

Federal Home Loan Bank of Topeka 2010 Community Support Program and Targeted Community Lending Plan

Introduction

The 2010 Community Support Program and Targeted Community Lending Plan (CSP/CLP) of the Federal Home Loan Bank of Topeka (Bank) is established to promote and enhance housing and community development in the Tenth District by providing loans, grants and other assistance to member stockholders. While this plan includes many of the programs and activities undertaken by the Bank in the area of community support, it is not intended to be a complete description of all of the Bank's programs and activities directed at enhancing housing and community development.

The Bank's ongoing community support efforts and initiatives include the Rural First-time Homebuyer Education Program (RFHEP), the Affordable Housing Program (AHP) (including the Homeownership Set-aside Programs (HSP)), the Community Housing Program (CHP), the Community Housing Program *Plus* (CHP *Plus*) (targeted to financing for rental housing), awards, technical assistance and other outreach as well as partnerships with federal, state and local housing and community development organizations. Also included is the Community Development Program (CDP), a continuation of the 2000 community lending initiative which combines the Rural Development Advance and Urban Development Advance programs authorized in late 1998 by the Community Investment Cash Advance (CICA) regulations with the existing economic development activities of the Community Investment Program.

In 2003, a program was established to provide CICA advances for members' financing in federally designated disaster areas. The program, entitled Housing and Community Development Emergency Loan Program (HELP), is directed toward communities that have suffered a disaster, natural or otherwise.

The Bank is continuing the Joint Opportunities for Building Success (JOBS) program that was established in 2004. A Bank charitable grant program, JOBS is an economic development initiative that assists members in promoting employment growth in their communities.

Information concerning current programs and the initiatives adopted as part of the CSP/CLP activities undertaken by the Bank will be provided to the Bank's Affordable Housing Advisory Council (AHAC).

Research

Research will be conducted through the use of both primary and secondary sources. The primary sources used by the Bank include consultation with members and economic development organizations within the Bank's four-state district and consultation with the AHAC. Secondary sources include a review of materials related to some of the classes of CICA-targeted beneficiaries such as plans for designated Empowerment Zones, Enterprise Communities and Champion Communities. Other materials reviewed but not related to CICA-targeted beneficiaries include each state's Consolidated Plan for Housing as well as Consolidated Plans prepared for larger communities, census data, publications applicable to the district, rural resources and state and local sources.

In 2009 The Bank conducted a survey of members and housing organizations related to housing needs in the district. The FHLBank system contracted with RealtyTrac to conduct a study of the foreclosure record of the FHLB homeownership competitive and set-aside programs. The Bank has also been tracking foreclosure data based on legal filings against the Bank's liens against homes funded by the competitive and set-aside programs.

The Bank will also continue to seek information on opportunities to enhance and promote housing and community development finance from stockholders, nonmember borrowers, the AHAC and public and private housing and economic development organizations as part of the ongoing administration of the Bank's programs and through participation in seminars and forums. For example, the Bank has assembled several resource documents directed to various housing needs including homeownership, new construction for single-family homes, housing rehabilitation and homeownership education and counseling. In 2008, the Bank also coordinated a series of capacity building workshops in each state stockholders and housing organizations participating in the Bank's AHP (rental housing and

homeownership), and set-aside programs. HCD staff are working with Kansas State University on a series of community development academies to be held in 2010.

Technical Assistance and Outreach

The Bank's Housing and Community Development (HCD) staff provides technical assistance to stockholders and housing development organizations in the district on an ongoing basis, including assistance in the preparation of AHP, CICA and JOBS applications as well as set-aside programs agreements and disbursements. Technical assistance activities include presentations and co-sponsorship of affordable housing workshops and seminars, individual on-site consultations with stockholders and housing development organizations, continuous availability through phone contacts, and contacts to all new stockholders upon approval of Bank membership. Information and links to other resources are provided on the Bank's Web site at www.fhlbtopeka.com.

The Bank offers technical assistance to assist stockholders and communities in addressing local needs for affordable housing and economic development. The Bank will work cooperatively with federal agencies including USDA, stockholders, local government entities and other interested parties to develop an understanding of local economic development and housing needs, both current and long-term. Technical assistance includes but is not limited to: (1) consulting with the participating groups on assessing and responding to economic development and housing needs, including the identification of organizations that can assist with those tasks; (2) assisting in the identification and documentation of any financing resources applicable to the identified economic development or housing projects; (3) promoting the use of the Bank's products and programs; and (4) development of a Web site devoted exclusively to housing and economic development information and enhancement of that portion of the Bank's Web site devoted to technical assistance.

Affordable Housing Program (AHP including HSP)

The AHP, including HSP, is set forth in the Bank's 2010 AHP Implementation Plan (IP).

Community Housing Program (CHP)

The CHP provides advances to stockholders to finance homeownership opportunities and rental projects for low- and moderate-income households. CHP advances are governed by the Bank's Member Products Policy. See Appendix A for program information.

Community Housing Program *Plus* (CHP *Plus*)

Under CHP *Plus*, the Bank makes advances to members that allow the member to offer a discounted lending rate for low-income rental housing projects. CHP *Plus* advances are governed by the Bank's Member Products Policy. See Appendix B for program information.

Community Development Program (CDP)

The CDP provides advances to stockholders to finance commercial and economic development activities. CDP advances are governed by the Bank's Member Products Policy. See Appendix C for program information.

Housing and Community Development Emergency Loan Program (HELP)

HELP provides advances for members' financing in federally designated disaster areas. HELP advances are governed by the Bank's Member Products Policy. See Appendix D for program information.

Joint Opportunities for Building Success (JOBS)

JOBS, a charitable grant program first offered in 2004 and proposed to be continued in 2010, will assist members in promoting employment growth in their communities. The Bank proposes to provide up to \$1,250,000 in funding for JOBS in 2010. The following are elements of JOBS: (1) funds made available only through Bank members; (2) \$25,000 maximum funding per member (and \$25,000 per project) annually; (3) loan pools and similar funding mechanisms are eligible to receive more than one JOBS award annually provided there is an eligible project in the pool for each JOBS application funded; (4) members and project participants agree to participate in publicity highlighting their role as well as that of the Bank's contribution to the project and community/region; (5) projects that appear to be "bail outs" are not eligible; and (6) members cannot use JOBS funds for their own direct benefit (e.g., infrastructure improvements to facilitate the new branch location).

JOBS is a competitive charitable grant program and the following competitive factors will be used by HCD staff and management for consideration and evaluation of proposals submitted for the program: (1) asset-based score (regional approach, education/workforce training, cooperation/collaboration); (2) community distress ranking; (3) project employment percentage of labor force; (4) member FHLBank products (advances to assets ratio); (5) JOBS leverage percentage; (6) member participation and (7) community participation in the project.

In the event all funds are not allocated as a result of the competitive process by October 31 of each year, the Bank will consider requests consistent with the program's goals on a first-come, first-serve basis for the remainder of the calendar year. The Bank is not required to fund any request and reserves the right to reject any request even though funds may be available. Members will be required to execute agreements agreeing to the terms of the program and use of approved funds. Members may be approved for multiple grants not to exceed the \$25,000 per member annual limit. Funding decisions made by management will be presented to the Housing and Governance committee of the Bank's board of directors and approved by the board of directors prior to the dispersal of funds for any project. See Appendix E for program information.

Rural First-time Homebuyer Education Program

The Bank proposes to provide \$100,000 in 2010 to support the Rural First-time Homebuyer Education Program. A training curriculum for use by stockholders and nonprofit housing counseling agencies in counseling prospective homebuyers on homeownership has been established. The Bank will support rural homeownership counseling in 2010 while actively encouraging participating organizations to seek supplemental funding from other sources. Goals for 2010 are to support rural counseling in all four states in the district especially in those areas with HSP participating stockholders.

Recognition Awards

The Bank will recognize exemplary performance by stockholders in community support activities through the Community Leader Award (CLA) and other recognition awards such as plaques and certificates. These activities include stockholder participation in the HSP, AHP, CHP/CDP and JOBS as well as stockholder community support activities not involving Bank programs. The Bank will include award presentations as part of appropriate Bank programs, ground-breaking or ribbon-cutting ceremonies, or other appropriate circumstances.

2010 Quantitative Targeted Community Lending Performance Goals

1) Dollars in CICA advance originations (CHP, CHP <i>Plus</i> , CDP, HELP)	\$700M
2) Number of members originating CICA credit products	120
3) Percentage of members participating in CICA programs	15%
4) Number of first-time members participating in AHP/CICA	10

Please see appendices which further describe and include application information pursuant to the relevant programs discussed.

APPENDIX A

COMMUNITY HOUSING PROGRAM (CHP) ADVANCES

FHLBank Topeka's Community Housing Program (CHP) is a special advance program authorized by the Finance Agency's Community Investment Cash Advance (CICA) regulations. CHP provides members with wholesale loans (advances) priced below FHLBank's regular rates to help finance owner- and renter-occupied housing in their communities. This favorable pricing, coupled with the availability of funds in terms up to 30 years, helps lenders extend long-term, fixed rate credit for housing. Comparable funding for commercial loans, loans for public facilities and community and economic development projects is available through FHLBank's Community Development Program (CDP) advances.

PROGRAM OBJECTIVE

To finance the construction, purchase, rehabilitation or refinance of owner-occupied and rental housing occupied by or affordable to families earning up to 115 percent of area median income.

TERMS AND CONDITIONS

CHP Advance Products and Programs

- Regular Fixed Rate Advances
- Callable Advances
- Amortizing Fixed Rate Advances
- Adjustable Rate Advances

Limitations

Members must comply with FHLBank's lending procedures as identified in the Credit Guidelines section of the Member Products and Services Guide. CHP advances cannot be used to finance any direct activity of the member or an affiliate of the member. Members are precluded from using CHP advances for their own benefit. The minimum amount of a CHP advance is \$10,000.

Rate

CHP advances are priced at FHLBank's cost of issuing consolidated obligations of comparable maturities, including concession costs, plus a reasonable allowance for administrative costs. Callable, amortizing and adjustable rate CHP advances are priced in a similar manner using market interest rates applicable to FHLBank obligations of comparable maturities and call features. CHP advance rate pricing must be applied on the date the advance is issued.

If FHLBank determines that a member is not complying with the terms, conditions or regulations of the program, the interest rates on the outstanding CHP advances may be changed to the comparable market rates that were in effect at the time of the original funding. Members will be given the opportunity to appeal such determinations before FHLBank implements any rate adjustment.

Term

CHP advances are available in maturities from four months to 30 years. Advance terms should be consistent with the proposed use of funds.

Prepayment Option

The normal prepayment fee will apply to CHP advances. For details, refer to the specific advance program.

Collateral

CHP advances must be fully collateralized at the date of issuance and at all times thereafter. Please refer to the Collateral Guidelines section of the Member Products and Services Guide.

Availability

Provided an approved CHP application is on file, CHP advances may be requested until 4 p.m. CT.

ADDITIONAL CHP GUIDELINES

- **Failure on the part of a member to supply any requested documentation may result in the member being restricted from access to FHLBank's Housing and Community Development department programs. In addition to future CHP applications, this would include the Affordable Housing Program, Homeownership Set-aside Programs, Joint Opportunities for Building Success program and Community Housing Program/Community Development Program advances.**
- CHP advances can be used for loans for construction, rehabilitation, purchase, or to refinance existing loans.
- Members may request approval of anticipated CHP funding needs based on their estimate of the level of loans to be originated to CHP-qualified homeowners in the 12 months following approval of the CHP application.
- Members may request approval of CHP advances equal to the amount of loans made to CHP-qualified borrowers for up to three months prior to submission of the CHP application.
- CHP advances can be used in conjunction with HUD, FHA, state and local governments and secondary market agency programs.
- CHP advances can be used to purchase state housing finance agency bonds or mortgage-backed securities representing pools of loans that could be funded directly with CHP advances.
- CHP advances can be used to fund customer investment in lender consortia or affordable housing tax credits as long as the underlying mortgages could be funded directly with CHP advances.
- CHP pricing cannot be approved for advances obtained by the member prior to approval of the CHP application.
- A CHP application must be submitted to FHLBank's Housing and Community Development (HCD) department for confirmation of eligibility for the CHP. The application review is not a competitive process or subject to limits on the amount of funding available.
- Members are able to determine the loan rate to their customer by establishing loan rates above the CHP rate based on market rates or commitments to their customer.
- Members may take multiple CHP advances up to the total amount of CHP funding approved.
- Members are not committed to taking the full amount of approved CHP funding and may choose to utilize only a portion of the approved amount.
- Applications are available from FHLBank's HCD department at 785.233.0507, on FHLBank's Web site at <http://www.fhlbtopeka.com> or by e-mail request to HDCSP@fhlbtopeka.com.

COMMON USES

1. Originating loans;

2. Purchasing a participation interest, or providing financing to participate, in a loan consortium for CHP-eligible housing projects;
3. Making loans to entities that, in turn, make loans for CHP-eligible housing projects;
4. Purchasing mortgage revenue bonds or mortgage-backed securities, where all of the loans financed by such bonds and all of the loans backing such securities, respectively, meet the eligibility requirements of the CHP program;
5. Creating or maintaining a secondary market for loans, where all such loans are mortgage loans meeting the eligibility requirements of the CHP program;
6. Originating CHP-eligible loans within 3 months prior to receiving CHP approval; and
7. Purchasing low-income housing tax credits.

WHAT TO EXPECT AFTER APPLYING FOR A CHP ADVANCE

1. The HCD department will review the proposed project to be funded with a CHP advance and, if necessary, request follow-up information or documentation.
2. Following approval of the CHP advance, HCD staff will send the stockholder a letter authorizing the advance under the agreed upon conditions. FHLBank's Lending department will be notified that the advance request is CHP-qualified.
3. The stockholder must call FHLBank Topeka's Lending department at 800.809.2733 when the advance is needed and tell the Lending staff that the advance is for an approved CHP project.
4. Upon taking the advance, the stockholder must provide the CHP Initial Certification of Use of Advances form accompanied by a list of qualified home loans if not supplied with the CHP application. For CHP-funded rental projects, the stockholder must provide the CHP Initial Certification of Use of Advances form accompanied by a copy of the closing documents such as note, mortgage and closing statement to document that the proceeds of the advance have been used for the approved project.
5. No annual verification is required for CHP products.
6. FHLBank, at its discretion, may adjust the interest rate on approved and drawn CHP advances in those instances where FHLBank determines that the stockholder is not in compliance with FHLBank CHP Policies.

STOCKHOLDER INFORMATION

Stockholder Name:		FHFB ID#
Contact Person:	Title:	
Address:		
City/State/Zip:		
Phone:	Fax:	E-mail:

ADVANCE REQUEST

CHP Advance Requested: \$	
Maximum Terms Requested (Months/Years):	
Type of Advance (Fixed/Amortized):	
Purpose of CHP Advance: <input type="checkbox"/> Multifamily Residential <input type="checkbox"/> Single-family Residential <input type="checkbox"/> Other:	
Purpose of Lender Financing (<i>check all that apply</i>): <input type="checkbox"/> New Construction <input type="checkbox"/> Existing Purchase <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Permanent Loan <input type="checkbox"/> Refinance <input type="checkbox"/> Letter of Credit <input type="checkbox"/> Other:	
Est. Date CHP advance to be taken by (date):	Expected date loan will be funded:

PROJECT INFORMATION

Project/Program Name:	
Address:	
City/State/Zip:	
County:	US Congressional District:
Census Tract:	Total Development Cost: \$
Targeted Population (Native American, Farm Workers, Families, etc.):	
Scattered Site: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Rural <input type="checkbox"/> Urban <input type="checkbox"/> Both
Other Financing Sources (<i>check all that apply</i>) <input type="checkbox"/> Federally Owned Properties <input type="checkbox"/> State/Local Grants or Funds <input type="checkbox"/> Low-Income Housing Tax Credits <input type="checkbox"/> USDA Programs <input type="checkbox"/> Housing Finance Agency Bonds <input type="checkbox"/> Other Grants <input type="checkbox"/> Any HUD Programs (including FHA) <input type="checkbox"/> AHP Subsidy; Amount \$ _____ Project # _____	

FOR FHLBANK USE ONLY

HCD Dept:	APPROVED/DENIED	Comments/Qualifying Criteria:
By:	Date:	
CHP #		
Reviewed by:	Date:	

RESIDENTIAL PURPOSE

Number of Units:	Single-family Owner _____	<i>For owner projects, a borrower's schedule must be submitted as Attachment B.</i>
	Multifamily Owner _____	
	Single-family Rental _____	<i>For rental projects, a tenant/rent schedule must be submitted as Attachment A.</i>
	Multifamily Rental _____	
	Total Units _____	

BORROWER INFORMATION FOR MULTIFAMILY RENTAL PROJECTS

Name:	
Contact Person:	Corporate Title:
Mailing Address:	
City/State/Zip:	
Phone:	Fax:
Status:	<input type="checkbox"/> Private, For-profit Developer <input type="checkbox"/> Government-sponsored Agency <input type="checkbox"/> Nonprofit Organization <input type="checkbox"/> Other, specify: _____

PROJECT DESCRIPTION:

STOCKHOLDER CERTIFICATION

Stockholder certifies that the project meets the guidelines for CHP funding. **Stockholder will provide information after the disbursement of the advance, including a copy of loan documents for rental projects and CHP Initial Certification Form. Stockholder will provide information annually concerning the status of the loan for rental projects for the term of the CHP advance.** Stockholder understands that CHP pricing cannot be applied to FHLBank advances already taken. Stockholder agrees to allow FHLBank to publicize stockholder's participation in the program.

(Name of FHLBank Member Institution)

(Officer Signature)

(Corporate Title)

(Type or Print Officer Name)

(Date Signed)

MAIL OR FAX APPLICATION TO:

FHLBank Topeka, Housing and Community Development
 PO Box 176, Topeka, KS 66601-0176,
 Phone: 785.233.0507, FAX: 785.234.1765

RENTAL PROJECTS

QUALIFYING CRITERIA FOR CHP RENTAL PROJECTS:

- At least 51% of the units have or will have tenants with incomes at or below 115% of the area median income (AMI); **or**
- At least 51% of the units have or will have rents affordable to tenants at or below 115% of AMI.

State: _____

MSA: _____ or County: _____

115% of AMI, four-person household for MSA or County: _____
 (115% of AMI data is available from FHLBank's HCD department.)

Affordable Rent: $(30\% * 115\% \text{ AMI} / 12)$: _____

Please complete the following information. If you have a rent schedule giving this information, you may attach a copy instead of completing this form.

<u>Unit Type</u>	<u>Number of Units</u>	<u>Monthly Rent</u>	<u>Comments</u>
Studio	_____	_____	_____
One Bedroom	_____	_____	_____
One Bedroom	_____	_____	_____
Two Bedrooms	_____	_____	_____
Two Bedrooms	_____	_____	_____
Three Bedrooms	_____	_____	_____
Three Bedrooms	_____	_____	_____
Four Bedrooms	_____	_____	_____
Four Bedrooms	_____	_____	_____
Other, Specify	_____	_____	_____

Do the monthly rent figures shown above include standard utilities such as water, sewer, electricity and heat? Yes No

OWNER PROJECTS

QUALIFYING CRITERIA FOR CHP OWNER PROJECTS:

Check one of the following to indicate whether the CHP is to be used for recently originated loans or loans to be made over the next year.

- CHP-funded loans made to borrowers with incomes at or below 115% of the area median income (AMI) no more than three months prior to this application (please complete the CHP-qualified loan list below); or
- CHP-funded loans to be made within the next 12 months to borrowers with incomes at or below 115% of the area median income.

State: _____

MSA: _____ or County: _____

115% of AMI, four-person household for MSA or County: _____
 (115% of AMI data is available from FHLBank's HCD department.)

Qualified CHP Loans

Complete the following table or supply equivalent information as an attachment.

Borrower Name	Address	City/State	Annual Income	Loan Amount	Loan Date
Total					

APPENDIX B

COMMUNITY HOUSING PROGRAM *PLUS* (CHP *PLUS*) ADVANCES

FHLBank Topeka's Community Housing Program *Plus* (CHP *Plus*) is a special advance program authorized by the Finance Agency's Community Investment Cash Advance (CICA) regulations. CHP *Plus* provides members with wholesale loans (advances) priced at FHLBank's cost of funds to help finance rental housing projects affordable to households at or below 80 percent of area median income (AMI) in their communities. This favorable pricing, coupled with the availability of funds in terms up to 30 years, helps lenders extend long-term, fixed rate credit for rental housing. The Community Housing Program (CHP) funds loans targeted to rental projects affordable to households up to 115 percent of area median income or that do not otherwise meet the requirements of the CHP *Plus* program. Funding for commercial loans, loans for public facilities and community and economic development projects is available through FHLBank's Community Development Program (CDP) advances.

OBJECTIVE OF CHP *PLUS*

To finance the construction, purchase or rehabilitation of rental housing occupied by or affordable to families earning up to 80 percent of area median income (AMI).

TERMS AND CONDITIONS

CHP *Plus* Advance Products and Programs

- Regular Fixed Rate Advances
- Callable Advances
- Amortizing Fixed Rate Advances
- Adjustable Rate Advances

Limitations

Members must comply with FHLBank's lending procedures as identified in the Credit Guidelines section of the Member Products and Services Guide. CHP *Plus* advances cannot be used to finance any direct activity of the member or an affiliate of the member. Members are precluded from using CHP *Plus* advances for their own benefit.

FHLBank will provide up to \$25 million annually in CHP *Plus* advances, and each project is limited to \$2 million. The minimum amount of a CHP *Plus* advance is \$10,000. Members are limited to no more than a 200-basis-point markup to their customer above CHP *Plus* advance rates. A member may obtain CHP *Plus* advances for no more than two projects per year. Members may obtain CHP *Plus* advances for additional projects after June 15 if CHP *Plus* funds remain available.

Rate

CHP *Plus* advances are priced at FHLBank's cost of issuing consolidated obligations of comparable maturities, including concession costs. Callable, amortizing and adjustable rate CHP *Plus* advances are priced in a similar manner using market interest rates applicable to FHLBank obligations of comparable maturities and call features. CHP *Plus* pricing must be applied on the date the advance is issued.

If FHLBank determines that a member is not complying with the terms, conditions or regulations of the program, the interest rates on the outstanding CHP *Plus* advances may be changed to the comparable market rates that were in effect at the time of the original funding. Members will be given the opportunity to appeal such determinations before FHLBank implements any rate adjustment.

Term

CHP *Plus* advances are available in maturities from four months to 30 years. Advance terms should be consistent with the proposed use of funds.

Prepayment Option

The normal prepayment fee will apply to *CHP Plus* advances. For details, refer to the specific advance program.

Collateral

CHP Plus advances must be fully collateralized at the date of issuance and at all times thereafter. Please refer to the Collateral Guidelines of the Member Products and Services Guide.

Availability

Provided an approved *CHP Plus* application is on file, *CHP Plus* advances may be requested until 4 p.m. CT.

ADDITIONAL CHP PLUS GUIDELINES

- **Failure on the part of a member to supply any requested documentation may result in the member being restricted from access to FHLBank's Housing and Community Development department programs. In addition to future *CHP Plus* applications, this would include the Affordable Housing Program, Homeownership Set-aside Programs, Joint Opportunities for Building Success program and Community Housing Program/Community Development Program advances.**
- The maximum term of a *CHP Plus* advance is 30 years. A *CHP Plus* advance may also be combined with regular *CHP* advances, and the term of the combined advances may extend to 30 years.
- *CHP Plus* advances can be used for loans funded 90 days before the effective date of the *CHP Plus* advance approval and for loans funded up to one year after approval.
- A *CHP Plus* application must be submitted to FHLBank's Housing and Community Development (HCD) department for confirmation of eligibility for *CHP Plus* funds. The application review is not a competitive process, but it is subject to limits on the amount of funding available. *CHP Plus* applications are accepted throughout the year subject to the availability of funds.
- Members may take multiple *CHP Plus* advances up to the total amount of *CHP Plus* funding approved.
- Members are not committed to taking the full amount of approved *CHP Plus* funding and may choose to utilize only a portion of the approved amount.
- *CHP Plus* advances can be used in conjunction with HUD, FHA, state and local government initiatives and secondary market agency programs.
- Applications are available from FHLBank's HCD department at 785.233.0507, on FHLBank's Web site at <http://www.fhlbtopeka.com> or by e-mail request to HDCDCSP@fhlbtopeka.com.

WHAT TO EXPECT AFTER APPLYING FOR A CHP PLUS ADVANCE

1. The HCD department will review the proposed project to be funded with a *CHP Plus* advance and, if necessary, request follow-up information or documentation.
2. Following approval of the *CHP Plus* advance, HCD staff will send the member a letter authorizing the advance under the agreed upon conditions. FHLBank's Lending department will be notified that the advance request is *CHP Plus*-qualified.
3. The member must call the FHLBank Topeka Lending department at 800.809.2733 when the advance is needed and tell the Lending staff that the advance is for an approved *CHP Plus* project.

4. Upon taking the advance, the member must provide the CHP *Plus* Initial Certification of Use of Advances form accompanied by a copy of the closing documents such as note, mortgage and closing statement to document that the proceeds of the advance have been used for the approved project.
5. No annual verification is required for CHP*Plus* products.
6. FHLBank, at its discretion, may adjust the interest rate on approved and drawn CHP *Plus* advances in those instances where FHLBank determines that the member is not in compliance with FHLBank CHP *Plus* policies.

UTILIZING CHP *PLUS* FOR RENTAL HOUSING

Members have used CHP *Plus* to access a long-term source of fixed-rate funds to match fund a long-term fixed-rate loan to the owner of rental units. In some cases, these rental projects also have, but are not required to have, funding from housing tax credits or other credit enhancements through USDA or HUD.

To qualify for CHP *Plus* funding, a rental project must show that it meets one of the following two CHP *Plus* criteria: 1) At least half the units are or will be occupied by households with incomes at or below 80 percent of the area median income (AMI); or 2) at least half the units must have rents affordable to households below 80 percent of the AMI. Rent is affordable if it is less than 30 percent of 80 percent of AMI. For example for a project located in a county for which 80 percent of median income equals \$32,000; the maximum CHP *Plus*-qualified rent is \$800 ($\$32,000 * 30\% / 12 = \800)

Members can use a CHP *Plus* advance to fund qualified rental projects up to three months after the loan has been made to the owner. A member can apply in advance of closing a CHP *Plus*-qualified loan for a rental unit or project. Approved CHP *Plus* funds are available to the member for up to a year after approval.

Please note that the member must apply for and receive approval of the CHP *Plus* application prior to taking down the CHP *Plus* advance. FHLBank cannot adjust the rate on advances drawn prior to approval of the CHP *Plus* application even if the advance was used to fund a CHP *Plus*-qualified project.

For those CHP *Plus*-qualified rental projects where the member is providing both construction and permanent financing, the member may elect to take the CHP *Plus* advance during construction for the full term of the construction period and permanent loan rather than wait until completion of construction or taking two CHP *Plus* advances. This allows the member to lock in its cost of funds for the permanent loan during the construction period if the member believes that is advantageous.

STOCKHOLDER INFORMATION

Stockholder Name:		FHFB ID#
Contact Person:	Title:	
Address:		
City/State/Zip:		
Phone:	Fax:	E-mail:

ADVANCE REQUEST

CHP <i>Plus</i> Advance Requested: \$	(Maximum \$2,000,000)
Terms Requested (Months/Years):	
Type of Advance (Fixed/Amortized):	
Purpose of CHP <i>Plus</i> Advance: <input type="checkbox"/> Multifamily <input type="checkbox"/> Single Family Rental	
Purpose of Lender Financing (<i>check all that apply</i>): <input type="checkbox"/> New Construction <input type="checkbox"/> Existing Purchase <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Permanent Loan	
Est. date CHP <i>Plus</i> advance to be taken:	Expected date loan will be funded:

PROJECT INFORMATION

Project Name:	
Address:	
City/State/Zip:	
County:	US Congressional District:
Census Tract:	Total Development Cost: \$
Targeted Population (Native American, Farm Workers, Families, etc.):	
Scattered Site: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Rural <input type="checkbox"/> Urban <input type="checkbox"/> Both
Other Financing Sources (<i>check all that apply</i>)	
<input type="checkbox"/> Federally Owned Properties	<input type="checkbox"/> State/Local Grants or Funds
<input type="checkbox"/> Low-Income Housing Tax Credits	<input type="checkbox"/> USDA Programs
<input type="checkbox"/> Housing Finance Agency Bonds	<input type="checkbox"/> Other Grants
<input type="checkbox"/> Any HUD Programs (including FHA)	<input type="checkbox"/> AHP Subsidy; Amount \$ _____ Project # _____

FOR FHLBANK USE ONLY

HCD Dept:	APPROVED/DENIED	Comments/Qualifying Standard:
By:	Date:	
CHP <i>Plus</i> #		
Applications approved for member in 2010:		
Reviewed by:	Date:	

RESIDENTIAL PURPOSE (if applicable)

Number of Units:	Single-family Rental _____	<i>A tenant/rent schedule must be submitted as Attachment A.</i>
	Multifamily Rental _____	
	Total Units _____	

BORROWER INFORMATION FOR MULTIFAMILY RENTAL PROJECTS

Name:		
Contact Person:	Corporate Title:	
Mailing Address:		
City/State/Zip:		
Phone:	Fax:	
Status:	<input type="checkbox"/> Private, For-profit Developer	<input type="checkbox"/> Government-sponsored Agency
	<input type="checkbox"/> Nonprofit Organization	<input type="checkbox"/> Other, specify: _____

PROJECT DESCRIPTION:

STOCKHOLDER CERTIFICATION

Stockholder certifies that the project meets the guidelines for CHP *Plus* funding. **Stockholder will provide information after the disbursement of the advance, including a copy of loan documents for rental projects and CHP *Plus* Initial Certification Form. Stockholder will provide information annually concerning the status of the loan for rental projects funded by the CHP *Plus* advance.** Stockholder agrees that the rate to the borrower will not exceed 200 basis points over the CHP *Plus* advance rate. CHP *Plus* advances used to fund loans that exceed 200 basis points over the CHP *Plus* rate to the stockholder will be converted to the regular CHP pricing at the sole discretion of FHLBank. Stockholder understands that CHP *Plus* pricing cannot be applied to FHLBank advances already taken. Stockholder agrees to allow FHLBank to publicize stockholder's participation in the program.

(Name of FHLBank Member Institution)

(Officer Signature) (Corporate Title)

(Type or Print Officer Name) (Date Signed)

MAIL OR FAX APPLICATION TO:

FHLBank Topeka, Housing and Community Development
PO Box 176, Topeka, KS 66601-0176
Phone: 785.233.0507, FAX: 785.234.1765

RENTAL PROJECTS

Qualifying criteria for CHP *Plus* rental projects:

Check one of the following qualifying criteria

- At least 51% of the units have or will have tenants with incomes at or below 80% of the area median income (AMI); **or**
- At least 51% of the units have or will have rents affordable to tenants at or below 80% of AMI.

State: _____

MSA: _____ or County: _____

80% of AMI, four-person household for MSA or County: _____
 (80% of AMI data is available from FHLBank's HCD department.)

Affordable Rent: (30% * 80% AMI / 12): _____

Please complete the following information. If you have a rent schedule giving this information, you may attach a copy instead of completing this form.

<u>Unit Type</u>	<u>Number of Units</u>	<u>Monthly Rent</u>	<u>Comments</u>
Studio	_____	_____	_____
One Bedroom	_____	_____	_____
One Bedroom	_____	_____	_____
Two Bedrooms	_____	_____	_____
Two Bedrooms	_____	_____	_____
Three Bedrooms	_____	_____	_____
Three Bedrooms	_____	_____	_____
Four Bedrooms	_____	_____	_____
Four Bedrooms	_____	_____	_____
Other, Specify	_____	_____	_____

Do the monthly rent figures shown above include standard utilities such as water, sewer, electricity and heat? Yes No

APPENDIX C

COMMUNITY DEVELOPMENT PROGRAM (CDP) ADVANCES

FHLBank Topeka's Community Development Program (CDP) is a special advance program authorized by the Finance Agency's Community Investment Cash Advance (CICA) regulations. The CDP is designed to increase members' involvement in their communities through the financing of commercial loans, small business and other community and economic development loans. CDP provides members with wholesale loans (advances) priced below FHLBank's regular market rates to help members finance qualifying commercial loans, farm loans and community and economic development initiatives in the areas they serve. This favorable pricing, coupled with the availability of funds in terms of four months to 30 years, helps lenders extend long-term, fixed rate credit for community development. Comparable funding for owner-occupied and rental housing is available through FHLBank's Community Housing Program (CHP) advances.

PROGRAM OBJECTIVE

To finance commercial, agricultural, economic development and community development initiatives in urban and rural areas.

TERMS AND CONDITIONS

CDP Advance Products and Programs

- Regular fixed rate advances
- Callable Advances
- Amortizing fixed rate advances
- Adjustable rate advances

Limitations

Members must comply with FHLBank's lending procedures as identified in the Credit Guidelines section of the Member Products and Services Guide. CDP advances cannot be used to finance any direct activity of the member or an affiliate of the member. Members are precluded from using CDP advances for their own benefit. The minimum amount of a CDP advance is \$10,000.

Rate

CDP advances are priced at FHLBank's cost of issuing consolidated obligations of comparable maturities, including concession costs, plus a reasonable allowance for administrative costs. Callable, amortizing and adjustable rate CDP advances are priced in a similar manner using market interest rates applicable to FHLBank obligations of comparable maturities and call features. CDP advance rate pricing must be applied on the date the advance is issued.

If FHLBank determines that a member is not complying with the terms, conditions or regulations of the CDP, the interest rates on the outstanding CDP advances may be changed to the comparable market rates that were in effect at the time of the original funding. Members will be given the opportunity to appeal such determinations before FHLBank implements any rate adjustment.

Term

CDP advances are available in maturities from four months to 30 years. Advance terms should be consistent with the proposed use of funds.

Prepayment Option

The normal prepayment fee will apply to CDP advances. For details, refer to the specific advance program.

Collateral

CDP advances must be fully collateralized on the date of issuance and at all times thereafter. Please refer to the Collateral Guidelines section of the Member Products and Services Guide.

Availability

Provided an approved CDP application is on file, CDP advances may be requested until 4 p.m. CT.

QUALIFYING CRITERIA

CDP-qualified member financing includes loans to small businesses, farms, agribusiness, public or private utilities, schools, medical and health facilities, churches, day care centers or for other community and economic development purposes that meet **one** of the following criteria:

- Loans to firms that meet the Small Business Administration's (SBA) definition of a qualified small business concern (available at <http://www.sba.gov/size/indextableofsize.html>). SBA's established general size standards:
 - ✓ 500 employees for most manufacturing and mining industries
 - ✓ \$6.5 million in annual receipts for most retail and service industries
 - ✓ 100 employees for most wholesale operations
 - ✓ \$750,000 in annual receipts for farm operations
- Financing for businesses or projects located in an **urban** neighborhood, census tract or other area with a median income at or below 100 percent of the area median
- Financing for businesses, farms, ranches, agribusinesses or projects located in a **rural** community, neighborhood, census tract or unincorporated area with a median income at or below 115 percent of the area median

Median income information for CDP-eligible areas can be accessed by using the address locator available on the Federal Financial Institutions Examination Council (FFIEC) Geocoding System Web site at <http://www.ffiec.gov/geocode/default.htm>.

- Firms or projects located in a:
 - ✓ Federal Empowerment Zone, Enterprise Community or Champion Community
Available at: http://egis.hud.gov/egis/cpd/rcezec/ezec_open.htm
 - ✓ Native American Area
Available at: <http://www.hud.gov/offices/pih/ih/codetalk/onap/map/nationalmap.cfm>
 - ✓ Brownfield Area
Available at: <http://www.epa.gov/swerosps/bf/plocat.htm>
 - ✓ Federally Declared Disaster Area
Available at: <http://www.fema.gov/news/disasters.fema?year=2010>
 - ✓ Community Adjustment and Investment Program (CAIP) Area
Available at: <http://www.nadbank-caip.org>
- Businesses in **urban** areas in which at least 51 percent of the employees of the business earn less than 100 percent of the area median
- Businesses in **rural** areas in which at least 51 percent of the employees of the business earn less than 115 percent of the area median

Median income information for CDP-eligible earnings is available from FHLBank's HCD department.

ADDITIONAL CDP GUIDELINES

- **Failure on the part of a member to supply any requested documentation may result in the member being restricted from access to FHLBank's Housing and Community Development department programs. In addition to future CDP applications, this would include the Affordable Housing Program, Homeownership Set-aside Programs, Joint Opportunities for**

Building Success program and Community Housing Program/Community Development Program advances.

- CDP-eligible projects include commercial, manufacturing, farms, agribusiness, social service and public facility projects and services; private/public infrastructure; and small business loans.
- CDP advances can be used in conjunction with SBA, USDA, HUD and FHA loans; state and local government assistance; and secondary market agency programs.
- CDP advances can be used for making loans to entities that, in turn, make loans that could be funded directly with CDP advances.
- CDP advances can be used to fund member investment in lender consortia as long as the underlying mortgages can be funded directly with CDP advances.
- CDP advances can be used for loans funded up to 90 days before the effective date of the CDP advance approval and for loans funded up to one year after approval. A CDP project may be a single loan or a pool of loans.
- CDP pricing cannot be approved for advances obtained by the member prior to approval of the CDP application.
- Members must certify that projects meet CDP funding guidelines. Members will also be asked to provide information on the advance disbursement, including a copy of loan documents.
- No annual verification is required for CDP advances.
- Applications are available from FHLBank's Housing and Community Development department at 785.233.0507, on FHLBank's Web site at <http://www.fhlbtopeka.com> or by e-mail request to HCDCSP@fhlbtopeka.com.

WHAT TO EXPECT AFTER APPLYING FOR A CDP ADVANCE

1. The Housing and Community Development (HCD) department will review the proposed project to be funded with a CDP advance and, if necessary, request follow-up information or documentation.
2. Following approval of the CDP advance, HCD staff will send the member a letter authorizing the advance under the agreed upon conditions. FHLBank's Lending department will be notified that the member's CDP application has been approved. The approval is valid for one year.
3. The member must call FHLBank Topeka's Lending department at 800.809.2733 when the advance is needed and tell the Lending staff that the advance is for an approved CDP project.
4. Upon taking the advance, the member must provide a copy of the closing documents such as note, mortgage and closing statement to document that the proceeds of the advance have been used for the approved project.
5. No annual verification is required for CDP products.
6. FHLBank, at its discretion, may adjust the interest rate on approved and drawn CDP advances in those instances where FHLBank determines that the member is not in compliance with FHLBank CDP policies.

FHLBank Topeka COMMUNITY DEVELOPMENT PROGRAM ADVANCE (CDP)

STOCKHOLDER INFORMATION

Stockholder Name:		FHFB ID# :	
Contact Person:		Title:	
Address:			
City/State/Zip:			
Phone:	Fax:	E-mail:	

ADVANCE REQUEST

CDP Advance(s) Requested: \$	
Maximum Terms Requested (Months/Years):	
Type of Advance (Fixed/Amortized/Other):	
Purpose of CDP Advance (<i>check all that apply</i>): <input type="checkbox"/> Retail <input type="checkbox"/> Office <input type="checkbox"/> Wholesale <input type="checkbox"/> Manufacturing <input type="checkbox"/> Agriculture <input type="checkbox"/> Day Care <input type="checkbox"/> Public Facility <input type="checkbox"/> Medical/Health <input type="checkbox"/> Social Services <input type="checkbox"/> Infrastructure <input type="checkbox"/> Education <input type="checkbox"/> Heavy industrial <input type="checkbox"/> Light Industrial <input type="checkbox"/> Recreation <input type="checkbox"/> Other: _____	
Purpose of Lender Financing (<i>check all that apply</i>): <input type="checkbox"/> New Construction <input type="checkbox"/> Existing Purchase <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Permanent Loan <input type="checkbox"/> Refinance <input type="checkbox"/> Participation Loan <input type="checkbox"/> Letter of Credit <input type="checkbox"/> Other :	
Est. date advance will be taken by:	Expected date loan will be funded:

PROJECT INFORMATION

Business/Project Name:	
Address:	
City/State/Zip:	
County:	U.S. Congressional District:
Census Tract:	Total Development Cost: \$
Targeted Population, if any (Native American, farm workers, families, etc.):	
Number of Jobs Created:	Number of Jobs Retained:
Scattered Site: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Rural <input type="checkbox"/> Urban <input type="checkbox"/> Rural and Urban
Other Financing Sources (<i>check all that apply</i>) <input type="checkbox"/> SBA <input type="checkbox"/> Local Economic Development Organization <input type="checkbox"/> USDA Program <input type="checkbox"/> Foundation Grants <input type="checkbox"/> Industrial Revenue Bonds <input type="checkbox"/> Other Grants <input type="checkbox"/> HUD CDBG Economic Development <input type="checkbox"/> Other Loan	

FOR FHLBANK USE ONLY

Housing and Community Development Dept. APPROVED/DENIED	Comments/Qualifying Standard:
By: _____ Date: _____	
CDP # _____	
Reviewed by: _____ Date: _____	

BORROWER INFORMATION

Name:		
Contact Person:	Title:	
Address:		
City/State/Zip:		
Phone:	Fax:	
Status:	<input type="checkbox"/> Private, For-profit Business	<input type="checkbox"/> Public Utility
	<input type="checkbox"/> Nonprofit Organization	<input type="checkbox"/> Other, please specify:
	<input type="checkbox"/> Government Agency	

PROJECT DESCRIPTION:

STOCKHOLDER CERTIFICATION

Stockholder certifies that the project meets the guidelines for CDP funding. **Stockholder will provide information after the disbursement of the advance, including a copy of loan documents and CDP Initial Certification Form. Stockholder will provide information annually concerning the status of the loan for the term of the CDP advance.** Stockholder understands that CDP pricing cannot be applied to FHLBank advances already taken. Stockholder agrees to allow FHLBank to publicize stockholder's participation in the program.

(FHLBank Topeka Stockholder Institution Name)

(Officer Signature)

(Corporate Title)

(Type or print officer name)

(Date Signed)

RETURN APPLICATION TO:

FHLBank Topeka
Housing and Community Development Department
PO Box 176
Topeka, KS 66601-0176
Phone: 785.233.0507
866.571.8155
FAX: 785.234.1765

Community Development Program CDP Qualified Financing

(Must meet **only one** of the following criteria)

Qualified as a Small Business Concern according to Small Business Administration (SBA) standards

(Please check the appropriate type of business and provide the corresponding annual revenue or employment information if the project is qualified for the CDP under the small business standard.)

Annual Receipts \$ _____ or No. of Employees _____ NAICS Code if known _____

- Manufacturing or Mining < 500 employees
- Retail or Service Business < \$6.5 million in annual receipts
- Wholesale Operations < 100 employees
- Farm Operations < \$750,000 in annual receipts
- Health Services/Clinics/Doctors' Offices < \$6.5 million in annual receipts
- Education or Social Services < \$6.5 million in annual receipts
- Other: _____

Located in CDP-qualified area

(Please identify the appropriate area, e.g. tract number, name of county or city, etc.)

Area (state, county, MSA) _____ Area Median Income _____

Qualified Area Identification (tract #, place) _____ Tract/Place Median Income _____

Check the applicable qualifying criteria met by this project:

- Urban neighborhood, tract or area < 100% of area median income
- Rural county, town, city, tract or unincorporated area < 115% of area median income

Identify the source of the median income data for this project and attach a copy if available: _____

Qualified as Other Targeted Area

(Please identify the appropriate area by name and check the type of targeted program.)

Area Name _____

- Native American Area
- Federal Empowerment Zone, Enterprise Community or Champion Community
- Brownfield Area
- Federally Declared Disaster Area
- Department of Defense Designation as Military Base Closing Area
- Community Adjustment and Investment Program (CAIP) Area

Qualified as a Business with CDP-qualified Wage Levels

(Please specify urban or rural and provide data. Also attach a statement or letter listing occupation categories, number of employees of each type and salary ranges within each occupation, e.g., laborer, clerical, etc.)

- Urban businesses with a minimum of 51% of employees with income < 100% of area median
- Rural businesses with a minimum of 51% of employees with income < 115% of area median

Qualified Area Identification (tract #, place) _____ Median Income _____

_____% of Median Income CDP Limit _____ No. of Employees < ____% AMI _____

Total Number of Employees _____ Percent of Employees < ____% AMI _____

Source of income:

- FHLBank Topeka
- Other: _____

APPENDIX D

HOUSING & COMMUNITY DEVELOPMENT EMERGENCY LOAN PROGRAM (HELP) ADVANCES

FHLBank Topeka's Housing & Community Development Emergency Loan Program (HELP) is a special advance program authorized by the Finance Agency's Community Investment Cash Advance (CICA) regulations. HELP provides members with wholesale loans (advances) priced below FHLBank's regular rates for members to finance housing and community development loans in areas adversely affected by natural disasters as determined by the Federal Emergency Management Agency (FEMA).

OBJECTIVES

HELP advances finance the construction, purchase or rehabilitation of rental and owner-occupied housing as well as commercial, agricultural and community development activities located in federally declared disaster areas. Members must demonstrate that HELP advances address disaster-related needs.

HELP QUALIFYING CRITERIA

HELP advances are available for housing and community lending projects located in federally declared disaster areas as determined by FEMA. Single- and multifamily housing projects in HELP-eligible disaster areas must meet CHP income qualifications. Contact FHLBank's Housing and Community Development (HCD) department for eligible disaster declarations by calling 866.571.8155.

TERMS AND CONDITIONS

HELP Advance Products and Programs

- Regular fixed rate advances
- Callable advances
- Amortizing fixed rate advances
- Adjustable rate advances

Limitations

Members must comply with FHLBank's lending procedures as identified in the Credit Guidelines section of the Member Products and Services Guide. HELP advances cannot be used to finance any direct activity of the member or an affiliate of the member. Members are precluded from using HELP advances for their own benefit.

Members are limited to no more than a 200-basis-point markup to their customer above HELP advance rates. The minimum amount of a HELP advance is \$10,000.

FHLBank will provide up to \$25 million annually in HELP advances, and each project is limited to \$2 million. A member may obtain HELP advances for no more than two projects in a single year.

HELP limitations may be waived at the discretion of the FHLBank President in the event of extenuating circumstances.

Rate

HELP advances are priced at FHLBank's cost of issuing consolidated obligations of comparable maturities, including concession costs. Callable, amortizing and adjustable rate HELP advances are priced in a similar manner using market interest rates applicable to FHLBank obligations of comparable maturities and call features. HELP advance rate pricing must be applied on the date the advance is issued.

If FHLBank determines that a member is not complying with the terms, conditions or regulations of the program, the interest rates on the outstanding HELP advances may be changed to the comparable market rates that were in effect at the time of the original funding. Members will be given the opportunity to appeal such determination before FHLBank implements any rate adjustment.

Term

HELP advances are available in maturities from four months to 30 years. Advance terms should be consistent with the proposed use of funds.

Prepayment Option

The normal prepayment fee will apply to HELP advances. For details, refer to the specific advance program.

Collateral

HELP advances must be fully collateralized at the date of issuance and at all times thereafter. Please refer to the Collateral Guidelines section of the Member Products and Services Guide for additional information.

Availability

Provided an approved HELP application is on file, HELP advances may be requested until 4 p.m. CT.

ADDITIONAL HELP GUIDELINES

- **Failure on the part of a member to supply any requested documentation may result in the member being restricted from access to FHLBank's Housing and Community Development department programs. In addition to future HELP applications, this would include the Affordable Housing Program, Homeownership Set-aside Programs, Joint Opportunities for Building Success program and Community Housing Program/Community Development Program advances.**
- HELP advances may be used to refinance or restructure existing loans provided the financing addresses disaster-related needs.
- Members must demonstrate that the use of HELP advances addresses disaster-related needs in their community.
- HELP pricing cannot be approved for advances obtained by the member prior to approval of the HELP application, or to finance projects located outside an eligible federally declared disaster area.
- A HELP application must be submitted to FHLBank's HCD department for confirmation of eligibility for HELP. The application review is not a competitive process but is subject to limits on the amount of funding available.
- Members may take multiple HELP advances up to the total amount of HELP funding approved.
- Members are not committed to taking the full amount of approved HELP funding and may choose to utilize only a portion of the approved amount.
- HELP advances can be used in conjunction with federal, state and local government disaster assistance programs.
- Applications are available from FHLBank's Housing and Community Development department at 785.233.0507, on FHLBank's Web site at <http://www.fhlbtopeka.com> or by e-mail request to HDCDCSP@fhlbanktopeka.com.

WHAT TO EXPECT AFTER APPLYING FOR A HELP ADVANCE

1. The HCD department will review the proposed project to be funded with a HELP advance and, if necessary, request follow-up information or documentation.

2. Following approval of the HELP advance, HCD staff will send the member a letter authorizing the advance under the agreed upon conditions. FHLBank's Lending department will be notified that the advance request is HELP-qualified.
3. The member must call the FHLBank Lending department at 800.809.2733 when the advance is needed and tell the Lending staff that the advance is for an approved HELP project.
4. Upon taking the advance, the member must provide the HELP Initial Certification of Use of Advances form accompanied by a copy of the closing documents such as note, mortgage and closing statement to document that the proceeds of the advance have been used for the approved project.
5. No annual verification is required for HELP products.
6. FHLBank, at its discretion, may adjust the interest rate on approved and drawn HELP advances in those instances where FHLBank determines that the member is not in compliance with FHLBank HELP policies.

EXAMPLES

Members may use HELP advances to match-fund loans for:

- A group of homeowners repairing storm-related damage to their homes
- A multifamily housing complex damaged by flooding
- A farmer repairing tornado damage to an irrigation system
- Repairing a recreational facility damaged by wildfire
- Infrastructure repairs after an ice storm

STOCKHOLDER INFORMATION

Stockholder Name:		FHFB ID#
Contact Person:	Title:	
Address:		
City/State/Zip:		
Phone:	Fax:	E-mail:

ADVANCE REQUEST

HELP Advance Requested: \$ (Maximum \$2,000,000)	
Maximum Terms Requested (Months/Years):	
Type of Advance (Fixed/Amortized):	
Purpose of HELP Advance: <input type="checkbox"/> Multifamily Residential <input type="checkbox"/> Single-family Residential <input type="checkbox"/> Retail <input type="checkbox"/> Office <input type="checkbox"/> Wholesale <input type="checkbox"/> Manufacturing <input type="checkbox"/> Agriculture <input type="checkbox"/> Day Care <input type="checkbox"/> Public Facility <input type="checkbox"/> Medical/Health <input type="checkbox"/> Social Services <input type="checkbox"/> Infrastructure <input type="checkbox"/> Education <input type="checkbox"/> Heavy Industrial <input type="checkbox"/> Light Industrial <input type="checkbox"/> Recreation <input type="checkbox"/> Other: _____	
Purpose of Lender Financing (<i>Check all that apply.</i>): <input type="checkbox"/> New Construction <input type="checkbox"/> Existing Purchase <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Permanent Loan <input type="checkbox"/> Refinance <input type="checkbox"/> Letter of Credit <input type="checkbox"/> Participation Loan <input type="checkbox"/> Other: _____	
Est. Date HELP advance to be taken by (date):	Expected date loan will be funded:

PROJECT INFORMATION

Project/Program Name:	
Address:	
City/State/Zip:	
County:	US Congressional District:
Census Tract:	Total Development Cost: \$
Targeted Population (Native American, Farm Workers, Families, etc.):	
Scattered Site: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Rural <input type="checkbox"/> Urban <input type="checkbox"/> Both
Other Financing Sources (<i>Check all that apply.</i>) <input type="checkbox"/> Federally Owned Properties <input type="checkbox"/> State/Local Grants or Funds <input type="checkbox"/> Low-income Housing Tax Credits <input type="checkbox"/> USDA Programs <input type="checkbox"/> Housing Finance Agency Bonds <input type="checkbox"/> Other Grants <input type="checkbox"/> Any HUD Programs (including FHA) <input type="checkbox"/> AHP Subsidy: Amount \$ _____ Project # _____	

HELP-ELIGIBLE DISASTER DECLARATION

FEMA Disaster Declaration number:	Declaration Date:
State:	HELP Application Deadline:

FOR FHLBANK USE ONLY

HCD Dept:	APPROVED/DENIED	Comments/Qualifying Criteria:
By:	Date:	
HELP #		
Applications approved for member in 2010:		
Reviewed by:	Date:	

RESIDENTIAL PURPOSE

Number of Units:	Single-family Owner _____	<i>For owner projects, a borrower's schedule must</i>
	Single-family Rental _____	<i>For rental projects, a tenant/rent schedule must</i>
	Multifamily Rental _____	<i>be submitted as Attachment A.</i>
	Total Units _____	

BORROWER INFORMATION FOR MULTIFAMILY RENTAL AND ALL NON-HOUSING PROJECTS

Name:	
Contact Person:	Corporate Title:
Mailing Address:	
City/State/Zip:	
Phone:	Fax:
Status:	<input type="checkbox"/> Private, For-profit Developer <input type="checkbox"/> Government-sponsored Agency <input type="checkbox"/> Nonprofit Organization <input type="checkbox"/> Other:

PROJECT DESCRIPTION (Stockholder must demonstrate the use of HELP advances addresses disaster-related needs.):

STOCKHOLDER CERTIFICATION

Stockholder certifies that the project meets the guidelines for HELP funding. **Stockholder will provide information after the disbursement of the advance, including a copy of loan documents for rental projects and HELP Initial Certification Form. Stockholder will provide information annually concerning the status of the loan for rental projects and all non-housing projects for the term of the HELP advance.** Stockholder agrees that the rate to the borrower will not exceed 200 basis points over the HELP advance rate. HELP advances used to fund loans that exceed 200 basis points over the HELP rate to the stockholder will be converted to the regular CHP/CDP pricing at the sole discretion of FHLBank. Stockholder understands that HELP pricing cannot be applied to FHLBank advances already taken. Stockholder agrees to allow FHLBank to publicize stockholder's participation in the program.

(Name of FHLBank Member Institution)

(Officer Signature)	(Corporate Title)
(Type or Print Officer Name)	(Date Signed)

MAIL OR FAX APPLICATION TO: FHLBank Topeka, Housing and Community Development
 PO Box 176, Topeka, KS 66601-0176
 Phone: 785.233.0507, FAX: 785.234.1765

RENTAL PROJECTS

QUALIFYING CRITERIA FOR HELP RENTAL PROJECTS:

- At least 51% of the units have or will have tenants with incomes at or below 115% of the area median income (AMI); **or**
- At least 51% of the units have or will have rents affordable to tenants at or below 115% of AMI.

State: _____

MSA: _____ or County: _____

115% of AMI, four-person household for MSA or County: _____
(115% of AMI data is available from FHLBank's HCD department.)

Affordable Rent: $(30\% * 115\% \text{ AMI} / 12)$: _____

Please complete the following information. If you have a rent schedule giving this information, you may attach a copy instead of completing this form.

<u>Unit Type</u>	<u>Number of Units</u>	<u>Monthly Rent</u>	<u>Comments</u>
Studio	_____	_____	_____
One Bedroom	_____	_____	_____
One Bedroom	_____	_____	_____
Two Bedrooms	_____	_____	_____
Two Bedrooms	_____	_____	_____
Three Bedrooms	_____	_____	_____
Three Bedrooms	_____	_____	_____
Four Bedrooms	_____	_____	_____
Four Bedrooms	_____	_____	_____
Other, Specify	_____	_____	_____

Do the monthly rent figures shown above include standard utilities such as water, sewer, electricity and heat? Yes No

OWNER PROJECTS

QUALIFYING CRITERIA FOR HELP OWNER PROJECTS:

Check one of the following to indicate whether the HELP is to be used for recently originated loans or loans to be made over the next year.

- HELP-funded loans made to borrowers with incomes at or below 115% of the area median income (AMI) no more than three months prior to this application (please complete the HELP-qualified loan list below); or
- HELP-funded loans to be made within the next 12 months to borrowers with incomes at or below 115% of the area median income.

State: _____

MSA: _____ or County: _____

115% of AMI, four-person household for MSA or County: _____
 (115% of AMI data is available from FHLBank's HCD department.)

Qualified HELP Single-family Home Loans

Complete the following table or supply equivalent information as an attachment.

Borrower Name	Address	City/State	Annual Income	Loan Amount	Loan Date
Total					

APPENDIX E
**Joint Opportunities for Building Success (JOBS)
FHLBank Topeka Economic Development Grant Program**

Purpose Statement

The Joint Opportunities for Building Success (JOBS) program is an economic development initiative that assists members in promoting employment growth in their communities.

Funding

Annual funding is subject to board approval.

Threshold Requirements

- Funds are made available only through FHLBank Topeka members.
- Maximum funding of \$25,000 per member (and \$25,000 per project) annually. Members may be approved for multiple grants but will be limited to the annual maximum. Loan pools and similar funding mechanisms are eligible to receive more than one JOBS award annually provided an eligible project is identified in the pool for each JOBS application funded.
- Members and project participants agree to take part in publicity highlighting their role and that of FHLBank's to the project, community and region.
- Projects that appear to be "bail outs" are ineligible.
- JOBS funds cannot be used to finance any direct activity of the member (e.g., infrastructure improvements to facilitate a new branch location) or any affiliate of a member. Members are precluded from using JOBS funds for their own benefit.
- Projects must be located in FHLBank's District (Colorado, Kansas, Nebraska and Oklahoma)
- Applications of a political nature will not be accepted. JOBS funds cannot be used for any lobbying activity at the local, state or national level.
- **Failure on the part of a member to supply any requested documentation may result in the member being restricted from access to FHLBank's Housing and Community Development department programs. In addition to JOBS applications, this would include the Affordable Housing Program, Homeownership Set-aside Programs and Community Housing Program/Community Development Program advances.**

Competitive Considerations

The competitive factors outlined below will be used by HCD staff and management for consideration and evaluation of proposals submitted for the program.

- 1) Asset-based score (regional approach, education/workforce training, cooperation/collaboration)
- 2) Community distress ranking
- 3) Project employment percentage of labor force
- 4) Member FHLBank products (advances to assets ratio)
- 5) JOBS leverage percentage
- 6) Member participation
- 7) Community participation in the project

Other Policies

JOBS applications are due April 1, 2010.

JOBS application and supporting materials must not be more than 10 pages. Applications exceeding 10 pages will be accepted, but any material in excess of 10 pages may not be considered for scoring/ranking.

In the event all funds are not allocated as a result of the competitive process by Oct. 31, FHLBank will consider requests consistent with the program's goals on a first-come, first-served basis for the remainder of the calendar year.

FHLBank is not required to fund any request. FHLBank reserves the right to reject any requests even though funds may be available.

Members will be required to execute agreements agreeing to the terms of the program and use of approved funds.

Members may be approved for multiple grants not to exceed the \$25,000 per member annual limit.

Multiple applications from a member will be considered up to the \$25,000 annual limit. Applications in excess of the \$25,000 limit will not be considered for funding. In the event a member submits applications in excess of the limit, whether from different branches, officers, etc., FHLBank will consider applications in the order received. All decisions of Housing and Community Development staff are final.

JOBS is not intended to be a permanent funding source for economic development programs. Approval in prior years does not guarantee or imply approval of an application in the current year.

JOBS funds may be used in conjunction with other FHLBank products and programs, except the Affordable Housing Program (AHP) and AHP set-aside programs (Homeownership Set-aside Programs).

Funding decisions made by management will be presented to the Housing and Governance board committee for final approval.

Members submitting JOBS applications must be in good standing with FHLBank's Housing and Community Development department. JOBS Applications from members restricted from participating in AHP or CICA programs will not be considered.

For JOBS projects that involve loan pools, business plan competitions or similar funding/business training mechanisms that have previously received JOBS funds, the application must identify project participants that have not benefited from the previous JOBS project(s).

Housing and Community Development staff is available for technical assistance with JOBS applications. Technical assistance consists of answering questions, providing examples, etc. FHLBank will not assemble or proofread applications, gather signatures or in any other way participate in the preparation of a JOBS application.

Members and projects receiving JOBS funds must consult their tax advisors regarding the tax implications of receiving JOBS funds. FHLBank does not provide advice or consultation regarding the taxability of JOBS funds.

Housing and Community Development staff will provide JOBS-related communication to the stockholder's Contact Person listed on the application. Projects will not be notified directly of JOBS approval or the disbursement of funds.

2009 Program Highlights

- 40 out of 81 JOBS applications were approved in 2009 providing \$1,000,000 in funding.
- Over \$87.3M of other funding sources were combined with the requested JOBS funds.
- JOBS projects helped create 1,679 jobs and retain 3,019 jobs.
- Applications approved by state: Colorado, 3; Kansas, 18; Nebraska, 14; and Oklahoma, 5.
- 31 of the 40 approved applications were for projects located in rural communities.

Descriptions of the previously approved JOBS projects are available online:

- [2009](#)
- [2008](#)
- [2007](#)
- [2006](#)
- [2005](#)

➤ [2004](#)

FHLBank Topeka JOINT OPPORTUNITIES FOR BUILDING SUCCESS (JOBS)

STOCKHOLDER INFORMATION

Stockholder Name:		FHLBank Cust ID # :
Contact Person:	Title:	
Address:		
City/State/Zip:		
Phone:	Fax:	E-mail:

JOBS Request

JOBS Funding Requested (\$25,000 max): \$
JOBS Funding Structure (Loan, Grant, Equity, Etc):
JOBS Funding Terms (Rate, Maturity, Etc.):
Purpose of JOBS Funding (<i>check all that apply</i>): <input type="checkbox"/> Retail <input type="checkbox"/> Office <input type="checkbox"/> Wholesale <input type="checkbox"/> Manufacturing <input type="checkbox"/> Agriculture <input type="checkbox"/> Day Care <input type="checkbox"/> Public Facility <input type="checkbox"/> Medical/Health <input type="checkbox"/> Social Services <input type="checkbox"/> Infrastructure <input type="checkbox"/> Education <input type="checkbox"/> Heavy industrial <input type="checkbox"/> Light Industrial <input type="checkbox"/> Recreation <input type="checkbox"/> Other: _____
Purpose of JOBS Financing (<i>check all that apply</i>): <input type="checkbox"/> New Construction <input type="checkbox"/> Existing Purchase <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Permanent Loan <input type="checkbox"/> Refinance <input type="checkbox"/> Participation Loan <input type="checkbox"/> Letter of Credit <input type="checkbox"/> Other :
Est. date JOBS will be taken by: _____ Expected date project will be funded: _____

PROJECT INFORMATION

Business/Project Name:	
Contact Person:	Title:
Address:	
City/State/Zip:	
Phone:	E-mail:
Fax:	
Target Area (Communities, Counties, or Census tracts – limit 10):	
U.S. Congressional District:	Total Development Cost: \$
Targeted Population, if any (Native American, farm workers, families, etc.):	
Number of Jobs Created:	Number of Jobs Retained:
Scattered Site: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Rural <input type="checkbox"/> Urban <input type="checkbox"/> Rural and Urban
Other Financing Sources (<i>check all that apply</i>)	
<input type="checkbox"/> SBA	<input type="checkbox"/> Local Economic Development Organization
<input type="checkbox"/> USDA Program	<input type="checkbox"/> Foundation Grants
<input type="checkbox"/> Industrial Revenue Bonds	<input type="checkbox"/> Other Grants
<input type="checkbox"/> HUD CDBG Economic Development	<input type="checkbox"/> Other Loan

PROJECT DESCRIPTION:

EMPLOYMENT IMPACT (Describe the jobs to be created and/or supported by JOBS funding including expected wage levels, types of occupations and other employment-related characteristics of the project.)

PROJECT FEASIBILITY (Complete the following table and discuss the viability of the project and the timely use of JOBS funds.):

Financing Source	Type (e.g. Loan, Grant, Equity or In-kind Value)	Amount	Rate	Term (months)	Status (Approved, Requested, Not Yet Applied For)	Date (Approval, or Expected Approval)
JOBS					Requested	June 30, 2010
Total Sources		\$				

COMMUNITY NEEDS (Describe the target area to be served, how community benefits will be measured, whether the project is located in a rural area, inner city, designated revitalization area or other targeted area. Target areas may consist of communities, counties or census tracts subject to a limit of 10.)

COMMUNITY SUPPORT (Discuss FHLBank member financing and community participation in the project. FHLBank member financing listed under project feasibility must be detailed):

OTHER (Describe the use of additional FHLBank products such as the CDP or other FHLBank products for the project. If the project has previously received JOBS funding, describe how the funds were used to achieve the project's objectives.):

STOCKHOLDER CERTIFICATION

JOBS APPLICATIONS MUST BE POSTMARKED ON OR BEFORE APRIL 1, 2010

Stockholder certifies that the project meets the guidelines for JOBS funding. Stockholder will provide information after the disbursement of JOBS funds at the request of FHLBank. Stockholder will provide information annually concerning the status of the JOBS project at the request of FHLBank. Stockholder agrees to allow FHLBank to publicize stockholder's participation in the program.

(FHLBank Topeka Stockholder Institution Name)

(Officer Signature)

(Corporate Title)

(Type or print officer name)

(Date Signed)

RETURN APPLICATION (LIMIT 10 PAGES TOTAL) TO:

FHLBank Topeka
Housing and Community Development Department
PO Box 176
Topeka, KS 66601-0176
Phone: 785.233.0507 or 866.571.8155
FAX: 785.234.1765