FHLBank Topeka

AHP Online

Extension Requests - User Guide

Updated: September 27, 2018

FHLBank Topeka

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General Information

WHAT IS AN EXTENSION REQUEST?

Projects approved for funding by FHLBank's board of directors are required to start within 12 months of the effective date of the AHP Agreement. If a project is unable to start within that timeframe, FHLBank may, at its sole discretion grant an extension to project start of a period of six months. FHLBank will review the submitted Extension Request to determine if the project is making reasonable progress toward obtaining funding or toward completion of the project. Refer to Exhibit B: Project Eligibility, Feasibility and Competitive Program Progress Milestone Guidelines, Project Extension Milestones in the AHP IP for milestones that FHLBank will consider when reviewing an Extension Request.

FYI

Requests for extension of project start must be submitted through AHP Online.

SEMI-ANNUAL PROGRESS REPORT (SAPR) REQUEST

Unless the Extension Request is submitted during a current SAPR request period, FHLBank will generate a SAPR request through AHP Online upon receipt of the Extension Request. For further information on completing a SAPR, see "Affordable Housing Program User Guide – Semi-annual Reporting" on FHLBank's web site.

The email notification of HCD's request for a SAPR will include the date by which the SAPR must be certified and submitted by the Sponsor. FHLBank's review of the Extension Request will not be completed until the project sponsor has submitted the requested SAPR.

It is important to complete the SAPR in a timely manner. Once a SAPR has been requested, the project will be unable to do the following until the SAPR has been certified and submitted by the sponsor and approved by HCD:

- Submit pending disbursement requests
- Create a new disbursement request

PROGRAM RESOURCES

AHP Implementation Plan

Code of Federal Regulations (12 C.F.R. Part 1291)

HOURS OF OPERATION

AHP Online will be available between the hours of 6:30 a.m. to midnight (Central Time). It will be offline for routine maintenance and updates between the hours of midnight and 6:30 a.m.

TECHNICAL ASSISTANCE HOURS

Housing and Community Development (HCD) will be available to provide technical assistance from 8:00 a.m. to 5:00 p.m. (Central Time) Monday through Friday, excluding bank holidays.

HCD's toll-free number is: 1.866.571.8155.

HELPFUL HINTS

- ✓ Users must be associated with a project as a contact to request an extension.
- ✓ To navigate through the application, use the "<Previous" and ">Next" options at the bottom of the page. To avoid potential errors or loss of data, do not use the "Back" arrow at the top of your screen next to the browser bar.
- ✓ AHP Online will automatically log users off after 20 minutes of inactivity. Any non-input action, such as moving from screen to screen or saving a screen, are included in the definition of "inactivity."
- ✓ To clear the information entered on a page and start over, use the "Undo" feature.
- ✓ For optimal performance in AHP Online, FHLBank recommends using the most recent version of Internet Explorer.
- ✓ After an application is approved, consultants no longer have access through their company's login information. If a Sponsor wants a consultant to have access to AHP Online for a project, the Sponsor will need to approve the consultant as an authorized user for the Sponsor's account. The consultant will need to use a different username login for this account.
- ✓ Refer to The AHP website to obtain any documents required to request an extension.
- ✓ Always select "Save" before selecting "Next" to continue to the next page. **AHP Online does not retain unsaved data.**

FYI - Symbols

- For helpful information, select the ? on each screen.
  - Fields with ♦ must be completed before the Extension Request can be submitted.
- Fields with * must be completed before the page can be saved.

FYI – Uploading Documents

- Only one file per upload box is allowed. If the upload includes multiple files/documents, save the documents as a ZIP file or as a single PDF file.
- AHP Online accepts the following file upload types: PDF, ZIP, DOC, DOCX, XLS, XLSX.
- The maximum file size for any single upload is 50 megabytes.

FYI – Save Each Page

To ensure you work has been saved, look for the message (shown below) after saving the page.

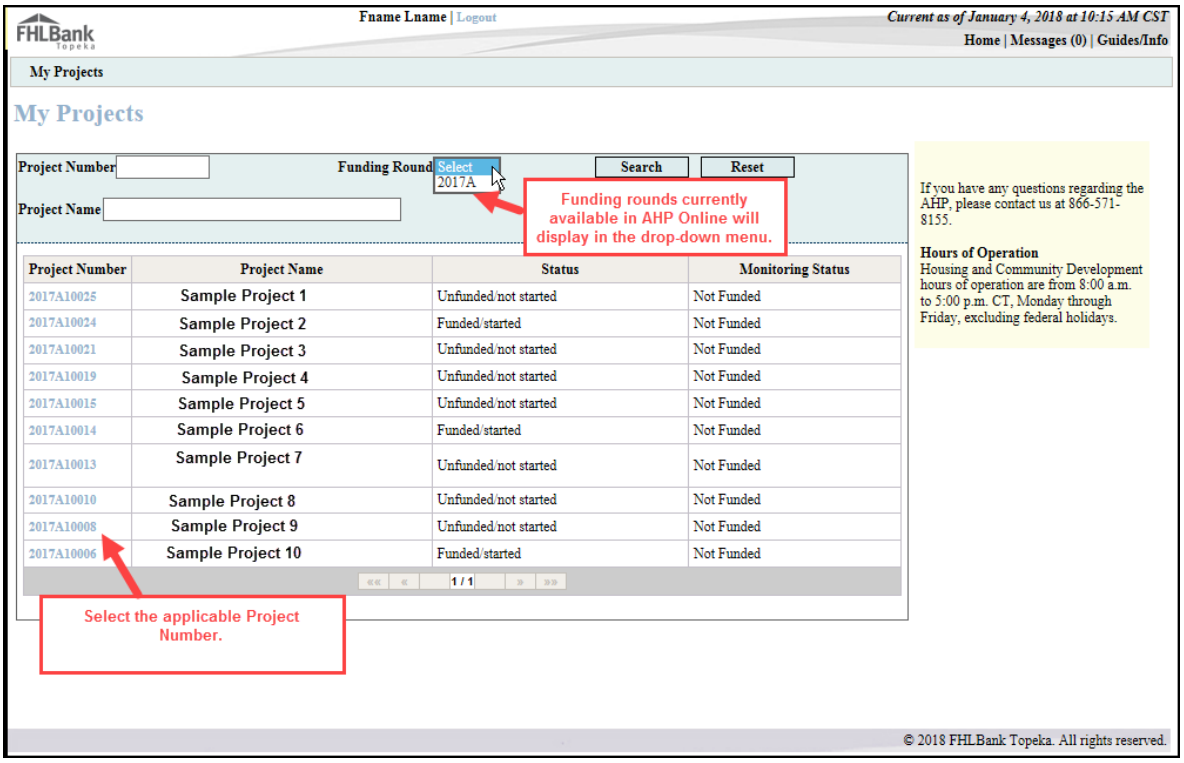
AHP Online Extension Request - Guide for Project Sponsors:

This section provides instructions for both Rental and Homeownership (Owner-occupied) Project types. Instructions that are applicable for a specific project type will be specifically identified.

NAVIGATING THE DASHBOARD

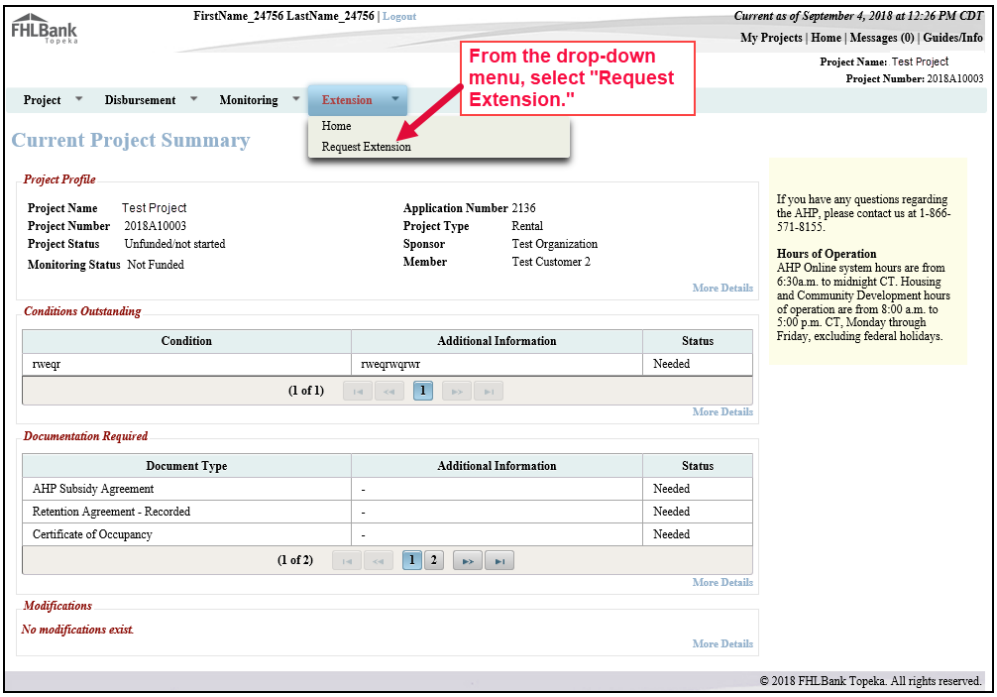
After you have logged in, you will be directed to your dashboard, also known as **MY PROJECTS**. This screen will display all projects for that sponsor.

1. If the project for which the extension is being requested is displayed, select the project number, and skip to #3 (below). Otherwise, select the Funding Round of the project for which the extension is being requested, and then select "Search."
2. The projects for that funding round will display. Select the project number for which the extension is being requested.
3. You will be directed to the **CURRENT PROJECT SUMMARY** screen.

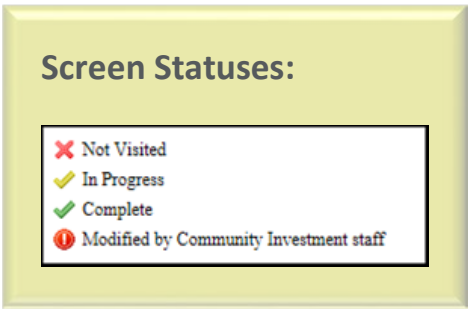


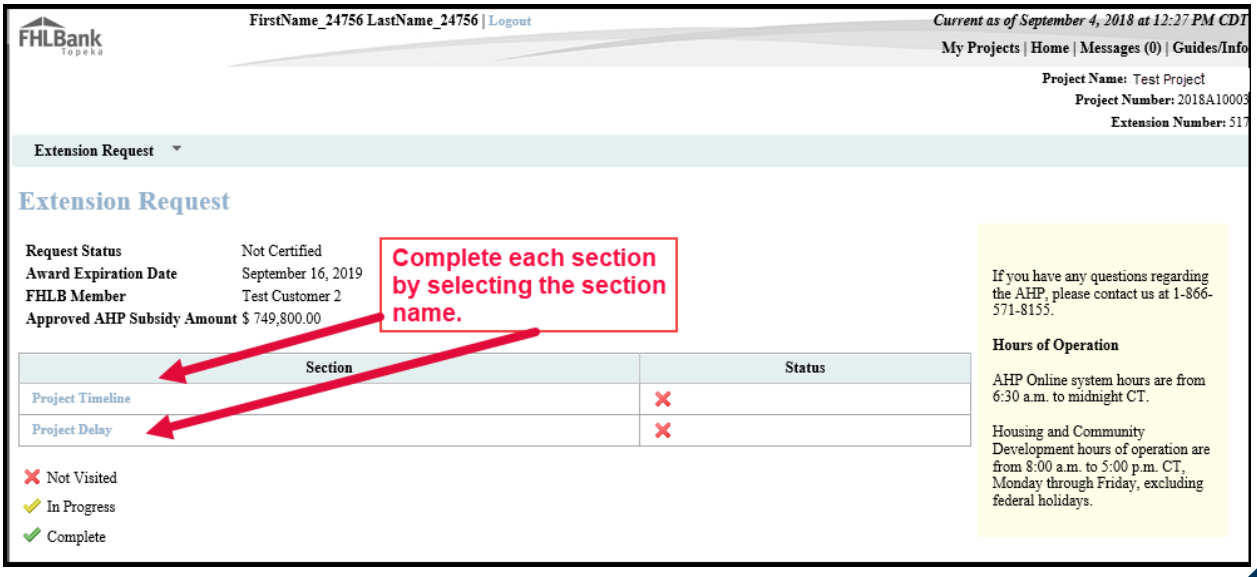
COMPLETING THE EXTENSION REQUEST SCREENS

1. On the **CURRENT PROJECT SUMMARY** screen, from the "Extension" drop-down menu, select "Request Extension."



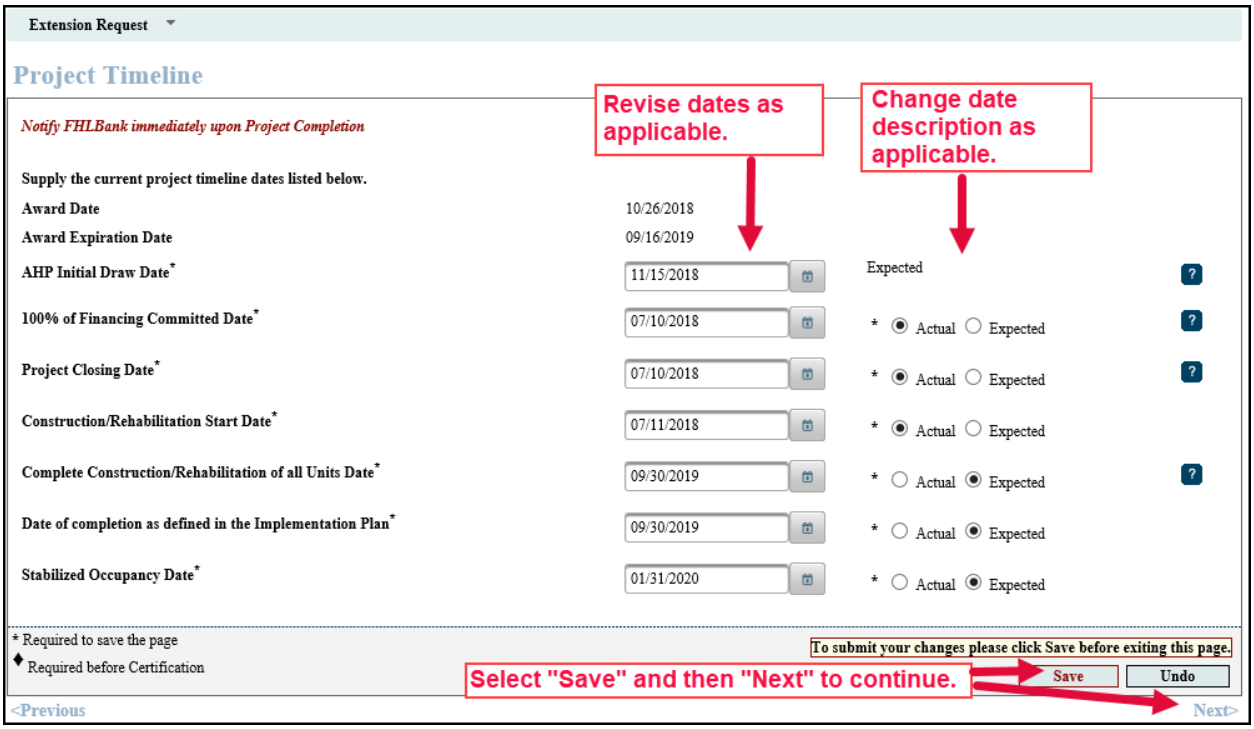
2. You will be directed to the **EXTENSION REQUEST** screen. Complete each screen of the Extension Request with a status of "Not Visited" by selecting the associated sections.





PROJECT TIMELINE SCREEN

Update the **PROJECT TIMELINE** screen as applicable.

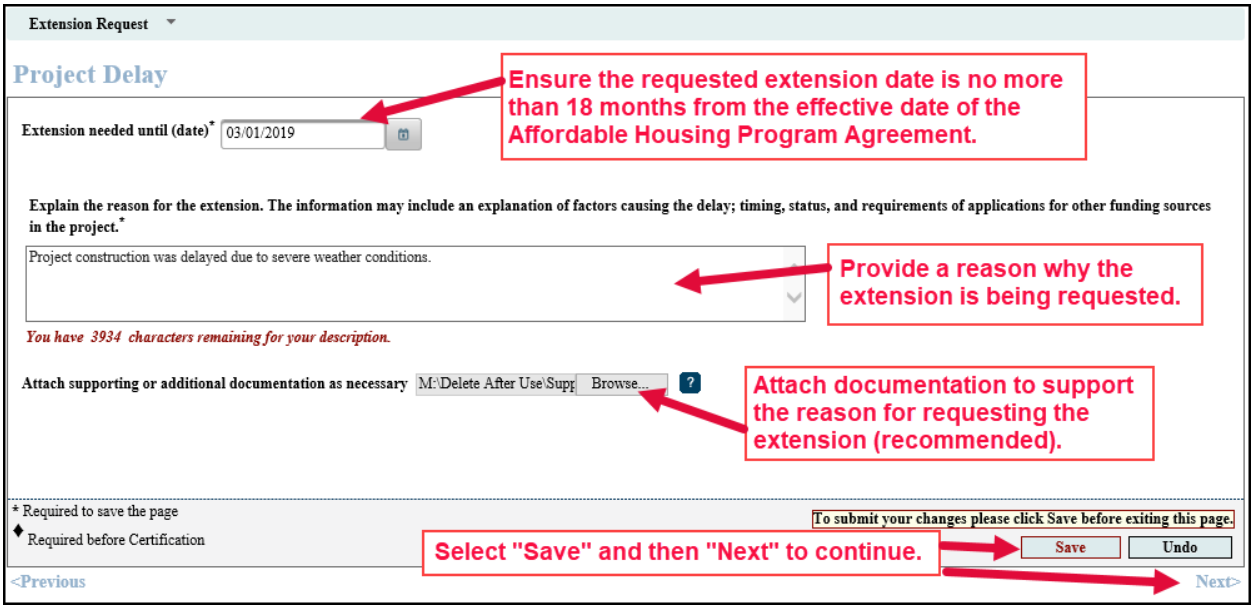


PROJECT DELAY SCREEN

1. Enter the proposed extension date.
2. In the space provided, explain the reason why the extension is being requested.
3. Use the upload box to provide any information to document the delay in the project. Examples of supporting documentation include, but are not limited to:
   - ❖ Newspaper articles that document the factors affecting project start;
   - ❖ Letter from contractor explaining reasons for delay;
4. Select "Save" and then "Next" to continue.

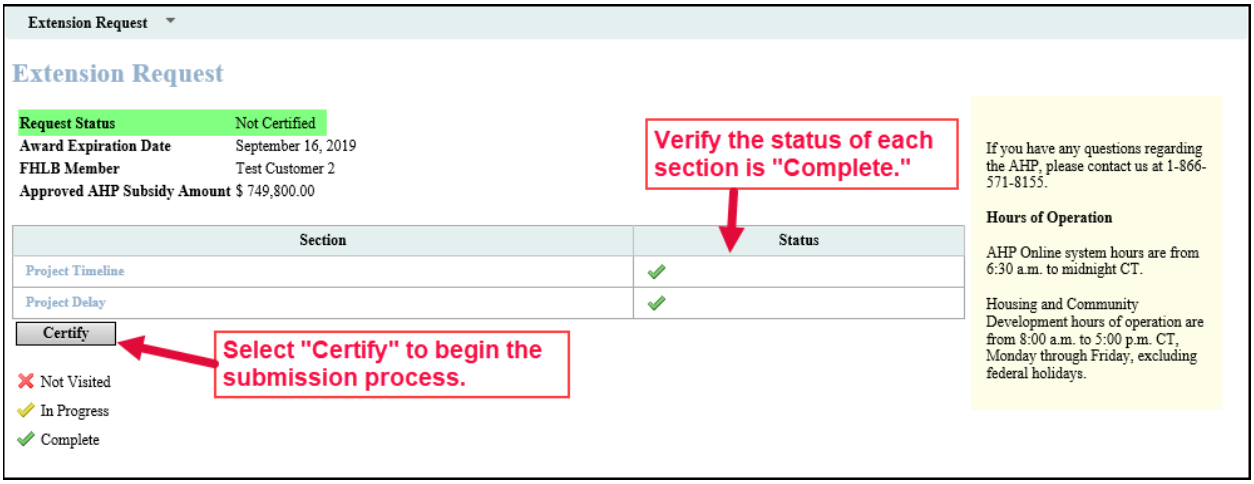
FYI

Ensure the "Extension needed until (date)" is no more than 18 months from the effective date of the executed Affordable Housing Program Agreement.

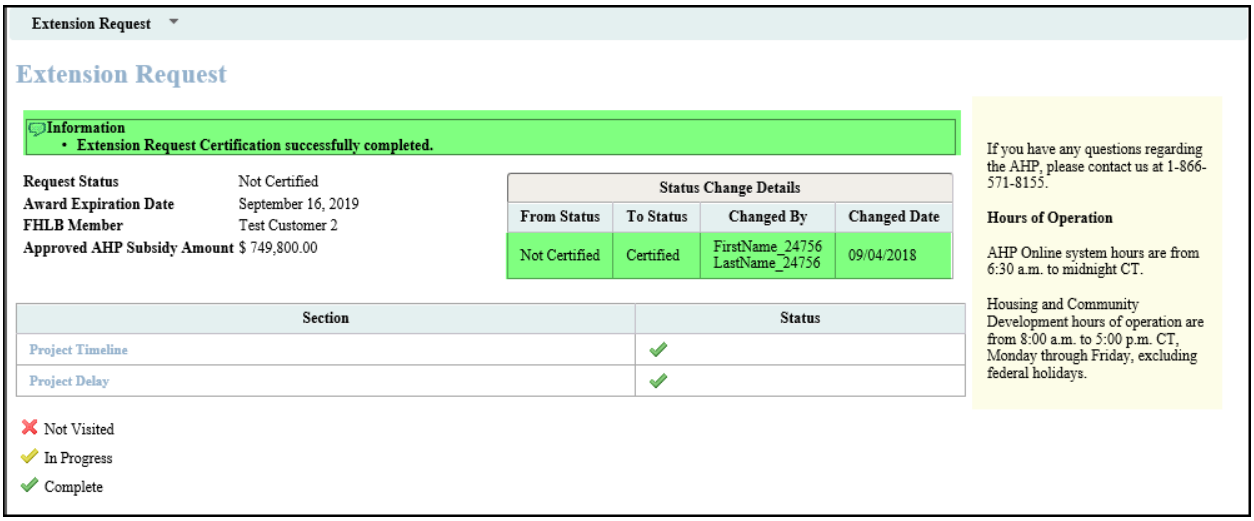


CERTIFYING THE EXTENSION REQUEST

1. On the **EXTENSION REQUEST** screen, verify the status of each section is complete (has a green check mark).
2. Select “Certify.”



3. Review the **EXTENSION REQUEST CERTIFICATION** in the box.
4. Select “Yes” to complete the Extension Request.
5. Upon selecting “Yes,” the Extension Request is completed and has been submitted to FHLBank for review.



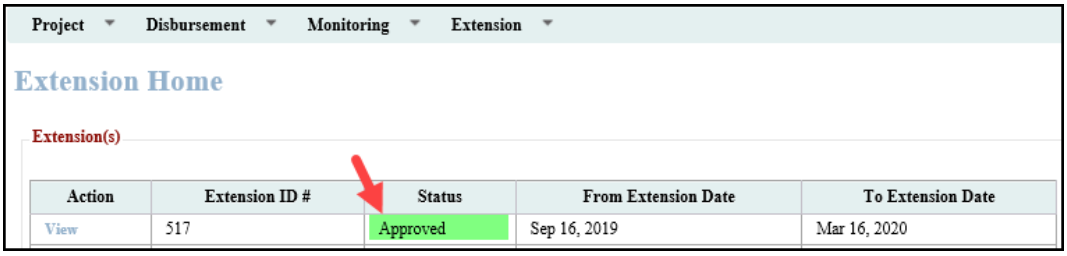
EXTENSION APPROVAL/DENIAL

FHLBank will review the submitted extension request and will contact the sponsor with questions, if any, that arise during the review.

Sponsors are notified via email with FHLBank's decision (to approve or deny) the request for extension.

Sponsors may also view the status of an extension request on the **EXTENSION HOME** screen.

1. From **PROJECT HOME/CURRENT PROJECT SUMMARY**, select Home from the Extension drop-down menu.
2. The status of the extension request will display in the "Status" column.



FHLBank Topeka

Terms/Definitions

(See AHP Implementation Plan, Exhibit D for additional definitions.)

AHP Online: FHLBank's automated online system for AHP project application, disbursement, and monitoring.

Homeownership Project: Term used interchangeably with Owner-occupied project.

HCD: Housing and Community Development department.

Inactivity: A period of time the user is not entering information on a screen in AHP Online. An inactivity period includes non-action items such as moving from screen to screen or saving a screen.

Personally Identifiable Information (PII): Information that can be used to distinguish or trace an individual's identity, such as their name, address or telephone number, **combined** with other personal identifying information such as social security numbers, biometric records, health information, date of birth, mother's maiden name, personal bank account numbers, credit card numbers, etc.

Semi-annual Progress Report (SAPR): Pre-completion reporting by the project sponsor regarding the project's progress toward successful completion and occupancy of the project.

AHP Online Status Descriptions

Approved –Housing and Community Development staff have completed review of the Extension Request. The Extension Request has been approved.

Certified – The accuracy of the Extension Request has been certified by the Sponsor and has been submitted to FHLBank.

Under Review – The SAPR is currently being reviewed by Housing and Community Development staff.

Information Security

WHERE IS THE DATA STORED?

- The data is stored on Amazon Web Service servers in the cloud.
- Amazon Web Service Cloud Security website: https://aws.amazon.com/security/
- Information on Assurance certifications: https://aws.amazon.com/compliance/pci-data-privacy-protection-hipaa-soc-fedramp-faqs/

FYI

To protect sensitive information:

- After logging out of AHP Online, close all browser windows.
- Do not share your username or password with anyone.

USEFUL LINKS:

- Business Continuity Plan: https://www.fhlbtopeka.com/corporate-governance/business-continuity-plan
- Fraud Awareness: https://www.fhlbtopeka.com/corporate-governance-fraud-awareness
- FHLBank Information Assurance: https://www.fhlbtopeka.com/corporate-governance-information-assurance
- Internal Control System: https://www.fhlbtopeka.com/corporate-governance-internal-control-system

FOR TECHNICAL ASSISTANCE:

Contact Housing and Community Development via the contact information below with questions or difficulty logging in. When contacting Housing and Community Development, provide your contact information (name, organization, phone number, and email) and a description of the issue.

Phone: 1.866.571.8155

Email: hcdahp@fhlbtopeka.com