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.

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.

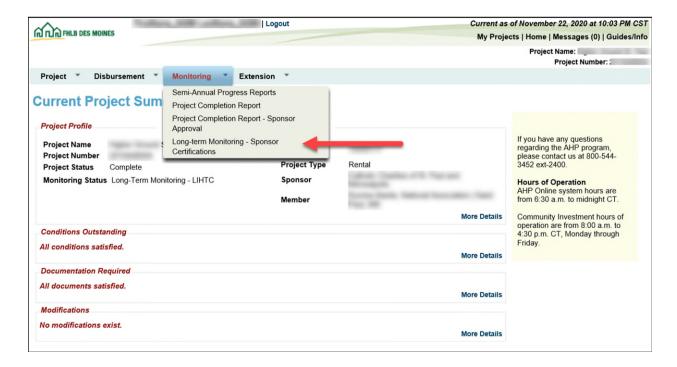If you have questions, please contact the FHLB Des Moines Community Investment Department

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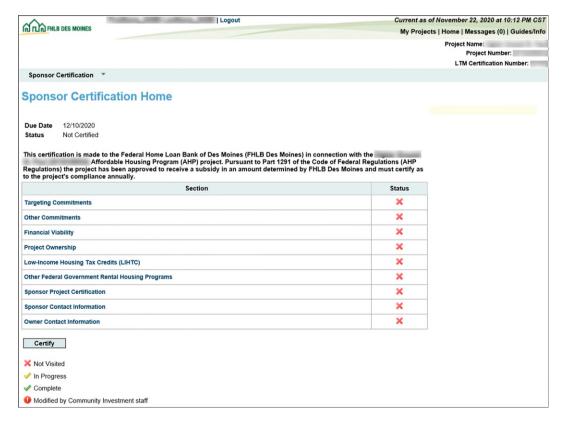
This will navigate the Sponsor to the **Long-Term Monitoring – Sponsor Certifications** page. Click on **Edit** to access the Sponsor Certification that is currently due.

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.
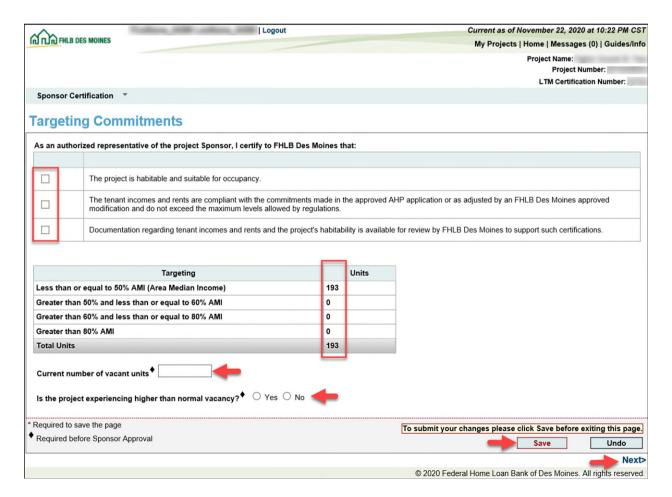
Targeting Commitments:

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>.**
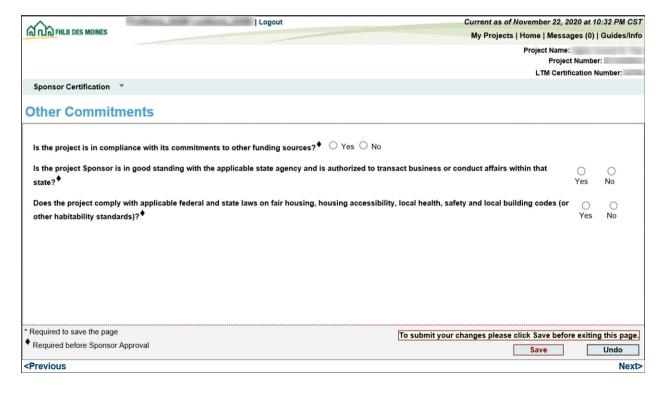
Other Commitments:

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>.**
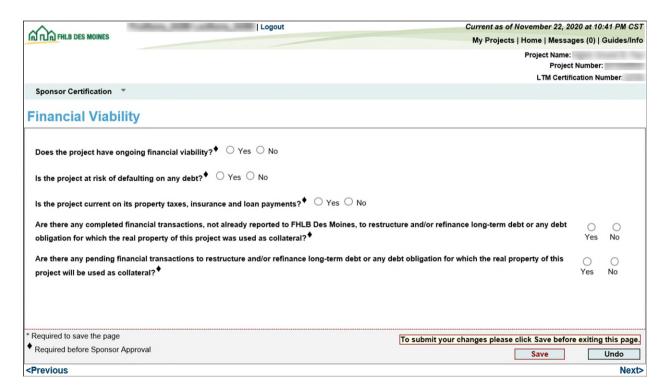
Financial Viability:

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>.**
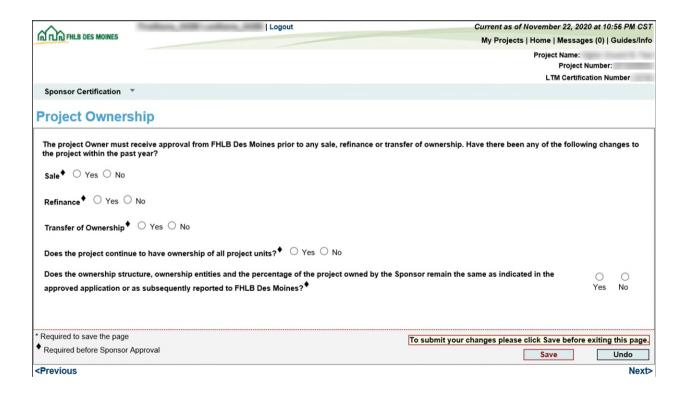
Project Ownership:

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>.**
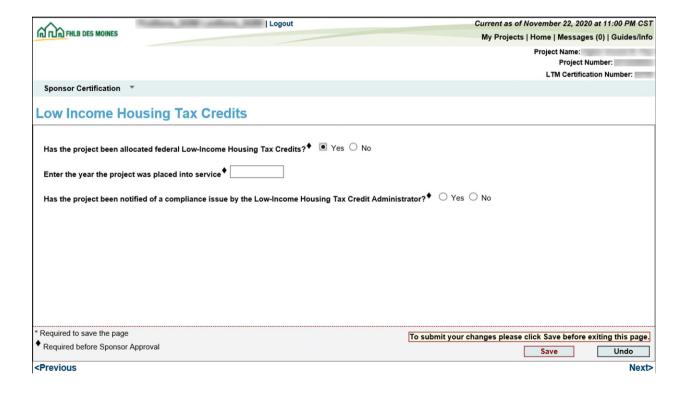
Low-Income Housing Tax Credits (LIHTC)

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>.**
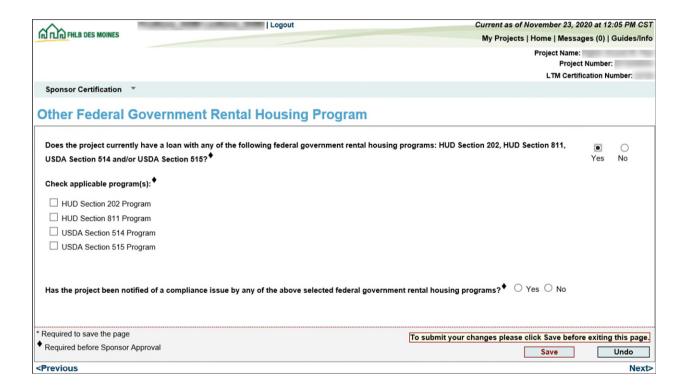
Other Federal Government Rental Housing Programs:

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>.**
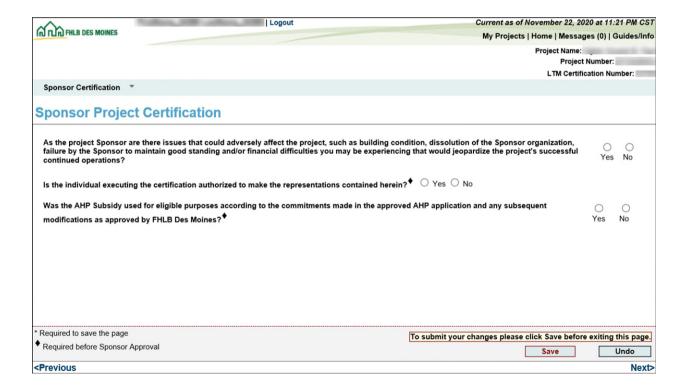
Sponsor Project Certification:

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>.**
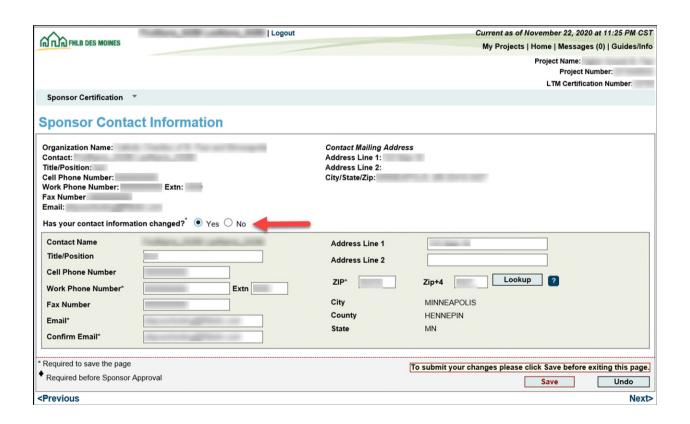
Sponsor Contact Information:

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>.*
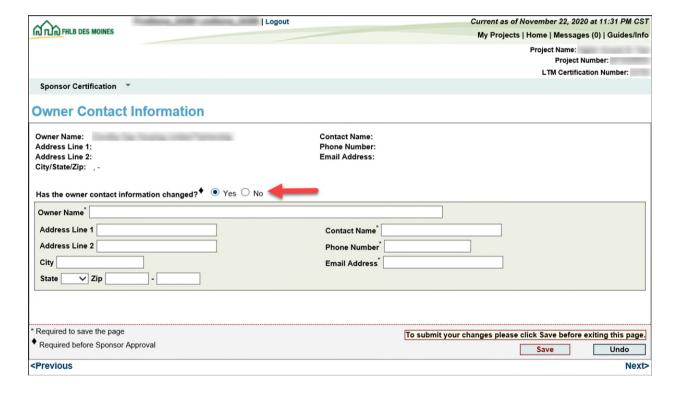
Owner Contact Information:

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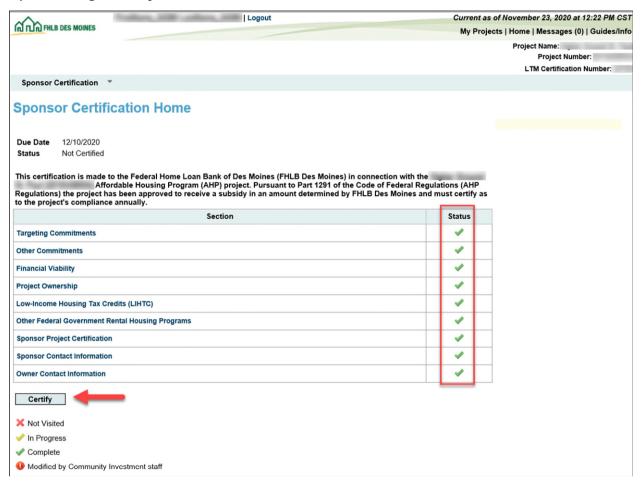
Click **Save** to submit changes. An informational message will appear notifying you that your changes have been saved to the system. Select **Next>.**
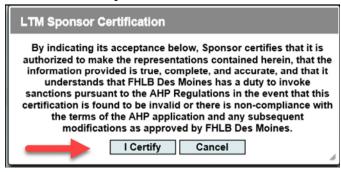
Final Certification:

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

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

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.