

How to Submit an Application in the AHP System

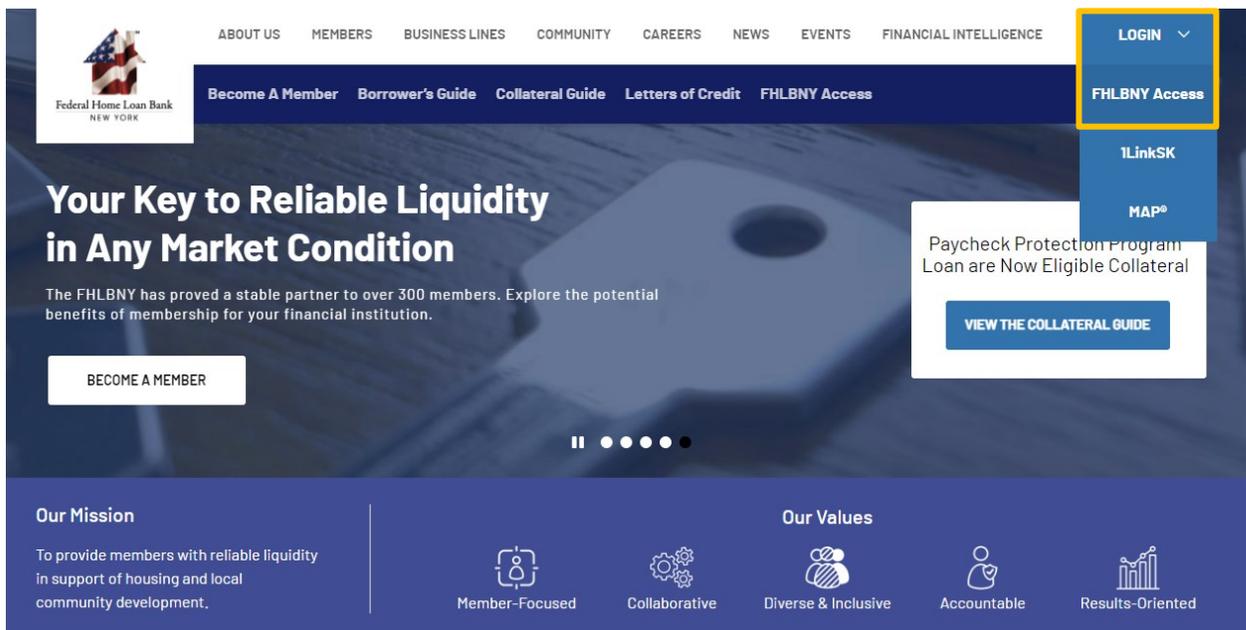
Only FHLBNY members can submit applications on behalf of AHP project Sponsors to the FHLBNY.

The project Sponsor must initiate an application via the AHP System, complete all required sections, and submit the application to the FHLBNY member for review and submission to the FHLBNY. The FHLBNY member cannot submit the application until it has been fully completed and submitted by the AHP project Sponsor.

Steps for the project Sponsor to submit the application are included in Steps 1 and 2. Steps for the FHLBNY member to submit the application are included in Step 3.

1. Access the AHP System

- A. On the FHLBNY's homepage, go to the 'LOGIN' drop-down menu at the top right corner and select **[FHLBNY Access]**.

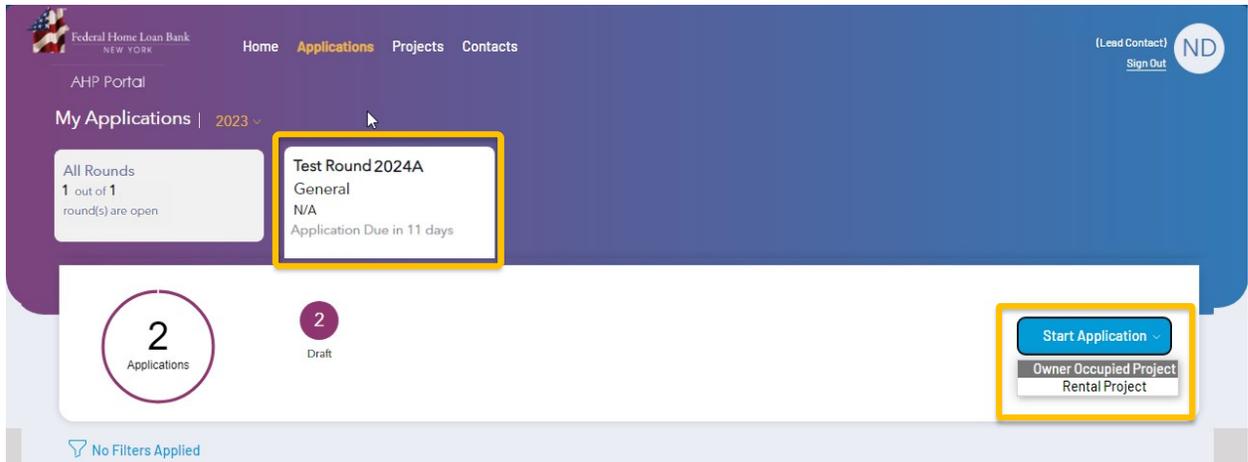


- B. Log in with the credentials provided to you by the FHLBNY.
Note: To learn more about AHP System access, visit <https://www.fhlbny.com/fhlbny-access/#AHPsystem>.
- C. From the 'Home' screen, navigate to the 'Applications' tab.

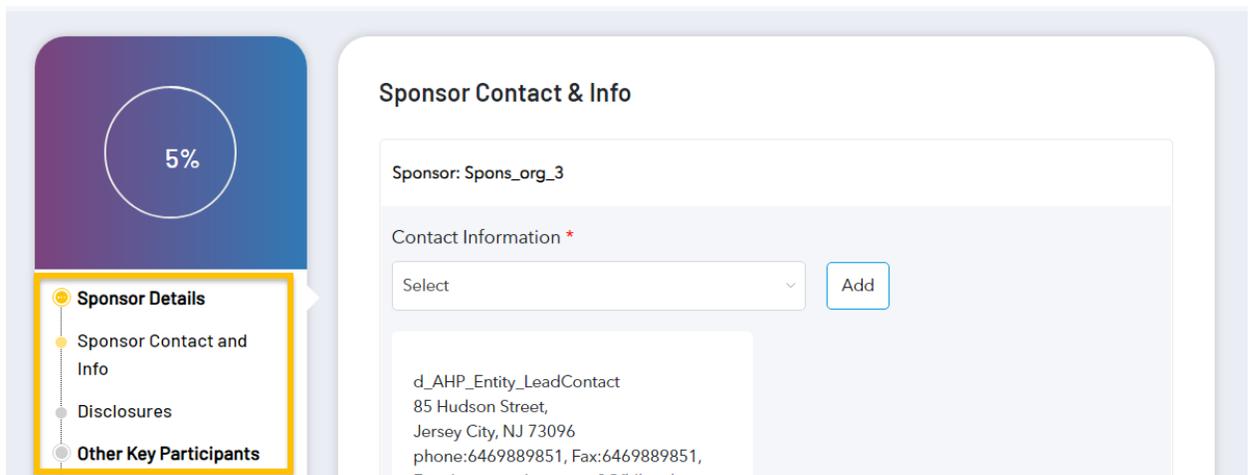


2. Sponsor Initiates and Completes an AHP Application

- A. From the 'Applications' tab, select the applicable Round.
- B. After selecting the Round, select [**Start Application**] and choose the project type from the drop-down menu.
- C. Upon selecting the project type, an application will be initiated.

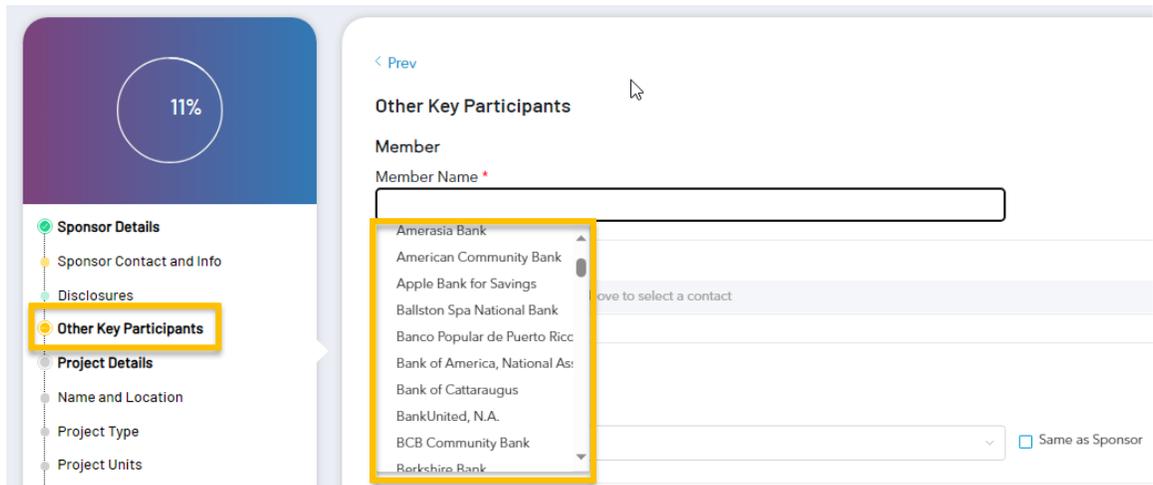


- D. Once an application has been initiated, you will first be prompted to input details on the Sponsor, member, and development team.

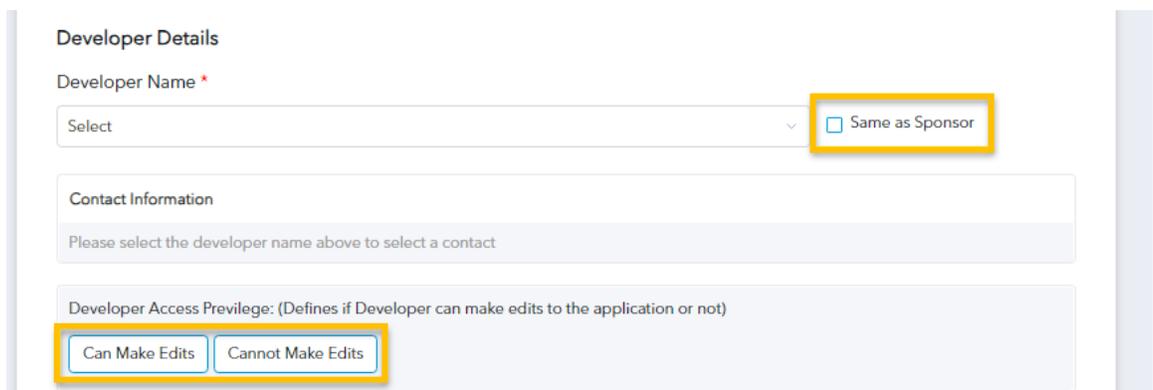


- E. After completing the relevant details on the 'Sponsor Contact & Info' and 'Disclosures' tabs, you will be prompted to complete information on the 'Other Key Participants' tab.

- F. You must select the FHLBNY member that will submit the application to the FHLBNY from the drop-down menu.
- i. The Sponsor must identify an FHLBNY member prior to initiating an application in the AHP System. The FHLBNY member must be made aware of the Sponsor’s intent to submit an application to the AHP System.



- G. You will be asked to provide information on the project’s Developer, Property Manager, and Consultant, as applicable. You will have the option to grant the Developer, Property Manager, and/or Consultant access to the application to make edits once initiated.
- i. Developer, Property Manager, and Consultant contacts must be enrolled in the AHP System to be identified as a project contact on the application.
Note: To learn more about AHP System access, visit <https://www.fhlbny.com/fhlbny-access/#AHPsystem>.
- ii. Projects are required to identify a Developer at the time of application. For projects with Developers that have not been enrolled in the AHP System at the time of the application submission, check the **[Same as Sponsor]** box and move forward. You may edit this section prior to the final submission to the member.



H. Complete the remaining fields on the ‘Other Key Participants’ tab.

- i. Representatives of the Property Manager and the Consultant must enroll in the AHP System to be identified on the application.

Note: To learn more about AHP System access, visit <https://www.fhlbny.com/fhlbny-access/#AHPsystem>.

- ii. Once you are granted access to make edits to the application, contacts from the developer, property manager, and consultant can access the AHP System and complete the application.

Property Manager

Property Manager Name

Select Same as Sponsor

Contact Information

Please select the property manager name above to select a contact

Is the property manager related to or affiliated with the Sponsor or developer? *

Property Manager Access Privilege: (Defines if Property Manager can make edits to the application or not)

Consultant (Optional)

Consultant Name

Spons_org_7

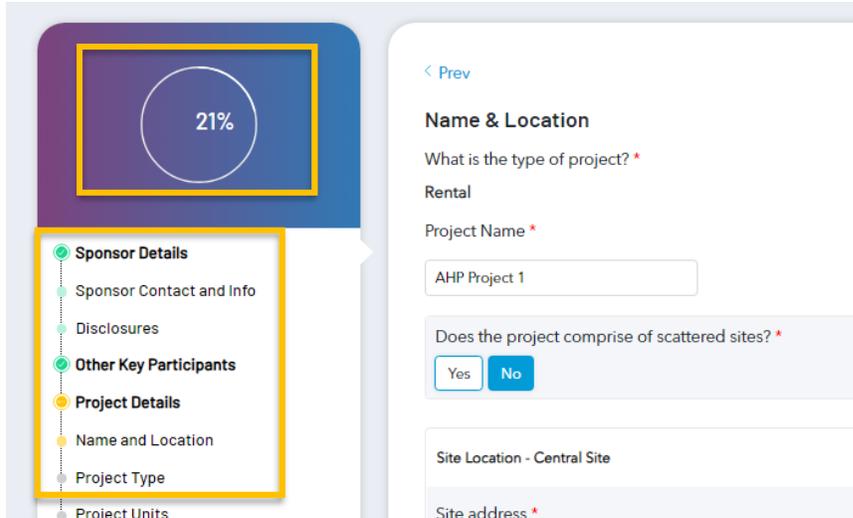
Contact Information

Select

Kristy, Seyfert
89 Hudson Street,
Jersey City, NJ 73100
Phone: 6463150218Fax: 6463150218Email:
testemailsponsuat7@fhlbny.biz

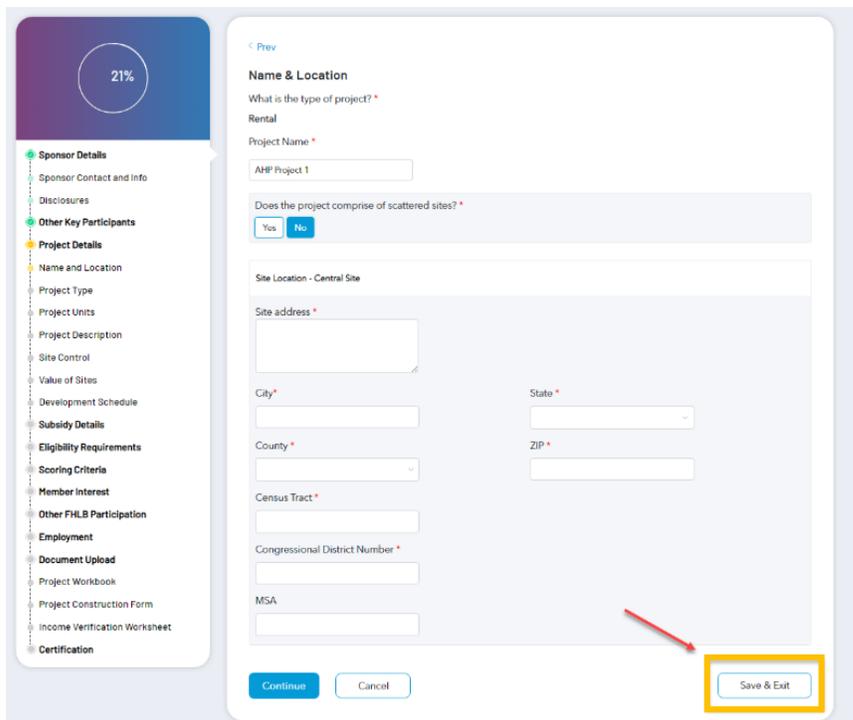
Consultant Access Privilege: (Defines if Consultant can make edits to the application or not)

- I. As you progress through the application, progress will be tracked on the left side of the screen; completed sections will populate with a green bubble, yellow bubbles identify sections that require inputs.



The screenshot shows the application progress bar on the left, with a 21% completion indicator. The progress bar is divided into sections: Sponsor Details (green), Sponsor Contact and Info (green), Disclosures (green), Other Key Participants (green), Project Details (yellow), Name and Location (yellow), Project Type (yellow), and Project Units (grey). The main form area is titled 'Name & Location' and includes a 'Prev' link. The form contains the following fields: 'What is the type of project?' (Rental), 'Project Name' (AHP Project 1), 'Does the project comprise of scattered sites?' (Yes/No buttons), 'Site Location - Central Site' (Site address), and 'Site address'.

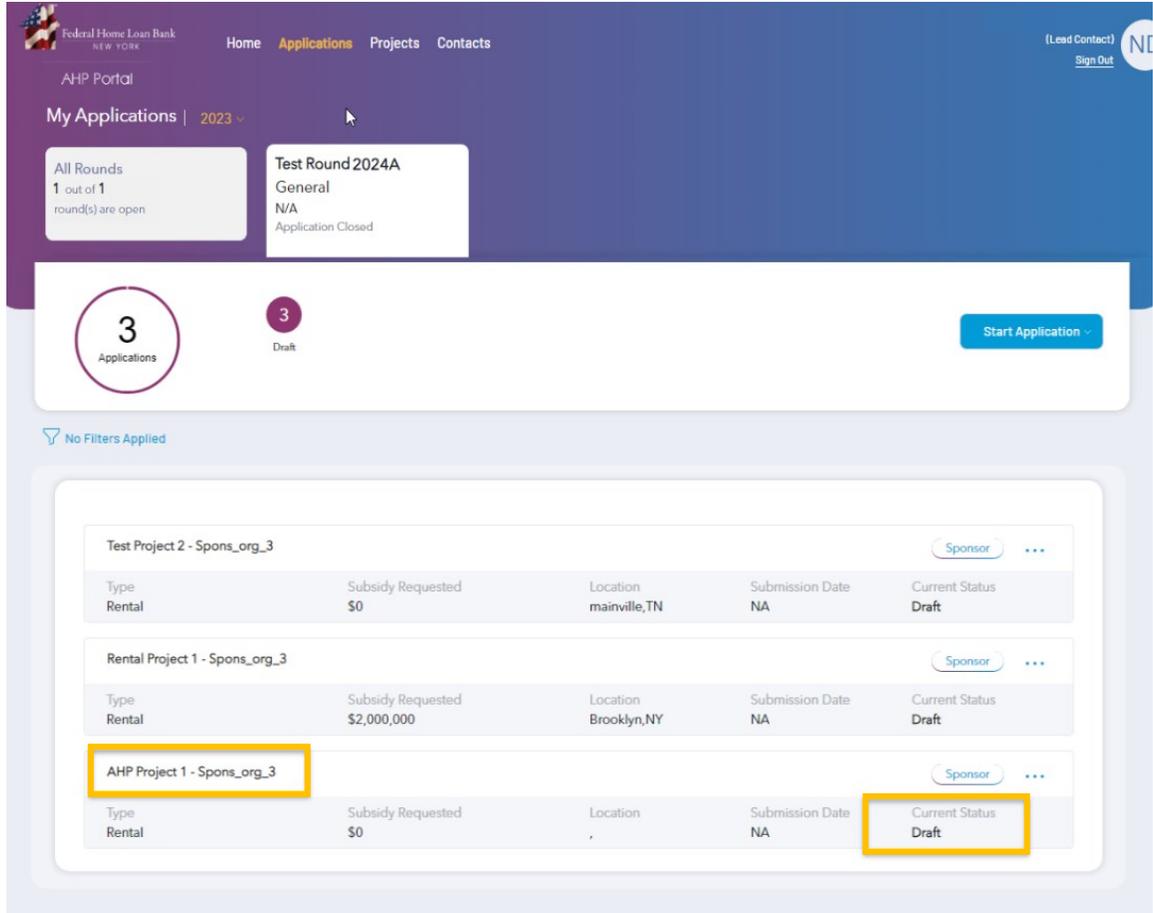
- J. At any point, you can select [Save & Exit] to save the application as a draft.



The screenshot shows the application progress bar on the left, with a 21% completion indicator. The progress bar is divided into sections: Sponsor Details (green), Sponsor Contact and Info (green), Disclosures (green), Other Key Participants (green), Project Details (yellow), Name and Location (yellow), Project Type (yellow), Project Units (grey), Project Description (grey), Site Control (grey), Value of Sites (grey), Development Schedule (grey), Subsidy Details (grey), Eligibility Requirements (grey), Scoring Criteria (grey), Member Interest (grey), Other FHLB Participation (grey), Employment (grey), Document Upload (grey), Project Workbook (grey), Project Construction Form (grey), Income Verification Worksheet (grey), and Certification (grey). The main form area is titled 'Name & Location' and includes a 'Prev' link. The form contains the following fields: 'What is the type of project?' (Rental), 'Project Name' (AHP Project 1), 'Does the project comprise of scattered sites?' (Yes/No buttons), 'Site Location - Central Site' (Site address), 'City' (City*), 'State' (State*), 'County' (County*), 'ZIP' (ZIP*), 'Census Tract' (Census Tract*), 'Congressional District Number' (Congressional District Number*), and 'MSA' (MSA). A red arrow points to the 'Save & Exit' button, which is highlighted with a yellow border.

- i. Once an application has been saved as a draft, a third-party contact (Developer, Property Manager, Consultant) with granted access may log in to make edits to the application.

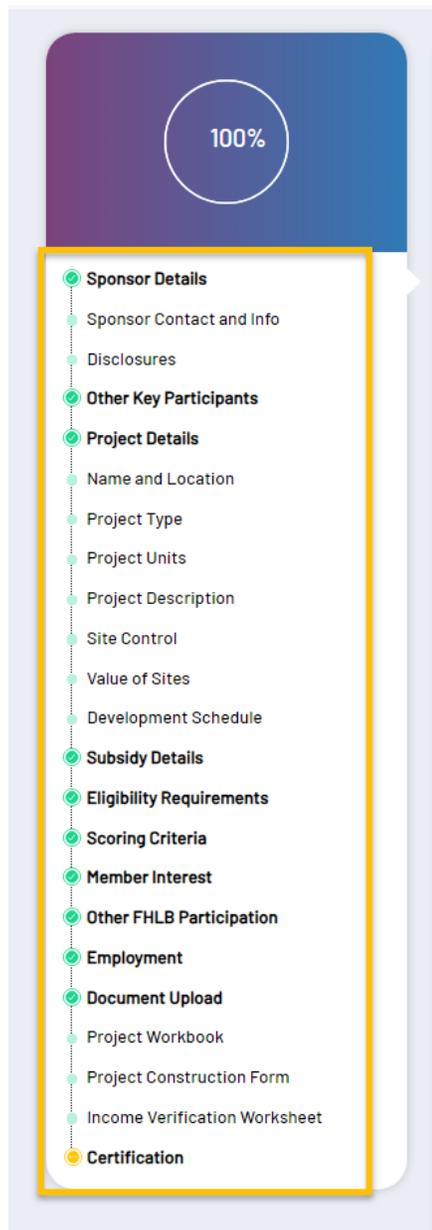
- K. Applications saved in draft form will appear within the Round where the application was initiated.
 - i. Steps to navigate to the Round are outlined in Step 2.



The screenshot displays the 'My Applications' section of the AHP Portal. At the top, there are navigation links for Home, Applications, Projects, and Contacts. The page shows a summary of 'All Rounds' with '1 out of 1 round(s) are open'. A 'Test Round 2024A' is listed as 'General' with 'N/A' and 'Application Closed'. Below this, a summary bar indicates '3 Applications' and '3 Draft' applications, with a 'Start Application' button. A table of applications is shown below, with the 'AHP Project 1 - Spons_org_3' row highlighted in yellow. The 'Current Status' for this project is also highlighted in yellow.

Type	Subsidy Requested	Location	Submission Date	Current Status
Rental	\$0	mainville, TN	NA	Draft
Rental	\$2,000,000	Brooklyn, NY	NA	Draft
Rental	\$0	,	NA	Draft

- L. Navigate through the remaining sections of the application to answer all applicable questions and upload documents where required.
 - i. Questions marked with an [*] are required. You must complete all required fields within a section to move forward.
 - ii. You will not be able to submit the application without completing all sections.
 - iii. Information icons [i] provide you with additional information where applicable.



- M. After completing all applicable sections (confirmed by green bubbles and percent (%) completed on the left side of the application), check the box to acknowledge the certification, then select [**Preview Application**] to preview the application for submission.

12 C.F.R. Part 1427, as amended. This Part sets forth the procedures FHLA follows under its Suspended Counterparty Program, the purpose of which is to protect the safety and soundness of the FHLBNY, as a FFHA regulated entity, and to ensure the proper administration of AHP funds.

The Sponsor acknowledges that the FHLBNY will rely on the statements and information set forth in this Certification and that such statements and information comprise the Application and are incorporated by reference in any agreement entered into with the FHLBNY. Any misrepresentation of the information contained in this Certification and the Application may result in criminal penalties including, but not limited to, fine or imprisonment or both under the provisions of Title 18, United States Code, Section 1014.

I have read and acknowledge the above

[Preview Application](#) [Cancel](#) [Save & Exit](#)

- N. Preview the application to confirm all inputs are accurate and all appropriate documents have been uploaded. Once confirmed, select [**Yes, Submit Application**].

The Project Construction Form, which also serves as the cost estimate, should be completed and certified by a qualified professional (e.g. architect, engineer, construction manager or general contractor). In the absence of a properly completed form, the application will be rejected.

Multiple project construction forms may be submitted for review.

[ahp_141-1.xlsx](#)

1. Construction/Rehabilitation Cost Worksheet
Indicate which funding source(s) will be used to fund the project.
[construction cost verification](#)

2. Construction Work in Process
If the Project is currently under construction, indicate the amount of the AHP subsidy requested for the project.
In addition, also describe how far the project is in process.

documentation dated within one (1) year (or longer if damage) is equal to or greater than

Submit Application

This would send the application for review to member. You won't be able to make any further changes/updates to the form.

Confirm if you wish to proceed.

[Yes, Submit Application](#) [Back to Application](#)

- O. Upon returning to the 'Applications' tab, the application status should now reflect 'Submitted to Member.' The Sponsor has now completed and submitted the application to the FHLBNY member.

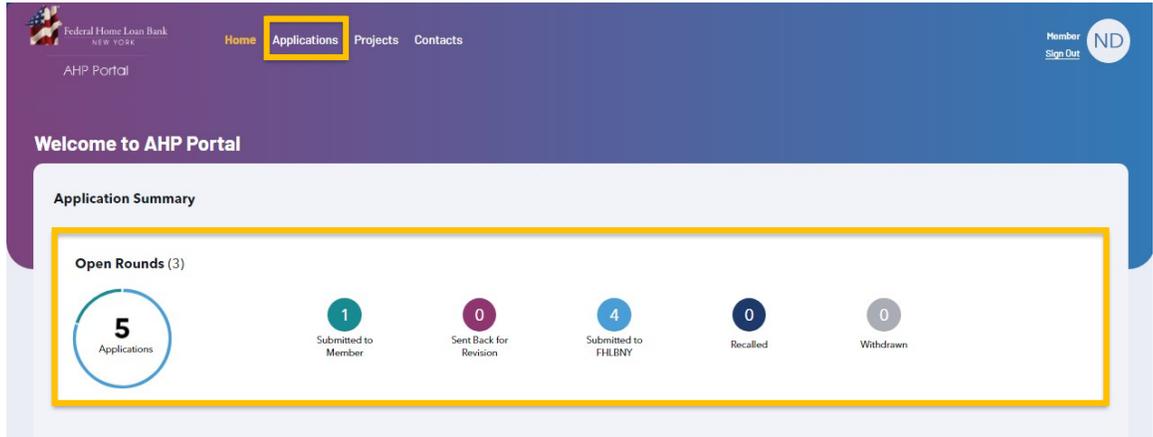
3 Applications 3 Draft [Start Application](#)

No Filters Applied

Test Project 2 - Spons_org_3					Sponsor ...
Type	Subsidy Requested	Location	Submission Date	Current Status	
Rental	\$0	mainville,TN	NA	Draft	
Rental Project 1 - Spons_org_3					Sponsor ...
Type	Subsidy Requested	Location	Submission Date	Current Status	
Rental	\$2,000,000	Brooklyn,NY	NA	Draft	
AHP Project 1 - Spons_org_3					Sponsor
Type	Subsidy Requested	Location	Submission Date	Current Status	
Rental	\$2,000,000	Brooklyn,NY	NA	Submitted to Member	

3. FHLBNY Member Submits an AHP Application

- A. Follow the instructions outlined in Step 1 and navigate to the 'Applications' tab in the AHP System.
 - i. The 'Home' screen includes a summary of the applications submitted to the FHLBNY member and their current status.

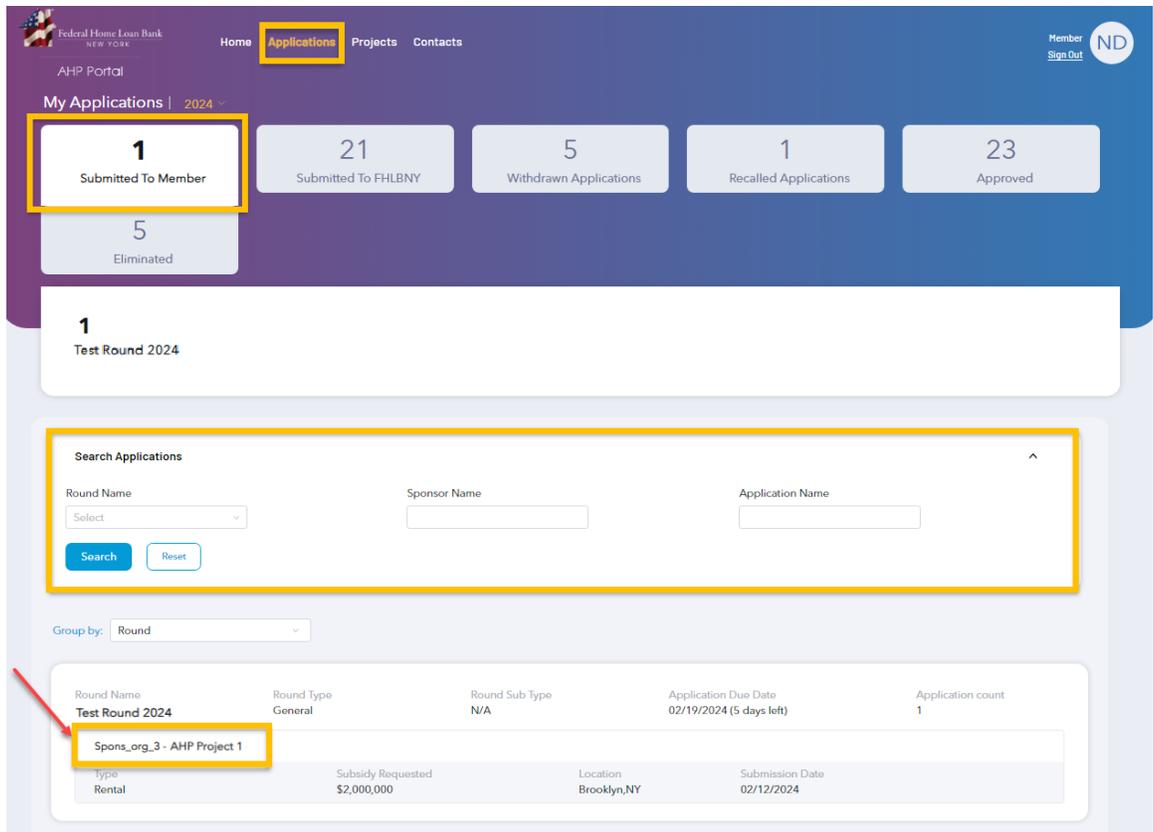


Application Summary

Open Rounds (3)

5 Applications	1 Submitted to Member	0 Sent Back for Revision	4 Submitted to FHLBNY	0 Recalled	0 Withdrawn
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- B. From the 'Applications' tab, navigate to the submitted application(s).
 - i. Members can filter applications by status, Round name, Sponsor name, and application name.



My Applications | 2024

1 Submitted To Member	21 Submitted To FHLBNY	5 Withdrawn Applications	1 Recalled Applications	23 Approved
5 Eliminated				

1 Test Round 2024

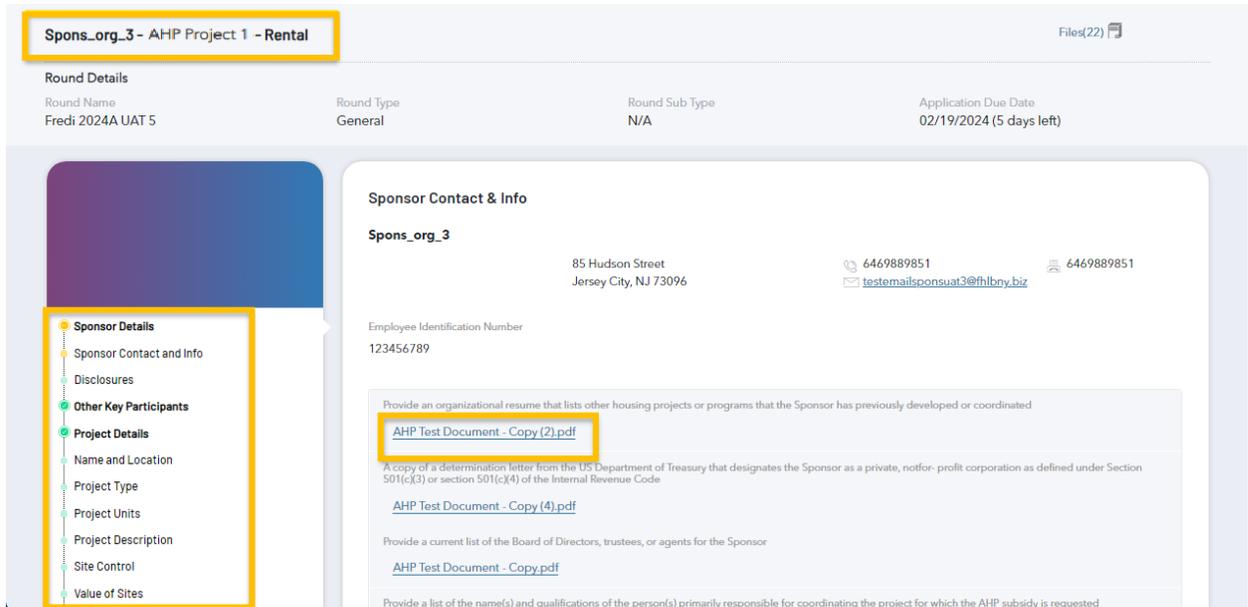
Search Applications

Round Name: Select | Sponsor Name: | Application Name: | Search | Reset

Group by: Round

Round Name	Round Type	Round Sub Type	Application Due Date	Application count
Test Round 2024	General	N/A	02/19/2024 (5 days left)	1
Spons_org_3 - AHP Project 1				
Type: Rental	Subsidy Requested: \$2,000,000	Location: Brooklyn, NY	Submission Date: 02/12/2024	

- C. After selecting the application, you can review all inputs and documentation uploaded with the application.



The screenshot shows the application review interface. At the top, the application title 'Spons_org_3 - AHP Project 1 - Rental' is highlighted in a yellow box. Below this, a 'Round Details' section provides summary information: Round Name (Fredri 2024A UAT 5), Round Type (General), Round Sub Type (N/A), and Application Due Date (02/19/2024 (5 days left)).

The main content area is divided into two sections. On the left is a vertical navigation menu with items: Sponsor Details, Sponsor Contact and Info, Disclosures, Other Key Participants, Project Details, Name and Location, Project Type, Project Units, Project Description, Site Control, and Value of Sites. The 'Sponsor Contact and Info' item is highlighted with a yellow box.

The right section, titled 'Sponsor Contact & Info', displays the following information for 'Spons_org_3':

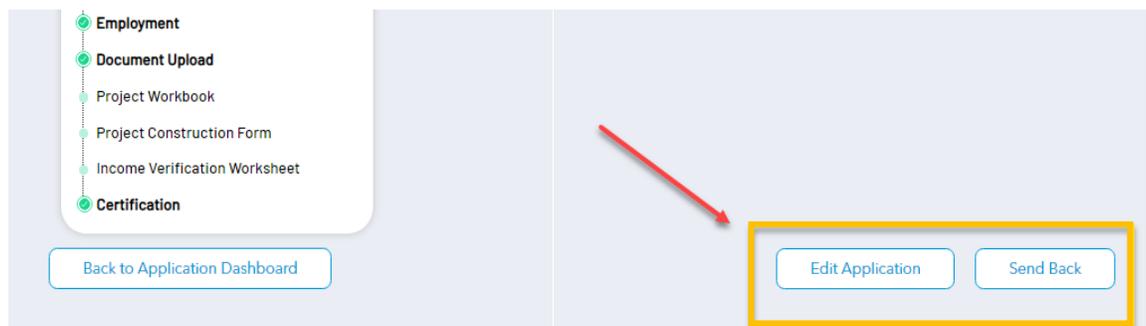
- Address: 85 Hudson Street, Jersey City, NJ 73096
- Phone: 6469889851
- Email: testemailsponsuat3@fhlbny.biz
- Employee Identification Number: 123456789

Below the contact information, there are three document upload sections:

- The first section, 'Provide an organizational resume that lists other housing projects or programs that the Sponsor has previously developed or coordinated', contains a document titled 'AHP Test Document - Copy (2).pdf' which is highlighted with a yellow box.
- The second section, 'Provide a current list of the Board of Directors, trustees, or agents for the Sponsor', contains a document titled 'AHP Test Document - Copy (4).pdf'.
- The third section, 'Provide a list of the name(s) and qualifications of the person(s) primarily responsible for coordinating the project for which the AHP subsidy is requested', is currently empty.

- D. Review the application for accuracy prior to submitting to the FHLBNY. If an area of the application requires updates by the Sponsor, select [**Send Back**] to return the application to the Sponsor.

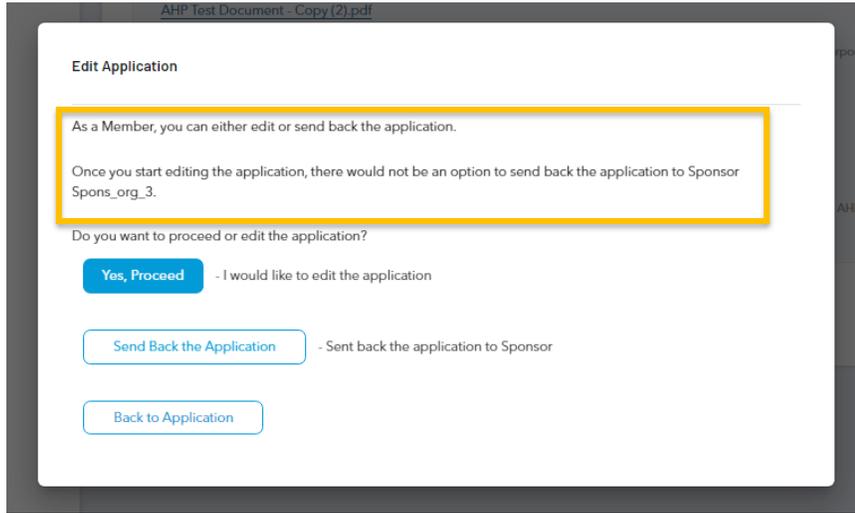
- i. Upon sending back the application to the Sponsor, the Sponsor and project team must log into the AHP System, make edits, and re-submit the application to the FHLBNY member.
- ii. The 'Send Back' function can be accessed from any section of the application.



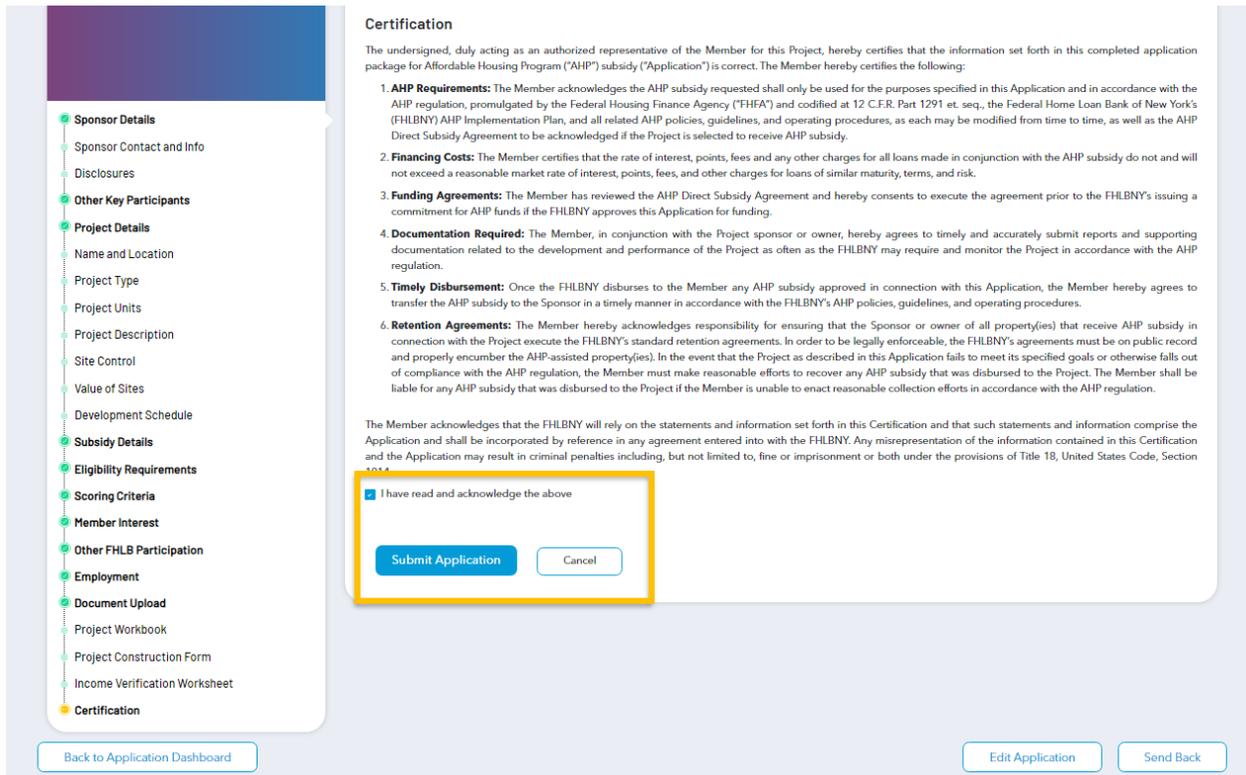
The screenshot shows the application navigation menu on the left, which includes: Employment, Document Upload, Project Workbook, Project Construction Form, Income Verification Worksheet, and Certification. Below the menu is a button labeled 'Back to Application Dashboard'.

On the right side of the interface, there are two buttons: 'Edit Application' and 'Send Back'. A red arrow points from the 'Send Back' button towards the left, and both buttons are highlighted with a yellow box.

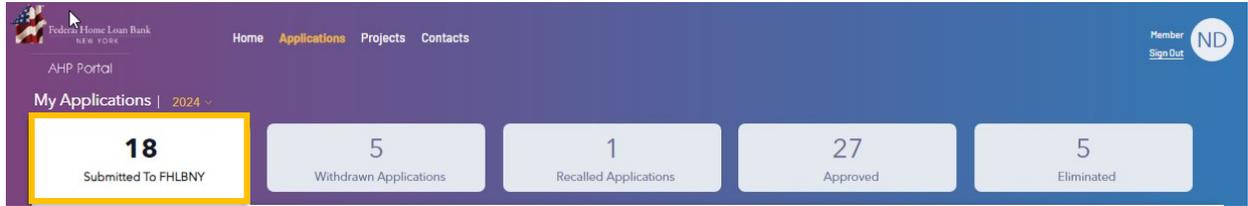
- E. Members have the ability to edit the application should they need to upload documentation on behalf of the project team. Use the 'Edit Application' function.
 - i. Once an application has been edited by the FHLBNY member, it cannot be sent back to the Sponsor and project team for further edits.



- F. Once the application has been reviewed, on the last tab check the box to acknowledge the Certification, then select [**Submit Application**] and submit to the FHLBNY.



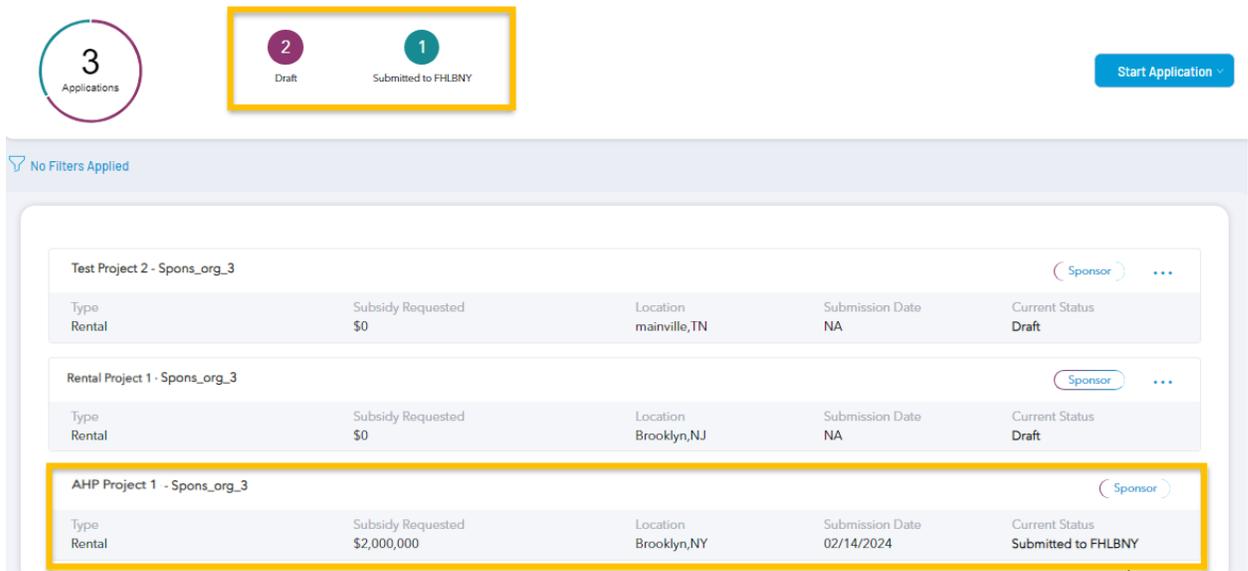
- G. Once the application has been submitted, the application status will change to 'Submitted to FHLBNY' and will be grouped with other submitted applications.



The screenshot shows the AHP Portal dashboard with the following application counts:

- Submitted To FHLBNY: 18
- Withdrawn Applications: 5
- Recalled Applications: 1
- Approved: 27
- Eliminated: 5

- H. Once submitted, the Sponsor and project contacts can access the AHP System and confirm the application status has been updated to 'Submitted to FHLBNY.'



The screenshot shows the AHP Portal interface with the following application status summary:

- 3 Applications
- 2 Draft
- 1 Submitted to FHLBNY

A "Start Application" button is visible in the top right corner.

Below the summary, a table lists the applications:

Type	Subsidy Requested	Location	Submission Date	Current Status
Test Project 2 - Spons_org_3				
Rental	\$0	mainville,TN	NA	Draft
Rental Project 1 - Spons_org_3				
Rental	\$0	Brooklyn,NJ	NA	Draft
AHP Project 1 - Spons_org_3				
Rental	\$2,000,000	Brooklyn,NY	02/14/2024	Submitted to FHLBNY

- I. The AHP has now received your application and will perform an eligibility and scoring review once the application Round has closed.

For additional information on the AHP System, email us at AHPenrollments@fhlbny.com.

For general questions, or to schedule technical assistance for a potential AHP application, email us at AHP@fhlbny.com.