



AHP Online Project Completion Report Guide Sponsor Instructions Rental Projects

INTRODUCTION

The purpose of Project Completion Reporting is to determine the following:

- Satisfactory progress is being made toward project occupancy by eligible households who meet the income, rent (if applicable), and other scoring commitments of the application.
- The AHP was used for eligible purposes according to the terms and conditions of the AHP award.
- The project's actual costs were reasonable in accordance with the AHP Implementation Plan guidelines in effect during the year the project was completed.
- The AHP was needed for the completion of the project.
- Each AHP-assisted unit is subject to a compliant Retention Agreement.
- The services and activities committed to in the AHP award have been provided in connection with the project.

Project Completion Reporting for a rental project is due within 12 months + 150 days of project completion.


Project Completion is the latter of the date a Certificate of Occupancy is issued or the date that AHP funds are disbursed. In areas that do not issue a Certificate of Occupancy, the Project Completion Date shall be the later of the date that the last unit in the project is suitable for occupancy or the date that AHP funds are disbursed.

AHP Online

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



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 **AHP Online**

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

User ID

Password

[Login](#)

| | |
|---------------------------------------|--|
| Grant Applicants | FHLB Des Moines Members |
| Create a User ID* | Forgot your password? |
| Forgot your User ID? | Need access to AHP Online? |
| Forgot your password? | |

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

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

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

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

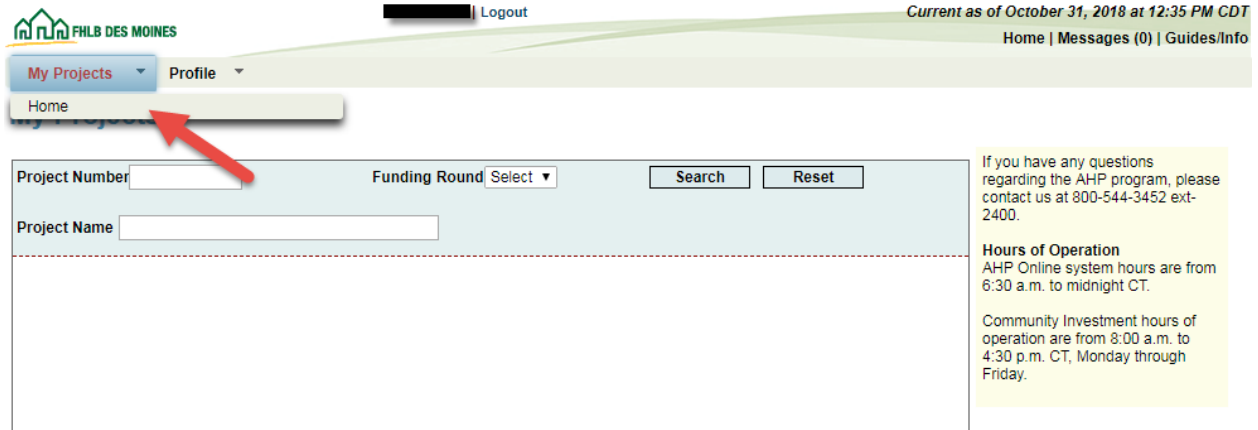
If you have questions, please contact the FHLB Des Moines Community Investment Department



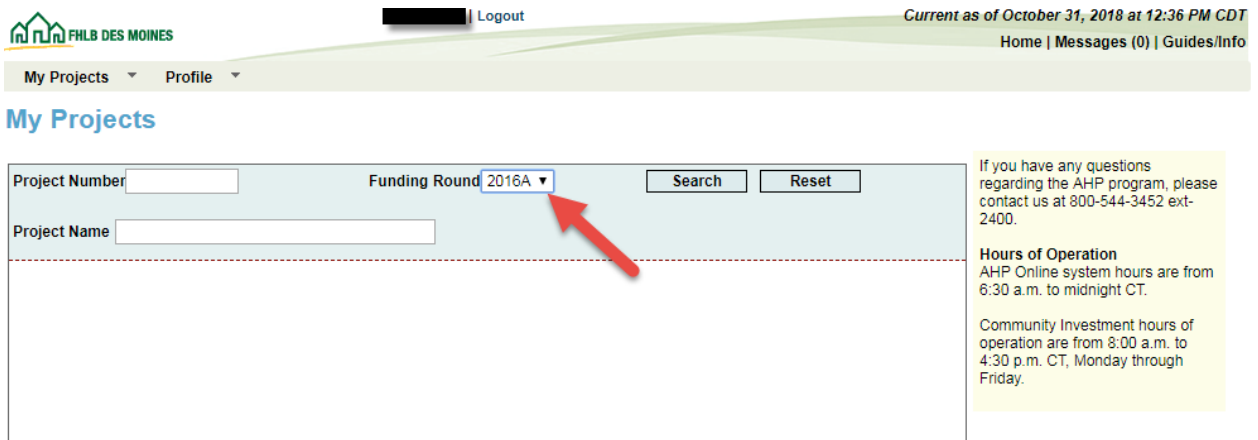
AHP Online Project Completion Report Guide Sponsor Instructions Rental Projects

Finding Project and Initiating Project Completion

After logging into **AHP Online** a Sponsor will be able to navigate to their approved projects. Click on **My Projects** and choose **Home**.



The **My Projects** page will be displayed. If your project number is displayed, click on the project number. If the relevant project is not displayed, select the project year in the **Funding Round** drop-down menu and click on **Search**.





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All of the Sponsor's projects in the given year will be displayed. Click on the appropriate project number.

The screenshot shows the 'My Projects' section of the AHP Online system. At the top, there is a navigation bar with 'My Projects' and 'Profile' dropdown menus, a 'Logout' button, and the current date and time: 'Current as of October 31, 2018 at 12:38 PM CDT'. Below the navigation bar, the 'My Projects' section is displayed. It includes a search filter for 'Funding Round 2016A' and a 'Search' button. Below the search filter, there is a table with the following columns: 'Project Number', 'Project Name', 'Status', and 'Monitoring Status'. The table contains one row with a project number (circled in green), a project name, a status of 'Complete', and a monitoring status of 'Project Completion Review Not Started'. To the right of the table, there is a yellow box with the following text: 'If you have any questions regarding the AHP program, please contact us at 800-544-3452 ext-2400. Hours of Operation AHP Online system hours are from 6:30 a.m. to midnight CT. Community Investment hours of operation are from 8:00 a.m. to 4:30 p.m. CT, Monday through Friday.'

This will navigate you to the applicable project management page for Project Completion Reporting.



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Click on **Monitoring** in the toolbar at the top of the page and choose **Initiate Project Completion**.

The screenshot shows the AHP Online Project Completion Report Guide interface. At the top, there is a navigation bar with the FHLB Des Moines logo, a "Logout" link, and the current date and time: "Current as of September 14, 2021 at 2:54 PM CDT". Below the navigation bar, there are tabs for "Project", "Disbursement", "Monitoring", and "Extension". The "Monitoring" tab is selected, and a dropdown menu is open, showing options: "Semi-Annual Progress Reports", "Initiate Project Completion", "Long-term Monitoring - Sponsor", and "Certifications". The "Initiate Project Completion" option is highlighted with a mouse cursor.

The main content area is titled "Current Project Summary". It includes a "Project Profile" section with the following details:

- Project Name: [Redacted]
- Project Number: [Redacted]
- Project Status: Complete
- Monitoring Status: PCR - Awaiting 80% Lease-up
- Application Number: [Redacted]
- Project Type: Rental
- Sponsor: [Redacted]
- Member: [Redacted]

There are "More Details" links for the Project Profile, Conditions Outstanding, Documentation Required, and Modifications sections.

The "Conditions Outstanding" section states: "No conditions exist."

The "Documentation Required" section contains a table with the following data:

| Document Type | Additional Information | Status |
|-----------------------------------|------------------------|--------|
| Certificate of Occupancy | - | Needed |
| Cost Breakout Certification - AHP | [Redacted] | Needed |
| Operating Statement | - | Needed |

The table has a pagination control showing "(1 of 2)" and page numbers "1" and "2".

The "Modifications" section states: "No modifications exist."

On the right side of the page, there is a yellow box with the following text:

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

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

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

Sponsor will indicate whether the project has reached 80% of lease-up.

The screenshot shows the "Initiate Project Completion" form. At the top, there is a navigation bar with the FHLB Des Moines logo, a "Logout" link, and the current date and time: "Current as of September 14, 2021 at 2:55 PM CDT". Below the navigation bar, there are tabs for "Project", "Disbursement", "Monitoring", and "Extension". The "Monitoring" tab is selected.

The main content area is titled "Initiate Project Completion". It includes a question: "Has your project reached 80% lease-up?" with radio buttons for "Yes" and "No".

At the bottom of the page, there is a footer with the following text:

* Required to save the page
♦ Required before Sponsor Approval

There are "Submit" and "Cancel" buttons at the bottom right.



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Indicate 80% Lease-up Date

| Logout Current as of September 14, 2021 at 2:57 PM CDT
 My Projects | Home | Messages (0) | Guides/Info
 Project Name:
 Project Number:
 Project ▾ Disbursement ▾ Monitoring ▾ Extension ▾
Initiate Project Completion
 Has your project reached 80% lease-up?* Yes No
 80% Lease-up Date*
 * Required to save the page
 ♦ Required before Sponsor Approval

| Logout Current as of September 14, 2021 at 2:58 PM CDT
 My Projects | Home | Messages (0) | Guides/Info
 Project Name:
 Project Number:
 Project ▾ Disbursement ▾ Monitoring ▾ Extension ▾
Initiate Project Completion
 Has your project reached 80% lease-up?* Yes
 80% Lease-up Date 09/01/2021
 * Required to save the page
 ♦ Required before Sponsor Approval

This will navigate the Sponsor to the **Project Completion Report Home Page**.



AHP Online Project Completion Report Guide Sponsor Instructions Rental Projects

PROJECT COMPLETION HOME PAGE:

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

Project Completion Home Page

| Status Change Details | | | |
|-----------------------|-------------|------------|--------------|
| From Status | To Status | Changed By | Changed Date |
| Not Started | Outstanding | [redacted] | 09/19/2018 |

| Section | Status |
|---|--------|
| Tenant Income | ✗ |
| Project Status Information | ✗ |
| Project Timeline | ✗ |
| Conditions | ✗ |
| Scoring Information | ✗ |
| Financial Information: Financial Review | ✗ |
| Financial Information: Import Spreadsheet | ✗ |
| Financial Information: Feasibility Analysis | ✗ |
| Financial Information: Commitment Letters | ✗ |
| Project Documentation | ✗ |
| Project Additional Information | ✗ |

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AHP Online Project Completion Report Guide Sponsor Instructions Rental Projects

TENANT INCOME:

Sponsor will indicate if a Tenant Income Workbook has been completed for this project. ***Please note that the Tenant Income Workbook is also referred to as the Rental Monitoring Spreadsheet (RMS.)** The Rental Monitoring Spreadsheet can be found on our [Rental Project Administration page](#). Please utilize the correct Rental Monitoring Spreadsheet that corresponds to your project. For example, if you are utilizing HUD income limits to qualify tenants, you will need to use the HUD income limit RMS spreadsheet. The Sponsor will then attach the Rental Monitoring Spreadsheet to the Tenant Income screen and then 'Save' the screen.

The screenshot shows the 'Tenant Income' form in a web application. At the top, there is a navigation bar with 'Logout', 'Current as of December 14, 2021 at 11:28 AM CST', and links for 'My Projects | Home | Messages (0) | Guides/Info'. Below this, there are fields for 'Project Name:', 'Project Number:', and 'Project Completion Certificate Number'. A dropdown menu is set to 'Project Completion'. The main form area is titled 'Tenant Income' and contains the following text and controls:

- Download and complete the *Tenant Income Workbook* found on the [FHLBDM website](#).
- Have you completed a Tenant Income Workbook for this project?^{*} Yes No (A red arrow points to the 'Yes' radio button.)
- Indicate the income guideline used to qualify tenants.^{*}
 - HUD County
 - NAHASDA
 - MTSP
- Please attach your completed Tenant Income Workbook. (FHLBDM's request for supporting documentation will be forwarded after our review of the Tenant Income Workbook.)^{*} (A red arrow points to the 'Browse...' button next to the text.)

At the bottom of the form, there is a message: '* Required to save the page' and 'Required before Sponsor Approval'. A red box highlights the text: 'To submit your changes please click Save before exiting this page.' Below this, there are 'Save' and 'Cancel' buttons. A red arrow points to the 'Save' button. A 'Next>' link is located at the bottom right of the form.

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



AHP Online Project Completion Report Guide Sponsor Instructions Rental Projects

[Redacted] | Logout

Current as of October 31, 2018 at 1:26 PM CDT

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

Project Name: [Redacted]

Project Number: [Redacted]

Project Completion Certificate Number: [Redacted]

Project Completion ▾

Tenant Income

Information

- Your changes have been saved to the system. ✓

PROJECT STATUS INFORMATION:

The Sponsor must affirm that the AHP funds are not being used for any prohibited uses. If yes, an explanation is needed. Additionally, the Sponsor must affirm that the project is in compliance with applicable Fair Housing and Accessibility laws. If no, provide explanation and "Save" page.



| Logout

Current as of December 14, 2021 at 11:32 AM CST

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

Project Name: [Redacted]

Project Number: [Redacted]

Project Completion Certificate Number [Redacted]

Project Completion ▾

Project Status Information

Were any of the sources of funds used for the following?

Prepayment Fees [◆] Yes No

Cancellation Fees [◆] Yes No

Processing Fees [◆] Yes No

Capitalized Reserves [◆] Yes No

Periodic Deposits to Reserve Accounts [◆] Yes No

Operating Expenses [◆] Yes No

Supportive Services Expenses [◆] Yes No

Does the project still comply 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 of 1990, and the Architectural Barriers Act of 1969? Yes No

* Required to save the page

[◆] Required before Sponsor Approval

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

Save

Undo

<Previous

Next>



AHP Online Project Completion Report Guide Sponsor Instructions Rental Projects

PROJECT TIMELINE:

Sponsor will update any 'Expected' dates to reflect 'Actual' dates. After completing the inputs select "**Save.**"

[Logout](#) Current as of October 31, 2018 at 1:07 PM CDT
My Projects | Home | Messages (0) | Guides/Info

Project Name: XXXXXXXXXX
Project Number: XXXXXXXXXX
Project Completion Certificate Number: XXXXXXXXXX

Project Completion ▾

Project Timeline

Notify FHLBDM immediately upon Project Completion

Please supply the current project timeline dates listed below:

| | | | | |
|---|---|--|--|-------------------|
| Award Date | 12/14/2016 | | | |
| Award Expiration Date | 12/14/2019 | | | |
| AHP Initial Draw Date | 10/17/2017 | Actual | | ? |
| 100% of Financing Committed Date* | <input type="text" value="10/27/2017"/> | <input checked="" type="radio"/> Actual <input type="radio"/> Expected | | ? |
| Project Closing Date* | <input type="text" value="10/27/2017"/> | <input checked="" type="radio"/> Actual <input type="radio"/> Expected | | ? |
| Construction/Rehabilitation Start Date* | <input type="text" value="09/18/2017"/> | <input checked="" type="radio"/> Actual <input type="radio"/> Expected | | |
| Complete Construction/Rehabilitation of all Units Date* | <input type="text" value="07/31/2018"/> | <input checked="" type="radio"/> Actual <input type="radio"/> Expected | | ? |
| Date of Certificate of Occupancy/Certificate of Substantial Rehabilitation* | <input type="text" value="07/02/2018"/> | <input checked="" type="radio"/> Actual <input type="radio"/> Expected | | |
| Stabilized Occupancy Date* | <input type="text" value="10/01/2018"/> | <input type="radio"/> Actual <input checked="" type="radio"/> Expected | | |

Please attach Certificate of Occupancy/Certificate of Substantial Rehabilitation*

Uploaded File Info

Certificate of Occupancy 7-2-18.pdf

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

◆ Required before Sponsor Approval

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



Project Timeline

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

Note: Additional information can be found by clicking on the 

Project Timeline

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

Notify FHLBDM immediately upon Project Completion

Please supply the current project timeline dates listed below:

| | | | |
|---|---|--|--|
| Award Date | 12/14/2016 | | |
| Award Expiration Date | 12/14/2019 | | |
| AHP Initial Draw Date | 10/17/2017 | Actual | |
| 100% of Financing Committed Date* | <input type="text" value="10/27/2017"/> | <input checked="" type="radio"/> Actual <input type="radio"/> Expected | |
| Project Closing Date* | <input type="text" value="10/27/2017"/> | <input checked="" type="radio"/> Actual <input type="radio"/> Expected | |
| Construction/Rehabilitation Start Date* | <input type="text" value="09/18/2017"/> | <input checked="" type="radio"/> Actual <input type="radio"/> Expected | |
| Complete Construction/Rehabilitation of all Units Date* | <input type="text" value="07/31/2018"/> | <input checked="" type="radio"/> Actual <input type="radio"/> Expected | |
| Date of Certificate of Occupancy/Certificate of Substantial Rehabilitation* | <input type="text" value="07/02/2018"/> | <input checked="" type="radio"/> Actual <input type="radio"/> Expected | |
| Stabilized Occupancy Date* | <input type="text" value="10/01/2018"/> | <input checked="" type="radio"/> Actual <input type="radio"/> Expected | |

Please attach Certificate of Occupancy/Certificate of Substantial Rehabilitation*

Uploaded File Info
Certificate of Occupancy 7-2-18.pdf

* Required to save the page
♦ Required before Sponsor Approval

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

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A project is considered complete when all construction or rehabilitation is complete (as evidenced by a Certificate of Occupancy or equivalent) and all AHP funds are disbursed.



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CONDITIONS:

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

Logout
Current as of October 31, 2018 at 1:41 PM CDT
My Projects | Home | Messages (0) | Guides/Info
Project Name: [REDACTED]
Project Number: [REDACTED]
Project Completion Certificate Number: [REDACTED]

Sponsor must affirm that conditions have been reviewed before the "Edit" box will become available.

Project Completion ▾

Conditions

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

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

| Action | Condition | Additional Information | Status | Attached Document | Reviewed by CID? |
|--------|--|---|-----------|---|------------------|
| View | Cost Certification AHP funds may not be used to finance the costs of any non-housing space associated with the project, including office space and furniture. | Sponsor has certified, via email, that AHP funds were not used for non-housing space. | Satisfied | | Yes |
| View | Cost Certification Prior to the disbursement of any AHP funds, submission of an updated certification of costs, signed by the contractor and owner. | - | Satisfied | Sworn Construction Cost Statement draw #4.pdf | Yes |
| View | Donated/Discounted Property Evidence Prior to the disbursement of any AHP funds, documentation of the donated property. The executed lease agreement between the [REDACTED] and the [REDACTED] must meet FHLB Des Moines's requirements for discounted/donated property. | - | Satisfied | [REDACTED] Land Lease_08-14-2015.pdf | Yes |
| Edit | Empowerment Services Documentation of at least one service made available to tenants upon project completion, as described in the approved AHP Application. | - | Needed | | Yes |
| Edit | Empowerment Services Prior to disbursement, any change in empowerment services or service providers, must be demonstrated through a Memorandum of Understanding. The Sponsor committed to providing Case management. The Service Provider Organization is the Sponsor. | - | Needed | | Yes |
| Edit | Special Needs Reservation of at least 20% of the project's units (4 units) for tenants qualified as special needs populations, as committed to in the AHP Application. The owner has committed to reserving units for individuals recovering from physical, alcohol or drug abuse. | - | Needed | | Yes |

* Required to save the page
 ♦ Required before Sponsor Approval

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

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



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

Logout Current as of October 31, 2018 at 1:41 PM CDT
 My Projects | Home | Messages (0) | Guides/Info
 Project Name: [REDACTED]
 Project Number: [REDACTED]
 Project Completion Certificate Number: [REDACTED]

Project Completion ▾

Conditions

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

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

| Action | Condition | Additional Information | Status | Attached Document | Reviewed by CID? |
|--------|--|---|-----------|--|------------------|
| View | Cost Certification AHP funds may not be used to finance the costs of any non-housing space associated with the project, including office space and furniture. | Sponsor has certified, via email, that AHP funds were not used for non-housing space. | Satisfied | | Yes |
| View | Cost Certification Prior to the disbursement of any AHP funds, submission of an updated certification of costs, signed by the contractor and owner. | - | Satisfied | Sworn Construction Cost Statement - 2015.pdf | Yes |
| View | Donated/Discounted Property Evidence Prior to the disbursement of any AHP funds, documentation of the donated property. The executed lease agreement between the [REDACTED] and the [REDACTED] must meet FHLB Des Moines's requirements for discounted/donated property. | - | Satisfied | Land Lease_08-14-2015.pdf | Yes |
| ▶ | Empowerment Services Documentation of at least one service made available to tenants upon project completion, as described in the approved AHP Application. | - | Needed | | Yes |
| Edit | Empowerment Services Prior to disbursement, any change in empowerment services or service providers, must be demonstrated through a Memorandum of Understanding. The Sponsor committed to providing Case management. The Service Provider Organization is the Sponsor. | - | Needed | | Yes |
| Edit | Special Needs Reservation of at least 20% of the project's units (4 units) for tenants qualified as special needs populations, as committed to in the AHP Application. The owner has committed to reserving units for individuals recovering from physical, alcohol or drug abuse. | - | Needed | | Yes |

Condition Details Update Condition Close

Status: Needed

Reviewed by CID?: Yes

Initiated: Application Approval

Condition: Empowerment Services

FHLB Explanation: Documentation of at least one service made available to tenants upon project completion, as described in the approved AHP Application.

Additional Information: -

Attach Document: No file chosen

Attachment Description:

You have 1000 characters remaining for your description.

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

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

Once 'Update Condition' button is selected, the 'Save' button at the bottom will become available.

Sponsor will click the 'Choose File' button to upload attachments relevant to each individual condition.

Sponsor has 1,000 characters to describe the attachment & respond to the individual condition.

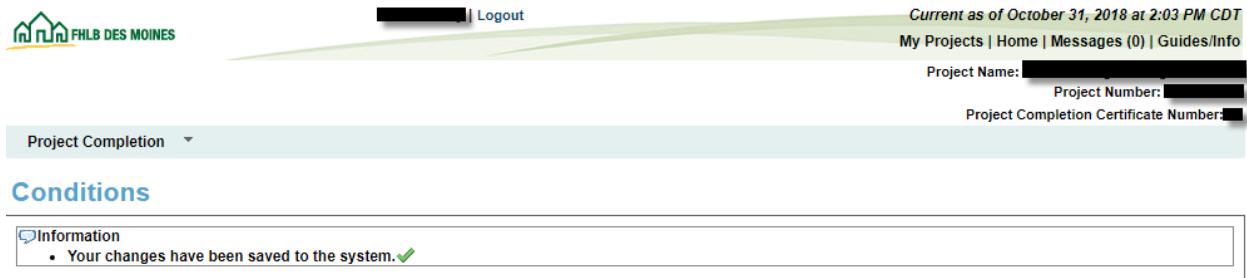


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Note: All conditions must be updated before the Project Completion Report will be approved by FHLB Des Moines.

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

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



SCORING INFORMATION:

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

The Commitment Status column identifies whether a document evidencing the commitment is **Needed** or whether the requirement has been **Satisfied** during the application or disbursement.

Needed - The category has not been fulfilled. Supporting documentation must be uploaded at Project Completion Reporting.

Satisfied – Documentation provided from application or disbursement has been accepted as evidence the scoring commitment has been met.



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

The following Scoring Information applies to project dated 2020 and prior. For projects dated 2021 and later refer to Scoring Information on pages 16-17.

Logout
Current as of October 31, 2018 at 2:04 PM CDT
My Projects | Home | Messages (0) | Guides/Info
Project Name: [REDACTED]
Project Number: [REDACTED]
Project Completion Certificate Number: [REDACTED]

Project Completion ▾

Scoring Information

Please attach supporting documentation for commitments that are Required/Needed status. (Selection is required to save this page.). If applicable, download and complete the Empowerment and/or Special Needs templates found on the FHLBDM website.

Please respond to the following statement:

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

| Scoring Category | Commitment Status | Project Commitment | Filled by This Request? | Previous Documentation | Attach Supporting Documentation |
|---|-------------------|--------------------|-------------------------------------|------------------------|---------------------------------|
| Priority 2 - Project Sponsorship | Satisfied | Yes | <input type="checkbox"/> | | Choose File No file chosen ? |
| Priority 3 - Targeting | | | <input type="checkbox"/> | | |
| <= 50% AMI | Needed | 6 | <input checked="" type="checkbox"/> | | Choose File No file chosen ? |
| > 50% and <=60% AMI | Needed | 17 | <input checked="" type="checkbox"/> | | Choose File No file chosen ? |
| > 80% AMI | Needed | 1 | <input checked="" type="checkbox"/> | | Choose File No file chosen ? |
| Priority 5 - Promotion of Empowerment | | | | | |
| Vaccination and/or screening programs or Day care services. | Needed | 24 | <input checked="" type="checkbox"/> | Signed MOU.pdf | Choose File No file chosen ? |
| Priority 6 - First District Priority | | | | | |
| Special Needs | Needed | 23 | <input checked="" type="checkbox"/> | | Choose File No file chosen ? |
| Priority 7 - Second District Priority | | | | | |
| In-District | Satisfied | 24 | <input type="checkbox"/> | | Choose File No file chosen ? |
| Rental New Construction with 24 units or less | Satisfied | 24 | <input type="checkbox"/> | | Choose File No file chosen ? |
| Priority 8 - AHP Subsidy per Unit | Needed | \$21,739.13 | | | |

In order to add an attachment, Sponsor will check the "Filled by This Request?" box to unlock the "Choose File" button.

Sponsor will click the "Choose File" button to upload attachments relevant to each individual category

* Required to save the page

◆ Required before Sponsor Approval

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

Save Cancel

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Next>



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| Logout Current as of December 14, 2021 at
My Projects | Home | Messages (0)
 Project Name:
 Project Numb:
 Project Completion Certificat

Scoring Information

Please attach supporting documentation for commitments that are Required/Needed status. (Selection is required to save this page.). If applicable, download complete the Empowerment and/or Special Needs templates found on the FHLBDM website.

Please respond to the following statement:

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

| Scoring Category | Commitment Status | Project Commitment | Filled by This Request? | Previous Documentation | Attach Supporting Documentation ⁺ |
|--|-------------------|--------------------|-------------------------------------|--------------------------------|--|
| Criteria 1 - Donated/Conveyed Properties | Satisfied | Yes | <input type="checkbox"/> | | <input type="text"/> Browse... |
| Criteria 2 - Project Sponsorship | Satisfied | Yes | <input type="checkbox"/> | | <input type="text"/> Browse... |
| Criteria 3 - Income Targeting | | | | | |
| <= 50% AMI | Needed | 56 | <input type="checkbox"/> | | <input type="text"/> Browse... |
| > 50% and <=60% AMI | Needed | 37 | <input checked="" type="checkbox"/> | | <input type="text"/> Browse... |
| Criteria 4 - Economic Opportunity/Empowerment | | | | | |
| Employment | Satisfied | 93 | <input type="checkbox"/> | A Sample Upload File - PDF.pdf | <input type="text"/> Browse... |
| Education, such as financial literacy, GED | Satisfied | 93 | <input type="checkbox"/> | A Sample Upload File - PDF.pdf | <input type="text"/> Browse... |
| Training, such as job training | Satisfied | 93 | <input type="checkbox"/> | A Sample Upload File - PDF.pdf | <input type="text"/> Browse... |
| Homebuyer, homeownership or tenant counseling | Satisfied | 93 | <input type="checkbox"/> | A Sample Upload File - PDF.pdf | <input type="text"/> Browse... |
| Child care | Satisfied | 93 | <input type="checkbox"/> | A Sample Upload File - PDF.pdf | <input type="text"/> Browse... |
| Adult daycare services | Satisfied | 93 | <input type="checkbox"/> | A Sample Upload File - PDF.pdf | <input type="text"/> Browse... |
| Afterschool care | Satisfied | 93 | <input type="checkbox"/> | A Sample Upload File - PDF.pdf | <input type="text"/> Browse... |
| Tutoring | Satisfied | 93 | <input type="checkbox"/> | A Sample Upload File - PDF.pdf | <input type="text"/> Browse... |
| Health services, including mental health and behavioral health services | Satisfied | 93 | <input type="checkbox"/> | A Sample Upload File - PDF.pdf | <input type="text"/> Browse... |
| Resident involvement in decision making affecting the creation or operation of the project | Satisfied | 93 | <input type="checkbox"/> | A Sample Upload File - PDF.pdf | <input type="text"/> Browse... |
| Workforce preparation and integration | Satisfied | 93 | <input type="checkbox"/> | A Sample Upload File - PDF.pdf | <input type="text"/> Browse... |

In order to add an attachment, Sponsor will check the "Filled by This Request?" box to unlock the 'Browse' button

Sponsor will click the 'Browse' button to upload attachments relevant to each individual category



AHP Online Project Completion Report Guide Sponsor Instructions Rental Projects

| Criteria 5 - Underserved Communities | | | | | |
|--|-----------|------------|--------------------------|--------------------------------|--|
| Housing for Homeless Households | Needed | 19 | <input type="checkbox"/> | | <input type="text" value="Browse..."/> ? |
| Special Needs | Needed | 70 | <input type="checkbox"/> | | <input type="text" value="Browse..."/> ? |
| Other Targeted Populations | Needed | 30 | <input type="checkbox"/> | | <input type="text" value="Browse..."/> ? |
| Criteria 6 - Community Stability | | | | | |
| Preservation of Federally Assisted Housing | Satisfied | Yes | <input type="checkbox"/> | A Sample Upload File - PDF.pdf | <input type="text" value="Browse..."/> ? |
| Adaptive Reuse | Satisfied | 93 | <input type="checkbox"/> | A Sample Upload File - PDF.pdf | <input type="text" value="Browse..."/> ? |
| Vacant or Abandoned Property | Satisfied | 93 | <input type="checkbox"/> | A Sample Upload File - PDF.pdf | <input type="text" value="Browse..."/> ? |
| Acquisition and Rehabilitation of Naturally Occurring Affordable Housing | Satisfied | 93 | <input type="checkbox"/> | A Sample Upload File - PDF.pdf | <input type="text" value="Browse..."/> ? |
| Criteria 7 - Bank District Priority | | | | | |
| In-District | Satisfied | 93 | <input type="checkbox"/> | | |
| Native Housing | Satisfied | Yes | <input type="checkbox"/> | A Sample Upload File - PDF.pdf | <input type="text" value="Browse..."/> ? |
| Rental New Construction with 24 units or less | Satisfied | 93 | <input type="checkbox"/> | | |
| AHP Subsidy Per Unit | Needed | \$8,064.52 | | | |

* Required to save the page

◆ Required before Sponsor Approval

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

[<Previous](#)

[Next>](#)

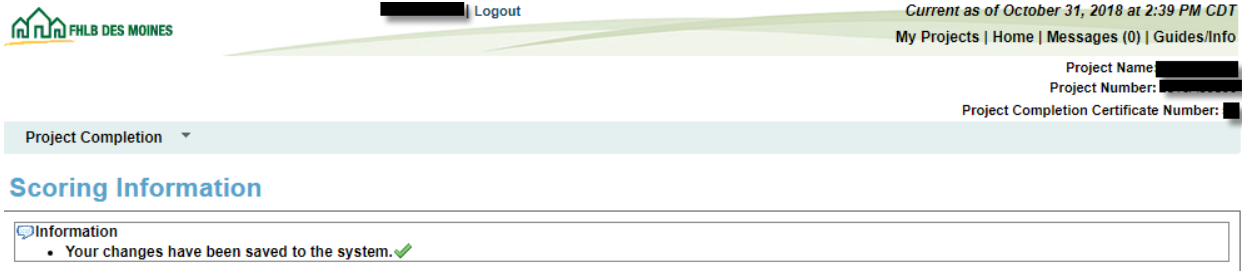
***Note:**

- The Rental Monitoring Spreadsheet should be uploaded to each of the Priority 3 - Targeting line items.
- The Empowerment Services Certification form can be found on our [Rental Project Administration page](#). The Empowerment Services Certification form and supporting documentation validating the Empowerment Services (brochures, fliers, case plans, etc) should be uploaded to the Priority 5 - Promotion of Empowerment line item.
- The Special Needs Certification form can be found on our [Rental Project Administration page](#). This form should be uploaded to the Priority 6 - Special Needs line item, if applicable.



AHP Online Project Completion Report Guide Sponsor Instructions Rental Projects

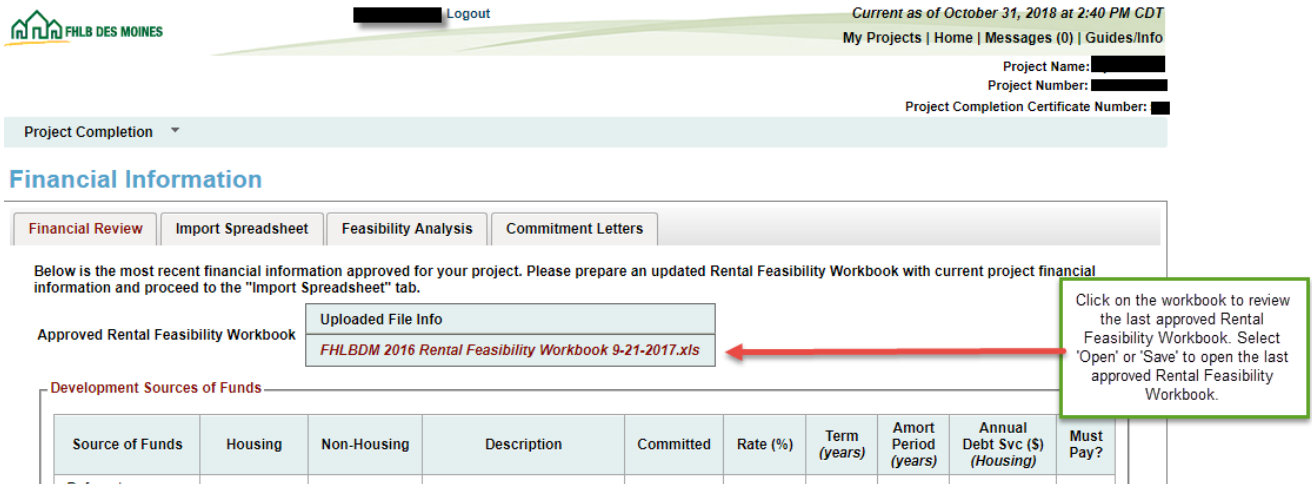
After attachments have been uploaded to relevant scoring categories, select **Save**. An information message will appear notifying you that your changes have been saved to the system. Select **Next>**.



FINANCIAL INFORMATION: FINANCIAL REVIEW:

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

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



You are not required to enter information in this section.



AHP Online Project Completion Report Guide Sponsor Instructions Rental Projects

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



Logout

Current as of October 31, 2018 at 2:47 PM CDT
My Projects | Home | Messages (0) | Guides/Info

Project Name: [Redacted]
Project Number: [Redacted]

Project Completion Certificate Number: [Redacted]

Project Completion ▾

Financial Information

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

Information

- Your changes have been saved to the system. ✓

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

| Approved Rental Feasibility Workbook | Uploaded File Info |
|--------------------------------------|---|
| | FHLBDM 2016 Rental Feasibility Workbook 9-21-2017.xls |

FINANCIAL INFORMATION: IMPORT SPREADSHEET:

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

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

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

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

Sponsor will also upload a *Construction Cost Calculator*. A copy of the *Rental Feasibility Workbook* can be found on our website on the [Rental Project Administration](#) page.



AHP Online Project Completion Report Guide Sponsor Instructions Rental Projects

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

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

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



AHP Online Project Completion Report Guide

Sponsor Instructions

Rental Projects



| Logout

Current as of December 14, 2021 at 11:48 AM CST

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

Project Name: [Redacted]

Project Number: [Redacted]

Project Completion Certificate Number: [Redacted]

Project Completion ▾

Financial Information

Financial Review
Import Spreadsheet
Feasibility Analysis
Commitment Letters

Information

- Your changes have been saved to the system. Kindly affirm the accuracy of the financial information below. ✓

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

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

Import the updated Rental Feasibility Workbook.*

Uploaded File Info

[Redacted]

Remove

Attach Construction Cost Calculator*

Uploaded File Info

[Redacted]

Remove

Development Sources of Funds

| Source of Funds | Housing | Non-Housing | Description | Committed | Rate (%) | Term (years) | Amort Period (years) | Annual Debt Svc (\$) (Housing) | Must Pay? |
|-------------------------------|-------------------------|----------------|--|-----------|----------|--------------|----------------------|--------------------------------|-----------|
| [Redacted] | 8,782,455.39 | | Federal Low-Income Housing Tax Credit Equity | Yes | 0.000% | 0.0 | 0.0 | 0.00 | No |
| [Redacted] | 2,158,276.80 | | Permanent Financing | Yes | 2.449% | 18.0 | 30.0 | 102,200.00 | Yes |
| [Redacted] | 2,925,000.00 | | Other Loans | Yes | 1.000% | 30.0 | 30.0 | 0.00 | No |
| [Redacted] | 2,350,811.00 | | Other Loans | Yes | 1.000% | 30.0 | 30.0 | 0.00 | No |
| [Redacted] | 2,889,642.00 | | Other Loans | Yes | 0.000% | 30.0 | 30.0 | 0.00 | No |
| [Redacted] | 500,000.00 | | Grants | Yes | 0.000% | 0.0 | 0.0 | 0.00 | No |
| [Redacted] | 250,000.00 | | Grants | Yes | 0.000% | 0.0 | 0.0 | 0.00 | No |
| [Redacted] | 750,000.00 | | AHP Subsidy | No | 0.000% | 0.0 | 0.0 | 0.00 | No |
| Subtotal - Housing | \$ 20,606,185.19 | | | | | | | | |
| Subtotal - Non-Housing | | \$ 0.00 | | | | | | | |
| Total Funding Sources | \$ 20,606,185.19 | | | | | | | | |

Units Breakout

| | No of Units | | No of Units | | No of Units |
|------------------------|-------------|--|-------------|--------------------|-------------|
| Rehabilitation Units | 93 | Less than or equal to 50% AMI | 56 | Efficiency Units | 0 |
| New Construction Units | 0 | Greater than 50% and less than or equal to 60% AMI | 37 | 1-bedroom Units | 82 |
| Acquisition units | 0 | Greater than 60% and less than or equal to 80% AMI | 0 | 2-bedroom Units | 11 |
| Total Units | 93 | Greater than 80% AMI | 0 | 3-bedroom Units | 0 |
| | | Total Units | 93 | 4-bedroom Units | 0 |
| | | | | Total Units | 93 |

Building has Elevator (Y/N) Yes



AHP Online Project Completion Report Guide

Sponsor Instructions

Rental Projects

Housing Development Uses of Funds Summary

| | |
|---|-------------------------|
| Total Acquisition Costs | \$ 11,458,932.00 |
| Total Construction / Rehabilitation Costs | \$ 6,608,689.79 |
| Hard Construction Costs | \$ 5,556,760.00 |
| Hard Rehabilitation Costs | \$ 0.00 |
| Other Costs | \$ 1,051,929.79 |
| Total Fees | \$ 0.00 |
| Total Taxes and Insurance Costs | \$ 45,000.00 |
| Total Construction Financing | \$ 363,453.21 |
| Total Permanent Financing | \$ 397,599.09 |
| Total Project Reserves | \$ 579,311.11 |
| Total Soft Costs | \$ 517,950.00 |
| Total Developer & Consultant Fees | \$ 625,250.00 |
| Total Financing Fees and Expenses | \$ 10,000.00 |
| Total Development Costs | \$ 20,606,185.00 |

Housing Pro Forma

| | Standard | Actual |
|---|-----------|---------------|
| Gross Annual Rental Income | | \$ 906,000.00 |
| Net Revenue (EGI) | | \$ 842,580.00 |
| Net Operating Income | | \$ 143,589.63 |
| Must Pay Debt Service | | \$ 102,200.00 |
| Initial Cash Flow | | \$ 41,389.63 |
| Debt Coverage Ratio Before Soft Debt | | 1.40 |
| Soft Debt Service | | \$ 0.00 |
| Secondary Cash Flow | | \$ 41,389.63 |
| Debt Coverage Ratio (Housing) | More Info | 1.40 |
| Cash Flow as Percentage of Gross Income | More Info | 4.57 % |
| Expense to Income Ratio | | 95.09 % |



AHP Online Project Completion Report Guide Sponsor Instructions Rental Projects

Key Feasibility Values

| | Standard | Actual |
|---|-----------|-----------------|
| Total Development Cost Per Unit | | \$ 221,571.88 |
| Total Development Cost Per Square Foot | | \$ 224.61 |
| Total Adjusted Development Cost | | \$ 6,608,689.79 |
| Adjusted Development Cost Per Unit | More info | \$ 71,061.18 |
| Total Acquisition Cost Per Unit | | \$ 123,214.32 |
| Average Square Feet Per Unit | | 986.48 |
| Average Square Feet Per Unit (Rehabilitation) | | 986.48 |
| Average Square Feet Per Unit (Construction) | | 0.00 |
| Average Square Feet Per Unit (Acquisition Only) | | 0.00 |
| Cost Per Square Foot (Rehabilitation) | | \$ 0.00 |
| Cost Per Square Foot (Construction) | | \$ 0.00 |
| Cost Per Square Foot (Acquisition Only) | | \$ 0.00 |
| Cost Per Square Foot (Construction/Rehabilitation) | | \$ 72.03 |
| Common, Office Area Percentage | | 0.00 % |
| Commercial Area Percentage | | 0.00 % |
| Construction Contingency % (Housing) | More info | 5.65 % |
| Construction Contingency % (Overall) | More info | 5.65 % |
| Developer's & Consultant's Fee % | More info | 7.87 % |
| Capitalized Operating Reserve (9 months + HDS) | More info | 7.75 |
| Capitalized Reserves Overall (months) | More info | 7.75 |
| Lease-Up Reserve | More info | 5.45 % |
| Rental Assistance Reserve | More info | \$ 0.00 |
| General Requirements % | More info | 5.82 % |
| Builder Overhead % | More info | 1.38 % |
| Builder Profit % | More info | 4.13 % |
| Total General Requirements, Builder's Overhead and Profit | More info | 11.32 % |
| Architect Fees | More info | 0.55 % |
| Engineering Fees | More info | 0.55 % |
| Attorney Fees | More info | 0.09 % |
| Sum of All Professional Fees | More info | 1.18 % |
| Revenue Escalator | More info | 2.00 % |
| Expense Escalator | More info | 3.00 % |
| Escalator Trend | More info | true |
| Stabilized Vacancy Rate | More info | 7.00 % |
| Management Fee as Percentage of Net Revenue | | 5.00 % |
| Management Fee Per Unit/Per Month | | \$ 37.75 |
| Total Operating Expense Per Unit | More info | \$ 6,834.01 |
| Replacement Reserve Per Unit | More info | \$ 400.00 |
| Operating Reserve | More info | \$ 0.00 |
| Deferred Developer Fee - Sources | | \$ 0.00 |
| Deferred Developer Fee - Cumulative Repaid | | \$ 0.00 |
| Total Cash Flow in First Five Years (Housing) | | \$ 167,212.93 |
| Total Cash Flow in First Fifteen Years (Overall) | | \$ 215,177.71 |
| LIHTC Equity Price | More info | \$ 0.88 |

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

* Required to save the page
 ♦ Required before Sponsor Approval

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

<Previous Next>

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



AHP Online Project Completion Report Guide Sponsor Instructions Rental Projects

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

Financial Information

FINANCIAL INFORMATION: FEASIBILITY ANALYSIS:

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

Financial Information

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

| Action | Feasibility Value | Details | Standard | Current Approved | New | Explained |
|-------------------------|------------------------------------|---------------------------|-----------------|------------------|---------------|-----------|
| Explain | Adjusted Development Cost Per Unit | More Info | N/A | \$ 133,580.58 | \$ 133,580.58 | Yes |
| Explain | Revenue Escalator | More Info | 2.00 % – 4.00 % | 1.74 % | 1.74 % | Yes |

Explanations are required for all items identified as "Explain."



AHP Online Project Completion Report Guide Sponsor Instructions Rental Projects



██████████ | Logout

Current as of October 31, 2018 at 3:05 PM CDT

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

Project Name: ██████████

Project Number: ██████████

Project Completion Certificate Number: ██████████

Project Completion ▾

Financial Information

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

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

| Action | Feasibility Value | Details | Standard | Current Approved | New | Explained |
|-----------|------------------------------------|---------------------------|-----------------|------------------|---------------|-----------|
| Explain ▶ | Adjusted Development Cost Per Unit | More Info | N/A | \$ 133,580.58 | \$ 133,580.58 | Yes |
| Explain | Revenue Escalator | More Info | 2.00 % – 4.00 % | 1.74 % | 1.74 % | Yes |

Feasibility Issue

Update Feasibility Issue

Cancel

Feasibility Value

Adjusted Development Cost Per Unit

Details

See the AHP Implementation Plan for information on how standards are calculated.

Standard

N/A

Current Approved

\$ 133,580.58

New

\$ 133,580.58

Current Explanation:

The increased cost was due to additional items required by MHFA for the Senior Pilot Program such as two public restrooms, garbage and recycling on each floor and covered entrance to the curb.

Explain ♦

<Type your explanation here>

Provide narrative for each item. Click 'Update Feasibility Issue' to save comments entered.

You have 3971 characters remaining for your description.

* Required to save the page

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

♦ Required before Sponsor Approval

Save

Undo

<Previous

Next>

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



██████████ | Logout

Current as of October 31, 2018 at 3:18 PM CDT

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

Project Name: ██████████

Project Number: ██████████

Project Completion Certificate Number: ██████████

Project Completion ▾

Financial Information

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

Information

- Your changes have been saved to the system. ✓



AHP Online Project Completion Report Guide Sponsor Instructions Rental Projects

COMMITMENT LETTERS:

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

| Logout Current as of October 31, 2018 at 3:19 PM CDT
 My Projects | Home | Messages (0) | Guides/Info
 Project Name: [REDACTED]
 Project Number: [REDACTED]
 Project Completion Certificate Number: [REDACTED]

Project Completion ▾

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

Financial Information

[Financial Review](#) | [Import Spreadsheet](#) | [Feasibility Analysis](#) | [Commitment Letters](#)

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

| Action | Source of Funds | Description | Amount | Committed | Letter Provided |
|------------------------|------------------------|--|-----------------|-----------|-----------------|
| Attach | Deferred Developer Fee | Deferred Developer Fee | \$ 187,149.00 | Yes | Yes |
| Attach | LIHTC Equity | Federal Low-Income Housing Tax Credit Equity | \$ 1,152,481.00 | Yes | Yes |
| Attach | Sales Tax Rebate | Owner's Equity | \$ 75,840.00 | Yes | Yes |
| Attach | Energy Rebate | Owner's Equity | \$ 10,175.00 | Yes | Yes |
| Attach | LMIR First Mortgage | State Housing Loans | \$ 552,000.00 | Yes | Yes |
| Attach | GMHF | Other Loans | \$ 535,000.00 | Yes | Yes |
| Attach | FFCC | State Housing Loans | \$ 596,064.00 | Yes | Yes |
| Attach | Senior Pilot | State Housing Loans | \$ 1,000,000.00 | Yes | Yes |

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

<Previous Next>



AHP Online Project Completion Report Guide Sponsor Instructions Rental Projects



██████████ | Logout

Current as of October 31, 2018 at 3:19 PM CDT

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

Project Name: ██████████

Project Number: ██████████

Project Completion Certificate Number: ██████████

Project Completion ▾

Financial Information

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

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

| Action | Source of Funds | Description | Amount | Committed | Letter Provided |
|--------|------------------------|--|-----------------|-----------|-----------------|
| ▶ | Deferred Developer Fee | Deferred Developer Fee | \$ 187,149.00 | Yes | Yes |
| Attach | LIHTC Equity | Federal Low-Income Housing Tax Credit Equity | \$ 1,152,481.00 | Yes | Yes |
| Attach | Sales Tax Rebate | Owner's Equity | \$ 75,840.00 | Yes | Yes |
| Attach | Energy Rebate | Owner's Equity | \$ 10,175.00 | Yes | Yes |
| Attach | LMIR First Mortgage | State Housing Loans | \$ 552,000.00 | Yes | Yes |
| Attach | GMHF | Other Loans | \$ 535,000.00 | Yes | Yes |
| Attach | FFCC | State Housing Loans | \$ 596,064.00 | Yes | Yes |
| Attach | Senior Pilot | State Housing Loans | \$ 1,000,000.00 | Yes | Yes |

Click on 'Choose File' to attach the commitment letter for each approved funding source. Click 'Update Commitment Letter' to save.

Commitment Letter

Source of Funds: Deferred Developer Fee
Description: Deferred Developer Fee
Amount: \$ 187,149.00
Committed: Yes

Attach a commitment letter for this approved funding source. ♦

Uploaded File Info
Deferred Developer Fee Narrative.pdf [Remove]

[Update Commitment Letter] [Cancel]

* Required to save the page

♦ Required before Sponsor Approval

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

[Save] [Undo]

<Previous

Next>

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



AHP Online Project Completion Report Guide Sponsor Instructions Rental Projects

Logout Current as of October 31, 2018 at 3:19 PM CDT
 My Projects | Home | Messages (0) | Guides/Info
 Project Name: [REDACTED]
 Project Number: [REDACTED]
 Project Completion Certificate Number: [REDACTED]

Project Completion ▾

Financial Information

Once a commitment letter or funding agreement is attached, the "Letter Provided" column will change from **No** to **Yes**.

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

| Action | Source of Funds | Description | Amount | Committed | Letter Provided |
|--------|------------------------|--|-----------------|-----------|-----------------|
| ▶ | Deferred Developer Fee | Deferred Developer Fee | \$ 187,149.00 | Yes | Yes |
| Attach | LIHTC Equity | Federal Low-Income Housing Tax Credit Equity | \$ 1,152,481.00 | Yes | Yes |
| Attach | Sales Tax Rebate | Owner's Equity | \$ 75,840.00 | Yes | Yes |
| Attach | Energy Rebate | Owner's Equity | \$ 10,175.00 | Yes | Yes |
| Attach | LMIR First Mortgage | State Housing Loans | \$ 552,000.00 | Yes | Yes |
| Attach | GMHF | Other Loans | \$ 535,000.00 | Yes | Yes |
| Attach | FFCC | State Housing Loans | \$ 596,064.00 | Yes | Yes |
| Attach | Senior Pilot | State Housing Loans | \$ 1,000,000.00 | Yes | Yes |

Commitment Letter

| | |
|------------------------|------------------------|
| Source of Funds | Deferred Developer Fee |
| Description | Deferred Developer Fee |
| Amount | \$ 187,149.00 |
| Committed | Yes |

Attach a commitment letter for this approved funding source. ▶

Uploaded File Info

Deferred Developer Fee Narrative.pdf

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

[<Previous](#) [Next>](#)

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

Logout Current as of October 31, 2018 at 3:35 PM CDT
 My Projects | Home | Messages (0) | Guides/Info
 Project Name: [REDACTED]
 Project Number: [REDACTED]
 Project Completion Certificate Number: [REDACTED]

Project Completion ▾

Financial Information

Information

- Your changes have been saved to the system. ✓



AHP Online Project Completion Report Guide Sponsor Instructions Rental Projects

PROJECT DOCUMENTATION

Any item(s) noted as "***Needed***" require the Sponsor to upload documentation for Bank review. To upload project documents, Click ***Edit*** to open the **Project Document Details** table. This table provides the following information:

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

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



AHP Online Project Completion Report Guide Sponsor Instructions Rental Projects

Project Documentation

Project Documents

The following project level documents exist. Documentation must be provided for all unsatisfied documents, click "Edit" and attach the document. Download and complete the Cost Breakout Certification - AHP and/or Operating Statement templates found on the FHLBDM website.

| Action | Document Type | Additional Information | Status | Attached Document | Reviewed by CID? |
|--------|---|--|-----------|-------------------------|------------------|
| View | AHP Subsidy Agreement | Agreement Received 2/8/17 | Satisfied | 2016A08035_02-27-17.pdf | No |
| Edit | Retention Agreement - Recorded | A legally enforceable deed restriction with a term of fifteen years must be executed. A sample Federal Home Loan Bank approved form can be found www.fhlbdm.com . The use of an alternate deed restriction must be reviewed and approved by FHLBDM prior to the disbursement of AHP funds. | Needed | | |
| Edit | Certificate of Occupancy | | Needed | | Yes |
| Edit | Cost Breakout Certification - AHP | The Cost Breakout Certification form can be found on the Federal Home Loan Bank of Des Moines website www.fhlbdm.com on the AHP Online Project Administration landing page. This form should be signed by both the Project Sponsor and Contractor. | Needed | | Yes |
| Edit | Cost Certification - Final (LIHTC Project only) | | Needed | | Yes |
| Edit | Cost Certification - Final (LIHTC Project only) | | Needed | | Yes |
| Edit | Operating Statement | The Operating Statement template can be found on the Federal Home Loan Bank of Des Moines website www.fhlbdm.com on the AHP Online Project Administration landing page. The Operating Statement will be required approximately one year after project completion. | Needed | | Yes |
| Edit | Pictures of Completed Project | | Needed | | Yes |

Project Document Details

Status: Needed
 Reviewed by CID?: Yes
 Document Type: Retention Agreement - Recorded
 Additional Information: A legally enforceable deed restriction with a term of fifteen years must be executed. A sample Federal Home Bank approved form can be found on our website www.fhlbdm.com. The use of an alternate deed restriction reviewed and approved by FHLBDM prior to the disbursement of AHP funds.

Attach Document: No file chosen

Attachment Description:

You have 1000 characters remaining for your description.

* Required to save the page
 ♦ Required before Sponsor Approval

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

<Previous Next>

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

Click the "Choose File" button to attach each project document. Click "Update Project Document" to save.

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

***Note:**

- The Operating Statement will not be required to be completed/uploaded until one year after the project completion date. However, the AHP Online system will not let the Sponsor proceed with submitting the Project Completion Report prior to uploading the Operating Statement. Therefore please upload a blank/sample copy of the Operating Statement template (which can be found on our [Rental Project Administration page](#)) in order to submit the



AHP Online Project Completion Report Guide Sponsor Instructions Rental Projects

Project Completion Report to Federal Home Loan Bank of Des Moines for review. Federal Home Loan Bank of Des Moines will coordinate with the Sponsor to obtain a fully completed Operating Statement once the project meets its 1-year anniversary post project completion date.

PROJECT ADDITIONAL INFORMATION:

If the Sponsor has additional documentation requested by the Bank and/or to share, this documentation can be uploaded and identified on this page.

Project Completion

Project Additional Information

Add New Item Cancel Save Item

Item Description*

You have 250 characters remaining for your description.

Explanation♦

You have 3000 characters remaining for your description.

Attachment No file chosen

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

♦ Required before Sponsor Approval Save Undo

<Previous Next>

You are not required to enter information in this section.

If no information needs to be entered in this section, AHP Online will ask you to click **Save** to submit changes, although nothing can be entered in this section. An information message will appear notifying you that your changes have been saved to the system. Select **Next>**.



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PROJECT COMPLETION HOME PAGE:

Once all Sections are completed (green check mark) the Sponsor can approve the Project Completion Report.



██████████ Logout

Current as of October 31, 2018 at 3:59 PM CDT
My Projects | Home | Messages (0) | Guides/Info

Project Name: ██████████

Project Number: ██████████

Project Completion Certificate Number: ██████████

Project ▾ Disbursement ▾ Monitoring ▾ Extension ▾

Project Completion Home Page

| Status Change Details | | | |
|-----------------------|-------------|------------|--------------|
| From Status | To Status | Changed By | Changed Date |
| Not Started | Outstanding | ██████████ | 09/19/2018 |

| Section | Status |
|---|--------|
| Tenant Income | ✓ |
| Project Status Information | ✓ |
| Project Timeline | ✓ |
| Conditions | ✓ |
| Scoring Information | ✓ |
| Financial Information: Financial Review | ✓ |
| Financial Information: Import Spreadsheet | ✓ |
| Financial Information: Feasibility Analysis | ✓ |
| Financial Information: Commitment Letters | ✓ |
| Project Documentation | ✓ |
| Project Additional Information | ✓ |

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The Sponsor will navigate back to the **Monitoring** tab and select **“Project Completion Report – Sponsor Approval”** to complete the Sponsor Certification.



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| Logout Current as of October 31, 2018 at 3:59 PM CDT
 My Projects | Home | Messages (0) | Guides/Info
 Project Name:
 Project Number:
 Project Completion Certificate Number:

Project ▾ Disbursement ▾ **Monitoring** ▾ Extension ▾

Project Completion

- Semi-Annual Progress Reports
- Project Completion Report
- Project Completion Report - Sponsor Approval
- Long Term Monitoring - Sponsor/Owner Certification

| Status Change Details | | | |
|-----------------------|-------------|------------|--------------|
| | To Status | Changed By | Changed Date |
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| Section | Status |
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| Financial Information: Financial Review | ✓ |
| Financial Information: Import Spreadsheet | ✓ |
| Financial Information: Feasibility Analysis | ✓ |
| Financial Information: Commitment Letters | ✓ |
| Project Documentation | ✓ |
| Project Additional Information | ✓ |

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SPONSOR CERTIFICATION:

The Sponsor Certification screen will display. To complete the certification the Sponsor should review all questions and check each box accordingly affirming their agreement. If a box is not checked, the Sponsor will be required to provide an explanation why they are not able to certify for the Bank’s review.

Once complete, the Sponsor will select **“I Certify.”**



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Appendix Project Documents

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

| Document Type | Documentation Requested |
|---|--|
| Cost Certification | Itemized breakout of construction costs (signed). |
| Pictures | Photos of before and after home repairs or of new construction (may be from appraisal, if applicable). |
| Retention Agreement – Recorded | AHP Deed Restriction fully executed and filed of record. |
| 8609 | Required for LIHTC projects only. |
| Final Cost Certification | Required for LIHTC projects only. |
| Operating Statement | Covers the project’s first full year of operations from the date of project completion validating the project meets the feasibility requirements of the Bank and can demonstrate it is likely to operate as anticipated in the original pro forma. |
| Homeless Certification(s) | Certification validating tenant(s) met the definition of homelessness (signed.) |
| Special Needs Tracking Sheet | Certification validating tenants meet the Special Needs requirement in connection with the project (signed.) |
| Empowerment Services Certification Form | Certification validating Empowerment Services were made available in connection with the project (signed.) |
| Rental Monitoring Spreadsheet | Spreadsheet listing all tenants currently residing in the project and their move-in information. |
| AHP Subsidy Agreement | Signed AHP Agreement between Sponsor/member bank and FHLB DM |

NOTE: Sponsors will be advised which documents are applicable to their project type. The required documentation will be listed throughout the applicable screens in AHP Online.