ -
Subtotal - Commcl	$ -	Commited Housing % of TDC	0.00%			Debt service - Commcl	$ -					$ -
Total Funding Sources	$ -	Percent Non-AHP Funding	0.00%			**Total Debt Service:**	$ -					$ -

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

Funding Source	Decision Due Date	Contact Name	Phone Number

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

A Source of Funds	B Amount	C Housing or Commercial		E Status Code	F Rate (%)	G Term (years)	I Total Debt Svc	J Must Pay? (Y/N)	Maximum Rate	Rate Overage	"For FHLBC Use" Debt Svc per Indicated Terms
											$ -
											$ -
											$ -
											$ -
											$ -
											$ -
											$ -
											$ -
											$ -
											$ -
											$ -
											$ -
											$ -
											$ -
Subtotal - Housing	$ -					Debt service - Housing	$ -				$ -
Subtotal - Commcl	$ -					Debt service - Commcl	$ -				$ -
Total Interim Sources	$ -					**Total Debt Service:**	$ -				$ -

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

Funding Source	Decision Due Date	Contact Name	Phone Number

Feasibility Analysis

In order for the spreadsheet to upload successfully, Total Units must match the number entered on the Targeting screen of AHP Online; Sources of Funds must equal Uses of Funds; and Homeownership Counseling and Education costs cannot exceed $500/unit.

Error messages will appear if project characteristics are outside of FHLBank Chicago guidelines. This does not mean the application is ineligible, but an explanation will need to be provided for each indicator that is outside of guidelines.

AHP Feasibility Analysis

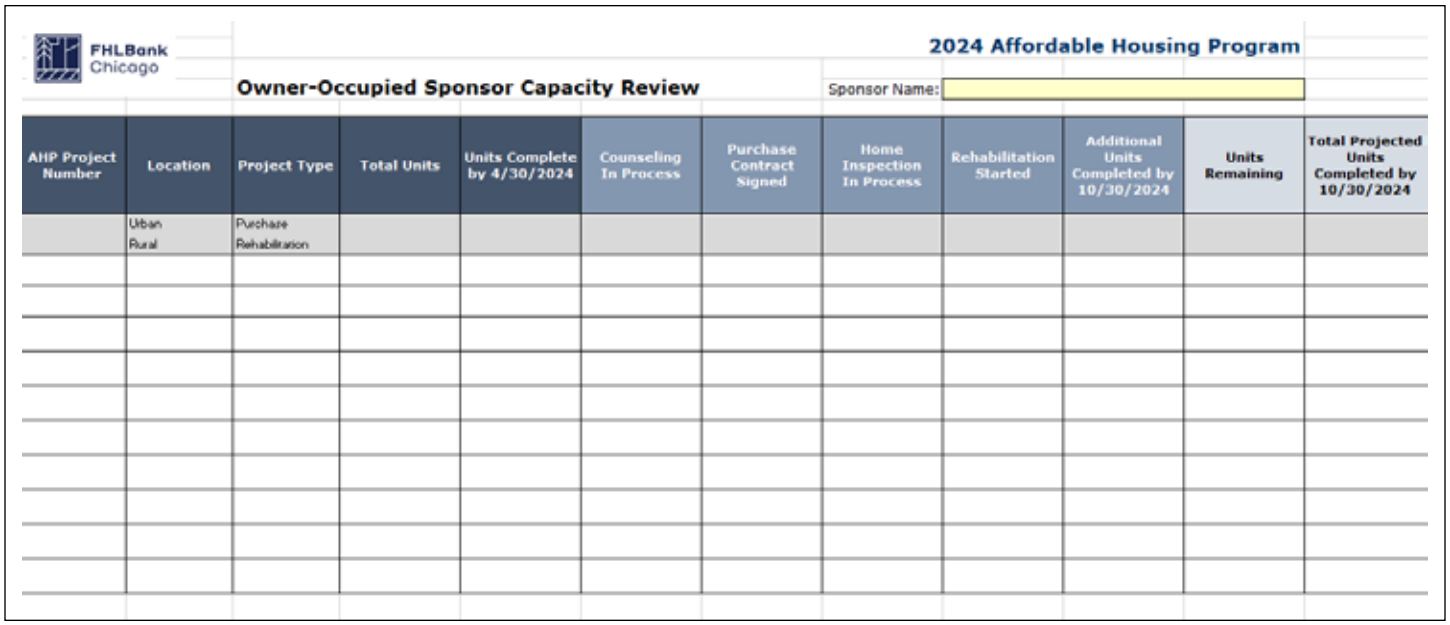
Items	Value
Total units	0
Sources of Funds = Uses of Funds	TRUE
Cost Breakout Total Units = Project Worksheet Total Units	TRUE
Total Development Cost	$0.00
Total Development cost per unit	$0.00
Total Development Cost per square foot	$0.00
Adjusted Total Development Cost	$0.00
Adjusted Total Development Cost per Unit	$0.00
Total Acquisition cost per unit	$0.00
Acquisition cost per square foot	$0.00
Rehabilitation cost per square foot (From Cost Breakout tab)	$0.00
New Construction cost per square foot (From Cost Breakout tab)	$0.00
Total New Construction and Rehabilitation cost per square foot (Summary of Uses total)	$0.00
Average Square Foot per unit	0
Average Acquisition Square Foot per unit	0
Average Rehabilitation Square Foot per unit	0
Average New Construction Square Foot per unit	0
General requirements %	0.00%
Builder overhead %	0.00%
Builder profit %	0.00%

Feasibility Guidelines

Guideline	Description	Min Standard	Max Standard	Actual
AHP Subsidy per Unit	Subsidy requested per unit	$0.00		$0.00
Adjusted Total Development Cost per Unit	Enter location on Project Worksheet			$0.00
Developer fee %	Enter Driver Information on Project Worksheet	NA	NA	0.00%
Developer fee ($) - For acquisition-only projects	Enter Driver Information on Project Worksheet	NA	NA	$0.00
Homeowner Counseling and Education	Project does not include acquisition- Not Eligible			$0.00
Spread on Financing	Basis Points above the FHLBC Community Advances rate on round open date	0	400	TRUE
AHP	% of Total Project Costs	0.00%	75.00%	0.00%

Owner-Occupied Sponsor Capacity Form

Returning sponsors need to complete the **Owner-Occupied Sponsor Capacity Form**, located in the Application Exhibits. Please attach the form to the **Sponsor Experience Template** and upload it on this ***Sponsor Role*** screen.



FHLBank Chicago

2024 Affordable Housing Program

Owner-Occupied Sponsor Capacity Review

Sponsor Name:

AHP Project Number	Location	Project Type	Total Units	Units Complete by 4/30/2024	Counseling In Process	Purchase Contract Signed	Home Inspection In Process	Rehabilitation Started	Additional Units Completed by 10/30/2024	Units Remaining	Total Projected Units Completed by 10/30/2024
	Urban Rural	Purchase Rehabilitation									

Project Timeline

FHLBank Chicago

2024 Affordable Housing Program

Project Timeline

Project Name:

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

Activity	Proposed/Actual Completion Date
Projects that involve new construction or substantial rehabilitation:	
Site Control Expiration Date	
Site Acquisition	
Zoning Approval	
Property Leasing Completed	
HOMEOWNERSHIP **Projects that involve the down payment and closing cost assistance for home purchases**	
Start Project Marketing/Outreach	
Start AHP Eligiblity/Income Screening for Homeowners	
AHP Subsidy Initial Draw Date; must be <=10/30/2025	
Start Purchases for Homebuyers	
Complete Closings for 100% Homebuyers; must be <=10/30/2027	
HOMEOWNERSHIP **Projects involving the rehabilitation of existing owner-occupied dwellings:**	
Start Project Marketing/Outreach	
Start AHP Eligibility/Income Screening for Homeowners	
AHP Subsidy Initial Draw Date; must be <=10/30/2025	
Start Rehabilitation for Homeowners	

Exhibits Site Control & Zoning

Site Control & Zoning

The form can be downloaded from our website **here**.

Site Control and Zoning

Project Name: _____

Consumer-driven homeownership projects only: upload this form on the Project Timeline Screen under Feasibility.

☐ This is a consumer driven project that will serve existing property owners and properties for which site control and zoning are already in place.

Sponsor Experience Form

This does not need to be an exhaustive list. Identify projects of similar size and scope. If none exist, identify projects that reflect the sponsor's capacity.
Identify specific project types in the Project Type column, and past roles in the Sponsor's Role column, with a focus on projects similar to the one you are submitting.
The Sponsor must read and acknowledge the Objectionable Practices section of the form.

Sponsor Experience - Owner-Occupied

Sponsor Name: _____

Required for all homeownership projects.

- ***List below, homeownership developments or programs (a) completed by the sponsor, and (b) comparable to the proposed project in size and scope, starting with the most recent.***
- ***List the sponsor's direct experience only; do not include the experience of outside parties.***
- ***List experience on an annual basis.***

The Project Sponsor must review of the following list of Objectionable Practices and disclose any unacceptable practices. An entity may not be an appropriate development person or entity if any of the following practices apply:

- A person or entity with an ownership interest in a Project that experienced an event of foreclosure (including a deed-in-lieu of foreclosure), has declared bankruptcy, or failed to close or be Placed in Service.
- A person or entity that has misrepresented or omitted to disclose material facts in connection with any application for AHP or any other affordable housing program.
- A person or entity maintaining an ownership interest in a Project has an uncured default on any loan or grant on the Project.
- A person who has committed negligent actions (including fraud) that led to the financial distress of project, including an AHP Project or other housing development
- A person or entity that has abandoned a project, including an AHP Project, at any time during its life cycle.
- A person or entity demonstrating a pattern of Non-Compliance or a single instance of flagrant Non-Compliance.
- A person or entity that has been found to be in violation of fair housing, housing accessibility or nondiscrimination laws.

In the event any of the above apply to any person or entity, the AHP Application must include an explanation of the circumstances surrounding the unacceptable practices, and attach the explanation to this Sponsor Experience template.

☐ Please check this box to indicate the Objectionable Practices section above has been read.

Year	Project/Phase Name	Project Location	Project Type	# of units	Sponsor's Role	Project Cost	Project Status
	AHP Project # if applicable	City, State	Mark all that apply NC = New Construction R = Rehab P = Purchase N = Special Needs		Mark all that apply CD = Co-developer D = Developer AF = Arrange financing/ Qualify borrowers SP = Service Provider CT= Contractor		Select from drop-down menu below
			☐ NC ☐ P ☐ R ☐ N		☐ CD ☐ AF ☐ CT ☐ D ☐ SP		
			☐ NC ☐ P ☐ R ☐ N		☐ CD ☐ AF ☐ CT ☐ D ☐ SP		
			☐ NC ☐ P ☐ R ☐ N		☐ CD ☐ AF ☐ CT ☐ D ☐ SP		
			☐ NC ☐ P ☐ R ☐ N		☐ CD ☐ AF ☐ CT ☐ D ☐ SP		
			☐ NC ☐ P		☐ CD ☐ AF ☐ CT		

Sponsor Funding Commitment: Board Letter

If the project involves **Equity Contributions and/or Loans** (e.g. self-funding via a capital campaign, fundraising), the commitment can be evidenced using this template. The letter from the entity should be on the organization's letterhead indicating the source, amount of contributions, and specific dates of commitment and expiration.

SAMPLE BOARD LETTER – Please use this as a template to confirm your organization's commitment of financial support for the proposed project's development and or operations. Place the letter on your organization's letterhead and have it signed by the Board president. The amounts should match the amounts shown on the project's sources and or operating proformas contained in the AHP Financial Feasibility Workbook.

Sponsor Funding Commitment Letter Template

Date (Within 6 months of submission)

Proposed Project Name: _____

Proposed Project Address(es): _____

Proposed Project Description: _____

On behalf of [Insert Sponsor Name], this letter confirms its support and financial commitment for the development and on-going financial support of the proposed project's operations. The organization commits to the developmental and operational feasibility of the proposed project as stated below:

- Development financial commitment: $_____
- Housing Operations: $_____
- Service Operations: $_____
- Duration of Operations: _____

The full board of [insert sponsor name] [will, has] acknowledge and [approve, approved] these commitments on [date].

Certification

I, the undersigned, hereby certify that: (1) I am a duly authorized representative for [insert sponsor name], and (2) all the information and statements contained in this letter are true, complete, and accurate.

_____ _____

Signature Date

[Printed Name]

Board President

Exhibits Sponsor Fundraising History Experience

Sponsor Fundraising History Experience

If the project involves **Equity Contributions and/or Loans** (e.g. self-funding via a capital campaign, fundraising), the sponsor must provide proof of successful fundraising history. Please use this template to confirm your organization's experience and fundraising plan for the proposed project.

If an organization is using fundraising or capital campaigns as a development source, the sponsor must provide proof of successful fundraising history. Please use this template to confirm your organization's experience and fundraising plan for the proposed project.

Fundraising Experience and Plan Template

Sponsor Experience and History of Fundraising

Provide descriptions to demonstrate sufficient experience to meet fundraising goal.

Provide history and description of past fundraising campaigns.

- *Detail number of years*
- *Detail number of successful campaigns*
- *Detail amount of fundraising obtained*

Fundraising Plan for Proposed Project

Describe fundraising strategy

Describe fundraising timeline

Provide evidence of sponsor's current financial position and or on-going fundraising balances. These can be sponsor's annual/interim financial statements, annual reports, bank statements, or equivalent.

Targeted Populations Experience/Services

This form is recommended as a supplemental narrative template for projects attempting points in the Homeless, Special Needs, and Permanent Supportive Housing scoring categories.

Targeted Populations Experience and Services Template

Sponsor Experience and Service Plan Narrative Outline

Targeted Populations:

- Homeless
- Special Needs, and/or
- Permanent Supportive Housing

Sponsor Experience

Provide descriptions to demonstrate sufficient experience to effectively serve the identified population.

1. *Description of mission and operating model for residential properties*
2. *Describe targeted population and related history and service experience*
    a. *Detail number of years*
    b. *Detail number of properties and units owned*
    c. *Detail number of units managed*
3. *Describe experience utilizing specialized service programs*
4. *Description of staff roles/ responsibilities; including staff training, education, or credentials.*
5. *Description of service delivery and coordination*
6. *Describe housing retention measurements and results*

Network and Referral Sources

Describe network of referral sources or partnerships through which qualified individuals/families will be identified and or referred to the project.

Include tenant selection preference, waitlists utilized, as applicable

Specialized Services / Supportive Services Activities

Describe specialized and or supportive services that will be offered.

- **For Permanent Supportive Housing properties:**

Describe types of services that increase housing stability by addressing root causes of chronic homelessness and providing long-term case management.

Resident Assessment and Access to Services

Describe how tenant assessment for programs and services will be conducted. Describe how tenants will access services.

Members Accessing AHP Online Through eBanking

1. Members may only participate in the competitive AHP round through AHP Online via eBanking.

2. The member executes the eBanking Services Agreement and the Corporate Certificate of Authority and Certificate of Incumbency. Please email **MemberSupport@fhlbc.com** for documentation requests.

3. The member identifies a Member Security Administrator (MSA).

4. The MSA assigns Authorized AHP Users in eBanking.

AHP Participants Accessing AHP Online

AHP Participants may access AHP Online here. AHP Online can also be accessed via a link on each page of the **Community Investment section** of the Bank's public website. The AHP Online hours are between 6:30 a.m. and midnight CT every day, including weekends and holidays. FHLBank Chicago reserves the right to modify hours of operation and/or interrupt service at any time without prior notice to its customers if business or technology dictates the disruption. AHP Online is programmed with AHP Participants' protection in mind and will automatically log the user out if the page has been inactive for 15 minutes. For assistance in accessing AHP Online via eBanking, members may call Member Support at 855-FHLB-CHI (855.345.2244), option 0.

Beginning **May 6**, AHP Participants may initiate an application, which includes associating that application with a Lead Member and Member Contact(s). The member must be registered in eBanking with Authorized AHP Users in order for an AHP Participant to initiate an application. (Refer to "Members Accessing AHP Online Through eBanking" above.)

AHP Participant Authorization Recertification for Sponsors

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

AHP Online Minimum Supported System Requirements

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

• Browser: FHLBank Chicago no longer supports Microsoft Internet Explorer as a browser for AHP Online and fhlbc.com. To ensure an optimal user experience, we recommend using Google Chrome or Microsoft Edge to access these sites.

• Operating system: Microsoft Windows Vista (with the latest service pack) or above.

• Display: a recommended monitor display setting of 1024 x 768.

• Other software, such as Adobe Acrobat/Reader 9 or 10, to view and print Portable Document Format (PDF) files.

• Adobe Flash Player to view Flash demonstrations.

• Microsoft Excel Viewer 2010 or above to upload Excel spreadsheets.

Privacy Policy

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

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

• Maintain the security and confidentiality of such information;

• Protect against anticipated threats or hazards to the security or integrity of such information; and

• Protect against unauthorized access to or use of such information.

No nonpublic personal information which is received from or on behalf of a Member is used by FHLBank Chicago or disclosed to third parties, other than uses and disclosures which are permitted by statutory or regulatory exceptions.

Third parties engaged by FHLBank Chicago who have access to nonpublic personal information received from or on behalf of Members are required:

• To comply with all applicable privacy laws;

• To institute administrative, technical, and physical safeguards which are consistent with those outlined in paragraph 1 above;

• To limit their use of nonpublic personal information to the purpose(s) for which it was provided to them; and

• To release nonpublic personal information only as permitted by statutory or regulatory exceptions.

FHLBank Chicago

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