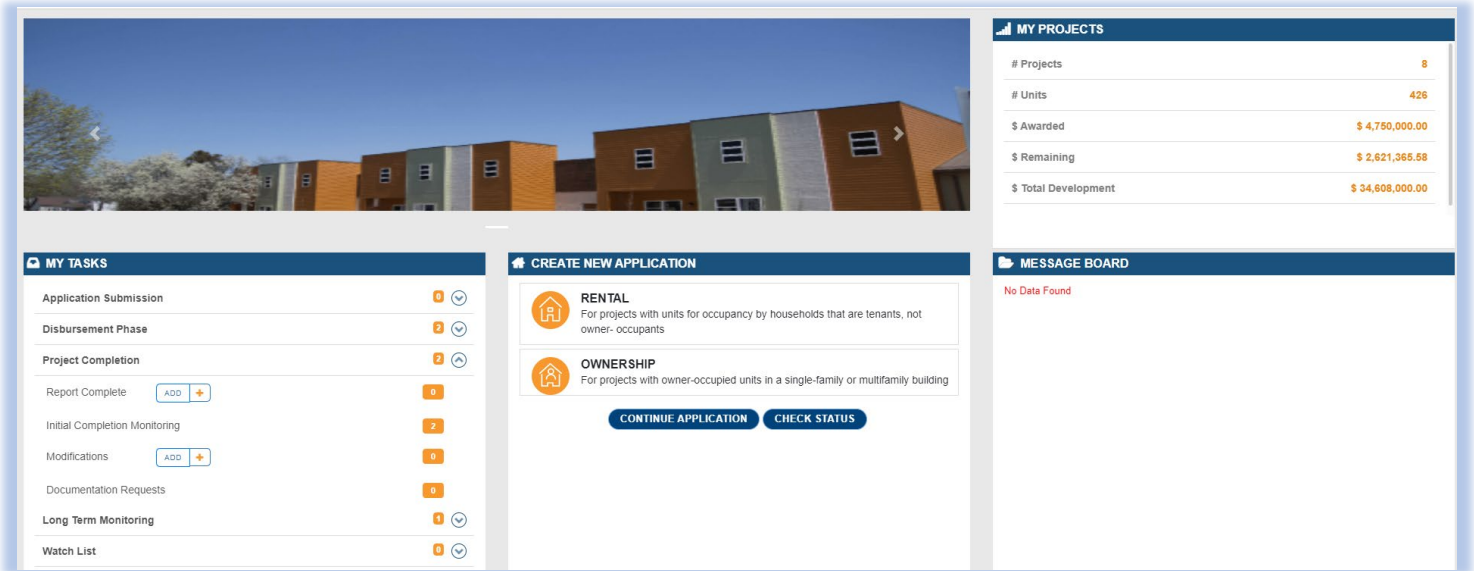


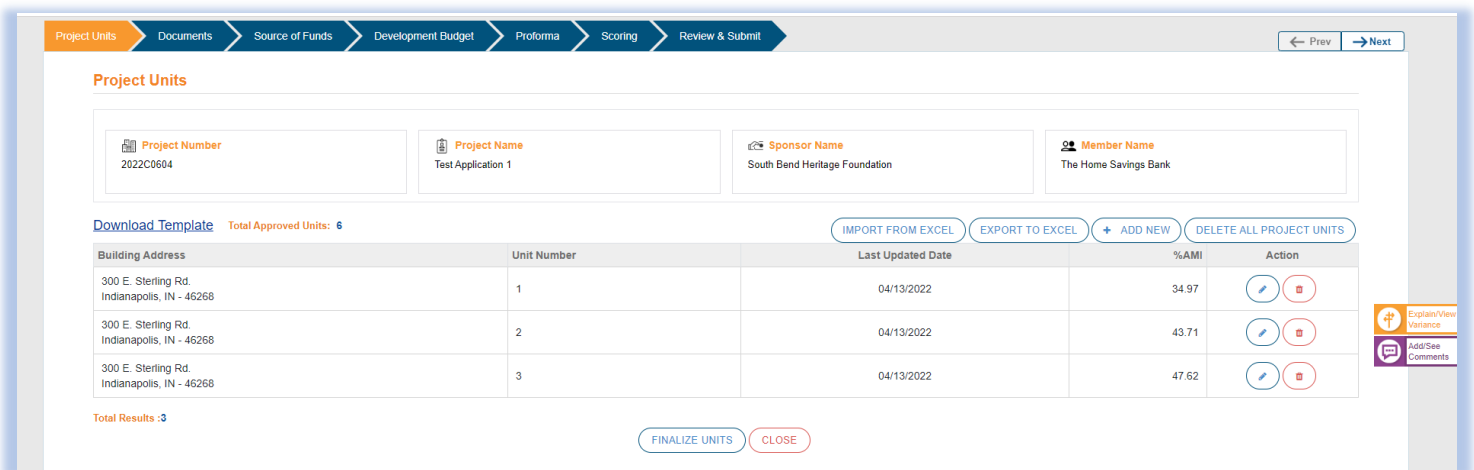
Sponsor Review Process

Section 1 – Getting Started



Navigate to the **My Tasks** section of the home page. When an initial completion monitoring is due a task will show up in **Project Completion**. Select the drop-down box and then click **Initial Completion Monitoring** (which should also show a task due). Select the appropriate project. This will take you to the initial completion monitoring page.

Section 2 – Project Units



The **Project Units** section allows you to enter information about ALL residents at your now completed and occupied housing development. In this section you will enter 100% of the units whether occupied or vacant. There are two different ways to approach this.

The first is to simply click on the **+ Add New** button and then input the requested information about the resident/unit. Be sure to save after entering data for each individual unit. The second way is to enter your resident information in an outside Excel document and then use the Import from Excel feature to import that data into the system. For the data to import properly the outside Excel document will need to contain the same information requested in the unit information entries.

The **blue pencil icon** under **Action** will allow you to edit information about a particular unit. The **red trash can icon** under **Action** will allow to delete the entire unit. The **Delete All Project Units** button will allow you to delete all units entered and start over. Once all project units have been entered you will select the **Finalize Units** button.

Please note, for homeownership projects where household incomes were reviewed during the disbursement process, project unit information will pre-populate from what was entered at disbursement.

Section 3 – Sampled Units

Sampled Units

Homeowner Name	Unit Number	Street Address	Unit Status	Household Size	Include in Disbursement	%AMI	Action
Sally Southerland	3	300 E. Sterling Rd. Indianapolis, IN - 46268		3	NO	47.62	
Scott Patrick	5	300 E. Sterling Rd. Indianapolis, IN - 46268		4	NO	55.13	

Income Summary

Income Level	Total	
	Approved	Reported
Very Low (<=30% of AMI)	1	0
Low (>30.01% to 50% of AMI)	5	4
Moderate (>50.01% to 80% of AMI)	0	1
Total AHP Assisted Units	6	5
High (>80.01% of AMI)	0	0
Vacant Units		1
Total Units	6	6

Unit Type Summary

Unit Type	Approved	Reported
Rural	0	0
Homeless Households	0	0
Special Needs Households	0	2

The **Sampled Units** section provides you a list of resident units AHP staff will need to review as part of our income/rent sampling review to ensure income targeting and rent compliance. The units selected for income sampling will automatically populate from what was entered in the project units' section. Income/asset supporting documentation and leases will be uploaded in the Documents section which we will discuss in the next section.

The **Income Summary** shows you the income targeting commitments approved at application and your current income targeting mix based on what was reported in the project units' section. The **Unit Type Summary** reflects the special needs, homeless, and other targeted populations committed to at application and then what is being reported in the project units' section. The **Include in Disbursement** column is for unit information provided during the disbursement review process which would typically apply to homeownership projects.

Section 4 – Documents

Project Units Sampled Units **Documents** Source of Funds Development Budget Proforma Scoring Review & Submit

Documents

Project Number: 2022C0604

Project Name: Test Application 1

Sponsor Name: South Bend Heritage Foundation

Member Name: The Home Savings Bank

List of documents

Sponsor Documents

Initial Monitoring Documentation

Document Name : Initial Monitoring Documentation

Document Name	Attached Date	Status	Decision By	Action
Test Award....pdf	04/13/2022 02:42:05 PM	N/A		
2022-amp-p....pdf	04/13/2022 02:46:35 PM	N/A		

Drag and drop your files here.

CLOSE

The **Documents** section is where all supporting documentation related to your initial monitoring review will be uploaded. This includes income/asset support documentation and leases for sampled residents, final funding source documentation not provided previously, final cost validation documentation such as the accountants cost certification, final contractor pay application, final invoices, etc., and any documentation not provided previously to verify the scoring commitments made in the application were fulfilled such as empowerment, homeless/special needs verification, etc. Please be mindful that an initial monitoring submitted without any supporting documentation will be considered incomplete and sent back to you.

To upload a document, you will click on the paper clip under **Sponsor Documents** for the section the supporting documentation relates to...in this case **initial monitoring documentation**. You can either choose a file from your local computer drive and upload it or drag and drop a file from another screen. If a document is successfully uploaded, you will be able to see it on the right-hand side of the screen under document name. Once all documentation has been uploaded you will advance to the next screen using the **Next** button at the top of the screen.

Section 5 – Source of Funds

Construction Funding Sources

Funder Name	Construction Funding Amount	Action
Bank of Frost	\$500,000.00	
Total Construction Funding Amount		\$500,000.00

Permanent Funding Source

Source Name	Funding Type	Status	Description	Funding Amount	Action
FHLB Indianapolis	Direct Subsidy			\$100,000.00	

AHP Subsidy Request: \$100,000.00
 Total Sources of Funds: \$100,000.00
 Total Development Budget: \$100,000.00

[CLOSE](#)

This **Source of Funds** section is where you will enter the final funding sources associated with your AHP project. The original information you entered at application will automatically carryover. You can edit the existing funding source information by clicking on the **blue pencil icon**. You can delete a funding source no longer being utilized by clicking on the **red trash can icon**. To add a new construction or permanent funding source click on the applicable add button (**+ Add New, Add Member Funding Source, Add Other Funding Source**) and enter in the details about the new funding source. The final funding sources entered should align with the supporting documentation provided previously or included in the **Documents** section of this initial completion monitoring. When finished hit the **Next** button at the top of the screen to advance to the next section.

Section 6 – Development Budget

Description	Amount
Subtotal - Predevelopment	\$ 0.00
Construction	
New Construction	\$
Rehabilitation	\$ 150,000.00
Infrastructure & Site Work	\$ 100,000.00
Hazardous Materials Abatement	\$ 0.00
Permits & Fees	\$ 0.00
General Requirements, Profit, Overhead	\$ 0.00
Construction Contingencies	\$ 0.00
Other Cost 2	\$ 0.00
Other Cost 3	\$ 0.00
Other Cost 4	\$ 0.00
Subtotal - Construction	\$ 100,000.00
Hard Construction Costs	\$ 100,000.00

Proforma Format : 22 NEW Note: Subtotals/Totals will populate when this page is saved.

30	Total Operating Expenses		6,400.00	6,592.00	6,789.75	6,993.45	7,203.25	7,419.35
31	Total Expenses		7,400.00	7,622.00	7,850.66	8,086.17	8,328.76	8,578.62
32	Debt Service	1	0.00	0.00	0.00	0.00	0.00	0.00
33	Cash Flow		0.00	0.00	0.00	0.00	0.00	0.00
34	Debt Coverage Ratio		0.00	0.00	0.00	0.00	0.00	0.00
35	Deferred Developer Fee	1	0.00	0.00	0.00	0.00	0.00	0.00

EXPORT SAVE CLOSE

This **Proforma** section will reflect the final 15-year operating projections associated with your AHP project. The total rents will populate in Year 1 based on information entered in the **Project Units** section. All other information must be entered manually along with any inflation adjustors. Subtotals and totals will not populate until the **Save** button is selected at the bottom of the page. Note the **orange Explain/View Variance** icon on the right-hand side of the screen. You will click here to view any feasibility guidelines that are outside of FHLBI’s requirements. You must provide an explanation for each item listed. In some cases, you will also submit supporting documentation to further substantiate your explanation. Failure to do so will prevent your initial monitoring from being moved to the member. After saving the proforma and addressing in variances that have flagged you will click the **Next** button at the top to advance to the next screen.

Section 8 – Scoring

Project Units > Sampled Units > Documents > Source of Funds > Development Budget > Proforma > **Scoring** > Review & Submit

← Prev → Next

Project Number
2022C0604

Project Name
Test Application 1

Sponsor Name
South Bend Heritage Foundation

Member Name
The Home Savings Bank

View More

- ✓ Donated Property
- ✓ Non-Profit Sponsorship
- ✓ Targeting
- Underserved Communities
 - ✓ Housing for Homeless
 - ✓ Special Needs
 - ✓ Rural Housing
 - ✓ Opportunity Targeting
- ✓ Economic Opportunity
- ✓ Community Stability
- District Priority
 - ✓ Member Involvement
 - ✓ Desirable Site Initiatives
 - ✓ Readiness to Proceed
 - ✓ Rent Subsidy
 - ✓ AHP Subsidy per Unit

Please document the scoring categories to ensure they have been met.

Category Name: Donated Property **Maximum Points:** 5

Guidelines

Question Description	Response
Has the project received 100% of the total units or land area conveyed by the federal government or any agency or instrumentality thereof? *	No Yes
% of the total units or land area received wherein ownership is obtained through a charitable donation within the preceding 10 years *	0
Has the project received land conveyed at a discounted price, such as a discount from the fair market value (FMV) of at least 80%? *	No Yes

CLOSE

The **Scoring** section is where you will document fulfillment of scoring initiatives. Update information where necessary. You do not have to provide information again that was submitted previously. Only new or updated information. Note the **purple Add/See Comments** icon on the right hand side of the screen. You may use this comment box in this, or any other section of the initial monitoring to provide further clarification about a particular item.

If submitting new or updated information related to a scoring category please upload supporting documentation in the **Documents** section. Once you are finished click on the **Next** button at the top to advance to the next section.

Section 9 – Review and Submit

Project Units | Sampled Units | Documents | Source of Funds | Development Budget | Proforma | Scoring | **Review & Submit** | ← Prev | → Next

Project Number
2022C0604

Project Name
Test Application 1

Sponsor Name
South Bend Heritage Foundation

Member Name
The Home Savings Bank

[View More](#)

IMR Details

IMR ID IMR-001	Requested by auto	Requested Date 03/22/2022
--------------------------	-----------------------------	-------------------------------------

Sponsor Signature

Organization Name: John H. Boner Community Center
User Id: ahreckmasp
User Name: Mike Recker
Date: 04/13/2022

Member Signature

Organization Name: N/A
User Id: N/A
User Name: N/A
Date: N/A

I affirm that the Application Data specified is current and accurate

[SEND TO MEMBER BANK](#) [CLOSE](#)

The final step is to send to your member financial institution. We would recommend doing one more walk through of the entire initial monitoring review...data provided, supporting information submitted, etc. If you are satisfied with everything, check the affirm button at the bottom of the page and then **Send to Member Bank**.

Member Review Process

Home | My Portfolio | Messages **2/28** | Resources | Logout

Mercantile Bank of Michigan | Mike Recker

MY PROJECTS

# Projects	18
# Units	768
\$ Awarded	\$ 7,372,900.00
\$ Remaining	\$ 1,242,488.00
\$ Total Development	\$ 37,230,900.00

MY TASKS

Application Submission	0
Disbursement Phase	0
Project Completion	0
Report Complete	0
Initial Completion Monitoring	1
Modifications	0
Documentation Requests	0
Long Term Monitoring	0
Watch List	0

MY APPLICATIONS

[View InProcess Applications](#)

[View Submitted Applications](#)

MESSAGE BOARD

No Data Found

The member review process is fairly simple. You will be reviewing the information provided by the sponsor and ensuring it is accurate, makes sense, complies with commitments made at application, and aligns with your understanding of the now completed project.

To begin you will navigate to the **My Tasks** section of the home page. When an initial completion monitoring is due a task will show up in **Project Completion**. Select the drop-down box and then click **Initial Completion Monitoring** (which should also show a task due). Select the appropriate project. This will take you to the initial monitoring review and through the same sections discussed previously in the sponsor portion of this user guide.

Project Units > Sampled Units > Documents > Source of Funds > Development Budget > Scoring > Review & Submit

Documents

Project Number: 2021B0630

Project Name: Mike - Pike Township OOR

Sponsor Name: John H. Boner Community Center

Member Name: Mercantile Bank of Michigan

List of documents

Sponsor Documents

Initial Monitoring Documentation

Member Documents

Document Name	Status	Attached Date	Decision By	Action
2022-nip-p...pdf	N/A	04/13/2022 04:05:13 PM		

CLOSE

Though most of the member review will consist of checking information already provided by the sponsor there are a few sections where the member might need to provide additional information such as the **Documents** section pictured above.

Perhaps the member financing provided to the project has changed, whether that be amounts, terms, etc. In the **Documents** section you might be uploading a new or updated promissory note, mortgage, interest statement, evidence of a final donation, or even a loan payoff statement. To upload a document, you will click on the paper clip under **Member Documents** for the section the supporting documentation relates to...in this case **initial monitoring documentation**. You can either choose a file from your local computer drive and upload it or drag and drop a file from another screen. If a document is successfully uploaded, you will be able to see it on the right-hand side of the screen under **Document Name**. You will also be able to view initial monitoring support documentation submitted by the sponsor.

Project Units | Sampled Units | Documents | Source of Funds | Development Budget | Scoring | **Review & Submit** | ← Prev | → Next

Project Number
2021B0630

Project Name
Mike - Pike Township OOR

Sponsor Name
John H. Boner Community Center

Member Name
Mercantile Bank of Michigan

[View More](#)

IMR Details

IMR ID IMR-001	Requested by auto	Requested Date 01/07/2022
--------------------------	-----------------------------	-------------------------------------

Sponsor Signature		Member Signature
Organization Name: John H. Boner Community Center	Organization Name: Mercantile Bank of Michigan	
User Id: ahreckmasp	User Id: ahreckmamb	
User Name: Mike Recker	User Name: Mike Recker	
Date: 04/13/2022	Date: 04/13/2022	

I affirm that the Application Data specified is current and accurate

[RETURN TO SPONSOR](#) [SUBMIT TO FHLB](#) [CLOSE](#)

[Explain/View Variance](#)
[Add/See Comments](#)

Upon completing your review, you have the option of submitting it to the FHLBI or returning it to the sponsor.

If submitting it to the FHLBI you are done. FHLBI AHP staff will reach out to both the sponsor and member if additional information is needed following staff review.

If returning it to the sponsor be sure to detail the reason for the return and additional items needed using the **purple Add/See Comments** icon on the right-hand side of the screen. The return will show up in the sponsor's **My Task** que. Once the sponsor has gathered the requested information, they will resubmit it to the member. The member will pick it up from their **My Tasks** que, review, and if approved, **Submit to FHLBI**.