Affordable Housing Program (AHP) application, disbursement, modifications, and initial monitoring documents will only be accepted if they are successfully uploaded to a application or project workspace on the Bank's secure portal. Before documents can be uploaded, the Bank must create the workspace on the secure portal, and portal users must be identified and authenticated to access the workspace. Once access is granted, documents can be uploaded to the assigned workspace.

Note: Prior to accessing the portal, all sponsor organizations and member institutions should review the AHP Portal User Agreement.

When uploading documents to folders in your workspace, please note:

- Do not include personal identifying information on any documents. Please redact the first five digits of social security numbers or financial account numbers and the complete driver's license number or other identifying information.
- Each workspace contains multiple named folders. Upload documents only to the appropriate folder.
- Combine documents into one file to be uploaded to each individual folder. Multiple attachments must also be combined into one file. For example:
    - all documents demonstrating committed financing sources must be combined into one PDF document and uploaded to the Committed Financing Documentation folder
    - all documents supporting responses in the Community Stability scoring category must be combined into one PDF document and uploaded to the Community Stability Features Documentation folder
- The Bank will only accept one file in each individual folder in the workspace. Do not rename, move, or delete folders.
- All signed documents should be electronically scanned and uploaded as an Adobe Acrobat portable document file (PDF).
- The financial workbooks must be uploaded as Excel (.xls or .xlsx) files.
- Re-uploading files into folders will overwrite previously uploaded documents.
- If the Bank rejects a document, you will receive instructions for resubmission.

Application Documents

At the start of the annual AHP application period, you must request a workspace for each application you plan to submit.

- Download and save the application zip file to your desktop. Unzip the file and open the folders, which will correspond to the folders in the project workspace, and complete the required documents.
- Refer to the AHP Application Checklist for a list of all required documents, including supporting documents.
- Upload the application and all supporting documents to the appropriate folders in the workspace by the application deadline.

Disbursement/Modification Documents

To request a disbursement of funds or an award modification, you must request a new workspace for the awarded project.

- Please refer to the AHP Disbursement Request for Rental Projects or AHP Disbursement Request for Owner-Occupied Projects for details on submitting a complete disbursement request.
- Please refer to the AHP Award Modification for details on modification requests.
- The workspace will contain folders corresponding to the documents required for disbursement or modification.
- The member institution notifies the Bank at ahp@fhlbsf.com when all documents have been uploaded.
- You will be notified by email that your disbursement or modification request has been received.

Initial Monitoring Documents

At project completion, the Bank will begin the Initial Monitoring process by sending a request for documentation to the member and project.

- Upon receipt of the Bank's request, follow the instructions provided in the email.
- All Initial Monitoring documents must be submitted via the project's workspace.
- The workspace will contain folders corresponding to the documents requested for Initial Monitoring.
- Notify the Bank when all documents have been uploaded by replying to the email request for documentation.

For questions, email ahpportal@fhlbsf.com or call 415-616-2542.