

How to Submit a Long-Term Monitoring Item

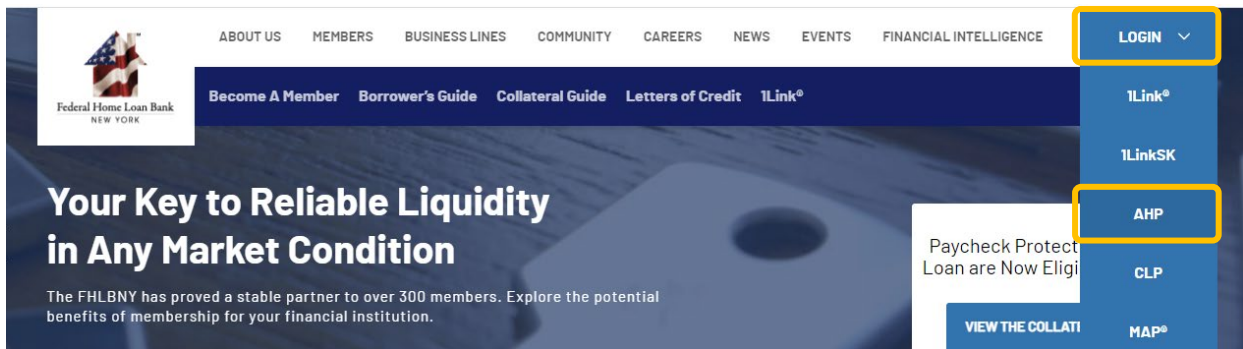
All AHP-assisted projects must continue to comply with the requirements of the AHP Regulation and meet the income targeting and rent commitments set forth in the approved AHP application for a finite period of time, known as the “Retention Period.” During this time, the project must continue to operate in accordance with the representations made in the AHP application or subsequent modifications.

The Long-Term Monitoring period and Long-Term Monitoring (LTM) compliance reporting requirements differ based on the type of project. During the LTM phase, a sponsor may be required to submit an Annual Certification, a Status Report, or other documentation requested by the FHLBNY.

To review the project status and complete a required LTM 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 ‘LOGIN’ drop-down at the top right corner and select **[AHP]**.

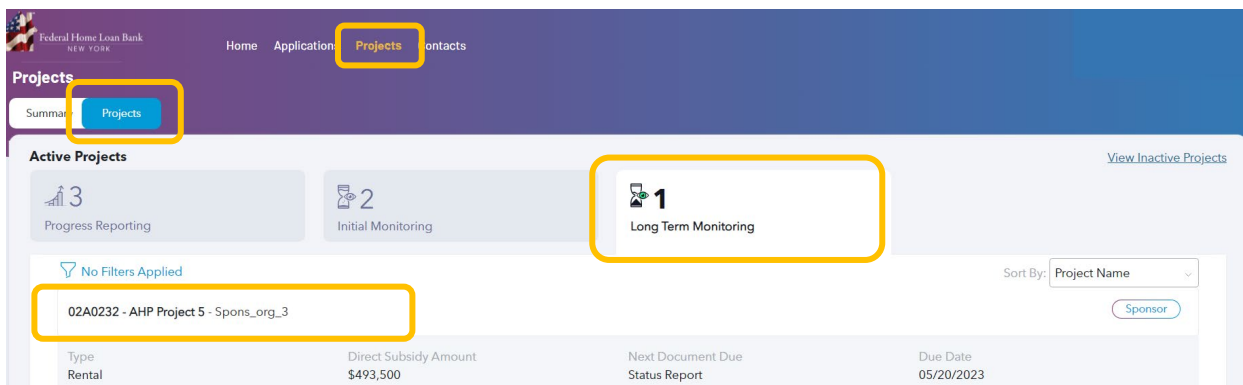


- B. Log in with the credentials provided to you by the FHLBNY.

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

2. Select an LTM Item to Complete

- A. Select the **[Projects]** module and navigate to the **[Projects]** tab, then select the **[Long Term Monitoring]** section and select a project in the LTM phase.



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

08A0201 -- Project #4 -- Long Term Monitoring Files(0) ...

Next In Timeline: Archival

Commitment Executed Initial Monitoring Long Term Monitoring

Project Details [View Project Details](#)

Sponsor	Member	Location	Round Name
Sponsor ABC	Member ABC	123 Main Street City, State, 12345	2008A
AHP Assisted Units	Commitment Date	Construction (%)	Occupancy (%)
123	07/15/2008	-	-

AHP Lifecycle Phases

Long Term Monitoring Documents

Title	Due Date	Submitted Date	Status
Annual Certification - 2023	09/29/2023	-	Not Submitted
Status Report - 2024	09/29/2024	-	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 LTM item to the FHLBNY.

02A0232 - AHP Project 5 - Rental - Long Term Monitoring Files(2) ...

Documents Details

Title: Annual Certification - 2023 Member: Mem_org_3

Annual Certification - 2023

Description: Annual Certification

Upload the document *

Upload File 1: Annual Cert.pdf

0 Comment

Add comment

Type your comments

Add Reset

Submit Cancel Save & Exit

- D. Once the LTM 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 LTM item for further edits.

AHP Lifecycle Phases

Long Term Monitoring Documents ⓘ

Title	Due Date	Submitted Date	Status
Status Report - 2022	09/29/2022	03/30/2023	Submitted to FHLBNY
Annual Certification - 2022	09/29/2022	-	Not Submitted
Annual Certification - 2023	09/29/2023	-	Not Submitted

- E. When an LTM 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.

AHP Lifecycle Phases

Long Term Monitoring Documents ⓘ

Title	Due Date	Submitted Date	Status
Annual Certification - 2023	09/29/2023	-	Not Submitted
Status Report - 2024	09/29/2024	-	Not Submitted
Annual Certification - 2024	09/29/2024	-	Not Submitted

Completed LTM Documents (1) ^

Title	Due Date	Submitted Date	Approved Date	Status
Status Report - 2022	09/29/2022	03/30/2023	03/30/2023	Approved

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