



DATE:

TO:

RE: **ANNUAL CERTIFICATION (without Rent Roll)**

Attached is a PDF file containing the Annual Certification(s) for your project(s). Please note this is a form enabled file and this email is the only notification you will receive; there will be no hard copies mailed out. Please forward this message to the appropriate individuals if you are no longer the contact person for this project. **The fully completed report(s), signed by both member and sponsor, is (are) due to the FHLBI by December 1, 2018.**

You will need to print the report, complete and sign it and send to the member bank. Here are the instructions:

- 1) Sponsor/owner completes the report, correct any incorrect sponsor contact information by making any necessary changes to the contact information.
- 2) Sponsor/owner reviews and signs the certification in Section 5 and sends the report to the member bank.
- 3) Member makes any necessary changes to the contact information.
- 4) If the property has been sold (or any interest therein), provide a copy of the HUD-1 Settlement Statement as well as contact information.
- 5) If there has been an insurance loss of any kind since the last reporting cycle, attach proof of loss documents & describe the nature of the loss
- 6) Member signs the report (original signatures are not required) and forwards the fully completed and signed report to the FHLBI by December 1, 2018 via mail, fax, or email to:

Email this report to:
ahpcompliance@fhlbi.com

Name file: PA201812-

DO NOT COMBINE MULTIPLE FILES

*FHLBI
Community Investment Dept.
8250 Woodfield Crossing Blvd.
Indianapolis, IN 46240
Fax: (317) 465-0376
Email: ahpcompliance@FHLBI.com*

- 7) Note the End of Retention date in the top left corner of the certifications. If this date is before 12/1/2019, this is the final compliance report due - congratulations! No further reporting is needed hereafter.

Thank you for your assistance and interest in the Affordable Housing Program. An updated rent roll or income documentation is not required at this time. A separate communication will be sent in January 2019 if rent and income sampling are due. Please contact the Community Investment Department if you have any questions at (317) 465-0371 or ahpcompliance@fhlbi.com.

Sincerely,
AHP Compliance

Report Due: **12/1/2018**



Annual Certification - Rental

(12 CFR §1291.7)

Instructions: This certification is required for rental projects annually until the end of the 15-year retention period, which is for this project. It must be completed and signed by both the FHLBI member and the project sponsor/owner, then submitted to the FHLBI, Community Investment Division, 8250 Woodfield Crossing Blvd., Indianapolis, IN 46240 by December 1st, 2018. Or email the complete report to: ahpcompliance@fhlbi.com.

Please make changes to contact information if necessary. The report will be returned if it is not fully completed or signed.

1. General Information

FHLBI Member Contact Information *Please indicate any changes to contact information directly on this form!*

Project #:	Project name:		
Project address:		Project City/State/Zip:	
Name of institution:			
Contact person:		Title:	
Address (no PO box):		City/State/Zip:	
Phone:	Fax:	Email:	

Sponsor/Owner Contact Information *Please indicate any changes to contact information directly on this form!*

Name of institution:			
Contact person:		Title:	
Address (no PO box):		City/State/Zip:	
Phone:	Fax:	Email:	

2. Monitoring and Occupancy Information

- (1) If vacancy is 20% or greater, attach a narrative which outlines causes in the occupancy decline by comparing occupancy statistics over the preceding 12 month period. Further outline corrective actions and the expected result with in a timeline.
- (2) Is the project to be monitored by an entity other than the member or project sponsor/owner? YES NO

If yes, complete the following

Organization:	
Contact Person:	Title:
Address:	City/State/Zip:
Telephone:	Fax:
Email:	

Note: The FHLBI reserves the right to contact other monitoring agencies.

- (3) What was the date of the last monitoring/compliance review? _____
Were there findings as result of that last review? YES N

If yes, attach a summary of the findings and curative actions taken.

3. Project Sponsor/Owner Certification

The undersigned sponsor / project owner certifies that:

Description	Project Sponsor/Owner Certification
(1) AHP Application commitments	As committed in the application or as adjusted by an FHLBI-approved modification, the tenant rents and incomes are in compliance with the rent and income targeting commitments set forth in the AHP Application; and
(2) Fair Housing compliance	The project complies with the applicable federal and state laws on fair housing, housing accessibility, and other local building codes. If this certification cannot be made attach a corrective action plan; and
(3) Affordable Rents	The rents charged for income-targeted units do not exceed the maximum levels under section 10(j) and 12 CFR Part 1291 (generally 30% of the AMI); and,
(4) Annual Tenant Income Certification	The owner/sponsor has obtained an Annual Tenant Income Certification for each low income resident and third party documentation to support this certification, or has documentation to support the certification of the tenants upon initial occupancy; and,
(5) Habitability of low-income units	(a) Each unit and building in the project is, and has been, suitable for occupancy and no insurance loss(es) rendering low-income unit(s) uninhabitable has occurred since the last certification; and, (b) Taking into account local health, safety, and building codes (or other habitability standards), and the state and local government unit responsible for making building code inspections, did not issue a report of violation for any building or low income unit in the project. If so, attach a copy of the notice and provide a copy of the curative action plan; and,
(6) Real Estate Taxes and/or Assessments	All real estate taxes and/or special assessments pertaining to the real property associated with this project is/are current and paid. If no, list the tax year(s) unpaid: _____ in the amount of \$ _____ including late fees and penalties. Attach a narrative outlining the cause(s)/reason(s) for the tax delinquency and detail the measures taken to cure the delinquency; and,
(7) Transfer of Ownership	None of the units comprising this project, or any interest therein, have been conveyed or is the subject of a pending purchase agreement. If yes, list the date of transfer: _____ and provide the FHLBI with a HUD-1 Settlement Statement / Closing Disclosure and any other documentation relating to the transaction. If there were (or will be) proceeds from the transaction, provide a narrative and documentation outlining the use for such funds; and,
(8) Debt Payments, Restructuring or Refinancing	a) 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 is/are current and being paid as agreed. If no, note the number of months payment(s) is/are delinquent (as of this certification) _____ and the total amount of delinquency including late fees and penalty(ies) \$ _____; and, b) There has been no, and there is not pending, any, financial transaction to restructure and/or refinance long- term debt or any debt obligation for which the real property of this project is collateral. If yes, when will/did this refinance occur _____ and provide the FHLBI with the HUD-1 Settlement Statement / Closing Disclosure and any other documentation relating to the transaction. If there were (or will be) proceeds from the transaction, please provide a narrative and documentation outlining the use for such funds; and,
(9) Legal Action	There is/are no 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. If yes, attach a narrative stating the legal action(s) and discuss curative actions executed or planned to secure the low-income housing for the remainder of the Real Estate Retention Period (date noted top left of this certification).

4. Attachments

- (1) Tenant income and rents are reported in accordance with the published sampling plan. Notification of such sampling and income documentation will be distributed separately from this certification and is due March 1, 2018.
- (2) A copy of the corrective action for non-compliance of any of the following that applies:
 - Fair housing laws
 - Vacancy greater than 20% action plan
 - Real estate tax / assessment delinquency
 - Insurance loss detail
 - Legal notices, debt delinquency, or foreclosure
 - Enforcement of building code / habitability
 - Reports and/or notices by federal or state agencies monitoring the property
 - HUD-1 Settlement Statement for transfer and/or refinance of property and new owner contact information.\
 - Clearance letter / documentation detailing how any non-compliance was resolved and approved

5. Project Sponsor/Owner Signature

I, as a duly authorized officer or employee of the AHP project sponsor/owner, certify that I am authorized to provide this submission and certification on behalf of the project sponsor/owner. I certify that all information supplied herein is complete and accurate. Certifications are made under penalty of law and inaccurate or incomplete certifications may result in cancellation or recapture of the AHP grant. In addition, I certify that I am not aware of any known or suspected instances of fraud, money laundering, terrorist financing, or other financial misconduct associated with this project and the FHLBI, other than that which has been reported to the FHLBI.

Project Sponsor/Owner signature	Title	Date
Printed Name	Organization	

6. FHLBI Member Certifications

As a duly authorized officer or employee of the FHLBI member, I certify the AHP assisted units are subject to the deed restrictions or other legally enforceable retention agreements or mechanisms meeting the requirements of §1291.9(a)(8) and are habitable. To the extent of my responsibilities as outlined in the Implementation Plan and AHP Agreement, and in reliance on the information provided by the Sponsor, I certify that the information included in this report is accurate and complete. In addition, I certify that I am not aware of any known or suspected instances of fraud, money laundering, terrorist financing, or other financial misconduct associated with this project and the FHLBI, other than that which has been reported to the FHLBI.

FHLBI member signature	Title	Date
Printed Name	Organization	