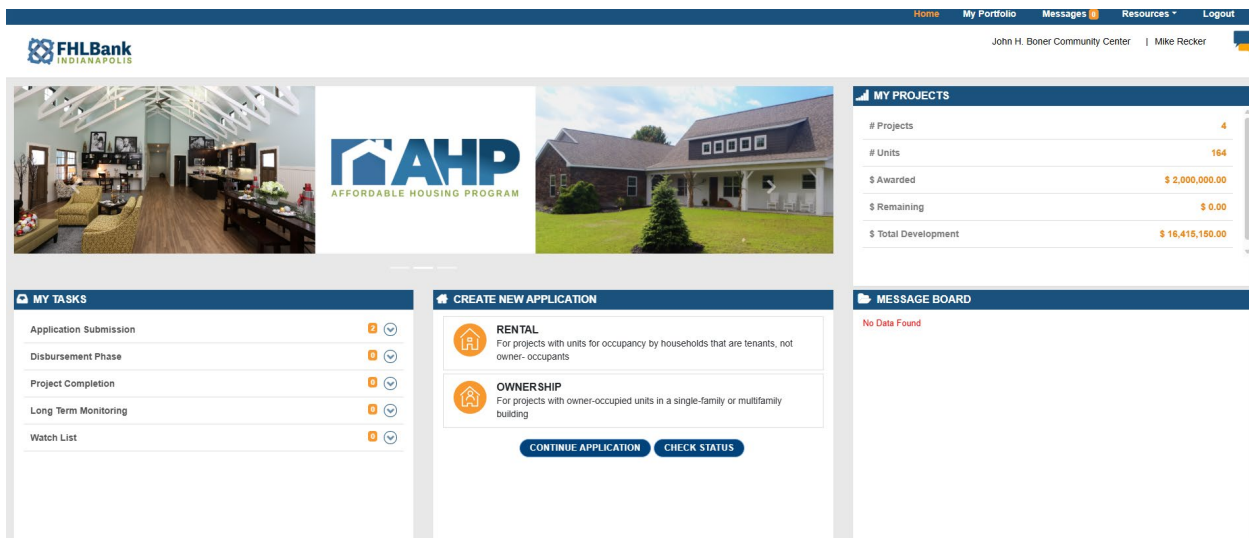


Overview

This user guide provides step-by-step instructions for completing and submitting an AHP application in the FHLBI.GIVES system.

Section 1 – Getting Started



The screenshot displays the FHLBI.GIVES user interface. At the top, there is a navigation bar with links for Home, My Portfolio, Messages, Resources, and Logout. Below this, the user's name and role, "John H. Boner Community Center | Mike Recker", are shown. The main content area features a banner with an interior view of a house, the AHP logo, and an exterior view of a house. Below the banner, there are four main sections: "MY TASKS" with a list of tasks (Application Submission, Disbursement Phase, Project Completion, Long Term Monitoring, Watch List) and status indicators; "CREATE NEW APPLICATION" with options for RENTAL and OWNERSHIP, each with a brief description and buttons for "CONTINUE APPLICATION" and "CHECK STATUS"; "MY PROJECTS" with a table showing project statistics; and "MESSAGE BOARD" with a "No Data Found" message.

MY PROJECTS	
# Projects	4
# Units	164
\$ Awarded	\$ 2,000,000.00
\$ Remaining	\$ 0.00
\$ Total Development	\$ 16,415,150.00

Note: This is the process for sponsors. The member review process begins on page 2.

Using the Home Page

The Home Page is your central location to view pending tasks, create new applications, receive messages from FHLBank Indianapolis, and examine details of your existing portfolio of projects. There are a few key areas described in this user guide that will assist you in using the AHP FHLBI.GIVES platform.

- My Tasks – Shows items that require action from you.
- Create New Application – Allows you to create a new rental or homeownership application, continue an application, and check the status of a pending application.

- Message Board – Shows you messages from FHLBank Indianapolis.
- My Projects – Provides an overview of existing awards, the total number of units associated with those awards, the total amount of AHP dollars awarded, amount of AHP dollars left to disburse, and total development costs of your AHP portfolio of projects.

■ Section 2 – Starting an Application and General Information

From the Home page you will create a new application by selecting either the Rental or Ownership link.

Once you have selected an application to complete you will be directed to the General Information tab. This section of the application consists of basic information about your project, the makeup of your development team, and details about your partner member financial institution. Please fill out each section completely. Any question with a ***red asterisk** next to it requires an answer and will not allow you to move on without answering the question.

There are a few key areas to describe that you will see in each section of the application and will assist you in your submission.

- Prev/Next – These buttons at the top right allow you to navigate through completed subsections of the application section you are working on.
- Attach Document – The icon is highlighted in red on the right side of the screen and allows you to attach supporting documentation to validate your answers.
- Explain/View Variance – The icon is highlighted in orange on the right side of the screen and allows you to view and respond to instances where the application is outside of FHLBank Indianapolis feasibility guidelines.
- Check/View Score – The icon is highlighted in blue on the right side of the screen and allows you to view your score at any time as you progress through the application.
- The tool bar on the far-left hand side of the screen allows you to go back and view/edit sections of the application that you have completed and saved (General Information, Project Targeting, Building Information, Financial Feasibility, Scoring Criteria, Additional Questions, Review & Finalize).
- + Add New – Allows to input project location information, development team members, etc.
- Save, Save & Continue, and Exit Application – Buttons are located at the bottom of the screen. The Save button allows you to save your work and continue later. The Save & Continue button allows you to save work and continue to the next section.

The Exit Application button allows you to leave the application without saving. Please note the system will not allow you to move on until you have selected one of the options.

Basic Information Section - Please note you will be unable to complete the project location section at the bottom of this page until the top portion is completed and saved. Also be mindful that once the top portion is saved you will be unable to go back and edit it.

Blue Acres / John H. Boner Community Center / 004-2026C / Current

Basic Information | Development Team | Member Details

← Prev → Next

Project Name *
Blue Acres

Project Type *
Rental

Dwelling Type *
Multifamily

Project Purpose
 Purchase (Acquisition) New Construction Rehabilitation Lease Purchase

Apartments (Rental only) Condominiums Co-operative

Congressional District *
State * IN District * 29

Project Characteristics (please check all that apply)*
 Single Family Multi Family Single Site Scattered Site Urban
 Brownfield / Greyfield Remediation Rural Migrant Native Land Emergency (<6 month stay)
 Emergency (>6 month stay) Historic Preserve / Adaptive Reuse Elderly-Aging in Community Single Room Occupancy (SRO) Commercial Office / Retail Space
 Universal & Accessible and / or Green Design Recapitalization of LIHTC / USDA / HUD Congregate Home Special Needs Homeless

Has this project (based on property address) or any phase of this project applied in previous years or will apply for an AHP award in the current year's funding cycle, from FHLBI or any other FHL Bank? *
 No Yes

Is this a multiple phase project?
 No Yes

Describe the local market conditions that justify the need / demand for this project. Identify the population to be served and any special / unique features. *
Market study validates demand

Please provide a detailed overview of the project. Include the number of units by bedroom size, location, impact on the neighborhood / community, targeting, type of housing, unique characteristics of the project, etc. *
Project will consist of 30 units and community space.

Attach Document
Explain/View Variance
Check/View Score

Welcome Home / John H. Boner Community Center / 003-2026D / Current

Basic Information | Development Team | Member Details

← Prev → Next

Project Name *
Welcome Home

Project Type *
Ownership

Dwelling Type *
Single Family

Project Purpose
 New Construction DP/ICC New Construction Hard Costs
 Acquisition/Rehab Construction Costs Owner Occupied Rehab

Congressional District *
State * IN District * 29

Project Characteristics (please check all that apply)*
 Single Family Multi Family Single Site Scattered Site Urban
 Brownfield / Greyfield Remediation Rural Migrant Native Land Emergency (<6 month stay)
 Emergency (>6 month stay) Historic Preserve / Adaptive Reuse Elderly-Aging in Community Single Room Occupancy (SRO) Commercial Office / Retail Space
 Universal & Accessible and / or Green Design Recapitalization of LIHTC / USDA / HUD Congregate Home Special Needs Homeless

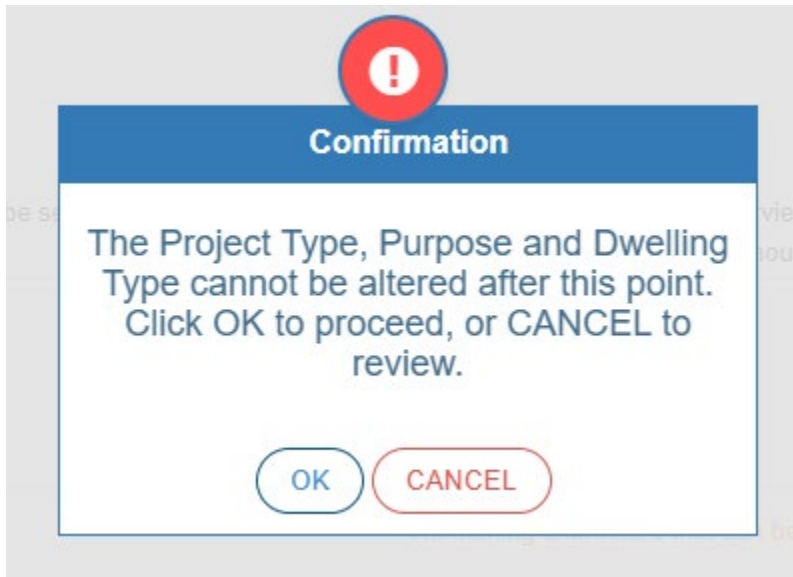
Has this project (based on property address) or any phase of this project applied in previous years or will apply for an AHP award in the current year's funding cycle, from FHLBI or any other FHL Bank? *
 No Yes

Is this a multiple phase project?
 No Yes

Describe the local market conditions that justify the need / demand for this project. Identify the population to be served and any special / unique features. *
see market study

Please provide a detailed overview of the project. Include the number of units by bedroom size, location, impact on the neighborhood / community, targeting, type of housing, unique characteristics of the project, etc. *
Two 3 BR home

Attach Document
Explain/View Variance
Check/View Score



Location ID	Primary Location	Address	Census Tract	Action
1780	Yes	100 Blue Acres Drive Cicero, IN - 46034	1103.02	

+ ADD NEW

[SAVE](#) [SAVE & CONTINUE](#)

[Exit Application](#)

Development Team Section – The sponsor organization name and address will automatically populate at the top of this section when the application is started. You will then use the drop-down box to select the project contact. The project contact list will be pre-populated with those individuals who have registered for and been granted access to the FHLBI.GIVES system on behalf of the sponsor organization. Once the appropriate contact person is selected the primary contact name, phone number, and email address will also populate at the top.

Blue Acres / John H. Boner Community Center / 004-2026C / Current

Basic Information Development Team Member Details

← Prev → Next

Organization Name	Primary Contact Name and Address	Primary Contact Phone and Email
John H. Boner Community Center	Mike Recker 2236 E. 10th Street Indianapolis, IN -46201	mrecker@fhbi.com

Project Contact *

Mike Recker

Explain any affiliations or ownership interests between the sponsor, owner, developer, consultant, construction contractor, architect or any other parties to the project. *

No affiliations or ownership interests.

Disclose each entity/individual receiving a portion of development fee along with the percentage or amount of the total fee each entity/individual will receive. Describe the terms of the deferred repayment obligation to the development including the interest rate proposed and the source of repayment. *

Sponsor will receive 100% of the developer fee and deferred developer fee.

Development Team

Name	Organization	Role	Address	Contact Details	Action
Sam Johnson	Johnson Contractors	General Contractor	Sam Johnson 100 Main Street, Tipton, IN - 46072	(317) 737 - 3737, sam@j.c.net	

+ ADD NEW

[SAVE](#) [SAVE & CONTINUE](#)

[Exit Application](#)

Attach Document
 Explain/View Variance
 Check/View Score

Member Details Section – Only the name of an eligible member financial institution can be entered. Once entered, the address details will populate. You will then use the drop-down box to select the member contact. The member contact list will be pre-populated with those individuals who have registered for and been granted access to the FHLBI.GIVES system on behalf of the member financial institution. Once the appropriate contact person is selected the primary contact phone number and email address will populate.

Blue Acres / John H. Boner Community Center / 003-2026C

Basic Information Development Team Member Details

Member Information

Member Bank Name *

Mercantile Bank - 101386

310 Leonard Street NW
Grand Rapids, MI - 49504

Available Contacts

Member Contact *

Mike Recker

Phone
Email mrecker@fhlbi.com

Additional Information

Does the FHLBI member applicant (including affiliates or subsidiaries) have any past or present ownership interest in the project or had a mortgage on the property? *

No Yes

SAVE SAVE & CONTINUE

Exit Application

Attach Document
Explain/View Variance
Check/View Score

Section 3 – Project Targeting

The targeting section is where unit information related to the project is entered. There will be differing details conveyed for homeownership and rental projects.

Homeownership

Unit data for homeownership projects includes income level and number of units. Simply input the number of units associated with each income level.

Please note: When you hover over the question mark next to the income level heading it will show the income targeting buckets for homeownership projects and they are as follows:

- High Income - > 80% AMI
- Low to Moderate Income – 61 – 80% AMI
- Very Low Income – 31 – 60% AMI
- Extremely Low Income - <= 30% AMI

test / John H. Boner Community Center / 005-2026D / Current

Targeting > Project Units

Income Targeting

Income LevelID	Number of Units	Percentage of AHP-Assisted Units (%)	Percentage of Total Units (%)
High Income <small>For homeownership projects: Extremely Low Income = <=30% AMI, Very Low Income = 31-60% AMI, Low to Moderate Income = 61-80% AMI and High Income = >80% AMI.</small>		N/A	0.00
Low to Moderate Income	1	50.00	50.00
Very Low Income	1	50.00	50.00
Extremely Low Income	0	0.00	0.00

Total Number of Units: 2
Total Number of AHP Assisted Units: 2



SAVE SAVE & CONTINUE
Exit Application

The project units section allows you to enter homebuyer information for homebuyers who have already been identified for participation in the program. This section will not be completed if homebuyers have not yet been identified or for owner-occupied rehabilitation projects.

If this section does apply to your project, there are two different ways to approach this. The first way is to click on the + Add New button and then input the requested information about the homebuyer. Be sure to save data after entering each individual unit.

Please note: The unit number should correspond to the Location ID indicated in the Basic Information section of the application.

This section will also require you to enter information about the homebuyer including a summary of the projected financing transaction and related costs.

Location ID	Primary Location	Address	Census Tract	Action
1784	Yes	123 Main St. Westfield, IN - 46074	1103.02	 

Home and Homeowner Details

Unit Information

Has the Homeowner for this unit been identified? *
 No Yes

Unit Number *
1784

Address Line 1 *
123 Main St.

Address Line 2

City *
Westfield

State *
IN

County *
Hamilton County

Msa Code *
Indianapolis-Carmel

Zip Code *
46074 -

Census Tract *
1105.16

Project Type *
Ownership

Unit Status *
Not Started

Special Needs Household *
 No Yes

Homeowner Information

First Name * Last Name *

Household Size * Household Annual Income*

Year Used to Qualify AMI * First Time Homebuyer * No Yes

Homeless Household * No Yes Unit AMI Limit *

Financing Summary

[+ ADD NEW](#)

Lien Pos.	Mortgage Lender	Funding Type	Funding Amount (\$)	Rate (%)	Term (mos)	Closing Costs (\$)	Points	Prepays (\$)	Action
1	Member Bank	Mortgage	50000	7.5	360	2500	0	0	
2	FHLB	Grant / Subsidy	50000						
3	CDBG	Grant / Subsidy	50,000.00	0	180	0.00	0	0.00	

Cost Information

Sales Price to Borrower*

Total Closing Costs, Points and Prepays*

Homebuyer Cash*

Seller Contribution (Enter 0 if no Seller Contribution)*

Cash Back to Borrower*

Sum of All Mortgages (Calculated)*

Total (Should be Zero)*

[SAVE](#) [CLOSE](#)

The second way to enter existing homebuyer information is through the Export/Import To Excel feature. When you select the Export to Excel button a Project Unit Details Excel template will open up. You will then enter all unit information in this template. Once complete, save the Excel file to your computer. You will then select the Import From Excel button to import this project unit data from the Excel template into the project units section of the application.

test / John H. Borer Community Center / 005-2026D / Current

Targeting Project Units [← Prev](#) [→ Next](#)

Project Units

[Download Template](#) Total Approved Units: 2 [IMPORT FROM EXCEL](#) [EXPORT TO EXCEL](#) [+ ADD NEW](#)

Building Address#	Building Unit No.	Last Updated Date#	%AMI#	Action	Disbursement Approved#
123 Main St. Westfield, IN - 46074	1784	03/17/2026	45.17		NO

Total Results :1

[Exit Application](#)

Project Units Details								
Application Number	005-2028D							
Project Name	test							
Sponsor Name	John H. Boner Community Center							
Member Bank	Mercantile Bank							
Unit Information								
Unit Id(Keep unique id for Each Unit Number & use the same id in Financing Summary)	Unit #	Home Owner Identified	Address Line 1	Address Line 2	City	State	County (include "County" ex: Wayne County)	Zip
1	1784	Yes	123 Main St.		Westfield	IN	Hamilton County	46074

This method is typically preferred when you have a larger development...say 100+ units. It can be burdensome to enter all the unit information individually. With this template there will still be individual household information to enter but common data like City, State, and County can be entered once and then copied down.

Rental

Unit data for rental projects includes unit type, number of units, tenant paid rent, and income targeting bucket (area median income level). A few things to note here:

- + Add New button will be used for each unit type being added to the project.
- You will enter the unit type (Efficiency, 1, 2, 3, 4+), number of units associated with each unit type, average estimated tenant paid portion of the rent for each unit type, and the income/rent targeting bucket of each unit type.
- The max rent will automatically populate based on the project county entered in the general information section of the application and the specified unit type.
- Based on the unit mix entered in the rent targeting section the income targeting commitments will automatically populate.

Blue Acres / John H. Boner Community Center / 004-2026C / Current

Targeting Project Units ← Prev → Next

Rent Targeting

Note: Rental Assistance will be entered in the Proforma in a later step. + ADD NEW

Unit Type	Extremely Low Income (<=30.0% of AMI)			Very Low Income (>30.01% to 50.0% of AMI)			Low to Moderate Income (>50.01% to 80.0% of AMI)			High Income	
	Units	Est. Tenant Paid Rent (incl. utilities)	Max Rent	Units	Est. Tenant Paid Rent (incl. utilities)	Max Rent	Units	Est. Tenant Paid Rent (incl. utilities)	Max Rent	Units	Est. Ten:
1 Bedroom	10	620	\$623.13	0	0.00	\$1,038.13	0	0.00	\$1,660.63	0	
2 Bedrooms	0	0.00	\$747.50	10	950.00	\$1,246.25	0	0.00	\$1,992.50	0	
3 Bedrooms	0	0.00	\$886.63	0	0.00	\$1,439.38	10	1,750.00	\$2,302.50	0	
Total Income		\$6,200.00			\$9,500.00			\$17,500.00			

Income Targeting

Income Level	Number of Units	Percentage of AHP-Assisted Units (%)	Percentage of Total Units (%)
High Income (>80.01% of AMI)	0	N/A	0.00
Low to Moderate Income (>50.01% to 80.00% of AMI)	10	33.33	33.33
Very Low Income (>30.01% to 50.00% of AMI)	10	33.33	33.33
Extremely Low Income (<=30.00% of AMI)	10	33.33	33.33

Total Number of Units: 30
Total Number of AHP Assisted Units: 30

SAVE SAVE & CONTINUE

Exit Application

The project units section allows you to enter resident information related to currently occupied developments. At application submission this would only apply to projects involving the rehab of existing occupied units. If doing acquisition, new construction and/or rehab of non-occupied units, you can move onto the next section.

If this section does apply to your project, there are two different ways to approach this. The first way is to click on the + Add New button and then input the requested information about the resident/unit. Be sure to save data after entering each individual unit.

Please note: The Unit AMI Limit drop down selection refers to the unit set-aside (income/rent targeting bucket of that unit). The income certification year for units occupied by tenants at the time of the AHP application submission will be the application year.



Blue Acres / John H. Boner Community Center / 004-2026C / Current

Targeting > Project Units

Project Units

Download Template Total Approved Units: 30

IMPORT FROM EXCEL EXPORT TO EXCEL + ADD NEW

Building Address	Unit Number	Last Updated Date	Unit Size	%AMI	Max Rent	Tenant Paid Monthly Rent	Action
100 Blue Acres Drive Cicero, IN - 46364	1	03/09/2026	1BR	25.81	623.12	600.00	 

Total Results: 1

Exit Application

Unit Information ✕

Unit Information

Is this unit vacant? *
 No Yes

First Name *

Household Size *

Address Line 1 *

City *

County *

Zip Code *
 -

Total Monthly Rent Charged *

Tenant Paid Monthly Rent *

Unit Size *

Income Certification Year *

AMI Percentage
 25.81
Household Annual Income range falls under 'Extremely Low Income, <=30% AMI.'

Unit Number *

Last Name *

Household Annual Income *

Address Line 2

State *

Msa Code *

Homeless Household *
 No Yes

Special Needs Household *
 No Yes

Unit AMI Limit *

Max Rent
 623.12

The second way to enter existing resident information is through the Export/Import To Excel feature. When you select the Export to Excel button a Project Unit Details Excel template will open up. You will then enter all unit information in this template. Once complete, save the Excel file to your computer. You will then select the Import From Excel button to import this project unit data from the Excel template into the Project Units section of the application.

This method is typically preferred when you have a larger development...say 100+ units. It can be burdensome to enter all the unit information individually. With this template there will still be individual household information to enter but common data like City, State, and County can be entered once and then copied down.

Blue Acres / John H. Boner Community Center / 004-2026C / Current

Targeting > Project Units ← Prev → Next

Project Units

[Download Template](#) Total Approved Units: 30 IMPORT FROM EXCEL EXPORT TO EXCEL + ADD NEW

Building Address	Unit Number	Last Updated Date	Unit Size	%AMI	Max Rent	Tenant Paid Monthly Rent	Action
Project Units Details							
Application Number	004-2026C						
Project Name	Blue Acres						
Sponsor Name	John H. Boner Community Center						
Member Bank	Mercantile Bank						
Unit Information							
Unit #	Is this unit vacant?	Address Line 1	Address Line 2	City	State	County (include "County" ex: Wayne County)	Zip
1	No	100 Blue Acres Drive		Cicero	IN	Hamilton County	46034

Section 4 – Building Information

This section of the application allows you to enter details about the building(s) in your project as well as expected development timelines.

Blue Acres / John H. Boner Community Center / 004-2026C / Current

Building Information > Project Schedule ← Prev → Next

Building Information

Building Type *	Apartments	Total Residential Units *	30
Gross Building Square Footage *	30,000	Common Area Square Footage *	10,000
Number of Buildings *	1	Commercial Square Footage *	0
Net Residential Square Footage *	20,000	Number of Elevators *	1

[Attach Document](#)
[Expand/View Variance](#)
[Check/View Score](#)

When entering your project schedule be mindful of the FHLBank Indianapolis disbursement and completion deadlines as outlined in the Implementation Plan.

Blue Acres / John H. Boner Community Center / 004-2026C / Current

Building Information **Project Schedule** ← Prev → Next

Note: Please enter the estimated date if actual dates are unknown.

Construction Start Date * Expected Closing Date of Permanent Financing *

Acquisition of Land / Building * Percentage Completed *

Proper Zoning and Land Use Designation * All Funding Sources Committed *

Expected First Disbursement Date * Expected Final Disbursement Date *

Expected Construction Completion Date * Estimated 20% Completion Date *

How many AHP disbursements are anticipated? *

[Exit Application](#)

Attach Document
 Explain/View Variance
 Check/View Score

Section 5 – Financial Feasibility

This section of the application consists of the financial details of your project including sources of funds, uses of funds, and your 15-year operating proforma. There are a few key areas to describe that will assist you in completing this section.

Source of Funds

- To add a new construction funding source of funds you will click the + Add New button, enter the requested data, and then hit save.

Blue Acres / John H. Boner Community Center / 004-2026C / Current

Source of Funds **Development Budget** **Proforma** ← Prev → Next

Construction Funding Sources - Short Term Financing Only +

Funder Name	Construction Funding Amount	Action
No Data Found		

Construction Funding Sources - Short Term Financing Only

Funder Name * Construction Funding Amount *

Rate * Term *

Date Approved or Anticipated *

[SAVE](#) [CLOSE](#)

Blue Acres / John H. Boner Community Center / 004-2026C / Current

Source of Funds > Development Budget > Proforma

← Prev → Next

Construction Funding Sources - Short Term Financing Only [+ ADD NEW](#)

Funder Name	Construction Funding Amount	Action
Member Construction Loan	\$1,000,000.00	✎ ✖
Total Construction Funding Amount		\$1,000,000.00

- To add your AHP request you will click on the FHLB Indianapolis source under permanent financing and enter the requested data.

Permanent Funding Sources [ADD MEMBER FUNDING SOURCE](#) [ADD OTHER FUNDING SOURCE](#)

Source Name	Funding Type	Status	Description	Funding Amount	Action
FHLB Indianapolis	Direct Subsidy			\$0.00	✎

AHP Subsidy Request: \$0.00
 Total Sources of Funds: \$0.00
 Total Development Budget: \$0.00

[Exit Application](#)

[Attach Document](#)
[Explain/View Variance](#)
[Check/View Score](#)

AHP Subsidy Information

Direct Subsidy *

\$ 1,000,000.00

AHP Fund Utilization

Acquisition

\$ 0.00

Hard (Construction) Costs

\$ 900,000.00

Soft Cost

\$ 100,000.00

Allocated Amount **\$1,000,000.00**

Unallocated Amount **\$0.00**

Is the financial structure proposed in this application consistent with the financial structure of this project in applications for other funding sources?

yes

[SAVE](#) [CLOSE](#)

Permanent Funding Sources

[ADD MEMBER FUNDING SOURCE](#) [ADD OTHER FUNDING SOURCE](#)

Source Name	Funding Type	Status	Description	Funding Amount	Action
FHLB Indianapolis	Direct Subsidy			\$1,000,000.00	✓ ✘

AHP Subsidy Request: \$1,000,000.00

Total Sources of Funds: \$1,000,000.00

Total Development Budget: \$0.00

[Exit Application](#)

- [Attach Document](#)
- [Explain/View Variance](#)
- [Check/View Score](#)

- To add a member permanent source of funds you will click the Add Member Funding Source button and enter the requested data.

Basic Information

Member Bank *	<input type="text" value="Mercantile Bank"/>	Funding Source Type *	<input type="text" value="Loan"/>
Amount *	\$ <input type="text" value="500,000.00"/>	Debt *	<input type="text" value="Hard"/>
Description *	<input type="text" value="FHLBI Member Permanent Financing"/>	Status *	<input type="button" value="Approved"/> <input type="button" value="Requested"/>

Loan Details

Loan Type *	<input type="text" value="Permanent"/>	Hard Debt Amount (fully amortizing with regular payments) *	\$ <input type="text" value="500,000.00"/>
Rate *	<input type="text" value="7.50"/>	Soft Debt *	\$ <input type="text" value="0.00"/>
Term *	<input type="text" value="180"/>	Prepaid *	\$ <input type="text" value="0.00"/>
Amortization Period *	<input type="text" value="180"/>	Date Approved or Anticipated *	<input type="text" value="6/1/2026"/>

Permanent Funding Sources

Source Name	Funding Type	Status	Description	Funding Amount	Action
FHLB Indianapolis	Direct Subsidy			\$1,000,000.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Mercantile Bank	Loan	Approved	FHLBI Member Permanent Financing	\$500,000.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

AHP Subsidy Request: \$1,000,000.00
 Total Sources of Funds: \$1,500,000.00

Total Development Budget: \$0.00

[Exit Application](#)

-
-
-

- To add a non-member permanent source of funds you will click the Add Other Funding Source button and enter the requested data.

Add / Modify Other Funding Source

Basic Information

Name of Funding Source * Funding Source Type *

Amount * Debt *

Description * Status *

Permanent Funding Sources

Source Name	Funding Type	Status	Description	Funding Amount	Action
FHLB Indianapolis	Direct Subsidy			\$1,000,000.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Mercantile Bank	Loan	Approved	FHLBI Member Permanent Financing	\$500,000.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
HOME	Grant	Approved	HOME (State)	\$500,000.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

AHP Subsidy Request: \$1,000,000.00
 Total Sources of Funds: \$2,000,000.00
 Total Development Budget: \$0.00

- Please note: After entering a funding source, you can later edit it by using the blue pencil icon under the Action heading. You can also delete it by using the red trash can icon under the Action heading.

Development Budget

- When entering your development budget, the subtotals and totals will calculate only after saving the page.
- Figures must be listed for all budget line items even if that figure is \$0 or the development budget will not be saved.
- Be on the lookout for the orange prompts next to a budget line item(s). These indicate the figures listed are outside of the AHP feasibility guidelines and will require a detailed explanation in the orange explain/view variance box on the right-hand side of the screen.

Blue Acres / John H. Boner Community Center / 002-2026D / Current

Source of Funds: Development Budget Proforma

Development Budget Format: 26A Rental Dev Budget

Note: Subtotals/Totals will populate when this page is saved.

Description	Amount
Acquisition	
Land Only	\$ 30,000.00
Building Only	\$ 0.00
Subtotal - Acquisition	\$ 30,000.00
Pre-Development Costs	
Appraisal	\$ 5,000.00
Architect	\$ 25,000.00
Engineering	\$ 5,000.00
Legal	\$ 10,000.00
Market Study	\$ 2,500.00
Environmental Assessment	\$ 5,000.00
Other Cost 2	\$ 0.00
Other Cost 3	\$ 0.00
Other Cost 4	\$ 0.00
Subtotal - Construction	\$ 1,795,500.00
Hard Construction Costs	\$ 1,815,500.00
Development	
Consultant	\$ 0.00
Developer Fees	\$ 300,000.00
Consultant & Developer Fee	\$ 300,000.00
Consultant & Developer Fee 2	\$ 300,000.00
Construction / Bridge Loan Interest	\$ 20,000.00

Proforma

- The Total Rents (line 2) will automatically populate from the estimated tenant paid rent by unit type totals in the project targeting section of the application.
- Any tenant rental assistance received for the project should be input in Rental Assistance (line 3).
- The annual increase column is related to the inflation factors which can be anywhere from 0 to 9.
- The Year 1 column is where you manually enter income and expense figures, and based on the inflation factor percentage entered, years 2 – 15 will automatically populate.
- The debt service line should include hard, must-pay debt only.
- Deferred developer fee must be annualized over the 15-year operating period.
- To save the proforma, all line items must be completed, even if the figure is \$0.
- The full 15-year operating proforma will not populate until the save button is selected.
- Be on the lookout for the orange prompts next to a line item(s). These indicate the figures listed are outside of the AHP feasibility guidelines and will require a detailed explanation in the orange explain/view variance box on the right-hand side of the screen.

- If supportive services are provided to your residents, the supportive service income and expenses section will be completed.
- The Export button at the bottom of the page allows you to export the data to an outside Excel report that will enable you to view the entire 15-year operating proforma.

Blue Acres / John H. Boner Community Center / 002-2026D / Current

Source of Funds: Development Budget Proforma

Proforma Format : 25A Proforma

Note: Subtotals/Totals will populate when this page is saved.

SLNo	Description	Annual Increase	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
1	Effective Income																
2	Total Rents	2	398,400.00	406,368.00	414,495.36	422,765.26	431,240.97	439,865.79	448,663.10	457,636.36	466,789.09	476,124.87	485,647.37	495,360.32	505,267.53	515,372.11	525,582.11
3	Rental Assistance	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4	Laundry, Parking & Other	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5	Other Income	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6	Vacancy	2	35,000.00	35,700.00	36,414.00	37,142.28	37,885.12	38,642.82	39,415.68	40,203.99	41,008.07	41,828.23	42,664.80	43,518.10	44,388.46	45,276.11	46,181.11
7	Total Effective Gross Income		363,400.00	370,668.00	378,081.36	385,642.98	393,355.84	401,222.96	409,247.42	417,432.37	425,781.01	434,296.63	442,982.57	451,842.22	460,879.06	470,096.11	479,482.11

Blue Acres / John H. Boner Community Center / 002-2026D / Current

Source of Funds: Development Budget Proforma

30	Others - Miscellaneous	3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
31	Total Operating Expenses		130,000.00	133,900.00	137,917.00	142,054.51	146,316.14	150,705.62	155,226.79	159,883.60	164,680.11	169,620.51	174,709.12	179,950.40	185,348.91	190,909.11	196,632.11
32	Operating Expense Per Unit		4,333.33	4,463.33	4,597.23	4,735.15	4,877.20	5,023.52	5,174.22	5,329.45	5,489.33	5,654.01	5,823.63	5,998.34	6,178.29	6,363.11	6,548.11
33	Total Expenses		211,000.00	217,330.00	223,849.90	230,565.39	237,482.35	244,606.82	251,945.03	259,503.38	267,288.48	275,307.14	283,566.35	292,073.34	300,835.54	309,860.11	319,044.11
34	Net Income		152,400.00	153,338.00	154,231.46	155,077.59	155,873.48	156,616.13	157,302.38	157,928.98	158,492.53	158,999.49	159,416.21	159,768.87	160,043.52	160,236.11	160,340.11
35	Debt Service	0	65,000.00	65,000.00	65,000.00	65,000.00	65,000.00	65,000.00	65,000.00	65,000.00	65,000.00	65,000.00	65,000.00	65,000.00	65,000.00	65,000.00	65,000.00
36	Cash Flow		87,400.00	88,338.00	89,231.46	90,077.59	90,873.48	91,616.13	92,302.38	92,928.98	93,492.53	93,989.49	94,416.21	94,768.87	95,043.52	95,236.11	95,340.11
37	Debt Coverage Ratio		2.34	2.35	2.37	2.38	2.39	2.40	2.42	2.42	2.43	2.44	2.45	2.45	2.46	2.46	2.47
38	Deferred Developer Fee Payment	3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
39	Cash Flow after Deferred Developer Fee		87,400.00	88,338.00	89,231.46	90,077.59	90,873.48	91,616.13	92,302.38	92,928.98	93,492.53	93,989.49	94,416.21	94,768.87	95,043.52	95,236.11	95,340.11

Blue Acres / John H. Boner Community Center / 002-2026D / Current

Source of Funds: Development Budget Proforma

40	Supportive Services																
41	Supportive Services Income	3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42	Supportive Services Admin Expense	3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
43	Supportive Services Operating Expense	3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
44	Net Supportive Services		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
45	Total Units		30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00
46	Effective Gross Income to Total Annual Expenses		1.72	1.70	1.68	1.67	1.65	1.64	1.62	1.60	1.59	1.57	1.56	1.54	1.53	1.51	1.50

EXPORT SAVE SAVE & CONTINUE

Please note: Homeownership projects will not complete the 15-year operating proforma.

Section 6 – Scoring Criteria

The scoring criteria section will include all scoring criteria as outlined in the Implementation Plan. There are a few key areas to describe that you will assist you in completing this section.

- If you click on the blue guidelines link a help box will appear detailing the specific page(s) in the Implementation Plan where you can find the requirements associated with that scoring criteria.
- Answers will consist of a combination of yes/no boxes, check boxes, narrative sections, and/or data that may pull from other areas of the application such as with targeting.
- The maximum points you may obtain in the applicable scoring criteria is listed at the top.
- Once you have completed a scoring criteria section, hit the save & continue button to move onto the next scoring criteria.
- You will know a scoring criterion has been completed and saved correctly when a green check mark appears next to it. Scoring criteria that have not been completed will show a red X next to it.

Blue Acres / John H. Boner Community Center / 002-2026D / Current

Scoring Criteria

Category Name: Supportive Housing for Persons with Special Needs
Maximum Points: 4

Question Description	Response
Are 100% of the project units dedicated to elderly housing? *	<input type="radio"/> No <input checked="" type="radio"/> Yes
Number of Special Needs Units: *	<input type="text" value="6"/>
Has a supportive services plan for the special needs population been included in this application? *	<input type="radio"/> No <input checked="" type="radio"/> Yes

SAVE SAVE & CONTINUE
Exit Application

Attach Document
Explain/View/Verify
Check/View Score

- Next, we will discuss a critically important component of the application, the red Attach Document box found on the right side of each section of the application. This link allows you to upload documentation that will support your request for points in the application, verify funding commitments, validate the market demand for your project, etc.

Section 7 – Attach Document

- Once you have clicked on the red Attach Document link the below screen will pop-up.

- To upload a document, you will simply click on the paper clip icon next to the exhibit page you are wanting to upload to (see the separate Exhibit Checklist document for details on what exhibit a specific document should be submitted in).
- Use either the drag or drop function or click the choose file button to select a document. You will then click on the Upload button, and your document will be uploaded to the system. If the document has successfully uploaded a pop-up message will appear notifying you of this. In addition, you will see the document under the document name heading and the exhibit(s) where you have uploaded documents will be highlighted in green.
- As a reminder, be sure to review the Implementation Plan for threshold criteria and scoring guidelines and provide appropriate supporting documentation to verify your commitments/requests. Failure to do so may result in the loss of points or in some cases, the ineligibility of the project.

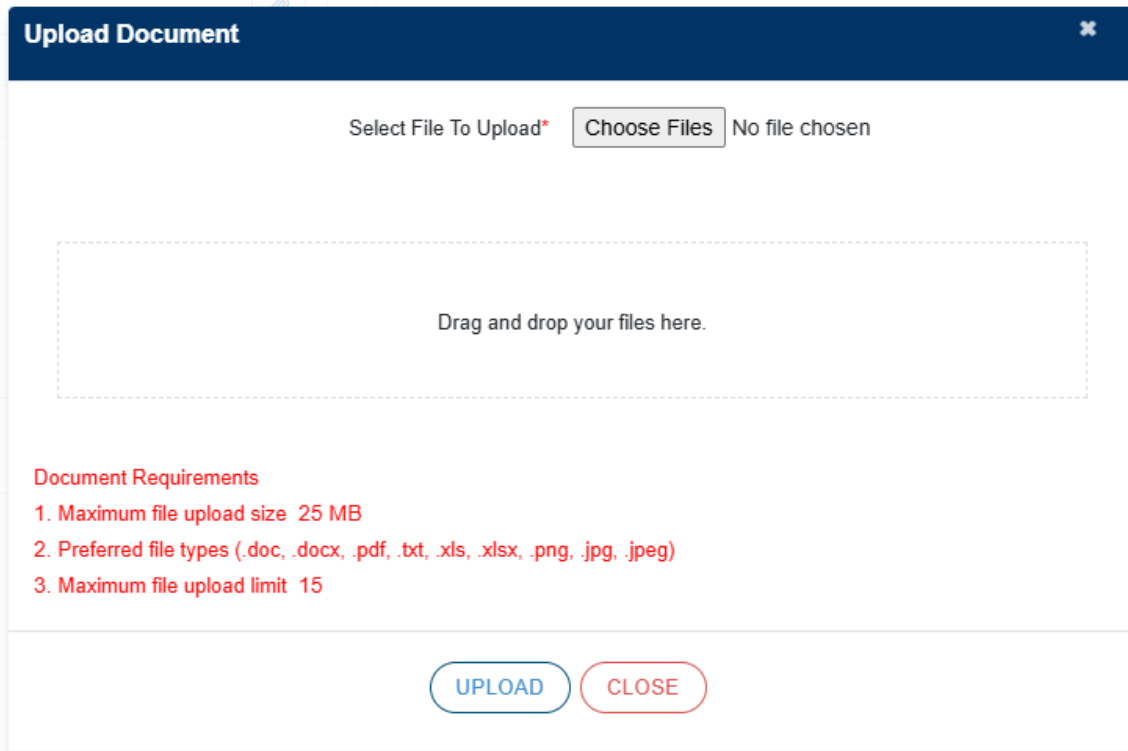
The screenshot shows a web interface titled "Documents". At the top, it displays "Application Number: 002-2026D", "Project Name: Blue Acres", and "Project Type: Rental".

On the left side, there is a "List of documents" section with a "Sponsor Documents" dropdown menu. Below this, a list of documents is shown, each with a paper clip icon for upload:

- Exhibit 1 - Basic Information
- Exhibit 2 - Development Team
- Exhibit 3 - Project Targeting
- Exhibit 4 - Building Details
- Exhibit 5 - Project Schedule
- Exhibit 6 - Project Finances
- Exhibit 7 - Scoring Criteria

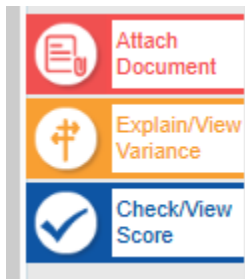
On the right side, there is a "Document Name" section with a dropdown menu set to "Exhibit 1 - Basic Information". Below this is a table with the following columns: "Document Name", "Attached Date", "Status", "Decision By", and "Action". The table is currently empty and displays "No Data Found".

At the bottom of the interface, there is a "Drag and drop your files here." area and a "CLOSE" button.



Section 8 – Check/View Score

- To view your application score you'll select the blue Check/View Score icon on the right-hand side of the screen.



- A running total of your score will be kept as you proceed through the application and can be viewed at any time.
- The score sheet will reflect the maximum points available in each scoring category and in total, as well as the points you have requested.
- You have an option to Print the score sheet if you wish to at the conclusion of completing the scoring section.

Project Information

Application Number 002-2026D	Sponsor Name John H. Boner Community Center	Member Name Mercantile Bank	Total Score 67.47
Project Name Blue Acres	Sponsor Contact Details Mike Recker 2236 E. 10th Street Indianapolis, IN - 46201 mrecker@fhlbi.com	Member Contact Details Sonali Allen 310 Leonard Street NW Grand Rapids, MI - 49504 mstermer@fhlbi.com (111) 111 - 1111	

Score Result

Category Name	Max Points	Current
Donated Property	5.00	5.00
Non-Profit Sponsorship	7.00	7.00
Targeting	20.00	20.00
Underserved Communities	16.00	6.80
Supportive Housing for the Homeless	4.00	0.00
Projects Serving Low-Income Minority Areas	6.00	0.00
AHP Subsidy per Unit	10.00	1.67
Total	100.00	67.47

[PRINT](#) [CLOSE](#)

Section 9 – Additional Questions

- The Additional Questions section requires you to answer regulatory questions about your project. All questions must be answered with a yes or no before proceeding. Your selected answers will be highlighted in green.

Blue Acres / John H. Boner Community Center / 002-2026D / Current

FHFA Questionnaire

Sl.No	Question	Response
1	Is an advance being provided by the FHLBank (e.g., a CIP advance), excluding the pass through of AHP subsidy? *	No Yes
2	Is a mortgage loan being provided by the member, excluding the pass through of AHP subsidy? *	No Yes
3	Excluding the pass through of AHP subsidy, are reduced closing costs being provided by the member? *	No Yes
4	Are grant(s) or in-kind contributions or services being provided by the member, excluding the pass through of AHP subsidy? *	No Yes
5	Does the project use any Federal Government Property, excluding HUD owned property? *	No Yes
6	Does the project use any HUD owned property? *	No Yes
7	Is the primary sponsor of the project a not-for-profit organization? *	No Yes
8	Is the primary sponsor of the project a state or local agency, excluding local housing authorities? *	No Yes
9	Is the primary sponsor of the project a local housing authority? *	No Yes
10	Is the HOME program a permanent source of funds for the project? *	No Yes
11	Is the CDBG program a permanent source of funds for the project? *	No Yes
12	Is the FHA a permanent source of funds for the project? *	No Yes

← Prev → Next

Attach Document
Explain/View Variance
Check/View Score

Section 10 – Review & Finalize and Explain/View Variance

- Congratulations! You have reached the end of the application. However, before wrapping up there are a few important steps that need to be followed.
- You will notice under the Incomplete Application Details – Must Correct Before Submission and Page Level Deviations headings two red warning messages appear. In this example the first one is to “Provide Explanation(s) for Variance(s).” The second message is to “Approve Certification.” All warning messages must be addressed before sending the application to the member bank.

Blue Acres / John H. Boner Community Center / 002-2026D / Current

Review & Finalize

Application Details

Application Number: 002-2026D	Project Name: Blue Acres
Sponsor Name: John H. Boner Community Center	Member Bank Name: Mercantile Bank
Sponsor Contact: Mike Recker 2236 E. 10th Street Indianapolis, IN - 46201 mrecker@fhbi.com	Member Bank Contact: Sonali Allen 310 Leonard Street NW Grand Rapids, MI - 49504 (111) 111 - 1111 mstermer@fhbi.com

Incomplete Application Details – Must Correct Before Submission

1. Provide Explanation(s) for Variance(s)
2. Approve Certification

Page Level Deviations

By clicking Send to Member Bank, Sponsors agrees that the foregoing information is correct and agrees to be bound by the foregoing Affordable Housing Program Application.

TERMS & CONDITIONS PRINT APPLICATION SEND TO MEMBER BANK

Exit Application

Attach Document
Explain/View Variance
Check/View Score

- If your project falls outside of any of the FHLBank Indianapolis feasibility guidelines the variance warning message will flag. To address these items, you can either select the

warning message itself or click on the orange Explain/View Variance message. This will take you to the following screen:

Variance

Validation Items

Validation Item	Explanation
No Data Found	

Variance Items

Variance Name	Explanation
Operating reserves should not be less than \$1,500 per unit. Please explain the low operating reserves per unit.	<input type="text"/>
Consult and Developer Fee must be less than or equal to 15% of Developer Fee Limit. (Total Development Costs – Developer & Consultant Fees – Supportive Services Reserves - Operating Reserve - Land Only)	<input type="text"/>
Projects with hard debt must have a debt coverage ratio between 1.15 and 1.45. If the project has no debt, the warning may not apply and 'N/A' entered. However, if Effective Gross Income to Total Annual Expenses is not 1.15 to 1.45 please explain.	<input type="text"/>
Minimum requirements: Rehab - \$300/unit, New Construction - \$250/unit, Historic Rehab - \$420/unit, Single Family - \$420/unit.	<input type="text"/>
Operating Expense Per Unit must be at least \$4,500 OR consistent with state HFA, USDA or HUD guidelines in which the development is located where applicable. Please provide an explanation.	<input type="text"/>

- All the items listed under the Validation and Variance Items headings fall outside of the FHLBank Indianapolis guidelines and must be addressed before you submit the application to the member bank.
- To respond to the variance items listed you will either go back and correct the items prompting the variance flag or provide an explanation as to why you are outside of the guidelines in the explanation box. Once you have corrected and/or answered all validation items hit save to clear them.
- Now you must approve the certification. To do this you will select the red Approve Certification warning message. The certification spells out the terms and conditions you are agreeing to by submitting your AHP application. You must check the Accept Terms and Conditions box and hit save to continue.

Blue Acres / John H. Boner Community Center / 002-2026D / Current

Review & Finalize

Application Details

Application Number: 002-2026D	Project Name: Blue Acres
Sponsor Name: John H. Boner Community Center	Member Bank Name: Mercantile Bank
Sponsor Contact: Mike Flecker 2236 E. 10th Street Indianapolis, IN - 46201 mrecker@fhlbi.com	Member Bank Contact: Sonali Allen 310 Leonard Street NW Grand Rapids, MI - 49504 (111) 111 - 1111 mstermer@fhlbi.com

Incomplete Application Details – Must Correct Before Submission

1. Approve Certification

Page Level Deviations

By clicking Send to Member Bank, Sponsors agrees that the foregoing information is correct and agrees to be bound by the foregoing Affordable Housing Program Application.

[Exit Application](#)

Sl.No	Terms Description
1	I certify that all information supplied herein is complete and accurate and all required exhibits are attached
2	I acknowledge the commitments made in this application to build/rehabilitate and convey the proposed housing project consistent with the details outlined herein (or as approved in a modification request submitted to the FHLBI) are binding for the development phase and the duration of the fifteen (15) year retention period.
3	I certify that the subsidy will be used for the purposes authorized under the Affordable Housing Regulations, 12 CFR §1291 (as amended), and acknowledge that all applicable federal, state, and local requirements, during the course of the retention period remain in full force.
4	I agree to comply with the reporting and certification requirements of the AHP program and will provide any additional information that may be needed for the completion of the application, funding or monitoring processes as required by the FHLBI.
5	I understand the FHLBI will not perform or be responsible for financially underwriting the project.
6	I certify that any proceeds of a direct subsidy (or subsidized advance) that will not be used, or that cease to be used, for the purposes approved by the FHLBI, will be recaptured, and any unused or improperly used subsidies will be promptly returned to the FHLBI.
7	The project sponsor certifies that it meets the project sponsor qualifications criteria established by the Bank and that it has not engaged in, and is not engaging in, covered misconduct as defined in FHFA's Suspended Counterparty Program regulation (12 CFR part 1227).
8	As an AHP Applicant, I acknowledge that the FHLBI Member may require additional documentation for this application, or any monitoring or certifications necessary for the duration of the development and retention period to which the applicant must comply.
9	I certify that I am not aware of any instances of financial misconduct, crime, or fraud (which have not already been reported) associated with this project and the FHLBI. If I become aware of any such occurrence in the future it shall promptly be reported to the FHLBI, as required by the Implementation Plan.
10	These certifications are made under penalty of law and any inaccurate or incomplete certifications may result in cancellation or recapture of the AHP grant.
11	As a duly authorized officer or employee of the AHP Applicant, I certify that I am authorized to provide this submission and certification.

Accept Terms and Conditions

- Once you have completed this step you are ready to submit the application to your member financial institution and will do this by selecting the Send to Member Bank button.
- You may also print off your completed application by selecting the Print Application button.

Blue Acres / John H. Boner Community Center / 002-2026D / Current

Review & Finalize ← Prev → Next

Application Details

Application Number: 002-2026D	Project Name: Blue Acres
Sponsor Name: John H. Boner Community Center	Member Bank Name: Mercantile Bank
Sponsor Contact: Mike Recker 2236 E. 10th Street Indianapolis, IN - 46201 mrecker@fhlbi.com	Member Bank Contact: Sonali Allen 310 Leonard Street NW Grand Rapids, MI - 49504 (111) 111 - 1111 msstermer@fhlbi.com

By clicking Send to Member Bank, Sponsors agrees that the foregoing information is correct and agrees to be bound by the foregoing Affordable Housing Program Application.

[Exit Application](#)

Section 11 – Member Review and Sponsor Response to Returned Items

- Once the sponsor has completed and submitted the application it will move onto the member for review and approval. It will appear in the members My Tasks – Application Submission - Unsubmitted Applications and My Applications - View InProcess Applications. You can click on either link, then click on the applicable application number that appears, to begin the review of the application.

The screenshot displays the FHLBank Indianapolis AHP member portal. At the top, there are navigation links: Home, My Portfolio, Messages (2/10), Resources, and Logout. The user is identified as Mike Recker from Mercantile Bank. The main dashboard includes:

- MY PROJECTS:** A summary table showing:

# Projects	22
# Units	890
\$ Awarded	\$ 13,181,760.00
\$ Remaining	\$ 4,785,660.00
\$ Total Development	\$ 62,943,656.64
- MY TASKS:** A list of tasks with status indicators:
 - Application Submission (1 icon)
 - Disbursement Phase (1 icon)
 - Project Completion (0 icon)
 - Long Term Monitoring (0 icon)
 - Watch List (0 icon)
- MY APPLICATIONS:** Links for View InProcess Applications and View Submitted Applications.
- MESSAGE BOARD:** No Data Found.

Below the dashboard is a section for **Unsubmitted Applications** with an **ADVANCED SEARCH** button. The table below shows one result:

Round	Application Number	Project Number	Project Name	Sponsor Name	Member Bank	Project Type
26D	002-2026D		Blue Acres	John H. Boner Community Center	Mercantile Bank	Rental

Total Results: 1

- The member review process is fairly simple. The application will already be completed and supporting documentation uploaded. In fact, most of the application will be grayed out and cannot be edited at this point. As the member you will just be reviewing for accuracy, consistency, and ensuring it aligns with your understanding and knowledge of the proposed project, as well as adherence to FHLBank Indianapolis AHP guidelines. However, one thing that's different is the Review & Finalize section at the end of the application.
- Like the sponsor you must certify the terms and conditions of the AHP.

Blue Acres / John H. Boner Community Center / 002-2026D / Current

Review & Finalize ← Prev → Next

Application Details

Application Number:	002-2026D	Project Name:	Blue Acres
Sponsor Name:	John H. Boner Community Center	Member Bank Name:	Mercantile Bank
Sponsor Contact:	Mike Recker 2236 E. 10th Street Indianapolis, IN - 46201 mrecker@fhlbi.com	Member Bank Contact:	Sonali Allen 310 Leonard Street NW Grand Rapids, MI - 49504 (111) 111 - 1111 mstermer@fhlbi.com

By clicking **Submit Application**, Members agrees that the foregoing information is correct and agrees to be bound by the foregoing Affordable Housing Program Application.

[TERMS & CONDITIONS](#)
[SUBMIT TO FHLBI](#)
[PRINT APPLICATION](#)
[RETURN TO SPONSOR](#)

[Exit Application](#)

Attach Document

Explain New Variance

Check/View Score

Certification

SI.No	Terms Description
1	I certify that all information supplied herein is complete and accurate and all required exhibits are attached
2	I acknowledge the commitments made in this application to build/rehabilitate and convey the proposed housing project consistent with the details outlined herein (or as approved in a modification request submitted to the FHLBI) are binding for the development phase and the duration of the fifteen (15) year retention period.
3	I certify that the subsidy will be used for the purposes authorized under the Affordable Housing Regulations, 12 CFR §1291 (as amended), and acknowledge that all applicable federal, state, and local requirements, during the course of the retention period remain in full force.
4	I agree to comply with the reporting and certification requirements of the AHP program and will provide any additional information that may be needed for the completion of the application, funding or monitoring processes as required by the FHLBI.
5	I understand the FHLBI will not perform or be responsible for financially underwriting the project.
6	I certify that any proceeds of a direct subsidy (or subsidized advance) that will not be used, or that cease to be used, for the purposes approved by the FHLBI, will be recaptured, and any unused or improperly used subsidies will be promptly returned to the FHLBI.
7	As the FHLBI Member submitting the application, I acknowledge that the Member has undertaken an independent underwriting review that is consistent with conventional loan underwriting standards and the FHLBI Implementation Plan, has been completed and approved in accordance with Member's internal policies and procedures.
8	These certifications are made under penalty of law and any inaccurate or incomplete certifications may result in cancellation or recapture of the AHP grant.
9	As a duly authorized officer or employee of the FHLBI Member, I certify that I am authorized to provide this submission and certification.

Accept Terms and Conditions

[SAVE](#)
[CLOSE](#)

Returning an Application to Sponsor

- However, if you notice something missing, incomplete, or needing to be updated you can also send it back to the sponsor to correct. You do this by clicking on the Return to Sponsor button at the bottom of the Review & Finalize page and a Return to Sponsor page will pop-up.
- Using the drop-down boxes you will select the Reason for Return as well as the Recipient or sponsor contact you will be sending the application back to. In the Comments box you will detail the reason(s) for returning the application.
- When finished you will select the Send button to send it back to the sponsor.
- Though an automated message from the system will be sent we highly recommend the member reach out personally to the sponsor by phone and/or email to inform them the application was sent back and there are correction items that need to be addressed.

Return to Sponsor ✕

Reason for Return *

Insufficient Documentation

Recipient *

Mike Recker

Comments

Missing Exhibits 3 and 4. Did not sufficiently answer variance items.

Remaining characters that can be entered is 931

SEND

CLOSE

History

Return Reason	Comments	Recipient
No Data Found		

Sponsor Addressing an Application Returned by Member

- When the sponsor logs back into the system they will see an Unsubmitted Application pop up under the My Tasks toolbar on the main home page.
- Click on the unsubmitted application and then select the application number that follows.
- Go to the Review & Finalize section of the application and the reason for the return and related comments will be detailed.
- You will respond by addressing the reason for return and related comments. So, in this example the sponsor will attach this missing documentation in Exhibits 3 and 4 using the red Attach Document icon.
- The sponsor will also update the variance items explanations using the orange Explain/View Variance icon.

MY TASKS

Application Submission 1

Unsubmitted Applications 1

Documentation Requests 0

Disbursement Phase 0

Project Completion 0

Long Term Monitoring 0

Watch List 0

Unsubmitted Applications

[ADVANCED SEARCH](#)

Round#	Application Number#	Project Number#	Project Name#	Sponsor Name#	Member Bank#	Project Type#
26D	002-2026D		Blue Acres	John H. Boner Community Center	Mercantile Bank	Rental

Total Results : 1

Blue Acres / John H. Boner Community Center / 002-2026D / Current

-
-
-
-
-
-
-
-

Review & Finalize

[← Prev](#) [Next →](#)

Application Details

<p>Application Number: 002-2026D</p> <p>Sponsor Name: John H. Boner Community Center</p> <p>Sponsor Contact: Mike Recker 2236 E. 10th Street Indianapolis, IN - 46201 mrecker@fhlbi.com</p>	<p>Project Name: Blue Acres</p> <p>Member Bank Name: Mercantile Bank</p> <p>Member Bank Contact: Sonali Allen 310 Leonard Street NW Grand Rapids, MI - 49504 (111) 111 - 1111 mstermer@fhlbi.com</p>
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- Attach Document
- Explain/View Variance
- Check/View Score

By clicking Send to Member Bank, Sponsors agrees that the foregoing information is correct and agrees to be bound by the foregoing Affordable Housing Program Application.

Reason for Return

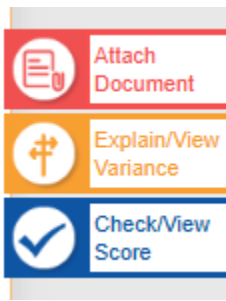
Insufficient Documentation

Comments

Missing Exhibits 3 and 4. Did not sufficiently answer variance items.

[TERMS & CONDITIONS](#)
[PRINT APPLICATION](#)
[SEND TO MEMBER BANK](#)

[Exit Application](#)



Documents

Application Number: 002-2026D Project Name: Blue Acres Project Type: Rental

List of documents ⓘ

Sponsor Documents ▾

- Exhibit 1 - Basic Information ⓘ
- Exhibit 2 - Development Team ⓘ
- Exhibit 3 - Project Targeting** ⓘ
- Exhibit 4 - Building Details ⓘ
- Exhibit 5 - Project Schedule ⓘ
- Exhibit 6 - Project Finances ⓘ
- Exhibit 7 - Scoring Criteria ⓘ

Document Name : **Exhibit 3 - Project Targeting**

Document Name	Attached Date	Status	Decision By	Action
No Data Found				

Drag and drop your files here.

[CLOSE](#)

Variance

Validation Items

Validation Item	Explanation
No Data Found	

Variance Items

Variance Name	Explanation
Operating reserves should not be less than \$1,500 per unit. Please explain the low operating reserves per unit.	Level of reserves has been approved by the lender.
Consult and Developer Fee must be less than or equal to 15% of Developer Fee Limit: (Total Development Costs – Developer & Consultant Fees – Supportive Services Reserves - Operating Reserve - Land Only)	Developer fee level has been approved by the State HFA.
Projects with hard debt must have a debt coverage ratio between 1.15 and 1.45. If the project has no debt, the warning may not apply and 'N/A' entered. However, if Effective Gross Income to Total Annual Expenses is not 1.15 to 1.45 please explain.	Project cash flow is higher in the early years to ensure adequate cash flow in the later years.
Minimum requirements: Rehab - \$300/unit, New Construction - \$250/unit, Historic Rehab - \$420/unit, Single Family - \$420/unit.	A capitalized replacement reserve has been added to the development budget.
Operating Expense Per Unit must be at least \$4,500 OR consistent with state HFA, USDA or HUD guidelines in which the development is located where applicable. Please provide an explanation.	Aligns with State HFA and lender guidelines.

[SAVE](#) [CLOSE](#)

- Once all corrections have been made the sponsor will select the Send to Member Bank button in the Review & Finalize tab.

Blue Acres / John H. Boner Community Center / 002-2026D / Current

Review & Finalize ← Prev → Next

Application Details

Application Number:	002-2026D	Project Name:	Blue Acres
Sponsor Name:	John H. Boner Community Center	Member Bank Name:	Mercantile Bank
Sponsor Contact:	Mike Recker 2236 E. 10th Street Indianapolis, IN - 46201 mrecker@fhlbi.com	Member Bank Contact:	Sonali Allen 310 Leonard Street NW Grand Rapids, MI - 49504 (111) 111 - 1111 mstermer@fhlbi.com

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Reason for Return **Comments**

Insufficient Documentation Missing Exhibits 3 and 4. Did not sufficiently answer variance items.

[TERMS & CONDITIONS](#)
[PRINT APPLICATION](#)
[SEND TO MEMBER BANK](#)

[Exit Application](#)

Attach Document

Explain/View Variance


Check/View Score

Member Receiving Returned Application from Sponsor


- Once sent back, the member will again find the application under My Tasks – Application Submission – Unsubmitted Applications and My Applications – View InProcess Applications. Either link can be selected and then you will open the application.

Home My Portfolio Messages **866** Resources * Logout

Mercantile Bank | Mike Recker



NAHP
RDABLE HOUSING PROGRAM



MY PROJECTS

# Projects	22
# Units	890
\$ Awarded	\$ 13,181,760.00
\$ Remaining	\$ 4,785,660.00
\$ Total Development	\$ 52,943,656.64

MY TASKS

- Application Submission 1
- Unsubmitted Applications 1
- Documentation Requests 3
- Disbursement Phase 1
- Project Completion 0
- Long Term Monitoring 0
- Watch List 0

MY APPLICATIONS

- [View InProcess Applications](#)
- [View Submitted Applications](#)

MESSAGE BOARD

No Data Found

Unsubmitted Applications

Round	Application Number	Project Number	Project Name	Sponsor Name	Member Bank	Project Type
26D	002-2026D		Blue Acres	John H. Boner Community Center	Mercantile Bank	Rental

Total Results :1

- You will review the correction documentation submitted by the sponsor and if everything is acceptable select the Submit to FHLB button to formally submit the application.

Blue Acres / John H. Boner Community Center / 002-2026D / Current

Review & Finalize ← Prev → Next

Application Details

Application Number:	002-2026D	Project Name:	Blue Acres
Sponsor Name:	John H. Boner Community Center	Member Bank Name:	Mercantile Bank
Sponsor Contact:	Mike Recker 2236 E. 10th Street Indianapolis, IN - 46201 mrecker@fhlbi.com	Member Bank Contact:	Sonali Allen 310 Leonard Street NW Grand Rapids, MI - 49504 (111) 111 - 1111 mstermer@fhlbi.com

By clicking Submit Application, Members agrees that the foregoing information is correct and agrees to be bound by the foregoing Affordable Housing Program Application.

[TERMS & CONDITIONS](#)
[SUBMIT TO FHLB](#)
[PRINT APPLICATION](#)
[RETURN TO SPONSOR](#)

[Exit Application](#)

Attach Document



Explain View Variance

Check View Score

- You can check to ensure the application was submitted on the home page under My Applications – View Submitted Applications.

Home My Portfolio Messages **5/11** Resources ~ Logout

Mercantile Bank | Mike Recker

MY PROJECTS

# Projects	22
# Units	890
\$ Awarded	\$ 13,181,760.00
\$ Remaining	\$ 4,785,660.00
\$ Total Development	\$ 52,943,656.64

MY TASKS

- Application Submission 0
- Disbursement Phase 1
- Project Completion 0
- Long Term Monitoring 0
- Watch List 0

MY APPLICATIONS

- [View InProcess Applications](#)
- [View Submitted Applications](#)

MESSAGE BOARD

No Data Found

Application Search [ADVANCED SEARCH](#)

Round	Application Number	Project Number	Project Name	Sponsor Name	Member Bank	Project Type	Status
26D	002-2026D		Blue Acres	John H. Boner Community Center	Mercantile Bank	Rental	Submitted to FHLB

Total Results: 1

END OF DOCUMENT