

### **1) What is the Affordable Housing Program (AHP)?**

AHP is a competitive grant program offered by the FHLB Des Moines that provides subsidies for homeownership and rental projects to assist in the purchase, construction or rehabilitation of housing for very low -, low -and moderate-income households. The program is described in the 2010 AHP Implementation Plan located on the FHLB Des Moines website at [http://www.fhlbdm.com/ci\\_ahp.htm](http://www.fhlbdm.com/ci_ahp.htm). The maximum AHP subsidy award for a single project is \$500,000, subject to a limit of \$30,000 for each unit assisted.

### **2) How is application made for funds?**

Each year FHLB Des Moines schedules a period of time in which a project sponsor may apply for a grant award. Applications are completed online, through the AHP Application system accessible from the Bank's website at [http://www.fhlbdm.com/ci\\_ahp.htm](http://www.fhlbdm.com/ci_ahp.htm). The application will be available beginning May 1, 2010. Fully completed applications that have been approved by a Member financial institution are competitively scored and submitted to a feasibility review by the Community Investment Department. The FHLB Des Moines Board of Directors reviews and approves the applications that have met thresholds for scoring and demonstrate feasibility.

### **3) Who is the project sponsor?**

A nonprofit organization, government, housing agency or housing authority, Native American tribe, or for profit developer that will be responsible for the planning, development or management of a project that will create or maintain housing for low and moderate income persons. A sponsor will apply for the AHP subsidy to help fund their project.

### **4) Who is the member?**

A bank, thrift, insurance company or credit union that has been approved for membership in the FHLB Des Moines and has purchased Capitol Stock in the Bank.

Before a sponsor can submit an application, they must have the support of a member financial institution. If an AHP subsidy is awarded, the member and sponsor will enter into a Subsidy Agreement with FHLB Des Moines that describes the terms of the subsidy award and the responsibilities of the parties. All advances made to a sponsor from a subsidy award are requested by and paid to the member, who will disburse those funds to the sponsor.

Only a FHLB Des Moines Member may support an AHP application at the Bank. Members of other Federal Home Loan Banks may not support an application at the Des Moines Bank.

Typically, a member will assign a staff person as a liaison to the sponsor, an AHP representative or contact person. The member should ensure that the AHP representative

that is assigned to a sponsor is provided the authority to request advances from the FHLB Des Moines. The member can limit this staff person's advance authority to AHP grants only. To update this authorization see: [http://www.fhlbdm.com/ms\\_update.htm](http://www.fhlbdm.com/ms_update.htm).

The member also has an assigned eAdvantage Administrator who will use eAdvantage, our secure, members-only website to complete a registration for the sponsor and member, providing the sponsor and member AHP representative access to our AHP Application system.

The member can also delegate the administrative duties of the eAdvantage Administrator to an AHP Administrator, who is typically the AHP representative. This will allow that person to perform administrative functions outside of the eAdvantage system.

It is the responsibility of the sponsor to contact a FHLB Des Moines member in order to obtain their support for the AHP project. A membership directory is available on our website at: [http://www.fhlbdm.com/ms\\_directory.htm](http://www.fhlbdm.com/ms_directory.htm).

### **5) Who is the eAdvantage Administrator?**

Members transact business with the FHLB Des Moines through a secure site, eAdvantage. Each member financial institution may authorize one or two of their staff as eAdvantage Administrators, who are the only persons who should have access to this site.

The eAdvantage Administrator will be responsible for obtaining a User ID and password for the sponsor and the member's AHP representative, and assigning them administrative authorities, through the FHLB Des Moines eAdvantage website. The sponsor and the member's AHP representative will use these credentials to access the AHP Application system.

### **6) What is registration?**

To obtain access to the AHP Application system, a sponsor must first register and obtain a Sponsor ID from the FHLB Des Moines Community Investment Department. A sponsor registration form will be available beginning April 15, 2010 on the Community Investment Department website at: [http://www.fhlbdm.com/ci\\_ahp.htm](http://www.fhlbdm.com/ci_ahp.htm). This form must be completed and submitted online.

The Community Investment Department will then provide the sponsor a Sponsor ID, which the sponsor will use to validate their registration to a member who has agreed to support their application. The member's eAdvantage Administrator will then use the eAdvantage website to obtain a User ID and Password for the sponsor and member, which will be needed to access the AHP Application system.

**IMPORTANT:** The sponsor must register with the Community Investment Department between April 15, 2010 and May 31, 2010.

### 7) What are the steps for getting setup with a User ID and Password?

- a. The sponsor will need to register with the FHLB Des Moines to obtain a Sponsor ID.
- b. The Sponsor will then need to contact a FHLB Des Moines member and request support for their affordable housing project. It is the responsibility of the sponsor to locate and partner with a member. Once a partnership is established, the sponsor will need to provide the member the Sponsor ID assigned during registration.
- c. The eAdvantage Administrator at the member financial institution will use eAdvantage to obtain a User ID and password for the sponsor to access the AHP application system in the FHLB public website. The eAdvantage Administrator will also obtain a User ID and password for the member's AHP representative and may also delegate authority to the member's AHP representative to perform this and other administrative tasks from an AHP User Administration Page associated with the AHP application system.
- d. Once the sponsor and the member's AHP representative have obtained a User ID and password, they will be able to access the AHP Application system. Sponsors and members will access the AHP Application system through the Bank's public website at: [http://www.fhlbdm.com/ci\\_ahp.htm](http://www.fhlbdm.com/ci_ahp.htm).
- e. Sponsors will be required to change their password when logging into the system for the first time.

**IMPORTANT:** When creating the User ID and password, the eAdvantage Administrator will issue different levels of authority to persons representing the sponsor and member, including:

- a. Sponsor Data Entry: Provides authority to enter information only. This individual will not be able to approve and submit applications.
- b. Sponsor Data Entry and Approval: Provides full access rights for the Sponsor. This individual will be able to enter data, approve, and submit the application for member approval.
- c. Member Data Approval: Provides the member's AHP representative the authority to review, approve or reject the final application for submission to FHLB Des Moines. The member will not be granted authority to enter information in the application.
- d. Member AHP Administrator and Approval: Also provides the AHP representative the authority to perform the administrative functions of the eAdvantage Administrator listed above. Once this authority is assigned the Member Administrator can manage member and sponsor accounts outside of eAdvantage from an AHP User Administration Page associated with the AHP application system. in the FHLB Des Moines public website.

### 8) Can I be issued my User ID and password by FHLB Des Moines?

No. The member financial institution's eAdvantage Administrator or the delegated AHP Administrator are the only persons that can issue a User ID and password to a Sponsor.

**9) Can anyone other than the eAdvantage Administrator at the member financial institution issue a User ID and password?**

Yes. The member financial institution's eAdvantage Administrator or the delegated AHP Administrator will be able to issue a User ID and password.

**10) What happens if I lose my password?**

If you lose your password contact the member AHP representative. They can issue a new password if they have been delegated authority as the AHP Administrator. They or the member's eAdvantage Administrator may issue a new password for you.

**11) How are applications completed and submitted?**

As stated above, the application may be accessed by the sponsor and member on the FHLB Des Moines website at [http://www.fhlbdm.com/ci\\_ahp.htm](http://www.fhlbdm.com/ci_ahp.htm) beginning May 1, 2010. Instructions for completing the application are also available on the website (after February 15, 2010). The sponsor must complete and approve the application online. Their submission is routed electronically to the member. The member must then approve the application online, at which time it is electronically submitted to the FHLB Des Moines. There are also supplemental Exhibits that must be submitted with the application. This can be done electronically as attachments to the application, or by mail. An application is not considered complete unless it has been approved by the member and received by the FHLB Des Moines together with supplemental Exhibits.

**12) What is the deadline for submitting an application?**

All applications must be electronically submitted to the FHLB Des Moines by the member before **4:30 p.m. Central Time on June 30, 2010.**

**IMPORTANT:** Sponsors should provide the member time to review and approve the sponsor's application before it is submitted to the FHLB Des Moines. It is recommended that a sponsor submit their application to the member at least one week prior to the deadline date. It is the sponsor's responsibility to ensure applications are received by deadline.

**13) What is the deadline for submitting supplemental Exhibits required as part of the on-line application?**

All supplemental exhibits must be submitted to the FHLB Des Moines before **4:30 p.m. Central Time on June 30, 2010.** Exhibits may be submitted electronically as attachments to the application or may be mailed to the FHLB Des Moines. If they are mailed, they must be received before **4:30 p.m. Central Time on June 30, 2010.**

## FAQ Sheet – Competitive AHP Application

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**IMPORTANT:** If all of the required Exhibits are not received by the application deadline, the application will be considered incomplete, and therefore ineligible to receive an AHP award.

Mailing Address:

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