



Federal Home Loan Bank
NEW YORK

Affordable Housing Program General Fund Progress Reporting Overview

January 2024

AHP Life Cycle (Four Phases)



1. **Application Processing**

Review and analysis of applications to determine if the FHLB NY's minimum eligibility criteria is met, validate the scoring and determine financial feasibility of the project followed by an issuance of a subsidy award.

2. **Progress Reporting**

Periodic review of the progress made by the project; review and approval of drawdown requests.

3. **Initial Monitoring**

Gathering and analysis of documentation to determine if satisfactory progress is being made towards full occupancy, subsidies were used for eligible purposes, costs were reasonable, and services have been provided.

4. **Long Term Monitoring**

Periodic gathering of information to verify that household incomes and rents comply with the income targeting and rent affordability commitments, respectively, made in the approved AHP application.

AHP System Enrollment Required

- AHP General Fund participants (sponsors and members) are required to utilize the AHP System to submit supporting documentation for progress reporting, disbursement of AHP subsidy, and monitoring reviews.
- The following link contains instructions on how to enroll:
<https://www.fhlbny.com/fhlbny-access/#AHPsystem>

Steps to Enroll for Sponsors

The AHP System will require multi-factor authentication (MFA), and all AHP System Users will be required to use a multi-factor authentication code provided by the FHLBNY. All Sponsors must enroll to submit AHP-related requests and other supporting documentation going forward.

1. Complete the [AHP System Authorization Form for Sponsors](#) and submit to AHPEnrollments@fhlbny.com.
2. If additional information is required, the Community Investment Team will contact you using the contact information provided on the form.
3. Once all information has been provided and reviewed, if applicable, you will receive your user name via email* and receive your MFA code via SMS text message.
4. The email will contain a link to set your system password. Click the link and follow the prompts.
5. You are all set to access the AHP System by selecting FHLBNY Access on the LOGIN drop-down menu on our website or through the Login button on our AHP webpages.

**Ensure fhlbny@service-now.com is a permitted sender for spam filtering purposes. The email containing your username will come from this email address.*

Note: An AHP System Authorization Form is needed for each user that needs access to the new system.

Questions about the AHP System should be sent to AHPEnrollments@fhlbny.com. For user login and RSA support, email FHLBNY Security Services at SecurityServices@fhlbny.com.

Member Enrollment

- Review the [System Requirements](#)
- Complete the [Global Authorization Form \(GAF\)**](#) for the employees requesting access

Complete the [Global Authorization Form Waiver Letter](#) only if your **Corporate Assistant/Corporate Secretary** is authorized to conduct transactions with the FHLBNY.

Return the completed GAF to:

Member Services Desk
Federal Home Loan Bank of New York
101 Park Avenue, 6th Fl.
New York, NY 10178-0601
Fax: (888) 486-2307
Email: MSD@fhlbny.com

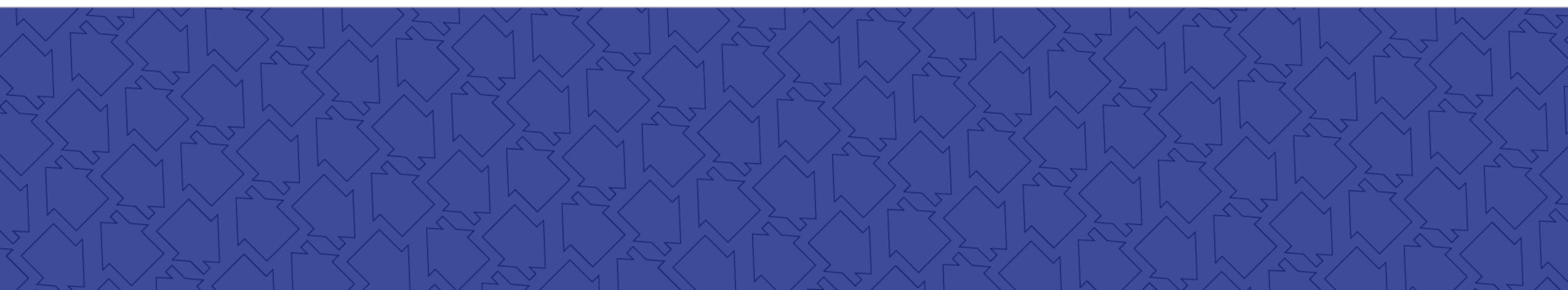
- Upon completion of the GAF, the user will receive an RSA SecurID® device enrollment invitation via email. After you enroll and activate your Token to access the systems you have permission to, log in to *FHLBNY Access*.
- For spam filtering purposes, please ensure SecurityServices@fhlbny.com is a permitted sender.
- Need assistance with activating your device? Contact Security Services at (800) 546-5101, and after the prompt, press option 4, then option 2.

**If you are an AHP Sponsor, please [click here](#) to sign up for the AHP System.*

*** The GAF provides access to various FHLBNY systems. Please note, any updated GAF submission will supersede prior GAFs submitted for the user.*



PROGRESS REPORTING



AHP Progress Reporting Overview

Congratulations on receiving an AHP General Fund subsidy award!

- Progress Reporting commences with the issuance of the subsidy award
- Direct Subsidy Agreement must be reviewed and executed – a legally binding agreement between the sponsor(s), member financial institution, and the FHLBNY.
- Periodic review of the progress made by the project via reports submitted at 6-month intervals. Must meet specific milestones.
 - Rental/Transitional Housing Projects (8 Milestones)
 - Owner-Occupied Projects (6 Milestones)

Prior to the completion and submission of Progress Reports, it is recommended that you review the **Guide – How to Submit a Progress Milestone Report** on the FHLBNY website:

[Guide to Submit a Progress Report](#)

Progress Reporting: 6 Months

The AHP General Fund 6-Month Milestone reports to FHLBNY must include:

- Completion of AHP Life Cycle training by the sponsor.
- The most recent development schedule that provides reasonable assurance that the development of the project is scheduled to be completed within the AHP General Fund requirements.
- Clarification for any significant changes to the project since the time of application or disbursement.*
 - *FHLBNY defines a significant change as a 30% increase or decrease in project development or operating costs, adjustments to the financial structure, changes to the approved scoring criteria or characteristics that would impact the project's eligibility.
 - *The project must continue to demonstrate a need for subsidy and be operationally feasible.

Progress Reporting: 12 Months

The AHP General Fund 12-Month Milestone reports to FHLBNY must include:

- A confirmation that the sponsor maintains control of the project site(s).
- A confirmation that the sponsor is using the AHP subsidy award to procure other funding.
- The most recent development schedule that provides reasonable assurance that the development of the project is scheduled to be completed within the AHP General Fund requirements.
- Clarification for any significant changes to the project since the time of application or disbursement.*

Progress Reporting: 18 Months

The AHP General Fund 18-Month Milestone reports to FHLBNY must include:

- Evidence that the sponsor has obtained a building permit and that all financing sources are firmly committed.
- The most recent development schedule that provides reasonable assurance that the development of the project is scheduled to be completed within the AHP General Fund requirements.
- Clarification for any significant changes to the project since the time of application or disbursement.*

Progress Reporting: 24 Months

The AHP General Fund 24-Month Milestone reports to FHLBNY must include:

- A drawdown request for the subsidy award.
- The most recent development schedule that provides reasonable assurance that the development of the project is scheduled to be completed within the AHP General Fund requirements.
- Clarification for any significant changes to the project since the time of application or disbursement.*

Progress Reporting: 30 Months

The AHP General Fund 30-Month Milestone reports to FHLBNY must include:

- A detailed update on the status of construction.
- The most recent development schedule that provides reasonable assurance that the development of the project is scheduled to be completed within the AHP General Fund requirements.
- Clarification for any significant changes to the project since the time of application or disbursement.*

Progress Reporting: 36 Months

The AHP General Fund 36-Month Milestone reports to FHLBNY must include:

- The most recent development schedule that provides reasonable assurance that the development of the project is scheduled to be completed within the AHP General Fund requirements.
 - Clarification for any significant changes to the project since the time of application or disbursement.*
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By the 3rd year anniversary of the award issuance, the AHP funds must be fully drawn down. Funds that have not been fully drawn by this time may be de-obligated.

Progress Reporting: 42 Months

The AHP General Fund 42-Month Milestone reports to FHLBNY must include:

- The most recent development schedule that provides reasonable assurance that the development of the project is scheduled to be completed within the AHP General Fund requirements.
- Clarification for any significant changes to the project since the time of application or disbursement.*

For Rental Projects: The project sponsor must demonstrate that the project is leasing up at a sufficient rate to reach the 80% occupancy threshold.

For Owner-Occupied Projects: If the project has not been fully funded by the 36th month and an extension has been granted on meeting the milestone, Progress Reports must continue to be provided until the commencement of the Initial Monitoring Review.

Progress Reporting: 48 Months

The AHP General Fund 48-Month Milestone reports to FHLBNY must include:

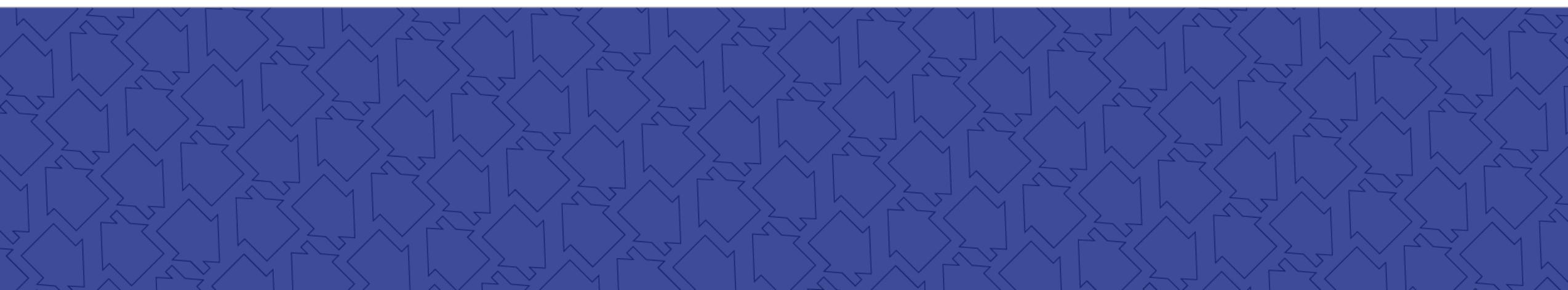
- The most recent development schedule that provides reasonable assurance that the development of the project is scheduled to be completed within the AHP General Fund requirements.
- Clarification for any significant changes to the project since the time of application or disbursement.*

For Rental Projects: By the 4th year anniversary of the award issuance, the project must be fully funded, fully constructed and at least 80% occupied.

For Owner-Occupied Projects: If the project has not been fully funded by the 42nd month and an extension has been granted on meeting the milestone, Progress Reports must continue to be provided until the commencement of the Initial Monitoring Review.



DRAWDOWN PROCESS



Drawdown Process Overview

Eligible Subsidy Use – AHP Subsidy must be used in accordance with the approved AHP application and for an eligible use: site acquisition, hard costs, eligible soft costs or developer’s fee.

Submission Criteria – the project must meet specific criteria prior to submitting a drawdown requisition.

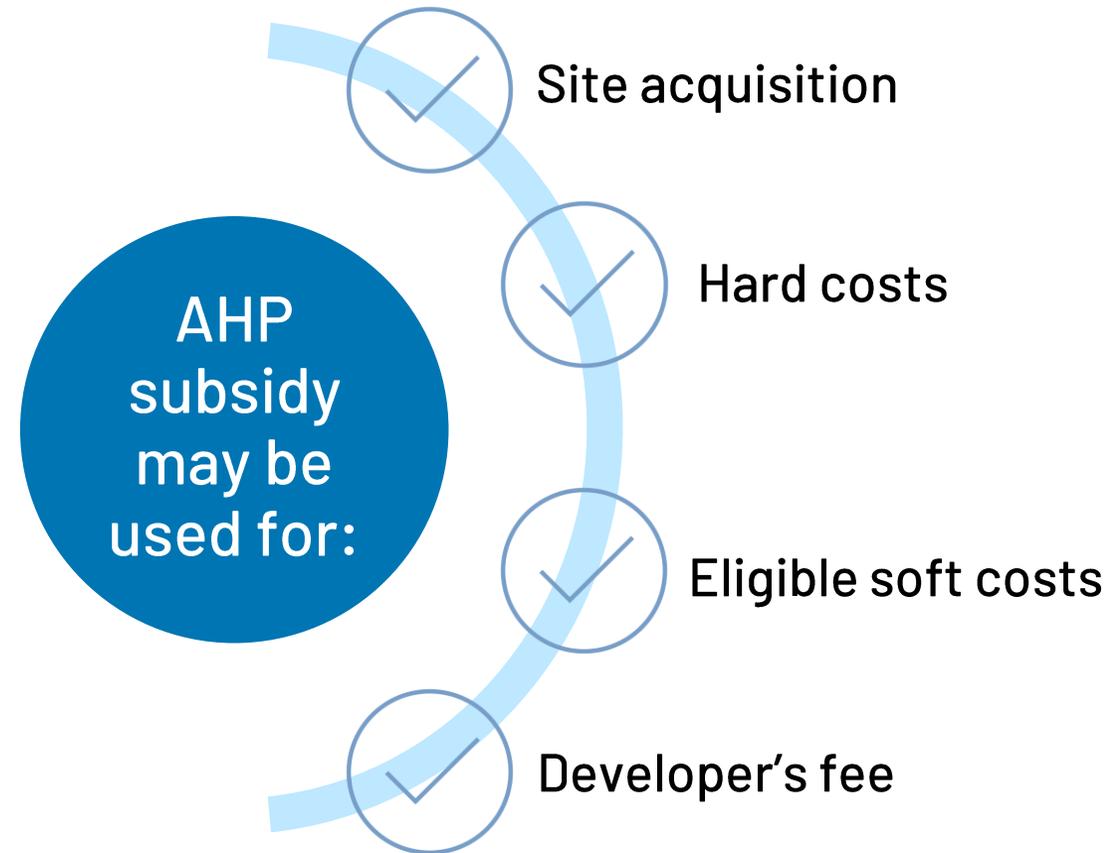
Documentation Requirements – key supporting documents must be included in the drawdown requisition.

Review Process – FHLBNY will review the drawdown request and contact the member, sponsor and development team with questions.

Approval – Once the drawdown request is approved, FHLBNY will credit to the Member Financial Institution’s demand deposit account.

Prior to the completion and submission of the drawdown request, we recommend you review the **Guide – How to Submit a Drawdown Request** on our website: [Guide to Submit a Drawdown Request](#)

Eligible AHP Subsidy Use



Please note: the project should utilize AHP subsidy based on the use(s) specified in the AHP application submitted for the project.

Drawdown Submission Criteria

The following criteria must be met prior to submitting a drawdown requisition:

- The entity that will own the project throughout the long-term retention period has taken title to the project site(s);
- The building permit(s) have been issued;
- All construction period funding source documents (including the agreement with the tax credit investor, if applicable) have been executed;
- All permanent period funding source commitments, if any, have been issued;
- Sufficient construction work (less retainage) has been completed to warrant reimbursement

Drawdown Documentation Requirements

The prerequisite to processing an AHP drawdown requisition is the timely, complete and accurate submission of the following key supporting documents:

- AHP General Fund Rental or Owner-occupied Project Workbook
- Appraisal, if applicable
- Site control evidence
- Approval evidence
- Cost documentation
- Financial documentation such as loan commitments, notes, mortgages, and grant agreements, and financial statements
- AHP General Fund retention agreement (i.e., Subordinate Mortgage), a deed restriction or other legally enforceable mechanism for AHP assisted owner-occupied projects where a household receives AHP subsidy for purchase, purchase in conjunction with rehabilitation or construction of an owner-occupied unit

Drawdown Review Process

- FHLBNY will e-mail any questions or requests for additional documentation to the member, sponsor, and development team members.
- FHLBNY may return the drawdown package to the sponsor in the AHP System if significant items are deemed incomplete and/or unsatisfactory.
- The sponsor is expected to provide complete and accurate responses as quickly as possible.



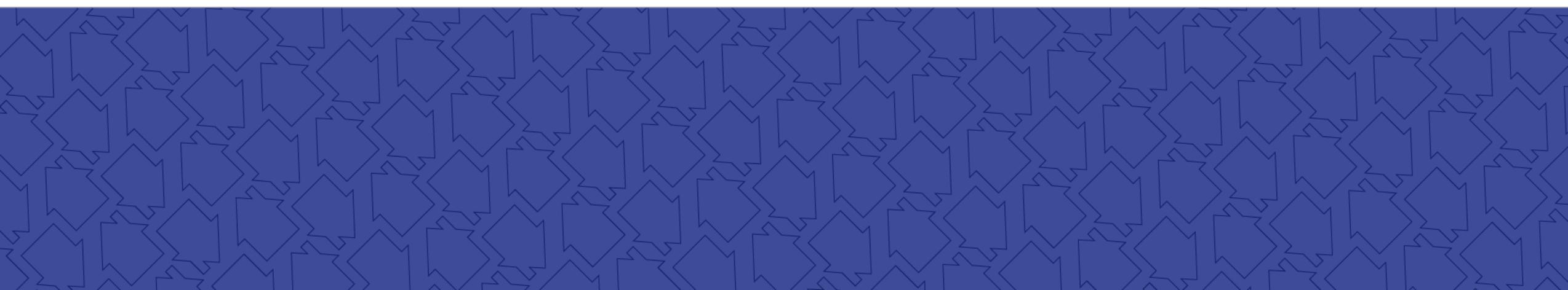
Drawdown Approval

- Once FHLBNY completes the evaluation and processing of the AHP funding request, the approved AHP funds will be credited to the Member Financial Institution's demand deposit account at the FHLBNY.
- The FHLBNY member is required to disburse the approved AHP Subsidy to the sponsor or owner within 30 days of receipt.





MODIFICATION



Modifications

An AHP-assisted project may experience an Event of Noncompliance when it fails to attain a level of performance which was specified and approved at the time of application.

Upon a determination of noncompliance, the FHLBNY will request that the project sponsor or owner make a reasonable effort to cure the noncompliance within a reasonable period of time. If the noncompliance cannot be cured, a modification may be requested in writing.

To be considered for a project modification approval, the project must:

- Meet the AHP eligibility requirements
- Continue to score and rank high enough to have been approved in its funding round with the modified characteristics
- Have good cause for the modification, as determined by FHLBNY



Advancing Housing and Community Growth

Website: www.fhlbny.com

For AHP General Questions, email us at ahp@fhlbny.com

For AHP System Questions, email us at ahpenrollments@fhlbny.com

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