AHP Application Instructions

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AHP Application Instructions

AGENDA

• AHP Secure Portal
  – Getting access
  – Folder structure
  – How to submit documents

• AHP Application Submittal Instructions
Signature Requirements

- Member forms must be signed by an individual on the FHLBank Indianapolis Corporate Resolution
- Sponsor forms must be signed by a board officer identified in the resolution to submit the AHP application

Forms can be found on https://www.fhlbi.com/secureportal
• The new user completes top half and signs
  – Security Coordinator signs at the bottom
• Also used for changing information of a user or removing their access

Forms can be found on https://www.fhlbi.com/secureportal

Must be signed by the Designated Security Coordinator.
Third party users such as consultants and co-sponsors are allowed access to the portal. They will need to complete a User Access Request Form. List projects access is needed. Have the form signed by the Sponsor’s Security Coordinator.
Secure Portal Access

- Login button on fhlbi.com
- [https://fhlbi.moveitcloud.com](https://fhlbi.moveitcloud.com)

Use Google Chrome as your Browser
AHP Secure Portal
REQUEST A PASSWORD CHANGE

Username
- Email from FHLBank Indianapolis Service Desk

Password
- From the Secure Portal login page select “Request a Password Change.”
• After entering credentials, you will need to enter a 6 digit code *every time you sign in*.
• Two Options:
  – Email
  – Google Authenticator App
Stage 1: Applying for AHP

Stage 2: Receiving Award and Disbursements

Stage 3: Completing Your Project

Stage 4: Long Term Monitoring
Download Folder

• FHLBank Indianapolis will upload files that can be downloaded for your use
• An email notification will be sent when FHLBank Indianapolis has placed files in this folder
• All users associated with this project will have read only abilities
Submit Folder

- Only members will have the ability to upload files in this folder
- All users associated with this project will receive email notification when a file is placed in this folder
Working Folder

- Tool used to share information between all users associated with the project
- All project affiliates will have ability to upload, download, and delete files
- Files will be automatically deleted 60 days after upload
- Files in this folder are not considered submitted to FHLBank Indianapolis
Getting Started Folder

- Access and Security Coordinator Forms
- FAQ
- Quick Start Guide
• **Reference Documents Folder**
  - 2019 Implementation Plan
  - 2019 Final Application Instructions
AHP Secure Portal

QUESTIONS?

System Navigation Issues

Contact the Community Investment Department for questions regarding navigating the system.

800-688-6697

ahpcompliance@fhlbi.com

Account Administration Issues

Contact the FHLBank Indianapolis Service Desk for account issues.

800-442-2568

Service_desk@fhlbi.com
2019 AHP Application Submittal

Affordable Housing Program
Excel Application File Instructions

• Includes links to application specific training webinars
• Excel formatting instructions
  • Multi-tab Workbook with macros enabled
  • System settings instructions
• Project type requirements specific to development budget detailed
  • Supportive Housing developments
  • Mixed use – commercial component
• File type for specific type of development
• Contact to get help/support with macros/excel file
• Do not import data, select from drop lists where provided
Assembling the Paper Application File

- Single side printing - use color ink, 8.5x11 white paper
- Use a brightly colored paper to print the “Exhibits” tab in the workbook
- Include only the relevant exhibits for the project
- Do not bind or clip – but secure the contents of the folder during shipment to prevent shipping
- Do use an 8.5x12 accordion style file folder labeled with project name and application number labeled on front
- Wet ink, original signatures are not required
  - Authorized Signatures from Member and Sponsor are required
  - Electronic signature formats are not acceptable.
• Adobe files should **NOT** be formatted as image only

• Files should be formatted as Optical Character Recognition (OCR). This allows the file to be searchable and is referred to as an image+text PDF

• Many newer model printers/scanners use OCR formatting – check equipment settings

• Naming Electronic Files:
  – Excel Application Workbook should be named as follows: Project Name – Application number (assigned by FHLBank Indianapolis – PreApplication).xls
  – **DO NOT SAVE THE EXCEL APPLICATION FORM FILE AS A PDF FILE**

• Exhibit document files should be named as detailed in the app instructions and should be a single file for each exhibit
Submission - Electronic Files

**FINAL-APPLICATION**

- Upload the same documents that are in the paper file

- Exceptions may be:
  - Appraisals
  - Market study materials
  - Land environmental/engineering reports

- Coordinate a date/time with Member to deliver paper file to sign and electronic files for upload/review

- The paper application file must be received in hand and electronic files fully uploaded to the AHP Secure Portal by 5:00 p.m. August 14.
AFFORDABLE HOUSING PROGRAM STAFF

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