



## Affordable Housing Program (AHP) 2016 Sponsor Guide to the AHP System

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Sponsors may use this guide to assist in navigating the AHP online system.

- Initiate and complete an AHP application
- Sponsor approve an application
- Submit a Disbursement Request
- Submit a Semi-Annual Progress Report
- Submit a Commitment Extension Request
- Submit a Completion Certification
- View attachments to a project

If you have any questions about AHP system navigation, please call the Community Investment Department (CID) at 1-800-288-3400, option 4.

Here are some key dates associated with the 2016 AHP funding round. For more information, please visit the "Housing & Community" area of [www.fhlb-pgh.com](http://www.fhlb-pgh.com).

- The funding round opening date is June 6.
- The funding round closes Thursday, August 11, 2016, at 5 p.m. Eastern Time. Only applications in the "Member Approved" status will be accepted.
- Funding announcements will be made on FHLBank's web site and via letters to members and sponsors of submitted applications on December 15, 2016.

*NOTE: If you require instructions for registering in the AHP system, please contact CID. Once you have successfully registered and attached yourself to your organization, please notify CID to connect you to your approved project(s) (for funding rounds 2009 and prior; you will already be associated with any applications and/or projects submitted in funding rounds 2010 and newer).*

### **INITIATE AND COMPLETE AN AHP APPLICATION:**

- After successfully logging into the AHP system, click **My Applications**, then **Initiate an Application** at the top left-hand corner of the screen.
- Complete the requested information on each page and proceed through the steps by clicking the **Back** and **Next** buttons on the bottom of your screen.
- All six steps must be completed to successfully initiate an application.
- On the sixth step, click **Finish** at the bottom of your screen and you will be taken to the Application Home screen which lists all of the screens of the application that need to be completed.
- Click on the green link to the application screen you would like to complete.

- The status column to the right of each screen will have a **red x**, a **yellow check mark** or a **green check mark**. A **red x** means that nothing on the page has been saved. A **yellow check mark** means that only part of the information on the page has been saved. A **green check mark** means that all information required on that screen has been saved.
- Each page will have a **Previous** and **Next** button at the bottom. You can navigate through the screens using these buttons. NOTE: you must press **SAVE** on each page to successfully save your changes. If you only press **Previous** or **Next**, your changes will NOT be saved.

### **SPONSOR APPROVE AN AHP APPLICATION:**

- Applications can only be sponsor approved by a lead sponsor contact.
- After successfully logging into the AHP system, click **My Applications**, then **Home** at the top left-hand corner of the screen.
- A list of the applications that you are associated with will appear.
- Click on the link to the application that you would like to sponsor approve.
- On the Application Home page, there should only be **green check marks** in the “Status” column. If there is a **red x** or a **yellow check mark**, that means that a page is not complete, and it needs to be revisited and saved.
- Place your mouse pointer over the **Application** link at the top of the page and select **Sponsor Approval**.
- You can click the **Approve** button on the bottom right-hand side of your screen to officially sponsor approve the application.
- After officially sponsor approving an application, emails will be automatically generated by the AHP system and sent to the application’s lead contacts, input contacts and member bank contacts indicating that the application has been sponsor approved.
- Once the application is sponsor approved, the lead and input sponsors may not edit the application.
- You can print a copy of the application by clicking **Print Application** on the right-hand side of the Home screen. This function is available even after the application is sponsor approved and member approved.

### **SUBMIT A DISBURSEMENT REQUEST:**

- Disbursement Requests can only be entered and Sponsor Approved by a lead sponsor contact.
- After successfully logging into the AHP system, click **My Projects**, then **Home**.
- A list of the projects that you are associated with will appear.
- Click on the link to the project for which you would like to approve a disbursement request.
- At the top left hand corner of the screen, click **Disbursement**, then **Request Disbursement**.
- Indicate the “Grant Amount Requested” and select at least one use of funds. Select **Submit** to review the information and if correct, click **Finish** to initiate the disbursement request.

- At the Disbursement Request Home page, click on the green link to the screen of the disbursement request that you would like to complete.
- The status column to the right of each screen will have a **red x**, a **yellow check mark** or a **green check mark**. A **red x** means that nothing on the page has been saved. A **yellow check mark** means that only part of the information on the page has been saved. A **green check mark** means that all information required on that screen has been saved.
- Once there are only green check marks on the Disbursement Request Home Screen, click the **Save and Submit** button on that screen to formally submit the disbursement request. After selecting **Save and Submit**, you will no longer be able to make edits to the disbursement request.
- Emails will be automatically generated by the AHP system and sent to the project's lead contacts and member bank contacts after the sponsor submits a disbursement request. The member bank must approve the request for it to be officially submitted to FHLBank.
- If you would like to print the disbursement request, click the link on the right-hand side of the screen.

### **SUBMIT A SEMI-ANNUAL PROGRESS REPORT:**

- All sponsors associated with incomplete projects will receive an email automatically generated by the AHP system when a Semi-Annual Progress Report (SAR) is due.
- After successfully logging into the AHP system, click **My Projects**, then **Home**.
- A list of the projects that you are associated with will appear.
- Click on the link to the project for which you would like to view a SAR.
- At the top of the screen, click **Monitoring**, then **Semi-Annual Progress Reports**.
- Click the **Edit** button next the project's current SAR that is due.
- Click on the green link to the screen of the SAR that you would like to complete.
- There are 4 sections to the SAR: AHP units; Key dates; Targeting and Project Progress. Complete and save all 4 sections.
- The status column to the right of each screen will have a **red x**, a **yellow check mark** or a **green check mark**. A **red x** means that nothing on the page has been saved. A **yellow check mark** means that only part of the information on the page has been saved. A **green check mark** means that all information required on that screen has been saved.
- When completing each of the sections, make sure you click on the save button. Once you save, then click on the next button for the next section (screen).
- Once there are only green check marks on the SAR Home Screen for each of the 4 sections of the SAR, click on the green **Certify** box on the left hand side of the screen just below Project Progress.
- A message box will appear that indicates you are certifying the correctness of the information in the SAR. Click **Yes**.
- After clicking the yes button, a message will appear that the SAR was successfully completed. This means that your SAR has been successfully submitted to FHLBank. If a SAR is not certified, it is not considered completed and submitted to FHLBank.

- Emails will be automatically generated by the AHP system and sent to the project's lead contacts and member bank contacts after the sponsor submits a SAR. The member bank does not need to approve the SAR.
- If you would like to print the SAR, click the link on the right-hand side of the screen.

### **SUBMIT A COMMITMENT EXTENSION REQUEST:**

- After successfully logging into the AHP system, click **My Projects**, then **Home**.
- A list of the projects that you are associated with will appear.
- Click on the link to the project for which you would like to submit a commitment extension request.
- At the top of the screen, click **Commitment Extension**, then **Request Commitment Extension**.
- Click on the green link to the screen of the Commitment Extension that you would like to complete.
- The status column to the right of each screen will have a **red x**, a **yellow check mark** or a **green check mark**. A **red x** means that nothing on the page has been saved. A **yellow check mark** means that only part of the information on the page has been saved. A **green check mark** means that all information required on that screen has been saved.
- Once there are only green check marks on the Commitment Extension Request screen, click the **green** certify button on that screen to formally submit the Commitment Extension.
- Emails will be automatically generated by the AHP system and sent to the project's lead contacts and member bank contacts after the sponsor submits a commitment extension. The member bank does not need to approve the extension.
- If you would like to print the commitment extension request, click the link on the right-hand side of the screen.

### **SUBMIT A COMPLETION CERTIFICATION:**

- Once a project is complete, the sponsor will be notified by FHLBank to submit the Completion Certification in the AHP system.
- After successfully logging into the AHP system, click **My Projects**, then **Home**.
- A list of the projects that you are associated with will appear.
- Click on the link to the project for which you would like to submit a Completion Certification.
- At the top of the screen, click **Monitoring**, then **Completion Certification**.
- On the first tab, titled "Completion Certification," download the Tenant Occupancy Report (for rental and lease-purchase projects) or the Homeowner Funding Record (for homeownership projects) and complete the form, saving it to your computer's hard drive or a flash drive.
- On the Completion Certification screen, browse for the document and then attach it to the screen. Make sure to **SAVE** the screen before exiting.
- Click the **Certification** tab, or the **Next** button at the bottom of the Completion Certification screen.
- Click **Certify** at the bottom of the screen after reviewing the screen's contents.

### **VIEW ATTACHMENTS TO A PROJECT:**

- After successfully logging into the AHP system, click **My Projects**, then **Home**.
- A list of the projects that you are associated with will appear.
- Click on the link to the project for which you would like to view the attachments.
- On the right-hand side of the Current Projects Summary screen, see links to Scoring Elements and Application Attachments.