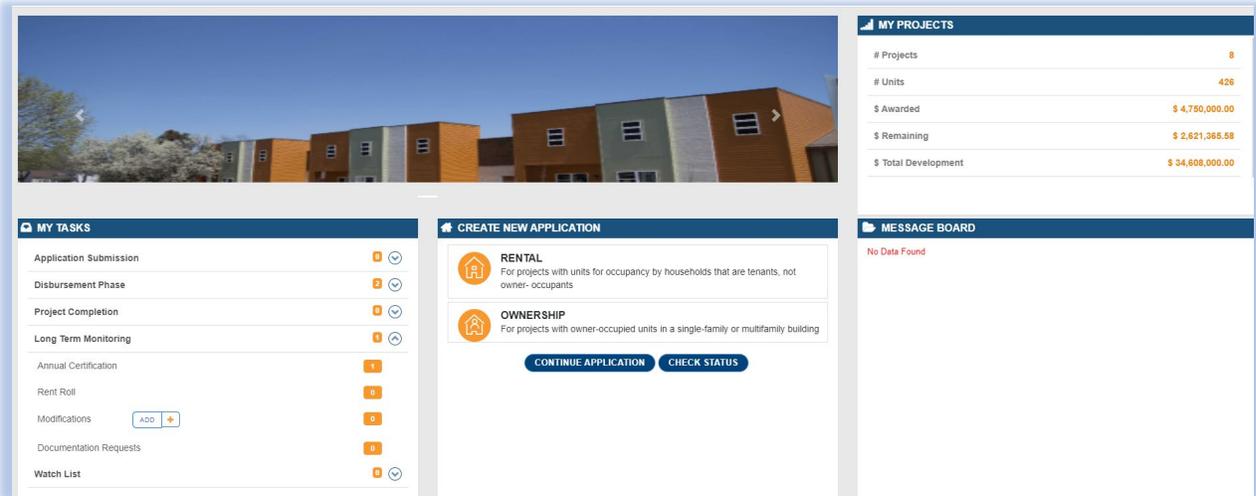


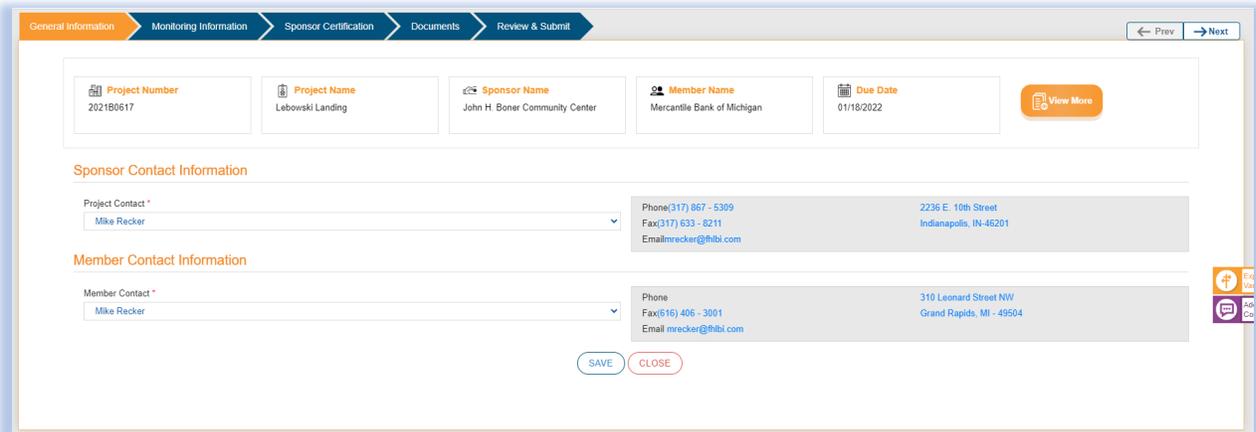
# FHLBI.GIVES User Guide – Long Term Monitoring - Annual Certification and Rent Roll Review

## 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

General Information | **Monitoring Information** | Sponsor Certification | Documents | Review & Submit

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### 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

General Information | Monitoring Information | **Sponsor Certification** | Documents | Review & Submit

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**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

Project complies with applicable federal and state laws on fair housing, accessibility, and other local building codes? \*  
 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

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

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

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

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

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

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

Is/are 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

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

Documents

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

View More

List of documents

Sponsor Documents

Annual Certification Documentation

Document Name: Annual Certification Documentation

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

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**: 2021B0617

**Project Name**: Lebowski Landing

**Sponsor Name**: John H. Boner Community Center

**Member Name**: Mercantile Bank of Michigan

**Due Date**: 01/18/2022

**Sponsor Signature**

Organization Name: John H. Boner Community Center  
User Id: ahreckmasp  
User Name: Mike Recker  
Date: 04/14/2022

**Member Signature**

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

SEND TO MEMBER BANK CLOSE

The final step is to send the completed report to your member financial institution. FHLBI AHP staff would recommend reviewing all answers provided and supporting documentation included to ensure the report is complete. Once you are comfortable with it select **Send to Member Bank**.

## Member – Annual Owner Certification

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 1
- Disbursement Phase 1
- Project Completion 1
- Long Term Monitoring 1
- Annual Certification 1
- Rent Roll 1
- Modifications 1
- Documentation Requests 1
- Watch List 1

**MY APPLICATIONS**

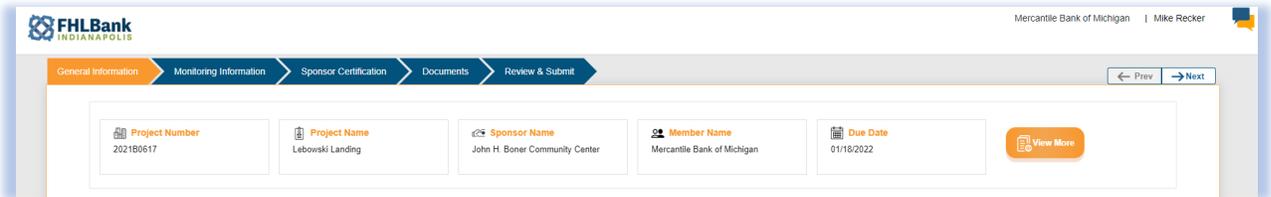
- View InProcess Applications
- View Submitted Applications

**MESSAGE BOARD**

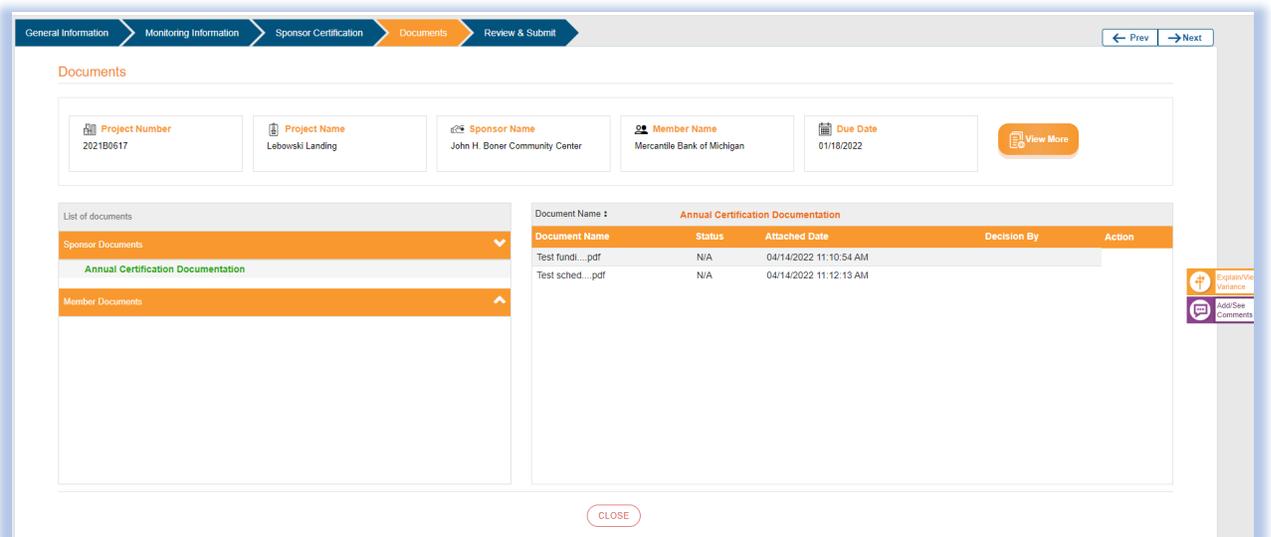
No Data Found

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 project.

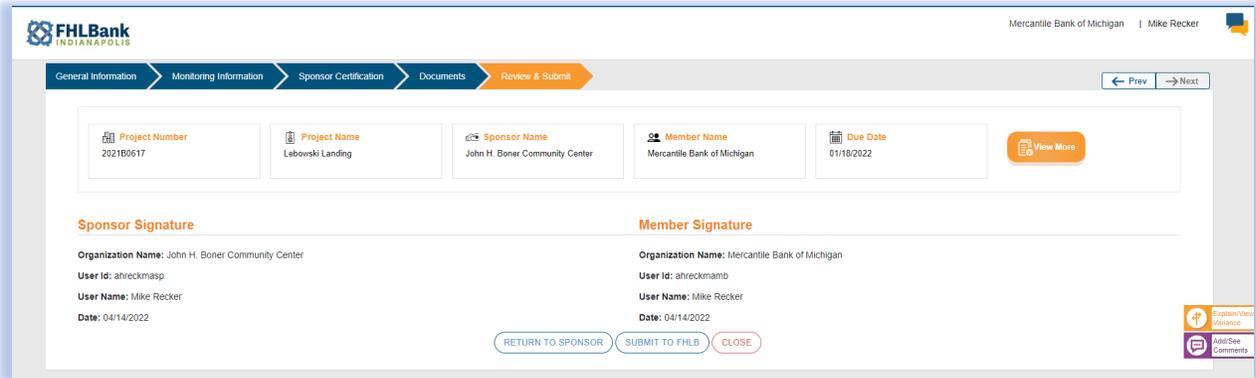
On the FHLBI.GIVES homepage, review **My Tasks**. When an annual owner certification is due, a task will appear under **Long Term Monitoring**. Select the drop-down arrow and choose **Annual Certification**. On the next screen, you will see the projects that have an annual owner certification due. Select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



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 including updating contact information in the **General Information** section or uploading documents in the **Documents** section.



If uploading a document, you will click on the paper clip under **Member 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**. You will also be able to view documents submitted by the sponsor. 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.

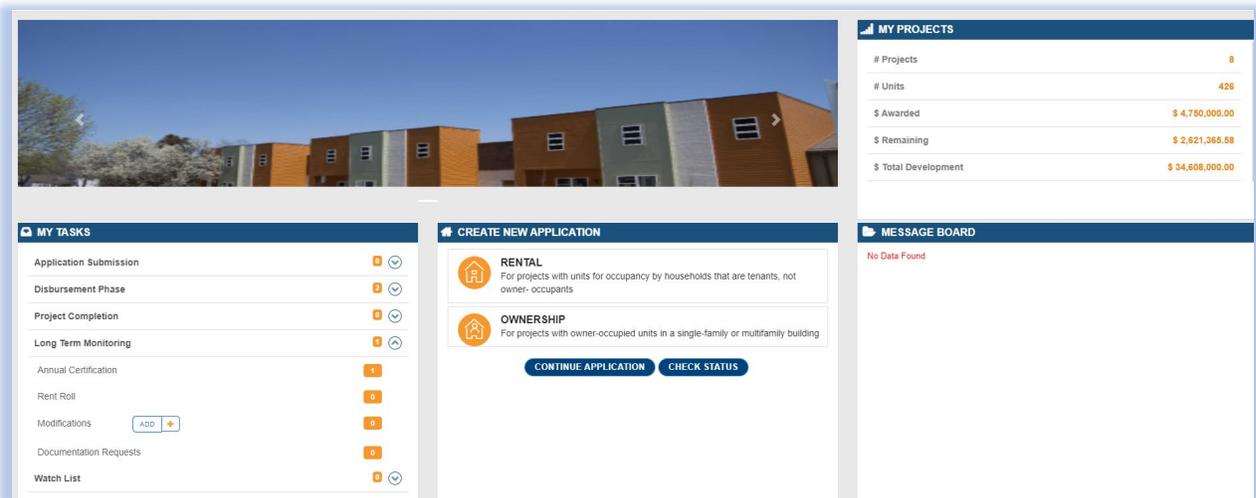


Upon completing your review, you have the option of submitting it to the FHLBI or returning it to the sponsor.

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**.

## Rent Roll Reviews – Sponsor and Member



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 screenshot shows the 'Project Units' interface. At the top, there is a navigation bar with tabs for 'Project Units', 'Sampled Units', 'Documents', and 'Review & Submit'. Below this, there are four form fields: 'Project Number' (25220604), 'Project Name' (Test Application 1), 'Sponsor Name' (South Bend Heritage Foundation), and 'Member Name' (The Home Savings Bank). A 'Download Template' link and a 'Total Approved Units' indicator are also present. The main area contains a table with the following data:

Building Address	Unit Number	Last Updated Date	%ASB	Action
300 E. Sterling Rd. Indianapolis, IN - 46268	1	04/13/2022	34.97	[Pencil] [Trash]
300 E. Sterling Rd. Indianapolis, IN - 46268	2	04/13/2022	43.71	[Pencil] [Trash]
300 E. Sterling Rd. Indianapolis, IN - 46268	3	04/13/2022	47.62	[Pencil] [Trash]

At the bottom of the table, there is a 'Total Results: 3' indicator and buttons for 'FINALIZE UNITS' and 'CLOSE'. On the right side, there are buttons for 'IMPORT FROM EXCEL', 'EXPORT TO EXCEL', '+ ADD NEW', and 'DELETE ALL PROJECT UNITS'. A sidebar on the right contains 'Admin/Owner Information' and 'Add New Comments' buttons.

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

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Project Number: 26220604 | Project Name: Test Application 1 | Sponsor Name: South Bend Heritage Foundation | Member Name: The Home Savings Bank

### 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

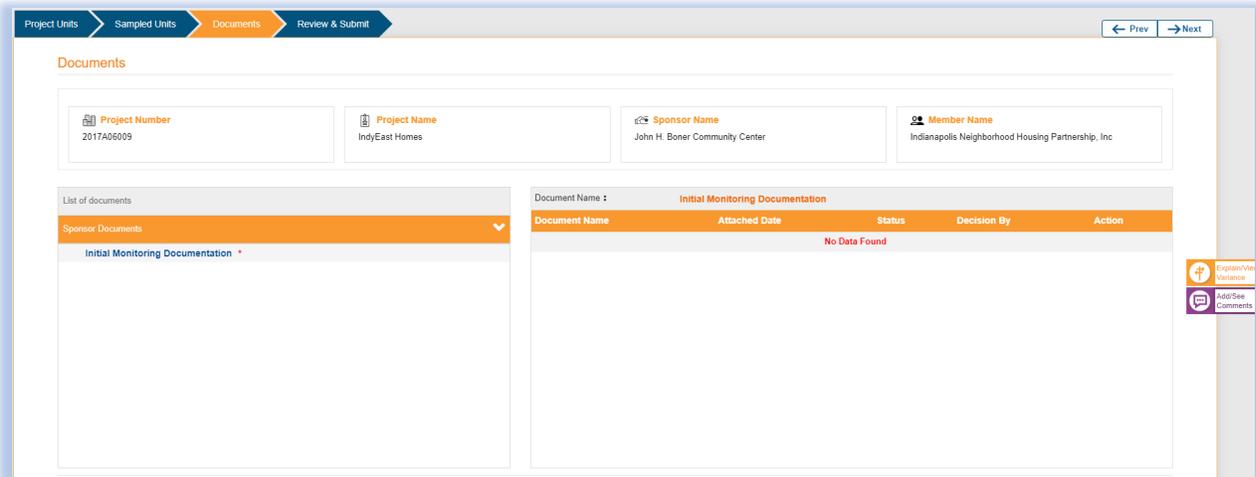
Income Level	Total	
	Approved	Reported
Very Low (<=30% of AMI)	1	0
Low (>30.01% to 50% of AMI)	5	4
Moderate (>50.01% to 80% of AMI)	0	1
Total AHP Assisted Units		
	6	5
High (>80.01% of AMI)	0	0
Vacant Units		1
Total Units		
	6	6

### Unit Type Summary

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

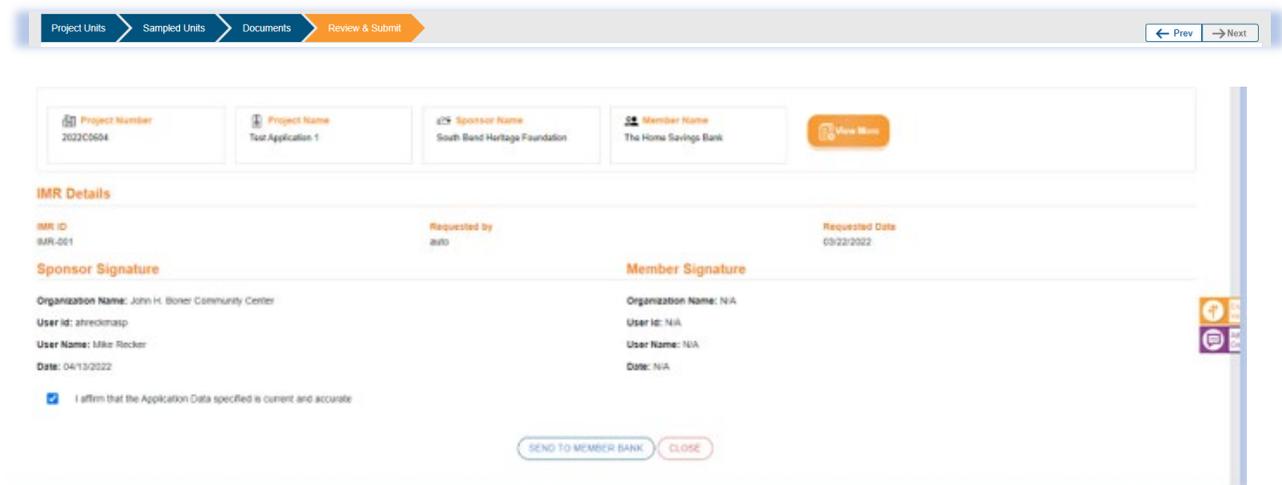
The **Sampled Units** section provides a list of resident units AHP staff will need to review as part of our income/rent sampling review to ensure income targeting and rent compliance. The units selected for income sampling will automatically populate from what was entered in the project units' section. 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 send to your member financial institution. 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 **Send to Member Bank**.

The dashboard features a header image of a modern building. Below it, the 'MY TASKS' section lists various activities with counts: Application Submission (0), Disbursement Phase (2), Project Completion (0), Long Term Monitoring (1), Annual Certification (1), Rent Roll (0), Modifications (0), Documentation Requests (0), and Watch List (0). The 'CREATE NEW APPLICATION' section offers options for 'RENTAL' and 'OWNERSHIP' with 'CONTINUE APPLICATION' and 'CHECK STATUS' buttons. The 'MY PROJECTS' table shows 8 projects, 426 units, \$4,750,000.00 awarded, \$2,621,365.58 remaining, and a total development of \$34,608,000.00. The 'MESSAGE BOARD' is currently empty.

Like the initial monitoring and annual certification reviews, the rent roll review process for the member is fairly simple. You are checking information already provided by the sponsor.

To start you will navigate to the **My Tasks** section of the home page. When a rent roll is due a task will show up in **Long Term Monitoring**. Select the drop-down box and then click **Rent Roll**. Select the appropriate project. This will take you to the rent roll review and through the same sections discussed previously.

The 'Documents' page has a breadcrumb trail: Project Units > Sampled Units > Documents > Review & Submit. It displays project details: Project Number 202150630, Project Name Mike - Pike Township OOR, Sponsor Name John H. Boser Community Center, and Member Name Mercantile Bank of Michigan. A 'List of documents' section shows 'Initial Monitoring Documentation' selected. A table below lists documents with columns for Document Name, Status, Attached Date, Decision By, and Action. One document is listed: 2022-460-g...pdf, Status N/A, Attached Date 04/13/2022 04:05:13 PM. A 'CLOSE' button is at the bottom.

Should the member need to upload any supporting documentation you will do so in the **Documents**. 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 **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**. You will also be able to view rent roll support documentation submitted by the sponsor.

Project Units Sampled Units Documents Review & Submit

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Project Number: 202189336

Project Name: Mike - Pika Township OOR

Sponsor Name: John H. Boner Community Center

Member Name: Marquette Bank of Michigan

View More

**IMR Details**

IMR ID: 1485-001 Requested by: auto Requested Date: 01/07/2022

**Sponsor Signature**

Organization Name: John H. Boner Community Center

User ID: ahockmanp

User Name: Mike Rocker

Date: 04/13/2022

I affirm that the Application Data specified is current and accurate

**Member Signature**

Organization Name: Marquette Bank of Michigan

User ID: ahockmanb

User Name: Mike Rocker

Date: 04/13/2022

RETURN TO SPONSOR SUBMIT TO FHLBI CLOSE

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**.