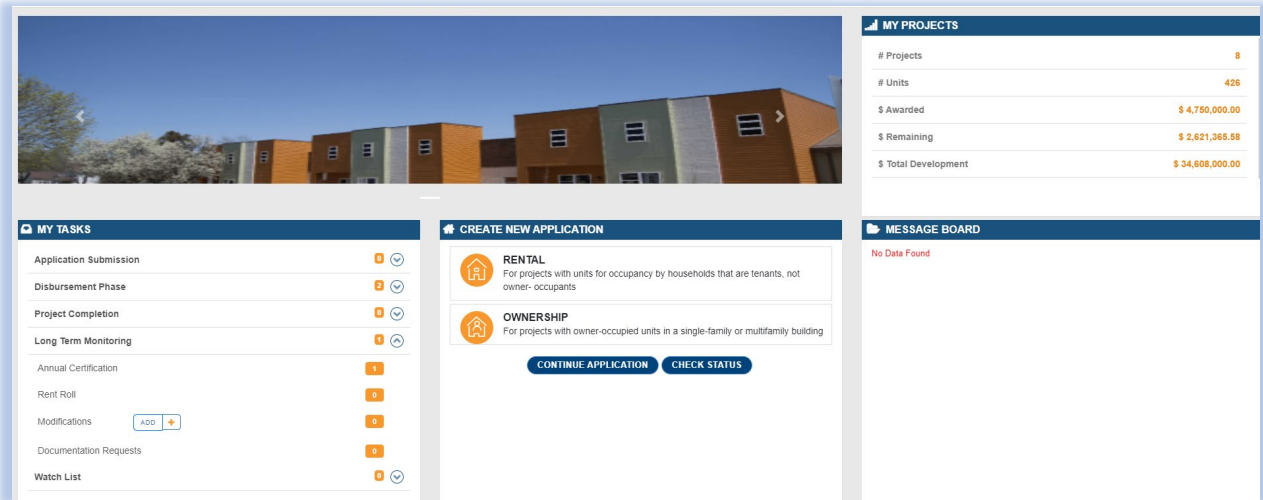


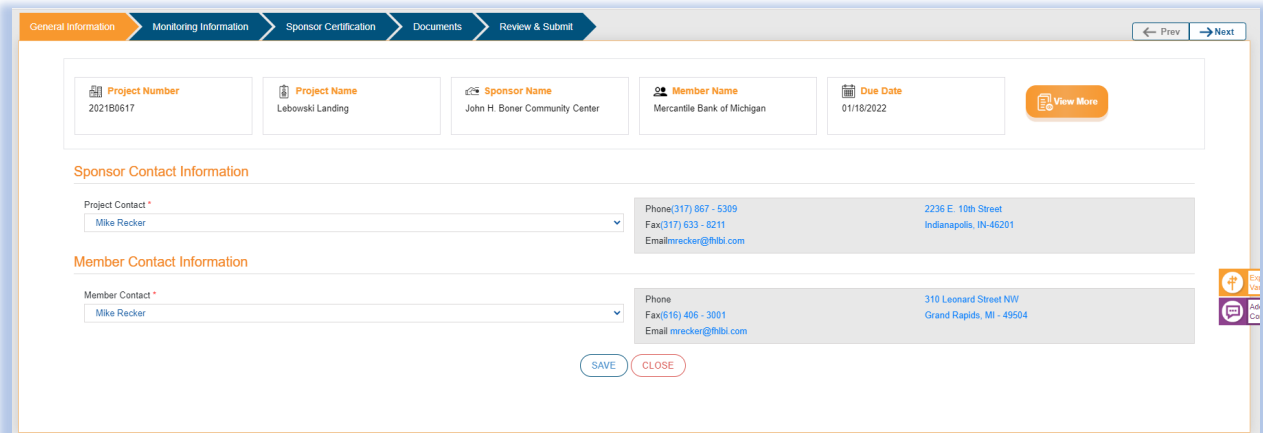
FHLBI.GIVES User Guide – Long Term Monitoring - Annual Certification and Rent Roll Review

Sponsor – Annual Owner Certification



On the FHLBI.GIVES homepage, review **My Tasks**. When an annual owner certification is due, a task will appear under **Long Term Monitoring**. Select the drop-down arrow and choose **Annual Certification**. On the next screen, you will see the projects that have an annual owner certification due. Select the appropriate project.

General Information



Confirm the project and contact information. If any edits are needed describe those changes using the **purple Add/See Comments** box on the right-hand side of the screen. Click **Save** at the bottom to save changes and then select **Next** at the top of the screen to advance to the next screen.

Monitoring Information

Annual Certification

Is vacancy 20% or greater? *
 No Yes

What was the date of the last monitoring/compliance review? *

Were there findings as a result of that last review? *
 No Yes

Is the project to be monitored by an entity other than the member or project sponsor owner? *
 No Yes

Organization *

Contact Person *

Title *

Email Address *

Phone *

Fax

Address Line 1 *

Address Line 2

City *

State *

County *

Zip Code *

Answer all questions and provide additional details if prompted. If requested, attach additional supporting documentation in the **Documents** section, which will be discussed later in this user guide. The **purple Add/See Comments** box on the right-hand side of the screen can be utilized if an additional explanation is needed as it relates to a particular question. When finished select the **Save** button at the bottom of the screen and then click **Next** at the top to advance to the next screen.

Sponsor Certification

Sponsor Certification

Project Number: 2021B0617

Project Name: Lebowski Landing

Sponsor Name: John H. Boner Community Center

Member Name: Mercantile Bank of Michigan

Due Date: 01/18/2022

Tenant rents and incomes are in compliance with targeting commitments in the AHP application? *
 No Yes

Rents are at or below required maximum rent for the designated targeted income level? (no greater than 30% of targeted income level) *
 No Yes

Each unit and building in the project are, and has been, suitable for occupancy and no insurance loss(es) rendering low-income unit(s) uninhabitable has occurred since the last certification? *
 No Yes

Are there any legal action(s) pending or anticipated for which the real property associated with this affordable housing project, or its owner, to which it is subject or party, or has been overtly threatened? *
 No Yes

Have any project units, or any interest therein, been conveyed or is in subject of a pending purchase agreement? *
 No Yes

Is there any long-term, amortizing debt or any debt obligation (if applicable) for which the real property associated with this affordable housing project is collateral, payments of interest and principal current and being paid as agreed? *
 No Yes

Has there been, or are there any, pending financial transactions to restructure and/or refinance long-term debt or any debt obligation for which the real property of this project is collateral? *
 No Yes

Project complies with applicable federal and state laws on fair housing, accessibility, and other local building codes? *
 No Yes

Owner/Sponsor obtained Annual Tenant Income Certification with third party documentation for each low-income resident, or has documentation to support certification at tenant's initial occupancy? *
 No Yes





Considering local health, safety, and building codes (or other habitability standards), and the state and local government unit responsible for making building code inspections, was a report of violation issued for any building or low-income unit in the project? *
 No Yes

Is/are all real estate taxes and/or special assessments pertaining to the real property associated with this project current and paid? *
 No Yes

Answer all questions and provide additional details if prompted. If requested, attach additional supporting documentation in the **Documents** section, which will be discussed later in this user guide. The **purple Add/See Comments** box on the right-hand side of the screen can be utilized if an additional explanation is needed as it relates to a particular question. When finished select the **Save** button at the bottom of the screen and then click **Next** at the top to advance to the next screen.

Documents

The screenshot displays the 'Documents' section of a web application. At the top, a navigation bar includes 'General Information', 'Monitoring Information', 'Sponsor Certification', 'Documents' (highlighted), and 'Review & Submit'. Below the navigation bar, the 'Documents' section is titled. It features a summary of project details: Project Number (2021B0617), Project Name (Lebowski Landing), Sponsor Name (John H. Boner Community Center), Member Name (Mercantile Bank of Michigan), and Due Date (01/18/2022). A 'View More' button is located to the right of these details. Below the summary, there is a 'List of documents' section with a dropdown menu for 'Sponsor Documents' and a list of documents, including 'Annual Certification Documentation'. To the right of the list, there is a table of uploaded documents with columns for Document Name, Attached Date, Status, Decision By, and Action. The table contains two rows of data. Below the table, there is a 'Drag and drop your files here' area. At the bottom of the screen, there is a 'CLOSE' button.

Document Name	Attached Date	Status	Decision By	Action
Test fundi...pdf	04/14/2022 11:10:54 AM	N/A		 
Test sched...pdf	04/14/2022 11:12:13 AM	N/A		 

The **Documents** section is where all supporting documentation related to your initial monitoring review will be uploaded.

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 **annual certification 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**. Note **the blue comment icon** under **action**. This can be used to explain what the attachment consists of. Once all documentation has been uploaded you will advance to the next screen using the **Next** button at the top of the screen.

Review & Submit

General Information | Monitoring Information | Sponsor Certification | Documents | **Review & Submit** | ← Prev | → Next

Project Number 2018A0618	Project Name Kinser Flats	Sponsor Name Centerstone of Indiana, Inc.	Member Name Old National Bank	Due Date 12/31/2023	View More
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Sponsor Signature

Organization Name: Centerstone of Indiana, Inc.
User Id: mbHammM
User Name: Mary Hammack
Date: 12/19/2023
Email Id: mstermer@fhlbi.com

[SUBMIT TO FHLBI](#) [CLOSE](#)

The final step is to send the completed report to FHLBI for review. FHLBI AHP staff recommends reviewing all answers provided and supporting documentation included to ensure the report is complete. Once you are comfortable with it select **Submit to FHLBI**.

Sponsor – Rent Roll Reviews

# Projects	8
# Units	428
\$ Awarded	\$ 4,760,000.00
\$ Remaining	\$ 2,621,365.58
\$ Total Development	\$ 34,608,000.00

Application Submission	1	↓
Disbursement Phase	2	↓
Project Completion	3	↓
Long Term Monitoring	1	↓
Annual Certification	1	
Rent Roll	0	
Modifications	0	
Documentation Requests	0	
Watch List	0	↓

CREATE NEW APPLICATION

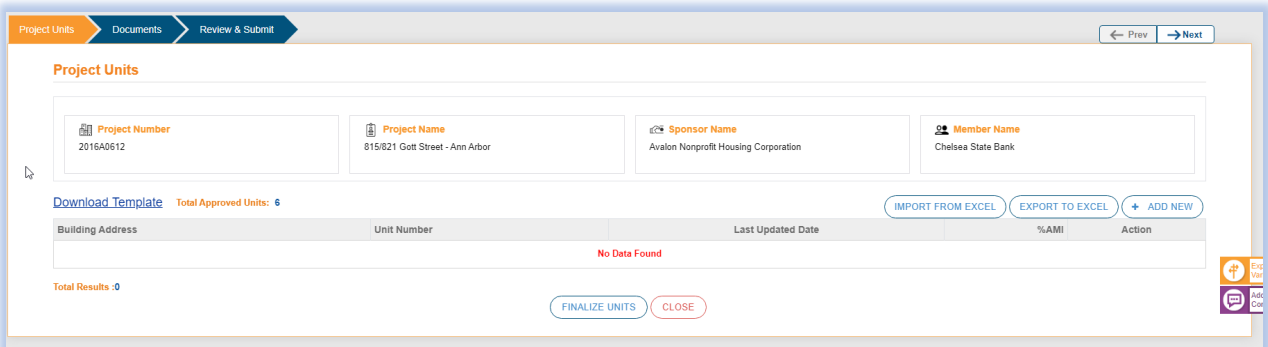
RENTAL
For projects with units for occupancy by households that are tenants, not owner-occupants

OWNERSHIP
For projects with owner-occupied units in a single-family or multifamily building

[CONTINUE APPLICATION](#) [CHECK STATUS](#)

MESSAGE BOARD
No Data Found

On the FHLBI.GIVES homepage, review **My Tasks**. When a rent roll is due, a task will appear under **Long Term Monitoring**. Select the drop-down arrow and choose **Rent Roll**. On the next screen, you will see the projects that have a rent roll due. Select the appropriate project.



The rent roll review process in long term monitoring will essentially follow the same income/rent roll review process completed during the initial monitoring review.

In the **Project Units** section, you will enter information about 100% of the units whether vacant or occupied. You can do this by clicking on the **+ Add New** button and then entering requested information about the resident/unit. Be sure to save after entering data for each individual unit. Or you can 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.

Project Units | **Sampled Units** | Documents | Review & Submit

← Prev | Next →

Project Number
2007A0699

Project Name
1675/1677 Broadway

Sponsor Name
Avalon Nonprofit Housing Corporation

Member Name
Bank of Ann Arbor

Sampled Units

Homeowner Name	Unit Number	Street Address	Unit Status	Household Size	Include in Disbursement	%AMI	Action
Mark Smith	2	124 Main Street Indianapolis, IN - 46220		2	NO	14.59	

Income Summary

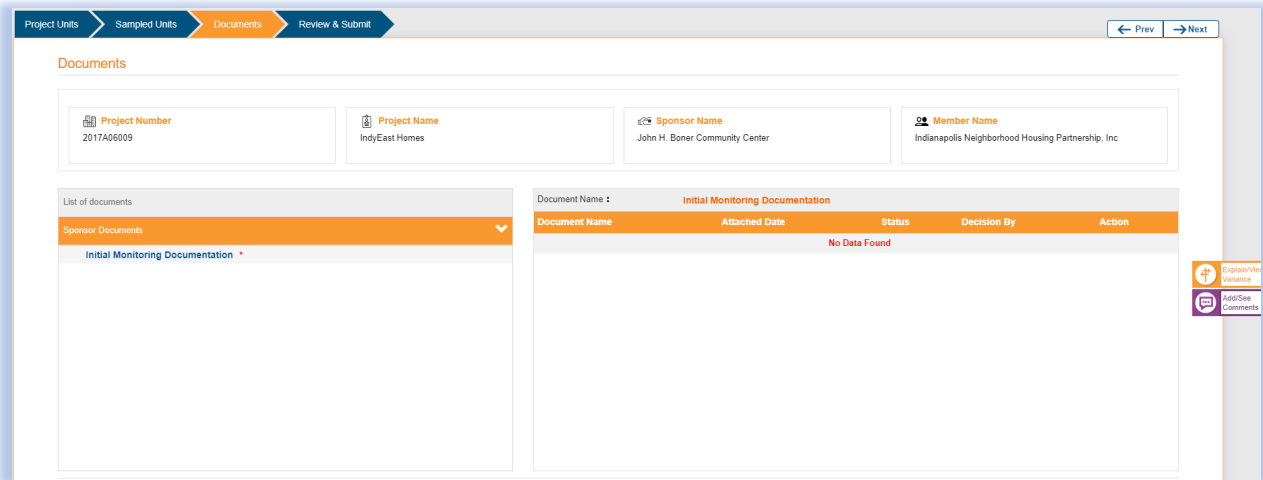
Income Level	Total	
	Approved	Reported
Very Low (<=30% of AMI)	4	2
Low (>30.01% to 50% of AMI)	0	0
Moderate (>50.01% to 80% of AMI)	0	0
Total AHP Assisted Units	4	2
High (>80.01% of AMI)	0	0
Vacant Units		2
Total Units	4	4

Unit Type Summary

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

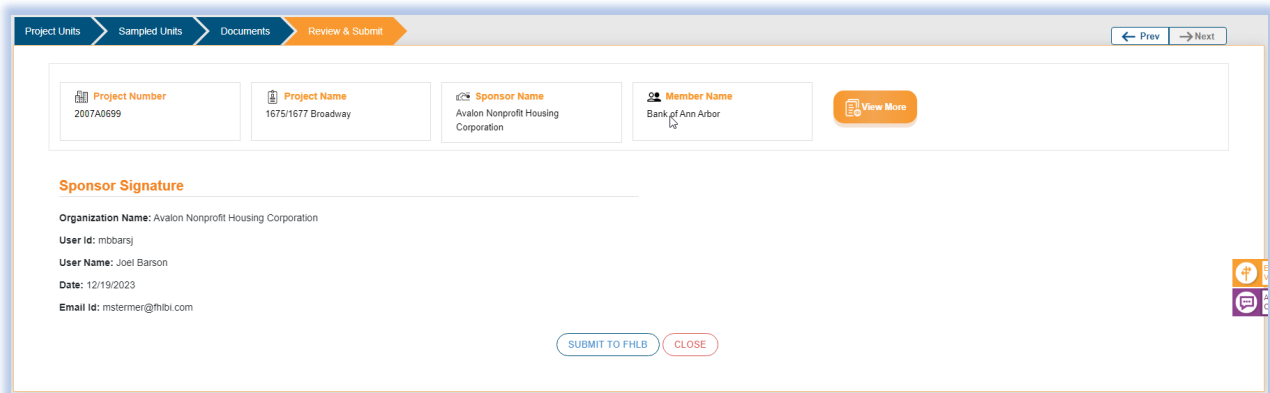
The **Sampled Units** section provides a list of resident units AHP staff will need to review as part of our income/rent sampling review to ensure income targeting and rent compliance. The units selected for income sampling will automatically populate from what was entered in the project units' section. 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 **Documents** section is where income/asset support documentation and leases for sampled residents will be uploaded. Please be mindful that a rent roll 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 either **long term monitoring** or **rent roll**. 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.



The final step is to submit to FHLBI. We would recommend doing one more walk through of the entire rent roll 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 **Submit to FHLBI**.