



AHP Online Extension Guide Sponsor Instructions

INTRODUCTION

AHP Rental Projects should be completed within 36 months of the date of the award and Homeownership Projects awarded prior to 2023 should be completed within 24 months of the date of the award.

AHP Homeownership Projects awarded 2023 or later should be completed within 36 months of the date of the award.

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

To Request an Extension:

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, select 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. Hover the cursor over the Extension tab on the Current Project Summary screen and click on *Request Extension*.

Current Project Summary

Project Profile

Project Name	Application Number 1000
Project Number	Project Type Home Ownership Consumer Driven
Project Status Funded/started	Sponsor
Monitoring Status Not Funded	Member

Conditions Outstanding

Condition	Additional Information	Status
Eligible Neighborhoods		Needed
Rehabilitation Processes and Cost Reasonableness		Needed
Scoring Priorities		Needed

(1 of 1) << < 1 > >>

Documentation Required

All documents satisfied.

Modifications

No modifications exist.

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.



AHP Online Extension Guide Sponsor Instructions

The screenshot shows the AHP Online Extension Guide interface. At the top, there is a navigation bar with the FHLB Des Moines logo on the left and user information on the right: "FirstName_26046 LastName_26046 | Logout" and "Current as of December 5, 2022 at 1:25 PM CST". Below the navigation bar, there are tabs for "Project", "Disbursement", "Monitoring", and "Extension". The "Extension" tab is selected, and a dropdown menu is open with "Home" and "Request Extension" options. The "Request Extension" option is highlighted with a red box. Below the tabs, there is a "Current Project Summary" section. The "Project Profile" section displays the following information: Project Name, Project Number, Project Status (Funded/started), Monitoring Status (Not Funded), Application Number (1000), Project Type (Home Ownership - Consumer Driven), Sponsor, and Member. The "Conditions Outstanding" section contains a table with the following data:

Condition	Additional Information	Status
Eligible Neighborhoods	-	Needed
Rehabilitation Processes and Cost Reasonableness	-	Needed
Scoring Priorities	-	Needed

The "Documentation Required" section shows "All documents satisfied." and the "Modifications" section is currently empty. On the right side of the page, there is a yellow box with "Hours of Operation" information: "AHP Online system hours are from 6:30 a.m. to midnight CT." and "Community Investment hours of operation are from 8:00 a.m. to 4:30 p.m. CT, Monday through Friday."

4. On the Extension Request screen, click on the **Project Timeline** link.
5. Provide all the requested dates as indicated below:



AHP Online Extension Guide Sponsor Instructions

Project Timeline for Homeownership Projects:

Project Timeline

Notify FHLBDM immediately upon Project Completion

Please supply the current project timeline dates listed below:

Award Date	12/10/2020		
Award Expiration Date	12/10/2022		
AHP Initial Draw Date	05/22/2021	Actual	<input checked="" type="radio"/>
Construction/Rehabilitation Start Date*	06/07/2021	* Actual	<input checked="" type="radio"/>
Complete Construction/Rehabilitation/Purchase of all Units Date*	12/09/2022	* Actual	<input checked="" type="radio"/>

* Required to save the page
* Required before Certification

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

Save Undo

<Previous Next>

Project Timeline for Rental Projects:

Project Timeline

Notify FHLBDM immediately upon Project Completion

Please supply the current project timeline dates listed below:

Award Date	12/10/2020		
Award Expiration Date	12/10/2023		
AHP Initial Draw Date*	06/01/2023	Expected	<input checked="" type="radio"/>
100% of Financing Committed Date*	03/15/2022	* Actual	<input checked="" type="radio"/>
Construction/Rehabilitation Start Date*	10/01/2022	* Actual	<input checked="" type="radio"/>
Complete Construction/Rehabilitation of all Units Date*	12/30/2023	* Actual	<input checked="" type="radio"/>
Date of Certificate of Occupancy/Certificate of Substantial Rehabilitation*	12/31/2023	* Actual	<input checked="" type="radio"/>
Stabilized Occupancy Date*	04/30/2024	* Actual	<input checked="" type="radio"/>

* Required to save the page
* Required before Certification

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

Save Undo

<Previous Next>

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



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Project Delay for Homeownership Projects:

Provide the Bank with new "Extension date needed until" and a detailed narrative of factor(s) causing the delay and why an Extension is needed for the project. Extension should be requested in whole months (i.e., expires 12/10/2022- new expiration date should be 5/10/2023). Upload a list of households that are currently identified for the project. If applicable, include attachment and/or documentation to support the need for an extension for this project.

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

The screenshot shows the 'Project Delay' section of an online extension request form. At the top right, it displays 'Project Name: South 24:1 Community Home Repair Program', 'Project Number: 2020A08022', and 'Extension Number: 2040'. Below this is a dropdown menu for 'Extension Request'. The main section is titled 'Project Delay' and contains several fields and checkboxes:

- 'Extension needed until (date)': A date picker set to 03/31/2023.
- 'Units': A section with the instruction 'Please indicate all progress to date.' containing three input fields: 'Total Units 50', 'Units Complete' (set to 35), and 'Units under construction or rehab' (set to 15).
- 'Identify and explain the cause(s) for requesting this extension:': A section with several checkboxes: 'Timing of other funding application due dates and/or requirements of other funding sources' (Yes/No), 'Weather-related construction delays' (Yes/No, with 'Yes' selected), 'Natural disasters or local conditions that caused delays' (Yes/No), and 'Legal requirements or community challenges' (Yes/No).
- 'Explain any other cause(s)': A text area for additional reasons.
- 'Attach list of homeowner names/addresses that will be assisted under this extension': An 'upload' button.
- 'Attach supporting or additional documentation': An 'upload' button.

Red annotations highlight key areas: a box around the date field; a box around the 'Weather-related construction delays' 'Yes' radio button with an arrow pointing to a text box labeled 'If yes, explain below'; a box around the 'Attach supporting or additional documentation' upload button with an arrow pointing to a text box labeled 'Provide a list of all households identified for the project. Upload all supporting documentation'; and a box around the 'Save' button at the bottom right. A note at the bottom states 'To submit your changes please click Save before exiting this page.' and 'Required before Certification'.



AHP Online Extension Guide Sponsor Instructions

Project Delay for Rental Projects:

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. Extension should be requested in whole months (i.e., expires 12/10/2023- new expiration date should be 4/10/2024). Upload a copy of the project's current construction schedule. If applicable, include any attachment(s) and/or documentation to support the need for an extension for this project.

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

The screenshot shows the 'Project Delay' form with several red annotations:

- A red box highlights the 'Extension needed until (date)' field, which contains '04/01/2024'.
- A red box highlights the 'Explain' field, with an arrow pointing to it from a callout box that says 'If yes, explain below'.
- A red box highlights the 'Attach construction schedule' field, with an arrow pointing to it from a callout box that says 'Provide a current construction schedule and upload all supporting documentation'.
- A red box highlights the 'Attach supporting or additional documentation' field, with an arrow pointing to it from the same callout box.

The form includes the following fields and options:

- Extension Request (dropdown)
- Project Delay (title)
- Extension needed until (date): 04/01/2024
- Units: Please indicate all progress to date.
 - Total Units: 72
 - Units Complete: 50
 - Units under construction or rehab: 22
- Identify and explain the cause(s) for requesting this extension:
 - Timing of other funding application due dates and/or requirements of other funding sources: Yes (selected), No
 - Explain: (text area)
 - You have 4000 characters remaining for your description.
 - Weather-related construction delays: Yes, No (No selected)
 - Natural disasters or local conditions that caused delays: Yes, No (No selected)
 - Legal requirements or community challenges: Yes, No (No selected)
 - Explain any other cause(s): (text area)
 - You have 4000 characters remaining for your description.
- Attach construction schedule: (upload button)
- Attach supporting or additional documentation: (upload button)
- * Required to save the page
- * Required before Certification
- To submit your changes please click Save before exiting this page.
- Save, Undo buttons
- <Previous, Next buttons



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Once the Project Delay screen is complete select *Extension Request* and *Home* to certify the Extension Request.

Current as of December 5, 2022 at 2:14 PM CST
My Projects | Home | Messages (0) | Guides/Info
Project Name: :
Project Number: :
Extension Number: 2646

1
2

Extension Request
Home
Project Delay
Project Timeline 1/31/2023
Back to Extension Home

Please indicate all progress to date.

Total Units 50
Units Complete 35
Units under construction or rehab 15

Identify and explain the cause(s) for requesting this extension:
Timing of other funding application due dates and/or requirements of other funding sources Yes No

Current as of December 5, 2022 at 2:18 PM CST
My Projects | Home | Messages (0) | Guides/Info
Project Name: S
Project Number: :
Extension Number: 2646

Extension Request

Extension Request

Request Status Not Certified
Award Expiration Date December 10, 2022
FHLB Member
Approved AHP Subsidy Amount \$ 999,000.00

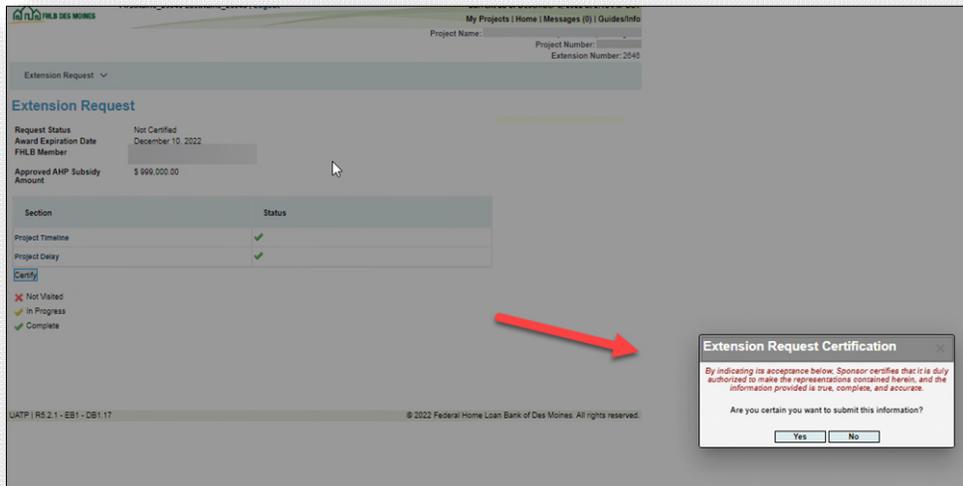
Section	Status
Project Timeline	✓
Project Delay	✓
Certify	

✗ Not Visited
✓ In Progress
✓ Complete

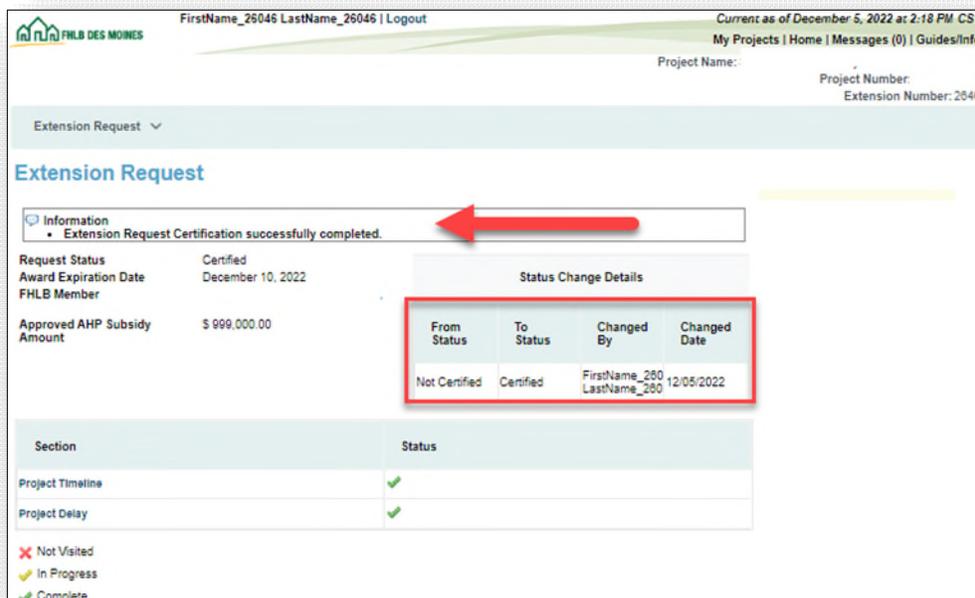
Once both boxes are noted with a green checkmark, sponsor can "**Certify**" their request.



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Once certified, Request status will change to "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.



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