# Affordable Housing Program General Fund
## *Overview of the Project Construction Form*

February 2025

# Project Construction Form (AHP/APP-109)

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# Overview & System Requirements

- The [AHP/APP-109 Project Construction Form (PCF)](#) is a customized Microsoft Excel 2007 Workbook.

- The PCF template can be downloaded directly from the AHP System. Once downloaded, the user can begin filling out the PCF.

- The completed PCF must be uploaded to the AHP System as part of the application package. For instructions on enrolling in the AHP System and the application submission process, see the [FHLBNY website](#).

- Completing the PCF requires Microsoft Excel 2007 (or later) to be installed on the user's machine. The workbook should be saved as Project Construction Form (form.xlsx).

- The form must be completed and certified by a qualified professional. An acceptable qualified professional includes the project's architect, engineer, construction manager or general contractor.

- Should a submitted PCF be incomplete and/or missing a signature from a qualified professional, the application may be eliminated.
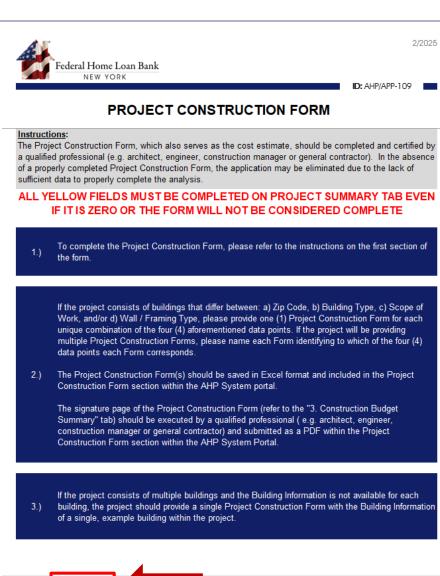
## 2025 AHP General Fund Round Key Dates and Parameters

- The round will launch on February 10, 2025, with $86,559,298 in available funds.

- Application submission deadline: March 21, 2025 by 5:00 p.m. ET.

- The maximum AHP subsidy granted per AHP-assisted unit is limited to $60,000 per unit.

- The maximum AHP subsidy granted to any one project is limited to $2,000,000.

# Project Construction Form: Instructions

The Project Construction Form (PCF) is a separate workbook that must be completed for both Rental and Owner-Occupied projects.
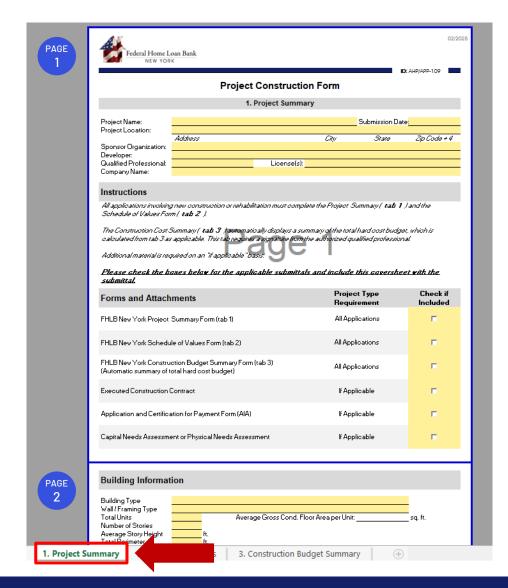
- To start the process, please review the first tab which outlines instructions for completing the PCF.

- If the project consists of buildings that differ between zip code, building type, scope of work, and Building Type/Wall-Framing Type, please provide one PCF for each unique combination of the four data points in the Hard Costs Details portion of the Application Package.

- For purposes of this presentation, we will be referencing a PCF for a Rental Project Application.

# Project Summary

The second tab of the PCF is known as the Project Summary. It is important to note there are <u>two (2) pages in this section</u>.

- The purpose of this section is for a qualified professional to provide essential project details, including building information and the project's scope of work.

- Yellow sections throughout the form require an input, while auto-populated sections will be filled using information provided by the qualified professional.

- The project's name, site location, sponsor entity, and developer's name must be completed.

- The qualified professional must also provide their name, license number, and company's name.

- The FHLBNY staff will use information about these project characteristics to evaluate whether the project is being constructed in a cost-efficient manner.
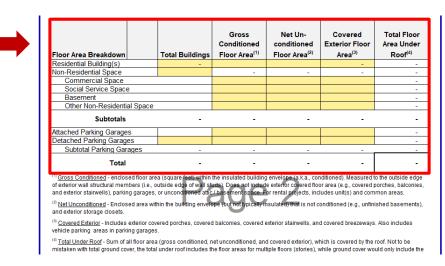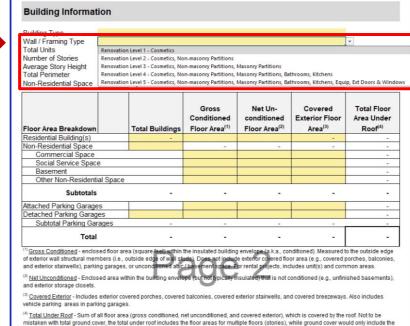
# Project Summary: Building Information

The next section of the Project Summary tab consists of fields to enter content related to the project's site building information.

- Use the drop-down menus to input Building Type and Wall/Framing Type of each building the project is comprised of.

- Using specifications from the project's construction contract, input the floor area breakdown.

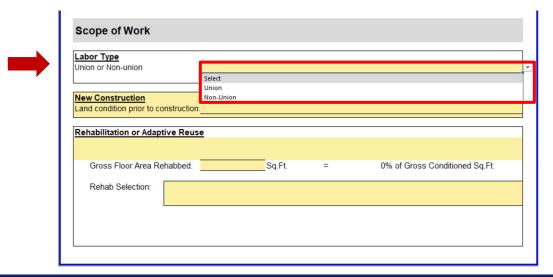- Each floor area has a corresponding footnote that further explains the required information.
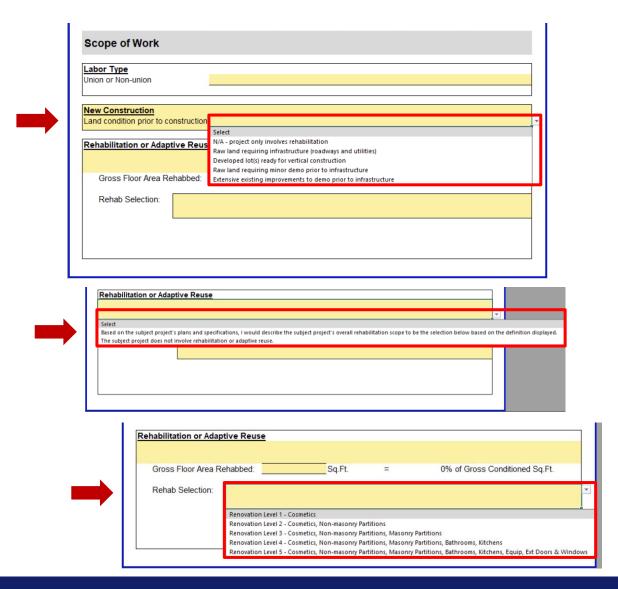
# Project Summary:  Scope of Work

The final section of the Project Summary tab asks the qualified professional to identify the project's scope of work.

- Using the drop-down menus, choose which option best describes the scope of work.

- When completing this section, you should specify the labor type and whether the project is a new construction or rehabilitation project.
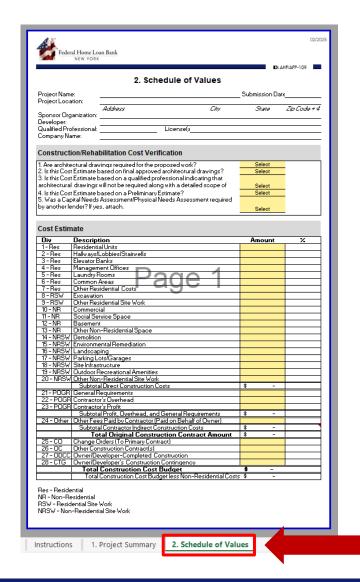
# Schedule of Values

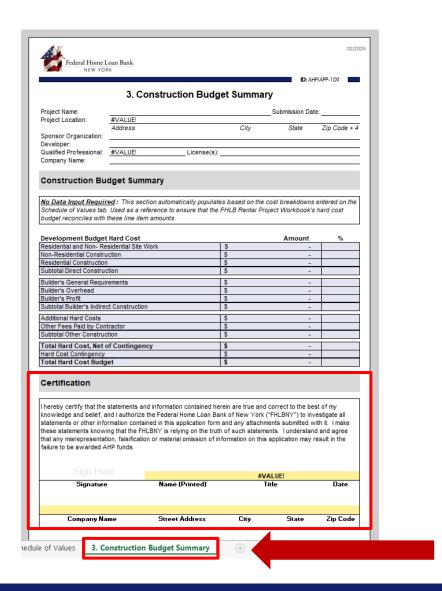The third tab of the PCF is known as the Schedule of Values.

- Information regarding the project's construction and/or rehabilitation costs are required in this tab.

- As a reminder, an input is mandatory for cells that are shaded yellow.

- The construction costs on this tab must match the construction costs on the Rental Project Workbook along with the cost documentation provided with the AHP application.

# Construction Budget Summary

**The final tab of the PCF is the Construction Budget Summary.**

- The Construction Budget Summary tab will have the project's details, name, location, etc. auto populated from the Project Summary tab.

- Please ensure the Development Budget of the Rental Project Workbook reconciles with the line items seen within the Construction Budget Summary.

- Verify that the values shown on the summary reflect the project's costs. If there is an error or inconsistency, please re-visit the Schedule of Values tab to make the appropriate revisions.

- Finally, the qualified professional should enter their contact information and provide their signature. The executed form should be saved as a PDF and included with the application.

Questions?

Email us at

[AHP@fhlbny.com](mailto:AHP@fhlbny.com)