

FREQUENTLY ASKED QUESTIONS

MEMBER FINANCIAL INSTITUTIONS



How do I access Launch/Revive funds?

After the member has submitted an approved Homeownership Initiatives Program Master Agreement and Registration & Certification Form, the member may begin requesting funds on a household-by-household basis via FHLBI.GIVES pending funding availability. Applicable forms and documentation can be found at fhlbi.com/services/community-programs/. Select either Launch or Revive; the documentation to sign up is the same for both programs.

How much in total grant funding can I access?

Members are limited to \$600,000 in total funds for each program, Launch and Revive. Funds cannot be allocated to another program; for example, if you reached the \$600k limit in Launch funds, unutilized funds from Revive cannot be utilized for Launch.

When will funding become available?

- Applications for Launch via the FHLBI.GIVES system will be accepted starting April 15, 2025.
- Applications for Revive via the FHLBI.GIVES system will be accepted starting May 15, 2025.

Once I have submitted a disbursement application, what should I expect?

Allow a reasonable turnaround for review of the application and disbursement – most typically a first review is provided within 10 business days. Upon review, any questions pertaining to the application will be sent via .GIVES.

Once disbursement has occurred, FHLBI.GIVES. will send an email.

Once the funds have been disbursed by FHLBI, what are my responsibilities?

Launch: Transactions should close within 60 days. Following the closing, the household's application file in FHLBI.GIVES must be updated with required closing information along with copies of the following:

- Final, signed Closing Disclosure (CD) Settlement Statement
- Homeownership Counseling Certification
- Optional: Copy of the Recorded Real Estate Retention Agreement
 - A percentage of all files will be selected for monitoring. For those households selected for monitoring, a copy of the recorded retention agreement will be required.

- Additional items that should be available for review if requested:
 - Documentation supporting other grants or awards included on the CD
 - If the property address has changed since disbursement, a copy of the Uniform Underwriting and Transmittal Summary will be required.
 - Documentation supporting items paid outside of closing (POCs).

Revive: Repairs and modifications should be completed within 6 months. Following completion, submission of copies of the following documentation must be submitted via FHLBI.GIVES:

- Completed Rehabilitation Completion Statement, signed by homeowner
- Cost validation in the form of copies of checks/wire receipts made payable to the contractor(s)

How do the contractors for Revive get paid?

Members are responsible for the grant funds and issue all payments to the contractor(s). Some members allow for a limited upfront disbursement to purchase materials and then disburse the remaining funds at completion.

What is the retention period required for using the funds?

No household may receive funds more than once every five years. For Launch households, the retention period is five (5) years and shall be secured by the member with the recording of FHLBI's Real Estate Retention Agreement.

A pro rata return of funds may be required if the Launch-assisted home is sold or refinanced prior to the end of the retention period. Members are responsible for handling for any subsequent subordination and release of the retention agreement.

Is a manufactured home eligible for Launch/Revive?

If the home is titled as real estate and permanently affixed to a permanent foundation it will be eligible. An Affidavit of Affixture or similar documentation is required.

Are land contracts eligible?

A land contract is not an eligible form of ownership for FHLBI programs. Launch cannot be used to purchase a property that will be utilizing a land contract versus a traditional form of mortgage lending. Revive properties cannot be in a land contract.

What if I have a household who is selling their Launch/Revive-assisted household?

The Member is responsible for any recording, subordination, or release of the Real Estate Retention Agreement (retention agreement).

Launch: The member is responsible for the recording of the Real Estate Retention Agreement (Launch only) as well as any subordination or release of the retention agreement.

- If a payoff is necessary, please complete the Payoff Worksheet – available under Launch RESOURCES on the website and forward to FHLBI. Further information will be provided by FHLBI staff at that time.

Revive: A retention agreement is not required for Revive assisted households. Previously recorded retention agreements may be released at any time without prejudice.

What if the chosen Revive bid is greater than 30% of the bid not chosen?

Bids should be within 30% of one another, demonstrating cost reasonableness. If the chosen bid is 30% higher than the non-chosen bid(s), a letter of explanation should be provided by the member as to why the higher cost bid was chosen. A letter from the contractor supporting the costs of the bid may be helpful.

COMMON AREAS FOR MISTAKES

| INCOME DOCUMENTATION & CALCULATION | |
|--|---|
| Outdated: >60 days old | Seasonal or irregular schedule not explained |
| Paystubs are not consecutive | Unemployment status not provided |
| Does not represent at least 28 days of income | Annualized versus Average calculation differs significantly |
| Special items such as bonus structure or unusual pay items are not addressed | Documentation not provided for all household members |

■ Tips

Income Documentation:

- A Verification of Employment (VOE) may be required for current or previous employer(s) in circumstances such as the following:
 - Start date and/or date of separation is necessary
 - There has been a change in employment within the last 12 months
 - Change in employer(s), status (part-time vs. full-time), and/or rate of pay (raise; hourly vs. salaried)
 - Include additional information in the comments section as necessary, such as explanation of odd work periods, seasonal position, or gaps in employment
 - Supporting documentation from employer/previous employer
 - Include a Certification of Zero Income for all household members 18 years of age or older

Income Calculation:

- Double check pay stubs are consecutive and the most recent pay stub is entered first in the income calculation
- Use total gross pay period and YTD earnings – include OT, bonuses, shift differentials

DO THE MATH! – because we will!

General Program Requirements:

- Ensure all forms are fully completed and applicant signs/dates all forms where required.
- All required documentation and information for all household members must be included with the initial submission via the FHLBI.GIVES system. Failure to meet “Submission Threshold Requirements” will result in the request being rejected and you will have to start a new submission. The submission threshold requirements and income documentation guide can be found on our website at fhlbi.com/Launch and fhlbi.com/Revive.

Household Size:

- For all household members where the subject property is not immediately identifiable as primary/permanent residence, obtain formal documentation reflecting primary residence.

Bids for Revive must include:

- Itemized costs by repair
- Quantity when relevant (IE: 10 windows)
- Property address & household name
- Contractor’s name & address
- Date of bid