



AHP Online Long-Term Monitoring Annual Sponsor Certification Guide Rental Projects

INTRODUCTION

The purpose of Long-Term Monitoring Sponsor Certification is for Federal Home Loan Bank of Des Moines' review of annual certifications by project sponsors to the Bank that (1) the project remains habitable and suitable for occupancy; (2) the tenant rents and incomes are in compliance with the rent and income targeting commitments made in the AHP application; (3) the project is still financially feasible including the project does not have excess vacancy, is current on debt payments, taxes and insurance; (4) the project has not been sold or refinanced; (5) the project is in compliance with its commitments to other funding sources; and (6) any other information that adversely affect the ongoing operations of the project. The Sponsor is also required to maintain documentation regarding tenant rents and incomes and project habitability available for review by the Bank to support such certifications.

All Rental projects will be monitored for 15 years to assure they are in compliance with the guidelines and Regulations. The Sponsor Certification begins in the second year after completion of a rental project and annually thereafter until the end of the project's retention period.

AHP Online

Sponsor applicants will complete Long-Term Monitoring Sponsor Certification requirements for AHP grants in **AHP Online**. The Sponsor may access **AHP Online** at <https://ahp.fhlbdm.com> or via the [Housing Providers \(Sponsor\)](#) link under the Affordable Housing tab on the Bank's public website www.fhlbdm.com, look for Affordable Housing and Housing Providers (Sponsor). Enter your User ID and Password to enter **AHP Online**. You will also find instruction to re-establish your User ID and password or system access if needed.



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 **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 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



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Finding Project and Initiating Sponsor Certification

After logging into **AHP Online**, the **My Projects** page will display all projects associated with the Sponsor. The Sponsor will then click on the appropriate project number.

This will navigate you to the Current Project Summary screen.

Click on **Monitoring** in the toolbar at the top of the page and choose **Long-Term Monitoring – Sponsor Certifications**.



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This will navigate the Sponsor to the **Long-Term Monitoring – Sponsor Certifications** page. Click on **Edit** to access the Sponsor Certification that is currently due.

Project | Disbursement | Monitoring | Extension

Long-term Monitoring – Sponsor Certifications

Long-term Monitoring – Sponsor Certifications

	Due Date	Status	Certified User	Certified Date
Edit	12/10/2020	Not Certified		

Completing the Sponsor Certification

The Sponsor Certification Home page will be displayed.

Sponsor will complete all sections under Sponsor Certification Home. Once a “green checkmark” appears in the Status column, the section is complete.

Sponsor Certification

Sponsor Certification Home

Due Date: 12/10/2020
Status: Not Certified

This certification is made to the Federal Home Loan Bank of Des Moines (FHLB Des Moines) in connection with the [redacted] Affordable Housing Program (AHP) project. Pursuant to Part 1291 of the Code of Federal Regulations (AHP Regulations) the project has been approved to receive a subsidy in an amount determined by FHLB Des Moines and must certify as to the project's compliance annually.

Section	Status
Targeting Commitments	✗
Other Commitments	✗
Financial Viability	✗
Project Ownership	✗
Low-Income Housing Tax Credits (LIHTC)	✗
Other Federal Government Rental Housing Programs	✗
Sponsor Project Certification	✗
Sponsor Contact Information	✗
Owner Contact Information	✗

- ✗ Not Visited
- 🟡 In Progress
- 🟢 Complete
- 🔴 Modified by Community Investment staff



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Targeting Commitments:

Sponsor will certify to FHLB Des Moines that the project is habitable and suitable for occupancy; the tenants' incomes and rents are compliant with the commitments made in the approved AHP application; and documentation regarding tenants' income and rents and the project's habitability is available for review by FHLB Des Moines to support such certifications. The Sponsor will validate the approved Targeting figures listed within the Certification are accurate. The Sponsor will also indicate the number of current vacant units in the project and if the project is experiencing higher than normal vacancy.

The Sponsor must provide additional information if the project is experiencing higher than normal vacancy.

Click **Save** to submit changes. An informational message will appear notifying you that your changes have been saved to the system. Select **Next>**.

As an authorized representative of the project Sponsor, I certify to FHLB Des Moines that:

<input type="checkbox"/>	The project is habitable and suitable for occupancy.
<input type="checkbox"/>	The tenant incomes and rents are compliant with the commitments made in the approved AHP application or as adjusted by an FHLB Des Moines approved modification and do not exceed the maximum levels allowed by regulations.
<input type="checkbox"/>	Documentation regarding tenant incomes and rents and the project's habitability is available for review by FHLB Des Moines to support such certifications.

Targeting	Units
Less than or equal to 50% AMI (Area Median Income)	193
Greater than 50% and less than or equal to 60% AMI	0
Greater than 60% and less than or equal to 80% AMI	0
Greater than 80% AMI	0
Total Units	193

Current number of vacant units

Is the project experiencing higher than normal vacancy? Yes No

* Required to save the page
♦ Required before Sponsor Approval

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

[Next>](#)

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Other Commitments:

Sponsor will answer the three questions on this screen indicating whether or not they are in compliance with its other funding sources, in good standing with the applicable state agency, and if they are complying with applicable federal and state laws.

The Sponsor must provide additional information if the project is not in compliance with their other commitments.

Click **Save** to submit changes. An informational message will appear notifying you that your changes have been saved to the system. Select **Next>**.

FHLB DES MOINES | Logout Current as of November 22, 2020 at 10:32 PM CST

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

Project Name: _____
Project Number: _____
LTM Certification Number: _____

Sponsor Certification ▾

Other Commitments

Is the project is in compliance with its commitments to other funding sources? Yes No

Is the project Sponsor is in good standing with the applicable state agency and is authorized to transact business or conduct affairs within that state? Yes No

Does the project comply with applicable federal and state laws on fair housing, housing accessibility, local health, safety and local building codes (or other habitability standards)? Yes No

* Required to save the page
◆ Required before Sponsor Approval

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

<Previous Next>



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Financial Viability:

Sponsor will answer the five questions on this screen indicating the project's current financial viability; if they are defaulting on any debt; current on property taxes, insurance and loan payments; if there are any financial transactions not already reported to FHLB Des Moines; and any pending financial transactions to restructure and/or refinance long-term debt or any debt obligations for which the real property of this project will be used as collateral.

The Sponsor may be required to provide additional information.

Click **Save** to submit changes. An informational message will appear notifying you that your changes have been saved to the system. Select **Next>**.

The screenshot shows the FHLB Des Moines online portal interface. At the top left is the FHLB Des Moines logo. The top right corner displays the current date and time: "Current as of November 22, 2020 at 10:41 PM CST". Below this, there are navigation links: "My Projects | Home | Messages (0) | Guides/Info". The user's name and "Logout" link are visible. The page title is "Sponsor Certification". The main heading is "Financial Viability". There are five questions with radio button options for Yes or No:

- Does the project have ongoing financial viability? Yes No
- Is the project at risk of defaulting on any debt? Yes No
- Is the project current on its property taxes, insurance and loan payments? Yes No
- Are there any completed financial transactions, not already reported to FHLB Des Moines, to restructure and/or refinance long-term debt or any debt obligation for which the real property of this project was used as collateral? Yes No
- Are there any pending financial transactions to restructure and/or refinance long-term debt or any debt obligation for which the real property of this project will be used as collateral? Yes No

At the bottom left, there are two asterisked notes: "* Required to save the page" and "♦ Required before Sponsor Approval". At the bottom right, there is a red-bordered box with the text "To submit your changes please click Save before exiting this page." Below this box are two buttons: "Save" (highlighted in red) and "Undo". At the very bottom, there are navigation links: "<Previous" on the left and "Next>" on the right.



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Project Ownership:

Sponsor will answer the five questions on this screen indicating if there has been any sale, refinance or transfer of ownership to the project within the past year. The project owner must receive approval from FHLB Des Moines prior to any of these changes.

The Sponsor may be required to provide additional information.

Click **Save** to submit changes. An informational message will appear notifying you that your changes have been saved to the system. Select **Next>**.

The screenshot shows the 'Project Ownership' section of the FHLB Des Moines online system. At the top, there is a navigation bar with the FHLB Des Moines logo, a 'Logout' link, and the current date and time: 'Current as of November 22, 2020 at 10:56 PM CST'. Below the navigation bar, there are links for 'My Projects', 'Home', 'Messages (0)', and 'Guides/Info'. On the right side, there are input fields for 'Project Name:', 'Project Number:', and 'LTM Certification Number'. Below these fields, there is a dropdown menu for 'Sponsor Certification'. The main content area is titled 'Project Ownership' and contains the following text: 'The project Owner must receive approval from FHLB Des Moines prior to any sale, refinance or transfer of ownership. Have there been any of the following changes to the project within the past year?'. Below this text are five questions, each with radio button options for 'Yes' and 'No':
1. Sale Yes No
2. Refinance Yes No
3. Transfer of Ownership Yes No
4. Does the project continue to have ownership of all project units? Yes No
5. Does the ownership structure, ownership entities and the percentage of the project owned by the Sponsor remain the same as indicated in the approved application or as subsequently reported to FHLB Des Moines? Yes No
At the bottom of the form, there are two footnotes: '* Required to save the page' and '♦ Required before Sponsor Approval'. A red-bordered box contains the text: 'To submit your changes please click Save before exiting this page.' Below this box are two buttons: 'Save' (in red) and 'Undo' (in grey). At the bottom left, there is a '<Previous' link, and at the bottom right, there is a 'Next>' link.



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Low-Income Housing Tax Credits (LIHTC)

Sponsor will indicate whether or not the project utilized Federal LIHTC funds. If so, the Sponsor will need to indicate what year the project was placed in service as well as if the project has been notified of a compliance issue by the Low-Income Housing Tax Credit Administrator.

The Sponsor must provide additional information if the project is not in compliance with the LIHTC program.

Click **Save** to submit changes. An informational message will appear notifying you that your changes have been saved to the system. Select **Next>**.

The screenshot shows the FHLB Des Moines online portal interface. At the top left is the FHLB Des Moines logo. The top right shows the user is logged in, with the current date and time: "Current as of November 22, 2020 at 11:00 PM CST". Navigation links include "My Projects", "Home", "Messages (0)", and "Guides/Info". Below the navigation bar, there are fields for "Project Name:", "Project Number:", and "LTM Certification Number:". The main content area is titled "Sponsor Certification" and "Low Income Housing Tax Credits". It contains three questions with radio button options: "Has the project been allocated federal Low-Income Housing Tax Credits?" (Yes/No), "Enter the year the project was placed into service" (text input), and "Has the project been notified of a compliance issue by the Low-Income Housing Tax Credit Administrator?" (Yes/No). At the bottom, there is a red "Save" button and a grey "Undo" button. A warning message states: "To submit your changes please click Save before exiting this page." A legend at the bottom left indicates that an asterisk (*) denotes "Required to save the page" and a diamond (◆) denotes "Required before Sponsor Approval". Navigation buttons for "<Previous" and "Next>" are also present.



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Other Federal Government Rental Housing Programs:

Sponsor will indicate whether or not the project utilized any of the following federal government rental housing programs: HUD Section 202, HUD Section 811, USDA Section 514 and/or USDA Section 515. If so, the Sponsor will need to indicate which program(s) were utilized and if they have been notified of a compliance issue by the selected federal government rental housing programs.

The Sponsor must provide additional information if the project is not in compliance with the selected federal program.

Click **Save** to submit changes. An informational message will appear notifying you that your changes have been saved to the system. Select **Next>**.

The screenshot shows the FHLB Des Moines online portal interface. At the top, there is a navigation bar with the FHLB Des Moines logo on the left, a 'Logout' link in the center, and the current date and time 'Current as of November 23, 2020 at 12:05 PM CST' on the right. Below the navigation bar, there are links for 'My Projects', 'Home', 'Messages (0)', and 'Guides/Info'. On the right side, there are input fields for 'Project Name:', 'Project Number:', and 'LTM Certification Number:'. Below this, there is a dropdown menu for 'Sponsor Certification'.

Other Federal Government Rental Housing Program

Does the project currently have a loan with any of the following federal government rental housing programs: HUD Section 202, HUD Section 811, USDA Section 514 and/or USDA Section 515? Yes No

Check applicable program(s):

- HUD Section 202 Program
- HUD Section 811 Program
- USDA Section 514 Program
- USDA Section 515 Program

Has the project been notified of a compliance issue by any of the above selected federal government rental housing programs? Yes No

* Required to save the page
◆ Required before Sponsor Approval

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

<Previous Next>



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Sponsor Project Certification:

Sponsor will answer the three questions on this screen certifying whether or not there are issues that could adversely affect the project and/or financial difficulties they may be experiencing that would jeopardize the project's successful continued operations. They must also certify that the individual completing the Certification is authorized to do so and lastly if the AHP subsidy was used for eligible purposes according to the commitments made in the approved AHP application.

The Sponsor may be required to provide additional information.

Click **Save** to submit changes. An informational message will appear notifying you that your changes have been saved to the system. Select **Next>**.

The screenshot shows a web application interface for 'Sponsor Certification'. At the top left is the FHLB Des Moines logo. The top right shows the current date and time: 'Current as of November 22, 2020 at 11:21 PM CST'. Below this are navigation links: 'My Projects | Home | Messages (0) | Guides/Info'. The main content area is titled 'Sponsor Certification' and contains three questions with radio button options for 'Yes' and 'No':

- Question 1: 'As the project Sponsor are there issues that could adversely affect the project, such as building condition, dissolution of the Sponsor organization, failure by the Sponsor to maintain good standing and/or financial difficulties you may be experiencing that would jeopardize the project's successful continued operations?' (Yes/No)
- Question 2: 'Is the individual executing the certification authorized to make the representations contained herein?' (Yes/No)
- Question 3: 'Was the AHP Subsidy used for eligible purposes according to the commitments made in the approved AHP application and any subsequent modifications as approved by FHLB Des Moines?' (Yes/No)

At the bottom of the form, there are two footnotes: '* Required to save the page' and '♦ Required before Sponsor Approval'. A red-bordered box contains the text: 'To submit your changes please click Save before exiting this page.' Below this are 'Save' and 'Undo' buttons. At the very bottom, there are '<Previous' and 'Next>' navigation buttons.



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Sponsor Contact Information:

The Sponsor must indicate whether or not their contact information has changed, and if so, new contact information must be provided.

NOTE: The Lead Contact associated with the Sponsor Organization cannot be changed within the Sponsor Certification. If you need to change the Lead Contact, please see our [Sponsor-Member Contact Change Guide \(.pdf\)](#) which is linked on the [Rental Project Administration](#) page.

Click **Save** to submit changes. An informational message will appear notifying you that your changes have been saved to the system. Select **Next>**.

Sponsor Certification ▾

Sponsor Contact Information

Organization Name: [REDACTED]	Contact Mailing Address
Contact: [REDACTED]	Address Line 1: [REDACTED]
Title/Position: [REDACTED]	Address Line 2: [REDACTED]
Cell Phone Number: [REDACTED]	City/State/Zip: [REDACTED]
Work Phone Number: [REDACTED] Extn: [REDACTED]	
Fax Number: [REDACTED]	
Email: [REDACTED]	

Has your contact information changed? Yes No

Contact Name	[REDACTED]	Address Line 1	[REDACTED]
Title/Position	[REDACTED]	Address Line 2	[REDACTED]
Cell Phone Number	[REDACTED]	ZIP*	[REDACTED]
Work Phone Number*	[REDACTED] Extn [REDACTED]	Zip+4	[REDACTED] <input type="button" value="Lookup"/> <input type="button" value="?"/>
Fax Number	[REDACTED]	City	MINNEAPOLIS
Email*	[REDACTED]	County	HENNEPIN
Confirm Email*	[REDACTED]	State	MN

* Required to save the page
◆ Required before Sponsor Approval

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

[<Previous](#) [Next>](#)



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Owner Contact Information:

The Sponsor must indicate if the Project Owner contact information is changing. A Modification will be required if the name of the LP/LLC/GP organization is changing from what was approved at project application. Our [Modification Request Form](#) can be found linked on our [Rental Project Administration](#) page.

Click **Save** to submit changes. An informational message will appear notifying you that your changes have been saved to the system. Select **Next>**.

Current as of November 22, 2020 at 11:31 PM CST
My Projects | Home | Messages (0) | Guides/Info
Project Name: [redacted]
Project Number: [redacted]
LTM Certification Number: [redacted]

Sponsor Certification ▾

Owner Contact Information

Owner Name: [redacted] Contact Name: [redacted]
Address Line 1: [redacted] Phone Number: [redacted]
Address Line 2: [redacted] Email Address: [redacted]
City/State/Zip: [redacted]

Has the owner contact information changed? Yes No

Owner Name* [text box]
Address Line 1 [text box] Contact Name* [text box]
Address Line 2 [text box] Phone Number* [text box]
City [text box] Email Address* [text box]
State [dropdown] Zip [text box] - [text box]

* 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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Final Certification:

Once all sections are completed, the Sponsor can submit the Sponsor Certification by selecting **Certify**.

Current as of November 23, 2020 at 12:22 PM CST

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

Project Name: [Redacted]
Project Number: [Redacted]
LTM Certification Number: [Redacted]

Sponsor Certification

Sponsor Certification Home

Due Date 12/10/2020
Status Not Certified

This certification is made to the Federal Home Loan Bank of Des Moines (FHLB Des Moines) in connection with the [Redacted] Affordable Housing Program (AHP) project. Pursuant to Part 1291 of the Code of Federal Regulations (AHP Regulations) the project has been approved to receive a subsidy in an amount determined by FHLB Des Moines and must certify as to the project's compliance annually.

Section	Status
Targeting Commitments	✓
Other Commitments	✓
Financial Viability	✓
Project Ownership	✓
Low-Income Housing Tax Credits (LIHTC)	✓
Other Federal Government Rental Housing Programs	✓
Sponsor Project Certification	✓
Sponsor Contact Information	✓
Owner Contact Information	✓

Certify

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

A message will appear on the screen asking for final LTM Sponsor Certification. Select **I Certify**.

LTM Sponsor Certification

By indicating its acceptance below, Sponsor certifies that it is authorized to make the representations contained herein, that the information provided is true, complete, and accurate, and that it understands that FHLB Des Moines has a duty to invoke sanctions pursuant to the AHP Regulations in the event that this certification is found to be invalid or there is non-compliance with the terms of the AHP application and any subsequent modifications as approved by FHLB Des Moines.

I Certify Cancel



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An informational message will appear notifying you that the LTM Sponsor Certification was successfully completed. The Sponsor Certification is now in **Certified** status and it has been submitted to FHLB Des Moines for review.


Logout
Current as of November 23, 2020 at 12:22 PM CST

[My Projects](#) | [Home](#) | [Messages \(0\)](#) | [Guides/Info](#)

Project Name: _____
 Project Number: _____
 LTM Certification Number: _____

Sponsor Certification ▾

Sponsor Certification Home

Information

- LTM Sponsor Certification successfully completed.

Due Date 12/10/2020

Status Change Details			
From Status	To Status	Changed By	Changed Date
Not Certified	Certified	_____	11/23/2020

Status Certified

This certification is made to the Federal Home Loan Bank of Des Moines (FHLB Des Moines) in connection with the _____ Affordable Housing Program (AHP) project. Pursuant to Part 1291 of the Code of Federal Regulations (AHP Regulations) the project has been approved to receive a subsidy in an amount determined by FHLB Des Moines and must certify as to the project's compliance annually.

Section	Status
Targeting Commitments	✓
Other Commitments	✓
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Other Federal Government Rental Housing Programs	✓
Sponsor Project Certification	✓
Sponsor Contact Information	✓
Owner Contact Information	✓