FHLB Cincinnati Long-term Monitoring User Guide

Overview

The purpose of this guide is to provide instructional steps of how to navigate the Long-term Monitoring Phase of FHLB Cincinnati's Affordable Housing Program (AHP). This guide will detail each step in the process to ensure the project's Owner/Manager is able to submit a complete and successful Certification and, if required, Occupancy Report.

All projects receiving an award of AHP funds are subject to monitoring by FHLB Cincinnati. Projects are monitored to ensure that AHP funds are used in accordance with the approved application and the governing AHP Regulation. The Long-term Monitoring phase begins 24 months following the project's completion and is conducted through the annual Certification and periodic audits. New in 2024, this process is conducted entirely electronically through the FHLB's Online Application System (OASYS).

Email for Submission of Certification

The Owner/Manager will receive the email below requesting submission of the Long-term Monitoring Certification. Please be advised that reports will not be delivered or accepted via email, mail, nor fax. Use the link and instructions provided in the email to log into the FHLB Online Application System (OASYS).

Dear AHP Participant:

The Affordable Housing Program (AHP) regulation requires the FHLB Cincinnati (FHLB) to monitor AHP awarded rental projects for the duration of the 15-year retention period. Owners must annually certify continued compliance with the approved AHP application and governing regulation, which also includes ensuring that the units are habitable and the project occupancy is stable. The annual Certificate of Program Compliance is now due for AHP Project#202101-00XX, Example Project, located in City Name, State.

The required form can be found at FHLB Cincinnati Online Application System (OASYS). To complete the Certification:

- Registered users of the FHLB Online Application System (OASYS) with permission to view projects must log into the system. Administrators for registered organizations can add users and change permissions to enable completion.
- Click on the Project Name for the aforementioned project number in the Projects and Online Applications table
- Click the highlighted link in the Project Monitoring Document Queue to assess the online form.
- Complete each question in OASYS based on the project's occupancy during the certification period of January 1, 2023 to December 31, 2023.
- Sign and submit the Certification no later than March 19, 2024.

Failure to submit required reports by the given deadline constitutes an issue of regulatory non-compliance. In the case of such non-compliance, the FHLB may deny new AHP applications for funding, withhold the disbursement of funds for active projects, and de-obligate any undisbursed funds for active projects in which the Sponsor is involved.

If you have any questions, please contact the Compliance and Outreach team at ahpmonitoring@fhlbcin.com or (888) 345-2246.

Regards,
The Compliance and Outreach Team

Accessing the Report

Use the link and instructions provided in the email to log into the FHLB Online Application System (OASYS), which will take you directly to the report. If you are unable to access the report through the provided link, please log in at https://oasys.fhlbcin.com/Account/Login to access the report.

Once you have entered the OASYS application, you will be able to see all projects in which your organization is involved. Click on the project name for the Certification you need to submit. On the project's homepage, please ensure all information pertains to the project for the Certification you are submitting. If any contact information is incorrect, please email us at AHPMonitoring@fhlbcin.com.

Scroll down to the **Project Monitoring** section. When a Certification is due, a highlighted report will be shown. Click on the highlighted report to continue.

Columbus Housing Partnership, Inc./(Fieldstone Cottages)

| Project Number | | HCI Program | |
| | | AHP | |

Project Name

| | | Monitoring Phase | |
| | | Periodic Progress Monitoring | |

Project Member

| | | Project Compliant? | |
| | | Yes | |

Project Stage:
Approved

Commitment Expiration
11/17/2026

Retention Expiration

🏛 Project Subsidy

	Grant Total
Original	$400,000.00
Current	$400,000.00
Disbursed	$0.00

$ Disbursement Requests (Rental)

Name	$$ Requested	$$ Disbursed	Appalachia	Adapative Reuse
				No Disbursement requests available

👁 Project Monitoring

Document Queue *highlighted rows require attention*

Document	FHLB Sent Date	Due Date	Effective Date	Status
Initial Rental Certification	10/11/2023	10/11/2023	10/28/2023	N/A
Initial Rental Certification	10/11/2023	10/11/2023	10/28/2023	N/A

Certification Questions

After clicking the highlighted report, the certification questions will appear. The questions allow FHLB to verify that the project is operating in compliance with the approved Affordable Housing Program application and governing regulation. All questions will need to be answered. If any questions are answered "No", an explanation must be entered to submit. Save often as you are completing the report, as OASYS will time out.

6) State the number of households in each of the income targeting ranges based on the answer to question #5. The targeting should reflect the household's income targeting as of initial occupancy into the project, NOT the current status.

Number of units at or below 50% of AMI:

Number of units between 50% - 60% of AMI:

Number of units between 60% - 70% of AMI:

Number of units between 70% - 80% of AMI:

Number of units above 80% of AMI:

7) The project is free of any discrimination findings under the Fair Housing Act. A finding of discrimination includes an adverse final decision by the Secretary of Housing and Urban Development (HUD), an adverse final decision by a substantially equivalent state or local fair housing agency, or an adverse judgement from a federal court.

○ Yes ○ No

8) Each building in the project is and has been suitable for occupancy, considering local health, safety, and building codes (or other habitability standards)

○ Yes ○ No

9) The project is current on its property taxes, outstanding loan payments and is financially viable.

○ Yes ○ No ○ N/A

10) Have the Owner or Management contacts changed?

○ Yes ○ No

REMOVE SELECTED FILES

File Name	Upload Date
	No records available.

Occupancy Report Submission

If your project is also requiring an audit, you will need to submit an Occupancy Report. The requirement for the occupancy report will be noted at the top of the Certification.

Once the Certification questions are answered, scroll down to the Files section of the page and upload the Occupancy Report. The report must provide the move-in and move-out dates for every household occupying the project during the Certification period, which is January 1 – December 31. Any vacant units should also be noted. The report <u>must</u> be submitted as an excel file, using the FHLB's Long-term Monitoring Occupancy Report form to be considered complete. Owners can access the FHLB occupancy report on our website at https://www.fhlbcin.com/housing-programs/affordable-housing-program/ahp-compliance-information/. This step will need to be completed prior to signing and submitting the report.

Sign and Submit

A signature box will be below the files section. An Owner/Manager will need to sign and submit the report. For signature, enter your name and click "Sign". Click on "Save and Submit" and the Certification will be complete and forwarded to FHLB staff. This action will return you back to the main dashboard page. If you are unable to sign, review the form to make sure all questions are answered and the occupancy report is uploaded, if required.
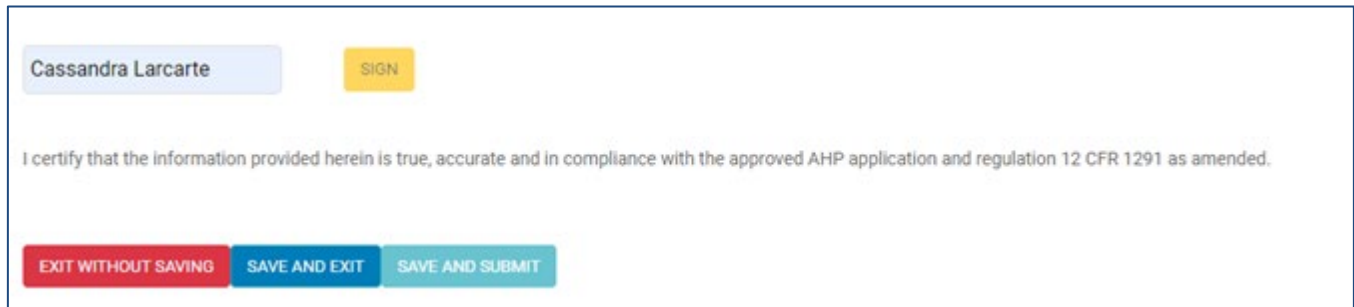
Certification Approval

Once you have completed the Certification, it will be submitted to FHLB staff for review. During this review process, FHLB staff may contact you with any questions about the information that was provided on the Certification and/or occupancy report. These questions will be sent as emails to the Owner/Manager contacts that we have on file. Any additional information requested will be submitted via email, not through OASYS. Once the Certification has been approved by FHLB staff, the Manager, and Owner will be notified by email of the project's compliance status. If no audit is required, this is the end of the Long-term Monitoring Certification process.

Housing and Community Investment

NOTIFICATION

AHP Online Application

The Compliance Certification for AHP Project #202101-00XX has been submitted to the FHLB Cincinnati.

This is an automatically generated email, so please do not reply to it directly.
One or more external email(s) addresses were removed from the TO or CC list.
Email(s) Original TO list: TestManager@gmail.com
Email(s) Original CC list:

FHLB Cincinnati
221 East Fourth Street | 600 Atrium Two | Cincinnati | OH | 45202
(888) 852-6500 | www.fhlbcin.com

Audit

If an audit is required, you will receive an email notifying you that an audit is due, which units are being audited, and the documents that are required for upload. In OASYS, click on the highlighted line for "Long-term In-house Audit" under Project Monitoring document queue. Clicking here will bring you to the audit page with sections for each of the units to be audited.

Upload the requested documents for each of the Units. The required documents are outlined in the audit request email. Documents must be uploaded for each unit shown before hitting 'submit'.

When complete, hit "Submit". To view the submitted documents, click on the eye on the project dashboard. It will then state that the documents have been submitted to FHLB. The Owner/Manager contacts will also receive an email confirming the documents were submitted.

FHLB will review all documents submitted for compliance. If there are no concerns, the project will be deemed compliant. If FHLB staff has questions regarding the audit documents or if the project has any noncompliance issues, it will be handled via email outside of OASYS. Upon approval, the Owner will receive an email stating the project is compliant.

Noncompliance

Projects may be deemed noncompliant due to the following reasons: 1) Failure to submit Certification, occupancy report or initial request of audit documentation, and 2) Certification and tenant documentation fail to verify compliance with AHP commitments.

If the Owner fails to submit the certification, a delinquency notice will be issued allowing 15 additional days to submit the information. If the Certification is not submitted within the delinquency notice deadline, a Notice of Noncompliance will be forwarded with the new deadline.

If the project does not require an audit but the Certification shows that the project may not be in compliance, then FHLB staff will contact the Owner/Manager by email to have them submit an Occupancy Report. If necessary, FHLB staff will require tenant documentation to determine whether or not the project is noncompliant.

If, after a review of the Occupancy Report and tenant documentation, it is determined that the project is noncompliant then a Notice of Noncompliance will be forwarded to the Owner/Manager. This Notice of Noncompliance will state the specific reasons for Noncompliance as well as the potential remedies and deadline(s) to respond.

For projects deemed noncompliant, no pending or future disbursement requests will be considered, any application in which the Owner is involved may be denied, repayment of disbursed funds may be required, and the FHLB may also withdraw the funding commitment for any other project in which the Owner is involved and deny any future AHP applications.

Questions

If you have any questions about this process, you can contact us by email at AHPmonitoring@fhlbcin.com or by phone at (888) 345-2246.

To access all housing resources, webinars, manuals, etc. visit our website www.fhlbcin.com under Housing Programs. If you have OASYS registration questions or issues, contact the service desk at 1-800-781-3090.

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www.linkedin.com/company/federal-home-loan-bank-of-cincinnati

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