

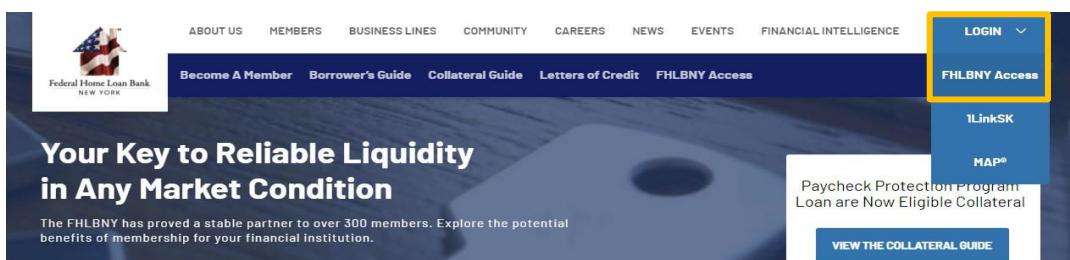
How to Request a Drawdown under an AHP Commitment

A member that maintains an active AHP General Fund commitment may submit a request to draw down on behalf of the project sponsor all or part of the AHP subsidy reservation at their discretion subject to review and approval by the FHLBNY.

The project sponsor must initiate a drawdown request via the AHP System, complete all required sections, and submit the request to the member for review and submission to the FHLBNY.

1. Access the AHP System

- On the FHLBNY's homepage, under the 'LOGIN' drop-down, select **[FHLBNY Access]**.



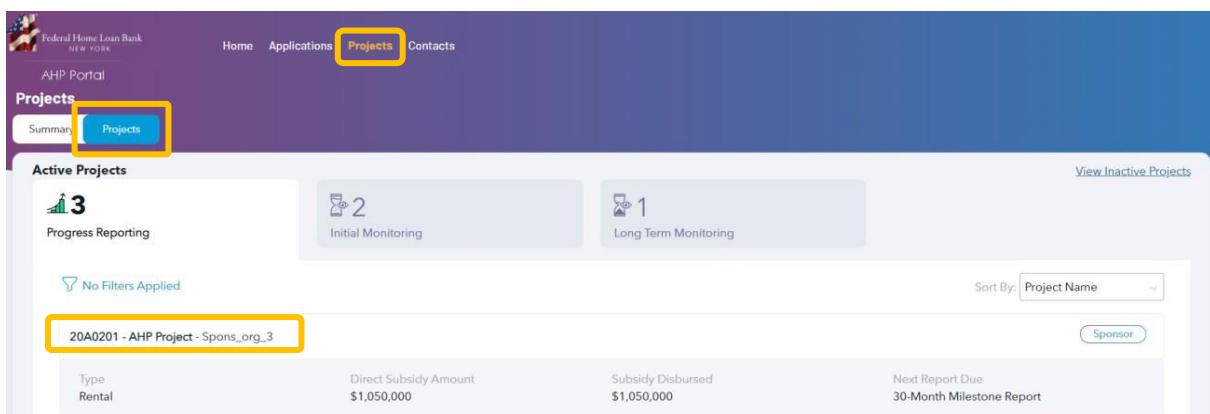
- Log In with the credentials provided to you by the FHLBNY.

Note: To learn more about AHP System access, visit <https://www.fhlbny.com/fhlbny-access/#AHPsystem>.

2. Sponsor Initiates a Drawdown Request from the Project Dashboard

- Select the **[Projects]** tab and navigate to the 'Projects' dashboard to access the project you would like to request a drawdown for under 'Active Projects > Progress Reporting'.

Note: You can filter by project name.



The screenshot shows the AHP Portal 'Projects' dashboard. The 'Projects' tab is selected in the top navigation bar. Below, the 'Active Projects' section is displayed with three cards: 'Progress Reporting' (3 projects), 'Initial Monitoring' (2 projects), and 'Long Term Monitoring' (1 project). A project named '20A0201 - AHP Project - Spons_org_3' is selected, highlighted with a yellow box. The project details table shows: Type 'Rental', Direct Subsidy Amount '\$1,050,000', Subsidy Disbursed '\$1,050,000', and Next Report Due '30-Month Milestone Report'. A 'Sponsor' button is also visible.

b. Scroll down to the 'Drawdown Request' section and select **[Request Drawdown]** to begin the drawdown request.

21A0295 - AHP Project 1- Rental Progress Reporting

Next In Timeline: 18Month Milestone Report



Project Details

Sponsor Spons_org_3	Member Mem_org_3	Location	Round Name 2021A
AHP Assisted Units 74	Commitment Date 12/15/2021	Construction (%)	Occupancy (%)

AHP Lifecycle Phases

Upcoming Milestone Report	18-Month Milestone Report	Report Name ① 12-Month Milestone Report	Due Date 12/15/2022	Submitted On NA	Status Not Started
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Completed Milestones (1)

Report Title	Construction %	Occupancy %	Submitted On
6-Month Milestone Report			12/27/2022

Subsidy Details

	Direct Subsidy Amount \$400,000	Subsidy Disbursed	Subsidy Available \$400,000
	Increase In Subsidy	Deobligation/Recapture	

Drawdown Requests

No Drawdown Requested

Request Drawdown

c. Complete the funding request section and select **[Continue]**.

Note: The total committed AHP subsidy amount, subsidy previously disbursed and subsidy available for draw are listed within the Funding Request section to assist the sponsor in the completion of the request.

21A0295 - AHP Project 1- Rental Progress Reporting

Request Details

Name Drawdown - 1	Member Mem_org_3	Status Draft
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Funding Request

Direct Subsidy Amount \$ 400,000	Subsidy Disbursed	Subsidy Available \$ 400,000
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Select the costs for which AHP funds are requested (as part of this disbursement) *

<input type="checkbox"/> Cost Type	Amount from AHP
<input type="checkbox"/> Construction Costs	\$ 400,000
<input type="checkbox"/> Rehabilitation Costs	\$ 0
Total Subsidy Selected	

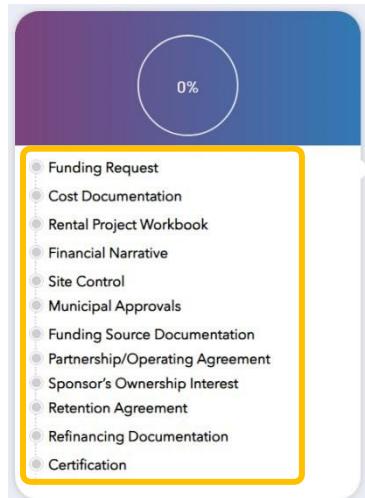
Requested Amount

Continue **Cancel** **Save & Exit**

d. Navigate through the remaining sections to answer all applicable questions and upload documents where required.

Note:

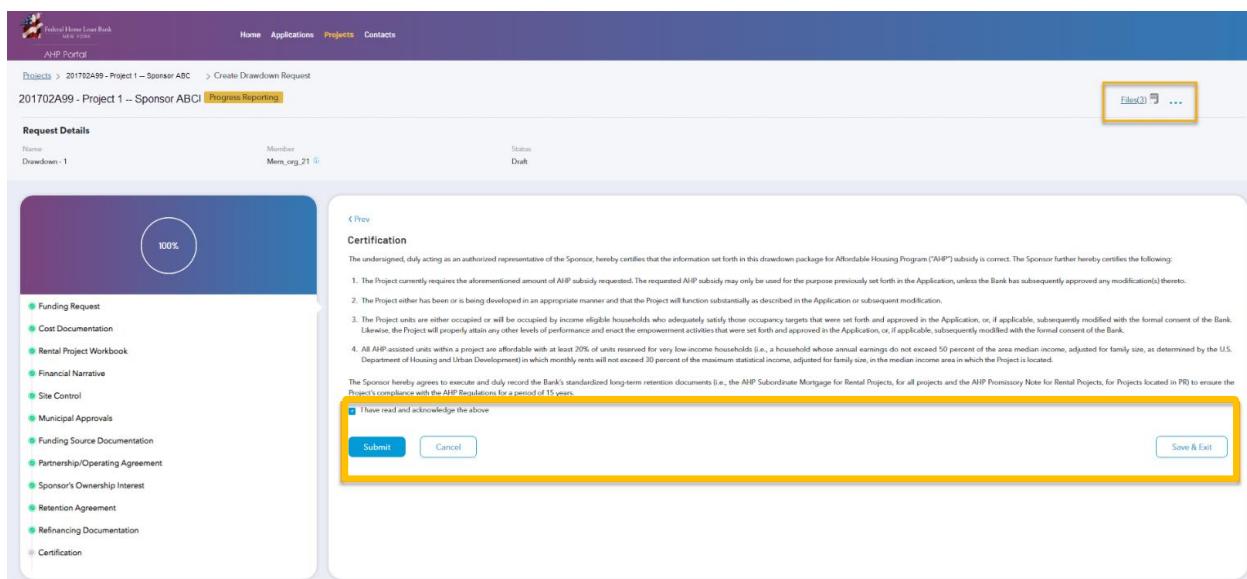
- *Questions marked with a ***** are required. You will not be able to submit the request without completing all the required questions.*
- *Information icons  provide you with additional information where applicable.*



e. After answering all required questions and uploading all required documents, select [**Submit**] to send the request to the member for review.

Note:

- *Uploaded files are located under the 'files' section.*
- *Selecting [Cancel] will return you to the dashboard, and entries will not be saved.*
- *Selecting [Save & Exit] will save all data and uploaded documents within the request and allow you to return and submit the request later.*



The screenshot shows the 'Create Drawdown Request' page. At the top, there is a progress bar at 100% completion. Below it, the 'Request Details' section shows the project name '201702A99 - Project 1 – Sponsor ABC' and the member 'Mem.org.21'. The status is 'Draft'. On the right, there is a 'Progress Reporting' section with a 'FinishQ' button.

Certification

The Sponsor hereby certifies that the information set forth in this drawdown package for Affordable Housing Program ("AHP") subsidy is correct. The Sponsor further hereby certifies the following:

1. The Project currently requires the aforementioned amount of AHP subsidy requested. The requested AHP subsidy may only be used for the purpose previously set forth in the Application, unless the Bank has subsequently approved any modification(s) thereto.
2. The Project either has been or is being developed in an appropriate manner and that the Project will function substantially as described in the Application or subsequent modification.
3. The Project units are either occupied or will be occupied by income eligible households who adequately satisfy those occupancy targets that were set forth and approved in the Application, or, if applicable, subsequently modified with the formal consent of the Bank. Likewise, the Project will properly attain any other levels of performance and enact the empowerment activities that were set forth and approved in the Application, or, if applicable, subsequently modified with the formal consent of the Bank.
4. All AHP-assisted units within a project are affordable with at least 20% of units reserved for very low-income households (i.e., a household whose annual earnings do not exceed 50 percent of the area median income, adjusted for family size, as determined by the U.S. Department of Housing and Urban Development) in which monthly rents will not exceed 30 percent of the maximum statistical income, adjusted for family size, in the median income area in which the Project is located.

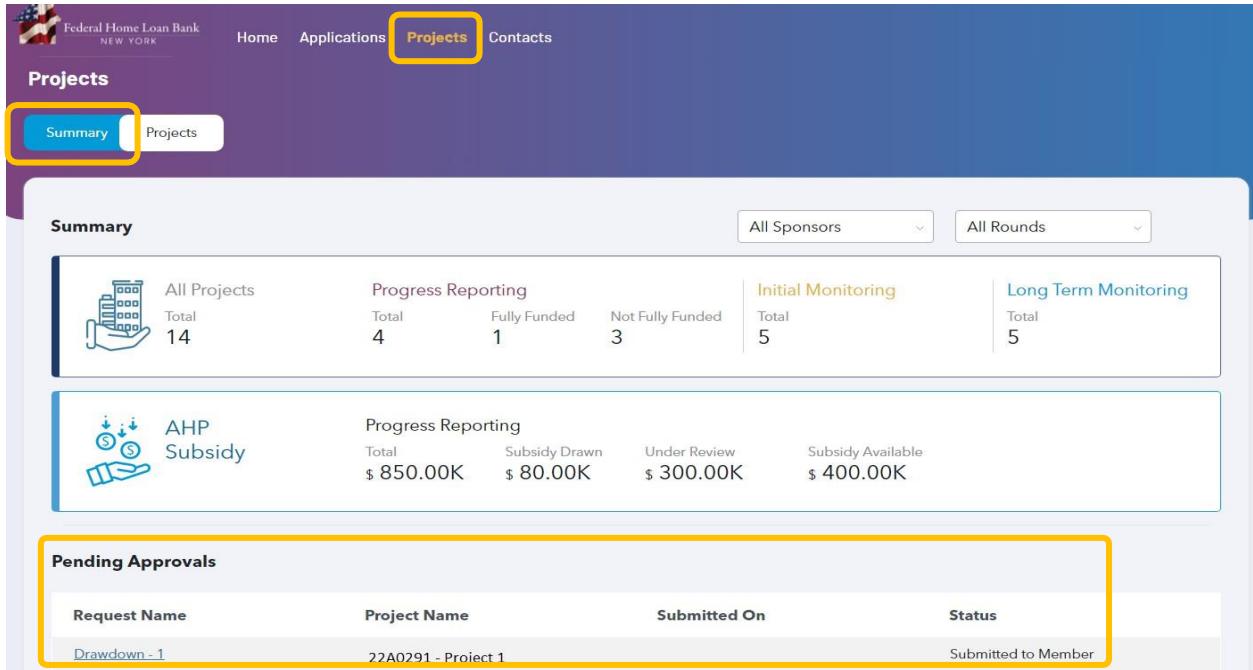
The Sponsor hereby agrees to execute and duly record the Bank's standardized long-term retention documents (i.e., the AHP Subordinate Mortgage for Rental Projects, for all projects and the AHP Promissory Note for Rental Projects, for Projects located in PR) to ensure the Project's compliance with the AHP Regulations for a period of 15 years.

I have read and acknowledge the above

Submit **Cancel** **Save & Exit**

3. Member Reviews a Drawdown Request and Submits to the FHLBNY

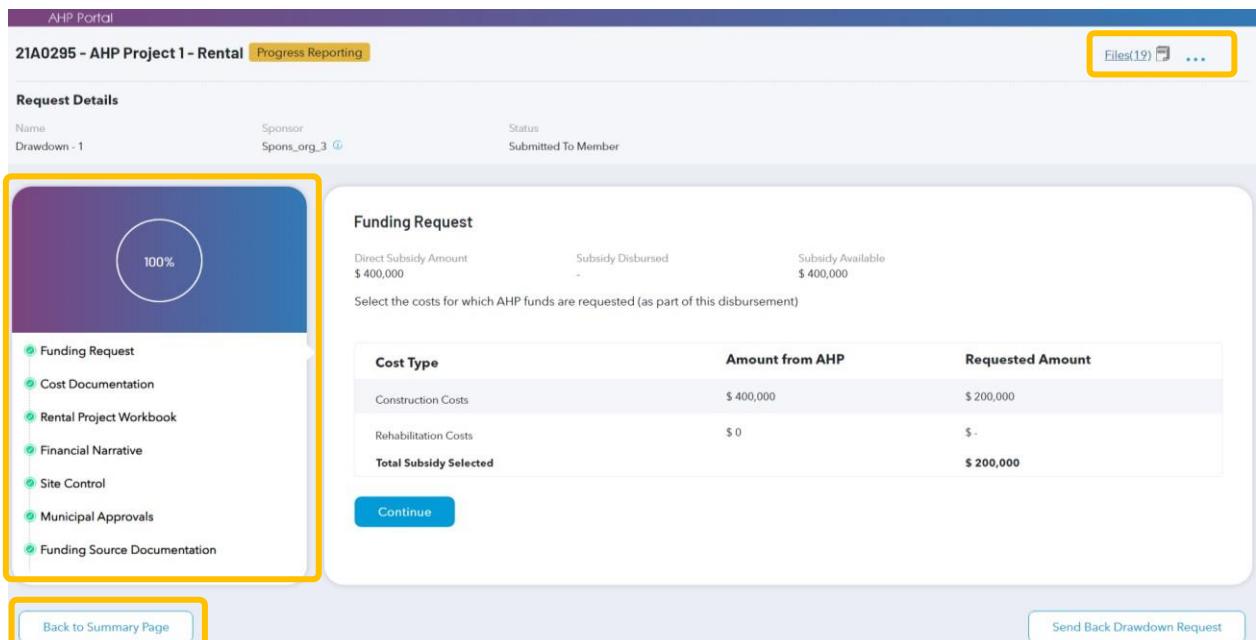
- Select the **[Projects]** tab and navigate to the **[Summary]** dashboard. Submitted drawdown requests appear under 'Pending Approvals'.



The screenshot shows the AHP System's Summary dashboard. The top navigation bar includes links for Home, Applications, Projects (which is highlighted with a yellow box), and Contacts. Below the navigation is a 'Projects' section with 'Summary' and 'Projects' buttons, where 'Summary' is also highlighted with a yellow box. The main content area is titled 'Summary' and displays various project statistics. A section titled 'Pending Approvals' is highlighted with a yellow box and contains a table with columns for Request Name, Project Name, Submitted On, and Status. The table shows one entry: 'Drawdown - 1' under Request Name, '22A0291 - Project 1' under Project Name, 'Submitted On' (with a date), and 'Submitted to Member' under Status.

- Review each section of the drawdown request.

*Note: Files submitted by the sponsor can be opened from each respective section within the drawdown request as well as by selecting the **[Files]** link at the top right-hand side of the screen. Selecting the 'Back to Summary Page' button brings you back to the dashboard.*



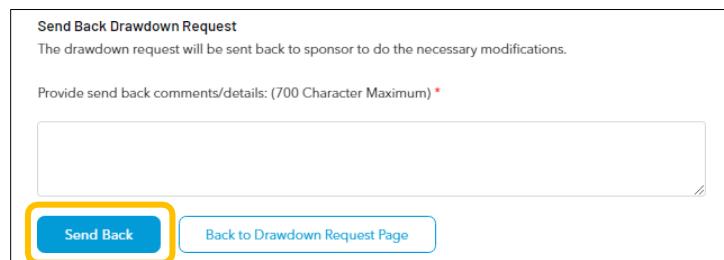
The screenshot shows the AHP System's Funding Request page for a drawdown request. The top navigation bar shows the request ID '21A0295 - AHP Project 1 - Rental' and a 'Progress Reporting' tab. A 'Files(19)' link is highlighted with a yellow box. The main content area is divided into sections: 'Request Details' (Name: Drawdown - 1, Sponsor: Spons_org_3, Status: Submitted To Member), 'Funding Request' (Direct Subsidy Amount: \$ 400,000, Subsidy Disbursed: -, Subsidy Available: \$ 400,000), and a table for 'Cost Type' (Construction Costs: \$ 400,000, Rehabilitation Costs: \$ 0, Total Subsidy Selected: \$ 200,000). A sidebar on the left lists documentation requirements: 'Funding Request', 'Cost Documentation', 'Rental Project Workbook', 'Financial Narrative', 'Site Control', 'Municipal Approvals', and 'Funding Source Documentation'. At the bottom are 'Continue' and 'Back to Summary Page' buttons, with a 'Send Back Drawdown Request' button on the right.

c. The member is required to review the entire drawdown request, including all uploaded documentation, for accuracy and completeness.

During the member's review of the drawdown request, the member has the option to select **[Send Back Drawdown Request]** to request corrections from the project sponsor.

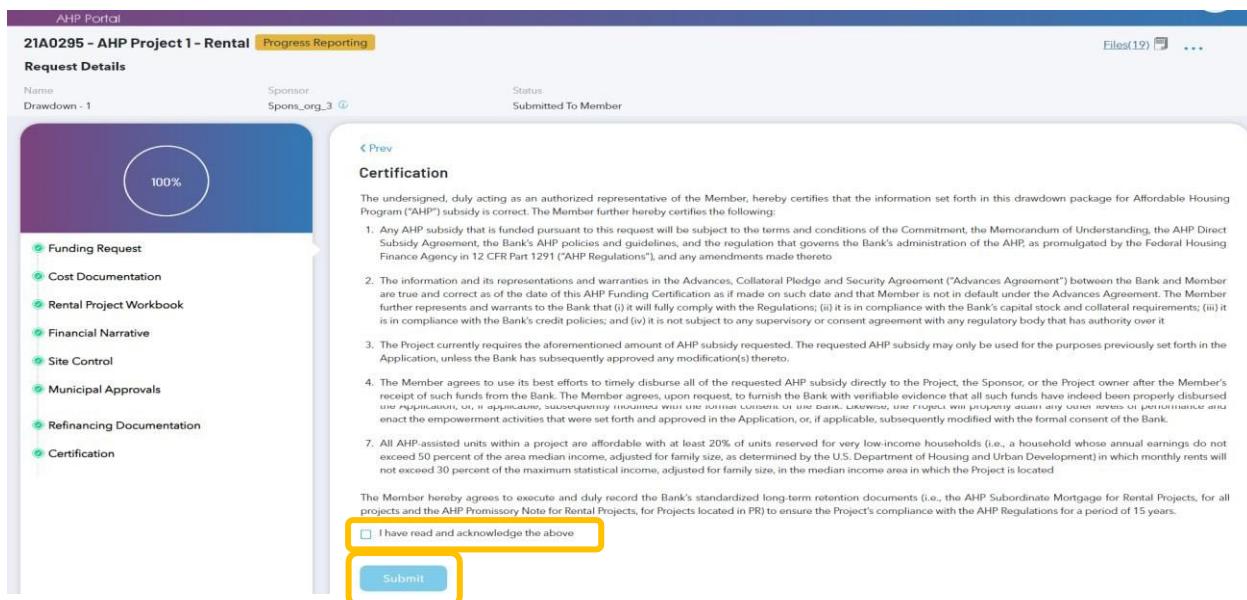


After you select the **[Send Back Drawdown Request]** button, you will be prompted to enter comments for the sponsor. (For example, the member may indicate to the sponsor that additional documentation is required within a particular section of the drawdown request). Select **[Send Back]** to complete the submission.



The pop-up window has a white background. At the top left is the text 'Send Back Drawdown Request'. Below it is a note: 'The drawdown request will be sent back to sponsor to do the necessary modifications.' A text input field is labeled 'Provide send back comments/details: (700 Character Maximum)*'. At the bottom are two buttons: a blue 'Send Back' button with a yellow border and a white 'Back to Drawdown Request Page' button.

d. If upon review, the member deems the drawdown request complete, the member must review and acknowledge the certification on the last page and can submit the request to the FHLBNY for review.



The screenshot shows a 'Certification' section. It includes a 'Certification' heading, a paragraph of text, and a list of 7 numbered statements. At the bottom is a checkbox labeled 'I have read and acknowledge the above' and a blue 'Submit' button.

For additional information on drawdown requirements, see the [AHP Implementation Plan](#).

Need help with the AHP System? Contact us at AHPEnrollments@fhlbny.com or call (212) 441-6850.