

# 2022 OASYS System Registration & Navigation



# Agenda

- OASYS (Online Application System) Registration Instructions
- Definitions
- Sponsor Administrator Add-Edit User
- Logging into OASYS
- Navigating OASYS (many topics)
- 2022 AHP Application Schedule
- HCI (Housing Community Investment) Resources
- Contact Us

# OASYS Registration Instructions

- From the FHLB Cincinnati website <https://www.fhlbcin.com/> select Housing Programs from the top Banner.
- Click Affordable Housing Program
- Beneath Affordable Housing Program Resources expand the AHP Application Documents and Forms.
- OASYS Registration Instructions appear 1<sup>st</sup> in the list.

Registration Instructions Document includes:

- Definitions of Sponsor, Member, Administrator
- Member and Sponsor Registration Information
- Sponsor Administrator instructions for Add-Edit Users and permission changes.

# Logging into OASYS

- From the FHLB Cincinnati website <https://www.fhlbcin.com/> select Housing Programs from the top Banner.
- Just above Programs in the middle of the page is the following button titled **AHP Application OASYS Login** which you can click to get to the OASYS website.

AHP Application OASYS Login

- Clicking the above button on the web page opens this link <https://oasys.fhlbcin.com/>
- Sponsors enter their email address and password to Login.
- Members Representatives of Member organizations enter their FHLB Members Only usernames and passwords into the “User Email” and “Password” fields.

# OASYS Navigation Topics

1. Getting Started – Planning & Preparation
2. Start a New Application
3. Edit an Existing Application
4. OASYS Application Fundamentals
5. OASYS Time-Out
6. Data Entry Completion
7. Navigation Buttons and Tips
8. Tips for Revising Answers to Questions
9. Navigation Bar
10. Search Questions Box
11. AHP Completed Application

# OASYS Navigation Topics Continued

12. Messages in Bright Red Text (must be fixed)
13. Validation Errors in Red Banners (must be fixed)
14. Informative Messages in Large Maroon Text
15. Application Guidance
16. OASYS Reports in Dark Blue Boxes
17. Required Documents Upload
18. Submission of Application to FHLB
19. Monitoring Emails from FHLB

# Getting Started - Planning & Preparation

1. Registration of Organization, Administrator, User(s)
2. Organize/prepare your financial data for your project and gather information on your team by completing the following 2 documents from the OASYS Application Tools Menu at the top right in OASYS.
3. a) AHP Financial Templates in Excel. For a Rental Project complete both the Input-DevelopmentBudget and the Input-OperatingBudget. For a Owner Project complete only the Input-DevelopmentBudget.
4. B) Second Sponsor Information Form. Both Primary and Secondary Sponsors can utilize this document to organize your Sponsor information.
5. Give yourself plenty of time to be thorough in gathering your information, entering it into OASYS, completing all required documents for your application, and for Sponsor(s) and Member(s) having sufficient time to complete Certifications at the end of the OASYS Application prior to submitting it to FHLB for Review by the deadline.

# Start a New Application

- To Start a New Application, Click Start a New Application just beneath the heading Apply

## Welcome to OASYS

Welcome to FHLB's Housing and Community Investment (HCI) online application system, OASYS! This dashboard is composed of fields that allow Sponsors and Members to apply for funding and manage projects funded through FHLB. Currently, the dashboard only provides access to projects and applications for the Affordable Housing Program (AHP). In the future, HCI hopes to

## Apply

⊕	Closes
AHP	07/29/2022 5:00 PM

START A NEW APPLICATION

## Announcements

July 22, 2021  
OASYS Availability > [Read More](#)

April 07, 2021  
2021 Offering > [Read More](#)



# Edit an Existing Application

- To Edit an existing Application, click the Project Application Number which applies to your Project Name that appears in the first column of the table beneath the heading Projects and Online Applications per the screenshot below.
- If a Project Name does not appear, it's an indication you or another individual in your organization Started a New Application, but have not progressed far enough in the OASYS application to answer the question for Project Name.
- When you Edit an existing application, OASYS will return you to the last section, page, and question that it displayed prior to exiting.

## Projects and Online Applications

Project / Application Number	Project Type	Project Name	Primary Member Name	Primary Sponsor Name	AHP Requested	Total Units/B...	Project Location	Total Project Costs	Project St...
220013		New Application	Not yet selected	Fake Catholic					Not Submitted

# OASYS Application Fundamentals

- The AHP online application is similar to TurboTax and other software that changes the questions presented to the user based on answers within the software to your project's type (Rental or Owner).
- FHLB has no comprehensive list of questions to help prepare for the information needed to complete an application.
- You must answer the questions in order (question by question, page by page, and section by section) from the beginning of the application to the end.
- If you do not know the answer to a question, FHLB recommends using the “SAVE & EXIT” button of the application to save your answers and exit the application. Research your answers then return to Edit the Application as covered above in the prior section.

# OASYS Time-Out

- Be Aware of the Time Out Feature of OASYS which will log you out of your session after a period of 20 minutes of Inactivity.
- OASYS is unable to track certain activities, such as reading application reports or typing lengthy answers to questions, which may cause you to receive a time out notice even though you are working on the online application.
- If your answer to a question is lengthy that may take time to compose, a recommendation is to click the SAVE AND EXIT button, type your answer in a word processing program, Edit the application and then paste your answer into the response to the question since OASYS returns you to the last section, page and question that it was displaying upon exiting.

# Data Entry Completion

There are various ways that your keyboard or mouse actions indicate to the OASYS application that you have finished answering a question:

- Press the “Tab” key on your computer’s keyboard;
- Press the “Enter” or “Return” key on your computer’s keyboard;
- Use your mouse to click the space outside the box in which you input the answer to the question, or.
- Make a selection in a drop-down menu.

Once you have performed one of the following above, OASYS will present another question to answer, or display the NEXT button to be clicked to move you to the next page.

# Navigation Buttons and Tips

- **NEXT** button will appear at the top and bottom of the page once you have answered all the questions on a page. When you click **NEXT** your data entry for that page will be saved and you will be moved to the next page.
- **BACK** button returns you to the previous page of the application, BUT does not save answers to questions on the current page.
- **SAVE AND EXIT** will save your data entry and return you to the “Home Page” of OASYS. You can re-enter the application (Edit) where you left by clicking the Project Application Number as covered in a prior slide.

Sponsor Capacity | Sponsor Financial Information

AHP Application

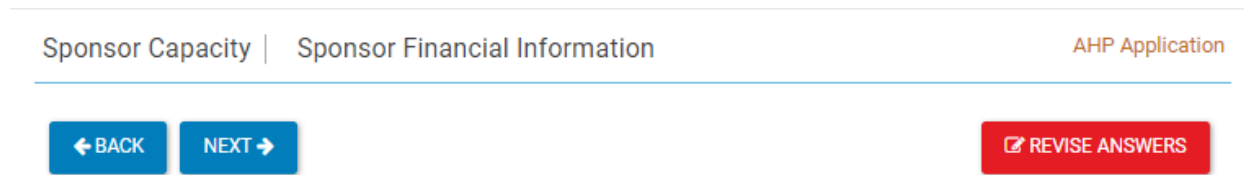
← BACK

NEXT →

SAVE AND EXIT

# Navigation Buttons and Tips Cont'd

- **REVISE ANSWERS** button. If you revisit a previous answered question and revise it, you must revisit every page and question you completed previously from that point forward in the application. See following slide Tips for Revising Answers to Questions.
- **BACK** and **FORWARD** buttons of your browser should not be used to navigate backwards and forward in OASYS!

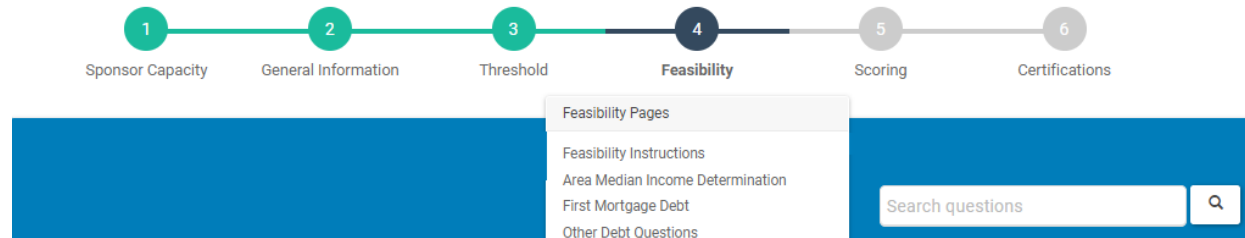


# Tips for Revising Answers to Questions

If you change a prior answered question, you must revisit every page and question preceding forward in the application, even those you have already answered. Consider the following before making changes.

- See the prior Getting Started slide which may help reduce the number of changes you need to make with thorough preparation.
- Make a list outside of the online application system of all the changes you need to make that may help in saving time with revisions.
- The next few topics will assist you in locating pages and questions that OASYS has asked and you have answered. The topics are:
- Navigation Bar Use
- Search Questions Box
- OASYS Reports & specifically the AHP Completed Application.

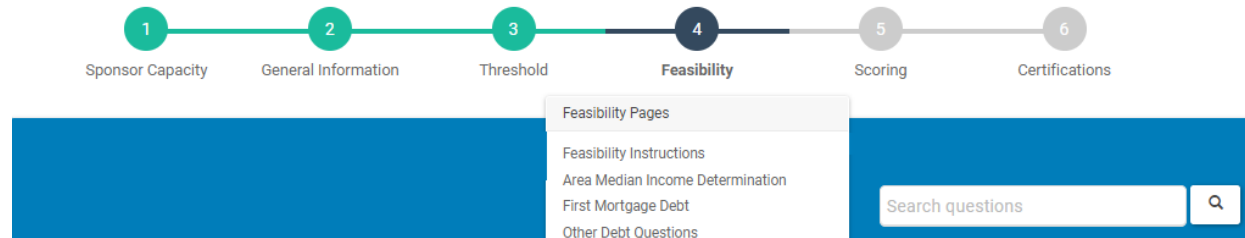
# Navigation Bar



- When you begin an AHP online application, you will see a gray navigation bar at the top of the screen (see above).
- Each bubble of the bar represents one of the application's six sections, which include a number of pages with several questions per page. As you move through the application, the bar and its bubbles will turn either green or dark blue.

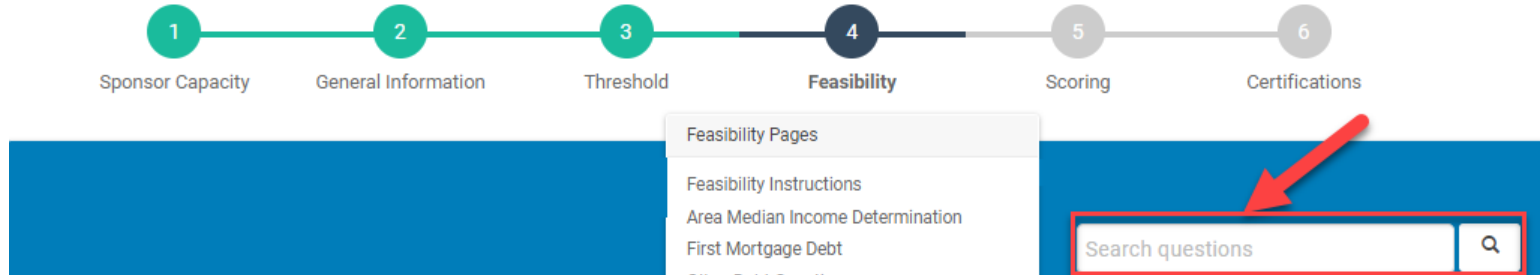


# Navigation Bar Continued



- Green bubbles indicate the section(s) of the application that you have completed. Click a Green bubble to navigate to the first page of that section. Hover over the green bubble of the section you want to move to, and a list of pages visited within that section will display which you can click to navigate to.
- Dark Blue indicates you are currently working in that section with pages and questions not yet answered. Hover over a Dark Blue bubble and click a page that you wish to return to.
- Gray bubbles indicate sections that still must be completed.

# Search Questions Box



- Use the Search questions box to find and revisit a question that has already been answered.
- To begin a search, enter a keyword(s) in the search box for a question you wish to revisit and click the magnifying glass icon. Using fewer keywords typically yields better search results.
- Search results display a list of questions and/or answers in the application that contain an exact match to the keyword(s) entered.
- Click on the desired search result to navigate to that question and/or answer in the application.

# AHP Completed Application

- An excellent source to revisit and review answers to prior questions in your project is the AHP Completed Application. When you have your application open in OASYS, the AHP Completed Application appears in a dark blue box beneath Application Guidance on the right-side of the page.
- AHP Completed Application contains all the questions you have visited in the application as well as your answers, all categorized by page and section.
- Save the report as a PDF document so you can search thru it for answers to questions.

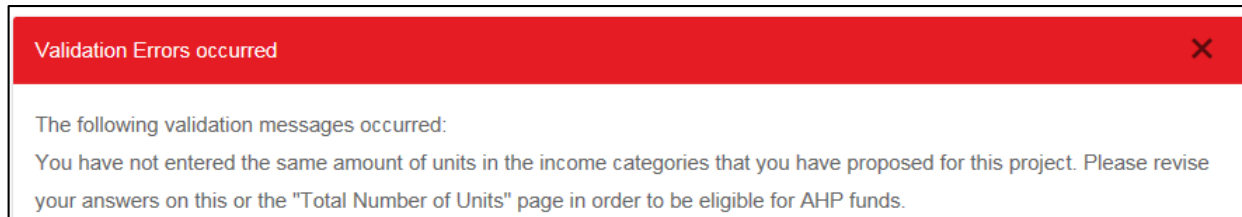
# Messages in Bright Red Text

How many of these **units and/or beds** reserved for households with incomes at or below 50% of the Area median income are likely to be occupied by households receiving less than or equal to 30% of the Area median income? Note: FHLB collects this data for informational purposes only, and this does not represent a commitment on the part of the project to serve households receiving less than 30% of the Area median income.

You have entered more units in this income category than the number of units you have proposed to reserve for households with incomes less than or equal to 50% of the area median income. Please revise this or the previous answer as appropriate.

- If your data input on your OASYS application violates either the formatting or logic requirements for the question, the application will display a message in bright red text immediately below the question with instructions on how to fix your answer.
- You must fix your answer according to the instructions before you will be able to move forward in the application.

# Validation Errors in Red Banner



- OASYS runs tests at the end of many of its pages and displays a “VALIDATION ERROR” message in red at the top and bottom of the page if the data entry on the page does not meet the logic requirements for the page.
- You must fix your answer according to the instructions before you will be able to move forward in the application.

# Informative Messages in Large Maroon Text

Feasibility | Area Median Income Determination AHP Application

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How many units will be located in rural areas as defined by the U.S.D.A.?

Based on responses on the project's "Primary Project Location" page, FHLB has determined that the MTSP Area median income applicable to this project is \$71,500.00.

- Periodically informative messages in Large Maroon Text such as that above will be displayed that OASYS has calculated based on your data entry.
- Pay special attention to this text and verify that the calculations it contains match your expectations for your project.
- Unlike bright red text, which indicates errors, maroon text is informational and does not prevent forward movement in the application.

# Application Guidance

- FHLB has added targeted Application Guidance to each page of the your application's right-hand sidebar.
- Since the AHP's Threshold, Feasibility, and Scoring parameters can change from year to year, Application Guidance is used to alert applicants of the most recent AHP requirements.
- Items in the Application Guidance change with each page so that only the most relevant information appears with the exception of the following 4 Application Guidance items which appear on each page.
- Contact FHLB Cincinnati link
- Full List of Required Documents
- AHP Implementation Plan, which is the administrating document for the AHP-Affordable Housing Program.
- Navigation Instructions.

# OASYS Reports in Dark Blue Boxes

- OASYS Reports appear beneath Guidance Items in Dark Blue Boxes when you reach or complete specific sections in your application.
- **AHP COMPLETED APPLICATION.** Contains all the questions you have visited in the application as well as your answers, all categorized by page and section.
- **DEVELOPMENT BUDGET.** Appears when you reach the Feasibility section and lists all the project's funding sources and development costs.
- **AHP OPERATING BUDGET.** Appears only for rental projects when applicants reach the Feasibility section and contains the rent and unit schedule and the operating information as they are input into OASYS.
- **FEASIBILITY REPORT.** Compares the project's data to FHLB's underwriting parameters. Appears at the end of the Feasibility section.



# OASYS Reports in Dark Blue Boxes Cont'd

- **SCORE SHEETS.** Appears at the end of the Scoring section and contains the project's Self-Score according to the data entered into the AHP online application.
- It is very important to review and store all application reports saving them as PDF documents before submitting your AHP application.
- The reports save time by allowing you to look over your data entry without having to move through the application page by page, and they don't delete data entry the way the "BACK" button does.
- Reports that you have open do not update as you move through the application, so you must close the reports and reopen them in order to refresh their figures.

# Required Documents Upload

- In addition to the information you enter into OASYS, your application will require that you complete and upload required documents.
- You will have the opportunity to Upload Required Documents in response to various questions or you can Upload them on the Required Documents Review page which appears at the end of the Scoring Section.
- FHLB requires all necessary documents to be uploaded before your application can be considered complete.
- The AHP Application Required Documents List is available from the APPLICATION TOOLS menu in OASYS header or beneath Application Guidance when viewing-editing-updating your project.
- Start work early on completing required documents since some require collaborating with third parties who may need time for review or for negotiation.
- File types accepted include Microsoft & Adobe files.

# Submission of Application to FHLB

- Prior to an Application being Submitted to FHLB for review, all Sponsor(s) and all Member(s) affiliated with your project will access and review your application and complete the Certifications section.
- The order of completing the Certifications section is Primary Sponsor, then Secondary Sponsor (if one exists), then Primary Member, then Secondary Member (if one exists).
- Members can click Return to Sponsor if they feel something in the application needs attention or if a Sponsor requests it. The last Member (Primary or Secondary) to complete the Certification will submit the application to FHLB for review.
- Once an application has been submitted to FHLB for review it can no longer be changed since FHLB cannot return it to the Sponsor or Member.
- The application must be submitted electronically to FHLB by the deadline when OASYS locks and prevents any project submissions.

# Monitoring Emails from FHLB

- The AHP OASYS online application uses email to communicate important messages to applicants during the application process and beyond. Therefore, add [AHPApplication@fhlbcin.com](mailto:AHPApplication@fhlbcin.com) to your email contacts list to ensure you receive all emails from the system.
- FHLB may request additional information regarding submitted applications during review of the applications after the application deadline. Application contacts will receive notification from the AHP application that action in OASYS is needed.
- FHLB requests a two-day response time, so it is critical that applicants monitor their email from [AHPApplication@fhlbcin.com](mailto:AHPApplication@fhlbcin.com) during the application review period, which begins shortly after the AHP application deadline.

# 2022 AHP Application Schedule

May 31 Online Application Opens

July 29 Application and Required  
(5:00 P.M. EDT) Documents Deadline

November 17 AHP Award Date

# HCI Resources

- Information on all programs offered, as well as manuals, forms, and recorded webinars, can be found on the FHLB website at [www.fhlbcin.com/housing-programs/](http://www.fhlbcin.com/housing-programs/).
- Contact FHLB directly using one of the following:
  - **Oasys@fhlbcin.com** for registration questions
  - **AHPApplication@fhlbcin.com** for application questions (the AHP online application also communicates from this address)
  - **AHPDisbursement@fhlbcin.com** for disbursement questions

# Contact Us

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# Conclusion of OASYS Webinar

**This concludes the 2022 OASYS Registration and Navigation Webinar.**