Access to Housing and Economic Assistance for Development (AHEAD) 2018 Application Reference Guide

All applications for the 2018 AHEAD funding competition must be submitted to the Federal Home Loan Bank of San Francisco, via the Bank's secure portal, by
5:00 p.m. PDT, on Tuesday, May 22, 2018.

Contact Information:
Community Investment Department
Phone: (415) 616-2542
Email: ahead@fhlbsf.com
www.fhlbsf.com

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Instructions for Submitting an AHEAD Application

The Bank has created a detailed document on How to Upload AHEAD Documents, which outlines the process for uploading AHEAD documents via the Bank's secure portal. The electronic submission of the application via the secure portal will serve as the official application submission. The Bank cannot accept applications via USPS, fax, courier, or email.

Additional application submission instructions are below:

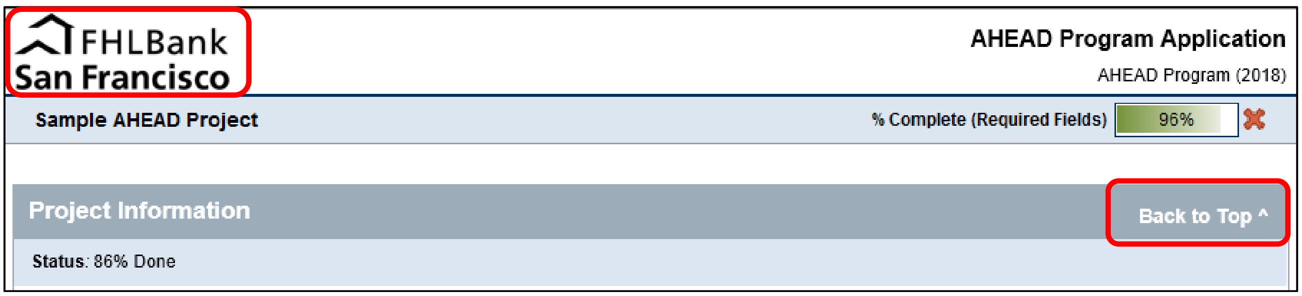
1. Member representative requests a workspace for the application by completing and emailing the AHEAD Secure Portal Workspace Set-up Request form to aheadportal@fhlbsf.com. Workspaces must be requested by **Tuesday, May 15, 2018**. Nonprofit sponsors aren't allowed to submit application documents to the portal at this time.
2. Download the application from the Bank's website and complete the application and budget, as shown on the attached AHEAD Application Checklist. The application will be in an excel file format (AHEAD-application.xlxs) with two worksheets – an application and a budget.
3. Make sure the application and budget along with all attachments are included in the application package. The list of attachments is on the attached AHEAD Application Checklist.
4. Upon email confirmation of the creation of a workspace on the secure portal, member representative uploads all required application documents to the workspace, keeping in mind the following:
   - The application and budget must be uploaded as an **Excel (.xlsx) file**. All other files must be uploaded in **PDF format**.
   - Combine documents to be uploaded to each individual folder into a single file (e.g., both the Management roster and Board of Directors roster must be combined into one PDF document and uploaded to the "Management & Board Rosters" folder). Only one file in each individual folder in the workspace is allowed.
   - Do not rename, move, or delete workspace folders.
   - Do not create new folders.
   - Exclude personal identifying information (PII), such as complete social security, driver license, or financial account numbers, on any of the uploaded documents.
   - Upload application documents to the appropriate folder. Upload only relevant documents. Do not upload blank ("not applicable") documents. Note that re-uploading files into folders will overwrite previously uploaded documents.
   - By the application deadline, 5:00 pm PDT on **Tuesday, May 22, 2018,** ensure that all documents uploaded for application submission are accurate, consistent, and final. Only a complete application uploaded and submitted by the deadline will be considered.

Instructions for Filling Out an AHEAD Application

Users must be running Microsoft Excel 2007 (or later) on their computer in order to open, complete, and save the AHEAD Application. ***Note: The file must be uploaded to the secure portal in Excel (.xlsx) file format.***

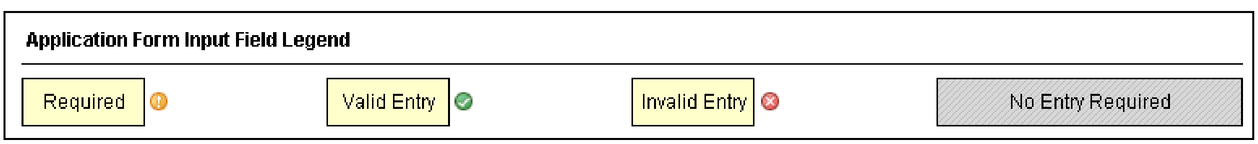
Navigation

The Application uses hyperlinks to simplify navigation between various sections. If you prefer not to scroll through the document, use the hyperlinks, generally displayed as **underlined and bolded blue text**, to “jump” to specific sections. You can jump back to the top of the application (table of contents) from anywhere in the application by either clicking the FHLBank San Francisco logo or “Back to Top” in the section headers:



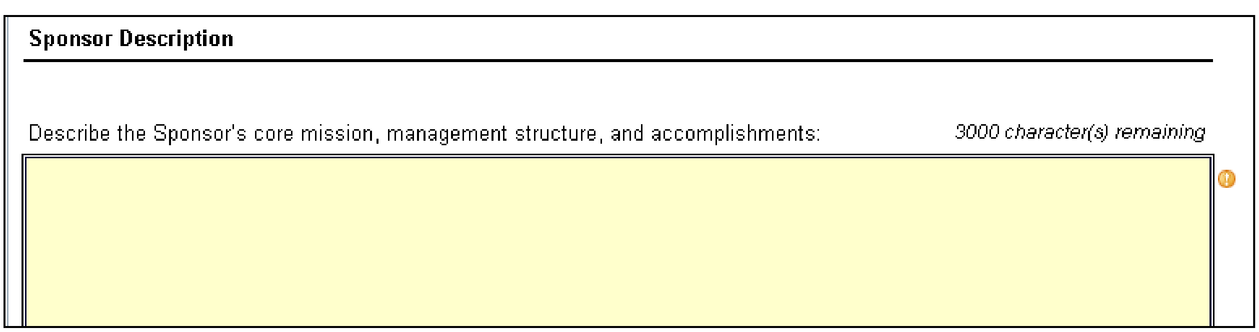
Filling Out the Application

The application is divided into several sections. All fields requiring an input are denoted with a small, yellow exclamation point icon ( ) just to the right of the box. When a valid input has been entered, the exclamation point icon will automatically change to a green checkmark icon ( ). A field without an exclamation point icon is considered optional and does not need to be populated in order to complete the application. Note that a field’s required vs. not required status may change as the application is populated with information. See the Legend below for a visual representation of input fields:



There are two types of fields: free-form fields where you type a value, and fields with drop-down menus that display a list of acceptable values to select.

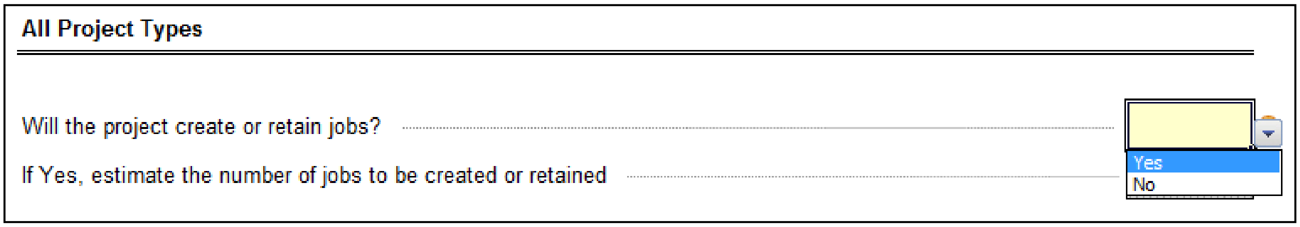
A free-form field allows the user to type a value or text, such as the Sponsor Description below:



For free-form fields, you must double-click inside the field in order to copy and paste text from another document. Also note that for free-form text fields (such as Project Summary), you must click “Alt-Enter” to go to a new paragraph. Clicking “Enter” by itself will exit from the field.

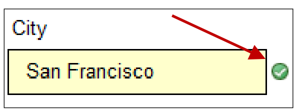
For free-form fields that were previously filled-out and then become grayed out (No Entry Required), the user should delete the text in the field in order to complete the application and not receive an error message.

A field with a drop-down menu allows the user to select an answer, such as the Yes/No question below:

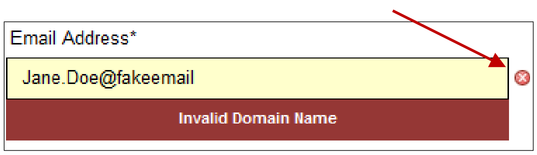


Data Validation & Warning Messages

The application is designed to provide feedback on the validity of data entered into each field. All input fields – required or optional – will display a green checkmark icon ( ) once a valid response has been entered:



Conversely, a red x icon ( ) will be displayed for an invalid entry:



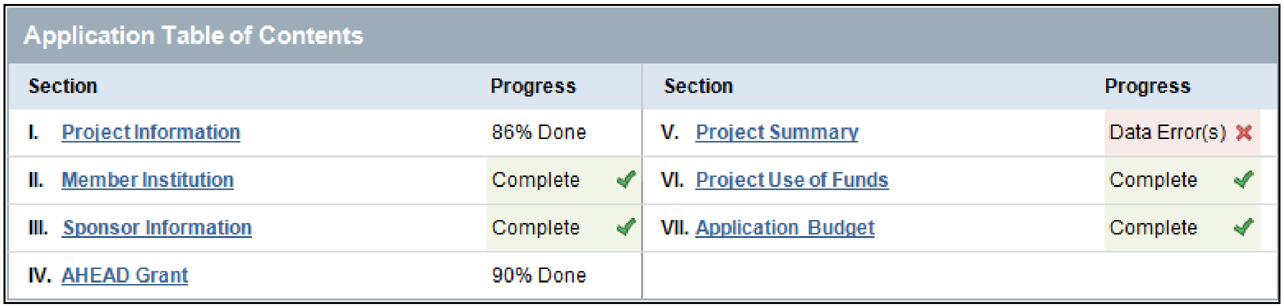
In most cases, the validation error will be a result of entering the wrong type of data into a field. For example, if a field requires a numerical value and you enter a text value, the application will respond with an error message that forces you to either change the value or undo the entry.

In other cases, the validation error will be a result of entering invalid information based on other entries made in the application.

Note: If the application contains ***any*** validation errors, it will not be considered complete.

Error Indicators in Table of Contents

If an application contains any errors, the Table of Contents can be useful in pinpointing exactly where the errors are, by displaying an overall status of “Data Error(s)” in the Progress box next to a section name. For example, if there are data validation errors in the Project Summary section, the table of contents will indicate the error condition message below. The user should click the Project Summary link and find the red x icon ( ), indicating where the error is located.

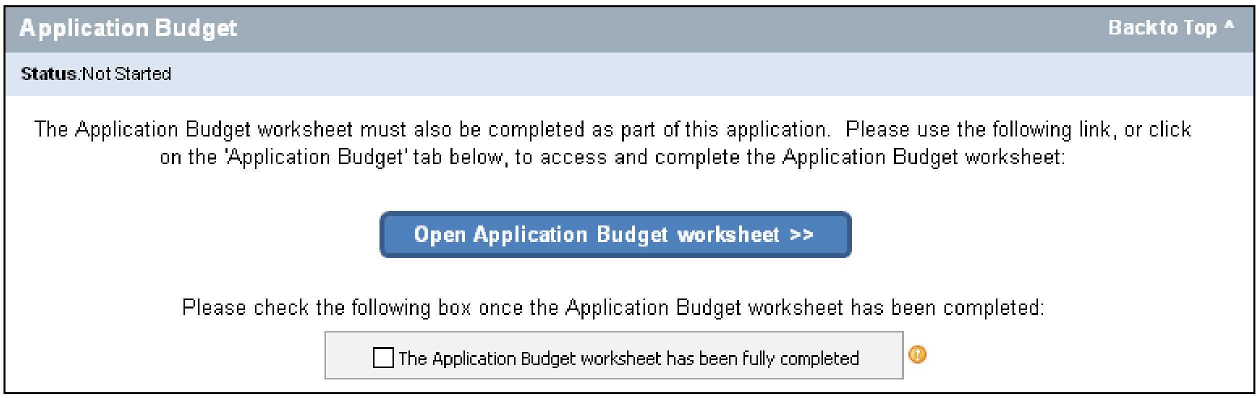


Application Table of Contents

Section	Progress	Section	Progress
I. Project Information	86% Done	V. Project Summary	Data Error(s)
II. Member Institution	Complete	VI. Project Use of Funds	Complete
III. Sponsor Information	Complete	VII. Application Budget	Complete
IV. AHEAD Grant	90% Done		

Application Budget

The Application Budget is built-into the Application as a worksheet. To access the budget, click the “Open Application Budget worksheet” button at the bottom of the application. See the next section in this guide for instructions on filling out the application budget.



Application Budget Backto Top

Status:Not Started

The Application Budget worksheet must also be completed as part of this application. Please use the following link, or click on the 'Application Budget' tab below, to access and complete the Application Budget worksheet:

Open Application Budget worksheet >>

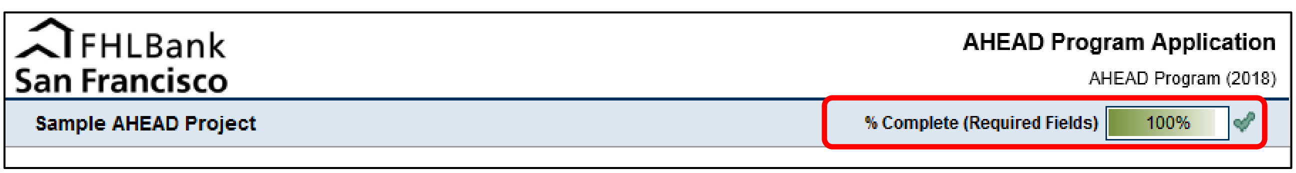
Please check the following box once the Application Budget worksheet has been completed:

☐ The Application Budget worksheet has been fully completed

Application Progress

As data is entered into the application, progress is automatically tracked and refreshed in real-time. Progress is tracked and displayed at both the overall application level ***and*** the application section level. At the overall level, an application will be considered complete once ***all*** required fields have been populated with valid data and no fields, whether required or optional, have data validation errors.

<u>**Note: Only applications that are 100% complete should be uploaded to the AHEAD secure portal.**</u>

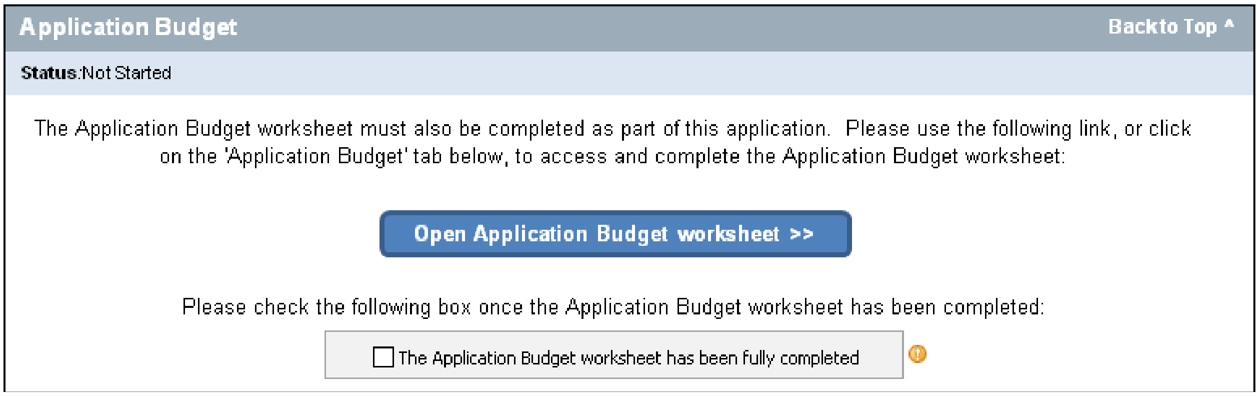


Saving the Application

As with any Microsoft document, the application can be saved at any time by simply pressing the Save button in Excel or by pressing the Office Button (top-left corner of your Excel window) and clicking “Save.” ***All applications must be saved in Excel (.xlsx) format and uploaded as one Excel document to the Application & Budget folders on the AHEAD secure portal.***

Instructions for Filling Out the Application Budget

After filling out the application, the user should fill out the application budget. As instructed above, the application budget can be accessed by clicking the "Open Application Budget worksheet" button on the bottom of the application:



The application budget worksheet will be pre-populated with the Project Name, Sponsor Name, Budget Period, and AHEAD grant amount requested. There are two sections of the budget to be completed by the user. The first part is the Sources of the Funds and the second part is the Uses of Funds. Instructions for filling-out each section are included in the budget worksheet.

Sources of Funds

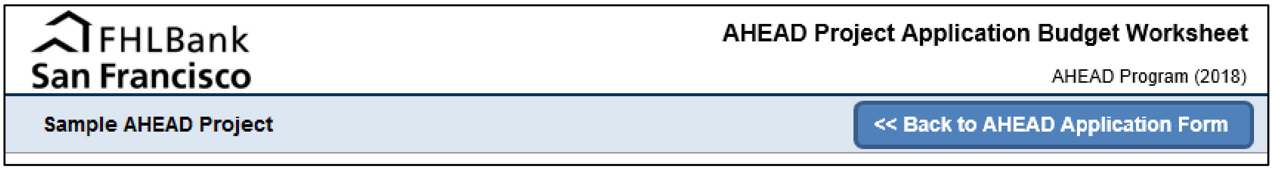
Source of Funds	
Instructions:	
Project Budget (Application) Column	Enter individual $ amount of budget line items for each source of additional funding. The Project Budget (Application) should be for the entire project, not just the AHEAD grant request. If the AHEAD grant request is the same as the total project budget, that is acceptable. Use the Other line item(s) for other sources of funds that aren't listed on the budget.
Other Sources (Anticipated) Column	Enter anticipated $ amount of each invididual budget line item filled out in the Project Budget (Application) column. Only enter $ amount(s) in this column if the funding source hasn't been committed at time of application.
Other Sources (Committed) Column	Enter committed $ amount of each invididual budget line item filled out in the Project Budget (Application) column. Only enter $ amount(s) in this column if the funding source HAS been committed at time of application.
Must = 0 Column	This column will calculate the total for each budget line item and should equal $0 for each budget line item.

Uses of Funds

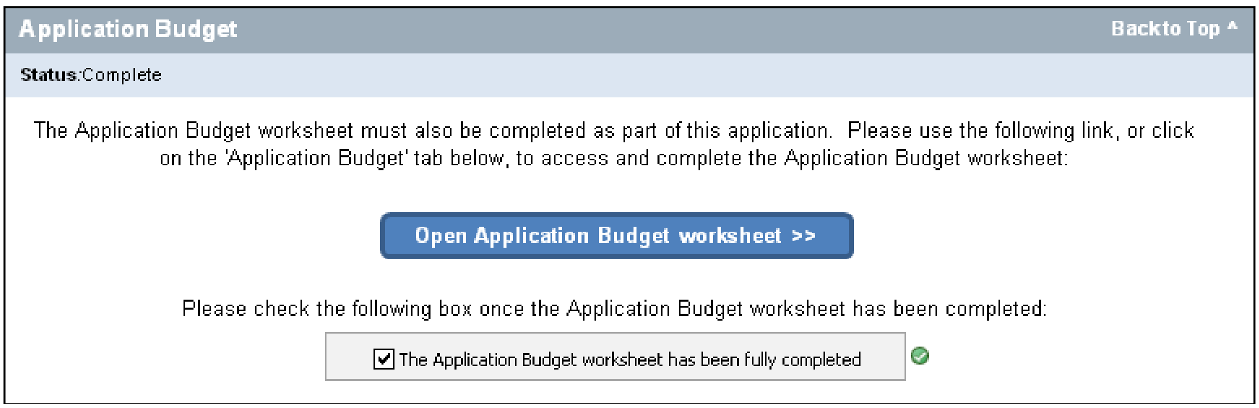
Uses of Funds	
Project Budget (Application) Column	Enter total project expenses for each expense line item. This column should be used for the entire project costs, not just the AHEAD grant, unless the AHEAD grant is the only source of funding. Use the Other line item(s) for other uses of funds that aren't listed on the budget.
Other Sources (Anticipated) Column	Enter project expenses that will be funded specifically with the AHEAD grant. This column should total no more than the requested AHEAD grant. The Excess/Deficiency cell at the bottom of this column must total $0 once all AHEAD line items have been input.
Other Sources (Committed) Column	Enter project expenses that will be funded with Other Sources listed above. This column should total no more than the Anticipated and Committed Sources listed above. The Excess/Deficiency cell at the bottom of this column must total $0 once all line items have been input.
Must = 0 Column	This column will calculate the total for each budget line item and should equal $0 for each budget line item.

All yellow-shaded cells allow input by the user while all other cells are locked down for entry.

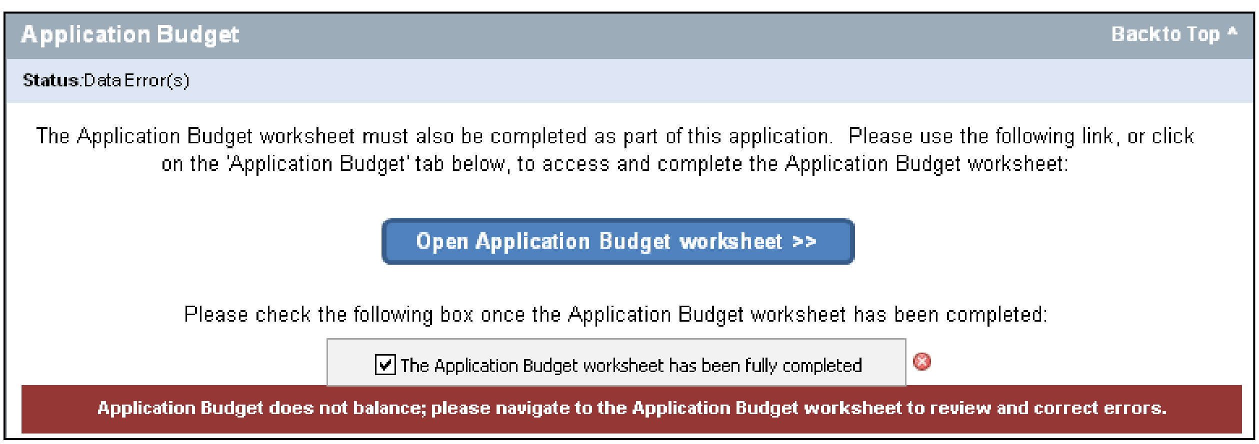
If the user wants to view the application at any time, they can click the “Back to AHEAD Application Form” button at the top of the budget:



Once the budget is complete, the user should go back to the application and click “The Application Budget worksheet has been fully complete” button. If the budget balances and is filled-out correctly, a green checkmark will appear, as seen below”



If the budget doesn’t balance and/or isn’t filled-out correctly, a red checkmark will be displayed and an error messages will instruct the user to fix the error. Navigate back to the budget and look for the red error message, which will highlight the budget section that needs to be fixed. Once the error has been fixed, the red error message will disappear and the user can navigate back to the application to confirm that the budget is complete.



Application Checklist & Workspace Folders

Use this checklist as a guide to ensure the AHEAD application package uploaded to the Bank's secure portal is complete. An application workspace should list the project's name at the top and the following folders should appear in your project's application workspace:

Check Below	Document Name	Workspace Folder Name / Format
☐	**AHEAD Application and Budget**	Application & Budget / Upload "AHEAD-Application.xlsx"
☐	**Project Sponsor IRS Letter** **(***Most recent IRS certification letter of 501(c)3 nonprofit status***)**	IRS Letter / Upload as one PDF document
☐	**Project Sponsor Management Roster and Board of Directors Roster** **(***Both rosters must be included. If Project Sponsor does not have a Board of Directors, a statement from Management must be included as part of the uploaded documentation.***)**	Management & Board Rosters / Upload as one PDF document

Incomplete packages may be subject to disqualification.

For questions, contact the Community Investment Department at (415) 616-2542, email ahead@fhlbsf.com, or visit the AHEAD section of the Bank's website.