



# AHP Online Extension Guide Sponsor Instructions

## INTRODUCTION

All 2015 AHP Projects should be completed within 24 months of the date of the award (except when the AHP subsidy is a direct match for Individual Development Accounts (IDA), which are given 36 months). Beginning in 2016, AHP Rental Projects should be completed within 36 months of the date of the award and Homeownership Projects should be completed within 24 months of the date of the award (except when the AHP subsidy is a direct match for Individual Development Accounts (IDA), which are given 36 months). If additional time is needed to complete the project there must be a formal extension.

If additional time is needed, the Sponsor must request an Extension via AHP Online for Bank's review and consideration.

## To Request an Extension

**Project**   **Disbursement**   **Monitoring**   **Extension**   **Project number**

**Current Project Summary**

**Project Profile**

<b>Project Name</b>		<b>Application Number</b>	10000090
<b>Project Number</b>		<b>Project Type</b>	Home Ownership - Consumer Driven
<b>Project Status</b>	Unfunded/not started	<b>Sponsor Member</b>	
<b>Monitoring Status</b>	Not Funded		

[More Details](#)

**Conditions Outstanding**

Condition	Additional Information	Status
1. Targeting	-	Needed
2. Special Needs Households	-	Needed
3. In District	-	Needed

« « 1 / 2 » » Last   [More Details](#)

**Documentation Required**

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

« « 1 / 1 » »   [More Details](#)

**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.



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1. Log in to **AHP Online** at <https://ahp.fhlbdm.com> or via a link on the Bank's public website at: [www.fhlbdm.com](http://www.fhlbdm.com), look for Products & Services – Affordable Housing – Housing Providers Sponsor – Resources.
2. Choose the number of the project for which the Extension is being requested by clicking on the *Project Number* link on the My Projects page.
3. Hoover the cursor over the Extension tab on the Current Project Summary screen and click on *Request Extension*.
4. On the Extension Request screen, click on the **Project Timeline** link.
5. Provide all of the requested dates as indicated below:

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

Project Name: \_\_\_\_\_  
Project Number: \_\_\_\_\_  
Extension Number: \_\_\_\_\_

### Extension Request

**Extension Request**

Request Status: Not Certified  
Award Expiration Date: November 12, 2017  
FHLB Member: \_\_\_\_\_  
Approved AHP Subsidy Amount \$ 489,950.00

Section	Status
<a href="#">Project Timeline</a>	✘
<a href="#">Project Delay</a>	✘

✘ Not Visited  
✔ In Progress  
✔ Complete



# AHP Online Extension Guide Sponsor Instructions

Provide updated dates, hit "Save" and select "Next" once finished.

## **Project Timeline:**

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

Project Name: ..... Project Number: ..... Extension Number: <

Extension Request

### 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*	05/31/2016	Expected	<a href="#">?</a>
100% of Financing Committed Date*	03/17/2016	*	<a href="#">?</a>
Project Closing Date*	11/11/2017	*	<a href="#">?</a>
Construction/Rehabilitation Start Date*	05/02/2016	*	
Complete Construction/Rehabilitation of all Units Date*	11/03/2017	*	<a href="#">?</a>
Date of Certificate of Occupancy/Certificate of Substantial Rehabilitation*	10/31/2016	* Expected	
Stabilized Occupancy Date*	11/01/2016	* Expected	

\* Required to save the page  
◆ Required before Certification

<Previous Next

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## ***Project Delay:***

Provide the Bank with new "Extension date needed until" and a detailed narrative of factor(s) causing delay and why an Extension is needed for the project. If applicable, include attachment and/or documentation as necessary for project.

Be advised, all Extension are at the discretion of the Bank.

The screenshot shows the 'Extension Request' section of the FHLB online portal. The page title is 'Project Delay'. The form includes the following elements:

- Extension needed until (date)\***: A date selection field.
- Please explain the need for the extension. The information should include an explanation of factors causing the delay; timing, status, and requirements of applications for other funding sources in the project.\***: A large text area for the user to provide a detailed narrative. A red arrow points to this area.
- Attach supporting or additional documentation as necessary**: A section for uploading files. A table with the header 'Uploaded File Info' and a row containing 'Attachment not uploaded' is visible. A red arrow points to this row.
- Navigation**: '<Previous' and 'Next>' buttons.
- Footnote**: '\* Required to save the page' and '◆ Required before Certification'.
- Footer**: '© 2017 Federal Home Loan Bank of Des Moines. All rights reserved.'



# AHP Online Extension Guide Sponsor Instructions

Once both boxes are noted with a green checkmark, sponsor can **"Certify"** their request.

Logout | Current as of August 14, 2017 at 9:46 AM CDT  
My Projects | Home | Messages (0) | Guides/Info  
Project Name: -  
Project Number: -  
Extension Number: 24

### Extension Request

Request Status: Not Certified  
Award Expiration Date: November 12, 2017  
FHLB Member: [Redacted] West Des Moines, IA  
Approved AHP Subsidy Amount: \$ 60,000.00

Section	Status
Project Timeline	✓
Project Delay	✓

✗ Not Visited  
✓ In Progress  
✓ Complete

Logout | Current as of August 14, 2017 at 9:46 AM CDT  
My Projects | Home | Messages (0) | Guides/Info  
Project Name: [Redacted]  
Project Number: [Redacted]  
Extension Number: 24

### Extension Request

Request Status: Not Certified  
Award Expiration Date: November 12, 2017  
FHLB Member: [Redacted] West Des Moines, IA  
Approved AHP Subsidy Amount: \$ 60,000.00

Section	Status
Project Timeline	✓
Project Delay	✓

✗ Not Visited  
✓ In Progress  
✓ Complete

**Extension Request Certification**

*By indicating its acceptance below, Sponsor certifies that it is duly authorized to make the representations contained herein, and the information provided is true, complete, and accurate.*

Are you certain you want to submit this information?



# AHP Online Extension Guide Sponsor Instructions

Once certified, Request status will change to "Not Certified." Bank will receive an email regarding Sponsor's request for review and consideration. The Member Bank does not have to review the submitted Extension request.

Information

- Extension Request Certification successfully completed.

Request Status: Not Certified  
Award Expiration Date: November 12, 2017  
FHLB Member: IA West Des Moines, IA  
Approved AHP Subsidy Amount: \$ 60,000.00

Status Change Details			
From Status	To Status	Changed By	Changed Date
Not Certified	Certified		08/14/2017

Section	Status
Project Timeline	✓
Project Delay	✓

✗ Not Visited  
✓ In Progress  
✓ Complete

The Bank will review the Extension Request and, if needed, requested additional information from the Sponsor.