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Please be advised that the screen prints included in this manual are sample or prototype screens; the wording or layout may have changed and may be slightly different from the online application.
1. **Keys to the AHP Online Application Process**

This manual provides instruction on how to begin and submit an application for the current Affordable Housing Program (AHP). Member financial institutions and sponsor developers can access the online AHP application on the Bank’s web site: [https://housing.fhlbboston.com](https://housing.fhlbboston.com).

**Fourteen Keys to Remember:**

1. The online application has several different components: sponsor registration, member invitation, application, sponsor e-signature, member e-signature and submission.
2. Read the AHP Implementation Plan. Everything in the online AHP application is based on the Implementation Plan and the AHP Regulation so that we can complete our due diligence as we review your application.
3. The information in the application is used to determine the eligibility, feasibility, need for subsidy, and scoring of your application for AHP.
4. Follow the Instructions.
5. Legal names are important, both in the sponsor registration and the application. This includes the Sponsor, Co-Sponsor, and Project Owner e.g. an LLC, LP, or single-asset entity set up to own the property.
6. Using a Consultant to complete your application? You must first designate the consultant as an “authorized representative” through the online application web site.
7. The order of the questions and information requested in the application is deliberate, sequential, and interdependent.
8. Locations matter. The first key piece of information is/are the location(s) where your housing is being developed. This is crucial for both site control determination and donated properties.
9. Clear site control is critical and must be documented.
10. Documentation matters to confirm site control, program eligibility, feasibility, need for subsidy, and scoring.
11. Use our template documents. FHLBank Boston provides several template documents within the Sponsor Registration and Empowerment scoring category. Failure use these can negatively impact your application.
12. Give yourself time to complete the online application. You’ll need it to get all the various elements of the application and documentation such as Certificate of Good Standing or the Agency Letter of Commitment (AHP Empowerment scoring category.)
13. Communicate with your Member to start the application, develop your housing proposal, and submit.
14. **If you have questions, contact your AHP Community Investment Manager.**
2. Application Overview

The AHP online application is a web-based tool that allows member financial institutions (members) and sponsor developers (sponsors) to complete and submit applications for the AHP. The application is intended not only to collect the basic data for the application, but also to assist the user in verifying and validating scoring parameters, validating the data, and reviewing certain feasibility issues. This manual and the AHP online application should be used along with the current Affordable Housing Program Implementation Plan. Please see this document, found on the Bank’s web site, for specific deadlines and timelines.

The AHP online application allows you to tell us about the nature of your proposed affordable-housing development. In addition, the application provides guidance as to how the application will be scored against the established scoring criteria. However, please keep in mind that in each round of the AHP, each application is scored relative to every other application in the round. It is not possible to predict in advance of the scoring of all applications if an individual application will be successful in securing AHP funding.

The Bank strongly recommends that you develop your project with the needs of the community it will serve in mind – and not with an eye towards how it will score in the AHP funding round. Keep in mind that those projects that receive funding will be monitored after completion and occupancy to determine that all of the features and commitments that are outlined in the application are present in the completed development. If the developed project varies significantly from that proposed in the application, it will be necessary to rescoring the development, with the possibility that AHP funding will be recaptured.

The AHP online application must be completed in this order:

- Community Lending Login and account set-up
- Add/ Remove Authorized Users (if application is to be completed by outside consultant)
- Sponsor Registration
- Member Invitation/participation acceptance
- Complete the online application
  - Initiative facts, feasibility, and scoring parameters
  - Upload all required documentation
- Review, “sign”, and submit application — sponsor first, then member

Please be advised that the screen prints included in this manual are sample or prototype screens; the wording or layout may have changed and may be slightly different from the online application.

Also note that the Bank’s systems are designed for optimal compatibility with Internet Explorer.

Keep in mind the following when completing the online application:

A. The order of the questions and information requested in the application is deliberate, sequential, and interdependent. Future screens and questions will depend on the information you’ve submitted earlier in the application.

B. The online application ends the same way it begins. Both accessing the online application to begin and submitting the application once you are complete are based on a series of steps and rely on email to communicate the necessary notifications.
i. To begin: Sponsor (or Authorized Representative) completes Sponsor Registration; Sponsor (or Authorized Representative) invites Member; Member accepts; now Sponsor (or Authorized Representative) can start to fill out the online application in earnest.

ii. To submit: The Sponsor (or Authorized Representative, if granted Signature powers by the Sponsor) signs; Member completes member analysis, then signs and submits the application. Once the member signs the application, it is formally submitted to the FHLBank Boston.

C. In order to evaluate your application, we need complete answers and all required documentation.

3. System Access and Login

Community Lending Login Account
Log into the online application: [https://housing.fhlbboston.com](https://housing.fhlbboston.com) using your Community Lending Login Account. You can also find the application through the AHP Apply page under the Housing & Economic Growth section of the Bank’s web site.

- **Members, Sponsors, and Consultants:** If you’ve accessed the online AHP projects, Community Development Advances, or Equity Builder Program applications, use the same Community Development Lending Login account.

- You do not need to create a new account with each year or round.

Forgotten or lost your username or password?
- Click on the “click here” to reset password or retrieve your username on the Community Lending Login Account screen.
- Your account will be locked out after three incorrect logon attempts.
- Follow the instructions on the screens.
- A new password will be emailed to you.

First-time user?
- Please follow the onscreen directions (as illustrated below) to create an account.
- Enter all of the information requested and click “Submit.”
- Accounts can be requested at any time.
- Please allow at least 24 hours for a password to be e-mailed to you.
- The Bank’s Housing and Community Investment Department must verify all new account requests. Accounts are reviewed and passwords are issued only during the Bank’s normal business hours.
- It is important that you enter your contact information accurately and completely, especially your email address. We will use this email address as the primary means of communication concerning the application process and submission.

Adding/ Removing Authorized Users
- Sponsors use the Add/ Remove Authorized Representative request as shown below to designate a development consultant or third-party property manager as “authorized” to be able to start, edit, and/or submit your online application.
- The Sponsor organization has the option to allow the Authorized Representative to sign and certify all submissions on behalf of your organization.
- If the Sponsor does not wish to give the authorized representative the authority to sign, the Sponsor will need to login once the Authorized Representative has completed the application, review the work, and digitally sign and submit the Application.
- The Remove Authorized Representative form will allow the Sponsor to request removal of access granted to a development consultant or third-party property manager.
- FYI: If the Authorized Representative does not have a Community Lending Account, they will be prompted to establish an account before they can access the online system.
4. How the System Works

System Navigation
Navigate through the online AHP application system by clicking the links at the left or bottom of each screen. The primary links listed on the left are described briefly below. The links may change as you move from section to section, but the functionality remains the same; click on any link to move to that page.

In addition, the road map at the top of the Application Center is a helpful tool to mark your progress through the application process.

AHP Application Center: This is your starting point for online AHP applications. The Bank may also post relevant messages here.

Sponsor Registration: This section will be visible to Sponsors (and Authorized Representatives) only. If a Sponsor has not completed the Sponsor Registration, the system will automatically bring you to this section when you first select “Begin application.” If the Sponsor Registration has been completed, this link still appears, but the registration can only be printed (not changed).

Create/Manage My Draft Applications: In this section, choose, fill out, and submit AHP applications. This section also displays any applications that you have started to work on but have not yet submitted.

Instructions and FAQs: This section contains documentation on how to use the system, including frequently asked questions (FAQs). It also contains contact information for personal support.

Change Password: If you would like to change your password, you can do so here.

Log Out: This link closes your session on the system. It is important to close your session by clicking on this link or by closing your web browser. Otherwise, others may access your AHP applications from your computer.

Functions
The labels for each of the following functions may differ slightly each time they are used, but the operation of the functions will be consistent.
Add: This action option appears at the bottom of the screen where an answer may potentially require multiple items. It is also used to enter information on the development team, an initiative’s empowerment services or activities, an initiative’s sources and uses of funds, and more.

To use the “Add” function, browse your computer for a file or enter the data requested, then click the “Add.” A list or chart of the items you have added will appear on the upper part of the screen as you enter each one.

Browse and Attach: Also known as the “Upload” function, this action option appears next to any field where additional documentation is requested to substantiate a response. (It cannot be used for those fields requiring a written response. In those cases, the “Browse and Attach” option will not appear.) If available in a standard file format, the additional documentation can be uploaded using the appropriate field. (The documentation can also be faxed using the cover sheet provided upon completion of the application.)

To use the “Browse and Attach” function, click on “Browse” to search your hard drive or network for the needed files. Once found, highlight the file (it should appear in the File Name box), and click “Open.” The file name should now appear in the box next to the “Browse” button.

Please note that file names may not contain commas, the # or ~ characters. There is also a maximum file size on uploads of 10 MB. If you are scanning multipage documents as single pages, the Bank would prefer that you fax these.

Help Topics
The words “Help Topic” appear as a link next to any questions or fields that have additional information or help available. Click the link to view the help text in a pop-up window.

5. Sponsor Registration

The next step required prior is the sponsor registration, which gathers information about your organization and its housing-development experience. This information will be available to HCI staff and will be used in the evaluation of the proposed initiative’s application for AHP funds. This information must be updated annually in order to apply for AHP funding in the current round.

The application process cannot proceed until the sponsor has registered.

It is recommended that the sponsor registration and member invitation/acceptance be completed at least two weeks prior to the application-submission deadline to allow sufficient time for the completion of the application.

After completing and submitting the sponsor registration, you may continue with your AHP application.

Step 1. Click on the Sponsor Registration link at left. You will not be able to begin an application until the Sponsor Registration has been electronically signed and submitted.
Step 2. Click “begin your registration here” and then follow the screens sequentially using “Continue to next section” to advance through the registration process.

Legal names are critical. It’s important to remember that the correct legal names must be used in the sponsor registration. We match organization names in the Sponsor Registration to the attached documentation and the information and documentation in the online AHP application.

Using a D/B/A (Doing-Business-As)? Please make it clear; we’ll need to be able to connect the D/B/A to the Legal Sponsor entity. Check with your Community Investment Manager.

Step 3. Review your contact information. Make any changes necessary, then click “Continue to next section.” The registration questions begin on the next screen.

Don’t Forget to Print.
Step 4. Complete the remaining Sponsor Registration screens, including organization and financial information about the sponsor organization.

Note: In all the text-response fields, entering “see attached” or similarly worded language is not acceptable; attachments may not be reviewed or evaluated. All text fields allow you to paste text copied from a word document.

Step 5. Enter your key housing-development staff. Click on “Enter another housing staff member” to save each entry.

Step 6. Upload your certificate of good standing and other documentation as required using the “Browse” function.

Required Exhibits May Include:
- Certificate of Good Standing;
- Sponsor Statement of Current Obligations (FHLBank Boston template);
- Audited Financial Statement (most recent) or other current financial information;
- Articles of Incorporation (Housing Authorities only); and/or
- Other documentation as applicable.

For more information, consult Attachment A of the current AHP Implementation Plan.

Step 7. Validate and Submit
If any required information is missing, you will be prompted to return to those sections to complete the fields.

Once the sponsor registration is complete, you will be prompted to validate, electronically sign and submit the sponsor registration. You will also have an opportunity to print the completed sponsor registration as well as a copy of the electronic certification page.

Once the registration has been submitted, you may begin an AHP application, in which the next step is to identify the participating member(s).

Please Note: Co-sponsors will be required to fully complete the sponsor registration, including all required documentation, before the application may be submitted. You will be able to identify any co-sponsors in the Initiative Participants section of the application.

Each co-sponsor will be a party to the AHP Agreement, if an AHP Award is made.

2018 Applications: Formal E-Sign certification is required for all Sponsor Registrations, including Co-sponsors.
2018 Sponsor Registration Certification and E-Sign Language:

<table>
<thead>
<tr>
<th>Fraud Reporting Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Federal Home Loan Bank of Boston (&quot;FHLB&quot;) has established policies and is committed to implementing and maintaining processes and controls to discover and report suspicious activity, including but not limited to, fraud and money laundering. All parties participating in the AHP are expected to support FHLB's efforts in identifying suspicious activity by immediately providing written notification of any suspicious activity in relation to their dealings with FHLB. Should any party participating in the AHP believe there is suspicious activity related to an FHLB business transaction such party must notify the FHLB immediately. All parties participating in the AHP will also provide FHLB with all information, documentation and assistance reasonably requested by FHLB in response to FHLB's receipt of any such notice from such party.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Sponsor (&quot;Applicant&quot;) certifies that the information submitted in FHLB’s Sponsor Registration (the “Registration”) is true and accurate in all material respects and all required exhibits are attached or have been separately submitted. All materials and required exhibits are due by the AHP application deadline. The Registration describes and defines the Applicant’s and development team’s organizational capacity.</td>
</tr>
<tr>
<td>The Applicant agrees to report promptly to FHLB’s Housing and Community Investment Department any material changes in the financial structure of the Applicant, or any other material changes in the Applicant’s organizational capacity.</td>
</tr>
<tr>
<td>The Applicant agrees that FHLB is authorized to verify with other parties and to make any investigation of the matters set forth in the Registration and this Certification, either directly or through any agency or third party employed by FHLB for that purpose. FHLB may disclose to any other interested parties information as to FHLB’s experiences or transactions with the Applicant or other matters set forth in the Registration or this Certification. The Applicant understand that FHLB will retain the Registration, this certification, and any other supporting information received, even if the Applicant is not selected to receive an AHP subsidy or other assistance. The Applicant further authorizes FHLB to provide any such interested party any information and documentation FHLB may decide in its sole discretion to provide with respect to the Applicant and all related material parties to the Applicant. These representations and authorizations extend not only to FHLB, but also to any investor with whom FHLB may share information, and the Federal Housing Finance Agency, or any successor agency thereto.</td>
</tr>
<tr>
<td>By signing this Registration, the Applicants represent and warrant that they have full organizational power and authority and have received all corporate and governmental authorizations and approvals as may be required to enter into and perform their obligations under this Registration and that, at all times, they will adhere to the terms and conditions submitted herein.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>I hereby agree to the terms and conditions set forth in the certification above.</td>
</tr>
</tbody>
</table>

Please retype your name (do not retype your title) as proof of your signature.

E-Sign

By clicking the button below, you are executing the certification electronically. You agree your electronic signature is the legal equivalent of your manual signature on the certification. By clicking the button below, you consent to be legally bound by the certification’s terms and conditions. You further agree that your use of a key pad, mouse or other device to select the button below constitutes your signature (hereafter referred to as “E-Signature”), acceptance and agreement as if the certification were actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature and that the lack of such certification or third party verification will not in any way affect the
enforceability of your E-Signature or any resulting contract between you and FHLB. You further acknowledge that you are the party identified above, and that you are willing and authorized to execute the certification on behalf of your organization.

If you do not intend to sign the certification, or signed the certification electronically in error, click Cancel.
6. Add a Member / Invite Member to Participate

Member financial institutions (members) need to be added/invited — and must also accept the invitation — before the sponsor developer can complete the body of the application. It is expected that you will have contacted the member and discussed the initiative with them before adding the member to the application.

Start Early! It is recommended that the member invitation/acceptance, along with the sponsor registration, be completed at least two weeks prior to the application submission deadline to allow sufficient time for the completion of the application.

Step 1. To add a member, choose the appropriate application or click “Continue”

Step 2. New Application. What type of Application are you? Answer the questions on the next screen of the application. (IMPORTANT!)

The following screen will appear when you begin an application and ask you to identify what type of application you are beginning:

- Rental or Homeownership?
- Homeownership with self-financed, zero-interest loans?
- Are you a Revolving Loan Fund?

If you have any questions regarding whether to classify your initiative as “homeownership” or “rental,” contact your community investment manager or an HCI staff member (contact information is at the end of this manual).
Step 3. Click “Invite a member to participate.”
**Step 4.** Select your member financial institution from the drop-down list. The list includes all current members of the Federal Home Loan Bank of Boston. If you have any questions, please contact your community investment manager. After selecting the member name, click “Continue.”

An e-mail to the member will be automatically generated based on the contact information in the Bank’s database. If the Bank does not have an e-mail address for the contact you have entered, you will be prompted to provide one.

In the lower part of this screen there is a field for you to enter a brief description of the project. Any information typed into this field will be provided to the member contact in the e-mail message. Please be clear and concise. The idea is to provide enough information that the member can recognize your initiative from this e-mail, based on your prior discussions with him/her, so that they can be comfortable accepting the invitation to participate.
Step 6. Inviting more than one Member? On the next screen, you have the ability to add other members to application, or you can click “Done inviting members,” which will launch the next screen.

The system will send an email notification to the member contact at the email address you entered. As indicated, this email instructs the member contact to log into the AHP application in order to accept the sponsor’s invitation.

Once the member has accepted the invitation, you will receive an e-mail notifying you that the member has accepted (or has not accepted) your invitation to participate in the application. You will not be able to continue with the application process until the member(s) has accepted the invitation.

Please note: If the sponsor has invited multiple members, all members must accept before the sponsor can proceed with the application.
7. Member Instructions for Participation Acceptance

Members, if your institution agrees to accept the sponsor’s invitation, you must log into the online application and accept this invitation before the sponsor can continue with the preparation of this AHP application.

- *Members are not under any obligation to accept any invitation. This is your business decision.*

- It is recommended that the sponsor registration and member invitation/acceptance be completed at least two weeks prior to the application submission deadline to allow sufficient time for the completion of the application.

- It is fully expected that the sponsor will have contacted the member and discussed the initiative with them *before* inviting the member to review the application. If the sponsor has not done this, or has not allowed sufficient time for the member to review the proposal, the member is not obligated to accept the invitation to participate.

- The member submitting an application has the responsibility to analyze and/or underwrite the submitted application regardless of the level of its financial participation.

- If you have any questions regarding the member’s responsibilities to the Federal Home Loan Bank of Boston with regard to the submission of an AHP application, please contact your community investment manager (see the contact information at the end of the manual).

- By accepting the sponsor’s invitation to review the application, the member allows the sponsor to continue with the preparation of this AHP application. However, this acceptance is not a binding commitment to submit the AHP application. The member will be asked to review and “sign” the application once it is completed. At that point, the member will have the option to sign. (If the member decides he/she is not comfortable signing the application, he/she can decline the option to sign and submit it.)

- An application cannot be submitted to the Bank without a commitment from a member financial institution.
Login and View

Once a member financial institution is logged in, a version of the screen below will appear. All outstanding invitations will be listed here.

Step 1. Click on the initiative to proceed with accepting the invitation.

All applications in process will be reflected in the AHP Application Center. An AHP application will have one of the following statuses:

- **New**: The application invitation in process but not yet started.
- **AHP Applications in Process**: The application in process. This means the application is open and consultant and/or the sponsor can fill out the questions/upload necessary documentation.
- **Waiting for member**: One or more member partners needs to sign the application.
- **Signed**: The sponsor has electronically signed the AHP application and now the application is waiting for the member to sign and submit the application electronically for review by the FHLBank Boston.
- **Submitted**: All participants, including the lead member partner, have signed the application. It is automatically submitted to the FHLBank Boston. Once submitted, no changes to the online application are possible.

2014 Affordable Housing Program (AHP) Funding Round

The Federal Home Loan Bank of Boston’s AHP funding round is open.

To navigate through the sponsor registration and application use the menu on left. The road map above is a helpful tool to mark your progress through the application process.

For more information please consult the 2014 AHP Implementation Plan and other application documents available on the Federal Home Loan Bank of Boston’s website, your senior community investment manager, or any of the other Housing and Community Investment staff. We look forward to working with you on this and future affordable housing initiatives.

You have 1 AHP invitation waiting for your response:
Initiative invitation for testing member invite

If you encounter any technical difficulties, please contact the community investment manager serving your area or Mary Ellen Jutras, Vice President/Deputy Director of Housing and Community Investment, at 817-292-6507 or mary.ellen.jutras@fhlboston.com.
Step 2. Select the appropriate application invitation.

Step 3. Click “Continue” to view the invitation to participate in the application.
This screen shows some very basic information about the initiative, including the initiative name and the brief description of the initiative that appeared in the e-mail that the member received. Click "Continue to next section" to advance to the next screen that will allow you to accept the invitation.

<table>
<thead>
<tr>
<th>Initiative Description</th>
<th>* Indicates required field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brief description:</td>
<td>Testing</td>
</tr>
<tr>
<td>Please carefully select the type of application: * Help Topic:</td>
<td>Homeownership</td>
</tr>
<tr>
<td>If this is a homeownership initiative, are you offering self-financed, non-interest loans? (for example, Habitat for Humanity): * Help Topic:</td>
<td>Yes</td>
</tr>
<tr>
<td>Is the sponsor organization a revolving loan fund applying for AHP direct subsidy funds to be used in a revolving loan fund? *</td>
<td>No</td>
</tr>
<tr>
<td>Name of initiative: *</td>
<td>Habitat for Humanity</td>
</tr>
</tbody>
</table>

Regarding selection of application type:

- In the case where an application is 50 percent ownership and 50 percent rental, the type selected should be "Homeownership" and will be scored as such. Only one type is allowed per application. The AHP Application can only be used to fund the homeownership or the rental units, not both.

- Limited-equity cooperatives and lease-purchase initiatives are treated as rental applications for AHP scoring, feasibility review, and retention requirements. However, cooperative initiatives that demonstrate the conveyance of ownership to residents within 24 months are treated as homeownership applications for AHP scoring, feasibility review, and retention requirements.

- The system cannot accommodate the mixing of owner development and mortgage financing applications. Please submit two separate applications.

- Note: please note that applications cannot be submitted combining initiatives with sponsor-provided mortgages (e.g., Habitat for Humanity) and initiatives with non-sponsor-provided mortgages. Please separate into two applications.

- If you have any questions on how to classify an application, please contact your community investment manager or an HCI staff member at 1-888-424-3863.
Step 4. Accept or Decline the invitation. To acknowledge your participation, click “Accept invitation.” To decline, click “Do not accept invitation.” In either case, an e-mail will be sent to the sponsor notifying them of your decision.
8. Application: Creation and Edit

Whether you are a member or a sponsor, you will be presented with the screen below each time you enter the system. This is where the application process begins and ends for each session.

To create a new application: Click the “create a new AHP application” link (see below) to start a new application.

To edit or modify an existing application: From the list of applications in progress, click the link for the initiative you want.

Review the instructions on this next screen and then click “Begin” at the bottom of the screen or use the menu options on the left. If it is your first time through the system, please use “Begin” to ensure that you complete the required sequential steps.
Please Note: Please complete the application in the order of the screens as they appear. The application builds on the information you provided. Jumping around may lead to error conflicts and delay the completion and submission of your application.

It is critical that when you create your application, you correctly indicate:
1. Rental or Homeownership initiative;
2. If Homeownership, whether this homeownership initiative offers sponsor-financed, zero-interest loans; and
3. Revolving Loan Fund application to use AHP direct subsidy funds in a revolving loan fund.
9. Application: Initiative Participants (Co-Sponsor and Development Team)

By this step in the application, the sponsor is associated with the AHP application and the member financial institution has agreed to participate.

Now, the actual development team members, including any co-sponsors, will need to be identified.

If the member or sponsor contact already identified is part of the development team, they need to be re-identified with regards to their role in the development of this initiative.

A co-sponsor is an organization that the sponsor/developer is partnering with for the development of this initiative. The co-sponsors may both have ownership interest or may be a housing developer partnering with a service provider.

**Step 1.** Please enter any co-sponsors with key roles. Remember each Co-Sponsor must complete a separate online Sponsor Registration.

To add a co-sponsor, click on "Add a co-sponsor".

**Step 2.** After you have added co-sponsors, please continue to the next section and add the development team members such as architect or property manager.

To add a development team member, click on “Add a development team member.” Follow the instructions on each screen to add each team member.

The selection list has been pre-loaded from our contact database. On the next three screens, the organization, contact name, development role, and experience will be requested.

The roles requested are: architect, development consultant, key lender, legal services, property manager, social-service provider, and other. If an organization or individual does not appear, click “Enter a new…” and fill in the fields. Each team member must be added individually, one at a time.

If this section has already been completed, the development team members will appear on this screen and you can click on “Continue to next section” to skip over this section.

**Step 3.** Identify of Interest. Next, answer the following questions to disclose any relationships between members of the development team, sponsor, any co-sponsors, and or members.
10. Application: Initiative Description Screens

The Initiative Description screens ask questions to determine the nature of the housing initiative/application and AHP eligibility and scoring categories.

This includes:
- Donated
- Location(s)
- Readiness
- Description
- Revolving Loan Fund
- Empowerment
- Community Stability (Smart Growth, Sustainable Development Building Practices, Efficient Building Operations)
- Second District Priority
- Units
- Type of Construction

Note: In all the text-response fields, “see attached” (and similarly worded language) is not acceptable; attachments may not be reviewed or evaluated. You can copy text from a Word document and paste it into any text field.

The following pages highlight key points about components of the Initiative Description section of the application.
**Donated and Locations:**

**Donated Properties (up to five points):**
Please consider your answer carefully on this screen. The response to this question results in different questions on the next screens. A “Yes” answer will be followed up with specific questions on the donated versus total units, square footage of the lot(s), or square footage of the building(s) before construction, as well as conveyance price and appraised value.

### Note about Donations:
The Donated field can only be edited when there are no locations entered. If you enter one or more locations and then want to change this selection, you must remove all locations and return to this screen.

### Location(s)
Please complete this section before proceeding further into the application. Do not skip over this section. These questions form the basis of other sections later in the application. If the property location is edited, data on subsequent screens may also be impacted. Specific screens appear based on application type and your response in the “Donated” section.

In this section, use the “Add” function to enter each location or address. See “System Navigation” in this guide for more help with this function. When completed, click “Save this location.”

**Type:** Using the drop-down list, please indicate the type of housing to be developed at this location (for example, detached single-family or multifamily rental units). The lists displayed are based on whether the initiative is a homeownership or rental project.
Most rental initiatives should be labeled as “other multifamily rental”.

**Keys about Entering Locations:**
- All fields must be filled in, regardless if it’s a donation or not.
- Donated? You must enter both the Assessed and Appraised values for each address.
- Donated? You must also upload documentation here to confirm the assessed and/or appraised values.
- Don’t have it as an electronic file? Insert a proxy document indicating you are faxing the Donated documentation. Use the bar-coded fax cover sheet to fax the document prior to the due date.

Additional questions related to donated properties appear on the “Location/Address” screens:

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is an on-site superintendent/manager unit included in the total number of units?</td>
<td>Yes</td>
</tr>
<tr>
<td>What is the square footage of the lot?</td>
<td></td>
</tr>
<tr>
<td>What is the square footage of the building before construction?</td>
<td></td>
</tr>
<tr>
<td>How many units are on this lot before construction?</td>
<td></td>
</tr>
<tr>
<td>Is this property located on Native Land?</td>
<td>Yes</td>
</tr>
<tr>
<td>Is the entire property or some portion of the property being donated?</td>
<td></td>
</tr>
<tr>
<td>What is the square footage of the donated portion of the lot?</td>
<td></td>
</tr>
<tr>
<td>What is the square footage of the donated portion of the building before construction?</td>
<td></td>
</tr>
<tr>
<td>How many units on this lot are being donated?</td>
<td></td>
</tr>
<tr>
<td>Identify the donating or conveying entity</td>
<td></td>
</tr>
<tr>
<td>Donated property type</td>
<td>- Select -</td>
</tr>
<tr>
<td>Upload evidence of donation</td>
<td>Attach File</td>
</tr>
<tr>
<td>What is the conveyance cost?</td>
<td></td>
</tr>
</tbody>
</table>
What is the assessed value: Help Topic

What is the appraised value (required if transfer is 50% or less of fair market value):

If the property is not transferred at the time of the AHP Application due date and an appraisal has not been ordered, the market value may be based on the tax assessment value at the time of the purchase agreement, option to purchase, or other purchase agreement or extension of the purchase agreement. Documentation of tax assessment value at the time of the purchase agreement must be provided with the purchase agreement. Price and value at the time of the sale will be reviewed if the purchase price differs from the original purchase agreement.

If the property was purchased within five years prior to the opening of the AHP funding round and an appraisal was not required to be obtained, the market value may be based on the tax assessment value at the time of purchase. Documentation of the tax assessment value at the time of purchase must be provided with the executed settlement statement/Closing and Seller Disclosure or other evidence of the purchase.

Please review the data above for accuracy. Click "Save this location/address" to save this data and proceed to the next step. Clicking "Cancel" or back will result in the loss of this data.

> Save this location/address
> Cancel
Census Tract: The census tract takes the form of four numbers to the left of a decimal and two to the right, for example, 0106.01. If you are unsure of the census-tract code, click on the FFIEC link and enter the address. The census tract is labeled “Tract Code” on the Geocode Search Result screen.

AHP Application
Initiative Name: Sample

Please enter the specific address of the property including street address, city, state, zip code, and county. This information is required for each property for which you are requesting AHP funds.

Location/address of property being developed (do not use sponsor address):

> Continue
> Cancel

Targeting Grid: Enter only those units at this location. Example: For a building with three two-bedroom units targeting one at “50% AMI” and two at “51 to 60% of AMI,” enter “1” in the first input column next to the “2” at left and enter “2” in the second input column next to the “2” at left. The grid will calculate the totals across and down.

Income Limits
The income limits currently being used are based on the HUD Income Limits that are in effect at the opening of this AHP funding round. For initiatives funded using housing tax credits, the income limits used for 50 and 60 percent of the area median income will be the HUD Multifamily Tax Subsidy Project limits as adjusted for household size.

<table>
<thead>
<tr>
<th>Beds/Bedrooms</th>
<th>&lt;30% AMI</th>
<th>31%-50% AMI</th>
<th>51%-60% AMI</th>
<th>61%-80% AMI</th>
<th>Market</th>
<th>Total Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRO/Group Home Studio</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4-plus</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total for each targeted percentage</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Once submitted, each address will appear in the screen as seen below. To edit any of the addresses, click “Edit this address” next to the address to be edited. To delete an address, click “Delete this address.”

Revolving Loan Fund program applicants: Use headquarters as your location.

Caution: If you “Edit” an address at any point data on subsequent screens (rental subsidy calculation, operating summary and tax credits) will be impacted.

To enter your property locations:
> Add a location/address
> Return to previous section
> Continue to next section

If another address needs to be added, click “Add a location/address.” Otherwise, click “Continue to next section.”

Note: Revolving Loan Fund Program Applicants: Use your headquarters address as the location you enter in this section.
**Readiness**

The Readiness screen asks a series of questions concerning your initiative’s development schedule, site control, zoning status, and funding status. These questions and documentation are required.

Site control of all of the properties included in this housing initiative is required at the time of application.

For more information, please consult Attachment A of the AHP Implementation Plan.

**Project/Program Description**

The Project/Program Description screens differ depending upon the type of initiative or project.

These are designed to obtain all the necessary information about your housing initiative including:

- Description of the housing to be developed;
- Scope of work and, if rehabilitation, whether a capital needs assessment has been completed;
- Unique features;
- Relocation, if applicable;
- Project ownership and names of the relevant parties involved; and
- Marketing and Fair Housing.

**Revolving Loan Funds**

This page appears only for Revolving Loan Funds who indicated at the beginning of the application that this application is being submitted by a Revolving Loan Funds specifically requesting to use AHP direct subsidy funds in a revolving loan fund application.

These questions address the revolving loan fund’s organization, the initial lending plan/purpose, the re-lending plan, and how the revolving loan fund will track the use of funds.

For more information, please consult Attachment E of the AHP Implementation Plan.
AHP Scoring:

The next screens in the online application pertain to various AHP scoring categories. Complete these as applicable to your AHP application. Upload documentation as required. For more information, please consult Attachment B of the current AHP Implementation Plan.

- Empowerment (up to 10 points)
- Community Stability (up to 15 points)
  - Smart Growth
  - Sustainable Development Building Practices
  - Efficient Building Operations
- Second District Priority (up to 7.5 points)
- Units - Homeless (up to five points) and First-Time Home Buyer (up to five points)

Type of Construction

This section asks applicants to identify the type of construction, post-completion square footage including residential, non-residential, and commercial square footage, and asks questions if the initiative includes commercial space.

The Type of Construction check boxes are important and required. Check all that apply:

- Acquisition
- Lease-to-purchase
- Mortgage financing program
- New construction
- Refinance of existing debt
- Rehabilitation

If you are proposing to use any AHP funding, direct subsidy or subsidized advance proceeds to refinance or replace any existing debt on your housing initiative, you must check “Refinance of existing debt” and complete the applicable questions.

Please answer (as completely as possible) the square footage questions based on the initiative after completion. The responses to these questions will be used in assessing the feasibility parameters.

See Attachment A of the AHP Implementation Plan for more information.

11. Application: Request for Funding

The Request for Funding screens are designed to collect detailed development and operating information to determine the eligibility and feasibility of your housing AHP application. This includes Affordability Calculation screens for both rental and homeownership applications to determine, respectively, the income targeting and affordability (rents or sales prices) of the units in the initiative.

See Attachment A of the current implementation plan for more information.
**Initiatives with Sponsor-provided, Below Market-Rate Financing (This includes most Habitat for Humanity initiatives.)**

If this section applies to your application, please complete the information requested on this screen.

This screen/worksheet has two related purposes.

1. The worksheet will calculate the discounted present value of the future cash flow created by the below market-rate, sponsor-provided permanent financing to the homebuyer in order to be consistent with the AHP regulation and current regulatory interpretations. This discounted cash is considered another cash source of funding from the sponsor for this application.

2. The worksheet will determine the allowable amount of AHP subsidy for the project, based on the discounted present value of the sponsor-provided permanent financing mortgages as well as the cash and in-kind sources and uses.

The data entered here is important because it should also correspond to the data listed in the Affordability Calculation section later in the application. The Bank uses this data to determine feasibility, eligibility, and need for the AHP subsidy. This data is also used for monitoring and regulatory compliance purposes after the application is approved and the project is in development.

Please note the following:
The sales price for each home can be no more than the net result of the total development cost (cash and in-kind) net the AHP subsidy, any in-kind sources, and other subsidies allocated to this property.

The sponsor-financed, below market-rate permanent financing can be no more than the net result of the sales price net any home buyer downpayment, any AHP subsidy used at the purchase of the home, and any other subsidy used at the purchase of the home.

The cash totals here should match the totals in the Affordability Calculation page.
## Worksheet for Habitat for Humanity and Other Initiatives with Sponsor-Provided Below Market-Rate Financing

Initiative Name: Editing

Completion of this section is generally required only for initiatives sponsored by Habitat for Humanity affiliates or those organizations that utilize sponsor provided low-interest financing. If you have any questions on this, please contact us at housing@fthboston.com. Help Topic

The purpose of this worksheet is to determine the allowable amount of AHP subsidy for the project. To do so, please identify all of the development costs, both cash and in-kind, and all of the sources of funding, both cash and in-kind, including the discounted net present value of the future income generated by the sponsor-financed below market-rate permanent financing.

The data entered here is important because it should also correspond to the data listed in the subsidy calculation section later in the application. The Bank uses this data to determine feasibility, eligibility, and need for the AHP subsidy. This data is also used for monitoring and regulatory compliance purposes after the application is approved and the project is in development.

Please note the following:
The sales price for each home can be no more than the net result of the total development cost (cash and in-kind) net AHP subsidy, in-kind, and other subsidies allocated to this project.
The sponsor-financed below market-rate permanent financing can be no more than the net result of the sales price net any home buyer downpayment, any AHP subsidy used at the purchase of the home, and any other subsidy used at the purchase of the home.

The totals here should match the totals in the subsidy calculation page.

<table>
<thead>
<tr>
<th>Number of units:</th>
<th>0</th>
</tr>
</thead>
</table>

### In-kind sources/uses

<table>
<thead>
<tr>
<th>Value of donated land:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Value of donated labor:</td>
<td></td>
</tr>
<tr>
<td>Value of donated materials:</td>
<td></td>
</tr>
<tr>
<td>Subtotal:</td>
<td></td>
</tr>
</tbody>
</table>

### Cash uses

<table>
<thead>
<tr>
<th>Land acquisition:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction:</td>
<td></td>
</tr>
<tr>
<td>Construction contingency:</td>
<td></td>
</tr>
<tr>
<td>Developer fees:</td>
<td></td>
</tr>
<tr>
<td>Developer overhead:</td>
<td></td>
</tr>
<tr>
<td>Developer consultant:</td>
<td></td>
</tr>
<tr>
<td>Capitalized operating reserve:</td>
<td></td>
</tr>
<tr>
<td>Capitalized replacement reserve:</td>
<td></td>
</tr>
<tr>
<td>Financing fees:</td>
<td></td>
</tr>
<tr>
<td>Legal fees:</td>
<td></td>
</tr>
<tr>
<td>Other soft costs:</td>
<td></td>
</tr>
<tr>
<td>Other development costs:</td>
<td></td>
</tr>
<tr>
<td>Total dev. cost (Cash TDC):</td>
<td></td>
</tr>
</tbody>
</table>
### Cash sources

<table>
<thead>
<tr>
<th>Downpayment</th>
<th>Per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sponsor's cash contribution:</th>
<th>Per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Member cash sources:</th>
<th>Per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other cash sources:</th>
<th>Per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total cash sources excluding AHP:**

### Present value calculation

<table>
<thead>
<tr>
<th>Market rate:</th>
<th>Per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.16%</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sponsor-provided rate/mortgage amount</th>
<th>Per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mortgage term:</th>
<th>Per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>(months)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mortgage interest rate (APR):</th>
<th>Per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mortgage P&amp;I payment:</th>
<th>Per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Present Value of Sponsor-Provided 1st Mortgage:</th>
<th>Per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Funding gap

<table>
<thead>
<tr>
<th>AHP subsidy requested:</th>
<th>Per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>$30,000 (max.)</td>
<td></td>
</tr>
</tbody>
</table>

### Totals

<table>
<thead>
<tr>
<th>Total sources:</th>
<th>Per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total uses:</th>
<th>Per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please indicate how the grant will be allocated among the following uses:

### AHP uses

<table>
<thead>
<tr>
<th>Land/acquisition:</th>
<th>Per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Construction:</th>
<th>Per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Construction contingency:</th>
<th>Per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Developer fees:</th>
<th>Per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Developer overhead:</th>
<th>Per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Developer consultant:</th>
<th>Per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Capitalized replacement reserve:</th>
<th>Per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Financing fees:</th>
<th>Per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Legal fees:</th>
<th>Per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other soft costs:</th>
<th>Per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other development costs:</th>
<th>Per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total AHP Uses:**

---

*Return to previous section*

*Continue to next section*
Tax Credits

Complete the sections appropriate to your initiative. Net equity results will be carried to the “Sources” section automatically.

AHP and Member Funding

Please enter all AHP and member funding (AHP and non-AHP) in this screen. All information entered in this section is carried automatically to the “Sources” section. All members must have been invited and have accepted prior to entering data in this section in order to fully utilize the functionality of the application.

Member Financial Participation (up to 12.5 points)

All member funding in the form of grants and loans must be entered in this section in order to qualify for points in this category. Please refer to the AHP Implementation Plan for more information.

Note: Member funding or financing not entered through this screen may not be picked up for Member Financial Participation points.

If you have any questions on how to enter information for this category, please contact your community investment manager.

AHP Grants: If you are requesting an AHP grant (or direct subsidy) for your initiative, please click on “Enter an AHP grant.” Choose the member supplying the grant and enter the amount that the member will be passing through to the project. Click on “Save this grant” and you will be returned to the first screen and the grant entered will appear in a list on the upper part of the screen. If it was entered in error, click on...
“Remove” next to the entry to delete the grant. If there are additional members participating on a portion of the AHP grant, click on “Enter an AHP grant” and repeat the process.

**AHP Subsidized Loans:** An AHP subsidized advance is a loan from the Bank to the member that funds the loan from the member to the sponsor or the initiative. The AHP subsidized advance is disbursed at a reduced rate, with the difference funded by additional AHP subsidy funds. The member then adds their spread to the rate and lends to the project. The loan term and amortization to the borrower must match the subsidized advance borrowing.

If you are requesting an AHP subsidized loan/advance for your initiative, please click on “Enter an AHP subsidized loan.” Choose the member and complete the required fields. This step gathers the information for both the loan to the member and the loan from the member. The rate on the loan from the Bank to the member is calculated and displayed based on the rate on the loan to the sponsor and the spread needed for the member. **The one entry accommodates both the loan from the Bank to the member and the loan from the member to the project.** If this loan is a permanent source of funding, please click “yes” on the radio button. All AHP subsidized advances are permanent financing.

You will be returned to the first screen and the loan entered will appear in a list on the upper part of the screen. If it was entered in error, or if some portion of it is incorrect, click on “Remove” next to the entry to delete the loan. If there are additional AHP subsidized loans that need to be added, click on “Enter an AHP subsidized loan” and repeat the process.

If the subsidized advance will be passed through an intermediary, additional questions will be required to ensure the spread should not exceed the market spread for a loan of similar maturity, terms and risk. **Non-AHP or Non-Subsidized Loans or Grants (also known as Other Loans or Grants from the Member):** A non-AHP or non-subsidized loan or grant from the member is entered in this section to track member-provided financing or grants for eligibility of Member Financial Participation points. This would include a grant directly from the member to the initiative or loans directly from the member to the initiative. **If this loan or grant is a permanent source of funding, please click “yes” on the radio button.**

**Note: Member funding or financing not entered through this screen may not be picked up for Member Financial Participation points.**

To enter the non-AHP or nonsubsidized loan or grant from the member, please click on “Enter non-AHP subsidized loan or grant.” Choose the member and complete the required fields. If this loan (or grant) is a permanent source of funding, please click “yes” on the radio button. If the permanent loan is not fixed for the entire duration of the loan term, the application will request additional information on the loan. Only the fixed portion of the permanent loan is eligible for long term Member Financial Participation points.

You will be returned to the first screen and the loan or grant entered will appear in a list on the upper part of the screen. If it was entered in error, or if some portion of it is incorrect, click on “Remove” next to the entry to delete the loan. If there are additional non-AHP subsidized loans or grants that need to be added, click on “Enter non-AHP subsidized loans or grants” and repeat the process.
Attention: Members purchasing Tax Credits:
- Enter your Tax Credit Purchase by clicking “Enter other member financial participation”; then complete the following fields:
  - Type: enter the type by selecting “Tax Credit Purchase” from the drop-down list;
  - Dollar value: enter the dollar value; and
  - Explanation: enter text to indicate that this is a tax credit purchase.
- Click “Save” to record this information.
Sources

As you enter the “Sources” screen, you will see that other permanent source information gathered from previous screens appears in the middle of the screen (Sources table). This screen utilizes the “Add” function seen in previous sections.

Step 1. List funding source by name, amount, and type: loan, deferred loan, equity, or grant.

Step 2. Choose a description from the list for each source. Specify the date of the commitment or date the commitment is expected. If it is a deferred loan, enter the deferral date. If payments are deferred or will be paid only if sufficient cash flow is available, choose deferred loan under “Type” and attach an explanation of repayment or call terms.

Step 3. Click add a source/another source. This will upload this entry into the Sources table.

Step 4. When done entering all permanent sources exclusive of the AHP grant, subsidized advance, tax credits, or other financing previously entered, click “continue to next section”.

FYI: make sure you enter all data into the required fields, even $0 for the commercial funding if there is no commercial funding component of the specific source.

FYI: for committed funds, you will be prompted on the Commitment Letters screen to attach copies of all letters of commitment received.

The purpose of this section is for you to enter all sources of funding (loans, equity, grants, etc.) for the project which are not replaced or taken out by another subsequent funding source, such as a bridge or construction loans being replaced by the permanent debt. For example, if your project anticipates $500,000 of construction financing which you will then convert to $500,000 of permanent debt (or end mortgages if homeownership) upon completion of the project, you will only list $500,000 of the permanent debt/end mortgages as a source, instead of listing both the construction and permanent debt.

AHP funds are to be used to pay for housing purposes only. If your project has commercial/nonresidential uses, you must also enter those sources of funding as well. The sources (and uses) for both the housing and commercial/nonresidential purposes must match the sources (and uses) of the detailed development sources and uses budget, attached as a required exhibit.
Example of Completed Sources:

Sources

Initiative Name: testing rental for manual

Please enter all permanent cash sources below.

NOTICE: Do NOT enter member partner funding for the housing/residential portion on this screen. Please use the previous screens for AHP and Member Funding to ensure that all points will be awarded. Help Topic

Please complete each field below for each source. Then click "Add another source" to enter another. When you are done, it will look like this example.

All required fields (*) need to be completed. Enter 0 for anticipated rate and term if not a loan.

<table>
<thead>
<tr>
<th>Source</th>
<th>Total Amount</th>
<th>Residential</th>
<th>Non-Residential</th>
<th>Type</th>
<th>Rate</th>
<th>Term</th>
<th>Annual P&amp;I</th>
<th>Commit Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low-Income Housing Tax Credit</td>
<td>$5,000,000</td>
<td>$5,000,000</td>
<td>0</td>
<td>Grant</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Direct Subsidy (1534B)</td>
<td>$500,000</td>
<td>$500,000</td>
<td>0</td>
<td>Grant</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>AHP-Subsidized Loan (1534B)</td>
<td>$1,000,000</td>
<td>$1,000,000</td>
<td>0</td>
<td>Loan</td>
<td>3.0</td>
<td>240</td>
<td>$50,592</td>
<td>01/2020</td>
</tr>
<tr>
<td>Non-AHP Other Member Loan</td>
<td>$750,000</td>
<td>$750,000</td>
<td>0</td>
<td>Loan</td>
<td>5.0</td>
<td>240</td>
<td>$48,314</td>
<td>01/2020</td>
</tr>
<tr>
<td>Remove Test Permanent Source</td>
<td>$1,000,000</td>
<td>$1,000,000</td>
<td>0</td>
<td>Deferred Loan</td>
<td>0.0</td>
<td>360</td>
<td>$98,905</td>
<td>12/2020</td>
</tr>
</tbody>
</table>

Uses

As you enter the “Uses” screen, a large box in the top portion of the screen serves as an example of how the information will appear when all of the uses have been entered. This screen utilizes the “Add” function seen in previous sections.
**Step 1.** Assign the cost for each item in the development budget to the appropriate cost category by selecting from the list.

- If it is to be funded by AHP funds, put it in the column titled “Amount Funded by AHP.” If it is not funded by AHP, put the amount in the second column titled “Amount Funded by Other Source.”

**Step 2.** Click on “Add another use.”

- If your project has non-residential uses, please enter the data here. AHP funds are only for housing purposes. As noted above, these data must match the detailed development sources and uses budget attached as a required exhibit. **If the project does not include commercial/ non-residential space, please enter $0 in the field. All fields must be completed.**

**Step 3.** When you are done entering uses, click on “Continue to next section.”

Please note that AHP funds *may not* be used for capitalized operating or replacement reserves.

---

**Uses**

Initiative Name: Sample

For each use/expense category in the initiative's development budget, choose a "Use Type" from the list. Then enter all Residential and Non-Residential/Commercial uses.

**Note:** When you are done, the total of the "Total" column must equal $0 (the total amount of permanent cash sources for the initiative as entered on the sources screen).

Please complete each field below for each use. Then click "Add another use" to enter another. When you are done, it will look like this example.

- **Use Type:**
  - [Select -]
  
  | Portion of total amount to housing/residential: |  |
  | Portion of total amount to commercial/non-residential: |  |

> Add a use/another use
Development Budget

Please upload or send your complete, detailed development budget, including construction details. This should include sources and uses.

If this is a mixed-use project or a combination of residential and nonresidential uses, please include both a detailed housing-only budget and a total detailed budget.

This information is used to verify the sources and uses entered on the prior screens.

Rental Affordability Calculation

The purpose of this section is to determine the ratio of the housing payments relative to the targeted income levels of the AHP-assisted residents and assess the affordability of these units. Units that appear to charge more than 30 percent of income (“Proposed Monthly rent as a % of Monthly Targeted Income”) will be reviewed.

Based upon information gathered in the “Location/Address” section, the initiative’s bedroom and targeting mix were determined. The incomes were derived using the HUD guidelines and the address.

Step 1. Please edit each line to add the proposed monthly rent and estimated tenant-paid rent for each unit type.
  - Click on “edit” to see the entry fields.
  - To enter a different rent for a specific bedroom size and targeted income, click on “split.” This can also be used to enter different rents for the units targeted for households with incomes of less than 50% of AMI.

Step 2. Complete this for each line.

Step 3. Complete the remaining questions on this page, indicating the presence and dollar amount of Section 8 and/or other operating or rent subsidies.

Step 4. If this initiative includes currently occupied units, please download the Occupied Rental or Homeownership Income Eligibility Spreadsheet. Fill in this excel spreadsheet and then upload it into the application here.

The total rental income for the initiative will be calculated from the grid and carried to the Operating Summary Statement on the next screen.
Affordability Calculation

Initiative Name: AHP Testing Rental

Members and sponsors of approved AHP applications are now required to use the Federal Home Loan Bank of Boston’s income calculation documentation methodology when determining income-eligible households of AHP-assisted units.

The Affordability Calculation is used to verify the income targeting for the initiative, and to gather the proposed total monthly rents, and the estimated tenant-paid rent. Based on the inputs, the proposed monthly rent as a percent of monthly targeted income will be automatically calculated. The rental income numbers gathered here are passed to the Operating Summary Statement on the next screen.

**Edit Units** to accurately represent like units with like targeting, but different proposed monthly rents or different tenant-paid rents. It can also be used to more accurately define the income targeting and the rents for those units targeted to specific percentages below 50% AMI (for example 30% AMI). [Help Topic]

**Edit Rents** to enter the proposed monthly rent and estimated tenant-paid rent for each unit type.

**NOTE:** Any changes to the initiative locations will clear the data in the chart below.

Enter the Proposed Monthly Rent and Tenant-Paid Rent into the Table Below:

<table>
<thead>
<tr>
<th>Number of Units</th>
<th>Bedrooms/ Beds per Unit</th>
<th>Persons per Unit</th>
<th>% AMI Target</th>
<th>Max Family Income</th>
<th>Proposed Monthly Rent (excluding utilities)</th>
<th>Estimated Tenant-Paid Rent</th>
<th>Proposed Monthly Rent as a % of Monthly Targeted Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>edt units</td>
<td>20</td>
<td>1</td>
<td>1.5</td>
<td>30%</td>
<td>$21,700</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>edt units</td>
<td>10</td>
<td>1</td>
<td>1.5</td>
<td>50%</td>
<td>$36,150</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>edt units</td>
<td>20</td>
<td>2</td>
<td>3.0</td>
<td>30%</td>
<td>$26,050</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>
**Homeownership Affordability Calculation (previously titled as Subsidy Calculation)**

The purpose of this section is to determine the ratio of the housing payments relative to the targeted income levels of the AHP-assisted home buyers and assess the affordability of these units.

The table on the screen below is organized based on the location information given earlier. Each “House” column represents the various combinations of bedroom size and income range targeted (50%, 60%, and 80%). Market-rate units are excluded from this table.

By completing the table on the screen, you will demonstrate that the sales price and/or the mortgage amount are reduced by the AHP funds, making these units affordable to the incomes you are targeting.

**For Initiatives with sponsor-provided below market-rate permanent financing:**
This screen relies on cash development sources and uses. Please do not include the value of any in-kind sources your uses here.

**Step 1.** Complete this for each House. Click “edit” to update the information.
- The table is generated by aggregating the location(s) information, and it expects the units in each column to cost the same to develop.
- If they do not, please click “Split” to subdivide this column. Please edit each column and enter the values for each “House” type.
- For owner development initiatives, begin with the “Construction/Development” section and continue through each row to the bottom.
- For mortgage-financing initiatives, begin with the “Mortgage Programs” section and continue through each row to the bottom.
- It is expected that the total in these screens correspond to the sources and uses screens and the detailed development sources and uses budget, exclusive of any market-rate units or nonresidential uses and costs.

**Step 2.** When finished, click “Continue to next section”.
## Subsidy Calculation

Initiative Name: Sample

By completing the following table, from top to bottom, you will demonstrate that the sales price and/or the mortgage amount are reduced by the AHP funds, making those units affordable to the incomes you are targeting.

**Construction/Development Initiatives** - Start in the section labeled "Construction/development" and continue down through the table. Enter the AHP subsidy in only one section, either in the Construction/Development section or the Sales Price section.

**Mortgage Financing Programs (downpayment/closing-cost assistance, other)** - Start in the section labeled "Sales price" and continue down through the remainder of the table.

The table below is organized based on the location information given earlier. Each "House" column represents the various combinations of bedroom size and income range targeted (50%, 60%, and 80%). Market-rate units are excluded from this table.

The table is generated by aggregating the location information and it expects that the units in each column cost the same to develop. If not, please click on "split" to subdivide this column. Once you have "split" out to subdivide the column, you will still need to click "edit" and enter the appropriate data.

Edit each column and enter the values for each "house" type in this initiative.

Split any line to accurately represent like units with like targeting, but different sales price or construction costs. **Help Topic**

FYIs: Redacting house types will reset all house types.

<table>
<thead>
<tr>
<th>House</th>
<th></th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>split</td>
</tr>
<tr>
<td>Number of houses</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Number of beds</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Persons per unit</td>
<td>6.0</td>
<td></td>
</tr>
<tr>
<td>Percent AMI target</td>
<td>30%</td>
<td></td>
</tr>
</tbody>
</table>

**Construction/development**

| Total development costs | $0 | $0 |
| Less: total AHP direct subsidy used to reduce development costs | $0 | $0 |
| Less: total other grant (exclude any nihicd) | $0 | $0 |
| Equals: total sales price | $0 | $0 |

**Mortgage programs (downpayment/closing-cost assistance, other)**

| Total sales price | $0 | $0 |
| Less: total AHP direct subsidy used for mortgage assistance | $0 | $0 |
| Less: total other grant | $0 | $0 |
| Equals: net sales price | $0 | $0 |
| Less: owner downpayment/equity | $0 | $0 |

**Total monthly housing expense**

| Mortgage loan amount | $0 | $0 |
| Rate (APR) | 0.0 | |
| Term (months) | 0 | |
| Monthly mortgage payment (P&I) | $0 | |
| Estimated taxes, insurance, association fees | $0 | |
| Equals: total housing expense | $0 | |

**Ownership subsidy calculation and affordability**

| Maximum family income | $29,900 |
| Total housing expense as a percent of targeted income | 0.00% |
Operating Summary Statement (Rental Initiatives Only)

The Operating Summary Statement reflects the operating projections for the first full year of operation. Several of the line items are calculated based on information gathered in previous sections. The information is broken out between housing operating summary and commercial/nonresidential operating summary. If your application includes income-generating, nonresidential spaces, please also enter the income, expenses, debt service and cash flows for the first full year of operation here.

Gross Rent: The gross rent is calculated based upon the Rental Subsidy Calculation on the screen immediately preceding this screen. If you disagree with the calculation, please use the Gross Rent Override field to provide an explanation.

Vacancy: Enter the percent and the vacancy discount will be calculated based upon the Gross Rent (or the Gross Rent Override if there is a value in that field).

Operating Reserves: Include contributions from operating reserves as either income or as an addition to cash flow, but not as both. Note: AHP funds may not be used for capitalized operating reserves.

Debt Service Payments: The debt service payments are calculated based on information provided in the “Permanent Sources” section. If you disagree with the calculation, please use the “Debt Service Payment Override” field to provide an explanation.

Debt Coverage Ratio and Adjusted Debt Coverage Ratio: The screen calculates the debt coverage ratio two ways: with operating reserves and without operating reserves. The second is the adjusted debt coverage ratio.

Trending: Indicate your Income and Expense trending percentages and explain how these factors were selected.

Positive 15-Year Cash Flow: If the project does not show positive cash flow over the entire 15 years, please explain.

Also prepare and attach:
A 15-year projected income and expense (pro forma operating) budget with explanatory notes. Specify assumptions utilized at the bottom of the Operating Summary Statement screen. This is a required exhibit.

If you have commercial income and expenses, you must prepare and attach the separate 15-year commercial income and expense operating proforma. This is a required exhibit.

- The information included here should correspond to the 15-year income and expense proforma.
- If other funders are requiring debt service after cash flow, please detail expected annual payments and attach supporting documentation.
Operating Summary Statement
Initiative Name: Sample

First year Income

<table>
<thead>
<tr>
<th>Housing/Residential</th>
<th>Commercial/Non-residential</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross rent</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

Gross rent override:

Override explanation:

Less vacancy/loss percent: % %

Net rent after vacancy:

Other income:

Total gross income:

Contribution from operating reserve:

Effective gross income:

$0 $0 $0
### Expenses

<table>
<thead>
<tr>
<th>Expenses</th>
<th>First year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management fee</td>
<td>$0</td>
</tr>
<tr>
<td>All other operating expenses</td>
<td>$0</td>
</tr>
<tr>
<td>Contribution to operating reserve</td>
<td>$0</td>
</tr>
<tr>
<td>Contribution to replacement reserves</td>
<td>$0</td>
</tr>
<tr>
<td>Total expenses</td>
<td>$0</td>
</tr>
</tbody>
</table>

**Net operating income:** $0

### Net Operating Income

<table>
<thead>
<tr>
<th>Net operating income</th>
<th>$0</th>
<th>$0</th>
<th>$0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debt service payments</td>
<td>$0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debt service payment override: Help Topic</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Cash flow (uses overrides) | $0 |
| Cash flow adjusted for contribution to operating reserve | $0 |

| Debt coverage ratio | 0.00 | 0.00 | 0.00 |
| Debt coverage ratio adjusted for contribution to/from operating reserve | 0.00 | 0.00 | 0.00 |
| Subordinate/Deferred Debt | |
| Debt coverage after deferred debt | |
Cash Flow, Trending, and the Detailed 15-Year Operating Proforma

Cashflow 1-15 years

If the cashflow goes negative during the 15 year retention period, explain how the deficiency is addressed.

Debt Service Coverage 1-15 years

If the debt service coverage deviates (increase or decrease) over the 15-year affordability period from the guideline of 1.0 to 1.30, please explain where the cash flow goes when the ratio increases and how the difference is made up when the ratio decreases.

If you indicated there is a subordinate or deferred debt to be paid from cash flow detail the debt source and any annual payment requirements.
Please provide documentation from funders requiring debt payments after cash flow, upload here.

Pro forma trending rates Help
Topic
Enter income trending rate assumption used for future years as a percent: *

Enter expenses trending rate assumption used for future years as a percent: *

Please explain how trending factors were determined: *

Pro forma
Attach a 15-year income and expense (pro forma operating) budget with explanatory notes. If this initiative has commercial space upload the separate 15-year commercial income and expense (pro forma operating) budget.

> Return to previous section
> Continue to next section
Member Involvement

The purpose of this screen is to identify any previous or current involvement by the member financial institution in this property. This includes involvement when the member owns the property (Real-Estate-Owned (REO)), if the member has a current mortgage, or had other past or present financial or ownership interest.

This screen can be filled in by the sponsor. Members will be separately asked to confirm whether this information is correct.

Sponsors will proceed to the Scoring, Application Issues, and final Validate and Submit screens from here.

Member Funding and Analysis

The member financial institution submitting this application has the responsibility to analyze/underwrite the submitted application regardless of the level of member financial participation.

The Member Funding and Member Analysis screens will only be visible to the member financial institution submitting the online application. Sponsors will not be able to access these questions or the member responses.

The Member Funding section requires members to confirm the member funding as input by the sponsor is consistent with the member funding to be offered. The Member Analysis screen requests the member provide information on the consistency of the application with their understanding, and their evaluation and analysis of both the project and sponsor.
For more information, please consult the current AHP Implementation Plan. The print screens on the following pages illustrate the Member Analysis section of the application.

Members, please note that these are required questions and that an uploaded or faxed underwriting attachment is also required. The application cannot be submitted unless these questions and documentation are provided.

Scoring Screen

The Scoring, Application Issues, Validate and Submit, and Verify File Uploads screens serve as a final check of the proposed application. The information in this section is meant to be a guide and does not indicate that actual points will be awarded.

The “Scoring” screen shows each scoring category and a basic description of it. Below each scoring category the facts for this proposed initiative that relate to the category should be displayed. If they do not appear, or do not appear to be correct, please return to the section in question and re-enter your information. When you return to this screen, verify that the correct facts appear. The predictive score, based on the information entered in the application, will be displayed. This is subject to final review and validation by the Bank’s HCI department. The final scoring may be materially different.

Application Issues Screen

Scoring

Initiative Name: testing rental for manual

An application for a proposed initiative receives points based upon its satisfaction of the scoring criteria set forth below. Points awarded become the application’s “Qualifying Characteristics.” The Affordable Housing Program (AHP) Regulation requires that the initiative’s Qualifying Characteristics be monitored throughout the AHP retention period. Failure to maintain the project’s Qualifying Characteristics may result in recapture of AHP funds.

The Housing and Community Investment department (HCI) of the Federal Home Loan Bank of Boston (Bank) objectively reviews and evaluates all scoring category responses for completeness and relevance to the guidelines and the regulations. All proposals are scored according to nationally established criteria with application features scored against each other in the round.

Scoring Facts and Potential Points to be Awarded

Listed below are the scoring categories and the points available in each such category. Such scoring categories relate to the information requested in the application. The scoring data indicates below are estimates and do not guarantee points in any category. Such scoring data estimates are subject to final review and validation by the Bank’s HCI department. The final scoring resulting from such review and validation may be materially different from the below estimates. The “Help Topic” contains the guideline details for how points will be awarded.

Sponsorship by Not-For-Profit Organization or Government Entity (5 maximum potential points): Does this initiative finance the purchase, construction, and/or rehabilitation of housing sponsored by 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 Alaska Native Village, or the government entity for Native Hawaiian Home Lands that has an ownership interest in a rental project, integral involvement in an ownership initiative, or is a revolving loan fund applying or AMP subsidy funds to be used in a revolving loan fund? Help Topic.

Sponsor is a Nonprofit, but sponsor does not have ownership interest (1 potential points based on Information input, subject to Bank review.)

Following the Scoring Screen, the Application Issues Screen will appear with any issues that need to be corrected or explained prior to the “signing” of this online application. All items that appear here are based on the Application Issues and Project Cost and Feasibility Analysis Guidelines found in Attachment A of the AHP Implementation Plan as well as basic math and checking.

Please note: all co-sponsors must have fully completed the sponsor registration before either the sponsor developer or member can sign and submit the online application.

File Uploads Screen

The file uploads screen lists all of the uploaded exhibits and attachments to the online application. This is intended to be a helpful checklist and reminder to ensure no required documentation is omitted.
Verify File Uploads

Initiative Name: CR June 30 rental test

This is a review of all associated files that either have been or should be submitted with this AHP application. They are listed in the order that they appear in the application.

If the files have not been attached, you will have the opportunity to FAX copies to the Bank with a cover sheet that will display after you sign this application. Documentation that is not uploaded or faxed according to the instructions may not be accepted.

All documentation must be received by the Bank by 5:00 p.m. on Friday, September 12, 2014. Please tab or label all submissions for easy and accurate identification.

<table>
<thead>
<tr>
<th>Documentation</th>
<th>Electronic File Previously Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development Schedule</td>
<td>development schedule.docx</td>
</tr>
<tr>
<td>Site Control Documentation</td>
<td>site control.docx</td>
</tr>
<tr>
<td>Zoning Documentation</td>
<td>zoning documentation.docx</td>
</tr>
<tr>
<td>Capital needs assessment</td>
<td>capital needs.docx</td>
</tr>
<tr>
<td>Organization/Deal chart</td>
<td>deal chart.docx</td>
</tr>
<tr>
<td>Displacement or relocation plan</td>
<td>relocation plan.docx</td>
</tr>
<tr>
<td>Market Study</td>
<td>market study.docx</td>
</tr>
<tr>
<td>The letter of commitment (Workforce Readiness)</td>
<td>workforce readiness.docx</td>
</tr>
<tr>
<td>The letter of commitment (Homeownership Readiness)</td>
<td>homeowner.docx</td>
</tr>
<tr>
<td>The letter of commitment (Self Sufficiency)</td>
<td>self sufficiency.docx</td>
</tr>
<tr>
<td>The letter of commitment (Healthcare Services)</td>
<td>healthcare services.docx</td>
</tr>
<tr>
<td>The letter of commitment (Resident Leadership)</td>
<td>resident leadership.docx</td>
</tr>
<tr>
<td>Reuse Documentation</td>
<td>reuse documentation.docx</td>
</tr>
<tr>
<td>Transportation Services</td>
<td>transportation services.docx</td>
</tr>
<tr>
<td>Evidence of Undevelopable Land</td>
<td>undevelopable land.docx</td>
</tr>
<tr>
<td>Evidence of Brownfield site</td>
<td>brownfield land.docx</td>
</tr>
<tr>
<td>Evidence of the Sustainable Development Building Practice</td>
<td>sustainable development.docx</td>
</tr>
</tbody>
</table>

Validate and Submit Screen

This screen shows the missing required fields and any other validation errors and checks.

Applicants cannot proceed to the Sign and Submit screens until all required fields or other conflicts are resolved.
13. Application: Validate and Submit Screens

The “Sign and Submit” screens require both sponsor and member signature.

Sponsor (or Authorized Representative) Signs
The sponsor developer reviews and finalizes all screens. To get to the final sign screen, the sponsor has explained or corrected all validation items. After reading and accepting the certification language, the sponsor clicks “Sign.” An e-mail is sent to the member listed.

Sponsor organizations have until 5:00 p.m. EST on the application due date to complete and submit applications. After that time, sponsors will NO LONGER have access to unsigned applications.

Member Signs (or Unsigns)
After the sponsor signs the application, an e-mail will direct the member to the application to review, sign, and submit it. If the member is satisfied with the application and the attachments, he/she may complete the Member Analysis section click “Sign” and proceed to the “Submit” screen. An e-mail will be sent to the sponsor notifying them that the application has been signed.

If the member is not satisfied with the application and has to change any of it, he/she must click “Unsign.” This removes the sponsor “signature,” allowing the application to be edited. An e-mail will be sent to the sponsor whenever an application is unsigned by the member. The member and sponsor should communicate at this point, if not before.

Note: The “Unsign” feature is not available to members once the application deadline has passed. If there are discrepancies between the member’s understanding of the project and the application, the member should provide an explanation in the Member Analysis section.

In the case of applications with more than one member, the lead member signs the application last and formally submits the application.

Member Submits
After the member signs an application, he/she will be asked to submit the application. The application is not officially considered as a submitted application until this step is completed.

The member application review and signature must be complete by 5:00 p.m. EST on the date specified in the Implementation Plan for the completion of the Member Application Review period.

The applicants also represent and warrant that they have full corporate power and authority and have received all corporate and governmental authorizations and approvals as may be required to enter into and perform their obligations under this application and that, at all times, they will adhere to the terms and conditions submitted herein.
By clicking on the “Sign Application” button below and signing and submitting this application, the applicants agree that their actions shall constitute verification and an authentication having the same legal force and effect as a signed writing.

All awards will be announced approximately twelve weeks after the submission deadline.

The specific 2018 Certification and E-sign language follows in the table below.
2018 Application Certification Language:

**Fraud Reporting Requirements**

<table>
<thead>
<tr>
<th>Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Member Financial Institution and the Sponsor (each an &quot;Applicant&quot;, and together, the &quot;Applicants&quot;) certify that the information submitted in FHLB’s Affordable Housing Program (the &quot;AHP&quot;) application is true and accurate in all material respects and all required exhibits are attached or have been separately submitted. All materials and required exhibits are due by the AHP application deadline. The application describes and defines the proposed initiative (the &quot;Project&quot;). Further, each Applicant acknowledges and agrees that:</td>
</tr>
<tr>
<td>• The subsidy or other assistance provided shall only be used for the uses authorized under the AHP regulations codified at 12 CFR 1291, et. seq. (as amended from time to time, the &quot;AHP Regulations&quot;); • The subsidy awarded by FHLB, whether in support of a subsidized advance or direct subsidy, is subject to recapture by FHLB in certain instances including, but not limited to, instances when the proceeds of a subsidized advance or direct subsidy are not used or cease to be used for the purposes approved by the FHLB; and • Each will comply with the AHP Regulations and the policies and procedures and related requirements of FHLB, including certain report submission and certification requirements. Further, the Applicants certify that the Project, as proposed and presented, complies 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. Further, each Applicant certifies that the Project complies with its underwriting standards and acknowledges that FHLB will not perform or be responsible for underwriting the Project on behalf of the Member Financial Institution or the Sponsor. In addition, each Applicant agrees to report promptly to FHLB's Housing and Community Investment Department any material changes in the financial structure of the Project, including but not limited to, any new sources of funds, failure to receive other Project-related funds and compensated tax credit utilization, or any other material changes in the Project's scope and terms. FHLB retains the right to re-evaluate the need for the subsidy in light of any such material changes and may make such modifications thereto, including the amount of the subsidy, as it deems appropriate in its sole discretion. The Applicants agree that FHLB is authorized to verify with other parties and to make an investigation of the matters set forth in the application and this Certification, either directly or through any agency or third party employed by FHLB for that purpose. FHLB may disclose to any other interested parties information as to FHLB's experiences or transactions with the Applicants or with respect to the Project or other matters set forth in the application or this Certification. The Applicants represent and warrant that each has obtained the Project Owner's consent to share such information as set forth in this paragraph. The Applicants understand that FHLB will retain the application, this Certification, and any other supporting information received, even if the Project is not selected to receive an AHP subsidy or other assistance. The Applicants further authorize FHLB to provide any such interested party any information and documentation FHLB may decide in its sole discretion to provide with respect to the Project and all related material parties to the Project. These representations and authorizations extend not only to FHLB, but also to any investor in the Project with whom FHLB may share information, and the Federal Housing Finance Agency, or any successor agency thereto. By signing this application, the Applicants represent and warrant that they have full organizational power and authority and have received all corporate and governmental authorizations and approvals as may be required to enter into and perform their obligations under this application and that, at all times, they will adhere to the terms and conditions submitted herein.</td>
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**Signature**

I hereby agree to the terms and conditions set forth in the certification above.
E-Sign

By clicking the button below, you are executing the certification electronically. You agree your electronic signature is the legal equivalent of your manual signature on the certification. By clicking the button below, you consent to be legally bound by the certification’s terms and conditions. You further agree that your use of a key pad, mouse or other device to select the button below constitutes your signature (hereafter referred to as "E-Signature"), acceptance and agreement as if the certification were actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature or any resulting contract between you and FHLB. You further acknowledge that you are the party identified above, and that you are willing and authorized to execute the certification on behalf of your organization.

If you do not intend to sign the certification, or signed the certification electronically in error, click Cancel.

14. Uploading and Faxing

All required documentation must be either uploaded or faxed to the FHLBank Boston by the application due date. The application contains several browse/upload buttons so that the required exhibits and documentation may be uploaded. After you move through the Validation and Sign and Submit screens, both member and sponsor will be able to print the bar-coded fax cover sheet.

Bar-Coded Fax Cover Sheet
This bar-coded fax cover sheet is unique to your application. Please use the bar-coded fax cover sheet, attach all documentation, fax to the number on the sheet (617-261-3421). This will ensure that your documentation is “filed” electronically corresponding to your application and stored appropriately. The Bank is not responsible for materials faxed without the cover sheet.
15. Contact Information

For more information on the Bank’s online AHP application, or if you have questions about submitting the online application, please contact your community investment manager.

<table>
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<tr>
<th>Geography/Area of Responsibility</th>
<th>FHLBank Boston Contact</th>
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<tbody>
<tr>
<td>Maine and Eastern Massachusetts (Barnstable, Bristol, Dukes, Essex, Nantucket, Norfolk, Plymouth and Suffolk counties).</td>
<td>Tobi Goldberg, Senior Community Investment Manager 617-292-9653 <a href="mailto:tobi.goldberg@fhlbboston.com">tobi.goldberg@fhlbboston.com</a></td>
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<tr>
<td>New Hampshire, Vermont, and Central and Western Massachusetts (Berkshire, Franklin, Hampden, Hampshire, Middlesex, and Worcester counties) as well as those outside New England.</td>
<td>Kathy Naczas, Senior Community Investment Manager 617-292-9646 <a href="mailto:kathy.naczas@fhlbboston.com">kathy.naczas@fhlbboston.com</a></td>
</tr>
<tr>
<td>Connecticut and Rhode Island.</td>
<td>Fatima Razzaq, Community Investment Manager 617-425-9564 <a href="mailto:fatima.razzaq@fhlbboston.com">fatima.razzaq@fhlbboston.com</a></td>
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<tr>
<td>Affordable Housing Program Manager</td>
<td>Theo Noell, Manager of Programs and Outreach 617-292-9668 <a href="mailto:theodore.noell@fhlbboston.com">theodore.noell@fhlbboston.com</a></td>
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<tr>
<td>Housing and Community Investment (HCI)</td>
<td>1-888-424-3863 (toll-free) <a href="mailto:housing@fhlbboston.com">housing@fhlbboston.com</a></td>
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All of us in the Housing and Community Investment department are available to answer any questions you may have. The remaining team members are:

- Ken Willis, First Vice President, at 617-292-9631 or kenneth.willis@fhlbboston.com;
- Mary Ellen Jutras, Vice President, at 617-292-9607 or mary.ellen.jutras@fhlbboston.com;
- Kathleen Amonte, HCl Compliance Analyst, at 617-425-9413 or kathleen.amonte@fhlbboston.com;
- Michelle Chisholm, HCI Analyst, at 617-425-9582 or michelle.chisholm@fhlbboston.com;
- Paulette Vass, Community Development Advance Manager, at 617-292-9792 or paulette.vass@fhlbboston.com; and
- Kaitlyn Mulhern, Equity Builder Program Manager at 617-292-9606 or kaitlyn.mulhern@fhlbboston.com

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