

Access to Housing and Economic Assistance for Development (AHEAD) 2020 Application Reference Guide

All applications for the 2020 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 Thursday, June 2, 2020.**

Contact Information:

Community Investment Department

Phone: (415) 616-2542

Email: ahead@fhlsf.com

www.fhlsf.com

Table of Contents

Instructions for Submitting an AHEAD Application 3

Instructions for Filling Out an AHEAD Application 4

Instructions for Filling Out the Application Budget 7

Application Checklist & Workspace Folders 9

Application Submission Instructions

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 **Thursday, May 28, 2020**. 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.xlsx) 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 **Thursday, June 2, 2020**, 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:

The screenshot shows the top navigation bar of the AHEAD Program Application. On the left, the FHLBank San Francisco logo is enclosed in a red rectangular box. On the right, the text 'AHEAD Program Application' is displayed, with 'AHEAD Program (2020)' below it. A progress indicator shows '% Complete (Required Fields)' at 95%. Below this, a 'Project Information' section header is shown, with a 'Back to Top ^' link highlighted in a red rectangular box. The status 'Status: 86% Done' is visible at the bottom left of the section.

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:

The legend is titled 'Application Form Input Field Legend' and contains four entries: 'Required' with a yellow box and ⓘ icon, 'Valid Entry' with a yellow box and ✔ icon, 'Invalid Entry' with a yellow box and ✖ icon, and 'No Entry Required' with a grey box.

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:

The screenshot shows a 'Sponsor Description' field. The field is a large yellow rectangular box with a yellow exclamation point icon (ⓘ) on the right side. Above the field, the text 'Describe the Sponsor's core mission, management structure, and accomplishments:' is displayed, followed by '3000 character(s) remaining'.

Application Form Instructions

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:

| All Project Types | |
|---|----------------------|
| Will the project create or retain jobs? | <input type="text"/> |
| If Yes, estimate the number of jobs to be created or retained | <input type="text"/> |

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:

| |
|---------|
| City |
| Oakland |

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

| |
|---------------------------|
| Email Address |
| mlynch@famfirstfoundation |
| Invalid Domain Name |

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 Form Instructions

| Application Table of Contents | | | |
|--|-----------------|--|------------|
| Section | Progress | Section | Progress |
| I. Project Information | 86% Done | V. Project Summary | 84% Done |
| II. Member Institution | Data Error(s) ❌ | VI. Project Use of Funds | Complete ✓ |
| III. Sponsor Information | Complete ✓ | VII. Application Budget | Complete ✓ |
| IV. AHEAD Grant | Complete ✓ | | |

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
Back to Top ^

Status: Not Started

The Application Budget worksheet must also be completed as part of this application. Please use the following link 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.

Note: Only applications that are 100% complete should be uploaded to the AHEAD secure portal.

| | |
|---------------------------------|---|
| FHLBank San Francisco | AHEAD Program Application <small>AHEAD Program (2020)</small> |
| Sample AHEAD Project | <div style="border: 2px solid red; display: inline-block; padding: 2px;"> % Complete (Required Fields) 100% ✓ </div> |

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:

Application Budget
Back to Top ^

Status: Not Started

The Application Budget worksheet must also be completed as part of this application. Please use the following link 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 !

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 individual 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 individual 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. |

Application Budget Instructions

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:

The screenshot shows the top header of the application. On the left is the FHLBank San Francisco logo. On the right is the title "AHEAD Project Application Budget Worksheet" and the subtitle "AHEAD Program (2020)". Below the logo is a tab labeled "Sample AHEAD Project". On the right side, there is a blue button with the text "<< Back to AHEAD Application Form".

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”

The screenshot shows a section titled "Application Budget" with a "Back to Top ^" link. The status is "Complete". Below this, a message states: "The Application Budget worksheet must also be completed as part of this application. Please use the following link to access and complete the Application Budget worksheet:". A blue button labeled "Open Application Budget worksheet >>" is centered below the message. Underneath, a prompt says "Please check the following box once the Application Budget worksheet has been completed:". A checkbox labeled "The Application Budget worksheet has been fully completed" is checked, and a green checkmark icon is visible to its right.

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.

The screenshot shows the "Application Budget" section with a status of "Data Error(s)". It includes the same instruction and "Open Application Budget worksheet >>" button as the previous screenshot. The checkbox "The Application Budget worksheet has been fully completed" is checked, but a red 'x' icon is next to it. A red banner at the bottom of the section contains the text: "Application Budget does not balance; please navigate to the Application Budget worksheet to review and correct errors."

Application Checklist & Workspace Folders

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 |
|--------------------------|--|--|
| <input type="checkbox"/> | AHEAD Application and Budget | Application & Budget / Upload "AHEAD-Application.xlsx" |
| <input type="checkbox"/> | Project Sponsor IRS Letter <i>(Most recent IRS certification letter of 501(c)3 nonprofit status)</i> Note: For Government Agencies or Tribal Associations that aren't 501(c)3 organizations, a copy of Articles of Incorporation, or equivalent founding documentation, must be uploaded in lieu of a nonprofit status letter. | IRS Letter / Upload as one PDF document |
| <input type="checkbox"/> | Project Sponsor Management Roster and Board of Directors Roster <i>(Both rosters must be included.)</i> Note: 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 or Word document |

Incomplete packages may be subject to disqualification or deemed ineligible.

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