

How to Request a Drawdown under an AHP Commitment

A member that maintains an active AHP General Fund commitment may submit a request to draw down on behalf of the project sponsor all or part of the AHP subsidy reservation at their discretion subject to review and approval by the FHLBNY.

The project sponsor must initiate a drawdown request via the AHP System, complete all required sections, and submit the request to the member for review and submission to the FHLBNY.

1. Access the AHP System

- A. On the FHLBNY’s homepage, under the ‘LOGIN’ drop-down, select [FHLBNY Access].



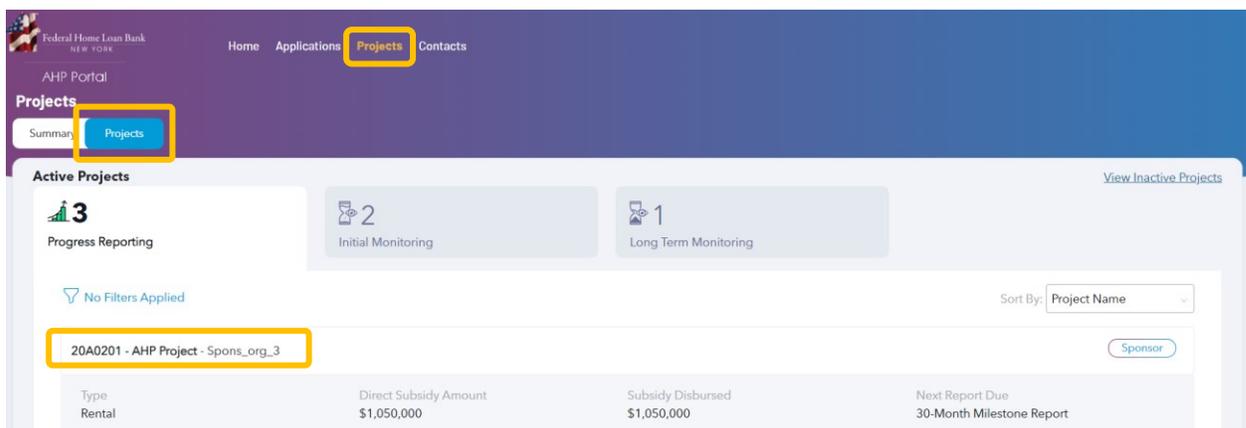
- B. Log In with the credentials provided to you by the FHLBNY.

Note: To learn more about AHP System access, visit <https://www.fhlbny.com/fhlbny-access/#AHPSystem>.

2. Sponsor Initiates a Drawdown Request from the Project Dashboard

- A. Select the [Projects] tab and navigate to the ‘Projects’ dashboard to access the project you would like to request a drawdown for under ‘Active Projects > Progress Reporting’.

Note: You can filter by project name.



- B. Scroll down to the 'Drawdown Request' section and select [Request Drawdown] to begin the drawdown request.

21A0295 - AHP Project 1 - Rental Progress Reporting Files(0) ...

Next In Timeline: 18Month 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_3	Mem_org_3		2021A
AHP Assisted Units	Commitment Date	Construction (%)	Occupancy (%)
74	12/15/2021	-	-

AHP Lifecycle Phases

Upcoming Milestone Report
18-Month Milestone Report

Report Name	Due Date	Submitted On	Status
12-Month Milestone Report	12/15/2022	NA	Not Started

Completed Milestones (1)

Report Title	Construction %	Occupancy %	Submitted On
6-Month Milestone Report			12/27/2022

Subsidy Details

Subsidy Disbursed	Direct Subsidy Amount	Subsidy Disbursed	Subsidy Available
	\$400,000	-	\$400,000
	Increase In Subsidy	Deobligation/Recapture	
	-	-	

Drawdown Requests Request Drawdown

No Drawdown Requested

- C. Complete the funding request section and select [Continue].

Note: The total committed AHP subsidy amount, subsidy previously disbursed and subsidy available for draw are listed within the Funding Request section to assist the sponsor in the completion of the request.

Federal Home Loan Bank NEW YORK Home Applications **Projects** Contacts

AHP Portal

21A0295 - AHP Project 1 - Rental Progress Reporting Files(0) ...

Request Details

Name	Member	Status
Drawdown - 1	Mem_org_3	Draft

Funding Request

Direct Subsidy Amount	Subsidy Disbursed	Subsidy Available
\$ 400,000	-	\$ 400,000

Select the costs for which AHP funds are requested (as part of this disbursement) *

Cost Type	Amount from AHP	Requested Amount
<input type="checkbox"/> Construction Costs	\$ 400,000	\$
<input type="checkbox"/> Rehabilitation Costs	\$ 0	\$

Total Subsidy Selected

Continue Cancel Save & Exit

Navigate through the remaining sections to answer all applicable questions and upload documents where required.

Note:

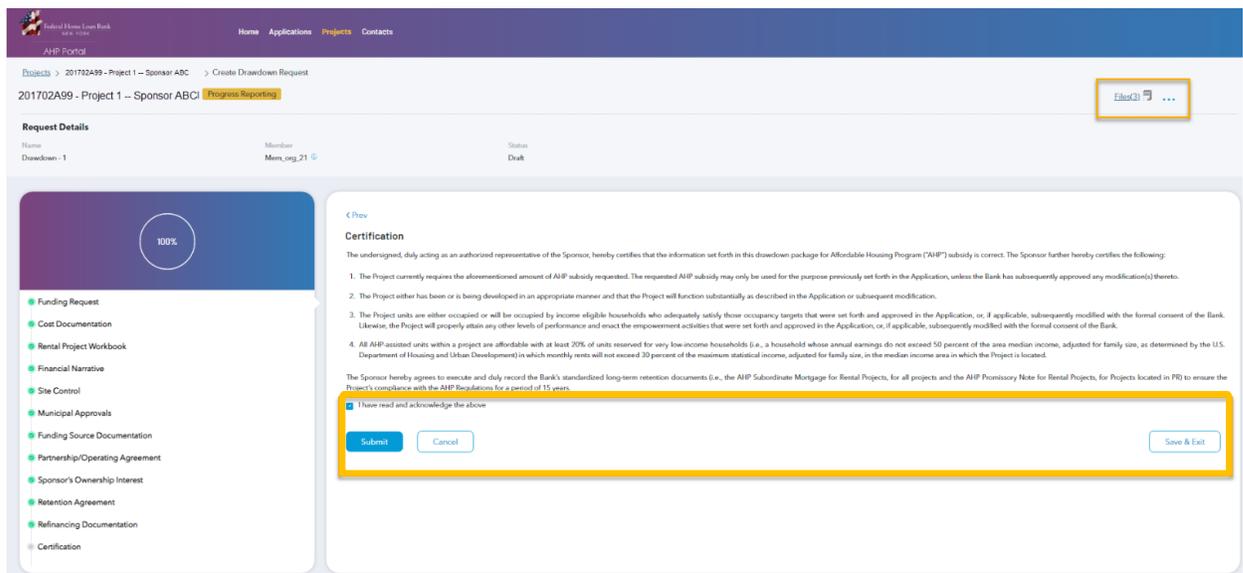
- Questions marked with a [*] are required. You will not be able to submit the request without completing all the required questions.
- Information icons [i] provide you with additional information where applicable.



D. After answering all required questions and uploading all required documents, select [Submit] to send the request to the member for review.

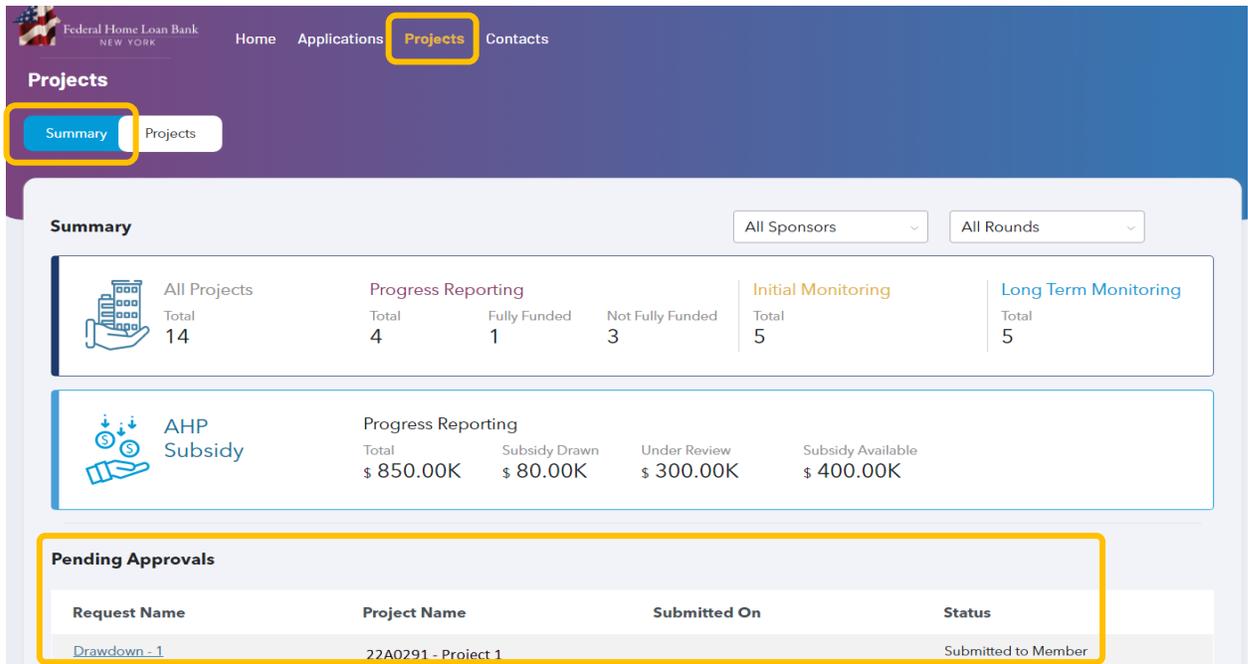
Note:

- Uploaded files are located under the 'files' section.
- Selecting [Cancel] will return you to the dashboard, and entries will not be saved.
- Selecting [Save & Exit] will save all data and uploaded documents within the request and allow you to return and submit the request later.



3. Member Reviews a Drawdown Request and Submits to the FHLBNY

- A. Select the [Projects] tab and navigate to the [Summary] dashboard. Submitted drawdown requests appear under 'Pending Approvals'.



Summary

All Sponsors | All Rounds

All Projects	Progress Reporting	Initial Monitoring	Long Term Monitoring
Total: 14	Total: 4 Fully Funded: 1 Not Fully Funded: 3	Total: 5	Total: 5

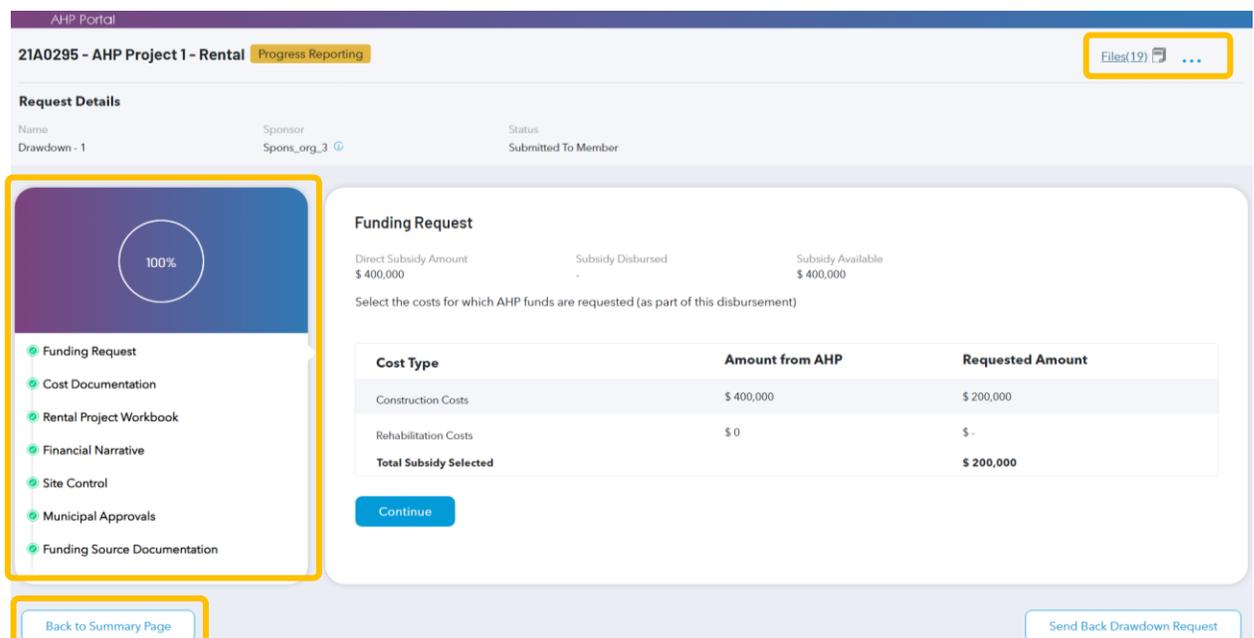
AHP Subsidy	Progress Reporting	Subsidy Drawn	Under Review	Subsidy Available
Total: \$ 850.00K	\$ 80.00K	\$ 300.00K	\$ 400.00K	

Pending Approvals

Request Name	Project Name	Submitted On	Status
Drawdown - 1	22A0291 - Project 1		Submitted to Member

- B. Review each section of the drawdown request.

Note: Files submitted by the sponsor can be opened from each respective section within the drawdown request as well as by selecting the [Files] link at the top right-hand side of the screen. Selecting the 'Back to Summary Page' button brings you back to the dashboard.



AHP Portal

21A0295 - AHP Project 1 - Rental | Progress Reporting | Files(19)

Request Details

Name: Drawdown - 1 | Sponsor: Spons_org_3 | Status: Submitted To Member

Funding Request

Direct Subsidy Amount: \$ 400,000 | Subsidy Disbursed: - | Subsidy Available: \$ 400,000

Select the costs for which AHP funds are requested (as part of this disbursement)

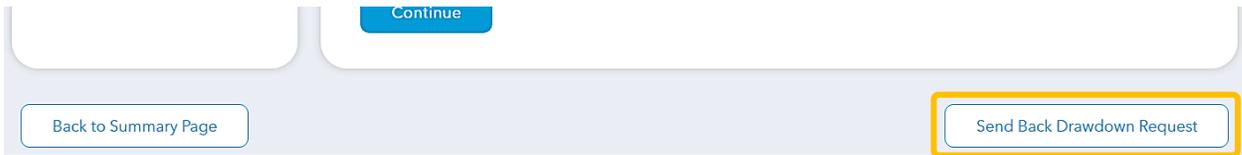
Cost Type	Amount from AHP	Requested Amount
Construction Costs	\$ 400,000	\$ 200,000
Rehabilitation Costs	\$ 0	\$ -
Total Subsidy Selected		\$ 200,000

Continue

Back to Summary Page | Send Back Drawdown Request

- C. The member is required to review the entire drawdown request, including all uploaded documentation, for accuracy and completeness.

During the member’s review of the drawdown request, the member has the option to select [Send Back Drawdown Request] to request corrections from the project sponsor.



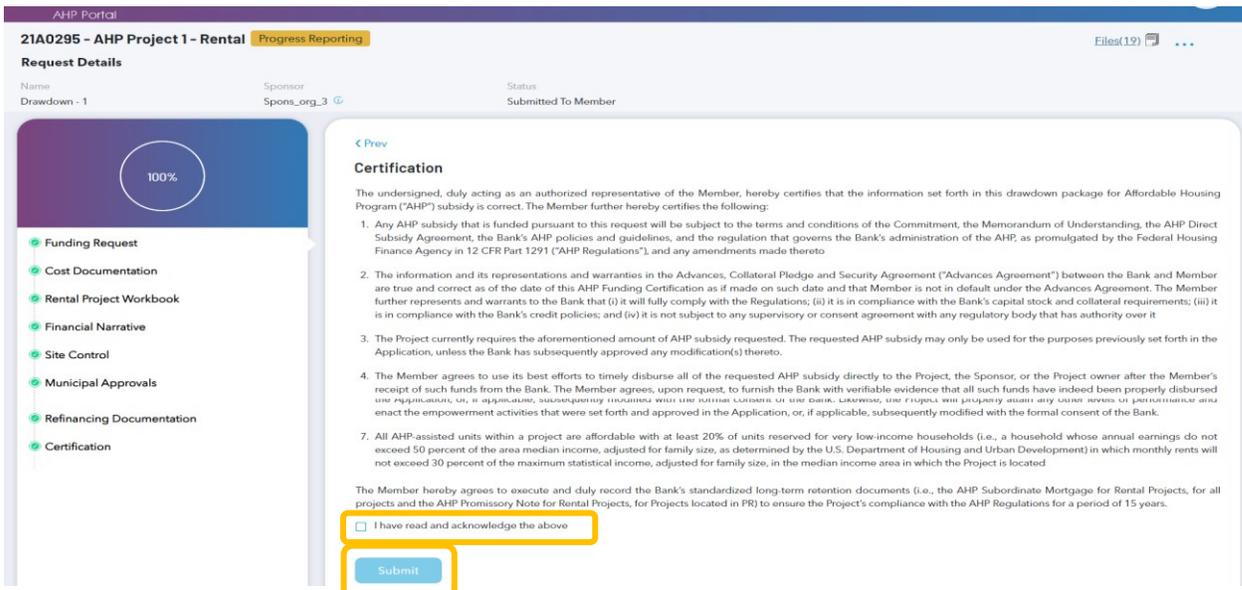
After you select the [Send Back Drawdown Request] button, you will be prompted to enter comments for the sponsor. (For example, the member may indicate to the sponsor that additional documentation is required within a particular section of the drawdown request). Select [Send Back] to complete the submission.

Send Back Drawdown Request
The drawdown request will be sent back to sponsor to do the necessary modifications.

Provide send back comments/details: (700 Character Maximum) *

Send Back
Back to Drawdown Request Page

- D. If upon review, the member deems the drawdown request complete, the member must review and acknowledge the certification on the last page and can submit the request to the FHLBNY for review.



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

Need help with the AHP System? Contact us at AHPEnrollments@fhlbny.com or call (212) 441-6850.