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.*

4. On the Extension Request screen, click on the **_Project Timeline_** link.

5. Provide all the requested dates as indicated below:

Project Timeline for Homeownership Projects:

Project Timeline for Rental Projects:

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

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.

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.

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

Once both boxes are noted with a green checkmark, sponsor can "**Certify**" their request.
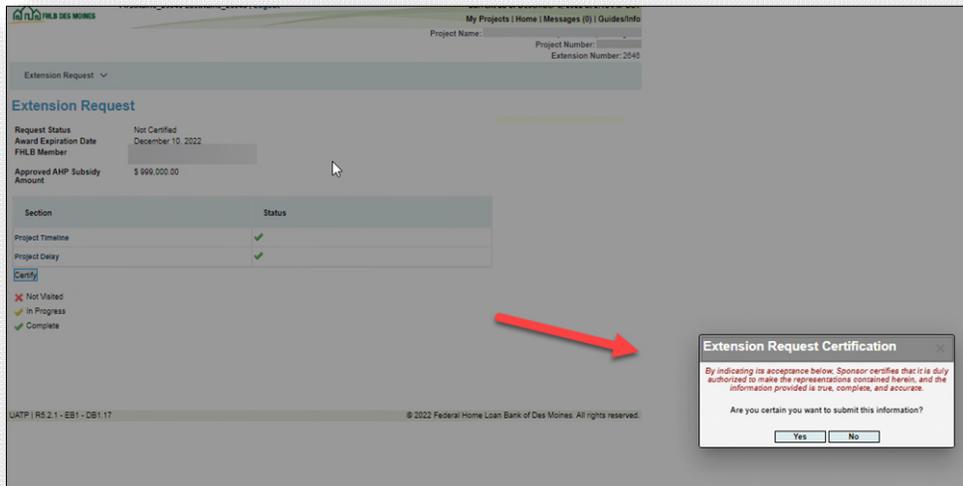
Once certified, Request status will change to *"Certified."* Bank will receive an email regarding Sponsor's request for review and consideration. The Member Bank does not have to review the submitted Extension request.
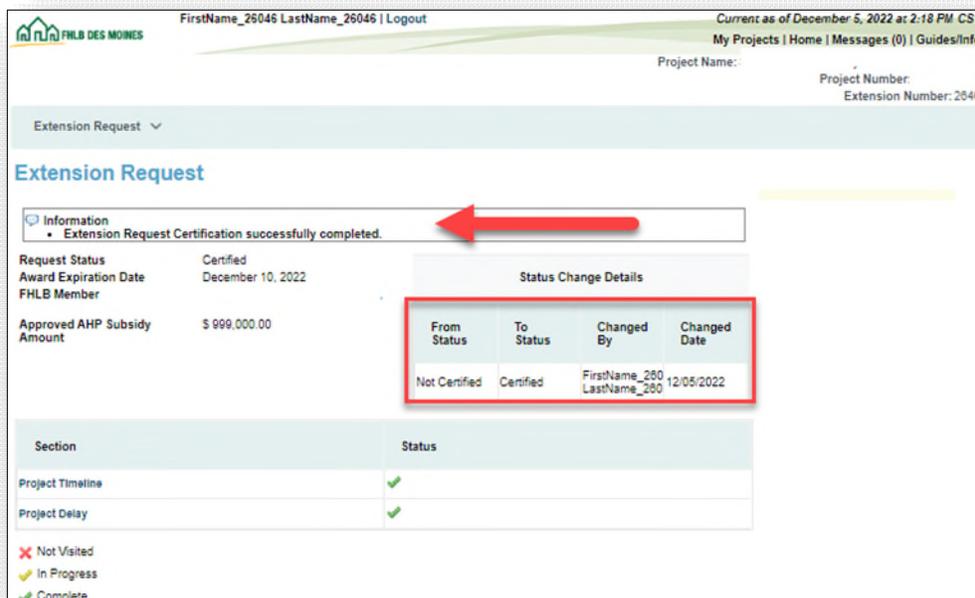
The Bank will review the Extension Request and, if needed, request additional information from the Sponsor.