



AHP Online Disbursement Guide Member Instructions

Sponsor applicants will complete disbursement requests for AHP grant funds in **AHP Online**. When they have completed a disbursement request it must be member approved before it can be processed by the FHLB Des Moines. The member's AHP Participant identified in the AHP application will receive an email when a sponsor has completed a disbursement request. The member must approve the request in **AHP Online**. The member may access **AHP Online** at <https://ahp.fhlbdm.com> or via a link on the Bank's public website at www.fhlbdm.com, look for Affordable Housing Program and [Competitive AHP Application & Resources](#).

AHP Online

This is a secured site for Federal Home Loan Bank of Des Moines Affordable Housing Program participants

User ID

Password

Login

Grant Applicants
Create a User ID*
Forgot your User ID?
Forgot your password?

FHLB Des Moines Members
Forgot your password?
Need access to AHP Online?

*If you have previously created a User ID, please log in using that User ID.
Do not create a new User ID for each Funding Round.

If it has been more than 90 days since you last logged in, your account is currently locked due to inactivity.
Call the FHLB Des Moines Service Desk at 800.544.3452, ext. 1029 to unlock your account.

AHP Online hours: 6:30 AM to Midnight CST.

For optimum performance, the Bank recommends the use of Internet Explorer 8.0 or higher.

If you have questions, please contact the FHLB Des Moines Community Investment Department at 800.544.3452, ext. 1173.

Terms and Conditions of Use Privacy Policy Disclaimer www.fhlbdm.com

Enter your User ID and Password to enter **AHP Online**.



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Finding the Disbursement Request

The **My Projects** page should be displayed in the toolbar. Click on the **My Projects** link in the toolbar and choose **Home**.

Project Number Funding Round 2015A

Project Name

Project Number	Project Name	Status	Monitoring Status
2015A08039	Home is Your CAASTLC	Unfunded/not started	Not Funded

1 / 1

If you have any questions regarding the AHP program, please contact us at 800-544-3452 ext-1173.

Hours of Operation
AHP Online system hours are from 6:30 a.m. to midnight CT.

Community Investment hours of operation are from 8:00 a.m. to 4:30 p.m. CT, Monday through Friday.

The **My Projects** page will be displayed. If the relevant project is not displayed you will need to search for it. Select the project year in the **Funding Round** drop-down menu and click on **Search**. All projects supported by the member in the given year will be displayed. Click on the appropriate project number.

Project Number Funding Round Select

Project Name

Project Number	Project Name	Status	Monitoring Status
2015A08038	CMHP Homeowner Rehabilitation Program	Funded/started	Not Funded

1 / 1

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The **Current Project Summary** page will display. Click on **Disbursement** in the toolbar and choose **Home**. The **Disbursement Home** page will now appear. Choose the disbursement request to be reviewed, identified as **Sponsor Approved**, by Clicking on the **Request #**.

Andy Thierman | Logout Current as of August 30, 2016 at 8:27 AM CDT

My Projects | Home | eAdvantage | Messages (0) | Guides/Info

Project Name: CMHP Homeowner Rehabilitation Program
Project Number: 2015A08038

Project | **Disbursement** | Monitoring | Extension

Current Project Summary

Project Profile

Project Name	CMHP Homeowner Rehabilitation Program	Application Number	10000039
Project Number	2015A08038	Project Type	Home Ownership - Consumer Driven
Project Status	Funded/started	Sponsor	Central Minnesota Housing Partnership, Inc.
Monitoring Status	Not Funded	Member	Iowa State Bank Algona, IA

[More Details](#)

Conditions Outstanding

Condition	Additional Information	Status
1. Targeting	-	Needed
2. Empowerment Service	-	Needed
3. Special Needs	-	Needed

[More Details](#)

Documentation Required

Document Type	Additional Information	Status
Retention Agreement - Sample	-	Needed
Certification of Use of Affordable Housing Program	-	Needed

[More Details](#)

Modifications

No modifications exist. [More Details](#)

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Andy Thierman | Logout Current as of August 30, 2016 at 8:30 AM CDT

My Projects | Home | eAdvantage | Messages (0) | Guides/Info

Project Name: CMHP Homeowner Rehabilitation Program
Project Number: 2015A08038

Project | Disbursement | Monitoring | Extension

Disbursement Home

Project Status Funded/started

AHP Subsidy Award Summary

Current Approved Award Amount	\$ 54,000.00
Less: Approved Disbursement Requests	(\$ 3,000.00)
Less: Pending Disbursement Requests	(\$ 8,000.00)
Less: Pending Deobligations/Withdrawals	(\$ 0.00)
Available Amount Remaining	\$ 43,000.00
Approved Recaptures/Repayments/Settlements (No Modification of Subsidy)	\$ 1,150.00

Disbursement Requests

Request #	Amount	Date Created	Date Received	Date Funded	Funding Status	Homeowner	Site Address
10056	\$ 3,000.00	08/22/2016			Pending	-	-
10034	\$ 5,000.00	08/10/2016			Pending	-	-
10014	\$ 3,000.00	06/23/2016	07/13/2016	07/14/2016	Funded	Rose ann Zigan	301 1st St. West BROWERVILLE, MN, 56438-4765

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Select the disbursement request to be reviewed



AHP Online Disbursement Guide Member Instructions

The **Disbursement Request** Home page for the pending request will display **Section** pages completed by the sponsor in requesting the disbursement. The member may review each of the **Section** pages and attached Exhibits in the pages by clicking on them. Members may not edit information in the Section pages.

After all pages have been reviewed, Click on the **Approve** or **Reject** button below the Section table (not shown). If the **Reject** button is chosen, a pop-up box will appear with a space to enter comments as to why the request is being rejected. These comments will be included in an email sent to notify the Sponsor that the disbursement request has been rejected. At this point, the disbursement request will return to **Pending** status and the Sponsor will have the ability to change and resubmit the request.

If the member approves the disbursement request, its status will change from **Sponsor Approved** to **Member Approved** and Community Investment will be able to begin its review to determine whether the funds can be disbursed.

Chris Vosbeek | Logout Current as of August 2016

My Projects | Home | M
Project Name: Habitat for Humanity of M
P
Disbursemen

Disbursement Request

Disbursement Request Home

Request #	10033	Status Change Details			
Amount	\$ 5,000.00	From Status	To Status	Changed By	Changed Date
Homeowner	Charlie Brown	Pending	Sponsor Approved	Chris Vosbeek	08/23/2016
Funding Status	Sponsor Approved				
Funding Member	Leighton State Bank Pella, IA				

Section	Status
Amount Requested and Uses of Funds	✓
Site Selection	✓
Homeowner Selection	✓
Household Income	✓
Project Status Information	✓
Scoring Information	✓
Financial Information: Import Spreadsheet	✓
Financial Information: Feasibility Analysis	✓
Project and Disbursement Documentation	✓

✗ Not Visited
 ✓ In Progress
 ✓ Complete
 ⓘ Modified by Community Investment staff



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Once the Member has approved the disbursement request the Community Investment Department of the FHLB Des Moines begins its review. The status of the request will be changed to **Under Review**. If Community Investment has questions regarding information or documentation submitted with the disbursement request, a clarification will be requested via email and the status may change to **Clarification Pending** until the Sponsor has responded to the clarification request via email. Once the clarification is received, the request will return to Under Review status until the transaction has been **Approved/Funded** (Funded status) or **Rejected** (Rejected status) by Community Investment. Members may review the status of a disbursement request at any time, by searching for it in **My Projects**, as shown above.

When a disbursement request is approved by the Community Investment, funds are deposited into the member's DDA account at FHLB Des Moines. An email will be sent to both sponsor and member advising of the deposit. The member should then disburse the funds to the sponsor.