

Step 1. Create a file folder on your computer desktop to store the AHP application materials

- Right click on your computer desktop to view the menu options.
- Select “New” and then “Folder” and name the file folder with the member institution and project name, i.e. “ABC Bank_XYZ Project”.

Step 2. Download and open the 2010 Round B AHP application package

- Access the application package file (2010RoundB.zip) from the Bank’s website address: fhlsf.com/ci/applications/ahp/default.asp.
- Click on the file and select “Open”.

Step 3. From the 2010RoundB.zip file, extract folders and files to your newly created folder

*See Mac user instructions below.

- With the file now open, select EXTRACT, to save folders and files to the desktop location of your newly created file folder. Make sure that “All files/folders in archive” and “Use folder names” are checked off in the dialog box when asked where to extract the files.
- Select the location to save the file folder and choose “Extract” in the dialog box to complete the file extraction process.
- Exit from the 2010RoundB.zip file.

Step 4. Save the completed application documents in the newly created folder

- The entire extracted application package and the file folder structure should now be in the folder created. Complete and save the application and worksheets to the relevant folders.
- Scan all other attachments in PDF documents and save to the appropriate folders.

Step 5. Save an electronic copy of the entire folder containing the application materials onto a compact disc (CD)

- After saving and printing five copies of the completed forms, worksheets, and attachments, save an identical copy of the **entire folder** containing the application materials onto a CD.
- The electronic file must be identical to the paper copies.
- Submit the CD with the signed original paper copy of the AHP application package.

*Mac computer users should skip Step 3. Upon downloading 2010RoundB.zip, the file will automatically open and ask where to save the entire file. Save the folders and files into the newly created file folder with the member institution and project name.

(continued)

Index of File Folder Contents

Upon downloading and opening the 2010RoundB.zip file, the following file folders and documents will be available for completing the AHP application. Please refer to the AHP Application Checklist (folder: 1. Application) for required documents to be submitted. The order of the files and folders will appear as follows:

2010 Round B

1. Application

- Competitive Program Summary.pdf
- Application Instructions.pdf
- Interest Rate Assumptions Guidelines.pdf
- AHP Application Checklist.doc
- AHP Application (fc2052.doc) Complete and save; then print a copy of the Application for signatures.

2. Application Attachments (Scan all supporting attachments as Adobe Acrobat PDF documents and save to the following appropriate AHP scoring category folders.)

- A. Donated Property
- B. Nonprofit Sponsorship
- C. Homeless Housing
- D. Promotion of Empowerment
- E. Special Needs
- F. Rural
- G. First-Time Homebuyer
- H. Project Readiness
 - i. Site Control
 - ii. Zoning Approval (fc2261.doc)
 - iii. Building Permit (fc2262.doc)
- I. Community Stability

3. Worksheets (Complete and save; then print a paper copy. Save a copy of the HUD Income Limits page to this folder.)

- A. Owner-occupied (owner.xls)
- B. Rental (rental.xls)

4. Direct Subsidy Agreement (Complete, print, and sign a paper copy.)

- A. Owner-occupied (fc2165.doc)
- B. Rental (fc2164.doc)

5. Supplementary Attachments (Save electronic copies of miscellaneous supporting attachments to this folder.)