## 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.

1. Access the AHP System

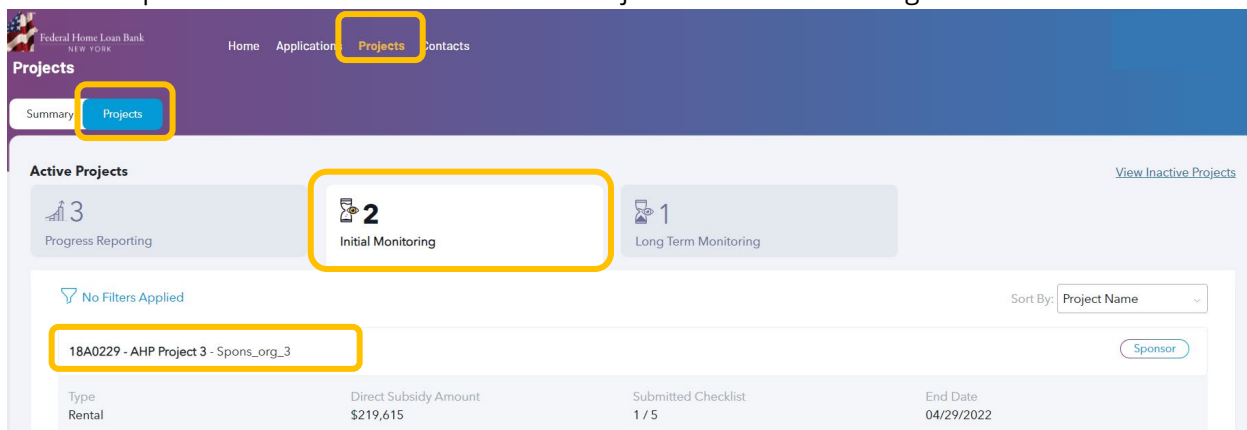A. On the FHLBNY's homepage, go to the 'LOGON' drop-down at the top right corner and select [**AHP**].
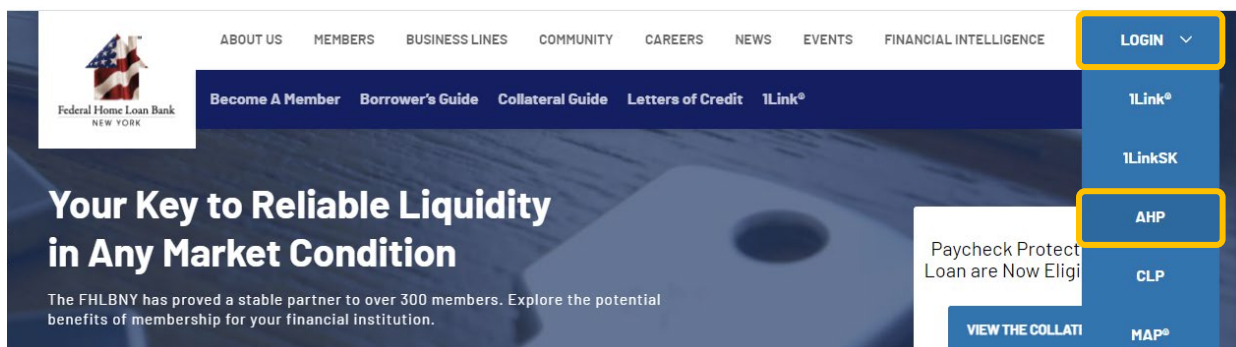
B. Log in with the credentials provided to you by the FHLBNY.

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.

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.

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

4 Documents   **3** Not Submitted   **1** Submitted to FHLBNY

Title	Submitted Date	Status
Low Income Housing Tax Credits	-	Not Submitted
Rental Project Workbook	03/30/2023	Submitted to FHLBNY
Final Cost Certification	-	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

4 Documents   **3** Not Submitted   **1** Approved

Title	Submitted Date	Status
Low Income Housing Tax Credits	-	Not Submitted
Rental Project Workbook	03/30/2023	Approved
Final Cost Certification	-	Not Submitted
Income Verification Sheet	-	Not Submitted

For additional information on IMR requirements, see the AHP Implementation Plan.