

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, under the 'LOGIN' drop-down, select [FHLBNY Access].



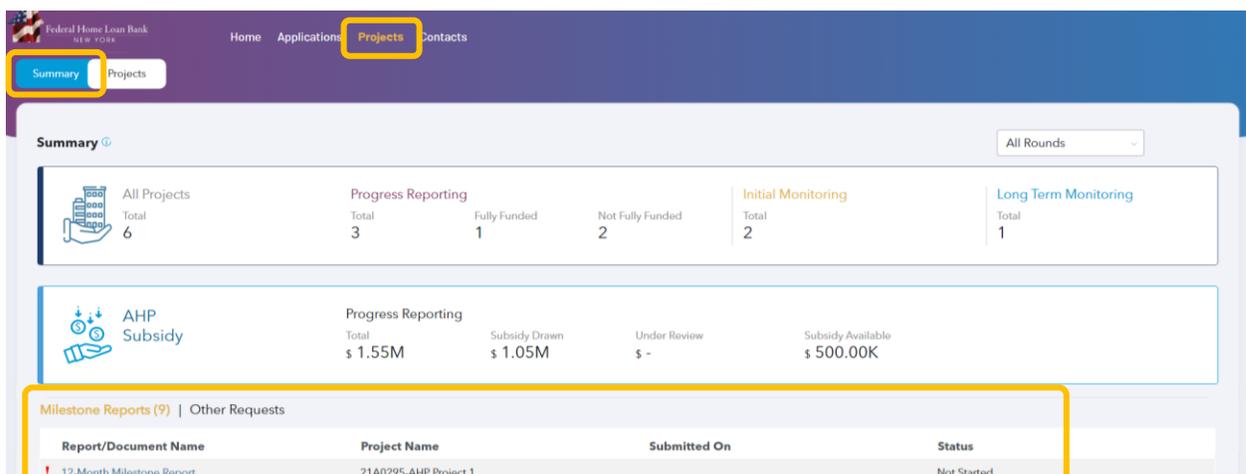
- B. Login with the credentials provided to you by the FHLBNY.

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

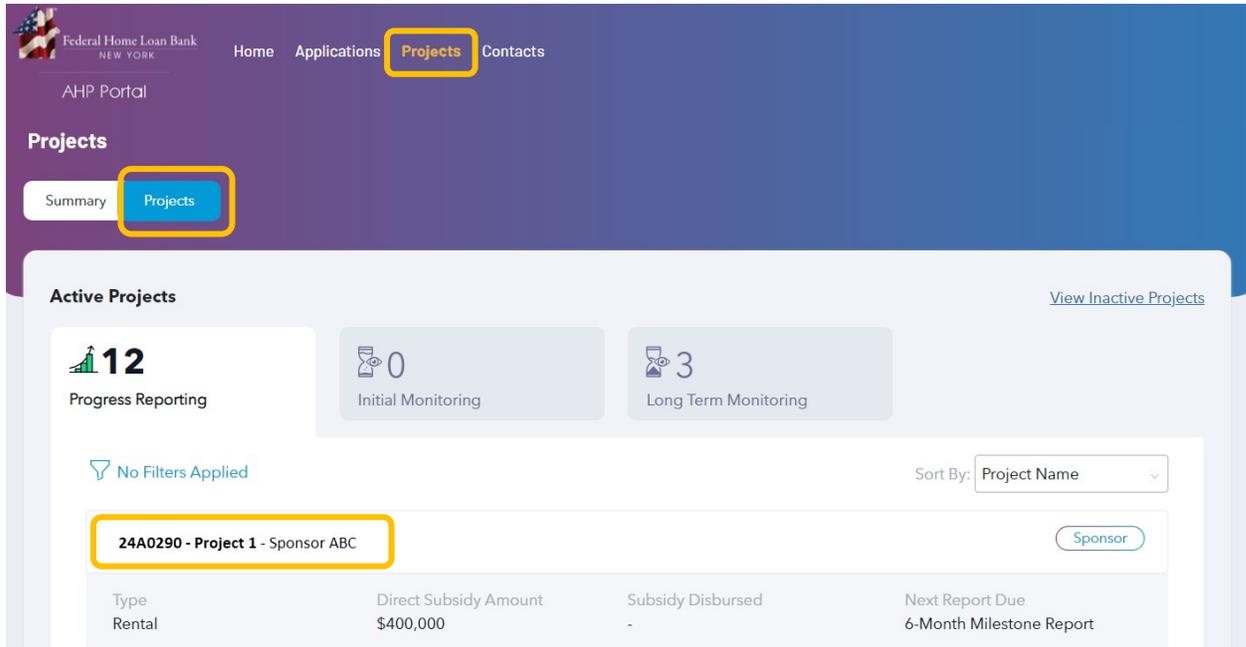
2. How to Locate and Complete a Pending Milestone Report

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

- 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](#)

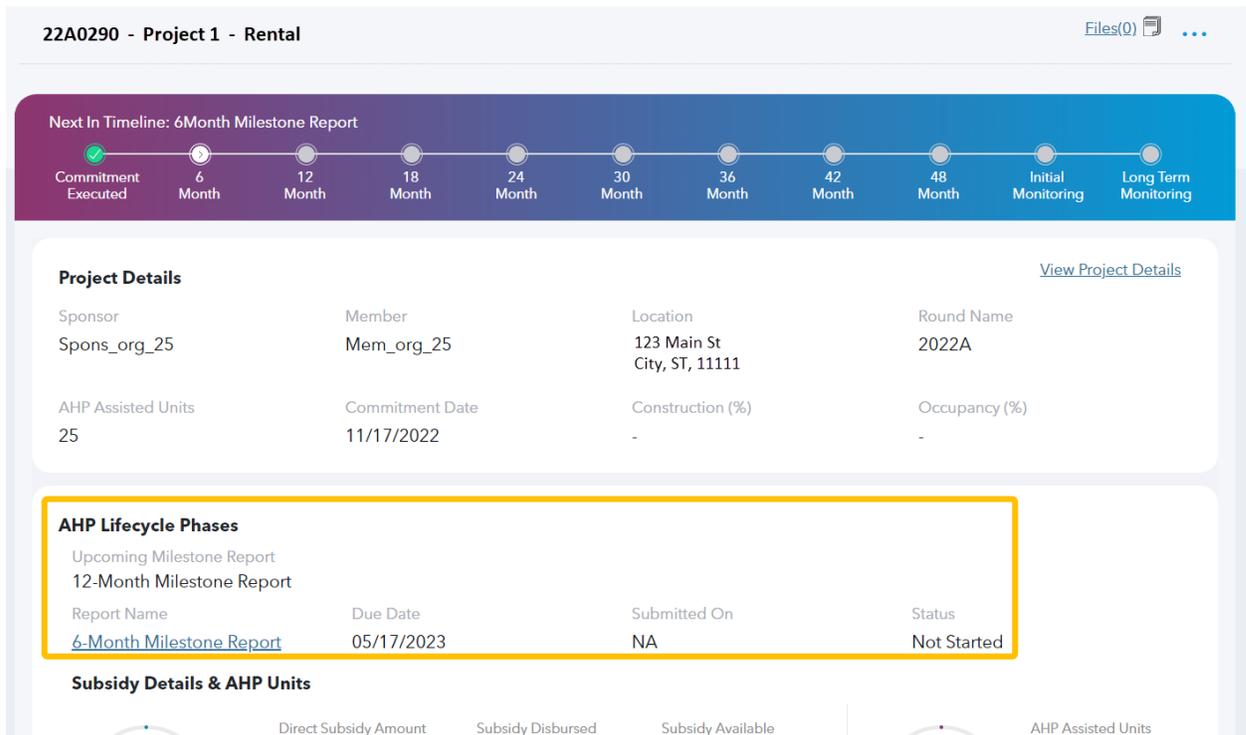
Progress Reporting: 12 | Initial Monitoring: 0 | Long Term Monitoring: 3

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

Timeline: Commitment Executed (6M), 12M, 18M, 24M, 30M, 36M, 42M, 48M, 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

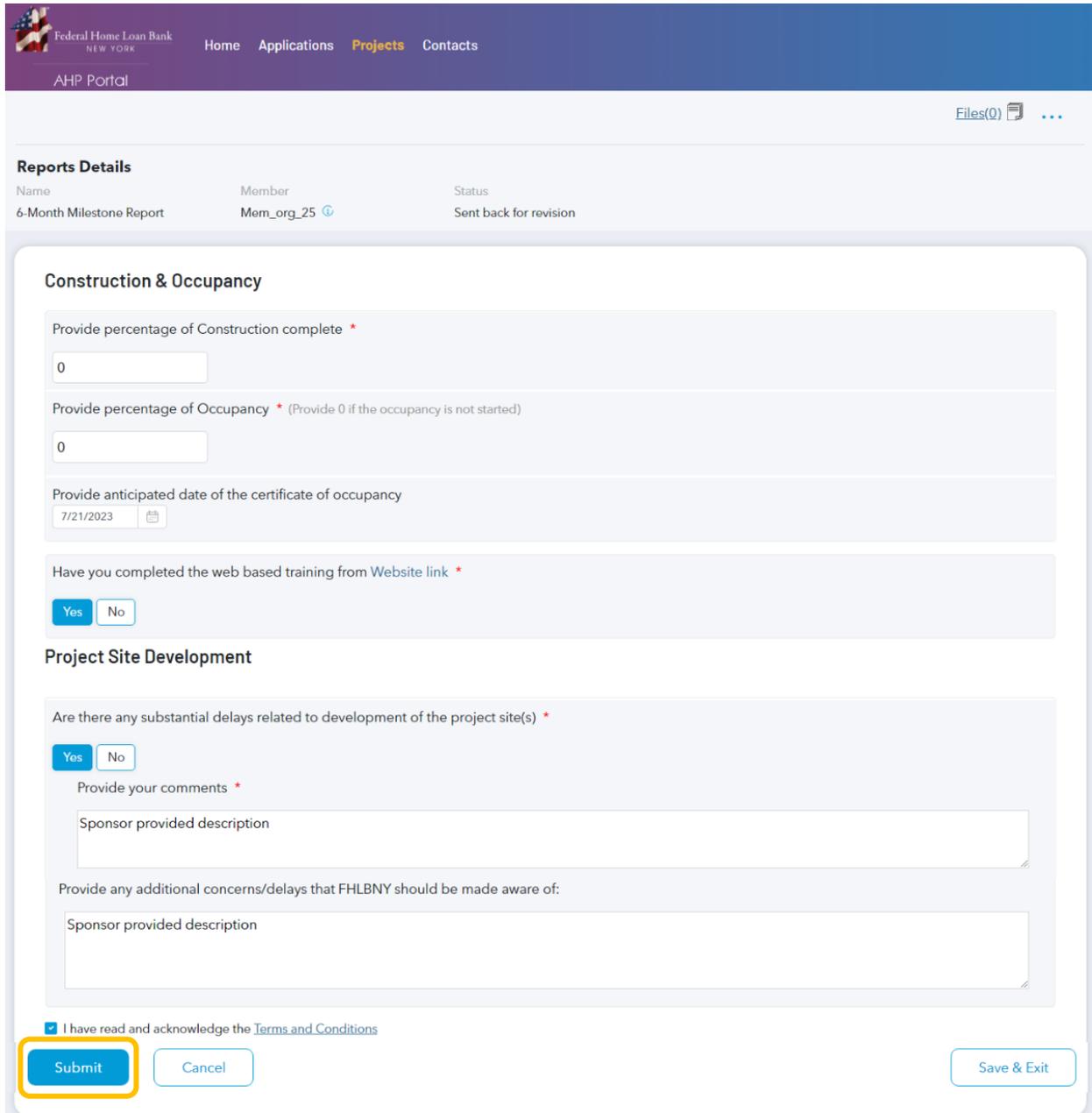
Upcoming Milestone Report
12-Month Milestone Report

Report Name	Due Date	Submitted On	Status
6-Month Milestone Report	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.



Reports Details

Name	Member	Status
6-Month Milestone Report	Mem_org_25	Sent back for revision

Construction & Occupancy

Provide percentage of Construction complete *

0

Provide percentage of Occupancy * (Provide 0 if the occupancy is not started)

0

Provide anticipated date of the certificate of occupancy

7/21/2023

Have you completed the web based training from Website link *

Yes No

Project Site Development

Are there any substantial delays related to development of the project site(s) *

Yes No

Provide your comments *

Sponsor provided description

Provide any additional concerns/delays that FHLBNY should be made aware of:

Sponsor provided description

I have read and acknowledge the [Terms and Conditions](#)

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](#).

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