# 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.

1. Access the AHP System

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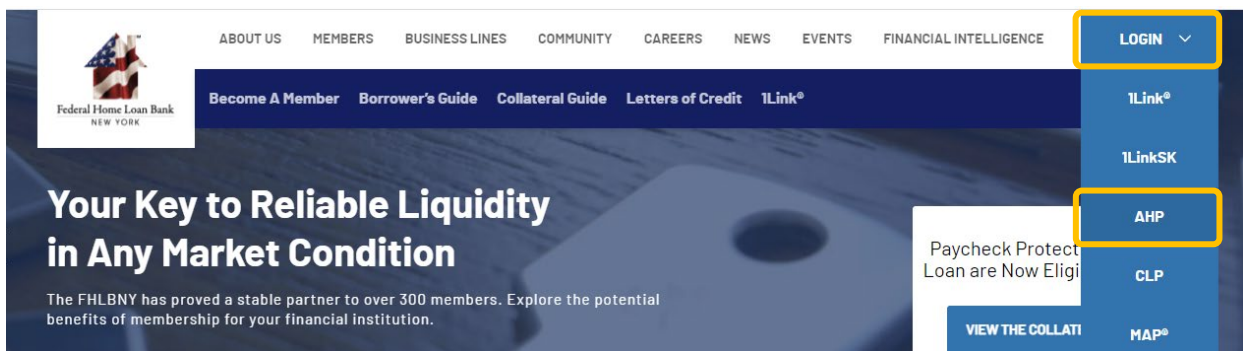
B. Login with the credentials provided to you by the FHLBNY.

Note: To learn more about AHP System access, visit https://www.fhlbny.com/community/housing-programs/ahp-system/.
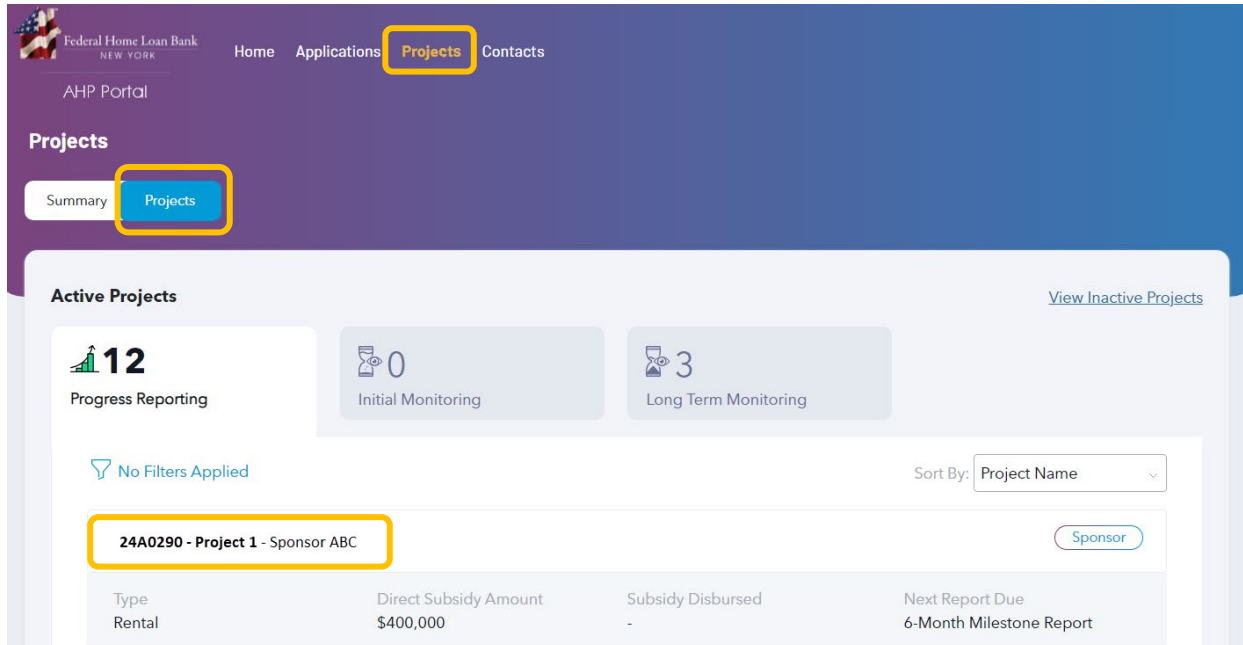
2. How to Locate and Complete a Pending Milestone Report

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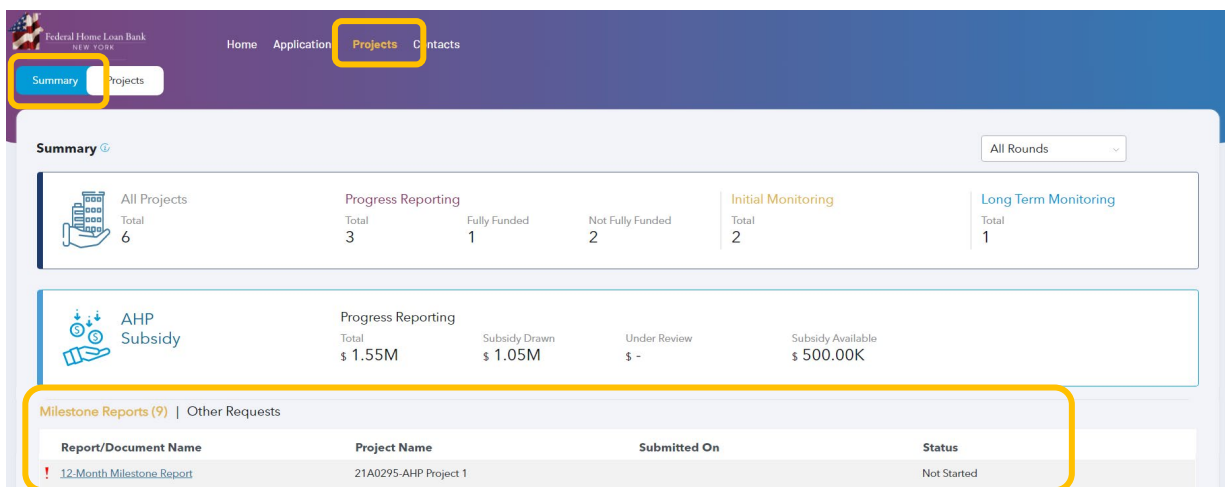
B. An upcoming or a past due Milestone Report can also be opened and completed directly from the individual project page. Select the [**Projects**] module and navigate to the 'Projects' dashboard to view the AHP projects in your pipeline. Select the project to view the individual project dashboard and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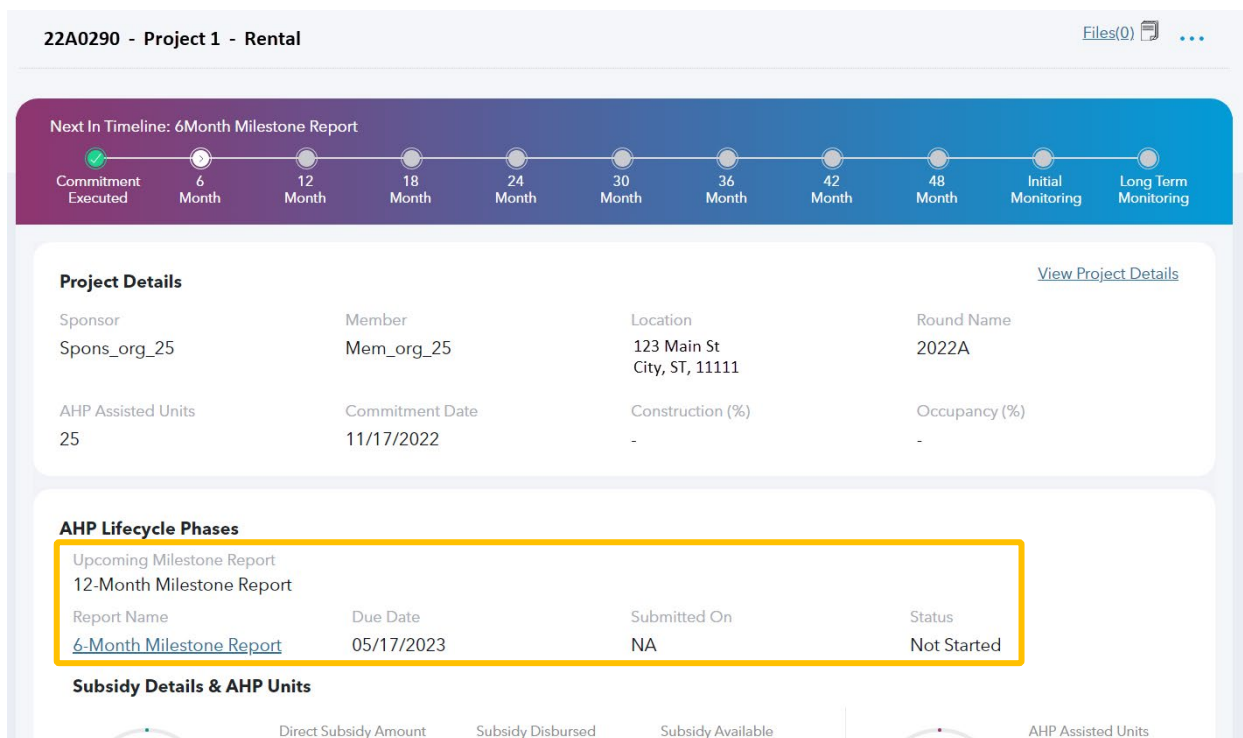
Milestone Reports are located under the 'AHP Lifecycle Phases' section.

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.

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.