



AHP Online Project Completion Guide Sponsor Instructions Homeownership Projects

INTRODUCTION

- Once all AHP funds have been disbursed or de-obligated, the project will be considered complete.
- FHLBDM will update the monitoring status of the project to "Project Completion Review not Started." The Sponsor's Lead Contact will be notified via email to log into AHP Online to complete certifications required at project completion.

AHP Online

Sponsor applicants will finalize Project Completion requirements for the AHP grant in **AHP Online**. The sponsor 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](#). Enter your User ID and Password to enter **AHP Online**. You will find instruction to re-establish your User ID and password or system access if needed.

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. 2555 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. 2400.



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Finding Project and Initiating Project Completion

After logging into **AHP Online** a sponsor will be able to navigate to their applications or approved projects. Click on **My Projects** and choose **Home**.

The **My Projects** page will be displayed.

When the Bank has changed project status to "Complete," it will be displayed as such in **My Projects**. To find the project: (1) Select applicable funding round for the project. (2) Select "Search" The sponsor will see all sponsor projects approved in that round and projects that have been completed will populate with Status noting "Complete" and Project Completion Review Not started. (3) Click on the project number to access the project.

My Applications My Projects Profile

Project Number Funding Round Search Reset

Project Name

Project Number	Project Name	Status	Monitoring Status
2015A08034	2015 GDM Habitat New Construction	Complete	Project Completion Review Not Started

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Sponsor will navigate to “**Monitoring**” tab to complete “**Project Completion Report**” section and “**Project Completion – Sponsor Approval**” sections.

The screenshot shows the AHP Online Project Completion Guide interface. The 'Monitoring' tab is selected and highlighted with a red box and a circled '1'. Below the tab, there are three options: 'Semi-Annual Progress Reports', 'Project Completion Report' (highlighted with a red box and a circled '2'), and 'Project Completion Report - Sponsor Approval' (highlighted with a red box and a circled '3').

Project Profile

Project Name		Application Number	10000035
Project Number		Project Type	Home Ownership - Sponsor Driven
Project Status	Complete	Sponsor	Habitat for Humanity
Monitoring Status	Project Completion Review Not Started	Member	Indianola, IA

Conditions Outstanding

Condition	Additional Information	Status
1. Site Control	-	Needed
2. Targeting	-	Needed
3. Empowerment	-	Needed

Documentation Required

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

Modifications

ID#	Type of Modification	Status	Date Approved/Rejected
36	Number of Units	Approved	May 16, 2017
8	Other Non Reportable	Approved	Sep 1, 2016

Hours of Operation
AHP Online system is available from 6:30 a.m. to 4:30 p.m. CT, Friday.

Select Project Completion Report to Begin: This will navigate the sponsor to the Project Completion Report Home Page.



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Project Completion Report Home Page:

Sponsor will complete all sections under Project Completion Home Page. A section will be noted as completed once a "green checkmark" appears in the status column.

The screenshot shows the 'Project Completion Home Page' interface. At the top, there is a navigation menu with dropdowns for 'Project', 'Disbursement', 'Monitoring', and 'Extension'. Below the menu, the page title 'Project Completion Home Page' is displayed. To the right, there is a 'Status Change Details' table. The main content area contains a table with two columns: 'Section' and 'Status'. All sections listed in the table have a red 'X' in the status column, indicating they are not yet completed.

Status Change Details			
From Status	To Status	Changed By	Changed Date
Not Started	Outstanding		01/05/2021

Section	Status
Project Status Information	✗
Project Timeline	✗
Scoring Information	✗
Financial Information	✗
Project Documentation	✗
Project Additional Information	✗



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Project Status Information:

Sponsor will answer all questions: (1) Were any of the sources of funds used for the following, prepayment fee, cancellation fees or processing fees? If yes, provide explanation. (2) Has there been any change in the Sponsor role to this project? If yes, provide explanation and (3) Does the project still comply with applicable Fair Housing and Accessibility Laws? If no, provide explanation and "Save" page.

Project Completion ▾

Project Status Information

Information
• Your changes have been saved to the system. ✓

Were any of the sources of funds used for the following?

Prepayment Fees ♦ Yes No

Cancellation Fees ♦ Yes No

Processing Fees ♦ Yes No

Has there been any change in the Sponsor role to this project? * Yes No

Please provide details and supporting documentation.*

You have 2000 characters remaining for your description.

Upload supporting document No file chosen

Does the project still comply with applicable Fair Housing and Accessibility Laws? * Yes No

Please provide details.*

You have 2000 characters remaining for your description.

* Required to save the page To submit your changes please click Save before exiting this page.

♦ Required before Sponsor Approval

Next>



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Project Timeline:

Sponsor will enter the appropriate **DATE** reflecting the "Complete Construction/Rehab/Purchase of all units."

Sponsor will check the radio button noting "Actual Date" and then "Save" page.

Project Completion Certificate Number: 9

Project Completion

Project Timeline

Notify FHLBDM immediately upon Project Completion

Please supply the current project timeline dates listed below:

Award Date	11/11/2015		
Award Expiration Date	11/12/2017		
AHP Initial Draw Date	05/16/2017	Actual	?
Construction/Rehabilitation Start Date*	09/01/2016	* <input checked="" type="radio"/> Actual <input type="radio"/> Expected	?
Complete Construction/Rehabilitation/Purchase of all Units Date*	09/15/2017	* <input type="radio"/> Actual <input checked="" type="radio"/> Expected	?

* Required to save the page

◆ Required before Sponsor Approval

To submit your changes please click **Save** before exiting this page.

Save **Undo**

<Previous Next>



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Scoring Information:

Sponsor will review all Scoring Priorities pertaining to the project to affirm question at top of page. For any items not shown as **"Satisfied"** sponsor must upload documentation for Bank's review for satisfaction of scoring item.

Project Completion Certificate Number: 9

Project Completion

Scoring Information

Please respond to the following statement:

I affirm that I have reviewed the Scoring Commitments listed below and that they are correct. Yes No

Scoring Category	Commitment Status	Project Commitment	Fulfilled To-Date	Open Fulfillments
Priority 2 - Project Sponsorship	Satisfied	Yes		
Priority 3 - Targeting				
<= 50% AMI	Satisfied	1	1	0
Priority 5 - Promotion of Empowerment				
Sweat equity by homeowner or Self-help programs engaging homeowner.	Satisfied	1	1	0
Priority 6 - First District Priority				
In-District	Satisfied	1	1	0
Priority 8 - AHP Subsidy per Unit	Satisfied	\$10,000.00	\$10,000.00	\$0.00
Priority 9 - Community Stability				
New Construction	Satisfied	Yes	1	0
Sponsor Driven Owner-Occupied New Construction or Acquisition Rehabilitation Providing 0% Financing	Satisfied	Yes	1	0

Required to save the page
To submit your changes please click Save before exiting this page.

Required before Sponsor Approval

Save
Cancel

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Next >

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Scoring Information

Please attach supporting documentation for commitments that are Required/Needed status. (Selection is required to save this page). If applicable, download and complete the Empowerment and/or Special Needs templates found on the FHLBDM website.

Please respond to the following statement:

I affirm that I have reviewed the Scoring Commitments listed below and that they are correct. * Yes No

Scoring Category	Commitment Status	Project Commitment	Fulfilled To-Date	Open Fulfillments	Filled by This Request?	Previous Documentation	Attach Supporting Documentation [♦]
Priority 2 - Project Sponsorship	Satisfied	Yes			<input type="checkbox"/>		<input type="text"/> Browse... ?
Priority 3 - Targeting							
<= 50% AMI	Satisfied	1	1	0	<input type="checkbox"/>		
Priority 5 - Promotion of Empowerment							
Sweat equity by homeowner or Self-help programs engaging homeowner.	Satisfied	1	1	0	<input type="checkbox"/>	GDM Habitat_Empowerment MOU.pdf	<input type="text"/> Browse... ?
Priority 6 - First District Priority							
In-District	Satisfied	1	1	0	<input type="checkbox"/>		
Priority 8 - AHP Subsidy per Unit	Satisfied	\$10,000.00	\$10,000.00	\$0.00			
Priority 9 - Community Stability							
New Construction	Satisfied	Yes	1	0	<input type="checkbox"/>	GDM Habitat_Floor Plans.pdf	<input type="text"/> Browse... ?
Sponsor Driven Owner-Occupied New Construction or Acquisition Rehabilitation Providing 0% Financing	Satisfied	Yes	1	0	<input type="checkbox"/>	GDM Habitat_Mortgage & Note Template.pdf	<input type="text"/> Browse... ?

* Required to save the page

[♦] Required before Sponsor Approval

To submit your changes please click Save before exiting this page.

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Financial Information Section:

The Financial Information tab reflects the total values from all feasibility workbooks approved for reimbursement by the Bank.

Sponsor will answer the question at the top of page and then navigate to bottom of page and select "Save"

Project Completion ▾

Financial Information

Please respond to the following statement:

I affirm the financial information listed below is correct and the AHP subsidies were necessary for the the completion of the project as structured.* Yes No

Feasibility Workbook Summary for all Approved Disbursements

Feasibility Item	Amount from all Approved Disbursements
Total Acquisition Costs	\$ 0.00
Total Soft Costs	\$ 0.00
Total Developer & Consultant Fees	\$ 50,764.07
Total Development Cost	\$ 554,900.44
Total Closing Cost	\$ 0.00

* Required to save the page

◆ Required before Sponsor Approval

To submit your changes please click Save before exiting this page.

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Project Documentation:

Any item(s) noted as "**Needed**" require Sponsor to upload documentation for Bank's review.

The screenshot shows a table with the following data:

Action	Document Type	Additional Information	Status	Attached Document	Reviewed by CID?
View	AHP Subsidy Agreement	Modified Agreement Received 6/23/16, Sponsor requested modifications to original contingencies therefore original agreement was not executed	Satisfied	2015A08034_Modified_07-15-16.pdf	
Edit	Retention Agreement - Sample		Needed		
Edit	Certification of Use of Affordable Housing Program		Needed		

Buttons: Save, Undo

Project Additional Information:

If Sponsor has additional documentation requested by Bank and/or to share, it can be uploaded and identified on this page.

The screenshot shows a form with the following fields and annotations:

- 1. Add New Item button
- 2. Item Description* text area (250 characters remaining)
- 3. Attachment field with Browse... button
- 4. Save Item button

Buttons: Save, Undo



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Project Completion Home Page:

Once all sections are completed, green check marks will display.

The screenshot shows the 'Project Completion Home Page' interface. At the top, there is a navigation menu with tabs for 'Project', 'Disbursement', 'Monitoring', and 'Extension'. The 'Project' tab is selected. Below the navigation, the page title 'Project Completion Home Page' is displayed. To the right, there is a 'Status Change Details' table:

From Status	To Status	Changed By	Changed Date
Not Started	Outstanding		01/05/2021

Below this is a table showing the completion status of various sections:

Section	Status
Project Status Information	✓
Project Timeline	✓
Scoring Information	✓
Financial Information	✓
Project Documentation	✓
Project Additional Information	✓

Sponsor will then navigate back to **Monitoring** tab (1) and select "**Project Completion Report – Sponsor Approval**" (2) to complete sponsor certifications.

The screenshot shows the 'Project Completion Home Page' interface with the 'Monitoring' tab selected. A dropdown menu is open, showing the following options:

- Semi-Annual Progress Reports
- Project Completion Report
- Project Completion Report - Sponsor Approval

The 'Project Completion Report - Sponsor Approval' option is highlighted with a red box and a red circle with the number '2'. The 'Monitoring' tab is also highlighted with a red box and a red circle with the number '1'. The 'Status Change Details' table and the completion status table are visible in the background.



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Sponsor Certification:

Sponsor Certification will Display. To complete the certification: (1) Sponsor should review all questions and “check” each box accordingly affirming their agreement. If a box is not checked, Sponsor will be required to provide explanation why not able to certify for Bank’s review. (2) Once complete, sponsor will select **“I Certify”**.

Once project has been certified by the sponsor, an email will be sent to the Member Bank notifying them to log into AHP Online and complete the Member Certification for the project. Project Completion Review is complete once certified by Sponsor. FHLB DM will notify Sponsor if additional documentation or clarification required to complete Post Completion Review.