Affordable Housing Program General Fund
Overview of the Rental Project Workbook

# Programa de Vivienda Asequible Fondo General
Resumen del Cuaderno del Proyecto de Alquiler

Overview of the Rental Project Workbook Roadmap

1

Overview & System Requirements
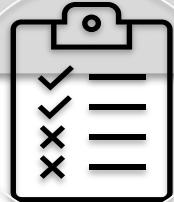
2

Rental Project Workbook (RPW)

AHPAPP-108
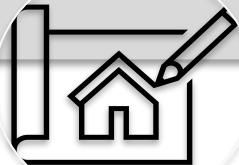
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Supporting Documentation
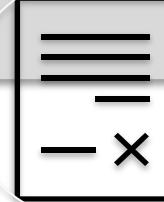
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Questions
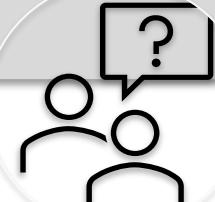
Visión general del Mapa del Cuaderno del Proyecto de Alquiler

1
*Resumen y Requisitos del Sistema*
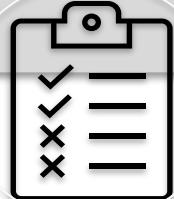
2
Cuaderno de Proyecto de Alquiler (RPW)

AHPAPP-108
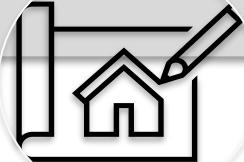
3
Documentación de Soporte
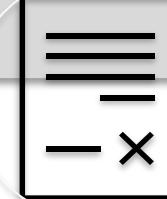
4
Preguntas
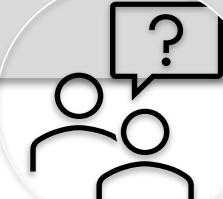
Overview & System Requirements

- The Rental Project Workbook (RPW) is one of the key components of the application package which provides a detailed snapshot of the project's financial structure.

- This year, the RPW will be accessible in the AHP System and must be uploaded to the system as part of the application package. For steps on how to enroll in the AHP System and the application submission process, see the FHLBNY website.

- The template can be downloaded directly from the AHP System. Once downloaded, the user can begin filling out the RPW.

- Completing the RPW requires Microsoft Excel 2007 (or later) to be installed on the user's machine. The workbook should be saved as AHP Rental Project Workbook (workbook.xlsx).

2024 AHP General Fund Round
Key Dates and Parameters

- The round will launch on April 22, 2024, with $70,819,534 in available funds.

- Application submission deadline will be 5:00 p.m. EST on May 31, 2024.

- The maximum AHP subsidy granted per AHP-assisted unit is limited to $60,000 per unit.

- The maximum AHP subsidy granted to any one project is limited to $2,000,000.

Resumen y Requisitos del Sistema

- *El Cuaderno del Proyecto de Alquiler (RPW) es uno de los componentes clave del paquete de solicitud que proporciona una instantánea detallada de la estructura financiera del proyecto.*

- *Este año, el RPW estará accesible en el Sistema AHP y debe cargarse en el sistema como parte del paquete de solicitud. Para obtener los pasos sobre cómo inscribirse en el Sistema AHP y el proceso de presentación de la solicitud, consulte el sitio web de FHLBNY.*

- *La plantilla se puede descargar directamente desde el Sistema AHP. Una vez descargado, el usuario puede comenzar a completar el RPW.*

- *Para completar el RPW se requiere que Microsoft Excel 2007 (o posterior) esté instalado en la máquina del usuario. El cuaderno debe guardarse como "AHP Rental Project Workbook (workbook.xlsx)".*

Ronda del Fondo General AHP 2024
Fechas Clave y Parámetros

- *La ronda se lanzará el 22 de abril de 2024, con $70,819,534 en fondos disponibles.*

- *La fecha límite de presentación de solicitudes será a las 5:00 p.m. EST del 31 de mayo de 2024.*

- *El subsidio máximo de AHP otorgado por unidad asistida por AHP está limitado a $60,000 por unidad.*

- *El subsidio máximo de AHP otorgado a cualquier proyecto está limitado a $2,000,000.*

RENTAL PROJECT WORKBOOK

CUADERNO DEL PROYECTO DE ALQUILER

Rental Project Workbook

- The Rental Project Workbook illustrates the project's development and operating financial feasibility.

Cuaderno del Proyecto de Alquiler

- *El Cuaderno del Proyecto de Alquiler ilustra la viabilidad financiera del desarrollo y la operación del proyecto.*

Rental Project Workbook (Instructions)

This section provides an overview and instructions for each worksheet.

- Users should input information into cells shaded in yellow.

- Cells shaded in orange provide formulas to recognize possible input errors.

- Red triangles contain comments to assist in completing the workbook .

Instrucciones para el Cuaderno del Proyecto de Alquiler

Esta sección proporciona una descripción general e instrucciones para cada hoja de cálculo.
- *Los usuarios deben ingresar información en las celdas sombreadas en amarillo.*
- *Las celdas sombreadas en naranja contienen fórmulas para detectar posibles errores de entrada.*
- *Los triángulos rojos contienen comentarios para ayudar a completar el cuaderno.*

PROJECT DESCRIPTION

DESCRIPCIÓN DEL PROYECTO

Project Description

- In this section, applicants will provide information related to the project's location, project site(s) and development team.

- Upload any supporting documentation as an attachment in the Project Workbook section of the application in the AHP System.

Descripción del proyecto

- En esta sección, los solicitantes proporcionarán información relacionada con la ubicación del proyecto, el (los) sitio(s) del proyecto y el equipo de desarrollo.

- Suba cualquier documentación de respaldo como un archivo adjunto en la sección Cuaderno del Proyecto de la solicitud en el Sistema AHP.

DEVELOPMENT BUDGET

PRESUPUESTO DE DESARROLLO

Development Budget

This worksheet contains the Development Budget that provides a breakdown of the Total Project Costs.

- AHP column should reflect the expenses to be covered by AHP subsidy.

- Supporting documentation may be required for acquisition costs and construction costs.

AHP/APP-108: Rental Project Workbook — Development Budget

	AHP	Other Sources	Total
Acquisition			
Land	$0	$0	$0
Structures	$0	$0	$0
TOTAL-Acquisition	$0	$0	$0
Soft Costs			
Appraisals		$0	$0
Housing Consultant (incl. Energy/Green)		$0	$0
Survey		$0	$0
Soil Borings		$0	$0
Asbestos & Lead Based Paint Testing	$0	$0	$0
Architecture Fees	$0	$0	$0
Engineering Fees	$0	$0	$0
Construction Manager Fee		$0	$0
Legal Fees	$0	$0	$0
Cost Certification Audit		$0	$0
Insurances		$0	$0
Taxes		$0	$0
Interim Interest		$0	$0
Closing Costs	$0	$0	$0
Title & Recording		$0	$0
Relocation Expenses		$0	$0
Lender & Funder Fees		$0	$0
Other (specify on Supplement Tab)		$0	$0
TOTAL SOFT COSTS	$0	$0	$0
Construction			
TOTAL CONSTRUCTION	$0	$0	$0
Hard Cost Contingency		$0	$0
Soft Cost Contingency		$0	$0
Developers Fee	$0	$0	$0
TOTAL DEVELOPMENT COSTS	$0	$0	$0
WORKING CAPITAL			
Initial Operating Deficit		$0	$0
Supplemental. Mgmt. Fee & Marketing		$0	$0
Purch. of Maintenance & Other Equipment		$0	$0
Other (specify on Supplement Tab)		$0	$0
TOTAL WORKING CAPITAL	$0	$0	$0
PROJECT RESERVES			
Capitalization of Operating Reserve		$0	$0
Capitalization of Replacement Reserve		$0	$0
TOTAL PROJECT RESERVES	$0	$0	$0
TOTAL PROJECT COSTS	$0.00	$0.00	$0.00

Presupuesto de Desarrollo

Esta hoja de cálculo contiene el Presupuesto de Desarrollo que proporciona un desglose de los Costos Totales del Proyecto.

- La columna de AHP debe reflejar los gastos que serán cubiertos por el subsidio de AHP.

- Se puede requerir documentación de respaldo para los costos de adquisición y los costos de construcción.

AHP/APP-108: Rental Project Workbook — Development Budget

	AHP	Other Sources	Total
Acquisition			
Land	$0	$0	$0
Structures	$0	$0	$0
TOTAL-Acquisition	$0	$0	$0
Soft Costs			
Appraisals		$0	$0
Housing Consultant (incl. Energy/Green)		$0	$0
Survey		$0	$0
Soil Borings		$0	$0
Asbestos & Lead Based Paint Testing	$0	$0	$0
Architecture Fees	$0	$0	$0
Engineering Fees	$0	$0	$0
Construction Manager Fee		$0	$0
Legal Fees	$0	$0	$0
Cost Certification Audit		$0	$0
Insurances		$0	$0
Taxes		$0	$0
Interim Interest		$0	$0
Closing Costs	$0	$0	$0
Title & Recording		$0	$0
Relocation Expenses		$0	$0
Lender & Funder Fees		$0	$0
Other (specify on Supplement Tab)		$0	$0
TOTAL SOFT COSTS	$0	$0	$0
Construction			
TOTAL CONSTRUCTION	$0	$0	$0
Hard Cost Contingency		$0	$0
Soft Cost Contingency		$0	$0
Developers Fee	$0	$0	$0
TOTAL DEVELOPMENT COSTS	$0	$0	$0
WORKING CAPITAL			
Initial Operating Deficit		$0	$0
Supplemental. Mgmt. Fee & Marketing		$0	$0
Purch. of Maintenance & Other Equipment		$0	$0
Other (specify on Supplement Tab)		$0	$0
TOTAL WORKING CAPITAL	$0	$0	$0
PROJECT RESERVES			
Capitalization of Operating Reserve		$0	$0
Capitalization of Replacement Reserve		$0	$0
TOTAL PROJECT RESERVES	$0	$0	$0
TOTAL PROJECT COSTS	$0.00	$0.00	$0.00

Development Budget

- For any soft costs that are not captured by one of our listed line items, provide the sum of those costs on the "Other" soft costs line-item. Additional information will be requested on the "Supplement" worksheet.

AHP/APP-108: Rental Project Workbook — Development Budget

INSTRUCTIONS

Project Name: _____

	AHP	Other Sources	Total
Acquisition			
Land	$0	$0	$0
Structures	$0	$0	$0
TOTAL-Acquisition	$0	$0	$0
Soft Costs			
Appraisals		$0	$0
Housing Consultant (incl. Energy/Green)		$0	$0
Survey		$0	$0
Soil Borings		$0	$0
Asbestos & Lead Based Paint Testing	$0	$0	$0
Architecture Fees	$0	$0	$0
Engineering Fees	$0	$0	$0
Construction Manager Fee		$0	$0
Legal Fees	$0	$0	$0
Cost Certification Audit		$0	$0
Insurances		$0	$0
Taxes		$0	$0
Interim Interest		$0	$0
Closing Costs	$0	$0	$0
Title & Recording		$0	$0
Relocation Expenses		$0	$0
Lender & Funder Fees		$0	$0
Other (specify on Supplement Tab)		$0	$0
TOTAL SOFT COSTS	$0	$0	$0
Construction			
TOTAL CONSTRUCTION	$0	$0	$0
Hard Cost Contingency		$0	$0
Soft Cost Contingency		$0	$0
Developers Fee	$0	$0	$0
TOTAL DEVELOPMENT COSTS	$0	$0	$0
WORKING CAPITAL			
Initial Operating Deficit		$0	$0
Supplemental. Mgmt. Fee & Marketing		$0	$0
Purch. of Maintenance & Other Equipment		$0	$0
Other (specify on Supplement Tab)		$0	$0
TOTAL WORKING CAPITAL	$0	$0	$0
PROJECT RESERVES			
Capitalization of Operating Reserve		$0	$0
Capitalization of Replacement Reserve		$0	$0
TOTAL PROJECT RESERVES	$0	$0	$0
TOTAL PROJECT COSTS	$0.00	$0.00	$0.00

Presupuesto de Desarrollo

- *Para cualquier costo suave que no esté capturado por uno de nuestros ítems de línea listados, proporciona la suma de esos costos en el ítem de línea de "Otros" costos suaves. Se solicitará información adicional en la hoja de cálculo "Suplemento".*

AHP/APP-108: Rental Project Workbook — Development Budget

INSTRUCTIONS — Project Name: _____

	AHP	Other Sources	Total
Acquisition			
Land	$0	$0	$0
Structures	$0	$0	$0
TOTAL-Acquisition	$0	$0	$0
Soft Costs			
Appraisals		$0	$0
Housing Consultant (incl. Energy/Green)		$0	$0
Survey		$0	$0
Soil Borings		$0	$0
Asbestos & Lead Based Paint Testing	$0	$0	$0
Architecture Fees	$0	$0	$0
Engineering Fees	$0	$0	$0
Construction Manager Fee		$0	$0
Legal Fees	$0	$0	$0
Cost Certification Audit		$0	$0
Insurances		$0	$0
Taxes		$0	$0
Interim Interest		$0	$0
Closing Costs	$0	$0	$0
Title & Recording		$0	$0
Relocation Expenses		$0	$0
Lender & Funder Fees		$0	$0
Other (specify on Supplement Tab)		$0	$0
TOTAL SOFT COSTS	$0	$0	$0
Construction			
TOTAL CONSTRUCTION	$0	$0	$0
Hard Cost Contingency		$0	$0
Soft Cost Contingency		$0	$0
Developers Fee	$0	$0	$0
TOTAL DEVELOPMENT COSTS	$0	$0	$0
WORKING CAPITAL			
Initial Operating Deficit		$0	$0
Supplemental. Mgmt. Fee & Marketing		$0	$0
Purch. of Maintenance & Other Equipment		$0	$0
Other (specify on Supplement Tab)		$0	$0
TOTAL WORKING CAPITAL	$0	$0	$0
PROJECT RESERVES			
Capitalization of Operating Reserve		$0	$0
Capitalization of Replacement Reserve		$0	$0
TOTAL PROJECT RESERVES	$0	$0	$0
TOTAL PROJECT COSTS	$0.00	$0.00	$0.00

SUPPLEMENT

SUPLEMENTO

Supplement

This worksheet is a supplement to the Development Budget.

- If an amount was entered on the "Other" line item within the Soft Costs or Working Capital Costs in the Development Budget, provide an itemized breakdown of that expense along with a corresponding description and any applicable explanations.

- Provide the Contractor's Profit, Overhead and General Requirements identified on the Project Construction Form.

- Provide any commercial construction costs included in the scope of the project

Suplemento

Esta hoja de cálculo es un suplemento al Presupuesto de Desarrollo.

- *Si se ingresó un monto en el ítem de línea "Otros" dentro de los Costos Suaves o Costos de Capital de Trabajo en el Presupuesto de Desarrollo, proporcione un desglose detallado de ese gasto junto con una descripción correspondiente y cualquier explicación aplicable.*

- *Proporcione el beneficio del contratista, los gastos generales y los requisitos generales identificados en el Formulario de Construcción del Proyecto.*

- *Proporcione cualquier costo de construcción comercial incluido en el alcance del proyecto.*

Supplement

- This section will calculate the total amount inputted within each section of the Supplement tab, shown on the screenshot provided.

- The total amount inputted within each chart for Soft Costs and Working Capital must match the amount inputted in the corresponding "Other" line item in the Development Budget.

- If the total amount inputted within each chart for Soft Costs and Working Capital does not match the amount inputted in the corresponding "Other" line item in the Development Budget, the orange boxes will show the difference in value.

Suplemento

- *Esta sección calculará el monto total ingresado dentro de cada sección de la pestaña de Suplemento, como se muestra en la captura de pantalla proporcionada.*

- *El monto total ingresado dentro de cada gráfico para Costos Suaves y Capital de Trabajo debe coincidir con el monto ingresado en el ítem de línea correspondiente "Otros" en el Presupuesto de Desarrollo.*

- *Si el monto total ingresado dentro de cada gráfico para Costos Suaves y Capital de Trabajo no coincide con el monto ingresado en el ítem de línea correspondiente "Otros" en el Presupuesto de Desarrollo, los cuadros naranjas mostrarán la diferencia de valor.*

SOURCE OF FUNDS

FUENTE DE FONDOS

Source of Funds

In Section 1, we require an itemization of the funding sources that will be used to finance the development of the Project and the corresponding amounts.

- First, select the funding source type

- Then, provide the name of said source

- Next, enter the amount of construction and permanent funding that the source will provide

Fuente de fondos

En la Sección 1, requerimos un desglose de las fuentes de financiamiento que se utilizarán para financiar el desarrollo del Proyecto y los montos correspondientes.

- *Primero, selecciona el tipo de fuente de financiamiento.*

- *Luego, proporciona el nombre de dicha fuente.*

- *A continuación, ingresa el monto de financiamiento para construcción y permanente que la fuente proporcionará.*

Source of Funds

In Section 1A, we require the commitment status of each permanent source.

- First, enter only the amount of committed funds.

- Then, provide the status of those funds by selecting the evidentiary document(s) that support the committed amount.

If a funding source has not yet been committed, (i.e. issuance of a Letter of Intent rather than a firm Commitment Letter) select "Pending" from the Status drop down menu and keep the Committed Amount column as $0.

Fuente de fondos

Section 1: **Funding Sources**				Section 1A: **Status of *Permanent* Funding Sources**			
Select Funding Source Type	Program or Funder Name	Construction Amount	Permanent Amount	Committed Amount	Status	Non-Committed Amount	Total
						$0	$0
						$0	$0
						$0	$0
						$0	$0
						$0	$0
						$0	$0
						$0	$0
						$0	$0
						$0	$0
						$0	$0
						$0	$0
						$0	$0
Sub-Total		$0.00	$0.00	$0.00		$0.00	$0.00	$0.00
Affordable Housing Program		$0.00	$0.00	0%			
TOTAL		$0.00	$0.00	$0.00	$0.00		

Estimated of **Federal** Tax Credit Allocation:	$0.00
Estimated of **State** Tax Credit Allocation:	$0.00
Does the Project have its allocation?	

En la Sección 1A, requerimos el estado de compromiso de cada fuente permanente.

- Primero, ingresa solo el monto de fondos comprometidos.

- Luego, proporciona el estado de esos fondos seleccionando el documento(s) de evidencia que respalde el monto comprometido.

Si una fuente de financiamiento aún no se ha comprometido (es decir, emisión de una Carta de Intención en lugar de una Carta de Compromiso firme), selecciona "Pendiente" del menú desplegable de Estado y deja la columna de Monto Comprometido en $0.

DEBT SERVICE

SERVICIO DE DEUDA

Debt Service

- In this section, the columns in white will be auto populated with information provided on the Source of Funds tab.

- Input the Lender & Funder Fees associated with each funding source.

- The total amount of Lender & Funder Fees provided on this tab should reconcile with the amount provided on the Lender & Funder Fees line item on the Development Budget tab.

- If the total amount of Lender & Funder Fees provided on this tab does not reconcile with the Development Budget tab, the difference will be shown in the orange box on this tab.

Servicio de Deuda

Funding Source Type	Program or Funder Name	Permanent Amount	Lender & Funder Fees	Amortization Period (in months)	Term Length (in months)	Interest Rate	Servicing Fee / Agency Fee / Charges / Etc.	Effective Interest Rate / Percentage of Cash Flow	Monthly Debt Service	Monthly Debt Service	Repayment Terms	Notes for Debt and Fees
0	0	$0	$0.00	0	0			0.00%	$0.00			
0	0	$0	$0.00	0	0			0.00%	$0.00			
0	0	$0	$0.00	0	0			0.00%	$0.00			
0	0	$0	$0.00	0	0			0.00%	$0.00			
0	0	$0	$0.00	0	0			0.00%	$0.00			
0	0	$0	$0.00	0	0			0.00%	$0.00			
0	0	$0	$0.00	0	0			0.00%	$0.00			
0	0	$0	$0.00	0	0			0.00%	$0.00			
0	0	$0	$0.00	0	0			0.00%	$0.00			
0	0	$0	$0.00	0	0			0.00%	$0.00			
0	0	$0	$0.00	0	0			0.00%	$0.00			
0	0	$0	$0.00	0	0			0.00%	$0.00			
Sub-Total		$0	$0.00				Please note that, if the financing source is not committed or closed at the time of Application, narrative should be completed in the appropriate section of the Financial Narrative.					
Affordable Housing Program		$0	$0.00									
TOTAL		$0										

- En esta sección, las columnas en blanco se auto completarán con la información proporcionada en la pestaña de Fuente de Fondos.

- Ingresa las comisiones de los prestamistas y financiadores asociadas con cada fuente de financiamiento.

- El monto total de las comisiones de los prestamistas y financiadores proporcionado en esta pestaña debe conciliar con el monto proporcionado en el ítem de línea de Comisiones de Prestamistas y Financiadores en la pestaña del Presupuesto de Desarrollo.

- Si el monto total de las comisiones de los prestamistas y financiadores proporcionado en esta pestaña no concilia con la pestaña del Presupuesto de Desarrollo, la diferencia se mostrará en el cuadro naranja en esta pestaña.

Debt Service

Funding Source Type	Program or Funder Name	Permanent Amount	Lender & Funder Fees	Amortization Period (in months)	Term Length (in months)	Interest Rate	Servicing Fee / Agency Fee / Charges / Etc.	Effective Interest Rate / Percentage of Cash Flow	Monthly Debt Service	Monthly Debt Service	Repayment Terms	Notes for Debt and Fees
0	0	$0	$0.00	0	0			0.00%	$0.00			
0	0	$0	$0.00	0	0			0.00%	$0.00			
0	0	$0	$0.00	0	0			0.00%	$0.00			
0	0	$0	$0.00	0	0			0.00%	$0.00			
0	0	$0	$0.00	0	0			0.00%	$0.00			
0	0	$0	$0.00	0	0			0.00%	$0.00			
0	0	$0	$0.00	0	0			0.00%	$0.00			
0	0	$0	$0.00	0	0			0.00%	$0.00			
0	0	$0	$0.00	0	0			0.00%	$0.00			
0	0	$0	$0.00	0	0			0.00%	$0.00			
0	0	$0	$0.00	0	0			0.00%	$0.00			
0	0	$0	$0.00	0	0			0.00%	$0.00			
Sub-Total		$0	$0.00			Please note that, if the financing source is not committed or closed at the time of Application, narrative should be completed in the appropriate section of the Financial Narrative.						
Affordable Housing Program		$0	$0.00									
TOTAL		$0										

- Input the amortization period and term length, both in months, for each funding source.

- Input the interest rate and any servicing fee, agency fee, etc. for each funding source.

Servicio de Deuda

Funding Source Type	Program or Funder Name	Permanent Amount	Lender & Funder Fees	Amortization Period (in months)	Term Length (in months)	Interest Rate	Servicing Fee / Agency Fee / Charges / Etc.	Effective Interest Rate / Percentage of Cash Flow	Monthly Debt Service	Monthly Debt Service	Repayment Terms	Notes for Debt and Fees
0	0	$0	$0.00	0	0			0.00%	$0.00			
0	0	$0	$0.00	0	0			0.00%	$0.00			
0	0	$0	$0.00	0	0			0.00%	$0.00			
0	0	$0	$0.00	0	0			0.00%	$0.00			
0	0	$0	$0.00	0	0			0.00%	$0.00			
0	0	$0	$0.00	0	0			0.00%	$0.00			
0	0	$0	$0.00	0	0			0.00%	$0.00			
0	0	$0	$0.00	0	0			0.00%	$0.00			
0	0	$0	$0.00	0	0			0.00%	$0.00			
0	0	$0	$0.00	0	0			0.00%	$0.00			
0	0	$0	$0.00	0	0			0.00%	$0.00			
0	0	$0	$0.00	0	0			0.00%	$0.00			
Sub-Total		$0	$0.00			Please note that, if the financing source is not committed or closed at the time of Application, narrative should be completed in the appropriate section of the Financial Narrative.						
Affordable Housing Program		$0	$0.00									
TOTAL		$0										

- *Ingresa el período de amortización y la duración del plazo, ambos en meses, para cada fuente de financiamiento.*

- *Ingresa la tasa de interés y cualquier tarifa de servicio, tarifa de agencia, etc., para cada fuente de financiamiento.*

Debt Service

- This worksheet will calculate the monthly debt service of each source based on the information provided.

- If there is a difference between the actual monthly debt service amount and amount the worksheet calculated, please explain in the "Notes for Debt and Fees" column.

- In the Repayment Terms column, select the type of debt/repayment terms for each source of funds.

Servicio de Deuda

Funding Source Type	Program or Funder Name	Permanent Amount	Lender & Funder Fees	Amortization Period (in months)	Term Length (in months)	Interest Rate	Servicing Fee / Agency Fee / Charges / Etc.	Effective Interest Rate / Percentage of Cash Flow	Monthly Debt Service	Monthly Debt Service	Repayment Terms	Notes for Debt and Fees
0	0	$0	$0.00	0	0			0.00%	$0.00			
0	0	$0	$0.00	0	0			0.00%	$0.00			
0	0	$0	$0.00	0	0			0.00%	$0.00			
0	0	$0	$0.00	0	0			0.00%	$0.00			
0	0	$0	$0.00	0	0			0.00%	$0.00			
0	0	$0	$0.00	0	0			0.00%	$0.00			
0	0	$0	$0.00	0	0			0.00%	$0.00			
0	0	$0	$0.00	0	0			0.00%	$0.00			
0	0	$0	$0.00	0	0			0.00%	$0.00			
0	0	$0	$0.00	0	0			0.00%	$0.00			
0	0	$0	$0.00	0	0			0.00%	$0.00			
0	0	$0	$0.00	0	0			0.00%	$0.00			
Sub-Total		$0	$0.00			Please note that, if the financing source is not committed or closed at the time of Application, narrative should be completed in the appropriate section of the Financial Narrative.						
Affordable Housing Program		$0	$0.00									
TOTAL		$0										

- Esta hoja de cálculo calculará el servicio de deuda mensual de cada fuente basado en la información proporcionada.

- Si hay una diferencia entre el monto real del servicio de deuda mensual y el monto calculado por la hoja de cálculo, por favor explique en la columna "Notas para Deudas y Tarifas".

- En la columna de Términos de Repago, seleccione el tipo de deuda/términos de repago para cada fuente de fondos.

RENTAL PLAN

PLAN DE ALQUILER

Rental Plan (RP)

The Rental Plan (RP) worksheet is where you will provide data regarding income targeting, unit counts and bedroom distribution for the Project. Input the HUD Income Limits into the AMI chart. The 50% and 80% limits can be obtained from the link provided on the worksheet. The 60% data will auto populate based on your other inputs. Please be sure to use the most recent year's income to complete this chart.

Plan de Alquiler (RP)

La hoja de cálculo del Plan de Alquiler (RP) es donde proporcionarás datos sobre la focalización de ingresos, la cantidad de unidades y la distribución de dormitorios para el Proyecto. Introduce los Límites de Ingresos de HUD en la tabla AMI. Los límites del 50% y 80% se pueden obtener del enlace proporcionado en la hoja de cálculo. Los datos del 60% se auto completarán basados en tus otras entradas. Asegúrate de usar los ingresos del año más reciente para completar esta tabla.

Rental Plan (RP)

A second AMI chart will automatically calculate 1.5, 3.5, & 7.5 household sizes.

Plan de Alquiler (RP)

Una segunda tabla AMI calculará automáticamente los tamaños de hogar de 1.5, 3.5 y 7.5.

Rental Plan (RP)

After you have entered the income information, complete the remaining fields using either the dropdown menus or by manually entering the data. Any applicable explanations should be provided in the available fields.

Plan de Alquiler (RP)

Después de haber ingresado la información de ingresos, completa los campos restantes utilizando los menús desplegables o ingresando manualmente los datos. Proporciona cualquier explicación aplicable en los campos disponibles.

PRO FORMA

PRO FORMA

Pro Forma (Residential)

The next tab is the Pro Forma (Residential) tab.

- This worksheet contains the operating budget that provides a breakdown of the Project's income and expenses.

- The rental income and debt service will be pre-filled based on the information provided in the Debt Service and RP tabs.

Pro Forma (Residencial)

La siguiente pestaña es la pestaña de Pro Forma (Residencial).

- Esta hoja de cálculo contiene el presupuesto operativo que proporciona un desglose de los ingresos y gastos del Proyecto.

- Los ingresos por alquiler y el servicio de deuda se completarán automáticamente en función de la información proporcionada en las pestañas de Servicio de Deuda y RP.

Pro Forma (Residential)

Enter the Annual % increase and complete Year 1 of the operating pro forma.

Pro Forma (Residencial)

Ingresa el aumento porcentual anual y completa el Año 1 del pro forma operativo.

Pro Forma (Residential)

Years 2-15 will be auto populated upon completion of the previous information.

Pro Forma (Residencial)

Los Años 2-15 se completarán automáticamente una vez que se haya proporcionado la información anterior.

Pro Forma (Residential)

Please remember to specify ancillary income, subsidy income, and other expense line items, if applicable.

Pro Forma (Residencial)

Por favor, recuerda especificar los ingresos auxiliares, los ingresos de subsidios y otros ítems de gastos, si aplica.

Pro Forma (Commercial)

For projects containing non-residential space such as management offices and meetings rooms, please provide a 15-year operating pro forma on the respective tabs.

AHP/APP-108: Rental Project Workbook

INSTRUCTIONS

15 Year Operating Pro Forma (Commercial)

Project Name: _____

NOTE: The FHLBNY does not require the Project's commercial budget to be in a standard format. Please provide the commercial operating pro-forma below.
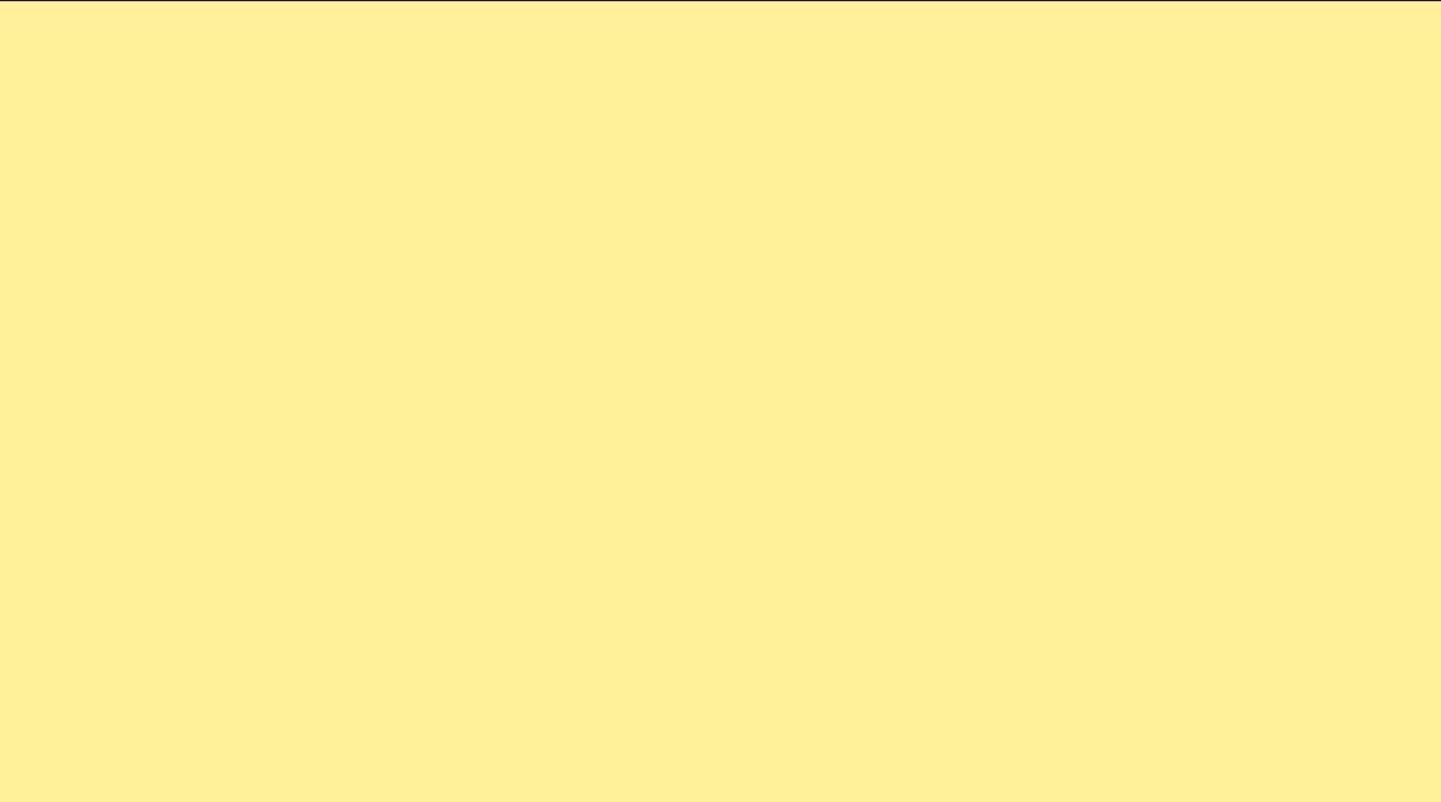
Pro Forma (Comercial)

Para proyectos que contengan espacios no residenciales como oficinas de administración y salas de reuniones, por favor proporciona un pro forma operativo de 15 años en las pestañas respectivas.
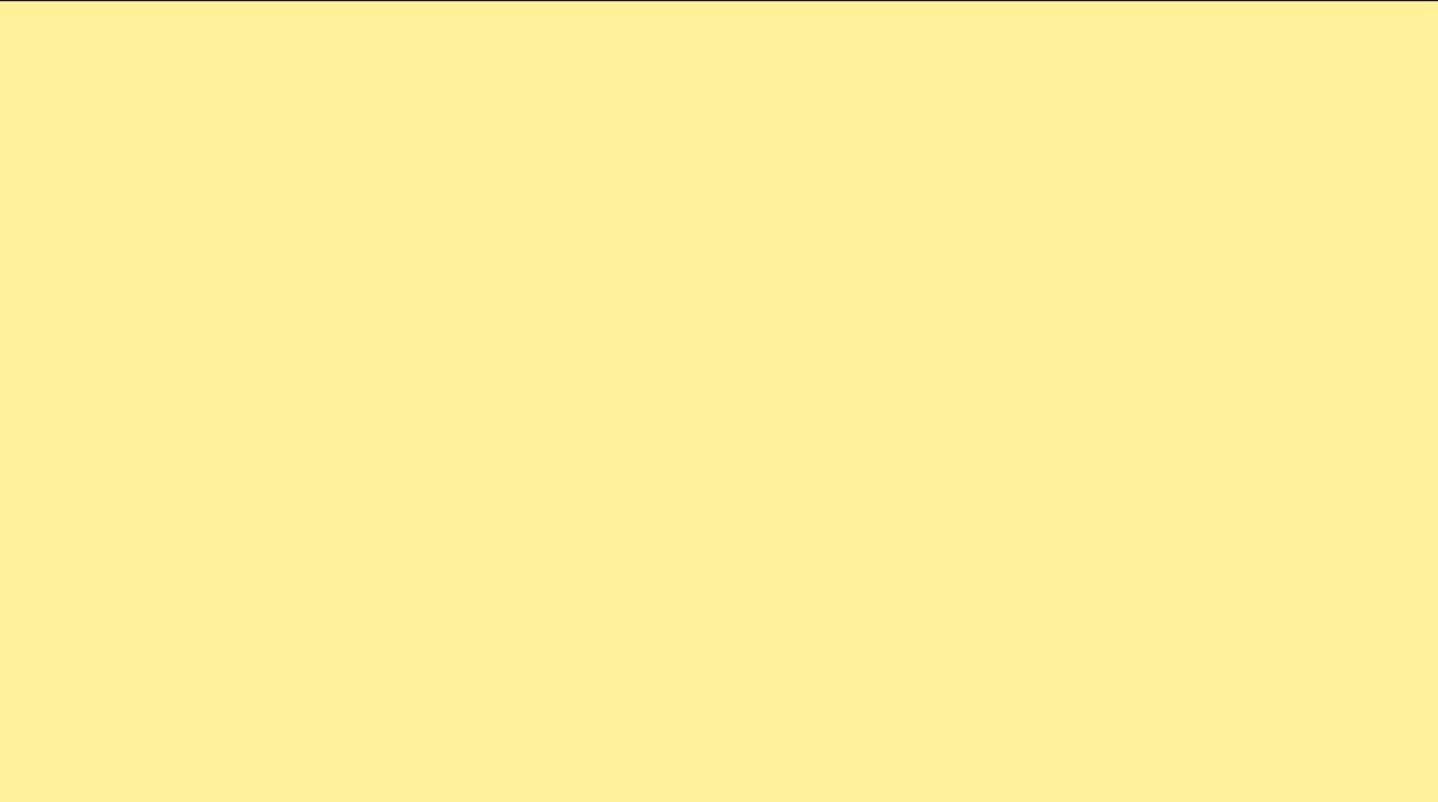
Pro Forma (Social)

For projects providing social services, please provide a 15-year operating pro forma on the respective tab.
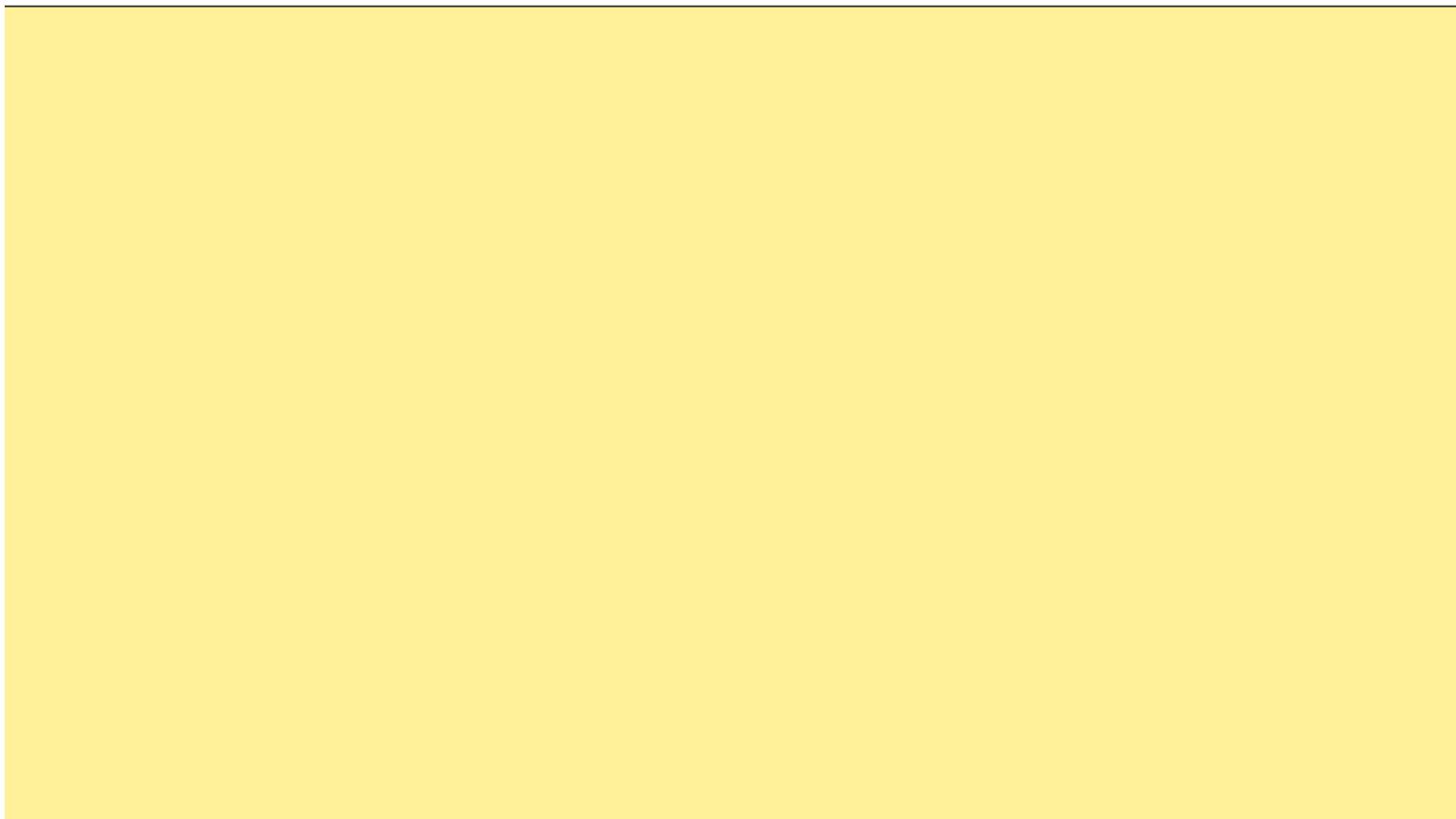
Pro Forma (Social)

Para proyectos que proporcionen servicios sociales, por favor proporciona un pro forma operativo de 15 años en la pestaña respectiva.

RESULTS

RESULTADOS

Results

This section compares the project information provided in the previous tabs against the FHLBNY feasibility guidelines.

Financial Analysis Results

AHP/APP-108: Rental Project Workbook

Project Name: _____

INSTRUCTIONS

Contingency Analysis		Result	Maximum	Minimum	OK?
1	If the project is a rehabilitation project, is the hard cost contingency within the standard?	NA	15.00%	-	NA
2	If the project is a new construction project, is the hard cost contingency within the standard?	NA	10.00%	-	NA
3	Is the soft cost contingency within the standard?	NA	5.00%	-	NA
4	or is the rehabilitation project's combined soft and hard cost contingency both within the standard?	NA	15.00%	5.00%	NA
5	or is the new construction project's combined soft and hard cost contingency both within the standard?	NA	10.00%	5.00%	NA

Development Budget Analysis		Result	Maximum	Minimum	OK?
6	Is the developer's fee (including any additional fees for housing consultants) within the standard?	0.00%	15.00%	-	Yes
7	Is the Profit, Overhead & General Requirement cost within the standard?	0.00%	16.00%	9.00%	Explain
8	Is the "hard" project development cost within the Bank's limits?		$0.00	$0.00	
9	Are the "soft" project costs within the Bank's limits?	0.00%	17.00%	-	Yes
10	If the project's financing includes *State Low-income Housing Tax Credit Financing*, is the net equity received greater than or equal to the standard?	NA	-	$0.62	NA
11	If the project's financing includes *Federal Low-Income Housing Tax Credit Financing*, is the net equity received greater than or equal to the standard?	NA	-	$0.85	NA

Operating Pro Forma Analysis		Result	Maximum	Minimum	OK?
12	Are the annual operating expenses within the standard?	$0.00	$8,000.00	$3,000.00	Explain
13	Is the percentage change in net income within the standard?	0.00%	3.00%	1.00%	Explain
14	Is the percentage change in operating expenses within the standard?	0.00%	3.00%	1.00%	Explain
15	Does the project have a debt coverage ratio of 1.40 or less on all debt?	NA	1.40	-	NA

... | Dev Budget | Supplement | Source of Funds | Debt Service | RP | Pro Forma (Res.) | Pro Forma (Comm.) | Pro Forma (Social) | **Results**

Results

This section compares the project information provided in the previous tabs against the FHLBNY feasibility guidelines.

Financial Analysis Results

AHP/APP-108: Rental Project Workbook

Project Name: _____

INSTRUCTIONS

Contingency Analysis		Result	Maximum	Minimum	OK?
1	If the project is a rehabilitation project, is the hard cost contingency within the standard?	NA	15.00%	-	NA
2	If the project is a new construction project, is the hard cost contingency within the standard?	NA	10.00%	-	NA
3	Is the soft cost contingency within the standard?	NA	5.00%	-	NA
4	or is the rehabilitation project's combined soft and hard cost contingency both within the standard?	NA	15.00%	5.00%	NA
5	or is the new construction project's combined soft and hard cost contingency both within the standard?	NA	10.00%	5.00%	NA

Development Budget Analysis		Result	Maximum	Minimum	OK?
6	Is the developer's fee (including any additional fees for housing consultants) within the standard?	0.00%	15.00%	-	Yes
7	Is the Profit, Overhead & General Requirement cost within the standard?	0.00%	16.00%	9.00%	Explain
8	Is the "hard" project development cost within the Bank's limits?		$0.00	$0.00	
9	Are the "soft" project costs within the Bank's limits?	0.00%	17.00%	-	Yes
10	If the project's financing includes *State Low-income Housing Tax Credit Financing*, is the net equity received greater than or equal to the standard?	NA	-	$0.62	NA
11	If the project's financing includes *Federal Low-Income Housing Tax Credit Financing*, is the net equity received greater than or equal to the standard?	NA	-	$0.85	NA

Operating Pro Forma Analysis		Result	Maximum	Minimum	OK?
12	Are the annual operating expenses within the standard?	$0.00	$8,000.00	$3,000.00	Explain
13	Is the percentage change in net income within the standard?	0.00%	3.00%	1.00%	Explain
14	Is the percentage change in operating expenses within the standard?	0.00%	3.00%	1.00%	Explain
15	Does the project have a debt coverage ratio of 1.40 or less on all debt?	NA	1.40	-	NA

... | Dev Budget | Supplement | Source of Funds | Debt Service | RP | Pro Forma (Res.) | Pro Forma (Comm.) | Pro Forma (Social) | **Results**

Results

This section compares the project information provided in the previous tabs against the FHLBNY feasibility guidelines.

Financial Analysis Results

AHP/APP-108: Rental Project Workbook

Project Name: _____

INSTRUCTIONS

Contingency Analysis		Result	Maximum	Minimum	OK?
1	If the project is a rehabilitation project, is the hard cost contingency within the standard?	NA	15.00%	-	NA
2	If the project is a new construction project, is the hard cost contingency within the standard?	NA	10.00%	-	NA
3	Is the soft cost contingency within the standard?	NA	5.00%	-	NA
4	or is the rehabilitation project's combined soft and hard cost contingency both within the standard?	NA	15.00%	5.00%	NA
5	or is the new construction project's combined soft and hard cost contingency both within the standard?	NA	10.00%	5.00%	NA

Development Budget Analysis		Result	Maximum	Minimum	OK?
6	Is the developer's fee (including any additional fees for housing consultants) within the standard?	0.00%	15.00%	-	Yes
7	Is the Profit, Overhead & General Requirement cost within the standard?	0.00%	16.00%	9.00%	Explain
8	Is the "hard" project development cost within the Bank's limits?		$0.00	$0.00	
9	Are the "soft" project costs within the Bank's limits?	0.00%	17.00%	-	Yes
10	If the project's financing includes *State Low-income Housing Tax Credit Financing*, is the net equity received greater than or equal to the standard?	NA	-	$0.62	NA
11	If the project's financing includes *Federal Low-Income Housing Tax Credit Financing*, is the net equity received greater than or equal to the standard?	NA	-	$0.85	NA

Operating Pro Forma Analysis		Result	Maximum	Minimum	OK?
12	Are the annual operating expenses within the standard?	$0.00	$8,000.00	$3,000.00	Explain
13	Is the percentage change in net income within the standard?	0.00%	3.00%	1.00%	Explain
14	Is the percentage change in operating expenses within the standard?	0.00%	3.00%	1.00%	Explain
15	Does the project have a debt coverage ratio of 1.40 or less on all debt?	NA	1.40	-	NA

... | Dev Budget | Supplement | Source of Funds | Debt Service | RP | Pro Forma (Res.) | Pro Forma (Comm.) | Pro Forma (Social) | **Results**

Resultados

Esta sección compara la información del proyecto proporcionada en las pestañas anteriores con las pautas de viabilidad de FHLBNY.

Financial Analysis Results

AHP/APP-108: Rental Project Workbook

Project Name: _____

INSTRUCTIONS

Contingency Analysis		Result	Maximum	Minimum	OK?
1	If the project is a rehabilitation project, is the hard cost contingency within the standard?	NA	15.00%	-	NA
2	If the project is a new construction project, is the hard cost contingency within the standard?	NA	10.00%	-	NA
3	Is the soft cost contingency within the standard?	NA	5.00%	-	NA
4	or is the rehabilitation project's combined soft and hard cost contingency both within the standard?	NA	15.00%	5.00%	NA
5	or is the new construction project's combined soft and hard cost contingency both within the standard?	NA	10.00%	5.00%	NA

Development Budget Analysis		Result	Maximum	Minimum	OK?
6	Is the developer's fee (including any additional fees for housing consultants) within the standard?	0.00%	15.00%	-	Yes
7	Is the Profit, Overhead & General Requirement cost within the standard?	0.00%	16.00%	9.00%	Explain
8	Is the "hard" project development cost within the Bank's limits?		$0.00	$0.00	
9	Are the "soft" project costs within the Bank's limits?	0.00%	17.00%	-	Yes
10	If the project's financing includes *State Low-income Housing Tax Credit Financing*, is the net equity received greater than or equal to the standard?	NA	-	$0.62	NA
11	If the project's financing includes *Federal Low-Income Housing Tax Credit Financing*, is the net equity received greater than or equal to the standard?	NA	-	$0.85	NA

Operating Pro Forma Analysis		Result	Maximum	Minimum	OK?
12	Are the annual operating expenses within the standard?	$0.00	$8,000.00	$3,000.00	Explain
13	Is the percentage change in net income within the standard?	0.00%	3.00%	1.00%	Explain
14	Is the percentage change in operating expenses within the standard?	0.00%	3.00%	1.00%	Explain
15	Does the project have a debt coverage ratio of 1.40 or less on all debt?	NA	1.40	-	NA

◄ ► ... | Dev Budget | Supplement | Source of Funds | Debt Service | RP | Pro Forma (Res.) | Pro Forma (Comm.) | Pro Forma (Social) | **Results** |

Results

- The "Result" column provides a summary of the project data provided in the previous tabs.
- If any results appear to be incorrect, revisit the corresponding worksheet and re-examine your data input.

Resultados

- La columna "Resultado" proporciona un resumen de los datos del proyecto proporcionados en las pestañas anteriores.
- Si algún resultado parece ser incorrecto, vuelve a visitar la hoja de cálculo correspondiente y examina nuevamente tus datos de entrada.

Results

The "Maximum" and "Minimum" columns contain the FHLBNY feasibility guidelines.

Resultados

Las columnas "Máximo" y "Mínimo" contienen las pautas de viabilidad de FHLBNY.

Results

- The "OK?" column provides the variance between the provided project information and the FHLBNY feasibility guidelines.

- If the any of the results indicate "Explain," then provide FHLBNY with the proper explanation and supporting documentation by uploading additional attachments to the Project Workbook section of the application in the AHP System.

AHP/APP-108: Rental Project Workbook

Financial Analysis Results

Project Name: _____

INSTRUCTIONS

Contingency Analysis	Result	Maximum	Minimum	OK?
1 If the project is a rehabilitation project, is the hard cost contingency within the standard?	NA	15.00%	-	NA
2 If the project is a new construction project, is the hard cost contingency within the standard?	NA	10.00%	-	NA
3 Is the soft cost contingency within the standard?	NA	5.00%	-	NA
4 or is the rehabilitation project's combined soft and hard cost contingency both within the standard?	NA	15.00%	5.00%	NA
5 or is the new construction project's combined soft and hard cost contingency both within the standard?	NA	10.00%	5.00%	NA

Development Budget Analysis	Result	Maximum	Minimum	OK?
6 Is the developer's fee (including any additional fees for housing consultants) within the standard?	0.00%	15.00%	-	Yes
7 Is the Profit, Overhead & General Requirement cost within the standard?	0.00%	16.00%	9.00%	Explain
8 Is the "hard" project development cost within the Bank's limits?		$0.00	$0.00	
9 Are the "soft" project costs within the Bank's limits?	0.00%	17.00%	-	Yes
10 If the project's financing includes *State Low-income Housing Tax Credit Financing*, is the net equity received greater than or equal to the standard?	NA	-	$0.62	NA
11 If the project's financing includes *Federal Low-Income Housing Tax Credit Financing*, is the net equity received greater than or equal to the standard?	NA	-	$0.85	NA

Operating Pro Forma Analysis	Result	Maximum	Minimum	OK?
12 Are the annual operating expenses within the standard?	$0.00	$8,000.00	$3,000.00	Explain
13 Is the percentage change in net income within the standard?	0.00%	3.00%	1.00%	Explain
14 Is the percentage change in operating expenses within the standard?	0.00%	3.00%	1.00%	Explain
15 Does the project have a debt coverage ratio of 1.40 or less on all debt?	NA	1.40	-	NA

... | Dev Budget | Supplement | Source of Funds | Debt Service | RP | Pro Forma (Res.) | Pro Forma (Comm.) | Pro Forma (Social) | **Results** | Financial Nar

Resultados

- La columna "¿OK?" proporciona la variación entre la información del proyecto proporcionada y las pautas de viabilidad de FHLBNY.

- Si alguno de los resultados indica "Explicar", entonces proporciona a FHLBNY la explicación adecuada y la documentación de respaldo cargando archivos adicionales en la sección de Libro de Trabajo del Proyecto de la aplicación en el Sistema AHP.

Financial Analysis Results

AHP/APP-108: Rental Project Workbook

Project Name: _____

INSTRUCTIONS

	Contingency Analysis	Result	Maximum	Minimum	OK?
1	If the project is a rehabilitation project, is the hard cost contingency within the standard?	NA	15.00%	-	NA
2	If the project is a new construction project, is the hard cost contingency within the standard?	NA	10.00%	-	NA
3	Is the soft cost contingency within the standard?	NA	5.00%	-	NA
4	or is the rehabilitation project's combined soft and hard cost contingency both within the standard?	NA	15.00%	5.00%	NA
5	or is the new construction project's combined soft and hard cost contingency both within the standard?	NA	10.00%	5.00%	NA

	Development Budget Analysis	Result	Maximum	Minimum	OK?
6	Is the developer's fee (including any additional fees for housing consultants) within the standard?	0.00%	15.00%	-	Yes
7	Is the Profit, Overhead & General Requirement cost within the standard?	0.00%	16.00%	9.00%	Explain
8	Is the "hard" project development cost within the Bank's limits?		$0.00	$0.00	
9	Are the "soft" project costs within the Bank's limits?	0.00%	17.00%	-	Yes
10	If the project's financing includes *State Low-income Housing Tax Credit Financing*, is the net equity received greater than or equal to the standard?	NA	-	$0.62	NA
11	If the project's financing includes *Federal Low-Income Housing Tax Credit Financing*, is the net equity received greater than or equal to the standard?	NA	-	$0.85	NA

	Operating Pro Forma Analysis	Result	Maximum	Minimum	OK?
12	Are the annual operating expenses within the standard?	$0.00	$8,000.00	$3,000.00	Explain
13	Is the percentage change in net income within the standard?	0.00%	3.00%	1.00%	Explain
14	Is the percentage change in operating expenses within the standard?	0.00%	3.00%	1.00%	Explain
15	Does the project have a debt coverage ratio of 1.40 or less on all debt?	NA	1.40	-	NA

... | Dev Budget | Supplement | Source of Funds | Debt Service | RP | Pro Forma (Res.) | Pro Forma (Comm.) | Pro Forma (Social) | **Results** | Financial Nar

FINANCIAL NARRATIVE

"NARRATIVA FINANCIERA"

Financial Narrative

- This section contains a set of accompanying questions related to the project's financial structure and Rental Project Workbook.

- Applicants should provide answers in the text boxes of this section that reflect the information provided in previous tabs.

- Supporting documentation should be uploaded to the AHP System, Project Workbook section of the application.

Narrativa Financiera

- *Esta sección contiene un conjunto de preguntas relacionadas con la estructura financiera del proyecto y el Libro de Trabajo del Proyecto de Alquiler.*

- *Los solicitantes deben proporcionar respuestas en los cuadros de texto de esta sección que reflejen la información proporcionada en las pestañas anteriores.*

- *La documentación de respaldo debe cargarse en el Sistema AHP, en la sección del Libro de Trabajo del Proyecto.*

Financial Narrative

The first set of questions are related to financial feasibility guideline outliers identified on the Results tab.

- Name of the supporting evidence and relevant page number(s) should be provided to assist with the financial feasibility review.

- For non-applicable questions, state "Not Applicable" in the narrative box.

Narrativa Financiera

El primer conjunto de preguntas está relacionado con los valores atípicos de las pautas de viabilidad financiera identificados en la pestaña de Resultados.

- Se debe proporcionar el nombre de la evidencia de respaldo y el número de página(s) relevante(s) para ayudar con la revisión de la viabilidad financiera.

- Para preguntas no aplicables, indique "No aplica" en el cuadro de narrativa.

FINANCIAL NARRATIVE

Feasibility Explanations: Contingency Analysis

Name of Document

Page Number

Name of Document

Page Number

Feasibility Explanations: Development Analysis

Name of Document

Page Number

Name of Document

Page Number

Feasibility Explanations: Operating Analysis

Financial Narrative

The next set of questions are based on the information provided on the Development Budget tab and Pro Forma (Res.) tab.

- If the data appears to be inaccurate, revisit the corresponding tabs and re-examine your data input.

Narrativa Financiera

El siguiente conjunto de preguntas se basa en la información proporcionada en la pestaña del Presupuesto de Desarrollo y la pestaña del Pro Forma (Res.).

- *Si los datos parecen ser inexactos, vuelve a visitar las pestañas correspondientes y examina nuevamente tus datos de entrada.*

DOCUMENTATION

DOCUMENTACIÓN

Always Focus on Documentation

Important reminders regarding scoring:

- Analysts evaluate a project against the requested score in its application; they can take points away from, but not add to this pre-score

- Looked at another way, all applications begin the scoring phase with zero *proven* points

All application documentation must be submitted via the AHP system.
Key details regarding the project's municipality, funding sources and other pertinent factors must be included.

FHLBNY cannot accept additional documentation to support the application's score after the deadline.

Siempre enfóquese en la documentación.

Recordatorios importantes sobre la puntuación:

- *Los analistas evalúan un proyecto según la puntuación solicitada en su solicitud; pueden restar puntos, pero no agregar a esta pre-puntuación.*
- *Mirado de otra manera, todas las solicitudes comienzan la fase de puntuación con cero puntos probados.*

Toda la documentación de la solicitud debe ser enviada a través del sistema AHP. Detalles clave sobre el municipio del proyecto, fuentes de financiamiento y otros factores pertinentes deben incluirse.

FHLBNY no puede aceptar documentación adicional para respaldar la puntuación de la solicitud después de la fecha límite.

Advancing Housing and Community Growth

Questions?

Email us at

AHP@fhlbny.com

¿Preguntas?

Envíenos un correo electrónico a
AHP@fhlbny.com