



AHP Online Disbursement Guide Member Instructions

Sponsor applicants will complete disbursement requests for AHP grant funds in **AHP Online**. When they have completed a disbursement request it must be member approved before it can be processed by the FHLB Des Moines. The member's AHP Participant identified in the AHP application will receive an email when a sponsor has completed a disbursement request. The member must approve the request in **AHP Online**.

Member's may access **AHP Online** <https://ahp.fhlbdm.com/> or via a link on the Bank's public website at www.fhlbdm.com, look for Products & Services – Affordable Housing- AHP Member Institutions – Disbursement Process.

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 800.544.3452, ext. 2555 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](#) at 800.544.3452, ext. 2400.

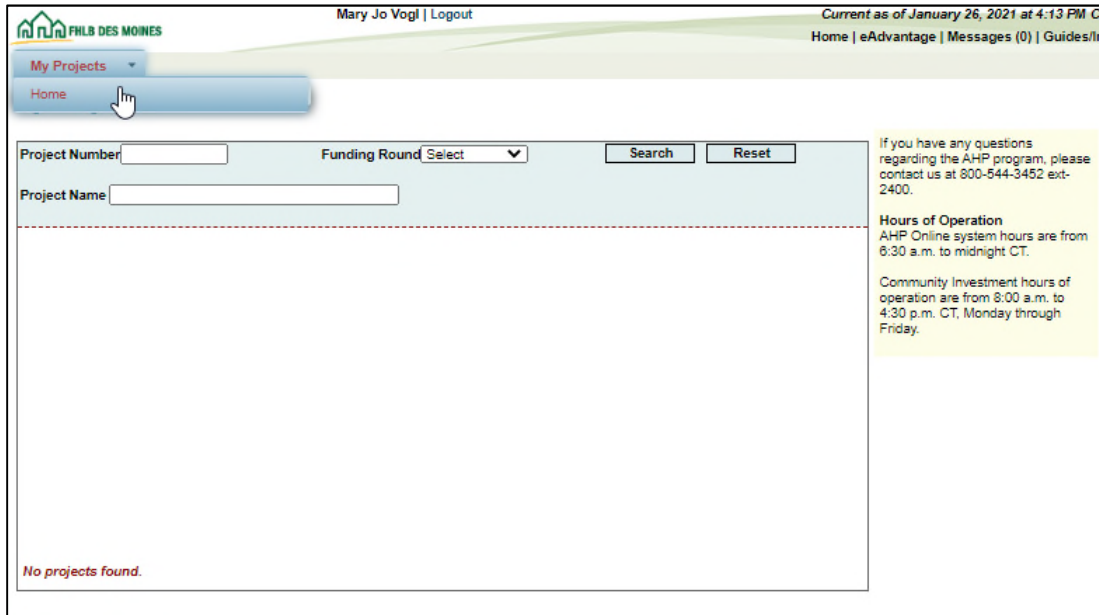
Enter your User ID and Password to enter AHP Online. You will find instruction to re-establish your User ID and password or system access if needed.



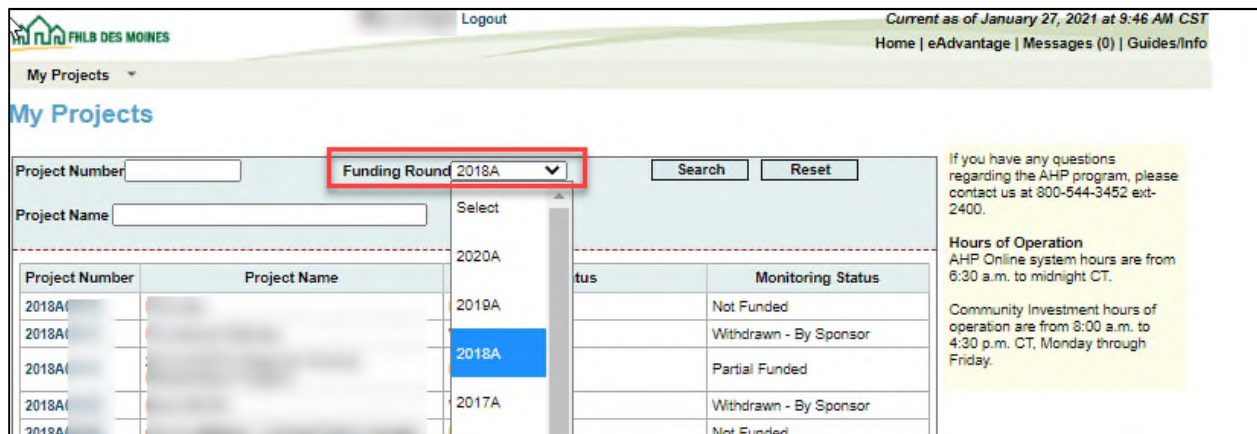
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Finding the Disbursement Request

The **My Projects** page should be displayed in the toolbar. Click on the **My Projects** link in the toolbar and choose **Home**.



The **My Projects** page will be displayed. If the relevant project is not displayed you will need to search for it. Select the project year in the **Funding Round** drop-down menu and click on **Search**. All projects supported by the member in the given year will be displayed. Click on the appropriate project number.





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The Current Project Summary page will display. Click on **Disbursement** in the toolbar and choose **Home**. The Disbursement Home page will now appear. Choose the disbursement request to be reviewed, identified as Sponsor Approved, by Clicking on the Request #.

Current Project Summary

Project Profile

Project Name	2019AC	Application Number	1000
Project Number	2019AC	Project Type	Home Ownership - Sponsor Driven
Project Status	Unfunded/started	Sponsor	
Monitoring Status	Not Funded	Member	

Conditions Outstanding

Condition	Additional Information	Status
AHP and Habitat 0% Funding	Bank requirement for Habitat funding, per Habitat International guidelines and Bank requirements for deploying AHP subsidy as affordability subsidy (down payment) or development subsidy (appraisal gap).	Needed
Scoring Priorities and Disbursements	-	Needed
Site Control	-	Needed

(1 of 1)

Documentation Required

Disbursement Home

Project Status: Unfunded/started

AHP Subsidy Award Summary

Current Approved Award Amount	\$ 170,000.00
Less: Approved Disbursement Requests	(\$ 0.00)
Less: Pending Disbursement Requests	(\$ 160,000.00)
Less: Pending Deobligations/Withdrawals	(\$ 0.00)
Available Amount Remaining	\$ 10,000.00

Disbursement Requests

Request #	Amount	Date Created	Date Received	Date Funded	Funding Status	Homeowner	Site Address
12089	\$ 40,000.00	12/04/2020			Sponsor Approved	-	-
	\$ 40,000.00	12/04/2020			Pending	-	-
	\$ 40,000.00	11/30/2020			Pending	Testbenefirst Testbenelast	123 Main St - 2861, SAINT CHARLES, MO, 63301-0889
	\$ 40,000.00	11/14/2020			Pending	Testbenefirst Testbenelast	123 Main St - 2832, SAINT CHARLES, MO, 63301-0889



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The **Disbursement Request** Home page for the pending request will display **Section** pages completed by the sponsor.. The member may review each of the **Sections** and attached Exhibits by clicking on them. Members may not edit information in the Section pages.

After all sections have been reviewed, click on the **Approve** or **Reject** button below the Section table (not shown). If the **Reject** button is chosen, a pop-up box will appear with a space to enter comments as to why the request is being rejected. These comments will be included in an email sent to notify the Sponsor that the disbursement request has been rejected. At this point, the disbursement request will return to **Pending** status and the Sponsor will have the ability to change and resubmit the request.

If the member approves the disbursement request, its status will change from **Sponsor Approved** to **Member Approved** and Community Investment will be able to begin its review to determine whether the funds can be disbursed.

Disbursement Request Home

Request # 10033
 Amount \$ 5,000.00
 Homeowner Charlie Brown
 Funding Status Sponsor Approved
 Funding Member [Redacted]

Status Change Details			
From Status	To Status	Changed By	Changed Date
Pending	Sponsor Approved	[Redacted]	08/23/2016

Section	Status
Amount Requested and Uses of Funds	✓
Site Selection	✓
Homeowner Selection	✓
Household Income	✓
Project Status Information	✓
Scoring Information	✓
Financial Information: Import Spreadsheet	✓
Financial Information: Feasibility Analysis	✓
Project and Disbursement Documentation	✓

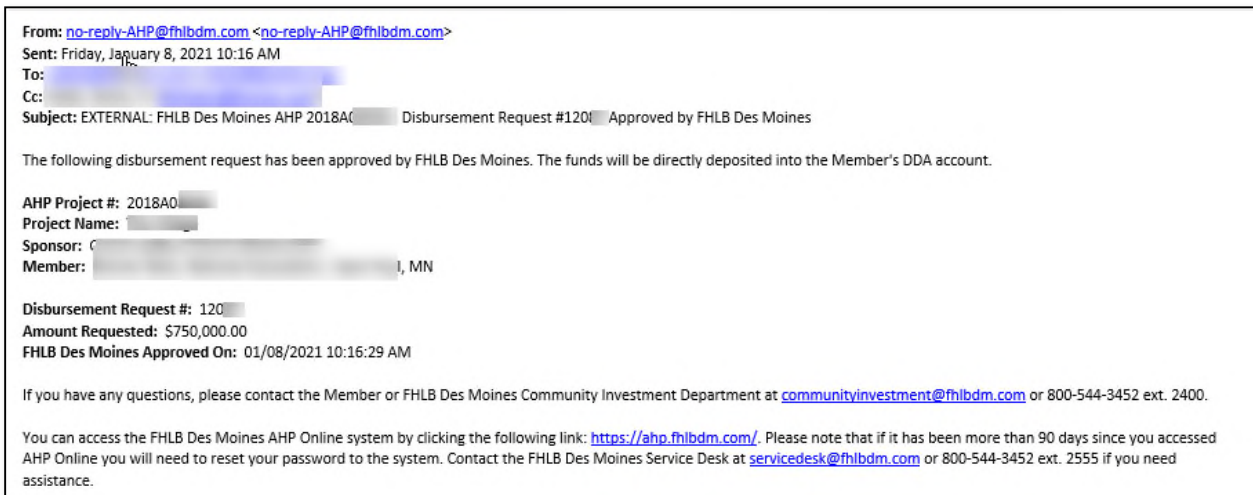
✗ Not Visited
 ✓ In Progress
 ✓ Complete
 ⓘ Modified by Community Investment staff



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Once the Member has approved the disbursement request the Community Investment Department of the FHLB Des Moines begins its review. The status of the request will be changed to **Under Review**. If Community Investment has questions regarding information or documentation submitted with the disbursement request, a clarification will be requested via email and the status may change to **Clarification Pending** until the Sponsor has responded to the clarification request via email. Once the clarification is received, the request will return to Under Review status until the transaction has been **Approved/Funded** (Funded status) or **Rejected** (Rejected status) by Community Investment. Members may review the status of a disbursement request at any time, by searching for it in **My Projects**, as shown above.

When a disbursement request is approved by the Community Investment, funds are deposited into the member's DDA account at FHLB Des Moines. An email will be sent to both sponsor and member advising of the deposit.



The member should then disburse the funds to the sponsor.