

## How to Submit an Initial Monitoring Reporting Item

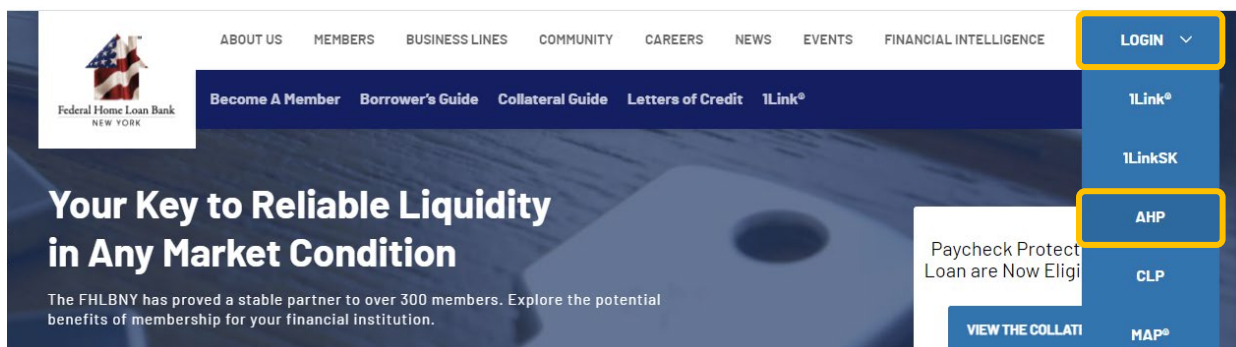
During the AHP Initial Monitoring Reporting (IMR) phase, the FHLBNY gathers and completes analysis of documentation to determine if satisfactory progress is being made towards full occupancy, subsidies were used for eligible purposes, costs were reasonable, and services have been provided.

**During this timeframe the sponsor is required to submit IMR items via the AHP System.** A list of required IMR Items is generated when a project completes the Progress Reporting phase and will be viewable to the sponsor within the Project Summary page in the AHP System.

To review the project status and complete an IMR item, the sponsor must use the FHLBNY's AHP System, accessible via the FHLBNY's website at [www.fhlbny.com](http://www.fhlbny.com).

### 1. Access the AHP System

- A. On the FHLBNY's homepage, go to the 'LOGON' drop-down at the top right corner and select **[AHP]**.

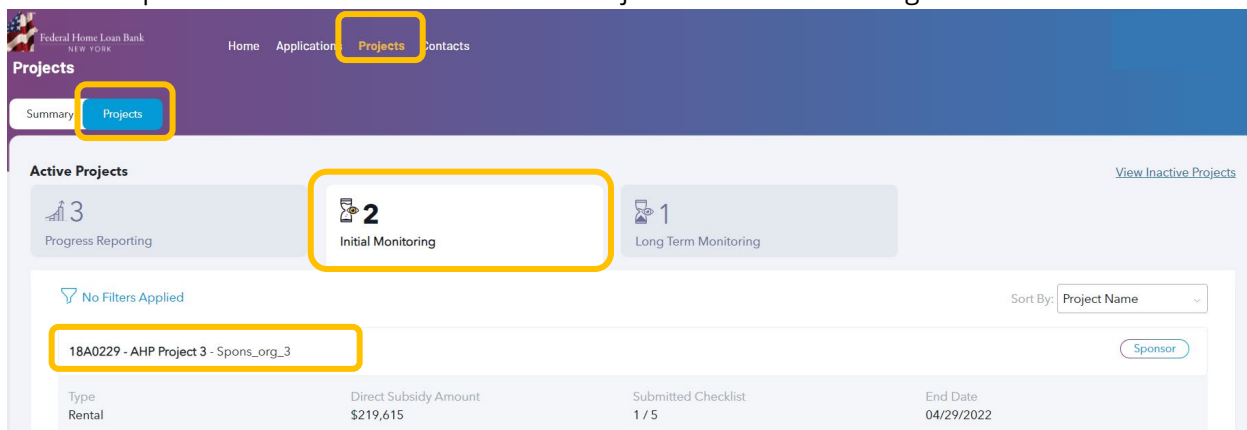


- B. Log in with the credentials provided to you by the FHLBNY.

*Note: To learn more about AHP System access, visit <https://www.fhlbny.com/community/housing-programs/ahp-system/>.*

### 2. Select an IMR Item to Complete

- A. Select the **[Projects]** tab and navigate to the 'Projects' dashboard to access the project you would like to complete an IMR Item for under 'Active Projects > Initial Monitoring'.



- B. Under the 'AHP Lifecycle Phases' section on the project dashboard, select an IMR item to complete.

**18A0229 - AHP Project 3 - Rental - Initial Monitoring** Files(4) ...

Next In Timeline: Long Term Monitoring

Commitment Executed 6 Month 12 Month 18 Month 24 Month 30 Month 36 Month 42 Month 48 Month Initial Monitoring Long Term Monitoring

**Project Details** [View Project Details](#)

Sponsor Spons_org_3	Member Mem_org_3	Location	Round Name 2018A
AHP Assisted Units 6	Commitment Date 11/15/2018	Construction (%) -	Occupancy (%) -

**AHP Lifecycle Phases Initial Monitoring Checklist**

5 Documents 2 Not Submitted 2 Submitted to FHLBNY 1 Approved

Title	Submitted Date	Status
<a href="#">Rental Project Workbook</a>	04/26/2023	Approved
<a href="#">Income Verification Sheet</a>	04/26/2023	Submitted to FHLBNY
<a href="#">Retention Documents</a>	-	Not Submitted

- C. Complete the required fields and/or upload supporting documentation, add any additional comments or clarifications to the 'Comment' section and submit the IMR item to the FHLBNY.

**18A0229 - AHP Project 3 - Rental - Initial Monitoring** Files(4) ...

**Documents Details**

Title Retention Documents	Member Mem_org_3	Status Not Submitted
------------------------------	---------------------	-------------------------

**Retention Documents**

Description  
A copy of the executed and recorded AHP subordinate mortgage that was sent for public recording with the County Clerk's office. For projects utilizing LIHTC's, provide the AHP-121 Rider to Subordinate Mortgage that was sent for recording.

Upload all supporting documentation

Upload

0 Comment

Add comment

Type your comments

Add Reset

Submit Cancel Save & Exit

- D. Once the IMR item is submitted to the FHLBNY, the status for the item will change to ‘Submitted to FHLBNY’. If additional information or documentation is required, AHP staff will reach out to the sponsor directly or will send back the submitted IMR item for further edits.

Initial Monitoring Checklist		
<div>4</div> <div>Documents</div>	<div>3</div> <div>Not Submitted</div>	<div>1</div> <div>Submitted to FHLBNY</div>
Title	Submitted Date	Status
<a href="#">Low Income Housing Tax Credits</a>	-	Not Submitted
<a href="#">Rental Project Workbook</a>	03/30/2023	Submitted to FHLBNY
<a href="#">Final Cost Certification</a>	-	Not Submitted

- E. When an IMR item has been reviewed and is deemed acceptable by the AHP staff, the item will be marked as ‘Approved’, and the status will be visible to the sponsor and member within the project dashboard.

Initial Monitoring Checklist		
<div>4</div> <div>Documents</div>	<div>3</div> <div>Not Submitted</div>	<div>1</div> <div>Approved</div>
Title	Submitted Date	Status
<a href="#">Low Income Housing Tax Credits</a>	-	Not Submitted
<a href="#">Rental Project Workbook</a>	03/30/2023	Approved
<a href="#">Final Cost Certification</a>	-	Not Submitted
<a href="#">Income Verification Sheet</a>	-	Not Submitted

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