FHLBank
Topeka

Long-term Monitoring

User Guide

Updated: April 4, 2019

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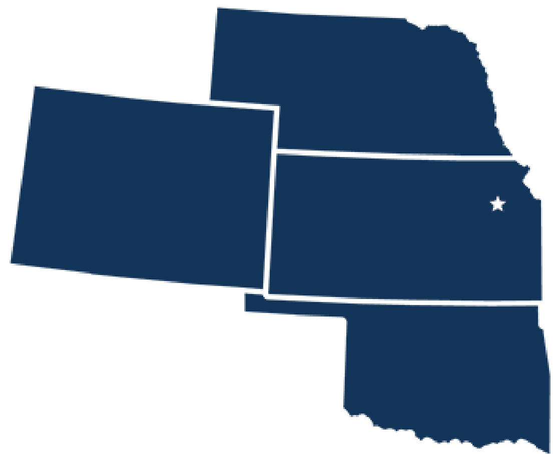
Affordable Housing Program Details

PROGRAM DESCRIPTION

The Affordable Housing Program (AHP) was created by Congress through the Financial Institutions Reform, Recovery and Enforcement Act in 1989. The AHP is funded each year with 10 percent of FHLBank Topeka's (FHLBank's) net income. FHLBank's competitive AHP, implemented in 1990, in partnership with its members and project sponsors, addresses the housing needs of very low-, low-, and moderate-income households by providing gap financing for owner-occupied and rental projects.

PROGRAM RESOURCES



AHP Implementation Plan

Code of Federal Regulations (12 C.F.R. Part 1291)

AHP Website

HOURS OF OPERATION

AHP Online will be available between the hours of 6:30 a.m. to midnight (Central Time). It will be offline for routine maintenance and updates between the hours of midnight and 6:30 a.m.

TECHNICAL ASSISTANCE HOURS

Housing and Community Development (HCD) will be available to provide technical assistance from 8:00 a.m. to 5:00 p.m. (Central Time) Monday through Friday, excluding bank holidays.

HCD's toll-free number is: 1.866.571.8155.

HELPFUL HINTS

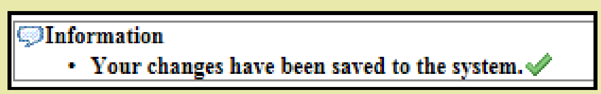
- ✓ Use the links in this User Guide to navigate to specific sections, definitions of terms, etc.
- ✓ Users must have been associated with a project as a contact in order to complete processes, such as Long-term Monitoring, in AHP Online.
- ✓ AHP Online will automatically log off users after 20 minutes of inactivity. Any non-input action, such as moving from screen to screen or saving a screen, are included in the definition of "inactivity."
- ✓ **For optimal performance in AHP Online, FHLBank recommends using the current version of Internet Explorer.**
- ✓ After an application is approved, consultants no longer have access through their company's login information. If a Sponsor wants a consultant to have access to AHP Online for a project, the Sponsor will need to approve the consultant as an authorized user for the Sponsor's account. The consultant will need to use a different username login for this account.
- ✓ Refer to The AHP website to obtain documents required for Long-term Monitoring (i.e. Income Calculation Workbook, etc.)

FYI – Uploading Documents

- Only one file per upload box is allowed. If the upload includes multiple files/documents, save the documents as a ZIP file or as a single PDF file.
- AHP Online accepts the following file upload types: PDF, ZIP, DOC, DOCX, XLS, XLSX.
- The maximum file size for any single upload is 50 megabytes.

FYI – Save Each Page

To ensure you work has been saved, look for the message (shown below) after saving the page.



Long-term Monitoring – The BASICS:

EMAIL NOTIFICATIONS

Throughout the project's 15-year retention period, Lead Sponsor Contacts are notified via email (either through AHP Online or by an HCD staff member) when the project has Long-term Monitoring (LTM) requirements due. They are identified in the table below:

FYI

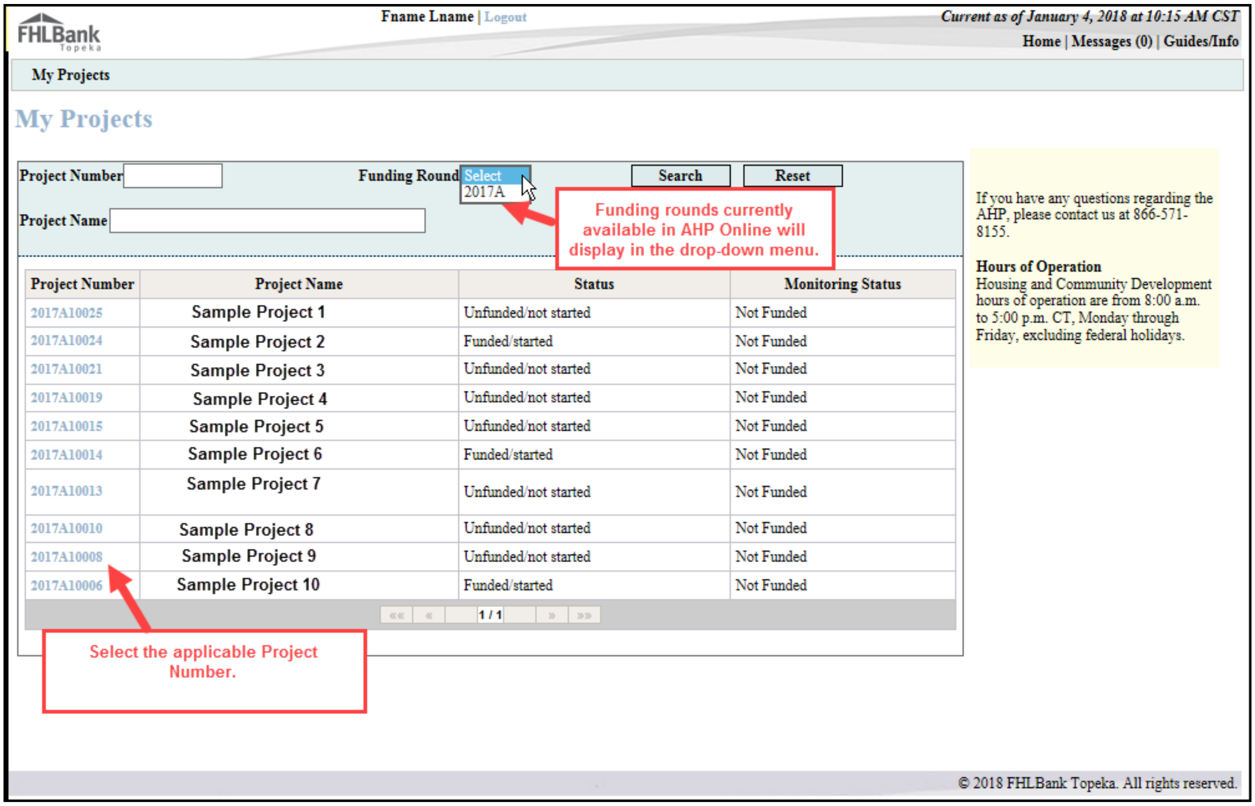
Refer to the current year's AHP Implementation Plan for additional information regarding a project's LTM requirements.

LTM Email	Explanation
Notification of Sponsor/Owner Certification (Certification) Due Date	Sent through AHP Online: This email instructs lead sponsor contacts to review and submit the Sponsor/Owner Certification for the specified project.
Notification of Past-due Sponsor/Owner Certification	Sent through AHP Online: This email notifies lead sponsor contacts the required Sponsor/Owner Certification is past due.
Notification Clarification is Needed	An HCD staff member will contact you directly with the exact nature of the clarification(s) required.
Certification Review Completion	Sent through AHP Online: HCD has completed Certification review and does not require any additional information at this time.

NAVIGATING THE DASHBOARD

After you have logged in, you will be directed to your dashboard, also known as **MY PROJECTS**.

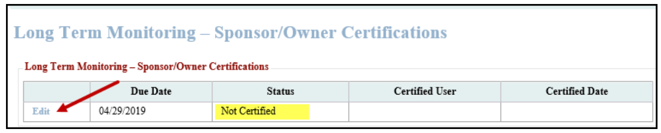
1. Select the Funding Round of the project for which you wish to complete LTM then “Search.”
2. The projects for that funding round will display. Select the project number for which you wish to complete LTM.
3. Upon selection of the applicable project number, you will be directed to the projects **CURRENT PROJECT SUMMARY** screen.



LONG-TERM MONITORING – SPONSOR/OWNER CERTIFICATION SCREEN

1. On the **CURRENT PROJECT SUMMARY** screen, select "Long Term Monitoring – Sponsor/Owner Certification" from the "Monitoring" drop-down menu.

2. On the **LONG TERM MONITORING – SPONSOR/OWNER CERTIFICATIONS** screen, select "Edit" next to the current Certification due. (i.e. status of "Not Certified."
3. The Sponsor Certification will display.



Long Term Monitoring – Sponsor/Owner Certifications

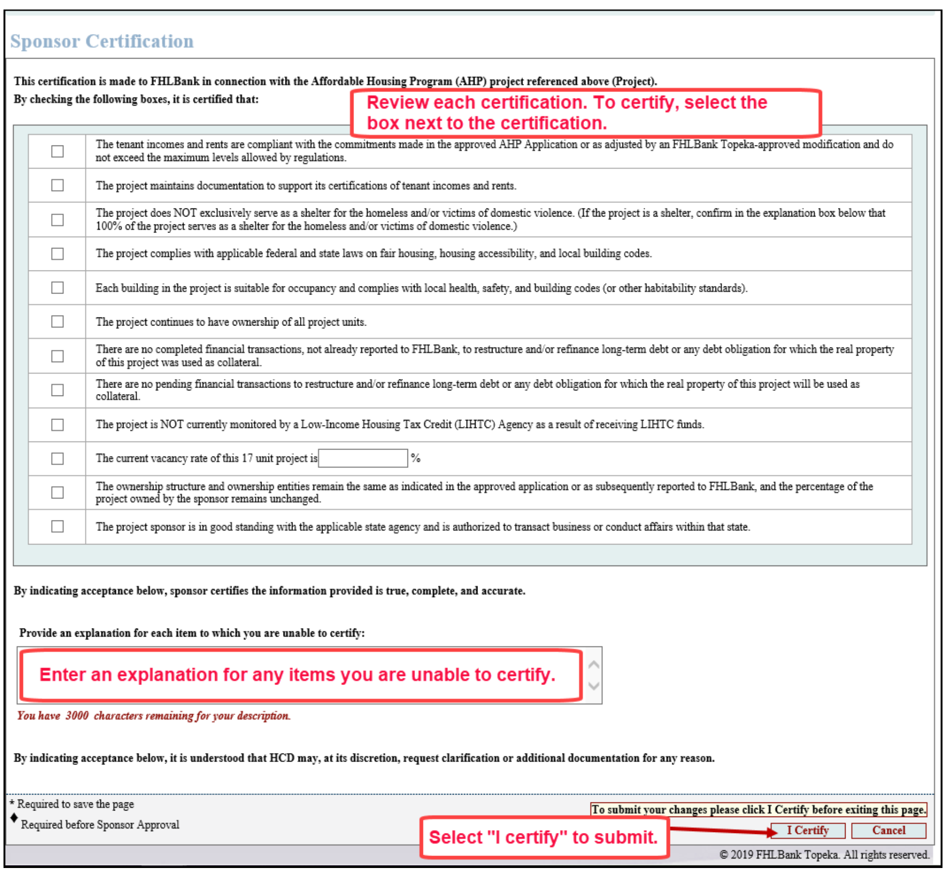
Long Term Monitoring – Sponsor/Owner Certifications

	Due Date	Status	Certified User	Certified Date
Edit	04/29/2019	Not Certified		

   a. Select the box next to each statement you are able to certify.
   b. In the vacancy rate statement, ensure the number of units is correct, and enter the current **vacancy rate** of the project.
   c. In the space provided (below) provide an explanation for any statements you are unable to certify.

Know the Difference

- **Vacancy Rate:** the percentage of unoccupied units in the project.
- **Occupancy Rate:** the percentage of occupied units in the project.



Sponsor Certification

This certification is made to FHLBank in connection with the Affordable Housing Program (AHP) project referenced above (Project).
By checking the following boxes, it is certified that:

Review each certification. To certify, select the box next to the certification.

- ☐ The tenant incomes and rents are compliant with the commitments made in the approved AHP Application or as adjusted by an FHLBank Topeka-approved modification and do not exceed the maximum levels allowed by regulations.
- ☐ The project maintains documentation to support its certifications of tenant incomes and rents.
- ☐ The project does NOT exclusively serve as a shelter for the homeless and/or victims of domestic violence. (If the project is a shelter, confirm in the explanation box below that 100% of the project serves as a shelter for the homeless and/or victims of domestic violence.)
- ☐ The project complies with applicable federal and state laws on fair housing, housing accessibility, and local building codes.
- ☐ Each building in the project is suitable for occupancy and complies with local health, safety, and building codes (or other habitability standards).
- ☐ The project continues to have ownership of all project units.
- ☐ There are no completed financial transactions, not already reported to FHLBank, to restructure and/or refinance long-term debt or any debt obligation for which the real property of this project was used as collateral.
- ☐ There are no pending financial transactions to restructure and/or refinance long-term debt or any debt obligation for which the real property of this project will be used as collateral.
- ☐ The project is NOT currently monitored by a Low-Income Housing Tax Credit (LIHTC) Agency as a result of receiving LIHTC funds.
- ☐ The current vacancy rate of this 17 unit project is ______ %
- ☐ The ownership structure and ownership entities remain the same as indicated in the approved application or as subsequently reported to FHLBank, and the percentage of the project owned by the sponsor remains unchanged.
- ☐ The project sponsor is in good standing with the applicable state agency and is authorized to transact business or conduct affairs within that state.

By indicating acceptance below, sponsor certifies the information provided is true, complete, and accurate.

Provide an explanation for each item to which you are unable to certify:

Enter an explanation for any items you are unable to certify.

You have 3000 characters remaining for your description.

By indicating acceptance below, it is understood that HCD may, at its discretion, request clarification or additional documentation for any reason.

* Required to save the page
♦ Required before Sponsor Approval

To submit your changes please click I Certify before exiting this page.

Select "I certify" to submit.

I Certify | Cancel

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HCD Review of Certification

CLARIFICATION REQUESTS

The HCD specialist will send an email detailing what clarification or documentation is needed.

Responses that include Personally Identifiable Information (PII) must be sent through Proofpoint. If you do not have a Proofpoint account, refer to the AHP website to create an account.

SPONSOR NOTIFICATION OF COMPLETION OF HCD REVIEW

When HCD has completed review of the Certification, the sponsor will receive an email notification.

FYI

- Familiarity with the AHP Implementation Plan and program documents (i.e. Income Calculation Guide, User Guides, etc.) enables the sponsor to understand program requirements.
- Prompt response to FHLBank communications will help expedite the review.

Terms/Definitions

(See AHP Implementation Plan, Exhibit D for additional definitions.)

AHP Online: FHLBank's automated online system for AHP project application, disbursement, and monitoring.

Inactivity: A period of time the user is not entering information on a screen in AHP Online. An inactivity period includes non-action items such as moving from screen to screen or saving a screen.

Personally Identifiable Information (PII): Information that can be used to distinguish or trace an individual's identity, such as their name, address or telephone number, **combined** with other personal identifying information such as social security numbers, biometric records, health information, date of birth, mother's maiden name, personal bank account numbers, credit card numbers, etc.

Information Security

WHERE IS THE DATA STORED?

- The data is stored on Amazon Web Service servers in the cloud.
- Amazon Web Service Cloud Security website: https://aws.amazon.com/security/
- Information on Assurance certifications: https://aws.amazon.com/compliance/pci-data-privacy-protection-hipaa-soc-fedramp-faqs/

FYI

To protect sensitive information:

- After logging out of AHP Online, close all browser windows.
- Do not share your username or password with anyone.

USEFUL LINKS:

- Business Continuity Plan: https://www.fhlbtopeka.com/corporate-governance/business-continuity-plan
- Fraud Awareness: https://www.fhlbtopeka.com/corporate-governance-fraud-awareness
- FHLBank Information Assurance: https://www.fhlbtopeka.com/corporate-governance-information-assurance
- Internal Control System: https://www.fhlbtopeka.com/corporate-governance-internal-control-system

FOR TECHNICAL ASSISTANCE:

Contact Housing and Community Development via the contact information below with questions or difficulty logging in. When contacting Housing and Community Development, provide your contact information (name, organization, phone number, and email) and a description of the issue.

Phone: 1.866.571.8155

Email: hcdahp@fhlbtopeka.com