

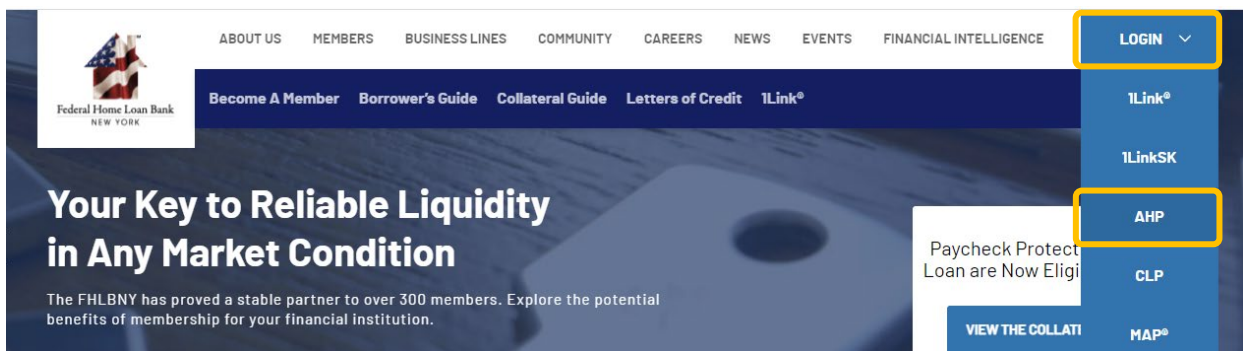
## How to Submit a Progress Milestone Report

During the AHP Progress Reporting phase, the FHLBNY reviews project milestones to ensure that progress is being made toward project's completion. The project Sponsor is required to submit progress milestone reports in 6-month intervals during this timeframe. The FHLBNY reserves the right, in its sole discretion, to cancel the AHP commitment or recapture funds, at any time during the Progress Reporting period, if the project does not demonstrate satisfactory advancement as per the project milestones.

To review the project status and complete a progress Milestone Report, 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 homepage, go to the 'LOGIN' drop-down at the top right corner and select **[AHP]**.



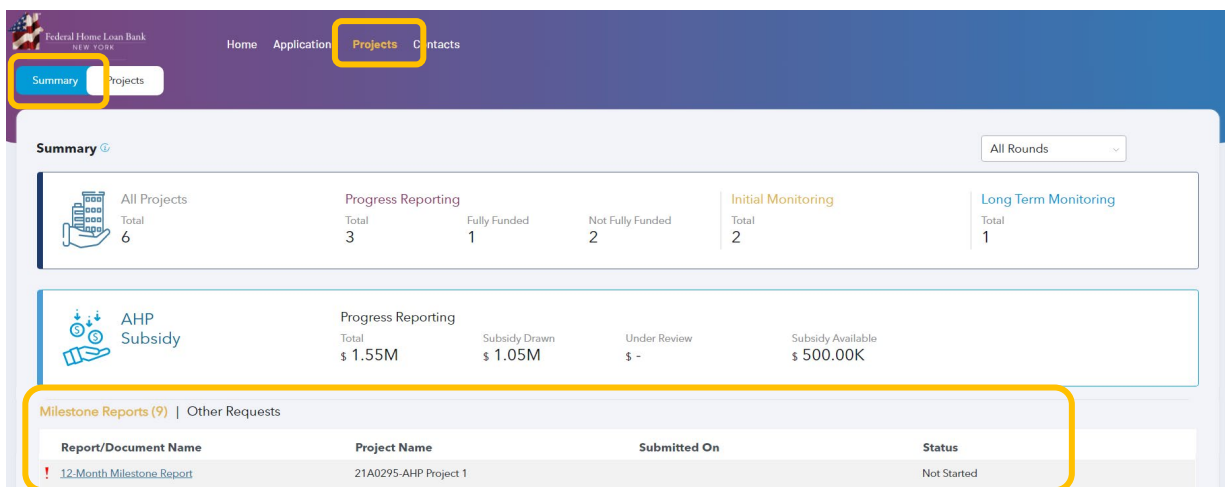
- B. Login with the credentials provided to you by the FHLBNY.

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

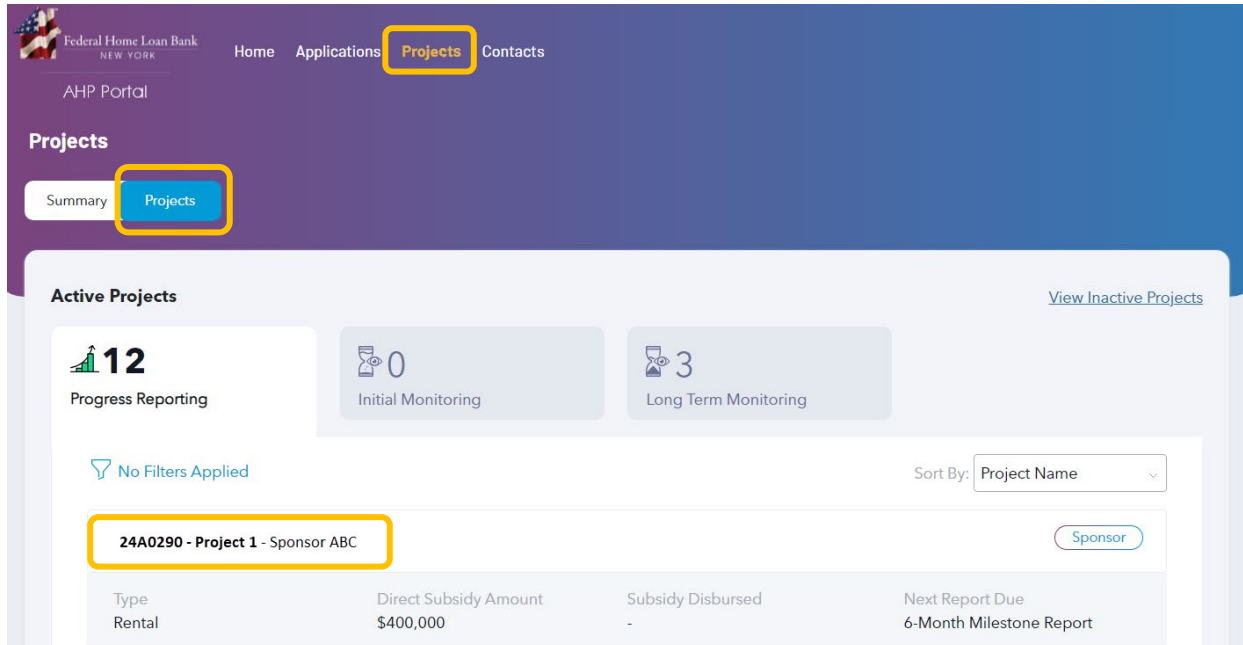
### 2. How to Locate and Complete a Pending Milestone Report

Upcoming and past due Milestone Reports will display under the **[Projects]** module, within the Summary dashboard, and within the individual project page.

- A. To open an upcoming or a past due Milestone Report from the Summary dashboard, navigate to the **[Project]** module, select the **[Summary]** tab. Pending milestone report(s) can be located under the **[Milestone Reports]** section at the bottom of the dashboard. Select the milestone report to open.



- B. An upcoming or a past due Milestone Report can also be opened and completed directly from the individual project page. Select the **[Projects]** module and navigate to the 'Projects' dashboard to view the AHP projects in your pipeline. Select the project to view the individual project dashboard and associated actions.



**Active Projects** [View Inactive Projects](#)

**12** Progress Reporting

**0** Initial Monitoring

**3** Long Term Monitoring

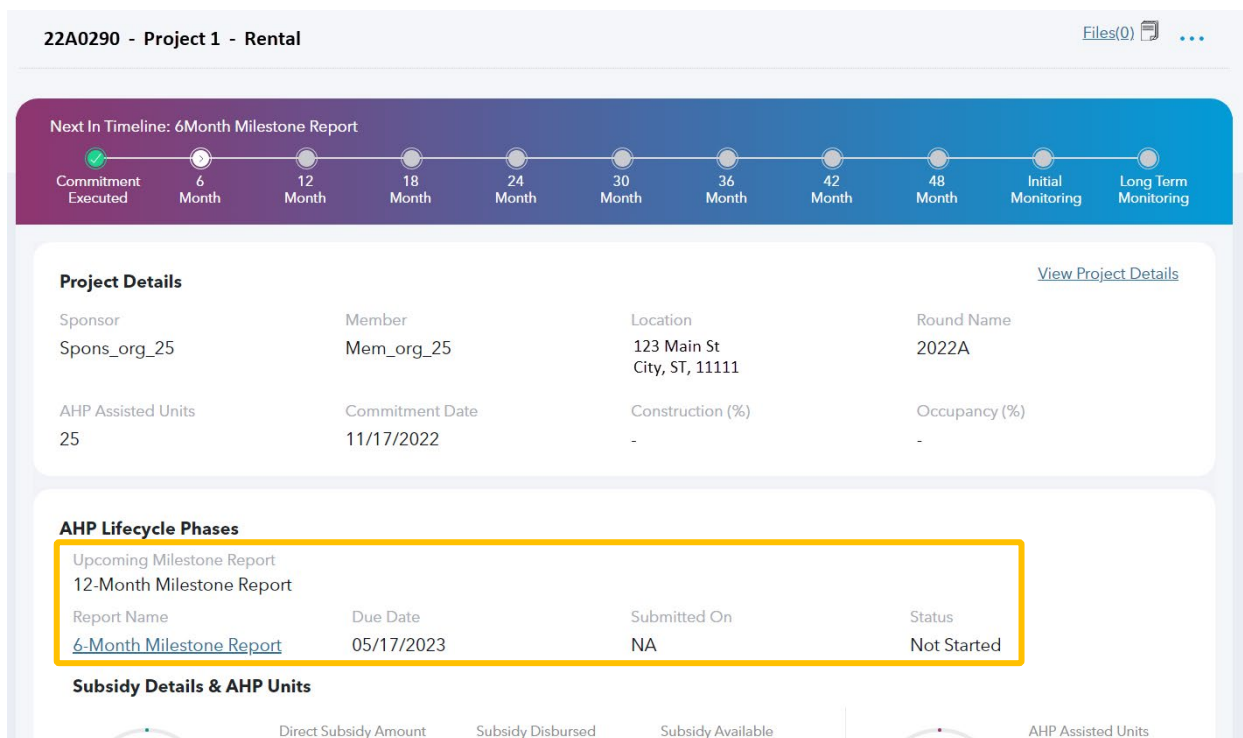
No Filters Applied

Sort By: Project Name

**24A0290 - Project 1 - Sponsor ABC** [Sponsor](#)

Type	Direct Subsidy Amount	Subsidy Disbursed	Next Report Due
Rental	\$400,000	-	6-Month Milestone Report

Milestone Reports are located under the 'AHP Lifecycle Phases' section.



**22A0290 - Project 1 - Rental** [Files\(0\)](#) [...](#)

Next In Timeline: 6Month Milestone Report

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	Member	Location	Round Name
Spons_org_25	Mem_org_25	123 Main St City, ST, 11111	2022A
AHP Assisted Units	Commitment Date	Construction (%)	Occupancy (%)
25	11/17/2022	-	-

**AHP Lifecycle Phases**

Upcoming Milestone Report

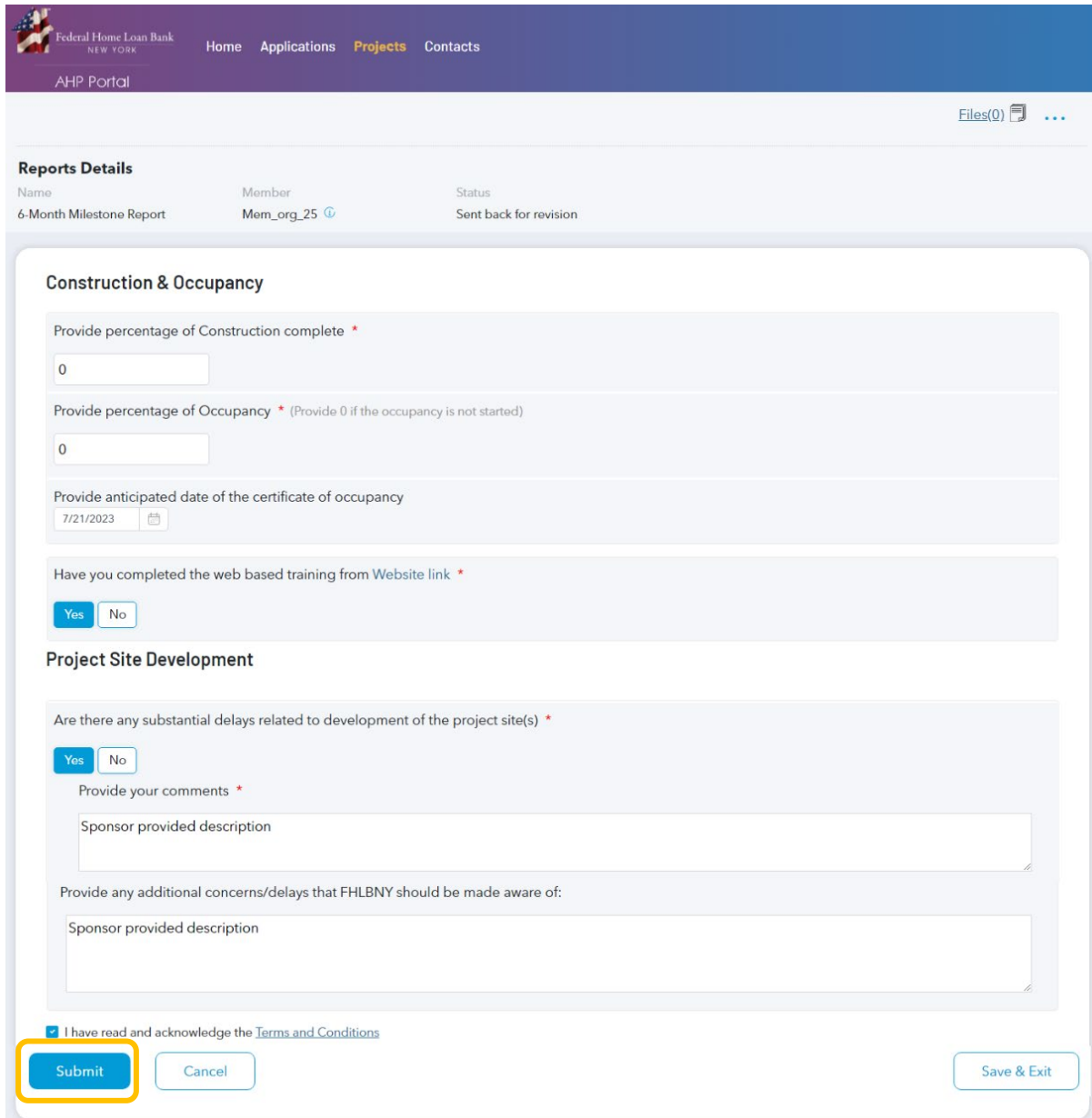
12-Month Milestone Report

Report Name	Due Date	Submitted On	Status
<a href="#">6-Month Milestone Report</a>	05/17/2023	NA	Not Started

**Subsidy Details & AHP Units**

Direct Subsidy Amount	Subsidy Disbursed	Subsidy Available	AHP Assisted Units

- C. Complete all applicable fields within the Milestone Report, upload required supporting documentation and select the **[Submit]** button to submit the milestone report to the FHLBNY for review.



The screenshot shows the AHP Portal interface. At the top is a navigation bar with the Federal Home Loan Bank New York logo and links for Home, Applications, Projects (highlighted), and Contacts. Below the navigation bar is the 'AHP Portal' header. The main content area is titled 'Reports Details' and shows a table with one row: '6-Month Milestone Report' by member 'Mem\_org\_25' with a status of 'Sent back for revision'. Below this is a form titled 'Construction & Occupancy' with three sections: 1) 'Provide percentage of Construction complete' with a text input field containing '0'. 2) 'Provide percentage of Occupancy' with a text input field containing '0'. 3) 'Provide anticipated date of the certificate of occupancy' with a date picker set to '7/21/2023'. Below these is a section 'Have you completed the web based training from Website link' with 'Yes' and 'No' radio buttons. The next section is 'Project Site Development' with a 'Are there any substantial delays related to development of the project site(s)' question and 'Yes'/'No' radio buttons. Below this are two text areas for 'Provide your comments' and 'Provide any additional concerns/delays that FHLBNY should be made aware of:'. At the bottom of the form is a checkbox 'I have read and acknowledge the Terms and Conditions' which is checked. Below the checkbox are three buttons: 'Submit' (highlighted with a yellow border), 'Cancel', and 'Save & Exit'.

*Note: Fields marked with a [\*] are required and you will not be able to submit without completing them.*

For detailed information on Progress Reporting requirements, see the [AHP Implementation Plan](#).