

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.
- Sponsor Input Contact may complete the Project Completion Review (PCR); however, only the Sponsor Lead Contact can approve and certify PCR.

AHP Online

Sponsor applicants will finalize Project Completion requirements for the AHP grant in **AHP Online**. The sponsor may access **AHP Online** at <u>https://ahp.fhlbdm.com</u> or via a link on the Bank's public website at: www.fhlbdm.com, look for Affordable Housing Program and <u>Competitive AHP Application & Resources</u>. 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.



கிறையாக AHP Online	
This is a <u>secured</u> site for Federal Home Loan Bank of I	Des Moines Affordable Housing Program participants
User ID	
1	
Password	
Grant Applicants	^{gin} FHLB Des Moines Members
Create a User ID*	Forgot your password?
Forgot your User ID?	Need access to AHP Online?
Forgot your password?	
"If you have previously created a User ID, please log in usin Do <u>not</u> create a new User ID for each Funding Round. If it has been more than 90 days since you last logged in, yo Call the FHLB Des Moines Service Desk at 800.544.3452, o	ig that User ID. our account is currently locked due to inactivity. ext. 2555 to unlock your account.
AHP Online hours: 6:	30 AM to Midnight CST.
For optimum performance, the Bank recomm	nends 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.

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.



	IOINES	· Logout	Cu	rrent as of May 16, 2017 at 1:13 PM CDT Home Messages (0) Guides/Info
My Applications	My Projects Profile			
My Project	ts		2	1 If your barry muestions
Project Number	Funding Ro	Sund 2015	earch Reset	regarding the AHP program, please contact us at 80D-544-3452 ext- 1173.
3 Breinet Number	Disiat Nama	Status	Manitazing Castus	Hours of Operation AHP Online system hours are from
Project Number	Project Name	Status	Project Completion Review Mat	o.se a.m. to midnight C1.
2015A08034	2015 GDM Habitat New Construction	Complete	Started	Community Investment hours of operation are from 0:00 a.m. to
				Friday.
			© 2017 Federal I lome Loa	n Dank of Des Moines. All rights reserved.

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



FILB DES MOINES		My Drainata Harra
		My Projects Home
		Project Name
Project Disbursement Monitoring	Extension	
Semi-Annual Pro	ogress Reports	
Current Project Su Project Completi	on Report	
Project Completi	on Report - Sponsor Approval	
Project Profile	•	
Project Name 22 0	Application 10	000035 if you have regarding t
Project Number	Number Project Type Ho	please con Some Owpership - Sponsor Driven 3452 ext-1
Project Status Complete Menitering Status Brainst Completion Baview N	et Started Spansor	Habitat for Humanity
Monitoring status Project Completion Review N	urstaneu sponson	Hours of C AHP Onlin
	Wember	Indianola, IA from 6:30 a
Or mellétie en c. Or de és en elle e		Community
Conditions Outstanding		4:30 p.m. (
Condition	Additional Inform	nation Status Friday.
1. Site Control	-	Needed
2. Targeting		Needed
3. Empowerment	-	Needed
	«« « 1/3 » Last	
		More Details
Documentation Required		
Document Type	Additional Inform	ation Status
Retention Agreement - Sample	-	Needed
Certification of Use of Affordable Housing Program	1 -	Needed
	«« 1/1 » »»	
		More Details
Modifications		
ID# Type of Modific	ation Status	Date Approved/Rejected
36 Number of Units	Approved	May 16, 2017
8 Other Non Reportable	Approved	Sep 1, 2016
	au a 1/1 n nn	

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



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.

	Project	Ŧ	Disbursement	Ŧ	Monitoring	Ŧ	Exten	sion	Ŧ				r rojeou
F	Projec	t C	ompletio	n H	lome Pa	age							
											Status Ch	ange Details	
										From Status	To Status	Changed By	Changed Date
										Not Started	Outstanding		01/05/2021
						Secti	on					St	atus
	Project St	tatus I	nformation										×
	Project Ti	melin	e										×
	Scoring In	nform	ation										×
	Financial	Inform	nation										×
	Project D	ocum	entation										×
	Project A	dditio	nal Information										×



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	
 Planformation Your changes have been saved to the system. 	
Were any of the sources of funds used for the following?	
Prepayment Fees O Yes No	
Cancellation Fees ◆ ○ Yes	
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 Choose File No file chosen ?	
Does the project still comply with applicable Fair Housing and Accessibility Laws? * O Yes No	
Please provide details.	
You have 2000 characters remaining for your description.	~~~
* Required to save the page	Ta automit your abanaga plagaa aliak Saya bafara ayiti a thia aaaa
Required before Sponsor Approval	Save Undo
	Next>



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	* Actual Expected
Complete Construction/Rehabilitation/Purchase of all Units Date [*]	09/15/2017	* O Actual © Expected 2 3
* Required to save the page	Te submit	
Required before Sponsor Approval	To submit	Save Undo
<previous< th=""><th></th><th>Next></th></previous<>		Next>



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.

se attach supporting document plete the Empowerment and/or	ation for commit Special Needs te	ments that are Re mplates found or	equired/Needed	status. (Seleo ebsite.	ction is requir	ed to save this pag	e.). If applicable, download and	
ease respond to the following sta	tement:							
affirm that I have reviewed the Sci	oring Commitmer	nts listed below a	nd that they are	correct."	Yes 🔵	No		
Scoring Category	Commitme nt Status	Project Commitme nt	Fulfilled To-Date	Open Fulfillm ents	Filled by This Request ?	Previous Document ation	Attach Supporting Documentation •	
Criteria 2 - Project Sponsorship	Satisfied	Yes						
Criteria 3 - Income Targeting								
> 50% and <=60% AMI	Needed	12	14	0				
> 60% and <=80% AMI	Needed	3	1	0				
Criteria 4 - Economic Opportunity/Empowerment								
Education, such as financial literacy, GED	Needed	15	15	0		MOU&Participa nt Statement.pdf	2	
Criteria 5 - Underserved Communities								_
Special Needs	Satisfied	10	15	0			0	
Other Targeted Populations	Satisfied	3	3	0			0	
Criteria 6 - Community Stability								
Consumer-driven Owner- occupied Rehabilitation >=\$15,000 per unit	Needed	15	15	0			0	
Criteria 7 - Bank District Priority								
In-District	Needed	15	15	0				
AHP Subsidy Per Unit	Needed	\$27,999.87	\$27,999.87	\$0.00				
equired to save the page					To entre	nit your changes of	ages click Save hefore aviting this -	
Required before Sponsor Approval					it subi	in your changes pi	Save Cance Cance	3 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2



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"

		-
Feasibility Item	Amount from all Approved Disbursements	
otal Acquistion Costs	\$ 0.00	
otal Soft Costs	5 0.00	
otal Developer & Consultant Fees	\$ 50,764.07	
otal Development Cost	\$ 554,900.44	
otal Closing Cost	\$ 0.00	
uired to save the page		To submit your changes please click Save before exiting this p



Project Documentation:

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

Project Name Project Name Project Completion Project Completion Certificate National Nationa	าปลาะเ	A DESMOINES			My Projects Home	Messages (0) Guides/In
Project Completion Project Completion Project Completion Colspan="2">Colspan="2">Project Completion Certificate National Notation Notatio Notatio Notation Notation Notation Notation Notation					Project Name	
Modified Agreement Sample Needed View AHP Subsidy Agreement Sample Modified Agreement Sample Retention Agreement - Sample Satisfied Certificate Huit Certificate Huit Certificate Huit Additional Information Status Attached Documents Certification of Use of Attordable Housing Program Needed Needed Certification of Use of Attordable Housing Program						Project Number
Action Document Type Additional Information Status Atached Document View AHP Subsidy Agreement Modified Agreement Received 6/23/16, Sponsor requested modifications to original agreement was not exacuted Satisfied 2015A08034_Modified_87 Filts Retention Agreement - Sample Incention Duce of Atordation Housing Program Needed Needed					FrojectCon	npletion Certificate Number
Project Documentation Project Documents Tae following project level documents exist: If documentation is available now for any of the unsatisfied documents, click "Edit" and attach the document. Action Document Type Additional Information Status Atached Document Reviewed by CID? View AHP Subsidy Agreement Modified Agreement Received 6/23/16, Sponsor requested modifications to original agreement was not exacuted Satisfied 2015A08034_Modified_87	Project C	Completion				
Modified Agreement Status Atached Document Action Document Type Additional Information Status Atached Document Reviewed by CID? View AHP Subsidy Agreement Modified Agreement Received 6/2016, Sponsor requested modifications to original centingencies therefore original agreement was not exacuted Satisfied 2015A03034_Modified_07 - Feat Retention Agreement - Sample Needed Needed - - Edit Certrication of Use of Atfordable Housing Program Needed Needed - -	rolec	Documentation				
Needed Status Attached Document Reviewed by CID? Action Document Type Additional Information Status Attached Document Reviewed by CID? View AHP Subsidy Agreement Modified Agreement Received 6/2016, Sponsor requested modifications to original centingencies therefore original agreement was not exacuted Satisfied 2015A08034_Modified_87	Tojec	Documentation				
The following project level documents exist. If documentation is available now for any of the unsatisfied documents, click "Edit" and attach the document. Action Document Type Additional Information Status Atached Document Reviewed by CID? View AHP Subsidy Agreement Modified Agreement Received 6/23/16, Sponsor sequested modifications to original agreement was not exacuted Satisfied 2015A08034_Modified_97 2015A08034_Modified_97 Fear Rotention Agreement - Sample Medified Received original agreement was not exacuted Needed Needed Certification of Use of Atfordable Housing Program Needed Needed Needed Certification of Use of Atfordable Housing Program Needed Needed <td< td=""><td>Project</td><td>Documents</td><td></td><td></td><td></td><td></td></td<>	Project	Documents				
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 centingencies therefore original agreement was not exacuted Satisfied 2015A08034_Modified_97 2015A08034_Modified_97 Feas Rotention Agreement - Sample Needled Needled Needled Image: Central center or cen	Tae fall	wing project level documents exist. If documents	ution is available now for any of the unsat	istied documer	us, click "Edit" and attach the	e document.
View AHP Subsidy Agreement Modified Agreement Received 6/23/16, Sponsor requested modifications to original centingencies therefore big agreement was not executed Satisfied 2015A08034_Modified_67 Filt Retention Agreement - Sample Needed Needed Needed Edit Certification of Use of Atfordable Housing Program Needed Needed Needed	Action	Document Type	Additional Information	Status	Atached Document	Reviewed by CID?
Edit Retention Agreement - Sample Needed Edit Certification of Use of Afordable Housing Program Needed	View	AHP Subsity Agreement	Modified Agreement Received 6/23/16, Sponsor requested modifications to original contingencies therefore original agreement was not executed	Satisfied	2015A28034_Modified_97 -15-18.pdf	
Edit Certification of Use of Atfordable Housing Program Needed	Folit	Retention Agreement - Sample		Needed		
	Edit	Certification of Use of Alfordable Housing Program		Needed		
			·			
	t beniuped	to save the page		To submit y	our changes please click Sav	e before exiting this page
equired to save the page [To submit your changes please click Save before exiting this		bude of the second second				
equired to save the page To submit your changes please click Save before exiting this sequired before Sponsor Approva Save Uno	Required	before Sporsor Approva			Sav	e 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.



In TIN FILE DES MOINES	My Projects Home Messages (0) Guides/Info
	Project Nam
	Project Numbe.
	Project Completion Certificate Number: 9
Project Completion	
Project Additional Information	
Add New Item	
	Cancel Save Item
Item Description	
	\sim
You have 250 characters remaining for your description	
For have 25t characters remaining for your description.	
Fundamentary +	
Explanation	
You have 3000 characters remaining for your description	
Attachment Browse 2	
	4
*Required to save the page	To submit your changes please click Save before exiting this page.
Required before Sponsor Approval	Save
	Save
<previous< td=""><td>Next></td></previous<>	Next>
	© 2017 Federal Home Loan Bank of Des Moines. All rights reserved.

Project Completion Home Page:

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

Project Disbursement Monitoring Extension				Proje
Project Completion Home Page				
		Status Ch	ange Details	
	From Status	To Status	Changed By	Changed Date
	Not Started	Outstanding		01/05/2021
Section Project Status Information			St	atus 🖋
Project Timeline				/
Scoring Information				/
Financial Information				/
Project Documentation				1



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

					Project Name:
					Projec
Project * Disbursement *	Monitoring Extension *				
Project Completion	Semi-Annual Progress Reports				
roject completion	Project Completion Report 2				
	Approval		Status Ch	ange Details	
		From Status	To Status	Changed By	Changed Date
		Not Started	Outstanding	ji ji	01/05/2021
	Castion				atua
	Section			51	atus
Project Status Information					1
Project Timeline					1
Scoring Information					1
Financial Information					1
Project Documentation					1
Project Additional Information					1

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"**.

Sponsor Input Contact may complete the Project Completion Review (PCR); however, only the Sponsor Lead Contact can approve and certify PCR.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.



ក្លើ កណ្តឹ FHLB DES MOINES My Projects Home Messages (0) Guid										es (0) Guides/Info
								Project Nam	ne:	
									Project	Number.
								Pro	ject Completion (Certificate Number:
Pr	oject	Disbursement	Monitoring	Extension						
Sponsor Certification										
Project Name					Project Sponsor		labitat for Humanit	y Inc		
Project Number					Project Member	: Indianola	, IA			
Project City, State DES MOINES, IA										
This certification is made to the Federal Home Loan Bank of Des Moines (Bank) in connection with the Affordable Housing Program (AHP) project referenced above Project). The Project has been approved by the Bank to receive a Subsidy in an amount determined by the Bank through the AHP, which is administered pursuant to Part 1291 of the Code of Federal Regulations (AHP Regulations). All capitalized terms used herein are as defined within AHP Regulations. By ch the following boxes, it is certified that:										
Ð	The individual executing this certification is authorized to make the representations contained herein;									
	The Project Sponsor was integrally involved, as defined by the Bank in its Implementation Plan, in the Project;									
	The funds made available through the Affordable Housing Program (AHP) directed by the Home Loan Bank were provided to eligible households;									
	The subsidies were used according to the commitments made in the AHP application and that the project sponsor maintains documentation of household income verification pursuant to the Afforable Housing Program regulation;								me verification	
	The services and activities committed to in the approved AHP application have been provided in connection with the Project;									
	Pursuar	nt to the applicable re	etention agreemer	t, the net proceed	s from any sale or refin	ance of the AHP	-assisted units shall I	be remitted to the	Home Loan Ean	k.
By in accu there	dicating rate, and is non-c	its acceptance beloct that it understand compliance with the	ow, Sponsor cert s that the Bank h e terms of the app	ifies that it is auti as a duty to invol proved AHP appli	horized to make the re ke sanctions pursuant cation and any subse	presentations to the AHP Re quent modifica	contained herein, th gulations in the eve tions as approved t	nat the informatic ent that this certif by the Bank.	on provided is tr fice 2 I Certify	rue, complete, and I to be invalid or I do not Certify
							© 2017 Federa	al Home Loan Ban	k of Des Moines	. All rights reserved