

AHP Application Instructions

AHP Web Application General Navigation Tips

- The “Enter” key is disabled- use submit, save, cancel, home or other keys on screens to move among screens
- Web browser arrow keys are usually disabled
- Save - moves to next screen
- Cancel and Home – Does Not save data entered, returns to Home screen- then select link to continue
- If inactive while working on an application for more than 10 minutes- you will be logged off and returned to landing page

“Landing” Page

- Provides round information - deadline is 12 PM of date listed
 - Provides phone numbers and email addresses for assistance regarding system questions and application questions
 - Provides links to hard copies of AHP application materials and instructions
- ***Entry of a new application: use New AHP users (bottom left side on screen)
- *** Once application initially entered: use Returning users (bottom right side on screen)

HOME Page

- System numbers applications when registered (upper left hand corner below the header)
- Project Login (upper right hand corner below header)
- All sections of application listed here
- Section links will change color after entered
- Submit Application: provides validation of information entered- cannot submit unless all fatal errors are corrected. There will be warnings at bottom of submission page that do not have to be corrected- simply indications that information entered may not meet certain criteria
- Application form: provide hard copy of application to Member with exhibits. Member must forward the signature page and exhibits to the FHLBank
- Signature page: The signature page must have original signatures of member, sponsor and owner (as applicable)

General Information

- New applications must choose a project type, subsidy type and whether or not homeowner project is a Habitat project

MEMBER Information:

- Select Search
- Select state and search OR enter member name, city, state
- Select member entity
- Select Save- returns to general info

Member Contact: may provide a dropdown box for selection OR send email to Kellee Tinsley to add appropriate contact

SPONSOR Information:

- Select Search
- Select State and search OR enter sponsor name, city, state
- Select sponsor entity

- Select Save- returns to general info

Sponsor Contact: may provide a dropdown box for selection OR

send email to add appropriate contact

***IF sponsor entity is not listed- HCD must add to database- please send email to Anna Kendall.

Owner Information *Rental Projects Only*

- Search works just like member and sponsor
- If owner not listed, scroll to bottom of screen- select Add button
- Provide info requested per fields on screen- system will prompt for required fields- please make sure to add fax number

Project Information

- Some validations on this page- please review info after keying to check for inaccuracies. System does not validate accuracy of number of units entered in the various categories.
- System will prompt for required fields (this happens either at the page level or upon application submission)
- Total units- does not tally the column- only validation is against number of units entered in single family and multifamily entries
- Text boxes are scrollable fields- allow for unlimited text

Member Financial Interest

- System will prompt for required fields
- If interest involves real estate, be sure to include independent 3rd party appraisal.

Direct Subsidy or Subsidized Advance

- If Direct subsidy: select type of direct subsidy
- If other than grant- system prompts for required fields
- If Subsidized Advance- enter info in appropriate fields

Use of AHP Funds

- Select how AHP fund will be used in the project
- Depending on type of project- some selections may not be available
- System prompts for required fields

Commercial Space

Rental Projects Only

If no commercial costs associated with project select home or cancel

- System prompts for required fields
- If commercial space is included- applicant must acknowledge that AHP funds cannot be used for commercial space

Eligibility Factors

- System displays project type selected
- System displays only those factors applicable to project type
- System prompts for required fields
- If market study is not provided- system provides link to questions required in place of market study or needs assessment

Timely Use of Funds

- System defaults to current month/year- need to provide actual estimated month/date/year
- System prompts for required fields

Targeting

- Breakdown of units entered here must agree with RPW or HPW (in exhibit 1) and total units displayed
- Total number of units is pulled from project info screen
- System validates information upon submission
- System prompts required fields

Subsidy Per Unit

- All information is pulled from other screens - if incorrect follow instructions on the screen

Homeless

- If not applicable to this project select cancel or home and continue
- If homeless units are claimed, must be at least 20% of total units (less manager/staff unit) to earn credit
–if project is creating transitional housing it must require a minimum of six months occupancy
- If homeless is claimed system will prompt for explanation

Donated Property

- If not applicable to this project select cancel or home and continue
- If claiming donated property- select type of entity
- Enter applicable information for either donation or reduction of cost for land or units-
– Number of units must be at least 20%
– Reduction of cost must be 20% below fair market value
- If donation is less than 100%- must provide documentation of market value and appraised value
- System prompts for required fields

Nonprofit Sponsor

- If a nonprofit sponsor is not associated with this project, select NONE and save
- If applicable select appropriate project type
- System prompts for required fields

Empowerment

- Be sure to indicate number of units for the factors that require a unit commitment
- If not applicable to this project select save to continue to next page
- If claiming empowerment, select those services applicable, enter the name of the provider and indicate a letter will be provided
- If a service is selected, the provider and indicator that a letter will be provided must be selected

Community Stability

- Must indicate if any residents will be displaced- if so a relocation plan MUST be provided
- If stability is claimed, the factor(s) must be explained in detail
- www.ffiec.gov/geocode- for census tract info

Special Needs

- If special needs is not applicable to this project- select save to continue
- If special needs is applicable, enter total number of units to be committed
– At least 20% of total units (less manager/staff unit) must be committed to receive credit • Select the categories applicable to the project.
- Provide a detailed description of the population being served

Member Financial Participation

- If member financial participation is not applicable to this project- select cancel or home to continue
- If MFP is applicable select the appropriate factor(s)- make sure to indicate a letter will be submitted

– Only one part of the member financial participation can be credited. A donation in addition to member financing does not earn additional points.

Rural

- If rural is not applicable to this project- select save to continue
- For assistance in determining rural designation use <http://factfinder.census.gov>
- Select maps and geography on left side of screen
- Select reference maps
- Select state
- Select reposition on....a street address or zip code
- *** any address outside of the lavender shaded or crosshatched area of the urbanized area (UA) of the central city of an MSA is considered rural
- If rural units are claimed, provide explanation

First-time Homebuyer

- If first-time homebuyer is not applicable to this project –select save to continue
- If first-time homebuyer is claimed, provide an explanation

Community Participation

- If community participation is not applicable to this project select save to continue
- If claiming community participation, select those services applicable, enter the name of the provider and indicate a letter will be provided
- If a service is selected, the provider and indicator that a letter will be provided must be selected

Support Services

- If support services is not applicable to this project select cancel or home and continue
- If claiming support services, select those services applicable, enter the name of the provider and indicate a letter will be provided
- If a service is selected, the provider and indicator that a letter will be provided must be selected

Workbook Download/Upload

- Select link - workbook download/upload
- Select download workbook
- Dialogue box offers selection of open, save or cancel.
- Best choice** is to SAVE in the drive of your choice
- System will download appropriate workbook for type of project and then provide another dialogue box to open.....
- Select enable macros (if prompted)
- Enter appropriate data in workbook, select save DO NOT change name of workbook (example of format: 4-2005 owner feasibility)
- Close Excel
- Select browse- find workbook in appropriate drive, select open- this loads workbook into application
- Select upload
- System returns successful upload message
- ** View workbook only works after upload

Workbook Download/Upload

- If choosing Open at dialogue box
- Select enable macros (if prompted)
- Enter appropriate data, select save as DO NOT change name of workbook and save in directory of choice. This choice adds a (1) to the file name that has to be removed in order to be uploaded successfully.
- Close Excel
- Select browse- find workbook in appropriate drive, select open- this loads workbook

into application

- Select upload
- System returns successful upload message
- Select save

Monitoring and Compliance

- This page must be filled out in order to submit application
 - The responses to the two narrative questions ... Must be sufficient to reflect understanding of responsibilities on part of member, sponsor and owner

Signature page and exhibit checklist

- The signature page includes the monitoring, compliance and certification pages as well as a checklist for the exhibits that must be submitted hard copy.
- The signature page and exhibits must be submitted via the member
- **** signature page and exhibits must be received by FHLBank within 7 days of application round deadline.

Application Form

- The hard copy of the application for your files
- One copy must be sent to the member bank for their files

Feasibility Workbooks

- Make sure numbers are consistent with information entered throughout application
- ***If the rental project has NO DEBT- the operating costs plus replacement reserves must be at least 90% of Effective Gross Income.
- Workbooks will display error messages if a line item does not meet the guideline- will also be prompted as to where to include explanation. If additional space is required- use area at bottom of feasibility analysis worksheet

Submitting the Application

- Select the application submission link- system will indicate if there are fatal errors that must be corrected prior to accepting application
 - To correct any errors, place cursor on error and click.
- System moves to page the error is regarding
- Once all errors are corrected system will report no fatal errors exist
- Select submit
- Select submit again
- ****once application is submitted- all links except application form and signature page are disabled