INTRODUCTION

The purpose of Long Term Monitoring Sponsor/Owner Certification is for Federal Home Loan Bank of Des Moines’ review of annual certifications by project sponsors or owners to the Bank that the project is habitable and suitable for occupancy; the household incomes and rents are in compliance with the commitments made in the approved AHP application during the AHP 15-year retention period; and documentation regarding tenants’ rents and incomes and the project’s habitability is available for review by FHLB Des Moines 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 monitoring begins after the project is complete.

AHP Online

Sponsor applicants will complete Long Term Monitoring Sponsor/Owner 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.
This is a secured site for Federal Home Loan Bank of Des Moines Affordable Housing Program participants.

User ID

Password

Login

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.

*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 [number] to unlock your account.
Finding Project and Initiating Sponsor Certification

After logging into AHP Online a Sponsor will be able to navigate to their approved projects. Click on My Projects and choose Home.

The My Projects page will be displayed. If your project number is displayed, click on the project number. If the relevant project is not displayed, select the project year in the Funding Round drop-down menu and click on Search.
All of the Sponsor’s projects in the given year will be displayed. 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/Owner Certification.
This will navigate the Sponsor to the **Long Term Monitoring – Sponsor/Owner Certifications** page. Click on **Edit** to access the Sponsor/Owner Certification that is currently due.

**SPONSOR CERTIFICATION:**

Sponsor will complete all sections under the Sponsor Certification.

**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’ rents and incomes and the project’s habitability is available for review by FHLB Des Moines to support such certifications. The Sponsor will also validate the approved Targeting figures listed within the Certification are accurate.
PROJECT OWNERSHIP:

The project Sponsor will indicate if there have 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.
LOW INCOME HOUSING TAX CREDITS (LIHTC):

Sponsor will indicate whether or not the project utilized either State or 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. If so, a detailed explanation must be provided.

OWNER/SPONSOR PROJECT CERTIFICATION:

Sponsor will certify 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. If so, a detailed explanation must be provided.
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/Owner 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.
OWNER CONTACT INFORMATION:

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

Once all sections are completed, the Sponsor can submit the Sponsor Certification by selecting “I Certify.”

A message with a green check mark will appear at the top of the screen indicating the changes made to the Certification have been saved.

Returning to the Long Term Monitoring – Sponsor/Owner Certifications page via the Monitoring tab will validate the Sponsor/Owner Certification is now in ‘Certified’ status and it has been submitted to FHLB-Des Moines for review.