



Federal Home Loan Bank
NEW YORK

Affordable Housing Program (AHP) General Fund Application & System User Guide

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Introduction

This guide provides step-by-step instructions on how to prepare and submit an Affordable Housing Program (AHP) application through the Federal Home Loan Bank of New York's (FHLBNY's) online AHP System.

Only FHLBNY member institutions can submit applications on behalf of AHP project sponsors to the FHLBNY.

Sponsors start the process by initiating an application in the AHP System, completing all required sections, and submitting the application to the FHLBNY member.

Members review the application, add required member information, and submit the final version to the FHLBNY. The FHLBNY member cannot submit the application until it has been fully completed and submitted by the AHP project sponsor.

Developers, consultants, and other third-parties may access the AHP System by completing the required authorization form. The sponsor user should complete through the 'Name & Location' tab within the Project Details section before any third-party user with granted edit access can log in and begin updating the application. *Please note that only the sponsor user has the authority to submit the application to the member.*

All applications must be submitted electronically through the AHP System. Project sponsors and members must have appropriate login credentials and permissions to access the system. For steps on how to enroll, please visit our [website](#).

For detailed eligibility criteria, scoring guidance, and documentation requirements, please refer to the [AHP Implementation Plan](#).

Helpful Tips:

1. Questions marked with a [*] are required. User must complete all required fields within a section to move forward.
2. Information icons [i] provide users with additional information where applicable.
3. Progress will be tracked on the left side of the screen as the user progresses through the application. Completed sections will populate with a green bubble [✔], while yellow bubbles [⚠] highlight sections that still require input. The user will not be able to submit the application without completing all sections.
4. At any point, the user can select [Save & Exit] on the bottom right corner of the screen to save the application as a draft. Applications saved in draft form will appear within the round where the application was initiated.
5. All required forms are available for downloaded through the [Download Template] buttons within each scoring section, as well as on the [FHLB NY website](#).
6. When uploading documents, ensure that file titles are clear, descriptive, and aligned with the requested information, as seen in the example below:

Provide an organizational resume that lists other housing projects or programs that the Sponsor has previously developed or coordinated *

Upload

A copy of a determination letter from the US Department of Treasury that designates the Sponsor as a private, notfor- profit corporation as defined under Section 501(c) (3) or section 501(c)(4) of the Internal Revenue Code

Upload

Provide a current list of the Board of Directors, trustees, or agents for the Sponsor *

Upload

Provide a list of the name(s) and qualifications of the person(s) primarily responsible for coordinating the project for which the AHP subsidy is requested *

Upload

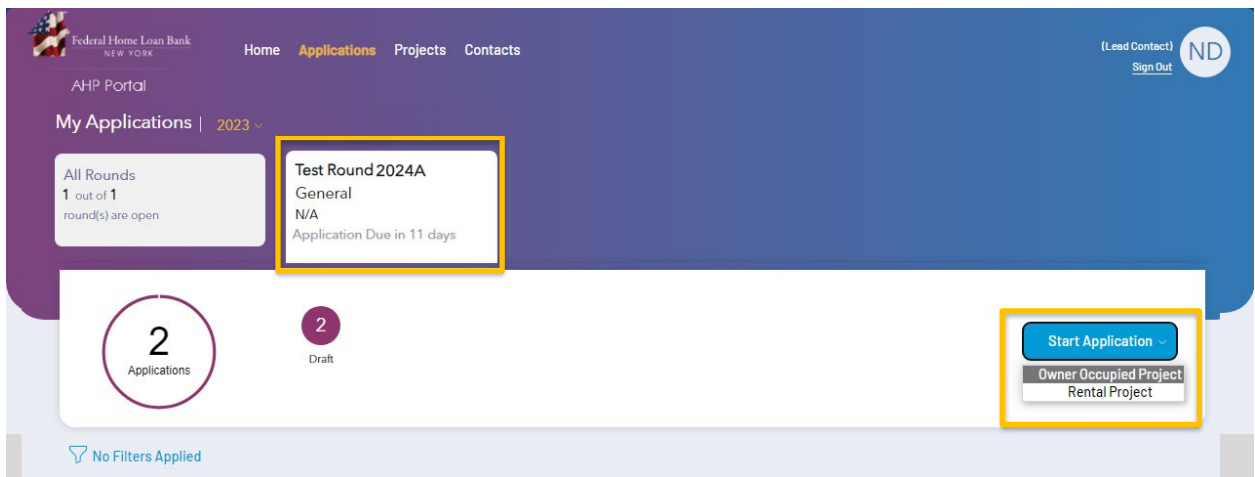
Getting Started

Access the AHP System

- a. On the FHLBNY’s homepage, go to the ‘LOGIN’ drop-down menu at the top right corner and select [FHLBNY Access].
- b. Log in to the AHP System with the credentials provided to you by the FHLBNY.
- c. From the ‘Home Screen,’ navigate to the ‘Applications’ tab.

Sponsor Initiates an AHP Application

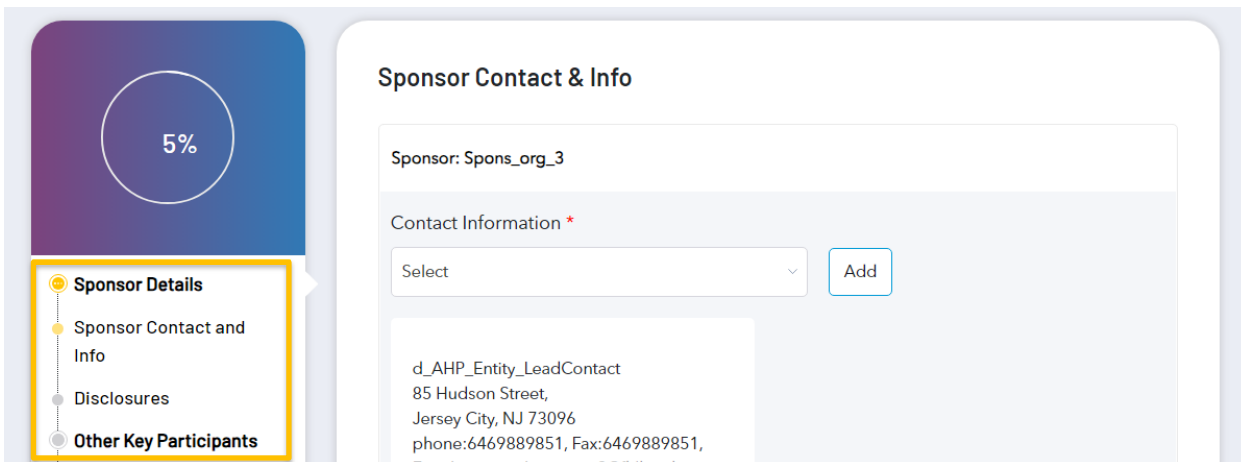
- a. From the ‘Applications’ tab, select the applicable round.
- b. Once the round has been selected, select [Start Application] and choose the project type from the drop-down.



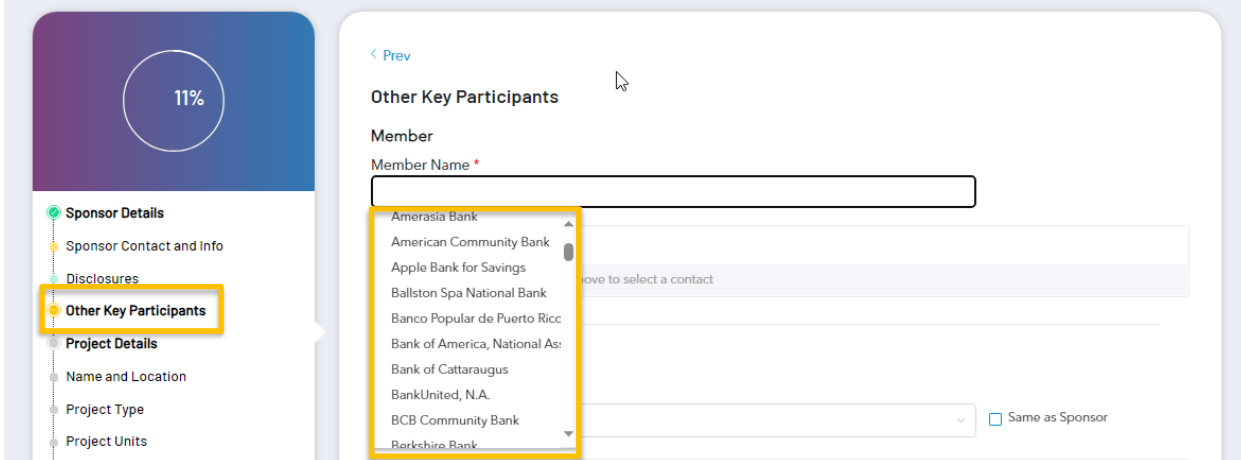
- c. Select the Project Type to initiate the AHP Application.
 - Be mindful when selecting the project type. The project type determines the required documentation, scoring criteria, and eligibility pathways throughout the application.

Sponsor Details

- a. Once an application has been initiated, the user will first be prompted to input details on the sponsor, member, and development team.



- b. After completing the relevant details on the 'Sponsor Contact & Info' and 'Disclosures' tabs, the user will be prompted to complete information on the 'Other Key Participants' tab.
- c. Select the [FHLB NY member] that will submit the application to the FHLB NY from the dropdown menu.
 - Sponsor must notify an FHLB NY member prior to initiating an application in the AHP System.



- d. Provide information on the project's Developer, Property Manager, and Consultant as applicable. Once initiated, the user will have the option to grant the Developer, Property Manager, and/or Consultant access to the application to make edits, or set the privilege to not be able to make edits.
 - Developer, Property Manager, and Consultant contacts must be enrolled in the AHP System before they can be designated as project contacts in the application. Steps on enrollment can be found in the [Introduction section](#) of this guide.

Developer Details (Optional)

Developer Name

Select Same as Sponsor

Contact Information

Please select the developer name above to select a contact

Developer Access Privilege: (Defines if Developer can make edits to the application or not)

e. Complete the remaining fields on the 'Other Key Participants' tab.

Property Manager (Optional)

Property Manager Name

Select Same as Sponsor

Contact Information

Please select the property manager name above to select a contact

Is the property manager related to or affiliated with the Sponsor or developer? *

Property Manager Access Privilege: (Defines if Property Manager can make edits to the application or not)

Consultant (Optional)

Consultant Name

Contact Information

Please select the consultant name above to select a contact

Consultant Access Privilege: (Defines if Consultant can make edits to the application or not)

- f. The sponsor user should complete all tabs through the 'Name & Location' tab in the following section before any third-party user (Developer, Property Manager, and Consultant) with granted edit access can log in and begin updating the application.
- Only the sponsor user has the authority to submit the final application to the member.
 - If the property manager is related to or affiliated with the sponsor or developer, provide a narrative from the sponsor confirming development/operating costs were reviewed for reasonableness by a qualified third-party or outlining measures in place to ensure cost reasonableness.
 - If the general contractor is related to or affiliated with the sponsor or developer, provide a narrative from the sponsor confirming development/operating costs were reviewed for reasonableness by a qualified third-party or outlining measures in place to ensure cost reasonableness.

Application Components and Documentation Requirements

Project Details

- a. The 'Name & Location' subsection requires the user to submit general name and location information about the project.

The screenshot shows a web form titled "Name & Location". At the top left is a "< Prev" link. The form asks "What is the type of project?" with "Rental" selected. Below this is the "Project Name" field containing "AHP Project 1". A question "Does the project comprise of scattered sites?" has "No" selected. The "Site Location - Central Site" section contains several fields: "Site address" (101 Park Avenue), "City" (New York), "State" (New York), "County" (New York), "ZIP" (10016), "Census Tract" (0211.00), "Congressional District Number" (12), and "MSA" (35614). At the bottom are "Continue", "Cancel", and "Save & Exit" buttons. Yellow boxes highlight the Project Name, Scattered Sites selection, Census Tract, Congressional District Number, and MSA fields.

- Enter Census Tract information, the Congressional District Number, and the Metropolitan Statistical Area (MSA) number.
- For applications that include multiple project sites, please answer 'Yes' to the scattered sites question and provide required information for each site.

b. The 'Project Type' subsection requires the user to select project types applicable to this project.

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Project Type

Are the following Project Types applicable to this project ?* (Choose all that apply)

- Single-Family
- Multi-Family
- Revenue Generating Non-Residential Space
- Permanent Rental
- Shelter Facility
- Mutual Housing
- Transitional Housing for minimum of 6 months

Is this application a resubmission to the Federal Home Loan Bank of New York of a previous project that does not currently have an AHP Commitment?*

Yes No

Is the application request for a supplemental amount of AHP subsidy of a previous project that currently has an AHP Commitment with the Federal Home Loan Bank of New York?*

Yes No

c. The 'Project Units' subsection requires the user to disclose which unit types are applicable and how many of each exists.

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Project Units

Unit Details	Applicable ?	No. of units
Total units *		<input type="text"/>
AHP Assisted units * <small>(Should include all residential units with the exception of any units that are or will be occupied by the project's superintendent(s))</small>		<input type="text"/>
Rehabilitated Units*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
New Construction Units*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
Rural Units*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
Elderly Units*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
Handicapped Units*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
First-time Homebuyer Units*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
Income of 30% or Less*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
HUD Section 811*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
HUD Section 202*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
USDA 514*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
USDA 515*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
Non AHP Assisted Units*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>

Unit Classification

Will the project be located on Native Land? *

Yes No

Has the project already started construction? *

Yes No

- AHP-assisted units refer to the number of units in a project that will be supported by AHP subsidy and are reserved for income-eligible households in accordance with the commitments approved in the AHP application.
 - The number of 'Total Units' cannot exceed the sum of 'AHP-Assisted' and 'Non-AHP Assisted Units'.
 - The sum of 'Rehabilitation Units' and 'New Construction Units' must equal the total number of 'AHP-Assisted Units'.
- d. The 'Project Description' subsection is used to provide a clear and thorough overview of the project. Ensure the narrative is detailed, comprehensive, and accurately reflects the project's scope and key components.

The screenshot shows a web form titled "Project Description". At the top left, there is a "[Prev](#)" link. Below the title, a paragraph states: "The purpose of this section is to give the FHLB NY AHP team an overview of the project's scope of work, development team, target population, financial background and more." The form contains six text input fields, each with a specific instruction and a character limit:

- 1. "Provide general project description with concise contextual information: * (Maximum of 2,200 characters)"
- 2. "Describe Scope of Work to justify the Project's Development Budget: * (Maximum of 2,200 characters)"
- 3. "Describe the surrounding neighborhood and nearby amenities: * (Maximum of 1,500 characters)"
- 4. "A brief description of the role(s) the Sponsor will have in the Project: * (Maximum of 1,000 characters)"
- 5. "Identify the services that the project anticipates to provide to its tenants and describe how each service provides a social impact: * (Maximum of 1,500 characters)"
- 6. "Describe how the AHP subsidy will be leveraged on the project in addition to other funding sources: * (Maximum of 1,300 characters)"

At the bottom of the form, there are three buttons: "Continue" (highlighted in blue), "Cancel", and "Save & Exit".

- e. The 'Site Control' subsection is organized into multiple expandable categories. Each category includes required questions related to Ownership and Control, Identification of the Grantee/Lessee/Buyer, Current Ownership Documentation, and Acquisition Details.
- For applications that include an acquisition cost, provide both the appraised value and the acquisition price.

- Provide documentation identifying both the seller and the buyer that details the relationship between the two parties. If the acquisition constitutes a non-arm's-length transaction, additional documentation must be submitted demonstrating that 100% of the sales proceeds will be utilized as a source of funds for the project.
- For applications involving multiple sites, acquisition details must be completed for each project site.

4 - Acquisition Details

NOTE: AHP funds may not be requested to pay for acquisition costs for any Project site(s) that are acquired prior to the last day of the application year.

Site Location - Central Site : 101 Park Avenue

Did the acquisition of this site involve a long-term lease agreement? *

Appraised Value

\$

Acquisition Value / Initial Rent Payment ←

\$

Annual Rent Payment, if applicable

\$

Is the acquisition an arm's length transaction? Any conveyance of land or units that involves related parties will be considered as a non-arm's length transaction. Related parties are person or organization involved in the project of affiliated with organizations involved in the project, including, but not limited to, the project Sponsor, Member, members of the development team, or any entity that has a financial interest in the project. *

Provide one of the following third-party documents as evidence of the acquisition price:

Seller Name Seller Phone Number Seller E-mail Address

- f. The 'Value of Sites' subsection requires users to upload additional supporting documentation, such as an Appraisal Report or Market Study, if applicable.

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Value of Sites

For projects with an acquisition cost exceeding a nominal amount (refer to the "Donated Property" scoring category for the nominal amount definition), an appraisal report must be provided. Additionally, all projects must demonstrate market demand.

1 - Appraisal Report

Instructions: If the Development Budget in the Rental Project Workbook reflects a proposed or actual acquisition price(s) that exceeds a nominal amount, the acquisition price must be reasonable based on the appraisal report. Furnish a copy of an appraisal report for each parcel that will comprise the Project.

An appraisal should be dated within one of the time frames listed below: *

- Was obtained within six months of the sales contract(s) date(s) or the acquisition date(s)
- Was executed within six months prior to the date of the application for AHP.
- Will be completed within six months prior to the date the Bank disburses AHP subsidy to the project.
- Not Applicable

Please upload the report

←

2 - Market Study

Instructions: All projects MUST demonstrate a market need. Provide market data to demonstrate that there is market demand for the project. The data collected must be specific to the geographic location in which the project is located. Acceptable information must include the following:

Will the Sponsor provide a Third-Party Market Study that addresses data points (Occupancy Data, Waiting lists, Vacancy Rates, Turnover Data, Absorption Data, Unmet Housing Needs)? *

←

Provide a description of the Market Area and summarize the area's need for affordable housing using the data points listed above. *

(Maximum of 2,200 characters)

Data points of Catchment Area:

Note 1: Data from an independent market analysis, municipality or US Census Bureau may be utilized.
 Note 2: A link to or a copy of relevant pages containing this data may be included in this section.
 Note 3: For Rehabilitation Projects, 3-Year historic Occupancy Rate of Property's Operations will suffice

Data Points	Value
Occupancy Rate (%)	<input type="text"/>
Vacancy Rate (%)	<input type="text"/>
Turnover Period (Months)	<input type="text"/>

Upload Report (Optional)

- All projects are required to demonstrate a market need, even in the absence of a Market Study.
- Confirm the market need for the property has been properly documented in an Appraisal, a Market Analysis, or other comparable third-party sources, such as data from a municipality or the U.S. Census Bureau. The content of acceptable sources of documentation may include, but is not limited to, the following: occupancy data, absorption data, and/or unmet housing needs.

- g. The 'Development Schedule' subsection is used to provide lifecycle details and progress milestones. The AHP lifecycle includes eight (8) milestones that demonstrate the project's progress.
 - For owner-occupied projects, select the eligible project type to display the corresponding milestones and required dates.

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Development Schedule

The AHP lifecycle includes 8 milestones, which demonstrate the project's progress. Please review the milestones and provide a project schedule for the appropriate project objective.

The Bank has adopted the following AHP competitive progress milestones and time limits. Progress milestones will be reviewed to ensure development. The Bank reserves the right, at its sole discretion, to cancel an AHP commitment if the project does not demonstrate progress as per the following milestones after the issuance date of the Commitment:

AHP LIFECYCLE MILESTONES

- 6 MONTHS**: Complete the web based AHP Lifecycle Training
- 12 MONTHS**: Provide evidence of site control in good standing
- 18 MONTHS**: Provide evidence that 100% of funding sources were committed and permits were obtained
- 24 MONTHS**: Submit a draw down requisition
- 30 MONTHS**: Provide a detailed update on the status of the construction
- 36 MONTHS**: Remaining AHP subsidy must be fully funded
- 42 MONTHS**: Provide a progress report to demonstrate the project is leasing up at a sufficient rate
- 48 MONTHS**: Project must be 100% completed and at least 80% occupied

Milestone / Project Objective	Applicable?	Anticipated / Completed Date	
Acquisition of the Project site(s) *	Yes No	Select	Upload
Forecasted completion of environmental review *	Yes No	Select	Upload
Completion of architectural design and other specifications *	Yes No	Select	Upload
Preliminary Site Plan approval(s) *	Yes No	Select	Upload

Subsidy Details

- a. Enter the total AHP subsidy amount the project is requesting. The maximum eligible subsidy request and maximum per-unit amount will be displayed for reference.
 - Note that these limits are subject to change annually.

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Subsidy Details

Subsidy Type *

Direct Subsidy

Total AHP Subsidy Requested* Max. Subsidy Request Limit Max. Subsidy per AHP Unit

\$ \$2,500,000 \$80,000

(Total Subsidy Request must not exceed \$2,500,000 and Subsidy per AHP-Targeted Unit must not exceed \$80,000)

- b. After entering the total request, select the **[Proposed Use(s) of Subsidy]** from the available options and input the corresponding dollar amount for each selected use. The total of these amounts must align with the overall subsidy request.
 - Note that AHP funds are provided on a reimbursement basis for eligible costs. The proposed use of subsidy should remain consistent with what was originally approved; any changes are subject to review and approval by the FHLB NY.

Proposed Use of Subsidy

Uses	Applicable?	Amount from AHP
Acquisition of Units/Purchase Costs *	Yes No	\$
Construction Costs *	Yes No	\$
Rehabilitation Costs *	Yes No	\$
Developer's Retention *	Yes No	\$
Soft Costs *	Yes No	\$
Total		\$0

Continue Cancel Save & Exit

Eligibility Requirements

- a. The Eligibility Requirements section is broken down into seven (7) expandable categories including Timing of Subsidy Use, Project Feasibility, Non-Eligible Costs, Refinancing, Retention Requirements, Sponsor Qualification, and Fair Housing. Each category contains different required questions, and some may require a file upload.

1 - Timing of Subsidy Use

The Project is scheduled to either drawdown AHP Subsidy or utilize AHP Subsidy, if approved, to procure other financing commitments within 12 months of approval. *

A development team member currently owns, or has site control of the Project site(s) through the application deadline *

2 - Project Feasibility

(a) The development of the Project will conform to necessary municipal, state or federal zoning and environmental approvals.
(b) The Project's financial structure reflects a need for AHP Subsidy.
(c) The costs related to developing and operating the project substantially conform to the FHLBNY's [Financial Feasibility Guidelines](#).

Does the Sponsor agree with all of the above? *

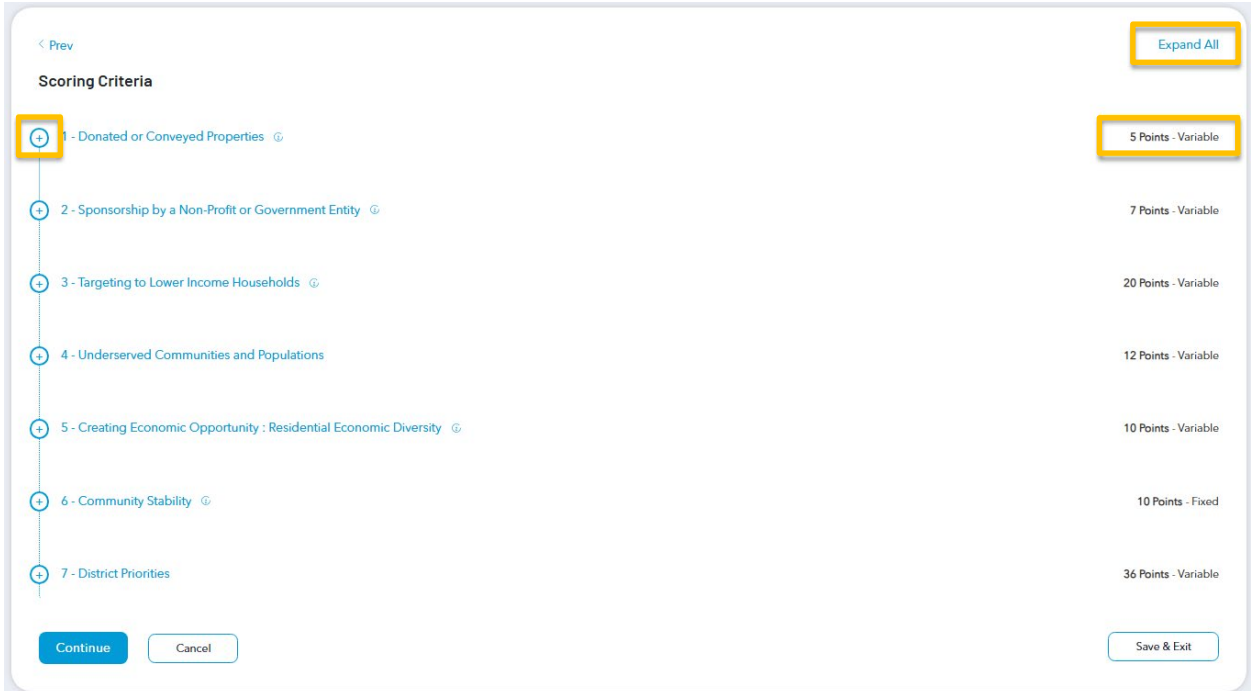
3 - Non-Eligible Costs

(a) The AHP Subsidy will not finance any fees that the FHLBNY imposes on a Member in connection with the prepayment of a subsidized advance unless the Project will subsequently continue to comply with the terms of this application for the duration of the AHP retention period, and any unused subsidy is returned to the FHLBNY.
(b) The AHP Subsidy will not finance any cancellation fees or penalties imposed by the FHLBNY on a Member for a subsidized advance commitment that is canceled.
(c) The AHP Subsidy will not finance any processing fees charged by Members for providing direct subsidies to the Project.
(d) The AHP Subsidy will not be used for the cost of providing any supportive services or other empowerment activities.

Does the Sponsor agree with all of the above? *

Scoring Criteria

- a. The 'Scoring Criteria' section determines the total points that the application earns based on the answers provided in the section.
- b. Users can select the **[Expand All]** button to display all questions under the Scoring Criteria section. Users can expand one of the subsections by selecting the desired subsection title or the **[+]** icon to the left of the desired subsection. The total points that can be earned in each subsection is displayed on the right of the subsection title.



Donated or Conveyed Properties

- a. In this scoring section, applicants may request points by selecting **[Yes]** in response to the question, "Are at least 20% of the AHP-Assisted Units located on Donated Properties?"
- b. Applicants requesting points under this category must select the applicable scenario from the options provided and complete the associated chart. For scattered-site projects, the chart must be completed separately for each project site.
- c. Information entered in the 'Acquisition Details' section of the Site Control tab will be used by the FHLBNY to determine eligibility for Donated or Conveyed Properties points.

1 - Donated or Conveyed Properties 5 Points - Variable

In order to be eligible for points, at least 20% of the AHP-Assisted Units must meet the Donated Properties criteria

Are at least 20% of the AHP-Assisted Units located on Donated Properties?
 Yes No

Which of the three scenarios is applicable? *

At least 20% of units are located on the property that has been donated or conveyed for less than or equal to 10% of FMV, or for less than or equal to \$1,000

At least 20% of units are located on the property that has been conveyed for greater than 10% and less than or equal to 50% of FMV

At least 20% of units are located on the property that has been donated or conveyed at any price by the federal government or an instrumentality of the federal government

Project Site	No. of AHP-Assisted Units	% of AHP Assisted	Donated Property	Donated by Federal Government	Donated by HUD
101 Park Avenue	25	25.00	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Total	25	25			

Sponsorship

- a. Points under this category are available only to applications sponsored by not-for-profit organizations. For rental projects, applicants must select the option that best describes the sponsor’s role within the project’s ownership structure.
- b. For rental projects utilizing Low-Income Housing Tax Credits (LIHTC), applicants are required to submit documentation confirming that the not-for-profit sponsor holds, or will hold, a majority ownership interest in the project’s final ownership structure.

2 - Sponsorship by a Non-Profit or Government Entity 7 Points - Variable

In order to be eligible for points, the sponsor must be a not-for-profit organization or government entity.

Type of Entity for the Primary Sponsor
 For-Profit Organization

Role of Primary Sponsor
Select
Owner - 7 points
Majority Ownership Interest - 7 points
Other Partnership Interest - 3.5 points

3 - Targeting to Lower Income Households 20 Points - Variable

The occupancy targets identified in this AHP Application must coincide with the targeting commitments made to other funding sources.

- c. For owner-occupied projects, applicants must confirm whether the not-for-profit organization will be integrally involved in project development as the owner, developer, or rehabilitation specialist/contractor, or whether it will perform other specified roles.

2 - Sponsorship by a Non-Profit or Government Entity 7 Points - Variable

In order to be eligible for points, the sponsor must be a not-for-profit organization or government entity.

Type of Entity for the Primary Sponsor

Not-for-Profit Organization

Role of Primary Sponsor

Roles	Applicable
Current Owner of Project Site(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Contractor	<input type="checkbox"/> Yes <input type="checkbox"/> No
Rehabilitation Specialist	<input type="checkbox"/> Yes <input type="checkbox"/> No
Developer	<input type="checkbox"/> Yes <input type="checkbox"/> No
Manager	<input type="checkbox"/> Yes <input type="checkbox"/> No
Planner	<input type="checkbox"/> Yes <input type="checkbox"/> No
Qualifying Prospective Project Households	<input type="checkbox"/> Yes <input type="checkbox"/> No
Arranging / Providing Financing	<input type="checkbox"/> Yes <input type="checkbox"/> No
Homebuyer Counseling	<input type="checkbox"/> Yes <input type="checkbox"/> No
Marketing	<input type="checkbox"/> Yes <input type="checkbox"/> No

- Supporting documentation (e.g., narratives, contracts, agreements, and organizational charts) helps confirm the sponsor’s connection to the project and should be uploaded in the Sponsorship and Site Control sections.

Targeting

- The following scoring section requires applicants to identify the number of units the project intends to reserve for each Income Category.
- Select **[Yes]** or **[No]** and enter the corresponding number of units for each Income Category. The total percentage of AHP-assisted units will be displayed for reference.
- Both rental and owner-occupied projects are eligible to receive the maximum score of 20 points if a minimum of 60% of the project’s units are reserved for households earning at or below 50% of Area Median Income (AMI).

3 - Targeting to Lower Income Households 20 Points - Variable

The occupancy targets identified in this AHP Application must coincide with the targeting commitments made to other funding sources.

Income Category	Applicable?	No. of Units	% of AHP Assisted
≤ 50% of AMI	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	100	100.00
> 50% and ≤ 60% of AMI	<input type="checkbox"/> Yes <input type="checkbox"/> No		0
> 60% and ≤ 80% of AMI	<input type="checkbox"/> Yes <input type="checkbox"/> No		0
> 80% of AMI	<input type="checkbox"/> Yes <input type="checkbox"/> No		0
Total		100	100

- To move on to the next section, ensure the total ‘No. of Units’ and ‘% of AHP Assisted’ units reconcile.

Underserved Communities and Populations

- a. In this scoring section, applicants may request up to a maximum of 12 points by selecting from the available options. Points are requested by checking the box next to each applicable option, as shown below. *Note: A maximum of 2 categories can be selected.*

4 - Underserved Communities and Populations

Sponsors serving all five populations should select the two for which they wish to be considered for points

Homeless Households Supportive Housing Rental Housing for Extremely Low Income Households US Territories Native American Tribal Housing Initiatives

- b. For rental projects, all options listed in this section are available for selection. For owner-occupied projects, only the following options are available: Homeless Households, U.S. Territories, and Native American Tribal Housing Initiatives.
- c. Please refer to the [AHP Implementation Plan](#) for detailed eligibility criteria and documentation requirements for each option under the Underserved Communities and Populations category.

Homeless Households

- a. Applicants requesting points under this subcategory must select [Yes] or [No] and enter the corresponding number of units reserved for homeless households. The total percentage of AHP-assisted units will be displayed for reference.
- b. The applicant will be prompted to submit one of the following documents shown below.

4 - Underserved Communities and Populations 12 Points - Variable

Sponsors serving all five populations should select the two for which they wish to be considered for points

Homeless Households Supportive Housing Rental Housing for Extremely Low Income Households US Territories Native American Tribal Housing Initiatives

Homeless Households 6 Points - Fixed

In order to be eligible for points, at least 20% of the AHP-Assisted Units must be reserved for homeless households.

Homeless Housing Type	Applicable?	No. of Units	% of AHP Assisted
Transitional Housing	Yes No		0
Permanent Housing	Yes No	20	20.00
Total		20	20

Name of referring agency

By providing data in this section, the Sponsor acknowledge that they have reviewed the definition of a "homeless household" as defined by the FHLBNY [here](#).

Furnish one of the following documents verifying the project is producing homeless units: *

An Agency or Sponsor referral letter that pledges to make a specific number of referrals of eligible households directly to the Project.

Third-party evidence that capital or operating subsidies have been committed to the project. The evidence must specify how many project units must be reserved for and occupied by a specified number of homeless households

This field is required.

- At least 20% of units must be reserved for Homeless Households to be considered eligible for points.

Supportive Housing

- Applicants requesting points under this subcategory must select **[Yes]** or **[No]** and enter the corresponding number of units reserved for each applicable social service population. The total percentage of AHP-assisted units will be displayed for reference.
- A Social Services Plan and the fully executed AHP-161 Supportive Housing Certification are both required uploads.

4 - Underserved Communities and Populations 12 Points - Variable

Sponsors serving all five populations should select the two for which they wish to be considered for points

Homeless Households
 Supportive Housing
 Rental Housing for Extremely Low Income Households
 US Territories
 Native American Tribal Housing Initiatives

Supportive Housing Type	Applicable?	No. of Units	% of AHP Assisted
Physically and / or Mentally Disabled	<input checked="" type="button" value="Yes"/> <input type="button" value="No"/>	20	20.00
Developmentally Disabled	<input type="button" value="Yes"/> <input type="button" value="No"/>		0
Persons recovering from domestic abuse (physical or emotional abuse)	<input type="button" value="Yes"/> <input type="button" value="No"/>		0
Persons recovering from chemical dependency	<input type="button" value="Yes"/> <input type="button" value="No"/>		0
Ex-offender	<input type="button" value="Yes"/> <input type="button" value="No"/>		0
Persons with HIV/AIDS	<input type="button" value="Yes"/> <input type="button" value="No"/>		0
Youth aging out of foster care	<input type="button" value="Yes"/> <input type="button" value="No"/>		0
Total		20	20

Provide a Social Services Plan that addresses the needs of the identified special needs population. *

Provide a copy of the fully executed AHP-161 Supportive Housing Certification. *

[Download Template](#)

- At least 20% of units must be reserved for supportive households to be considered eligible for points.

Rental Housing for Extremely Low-Income Households

- Applicants requesting points in this subcategory must enter the number of units reserved for households earning at or below 30% of AMI. The number of units entered must be consistent with the project’s targeting goals identified in the application.
- If the project is occupied at the time of application, current occupancy must also support the number of units reserved for households earning at or below 30% of AMI.

Rental Housing for Extremely Low Income Households 6 Points - Fixed

In order to be eligible for points, at least 20% of AHP-Assisted Units must be reserved for households who earn <= 30% of AMI

AHP-Assisted Units	100
AHP-Assisted Units Reserved For Households Who Earn <= 30% AMI	<input type="text" value=""/>
Percentage of AHP-Assisted Units reserved for households who earn <= 30% AMI	0.00%

- At least 20% of AHP-Assisted Units must be reserved for households who earns <= 30% of AMI to be considered eligible for points.

US Territories

- a. Additional information is not required for applications requesting points in US Territories. The project’s Site Location provided in the ‘Name & Location’ tab of the application must support the request for points in US Territories.

Native American Tribal Housing Initiatives

- a. Applicants requesting points for Native American Tribal Housing Initiatives must select the checkbox and answer [Yes] to the first question below, complete the remaining questions, and provide the requested uploads.

Residential Economic Diversity

High Opportunity Area

- a. Applicants seeking points in the High Opportunity Area category are required to follow the prompts below to obtain the project’s Census Tract information through the FFIEC Geocoding website. The printed Census Demographic Data generated after entering the project’s address must be uploaded to substantiate the requested points. *Note: All addresses must be identified at the time of application.*

- b. In the following section, applicants are required to enter the project’s location. For projects located in the United States or Puerto Rico, select the applicable option and provide demographic information for the project’s State, Census Tract, Census Tract Designation, and the number of units within each targeting band.

Please select where your project is located below:

Projects Located in the United States and Puerto Rico

Enter Location and Targeting Distribution for all AHP-Assisted Units Below:

Location			
States	Census Tract	Census Tract Designation	
Select		Select	
		Select	
Targeted Occupancy (No. of Units)			
<= 50% of AMI	> 50% and <= 60% of AMI	> 60% and <= 80% of AMI	> 80% of AMI
Totals :	0		0

Percentage of <= 60% AMI units located in a High Opportunity Area

- c. For projects located in the U.S. Virgin Islands, 75% of the project’s low- and very-low income AHP-assisted units, combined, must be located in a Census Tract that is ≥120% of the AMI.

Enter Location and Targeting Distribution for all AHP-Assisted Units Below:

Location			
States	Census Tract	Census Tract Designation	
New York	0211.00	Upper	
		Upper	
Targeted Occupancy (No. of Units)			
<= 50% of AMI	> 50% and <= 60% of AMI	> 60% and <= 80% of AMI	> 80% of AMI
60	20	20	
Totals :	60	20	20

Percentage of <= 60% AMI units located in a High Opportunity Area

100.00 %

- d. Applicants should verify the auto-populated percentage of low- and very-low income units to ensure that the required 75% (or higher) is correctly reflected.

Mixed-Income Housing

- a. For applicants requesting points for Mixed-Income Housing, the system will automatically populate the percentage of units targeted for households earning above 60% of AMI based on the entries provided in the 'Targeting' section.

5 - Creating Economic Opportunity : Residential Economic Diversity 10 Points - Variable

Mixed Income Housing

Is the project requesting points in Mixed Income Housing? *

Yes

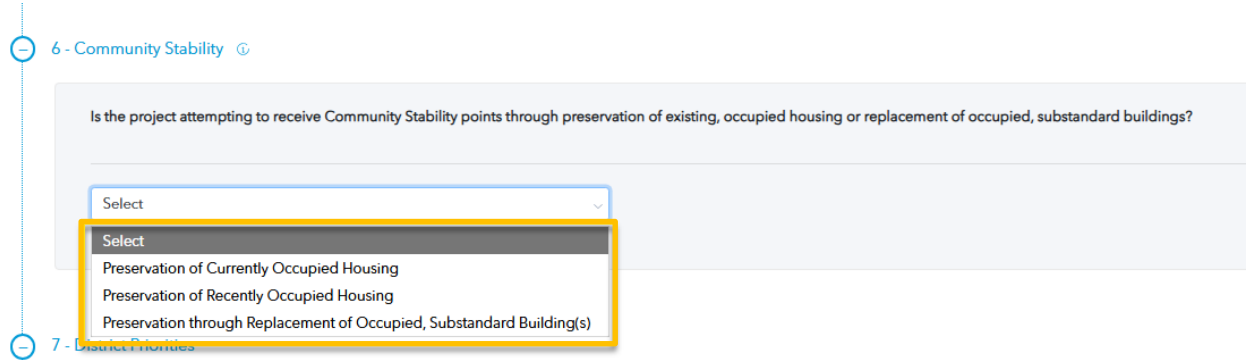
Percentage of units targeted to > 60% AMI

50.00 %

- Points in this subcategory should be requested only for units the project can maintain throughout the AHP retention period. Household income for these units will be verified during the Initial Monitoring Review.

Community Stability

- a. If the applicant is requesting points under this scoring category, use the drop-down menu to select an option that best suits the project's current status and upload the applicable supporting documentation.



- Applicants for Preservation of Currently/Recently Occupied Housing project types will be required to upload the AHP/APP-126 Rental Income Verification worksheet and the fully executed AHP/APP-114 Preservation Certification for Rental Projects.
- b. Once an option is selected, the applicant will be required to confirm the characteristics of the project's occupancy percentage, operational status, or its intention to replace occupied, substandard units.
 - c. If selecting [**Preservation of Currently/Recently Occupied Housing**], the sponsor will also be required to confirm that at least \$15,000 per unit in rehabilitation or other housing-related capital improvements and rehabilitation work sufficiently meets the Housing Quality Standards set forth by HUD, and the project's major building systems will sustain throughout the AHP retention period.
 - d. If the project qualifies to select as [**Preservation through Replacement of Occupied, Substandard Building(s)**], the applicant must upload documentation from a federal, state, or local agency confirming that the project will replace existing units, along with a relocation or redevelopment plan.
 - See the [AHP Implementation Plan](#) for a full listing of documentation requirements for each Community Stability sub-category.

District Priorities

Project Readiness: Approvals

- a. If points are requested in this subcategory, use the drop-down menu to select the applicable approval type and upload the applicable supporting documentation. The user is not able to proceed without uploading at least one supporting document for the selected project approval type.

7 - District Priorities

Project Readiness ⓘ

Which approval has been obtained for this project? Upload supporting documents

Select

- Select
- Final Site Plan
- As-of-Right
- Under Construction
- None

8% of proposed funding sources? Please note to qualify for Other Financing points, the AHP Subsidy must be less than 50% of total permanent funding sources

- b. If selecting **[Final Site Plan]**, upload documentation that declares the project was granted final site plan approval by the relevant local or municipal body.
- c. If selecting **[As-of-Right]**, an executed copy of the AHP-160 AHP General Fund Application Project Readiness Approvals Certification is required.
- d. If selecting **[Under Construction]**, upload a fully executed Application for Certificate and Payment (AIA-G702) or comparable cost documentation evidencing the project is under construction at the time of application.
 - Documentation provided must be signed by a qualified third-party (i.e., architect, engineer, or appropriate municipal authority).

Project Readiness: Other Funding Commitment Procurements

- a. If points are requested in this subcategory, the user must upload acceptable documentation for permanent funding sources to be considered procured. For a list of approved documentation, select **[Acceptable Document List]**.

Has the project secured 75% of proposed funding sources? Please note to qualify for Other Financing points, the AHP Subsidy must be less than 50% of total permanent funding sources

Yes No

1) Funding Commitment Documentation - Provide current third-party evidence of any other financing sources that are already committed or in place to fund the Project. If the project has closed on any funding sources, the executed funding source documentation (such as grant agreements, mortgages and/or notes) should be submitted instead of commitment letters.* [Acceptable Document List](#)

Upload

Please upload at least one file

2) Existing Reserve Account(s) - If there are project-specific reserves, the sponsor should commit available funds for the purpose of the scope of work

A monthly financial statement dated within 60 days of the application deadline detailing the current reserve balance(s);

Upload

A statement, letter, or e-mail from the governing agency that contains the following:

- 1) The annual required reserve payment;
- 2) any restrictions imposed on withdrawing from these reserves; and
- 3) the amount of funds that can be contributed to the project's capital repairs

Upload

- Ensure that documentation is project-specific, represents a firm commitment, is fully executed by all parties, is clear and legible, and remains effective through the application deadline.
- Upload documentation if there are existing project-specific reserves.

Owner-Occupied Projects, Small Projects, and In-District Projects

- a. Supporting documentation is not required for Owner-Occupied Projects, Small Projects, and In-District Project categories. Points are verified through the project details previously input in the application.
 - For users applying for points in Small Projects, an owner-occupied project is limited to applying for no more than 25 rehabilitation units per round, regardless of the number of applications being submitted.

Green Building Innovation

- a. If points are being requested in this category, indicate whether the project is designed to meet any of the following energy-efficiency standards by selecting the appropriate option from the dropdown menu.

The screenshot shows a form section titled "Green Building Innovation" with a sub-header "Which energy efficiency standard has the project been designed to meet?". A dropdown menu is open, displaying the following options: "Select", "Passive House Design", "Net Zero Ready", "Reduction of Energy Usage", "Energy Star Caribbean", and "Not Applicable". The "Reduction of Energy Usage" option is highlighted with a yellow box. To the right of the dropdown, there is a "Commitment Amount" field with a "\$" symbol and a plus sign icon.

- b. In addition to the documentation required for each Green Building subcategory, including Passive House Design, Net Zero Ready, Reduction of Energy Usage, and ENERGY STAR Caribbean, a fully executed AHP-163_Green Building Innovation Certification will be required.
- c. Owner-occupied rehabilitation projects have the option to select [**Weatherization**] or [**Major Systems Upgrade**] if 50% of the units in the project will include any two of the four options that fall under these subcategories.

The screenshot shows the same "Green Building Innovation" form section. The dropdown menu is now set to "Owner Occupied Rehabilitation Projects", indicated by a red arrow. Below the dropdown, a yellow box highlights the text "Please select the type of Owner-Occupied Rehabilitation Project that applies" followed by two radio button options: "Weatherization" and "Major Systems Upgrade".

- Owner-occupied rehabilitation projects do not require an AHP-163 Green Building Innovation Form.
- Documentation to support evidence of Weatherization or Major Systems Upgrade will be required prior to the disbursement of an AHP subsidy.

Member Financial Participation

- a. In this scoring section, applicants may request up to a maximum of six (6) points by selecting from the eligible options in the dropdown menu and entering the commitment amount.
- b. An executed AHP-159 Member Financial Certification is required to evidence and verify the member's involvement.

The screenshot displays two instances of the 'Member Financial Participation' form. The top instance shows the 'Financial Type' dropdown menu open, listing options: 'Select', 'First Mortgage Permanent Loan', 'Construction Loan', 'Cash contribution of at least \$10,000 or 1% of the total project costs, whichever is lower', 'Bridge Loan', 'Project Specific Line of Credit', and 'Not Applicable'. The 'Commitment Amount' field is empty. The bottom instance shows 'First Mortgage Permanent Loan' selected in the dropdown, with a red error message 'This field is required' below it. Below the dropdown, there is a text prompt: 'Provide a fully executed AHP-159 Member Financial Participation Certification affirming the Member's financial participation in the project.' followed by a blue link '*Download Template' and an 'Upload' button.

- Members other than the applicant of record that financially participate in a project do not qualify for points.
- Loan pools do not qualify for points in this category.

Member Interest

- a. The Member Interest section requires the user to disclose if the member has or had financial or ownership interest in the project.
 - If the user selects [Yes], a file upload and description of the financial interest is required.

< Prev

Member Interest

Does the Member have any present or past financial or ownership interest in the project? *

Yes No

If the Member has a direct, past or present, financial interest in the project (other than providing retail loans or other financial contributions specified in the Rental Project Workbook), attach a statement from the Member that affirmatively addresses the following items: *

- 1) Describe any existing liens the Member has on any property that is involved in the project.
- 2) Indicate whether the property is currently one of the Member's REO (Real Estate Owned) or non-performing assets.
- 3) Indicate whether the project involves the purchase of property from the Member or a seller who has a mortgage or lien from the Member.

Please upload at least one file

Describe any financial interest any member of the Board of Directors of your institution has in the Project. *

(600 characters Maximum)

This field is required

Other FHLB Participation

- a. The Other FHLB Participations section requires the user to disclose if there are any other pending applications or commitments associated with this project at other Federal Home Loan Banks.
 - Uploading related documents is required if the user answers [Yes] to these questions.
 - Related documents refer to approved and/or reviewed budgets from the other FHLB.

Other FHLB Participation

Has a pending AHP application for this Project been submitted to another Federal Home Loan Bank? *

Yes No

Has an AHP Commitment for this Project been issued from another Federal Home Loan Bank? *

Yes No

Upload related documents *

Employment

- a. The Employment section is optional and provided for informational purposes only. It does not contribute to the project's scoring.

Employment (Optional)

This is for informational purposes only and is not a scoring category

Indicate the type and number of permanent jobs created	
Type of Employment	No. of Jobs
<input type="text"/>	<input type="text"/>
Total	0

Document Upload

Project Workbook

- a. The AHP/APP-108 Rental Project Workbook and AHP/APP-104 Owner-Occupied Project Workbook provide an overview of a project’s financial structure. Instructions for completion are available on the first tab of the spreadsheet. *Note: Tutorials for completing Rental and Owner Project Workbooks are available on the FHLB NY website.*
- b. The completed Project Workbook must be uploaded to the AHP System as part of the application package.

The screenshot shows a web interface for uploading project workbooks. At the top left, there is a '< Prev' link. The main heading is 'Project Workbook and Financial Narrative Supporting Documentation'. Below this, there are two upload sections. The first section is titled 'Upload the Project Workbook *' and includes a 'Download Workbook Template' link and an 'Upload' button. Below the button is a red error message: 'Please upload at least one file'. The second section is titled 'Complete the Financial Narrative tab of the Project Workbook and upload supporting documentation *' and also includes an 'Upload' button and a red error message: 'Please upload at least one file'. At the bottom left, there are 'Continue' and 'Cancel' buttons. At the bottom right, there is a 'Save & Exit' button.

Project Construction Form

- a. The AHP/APP-109 Project Construction form is used to detail a project’s construction costs and related financial information. Instructions for completion are available in the first tab of the spreadsheet.
- b. The form must be uploaded in Excel format and completed by a qualified third party (e.g., project’s architect, engineer, construction manager or general contractor).

The screenshot shows a web interface for uploading the Project Construction Form. At the top left, there is a '< Prev' link. The main heading is 'Project Construction Form'. Below this, there is a section titled 'Upload Project Construction Form*' which includes a 'Download Template' link and an 'Upload' button.

- c. Additional comments regarding cost verification and construction work in progress are required in this section.

1. Construction/Rehabilitation Cost Verification:

Indicate which funding source(s) will review and approve the construction costs.*
(500 characters Maximum)

2. Construction Work in Process:

If the Project is currently under construction, provide a copy of an Application and Certification for Payment Form ("AIA") or comparable third-party construction cost documentation dated within one (1) month of the Application Deadline. The documentation should demonstrate that the project's balance of hard construction work that remains to be completed (less retainage) is equal to or greater than the amount of the AHP subsidy request*

[Upload](#)

In addition, also describe how far along the project is in the construction phase of the development*
(500 characters Maximum)

Income Verification Worksheet

- a. The AHP/APP-126 Income Verification Worksheet applies to projects that are occupied (or where households have been identified) at the time of application submission. Instructions to complete are included in the first tab of the spreadsheet.
- b. The form must be uploaded in Excel format.

[< Prev](#)

Income Verification Worksheet

For projects that are occupied at the time of application submission, provide an Income Verification Worksheet reflecting the current occupancy. Please note the current occupancy presented on the Income Verification Worksheet must align with the Income Targeting mix proposed with the application. In rental projects involving purchase or rehabilitation of occupied housing, households must, at the time of application submission, have an income meeting the income targeting commitments proposed with the application, unless permanent relocation is involved.

Is the project currently occupied? *

[Yes](#) [No](#)

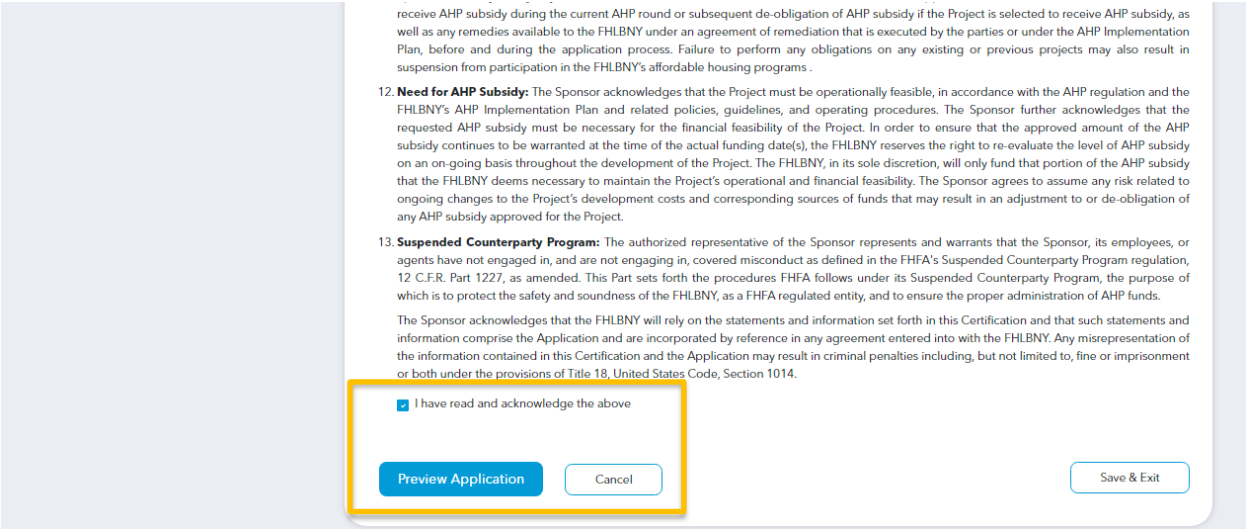
[Download Template](#)

[Upload](#)

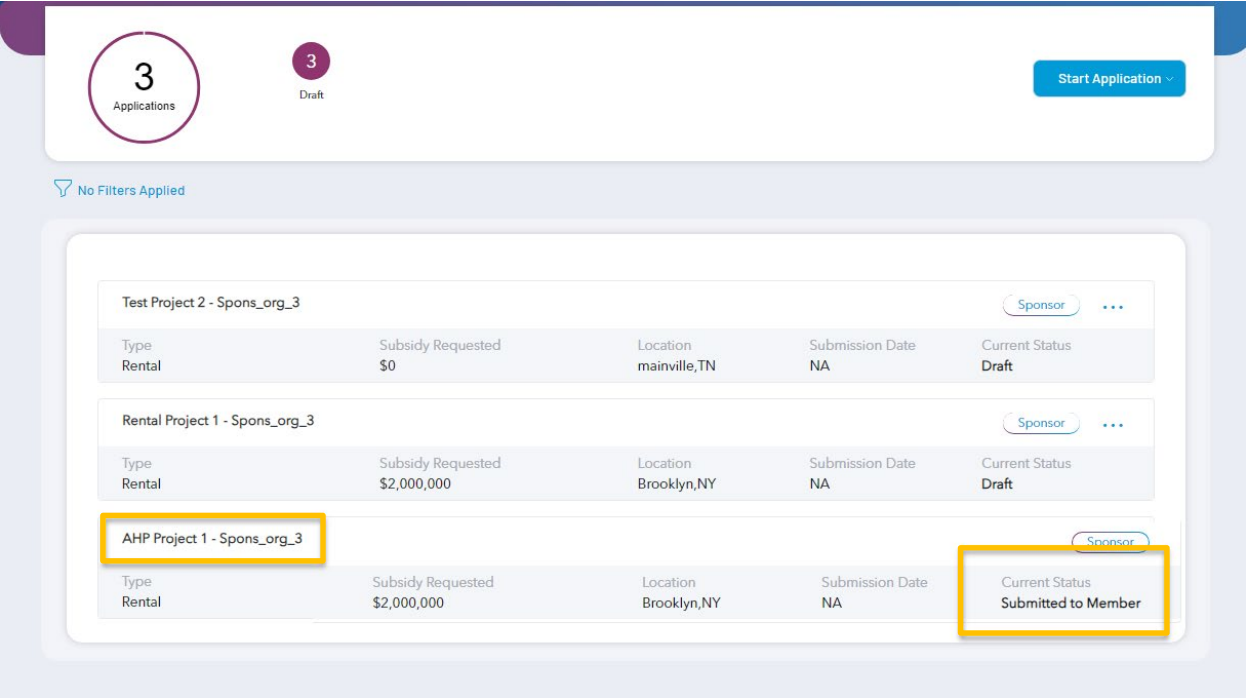
- The current occupancy presented on the Income Verification Worksheet must align with the Income Targeting mix proposed with the application.

Certification

- a. After completing all applicable sections, confirmed by green bubbles and % on the left side of application, acknowledge the Certification before previewing the application for submission. *Note: Only sponsors are authorized to submit the application from this point.*
- b. Scroll to the bottom of the application and select the **[Preview Application]** button. This enables users to review all entered information for accuracy and verify that all required documents have been uploaded. Once confirmed, select **[Yes, Submit Application]**.



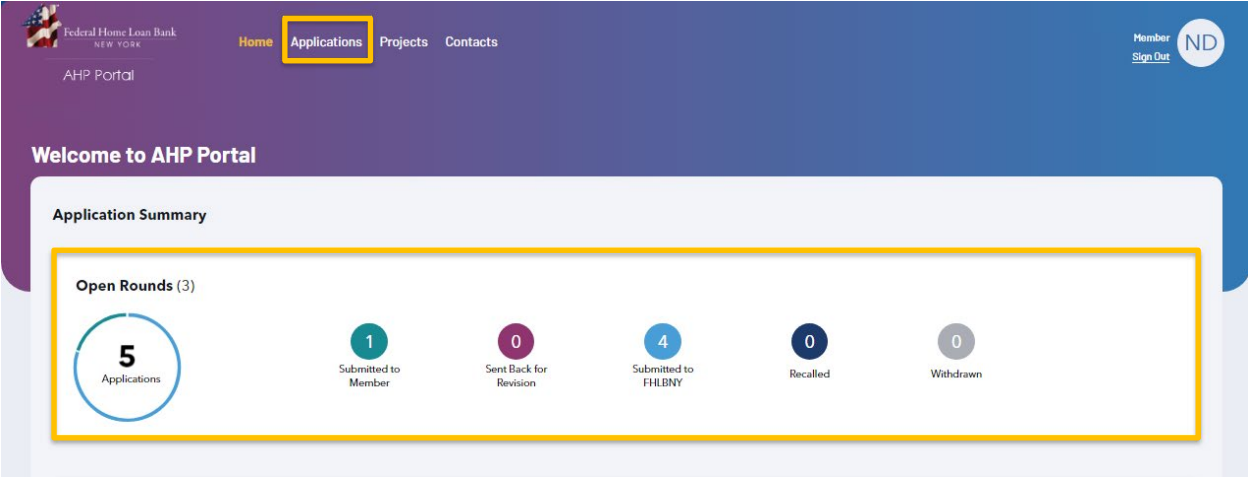
- c. Upon returning to the Applications tab, the application status should now reflect 'Submitted to Member.' The sponsor has now successfully submitted the application to the FHLBNY member.



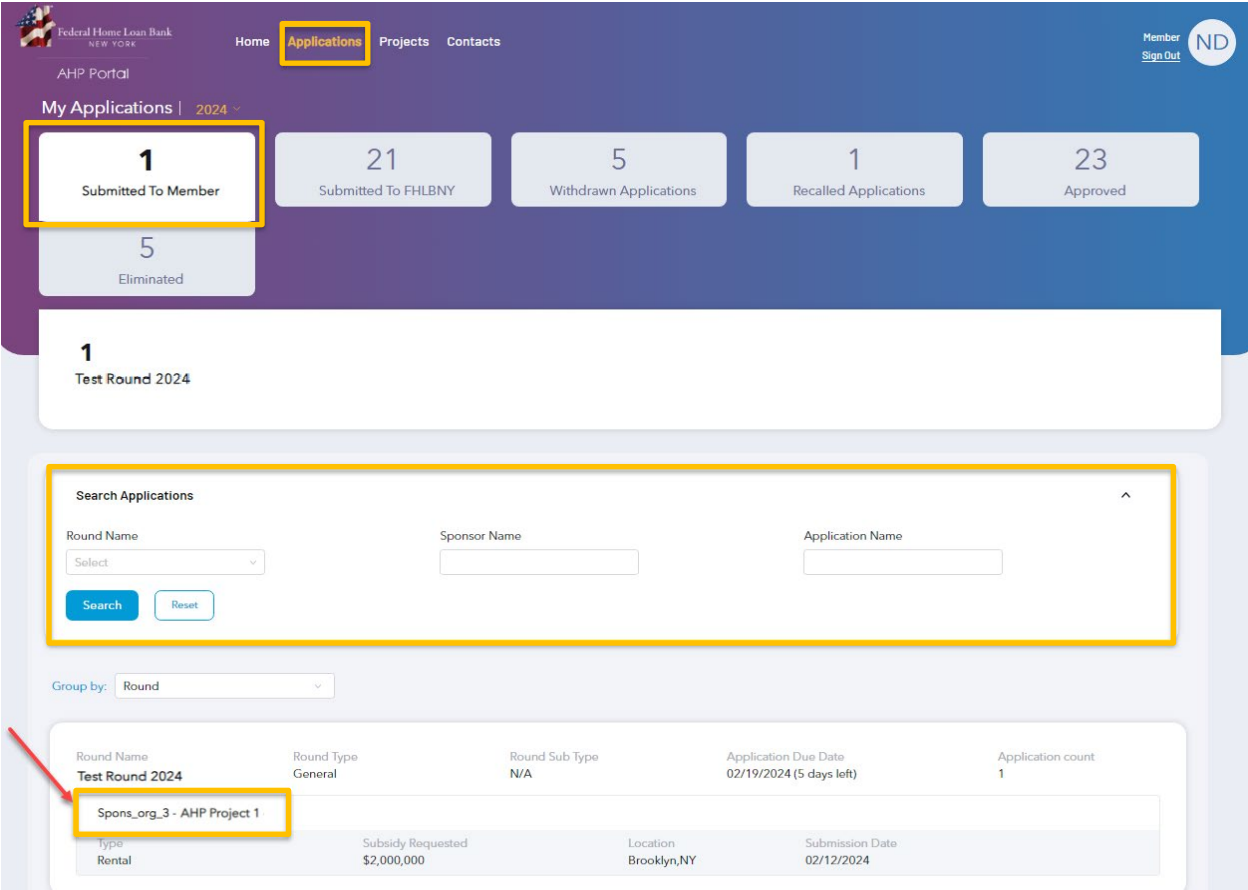
- d. Once the sponsor submits the application, it will appear in the member's queue. Please refer to the next steps for the member's required actions and responsibilities.

Member Accesses the Sponsor-Initiated Application

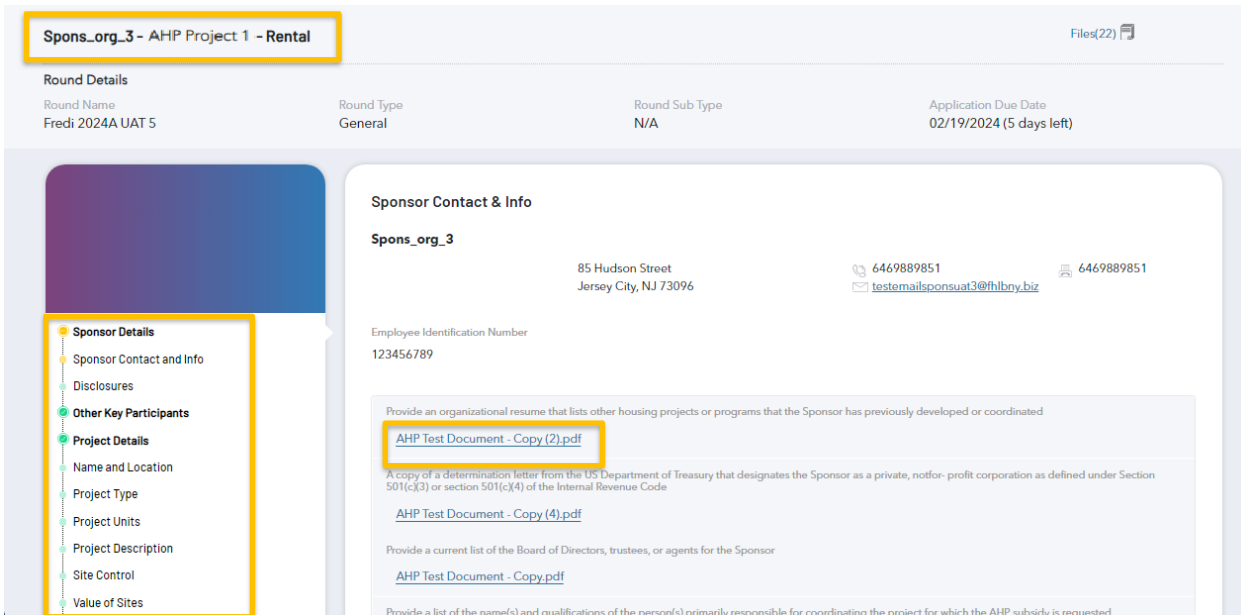
- a. Follow the steps outlined in 'Access the AHP System' and navigate to the 'Applications' tab in the AHP System.



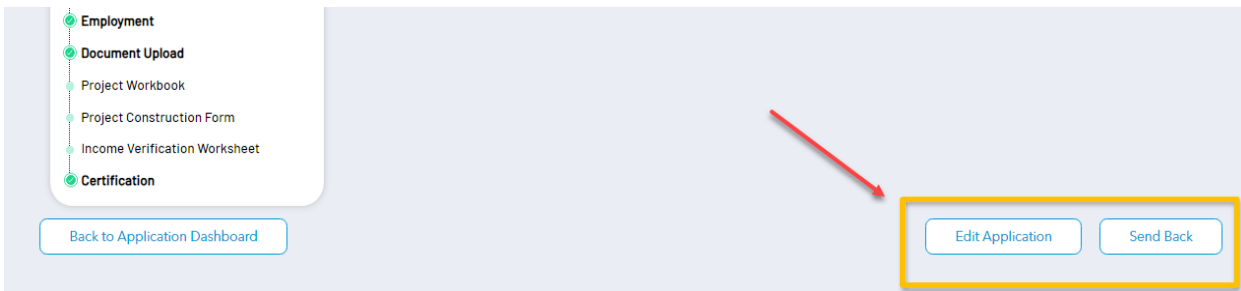
- The Home tab includes a summary of applications submitted to the FHLB NY member and their current status.
- b. From the 'Applications' tab, navigate to the submitted application(s).
 - Members can filter applications by status, round name, sponsor name, and application name.



- c. Once the application has been selected, the user can review all inputs and documentation uploaded with the application.



- d. Review the application for accuracy prior to submitting to the FHLB NY. If an area of the application requires updates by the sponsor, select the **[Send Back]** function to return the application to the sponsor.
 - Upon sending back the application to the sponsor, the sponsor and project team must log in to the system, make edits, and re-submit the application to the FHLB NY member.
 - The 'Send Back' function can be accessed from any section of the application.



- e. The member user has the ability to edit the application should they need to upload documentation on behalf of the project team. Select the **[Edit Application]** function.
 - Once an application has been edited by the FHLB NY member, it cannot be sent back to the sponsor and project team for further edits.

AHP Test Document - Copy (2).pdf

Edit Application

As a Member, you can either edit or send back the application.

Once you start editing the application, there would not be an option to send back the application to Sponsor Spons_org_3.

Do you want to proceed or edit the application?

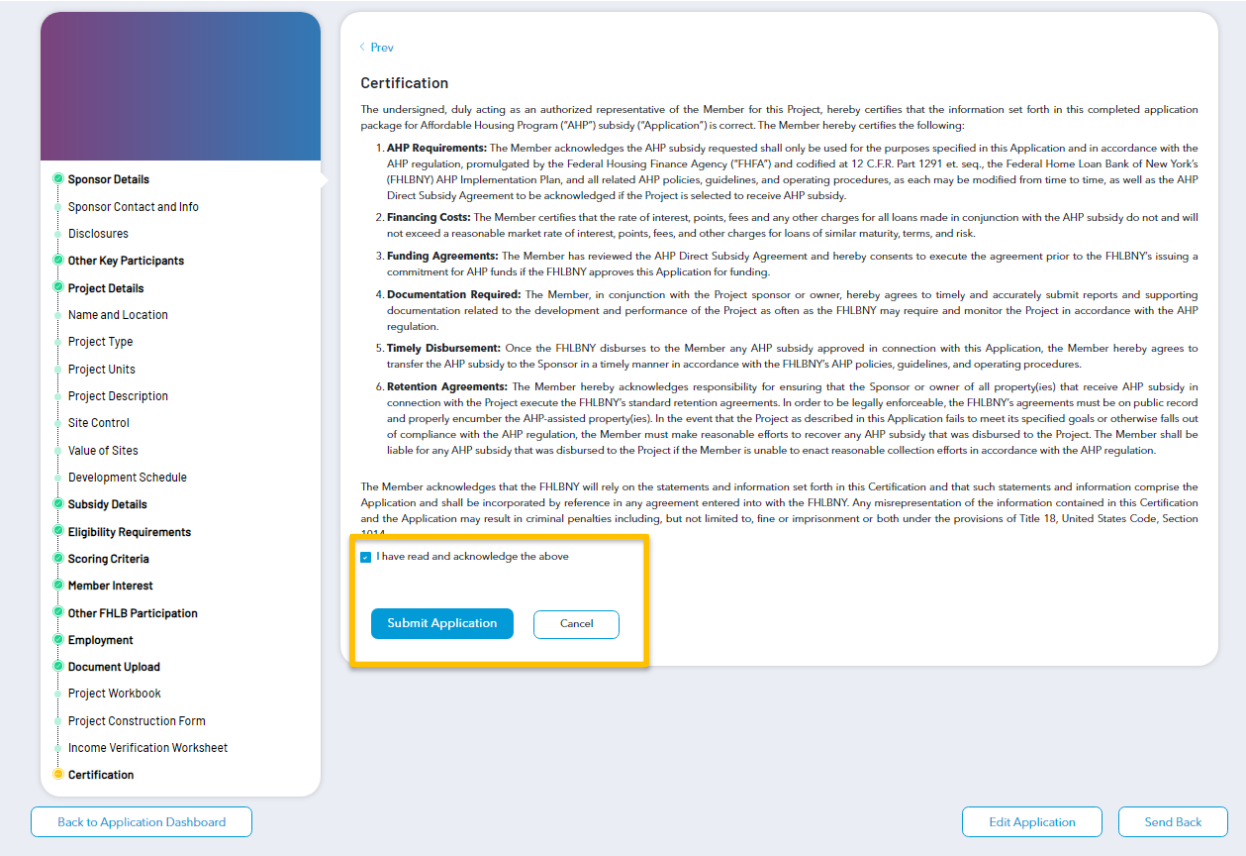
Yes, Proceed - I would like to edit the application

Send Back the Application - Sent back the application to Sponsor

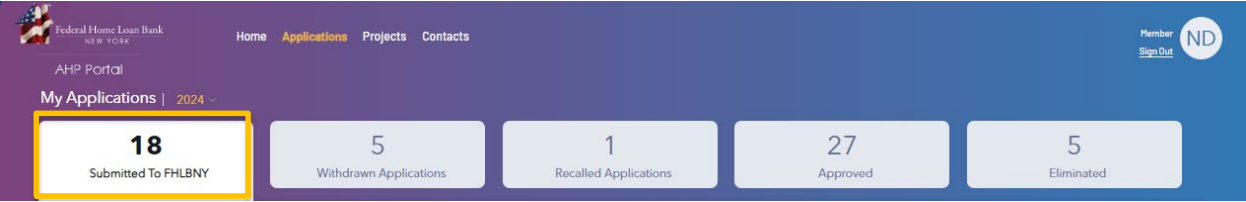
Back to Application

Member Submits the Application to the FHLBNY

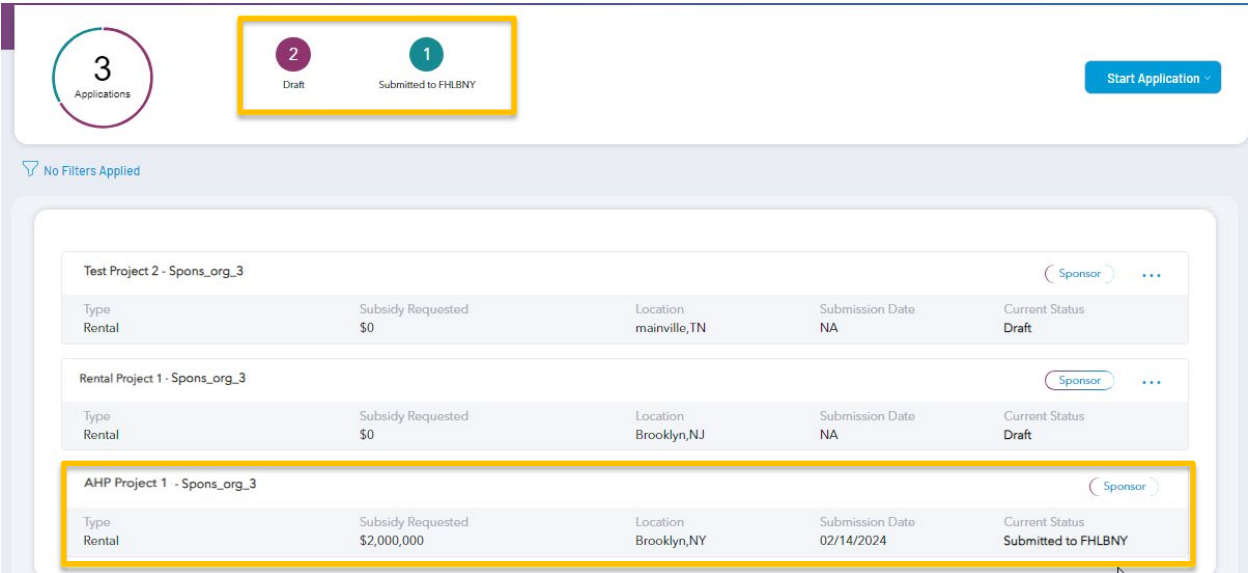
- a. Once the application has been reviewed, on the last tab check the box to acknowledge the Certification, then select [Submit Application] to submit to the FHLBNY.



- b. Once the application has been submitted, the application status will change to 'Submitted to FHLBNY' and will be grouped with other submitted applications.



- c. Once submitted, the sponsor and project contacts can access the AHP System and confirm the application status has been updated to 'Submitted to FHLBNY.'



- d. The AHP has now received your application and will perform an eligibility and scoring review once the AHP Application Round has closed.

For additional information on the AHP System, email us at AHPenrollments@fhlbny.com.

For general questions about AHP, or to schedule technical assistance for a potential application, contact AHP@fhlbny.com or (212) 441-6850.