AHP Online

Application Guide: Technical Guide for Members
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Summary

This guide is a technical resource for members applying for FHLBank Pittsburgh Affordable Housing Program (AHP) funding through the AHP Online website, accessible through Bank4Banks®.

Once the application is in “Sponsor Approved” status, the member must review the application and complete two screens:

- Member Involvement: Member Policy
- Member Involvement: Member Service

After completing these screens, the member will be able to approve the application and submit it to FHLBank for review.

All applications must be in the “Member Approved” status by the AHP application deadline in order to be considered complete.

Access the Application Home Screen

- Log into AHP Online.
- Click the My Applications tab to view all the AHP applications with which you are associated.
- To access or edit a particular application, click on its Application Number.

This will direct you to the Application Home screen, which provides an overview of the application and the status of each application section.

A red X or yellow checkmark in the Status column indicates that the section is incomplete. A green checkmark indicates that the section is complete. You must click “Save” after entering all the required information in each section in order to receive a green checkmark.

Click on the green heading names to access each section. Members can view all sections, but are only able to edit the Member Involvement: Member Policy and Member Involvement: Member Service screens.

Trouble logging in?

Member contacts who plan to support an AHP application must be registered users in the Bank4Banks system. For Bank4Banks registration or log-in assistance, please call 800-288-3400, option 2.
Once you have accessed a section, you can navigate the section pages using the “Next” or “Previous” buttons, or by using the tabs at the top of the screen.

For a section to receive a green checkmark, all items with an asterisk must be completed. Additionally, items marked with a black diamond symbol ("♦") must be completed before the member can approve the application.
View an Application Status

The My Applications tab lists the status of each AHP application with which you are associated, using the following categories:

Pending: The application is initiated, but is not complete and has not yet been “Sponsor Approved.”

Sponsor Approved: The project sponsor’s Lead Sponsor Contact has approved the application and received confirmation of that approval via email. The application is now awaiting member approval.

Member Approved: The member has completed both Member Involvement screens and reviewed and approved the application. “Member Approved” status indicates that the application has been completed and submitted to FHLBank for review. The application can no longer be edited by sponsors or members. Only applications with “Member Approved” status are considered complete and ready for FHLBank review.
Complete the Member Involvement: Member Policy Screen

The answers to the questions on the Member Involvement: Member Policy screen are required for Federal Housing Finance Agency (FHFA) reporting purposes only.

If you answer yes to the questions “Does the member have a mortgage or lien on the property?” or “Does the member have any past or present financial or ownership interest in the project?” you will be asked to provide additional information about the financial interest.
After completing the screen, click “Save.” A confirmation message will appear to confirm that your changes have been saved to the system.

Community Lending Program (CLP)
One of the questions on the Member Involvement: Member Policy screen refers to FHLBank’s Community Lending Program (CLP). For more information about CLP, visit www.fhlb-pgh.com/clp.
Complete the Member Involvement: Member Service Screen

The answers to the questions on the Member Involvement: Member Service screen are required for Federal Housing Finance Agency (FHFA) reporting purposes only.

If you answer yes to the question “Excluding the pass through of AHP Subsidy, are grant(s) or in-kind contributions or services being provided by the member?”, you will be required to describe the services provided and fee charged.
Approve/Reject an Application

After you have reviewed the application and completed both Member Involvement screens, you will be able to approve or reject the application.

- Hover over the Application tab and select “Member Approval.”

- Review the certification language (see Appendix A) and check the white box in the left margin to certify the language. To approve the application, click the “Approve” button. This will change the application status to “Member Approved.” Then submit the application to FHLBank. You will no longer be able to modify the application once it is in this status. Be sure to save or print a copy of the application for your project files, as you will not be able to view the application after the round closes.

Once you approve the application, a confirmation message will appear.
All applications must be in the “Member Approved” status by the AHP application deadline in order to be accepted for FHLBank review.

- If a project sponsor needs to edit an application after it has been “Sponsor Approved,” the member can reject the application to send it back for editing. To reject an application, click “Reject” on the Member Approval screen. The status will revert to “Pending.” All information previously entered by the sponsor will be saved.

*All AHP program information, forms and guides can be located at [www.fhlb-pgh.com/ahp](http://www.fhlb-pgh.com/ahp).*

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Appendix A: Member Certification Language

The AHP subsidy will only be used for the purposes specified in the approved Affordable Housing Program ("AHP") application and in accordance with the AHP regulation promulgated by the Federal Housing Finance Agency (including any successor) at 12 C.F.R. Part 1291 (the “AHP Regulation”) and the related policies and procedures of the Federal Home Loan Bank of Pittsburgh (the “FHLBank”). The subsidy received for this project will not be used for any purpose prohibited by the AHP Regulation. The project will comply with the requirements of all applicable federal and state laws on fair housing and housing accessibility, including, but not limited to, the Fair Housing Act, the Rehabilitation Act of 1973, the Architectural Barriers Act of 1969, and the Americans with Disabilities Act of 1990 and affirmative marketing requirement.

Owner-occupied projects are subject to a retention period of five (5) years from the date of closing or in cases where there is no closing, five years from the date established by the Bank. Rental projects are subject to a retention period of fifteen (15) years from the date of project completion as determined by the FHLBank. The FHLBank member approving this application (the “Member”) will ensure that the rental project, or each of the AHP assisted units of an owner-occupied project, is subject to a legally enforceable retention agreement or mechanism meeting the requirements of section 1291.9 of the AHP Regulation.

The Member will be bound by the representations and commitments made in the project’s approved application, or in a modification request approved by the FHLBank in its sole discretion. Any changes to the information provided in the approved application that impact the scoring or feasibility of the project must be reported to the FHLBank. The Member agrees to perform such monitoring as may be required by the AHP Regulation or the FHLBank AHP policies and procedures.

In the event that the project is not in compliance with the AHP Regulation and the FHLBank AHP policies and procedures, the proceeds of a funded AHP subsidy will be recaptured and the unused or improperly used subsidy will be returned to the FHLBank.

The Member certifies that the information provided in this application is true, complete, and accurate, and that it will be bound by the commitments made in the application. The Member acknowledges that any misrepresentations or false or fictitious statements made in the application, which are used by the FHLBank to award an AHP subsidy, as well as any material changes to the application that are not communicated to the FHLBank, may result in the withdrawal or required repayment of the awarded AHP subsidy.

The Member represents and warrants that it has full corporate power and authority, and has received all corporate and governmental authorizations and approvals as may be required, to enter into and perform its obligations under this application.

The person representing the Member by approving this application is duly authorized by the Member to make such representations and commitments as presented in this application.
Appendix B: Application Questions for Members

The answers to the questions below are required for reporting purposes only. For consideration of Member Financial Participation points, the project sponsor must complete, sign and upload the Member Financial Participation form as an attachment to the AHP Online application under the Member Financial Participation Category. The member providing the financial participation must also sign the Member Financial Participation Form.

Member Involvement: Member Policy

Does the member have a mortgage or lien on the property? (Yes or No)

If yes:

Loan Amount: ______
Appraised Value: ______
Interest Rate: ______
Date of Appraisal: ______
Term (in months): ______
Sale date: ______

Does the member have any past or present financial or ownership interest in the project? (Yes or No)

If yes:

Describe the interest: ______ (4000-character maximum)

Excluding the pass through of AHP subsidy, is non-permanent financing being provided by the member? (Yes or No)

Excluding the pass through of AHP subsidy, is an FHLBank advance, including a Community Lending Program (CLP) advance, being provided as part of the project financing? (Yes or No)

Excluding the pass through of AHP subsidy, is a mortgage loan being provided by the member? (Yes or No)

Excluding the pass through of AHP subsidy, are reduced closing costs being provided by the member? (Yes or No)

Member Involvement: Member Services

Excluding the pass through of AHP subsidy, are grants(s) or in-kind contributions or services being provided by the member? (Yes or No)

If yes:

Describe services provided: ______ (4000-character maximum)
Fees charged: ______