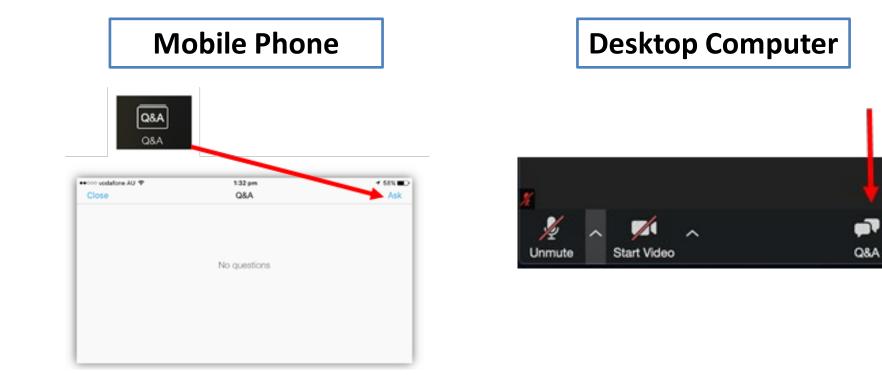


2022 Affordable Housing Program Workshop Cultivating Communities



Zoom Q&A



Learning Objectives

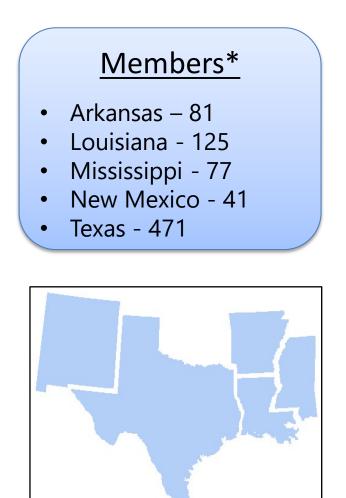


- Application Preparation
- Eligibility Requirements
- Financial Feasibility
- Scoring
- Modifications
- GrantConnect Portal
- Sponsor Registration Overview



About FHLB Dallas

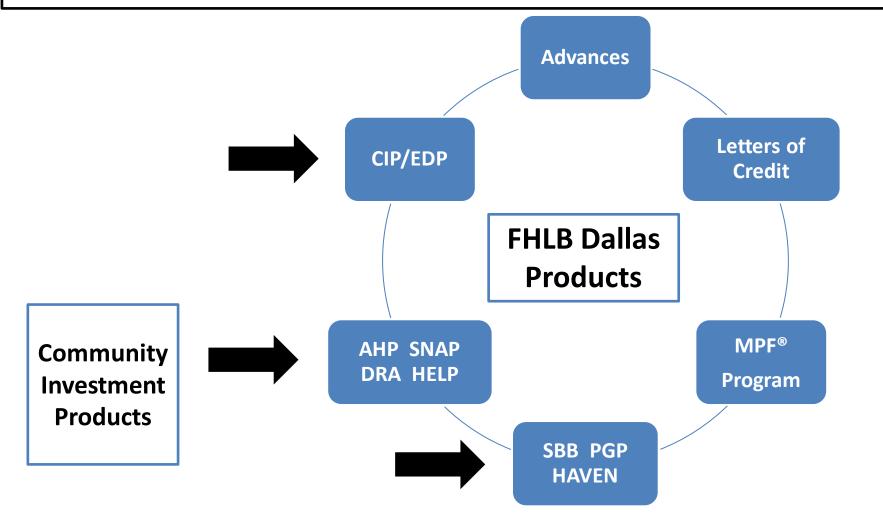
- The FHLB System was created by an Act of Congress under the Hoover administration in July 1932
- FHLB Dallas is a member-owned cooperative that provides members with wholesale lending, credit and related financial services to support affordable housing and economic development
- Operates independently as a GSE and members are banks, credit unions, savings and thrifts, CDFIs and insurance companies



Community Investment Products



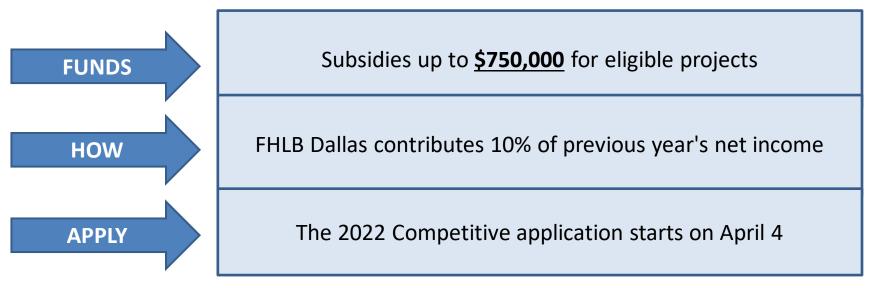
FHLB Dallas has a range of products to help member institutions improve their liquidity positions, manage risk and achieve their community investment goals.



Affordable Housing Program



 FHLB Dallas supports the development/retention of affordable owner-occupied and <u>rental housing</u> for households <u>at or below 80 percent</u> of the Area Median Income (AMI)



Link to sign-up for CID communications -

https://www.cvent.com/pub/eMarketing/Pages/SignUp.aspx?p=190b49ab-5417-45a8-

8e31-424b4ecb7e83&m=



Member driven. Community focused.

AHP General Fund Overview



2022 AHP Key Points



AHP Subsidy

- Maximum AHP subsidy is \$750,000
- Maximum AHP subsidy per AHP unit is \$40,000

Application Period

• The funding round begins April 4th and closes on May 12th

Creation of Economic Opportunity

- Added residential services coordinator as a scoring criteria
- Updated monitoring requirements Empowerment service questionnaire

Modifications

- Project will be held to <u>application commitments</u>
- Not just changing the project's score; you are changing terms of an approved application and signed agreement
- Must attempt to cure/stay in compliance with commitments

2022 AHP Key Points



AHP GrantConnect

• Change in sponsor registration and accessing the portal

General Fund Scoring

- Competitive Scoring based on 100-point scale
- Definitions expanded

Sponsor Capacity

• Qualifications and misconduct

Rental Rehabilitation

• Relocation plan for projects occupied at application

2021 Highlights



- Received 90 applications requesting a total in \$50.3 million in AHP subsidies
- \$18.5 million in AHP subsidies were awarded to 26 projects
- 25 rental and 1 owner-occupied project for 2,113 units of housing
- Approval rate of 29 percent

Benefits of AHP to Members

- Build your institution's profile and reputation in the community
- Provides critical funding for affordable housing projects
- Construction loans, lines of credit, permanent financing and new consumer/business accounts
- Achieve Community Reinvestment Act (CRA) outcomes
- Positive public relations
- Build relationships with housing developers, nonprofit groups and community groups
- Create business relationships in your market







Member or Sponsor



A "<u>Member</u>" for an AHP application is an owner of FHLB Dallas that is willing to apply for AHP funds on behalf of a project owner or developer.

A "<u>Sponsor</u>" is the owner of a rental project or the overseer of an ownership project that will put together the application or coordinate the application and project's completion.

Although a "Member" might be said to "sponsor" an application by submitting it, be sure to understand these terms, because *a "Sponsor" and a "Member" play two different roles in an AHP application.*

AHP Roles



Members

- Evaluate the sponsor and project concept
- Set deadline to receive online application to gain necessary approvals
- Review and approve applications before submitting to FHLB Dallas
- Review/approve compliance reports, disbursement requests and extensions
- Maintain project oversight
- Discuss expectations for program compliance with sponsors

Sponsors

- Create a thorough AHP application with supporting documentation
- Understand AHP compliance requirements
- Promptly inform the member and FHLB Dallas of changes to the project
- Submit documents in a timely manner:
 - Conditional award requirements
 - Disbursement requests
 - Modifications and extensions
 - Semi-annual progress reports

Types of Eligible Rental Housing

- Single-Family and Scattered-Site Rental Housing
- Multifamily
- Elderly 55+
- Single-Resident Occupancy (SRO)
- Manufactured Homes
- Micro Homes
- Re-entry Housing
- Group Homes/Congregate living facilities
- Permanent Supportive/Transitional Housing
- Adaptive Reuse
- Rehabilitation
- New Construction

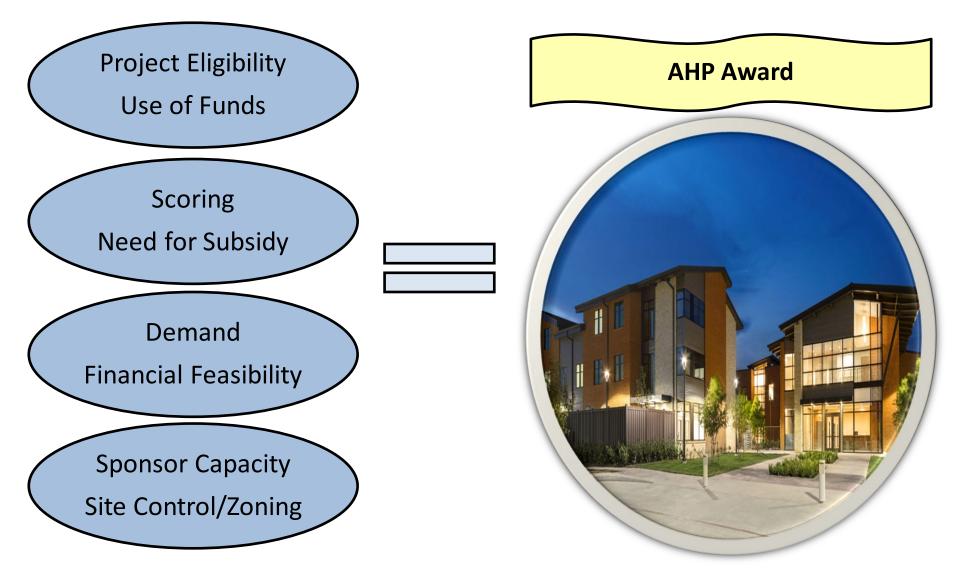


Photos above from 2020 AHP project "Community First Village Phase One", Austin, Texas. The project received a \$750,000 AHP Subsidy to construct 76 micro-homes to serve homeless individuals with a special need.



What is Evaluated in the Application







- At least 20% of the households must be at or below 50% of area median income
- Acquisition, construction and/or rehabilitation of affordable housing
- Demonstrate "Need for subsidy" along with developmental and operational feasibility – *the gap between the project's Sources and Uses of Funds*
- Some or all of the AHP subsidy must be likely to be drawn down by the project or used by the project to procure other funding within 12 months from the date of award approval
- Sponsors must be qualified and have developed similar types of project's in the past. If not, sponsors must have secured an experienced development team with affordable housing and compliance experience
 - 15- Year Deed Restriction for rental projects



Uses of Funds



Eligible Costs

Acquisition

Hard Construction Costs

- New Construction
- Rehabilitation
- Infrastructure and Site Work

Soft Costs

- Architect/Engineering Fees
- Appraisal/Phase 1
- Developer/Consultant Fees

Ineligible Costs

Contingency Funds

Operational Funding/Expenses

Administrative Funding

Supportive Services

Relocation Expenses

Operating Reserves

Replacement Reserves

Sponsor Capacity to Complete



Qualified and able to perform its responsibilities throughout the 15-year retention period – includes compliance and monitoring

Demonstrates ability, experience and financial capacity to complete project

Supporting documentation will show

- Qualifications of key personnel are provided
- Resumes of project leadership and organization fact sheets
- Organizational charts if there are multiple entities
- Sponsor's experience with similar developments
- ✤ A development team was created with experience with similar projects
- Compliance in current AHP projects

Helpful

Hint

Contact FHLB Dallas if this is your organization's first housing project!

Sponsor Capacity to Complete



Below is an example of a good exhibit to include with supporting documents. Also include resumes, short bios, organizational charts, organizational resumes, etc.



STAFF EXPERIENCE						
Name	Title	Department	Total Years Employed by Organization	Total Years in Current Position	Total Years of Housing/Real Estate Experience	Total Years of Affordable Housing Experience

ORGANIZATION EXPERIENCE					
Project Name	Туре	AHP Project (Y/N)	Total Cost	Year Complete	Number of Units

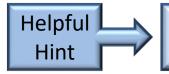


The charts above **<u>SHOULD NOT</u>** be the only exhibits provided for Sponsor Capacity

Sponsor Capacity



- FHLB Dallas will review each AHP application, and prior to each AHP subsidy disbursement, for any "covered misconduct" by the project sponsor
 - "Covered misconduct" is defined in the Federal Housing Finance Agency's (FHFA) Suspended Counterparty Program (SCP) regulation (12 CFR Part 1227) – more information can be found using one of the two links below
- <u>https://www.fhfa.gov/SupervisionRegulation/Rules/Pages/Suspended-Counterparty-Program.aspx</u>
- <u>https://www.federalregister.gov/documents/2015/12/23/2015-</u> <u>32183/suspended-counterparty-program</u>



A project must continue to demonstrate a need for the AHP subsidy at disbursement

Site Control and Zoning



Sponsor or ownership entity must have site control at time of application

Sponsor must provide one of the following items below:

A copy of the executed deed or long-term lease with a term of at least 15 years An executed purchase option or long-term lease option; option must be effective after the AHP award date An executed settlement statement or purchase contract that shows the purchase price

Contract for SaleWarranty Deed

Site location must be properly zoned

- June 30 deadline to submit proper zoning approval

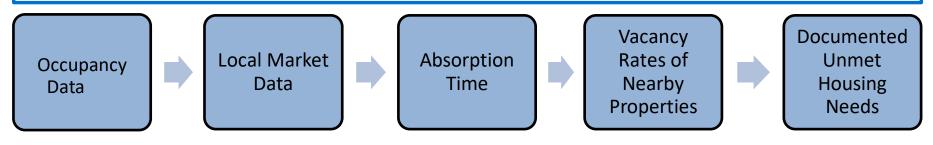


Contact FHLB Dallas if your project has a ground lease to discuss the deed restriction requirements

Demand



- Market study and/or demand data provides information on local housing conditions and why there is an under-supply of the units proposed in application.
- Market study and/or demand data delineates the market area by identifying the area where the majority of a project's tenants are likely to come.
- Market study and/or demand data analyzes the competition by evaluating other affordable rental developments like the one proposed in the AHP application.
- FHLB Dallas can conclude the proposed rents affordable and achievable, considering location, design and intended resident population.
- FHLB Dallas can conclude is able to determine the project timeline provides adequate absorption/completion period for the proposed project?



Rental Development







Victoria, Texas — Housing and Community Services, Inc. was awarded a \$750,000 AHP subsidy as part of the \$27.5 million Fox Run Apartments.

Rehabilitation of an existing 150-unit affordable, multifamily rental property that suffered significant damage from Hurricane Harvey.

Rental Development



Project Overview

Unit mix: 150 units

- 30 one-bedroom
- 100 two-bedroom units
- 20 three-bedroom units

Financing Sources:

- CDBG from Texas General Land Office
- AHP Subsidy
- Deferred Developer Fee
- Permanent Financing
- Insurance Proceeds

Rental Subsidy:

- Section 8 HAP contract with tenants paying no more than 30 percent of their income towards rent.



Rental Feasibility



Criteria	Ranges/Limits	Rental Project	
Targeting	At least 20% of the units targeted below 50% of AMI	All units targeted below 50%	
Debt Service Ratio	1.15 - 1.45	1.23	
	Elderly new construction: \$250/unit/year	\$400 for Rehabilitation	
Replacement Reserves	New construction: \$300/unit/year		
	Rehabilitation: \$400/unit/year		
Operating Expenses	Between \$2,500 and \$4,500/unit/year excluding property taxes	\$5,257.35	

Rental Feasibility



Criteria	Ranges/Limits	Rental Project	
Rents	Not to exceed 30% of AMI	Tenants paying ≤ 30%	
General Requirements, Builder Overhead and Builder Profit	14% of total construction cost – MUST BE LISTED on Invoices/AIA documents	11.35%	
Developers Fee	Not to exceed 15% of TDC net of developers' fee	7.26%	
Hard Cost Contingency	Not to exceed 10% new/15% rehab	5.17%	
Soft Construction Cost	Not to exceed 30% of TDC	31.20%	
Vacancy Ratio	Not to exceed 7.5% (up to 10% for special needs)	7.50%	

2022 Rental Rehab Projects



- One independent bid for rehabilitation cost or a physical needs assessment
- A detailed scope of the rehabilitation with photos illustrating the project's condition
- Pre- and post-inspection conducted by a qualified independent third party not related to the owner, sponsor, developer or contractor and <u>approved by the</u> <u>member</u> (Required if AHP funds represent most of the funding source excluding any owner or charitable contributions)

Important
Please prepare an itemized budget or ledger if you are submitting multiple bids/invoices

General Requirements/Builders Overhead/Builders Profit should be listed on bids/cost estimates



Any bid and/or pre-inspection you receive should be detailed enough so a contractor can price out the work required (i.e., good enough to obtain construction cost estimates).

Being aware costs are important due to the volatility in the cost of materials

2022 Rental Rehab Projects – Relocation Plan



For projects occupied at the time of application, a relocation plan is required if there is any displacement (temporary or permanent).

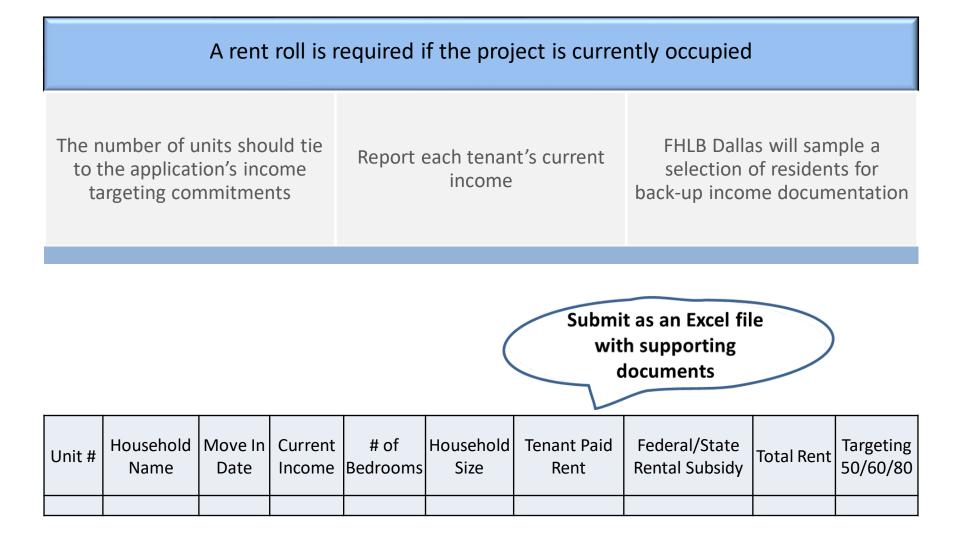
The relocation plan may be either:

- Any plan approved by any federal, state or local government funder(s) involved in the financing of the project or
- A plan approved by FHLB Dallas that at a minimum meets the following:

Minimizes displacement; articulates a resident notification plan	Relocation	
Provides temporary displacement such as: moving within to a fully renovated unit (permanently or temporarily), storage of personal property onsite, or moving to a hotel for a set time period time	budget is required and	
Detailed accommodations, if any, are planned for those who elect permanent relocation	should appear in Total	
Provides a payment for actual reasonable moving/related expenses or a fixed payment for moving expenses	Project Budget	

2022 Rental Rehab Projects – Cont'd





Checklist for Project Readiness



- □ FHLB Member Commitment
- Able to get "good title" to site
- Can build the number of units (also to your planned size)
- Have preliminary design drawings
- Conceptual estimates of construction costs

- □ Site/design plan approval
- Building permits
- □ Construction manager
- Property Manager FHLB Dallas compliance requirements
- Zoning approved
- Secured and/or Identified other funders

Owner-Occupied Overview



Project Types: Rehabilitation, down payment/closing cost assistance

Requirements

Different Financial Feasibility, Market Demand and Sponsor Capacity Requirements

Scoring

Slight Differences from a Rental Project

Disbursement

Completed on a unit-by-unit basis with final documents required for each transaction





Contact the Community Investment department to discuss your owner-occupied project

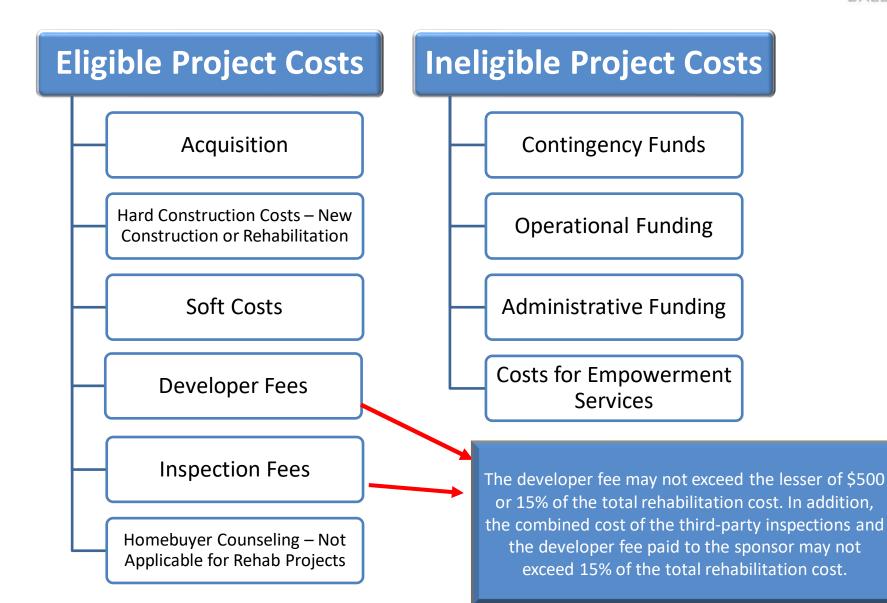
Owner-Occupied Feasibility



Criteria	Ranges/Limits	
Targeting	All units less than 80 percent of AMI	
Subsidy Pass-Through	Clearly demonstrated on loan estimates, closing disclosure, or work bid/estimate	
Mortgage Term and Amortization	Mortgage Term: 5+ years Amortization Term: 15+ years	
Developer Fee	The developer fee may not exceed the lesser of \$500 or 15 percent of the total rehabilitation cost	
Cash Back	Cash back to homebuyer/homeowner at closing is NOT allowed	

Eligible/Ineligible Project Costs - Owner-Occupied Projects







Questions?



Member driven. Community focused.

Competitive AHP Scoring





Changes to the scoring requirements listed below. Actual points remain unchanged

Community Stability

Rehabilitating existing structure(s) where at least <u>50 percent</u> of the project's units (or in the case of adaptive reuse, <u>50 percent</u> of the existing square footage) are vacant, abandoned or foreclosed properties (not including vacant land). The rehabilitation shall result in those properties meeting or exceeding local building codes or the International Code Council (ICC) standards.

Creating Economic Opportunity

<u>Residential Services Coordinator – (Rental Projects only)</u> NEW

Should manage and provide access to necessary supportive services in the community, provide case management services as needed and requested, and develop programs and resources that support wellness for the entire resident population.

2022 AHP General Fund Scoring Overview



Scoring Criteria	Points
Donated property	5
Not-for-profit or government sponsorship	5
Targeting - Income groups	25
Underserved communities and populations	15
Creating economic opportunity	5
Community stability	15
FHLB Dallas District priority	30
Total	100

- 100-point scoring system based on **7** criteria
- Found in Attachment D of the FHLB Dallas AHP Implementation Plan

https://www.fhlb.com/getmedia/1411be39-4737-4eca-beeb-30fd3b16c5f1/ahp-implementation-plan.pdf



- 1) Units or land donated or conveyed by the federal government instrumentality or unrelated related (at least 20% of units); or
- Property conveyed significantly below market value, meaning it is transferred for 50% or less of fair market value, by an unrelated party

Key Points:

- The property must be donated or conveyed by an entity not related to or affiliated with the member, project sponsor or project owner through ownership or control
- Long term leases of 15 years or more with a nominal annual rent payment
- Property is "donated" when it is given to a project for free, for a nominal amount or from the federal government
- Evidence of donation should be included with application (i.e., transfer deed, purchase agreement or letter of intent)

Not-for-Profit/Government Sponsorship

FHLBANK

Project Sponsor means a not-for-profit or for-profit organization or public entity that has an ownership interest in the project

The project sponsor is the owner of the rental project

The project sponsor has an ownership interest or the ability to control the entity that is the project owner

5 points

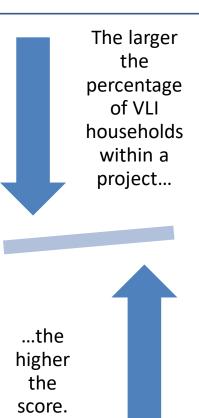
- Housing finance agencies
- Housing authorities
- Not-for-profit entities
- Government agencies
- Native American Tribe

If the project includes a Developer Fee

2 points if the sponsor receives < 25 percent of Developer Fee 5 points if the sponsor receives ≥ 25 percent of Developer Fee

Income Targeting

- The extent to which a project creates housing for very low- and low- or moderate-income households
- For purposes of this scoring criterion,
 FHLB Dallas will score rental projects and
 owner-occupied projects separately
- If at least 60% of units are targeted to families with annual incomes < 50%, the project receives 25 points





Include any manager's unit as part of the project's total number of units. Be sure to indicate as "marketrate" for above 80% of AMI on the income targeting page of the online application.



Your AHP Targeting commitments should align with what you communicate with other funders.



Creating Economic Opportunity

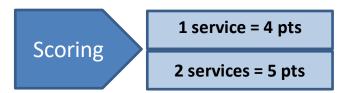


Programs/services assisting residents in attaining life skills or better economic opportunities

Scoring Criteria

- Employment
- Financial literacy education
- Onsite daycare services (child or adult)
- After school or out-of-school services
- Workforce preparation and integration
- Mental and behavioral health services
- Residential Services Coordinator

Definitions in Attachment D of IP





Photos above from "HATT Scattered Site", a 2019 AHP project located in Texarkana, Texas. The Housing Authority of Texarkana Texas (HATT) received a \$750K AHP subsidy for the preservation and rehabilitation of a 94 rental units located among five noncontiguous sites targeted to very low-income seniors.

Underserved Communities and Populations



Homeless Housing – 5 pts

- Rental housing reserving at least 20% of the units for homeless
- Transitional housing with a minimum six-month stay

<u>Rural Housing – 5 pts</u>

USDA property eligibility is http://eligibility.sc.egov.usda.gov/eligib ility/welcomeAction.do.

Variable points - number of units located in a rural area divided by total number of units

Special Needs Housing – 5 pts

- Households with elderly
- -Persons with disabilities
- Persons recovering from physical/alcohol/drug abuse
- Persons with HIV/AIDS
- Formerly incarcerated persons
- Victims of domestic/dating violence/sexual assault/
- Unaccompanied youth



Homeless/Special Needs points

- 20% to 29% = **1 pt**.
- 30% to 39% = **2 pts**
- 40% to 49% = **3 pts**
- 50% to 59% = **4 pts**
- > 60%= **5 pts**



If you are requesting points for special needs and/or homeless, please ensure your supporting documents **show how the project will qualify** someone meeting FHLB Dallas' definition.

Community Stability



Adaptive Reuse

Converting an existing nonhousing structure into housing

New Construction

Project is 100% new construction

Demolition of Properties

20% of the units are new construction in place of demolished structures

Rehabilitating Properties

50% of the units or square footage are vacant, abandoned or foreclosed and are being rehabilitated

Redevelopment or Revitalization

A detailed definition is in Attachment A of Implementation Plan

Preservation

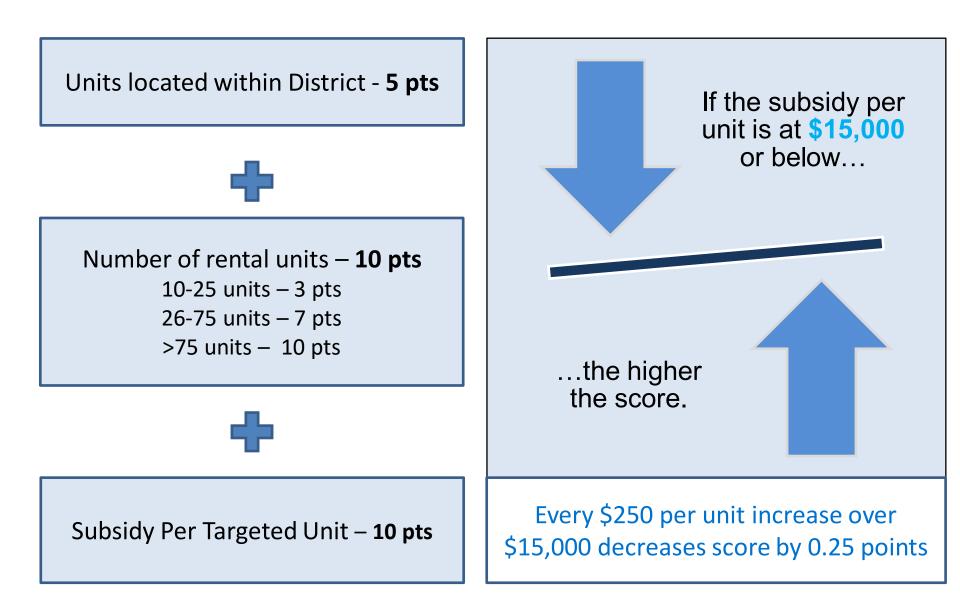
A detailed definition is in Attachment D of Implementation Plan

Projects can receive points for **3** of the top **5** categories for **3** points each (totaling **9**) Projects can receive an additional **6** points for preservation

> Maximums: Without Preservation = **9 points** With Preservation = **15 points**

Bank District Priority







Helpful Hints

Improving Your Application



Provide a detailed "Project Description" and "Financing Summary"

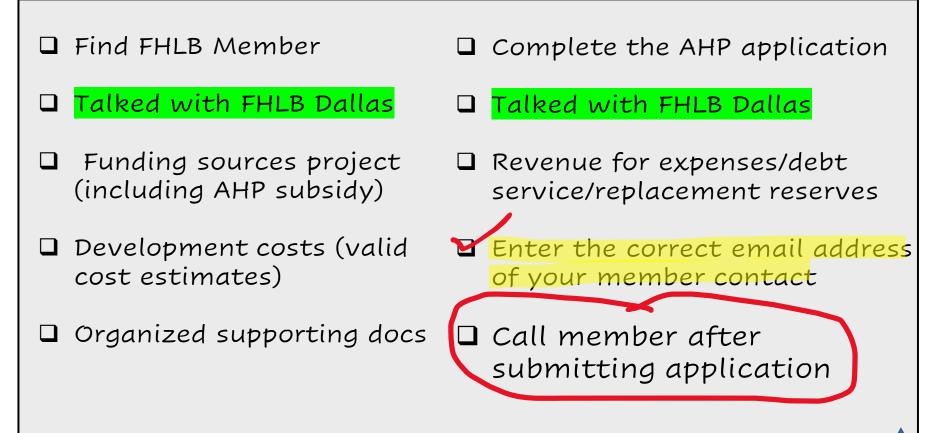
- Numbers, dates and addresses match between the application and supporting documents
- Help FHLB Dallas understand your required documents with a summary page describing the contents
- Review the Implementation Plan, 15-year operating proformas, application guides and rental application workbook located at <u>https://www.fhlb.com/community-programs/affordable-housing-program</u>
- Meet with FHLB Dallas staff to discuss your application, supporting documents, development budget, cost estimates, operating proformas and unique project features

Helpful Hint

Take advantage of checklists to strengthen your application

AHP Planning Steps for Sponsors





The largest construction risks today are construction delays and cost overruns related to the economic effects of the COVID-19 pandemic. Increased demand and labor costs, scarcity of supply, and supply chain issues can result in risks related to availability, cost inflation and increased times for construction materials. All these issues can negatively impact construction timelines and costs.

Projects with Social Services

E

AHP Funding Manual For Rental Projects



Social Services Pro Forma Worksheet

A services proforma is required if the sponsor is providing social services to the project

DO NOT SHOW EXCESSIVE CASH FLOW on your social services proforma					
Social services expenses cannot be funded/subsidized from residential income					
Social services/economic opportunities expenses should NOT be in the residential operating proforma					
Projects with a resident services coordinator - complete social services proforma					
Proformas are located at <u>https://www.fhlb.com/community-</u> programs/affordable-housing-program/ahp-funding-process					
Rental Project Resources					

9:

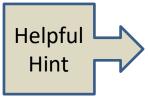
ProForma & Rental Affordability Worksheet

Checklists for Errors with Development Budgets



Before submitting my application, I verified the following with supporting documents

- □ "Sources and Uses" = Total Development Budget
- The Acquisition costs on the Development Budget/Uses of Funds = supporting documentation
- Total construction/rehabilitation costs on the Uses of Funds = construction estimates and/or cost documentation provided
- General Requirements/Builders Overhead/Builders profit and contingencies are shown on the development budget/cost estimates
- I accounted for all major costs including acquisition, construction, contingencies, financing, reserves, developer fee and other soft costs



Conceptual design drawings/pre-inspections/Physical Needs Assessments should have sufficient detail to obtain construction cost estimates

Common errors for Proformas



Projects with debt

Debt service terms in the application ≠ what is listed in the funding commitments or loan term sheets

> Debt service ratio not \geq 1.15 for 15 years

Projects with no debt

- Cash flow must be positive for all 15 years
- ➤ Too much cash flow ≠ a good thing
- Residential and social/supportive services costs are not separated

Explain why your project exceeds our financial feasibility guidelines

- List the two to three main driving forces such as property layout, insurance, security, etc.
- Explain why expenses at the project are higher than a traditional multifamily project. Good examples are:
 - Operating expenses per unit exceeds \$4,500 per unit because HUD set operating expenses for underwriting. Also, the project will operate within a highly regulated environment requiring third-party audits and tenant income certifications.
 - The project has higher property insurance costs due to premium increases from recent storms and flooding. The project is also allocating additional resources for groundskeeping to maintain a high level of finish, which includes green space and grounds.



Sponsors Financing Residential Operating Income

Projects that rely on donations for the support of the operating pro forma must be able to demonstrate they have a track record of raising the funds necessary to support the project.

What to provide to FHLB Dallas

- Audited financials showing sponsor in good financial health
- Letter and/or resolution from the President/Board of Directors stating their commitment if rents are lower than expected and/or fundraising is lower than expected
- Include a <u>written summary</u> of how the organization is in a good financial position to fund operations

Submitting Required Documents – Key Points



- □ All required documents must be uploaded prior to submitting the application to the member
- Documentation will be submitted through GrantConnect as individual PDFs
- Ask the question, "Will FHLB Dallas understand the documents I am uploading?"
- Please include a brief summary page
- □ FHLB Dallas should not have to reconcile conflicting information

You can locate the Rental Application Technical Assistance workbook at: <u>https://www.fhlb.com/getmedia/549954d2-011f-4922-a5c5-ed4e90fb01b9/fhlbd-</u> ahp-rental-workbook.pdf

Modifications







- ✓ A request to change the terms of an approved application and signed agreement
- More than just changing a score as a project will have to demonstrate "good cause" and justification for the modification in writing
- "Good cause" includes documentation of steps taken by the project sponsor or owner to adhere to its application commitments. Also, explain why these efforts were unsuccessful or attempted – include the emails, correspondence, etc.
- Remediation of project noncompliance is NOT in and of itself good cause for a modification



□ Are funding sources compatible, or do they have different requirements?

Talk about your AHP commitments before you apply, or before other funders go to underwriting

2022 AHP Timeline





Where do I Begin?



Attend a webinar

Call or email Community Investment with questions

Request a scoring review before application submittal

Study FHLB Dallas Directions

Utilize FHLB

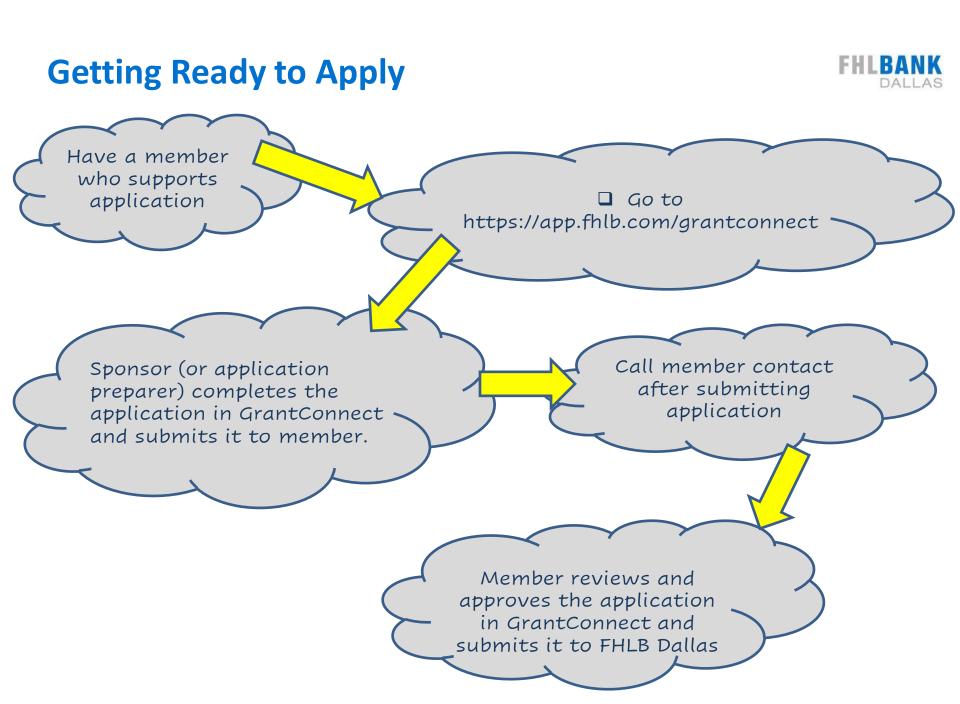
Dallas

Review the following documents:

2022 Implementation Plan 2022 GrantConnect Guide 2022 Required Documents Rental

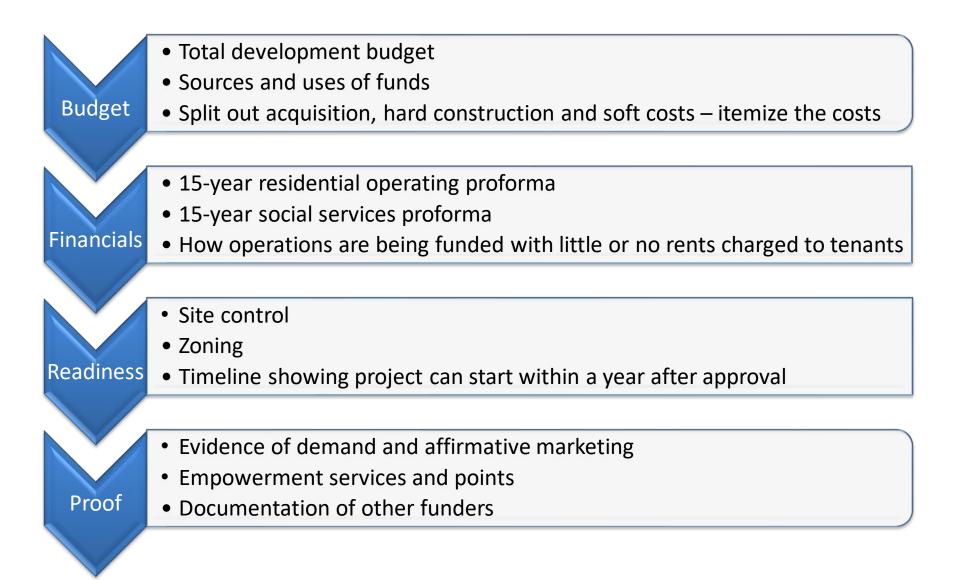
Secure a Member

Find an FHLB Dallas member to support your project, and submit your application



Required Documents







Register through GrantConnect – Key Points

Sponsors

- First time users will create a User ID/Password and affiliate with a new or existing organization
- If you created a User ID or used AHP Online in previous AHP rounds, do not create a new User ID. Call FHLB Dallas first
- Create the application PIN

Please

note

Consultant	Members
 Application created by a consultant Non-Sponsor = Consultant All non-sponsors need to register as well 	 Must have a user ID and password <u>Cannot access application with PIN</u>

After registering, log in to the system with your user ID and password during the application round. You may complete, submit and track the status of your application

The member, sponsor and FHLB Dallas' Community Investment department can view an application at the same time while it is being completed online.

GrantConnect - Tips



GrantConnect location is <u>https://app.fhlb.com/grantconnect</u>

- GrantConnect now has multifactor authentication, you will need either a direct-dial phone line phone (cannot be an extension), cell or an authenticator app on your phone.
- □ If you wait to register, you might not be able to apply because registration approval can take up to 24 hours.



	ber driven. unity focused.
Login ID	
Password	Forgot your password?
	Sign in
Don't have a Grant	Connect account? Sign up now

GrantConnect - Tips



□ Must use Chrome or Edge browser

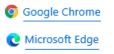
DO NOT use Safari or Internet Explorer – will generate errors in the registration process

If using an outdated browser, you may receive this message

FHLBank of Dallas - Single Sign On

You appear to be using an outdated browser

Your browser is outdated and needs to be updated to optimize your experience. Please update your browser by **November 1**, **2021**. If you do not upgrade, access to the site will be limited after November 1. While we don't recommend a specific browser, we do have some suggestions for secure, simplified online banking:



GrantConnect – Previously Registered



□ If you created a User ID in 2021, do not create a new User ID. Call FHLB Dallas at 800-362-2944.

- 1) We will reset your password
- 2) You will receive an email
- 3) You will be given a two-hour window to complete the Multi-Factor Authentication setup *If you do not complete the process within the two-hour window, you will need to call us again to reset your account.

□ If you registered prior to 2021, please go through the self-registration process at https://app.fhlb.com/grantconnect



GrantConnect – Example Reset Email



FHLB of Dallas Setup Multi-Factor Authentication (MFA) for Your Account

Dear Kim Kerrigan,

The Federal Home Loan Bank of Dallas (Bank) takes cybersecurity seriously and has put in place a new state-of-the-art system for authentication and authorization. And we need your help to ensure your uninterrupted access to the Bank's applications. Due to security reasons, the link below has a short activation window.

Our new system is based on Microsoft's Azure Business to Consumer (Azure B2C) framework which allows the Bank to modernize and streamline your experience while delivering a more robust security and protection for access to the Bank's environment. The new system leverages your mobile device as your multi-factor token and lets you throw out that RSA hard token you've been carrying around. Each time you login to the Bank, you will simply approve the access via your mobile device.

<u>This email is unique to you and only you</u>. Please do not forward it. Each person in your organization that has access to the Bank's applications will receive their own personal link. In order to secure your account and register to use the new multi-factor authentication (MFA) system, please read and follow the instructions below.

Steps to setup Multi-Factor Authentication (MFA):

- Download the app "Microsoft Authenticator" to your mobile device. Select the link below for device type to download the app:
 - o <u>iOS</u>
 - Android

If you do not have a cell phone for multi-factor, you will need to have a direct phone number (one that rings directly to you) to receive calls from the multi-factor system.

- Select the link below to access the FHLB Dallas Azure B2C site, verify the required profile information and complete the MFA setup process:
 - o MFA Profile Setup

NOTE – Please act immediately! This link will expire on Monday, 15 November 2021 11:50 AM CT

Self-Registered Users AHP Application Process - Affiliation



Welcome to AHP				
Welcome to AHP				
Organization Search Our records show that you are not affiliated with an organization, please select an organization. Search Criteria Search Criteria is required. Search based on organization name, city or state near match. Q Search Image: Search Criteria				
Privacy Contact				

- Upon receiving your registration confirmation, log in to GrantConnect for the first time.
- You are linking yourself with the organization you work for
- This could be someone from the sponsor organization applying for the subsidy
- This could be the consultant

- All new users will need to search for their organization before starting the application process
- If your organization is not listed, you will be able to create your organization
- Try to affiliate as soon as you register.
- Affiliate <u>PRIOR</u> to the round!

- Once the organization is created you will want to affiliate yourself with the newly created organization
- You will have the opportunity to select the sponsor organization within the application

Self-Registered Users AHP Application Process – Affiliation w/ Existing Organization



Welcome to /	ΛHP				Confirmation ×	
Welcome to	АНР			ⓒ Go Back	Are you sure that you want to associate with organization Easter Seals Arkansas?	?
	Search Criteria east	re not affiliated with an organizat tion name, city or state near mate		on.	ee to AHP mee to AHP © Go Back	
	Organization List Please select the organization organization.	n that you are employed by. If yo	ur organization is not listed, ple	ease click <u>here</u> to enter a new	Organization Affiliation Pending Thank you for selecting your affiliated organization. We are processing your request and will notify you via email once your request has been processed. If your have any questions, please contact the Community Investment Department at <u>ahge/hilb.com</u> or <u>B00.362.2944</u>	
	Organization Name ↑↓	Mailing Address ↑↓	Phone ↑↓	Actions	Privacy Contac	ct
	East Dallas Community Organization	4210 Junius Street, 5th Floor, Dallas, TX, 75246	214 515 9779	Select		
	Southeastern Dev. Opportunities, Inc.	P.O. Box 45 / 1305 Lake Street, Shelby, MS, 38774- 0247	662-398-7141	Select	CID will monitor and approve all	
	Easter Seals North Texas	1424 Hemphill Street, Fort Worth, TX, 76104	817-759-7953	Select	CID will monitor and approve all affiliation requests. Once the process	
	Near Southeast CDC	P.O. Box 1872, Fort Worth, TX, 76101	(817) 810-0602	Select	is complete, you will be contacted.	
	Self Help Housing of East Texas	PO Box 975, Newton, TX, 75966	409-379-2050	Select	Please affiliate BEFORE the round	
		Contact Us Glossary Implementation Pla	n <u>User Guide</u> ©FHLB Dallas 2021; ver	rsion 6.0.0	opens	

Self-Registered Users AHP Application Process – Affiliation w/ New Organization

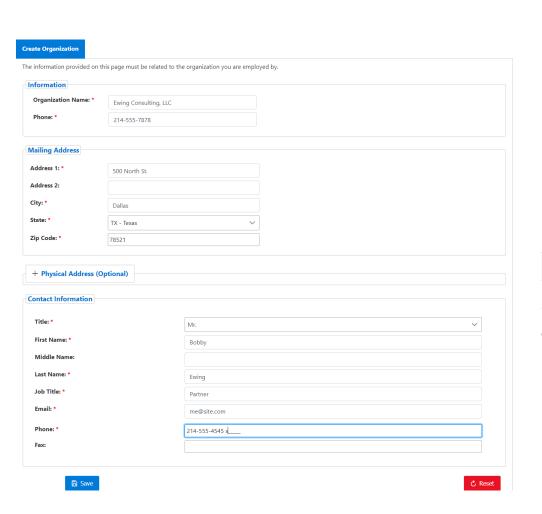


Welcome to AHP	
Welcome to AHP Organization Search Our records show that you are not affiliated with an organization, please select an organization. Search Criteria Dallas CDC Search based on organization name, city or state near match. Q Search © Reset Organization List Please select the organization that you are employed by tryour organization is not listed, please click here to enter a new organization.	 Upon receiving your registration confirmation, log in to GrantConnect for the first time. You are linking yourself with the organization you work for This could be someone from the sponsor organization applying for the subsidy This could be the consultant
All now woors will need to see whether their	

- All new users will need to search for their organization before starting the application process
- If your organization is not listed, you will be able to create your organization
- Try to affiliate as soon as you register.
- Affiliate <u>PRIOR</u> to the round!

- Once the organization is created you will want to affiliate yourself with the newly created organization
- You will have the opportunity to select the sponsor organization within the application

Self-Registered Users AHP Application Process - Affiliation



- Again, this example assumes Ewing Consulting was not found in a search (same applies to sponsors)
- Mr. Ewing is directly/employed by the organization listed and will be affiliated
- Once the organization and the contact is created click on "Save"
- The user will see a pop up like the one below:

Confirmation	×
(j) We will be processing your request and will notify you via email once your request has been proce	ssed.
✓ 0)k

 Once CID completes the request you will be notified and will be ready to access the application once the round is open.

Self-Registered Users AHP Application Process - Affiliation FHLBA

GrantConnect	Community Investment	
		Welcome, Reggie Jackson <u>My Apps</u> <u>Home</u> <u>Log Out</u>
Welcome to GrantConnect		
FHLB Dallas' Community Investment programs are cor New Mexico and Texas. Discover how our programs can benefit you today.	nmitted to supporting the housing and economic g	growth activities in its five-state District of Arkansas, Louisiana, Mississippi,
Affordable Housing Program The FHLB Dallas Affordable Housing Program (AHP apply for AHP subsidy. Please note that the AHP su ending dates fall on a weekend or holiday, the AHP Implementation Plan or the AHP portion of FHLB D	bsidy application is only available during the open application round will start or end on the following	application round. If either the starting or g business day. Please refer to the AHP

- New landing page for GrantConnect Portal
- After you have successfully affiliated with an organization, you will have access to this landing page.
- If there is an active AHP round you will see the blue button "Enter AHP"







Additional information is available online at *fhlb.com/ahp*



Questions?