

## Stage 2 – Construction Phase

### Conditions of Funding

On the FHLBI.GIVES under Disbursement Phase, select **Conditions of Funding**. On the next screen, you will upload the executed award and schedule to agreement with authorized signers and submit to the member financial institution. You will also need to upload any supporting documents applicable to the funding conditions assigned to your project.

It is important to note that disbursements cannot be submitted until the conditions of funding are resolved.

### Sponsor

Navigate to **My Tasks**. Under **Disbursement Phase** you will find your awarded projects that are ready for disbursement. Select **Disbursement Phase**, the drop-down arrow will show you **Conditions of Funding** and **Disbursement Request**. Next to **Disbursement Request**, you will select **ADD**. The next window will display your projects that are eligible for funding.

The screenshot shows the FHLBank Indianapolis portal. At the top, there is a navigation bar with links for Home, My Portfolio, Messages (2691), Resources, and Logout. Below the navigation bar, the user's name Erica Petty-Saunders is displayed. The main content area features a large image of a modern building. To the right of the image is a funding summary table:

|                      |                  |
|----------------------|------------------|
| \$ Awarded           | \$ 6,116,000.00  |
| \$ Remaining         | \$ 1,826,000.00  |
| \$ Total Development | \$ 16,869,977.00 |

Below the image and table are three panels: MY TASKS, MESSAGE, and MESSAGE BOARD. The MY TASKS panel shows a list of tasks with counts: Application Submission (0), Documentation Requests (0), Disbursement Phase (2), Conditions of Funding (0), and Disbursement Request (0) with an ADD button. The MESSAGE panel shows "The Round is Closed". The MESSAGE BOARD panel contains a notice about data migration.

Select the project that you would like to add the request. In the next window you will select **INITIATE NEW FUNDING REQUEST**.

### Funding Request Summary

The screenshot shows the Funding Request Summary window. At the top right, there is a button labeled "INITIATE NEW FUNDING REQUEST". Below the button is a table with the following columns: TD-ID, Requested Amount (\$), Requested By, Requested Date, and Status. The table is currently empty, and a red message "No Data Found" is displayed in the center. At the bottom center, there is a "CLOSE" button.

### Funding Details

Funding Details allows you to see the amount of the project’s award, as well as what has previously been disbursed amounts.

For the disbursement request, **Subsidy Type** will remain **Direct Subsidy**.

**Rental Projects will see the page below.**

The screenshot shows the 'Funding Details' page for a rental project. At the top, there are navigation tabs: 'Funding Details' (selected), 'Documents', and 'Review & Submit'. Below the tabs, there are four information boxes: 'Project Number' (202180617), 'Project Name' (Lebowski Landing), 'Sponsor Name' (John H. Boner Community Center), and 'Member Name' (Mercantile Bank of Michigan). A 'View More' button is next to the Member Name box. Below this, the 'Funding Details' section shows 'TD ID' (TD-001), 'Approved Amount' (\$500,000.00), and 'Disbursed Amount' (\$500,000.00). A table lists 'Cost Description' and 'Funds Requested':

| Cost Description | Funds Requested     |
|------------------|---------------------|
| Acquisition      | \$0.00              |
| Hard Costs       | \$500,000.00        |
| Soft Costs       | \$0.00              |
| <b>Total</b>     | <b>\$500,000.00</b> |

At the bottom of the table, there is a 'CLOSE' button. On the right side, there are two utility buttons: 'Explain/View Variance' and 'Add/See Comments'.

**Homeownership projects will see the page below.**

The screenshot shows the 'Income Summary' page for a homeownership project. At the top, there are navigation tabs: 'Funding Details' (selected), 'Documents', and 'Review & Submit'. Below the tabs, the 'Income Summary' section contains two tables. The first table shows 'Income Level' and 'Total' (Approved and Include in Disbursement):

| Income Level                                  | Total    |                         |
|---|----------|-------------------------|
|   | Approved | Include in Disbursement |
| Extremely Low Income(<=30% of AMI)            | 0        | 0                       |
| Very Low Income(>30.01% to 50% of AMI)        | 2        | 0                       |
| Low to Moderate Income(>50.01% to 80% of AMI) | 5        | 0                       |
| <b>Total AHP Assisted Units</b>               | <b>7</b> | <b>0</b>                |
| High Income(>80.01% of AMI)                   | 0        | 0                       |
| Vacant Units                                  |          | 0                       |
| <b>Total Units</b>                            | <b>7</b> | <b>0</b>                |

The second table shows 'Cost Description', 'Costs in Applications', and 'Funds Requested':

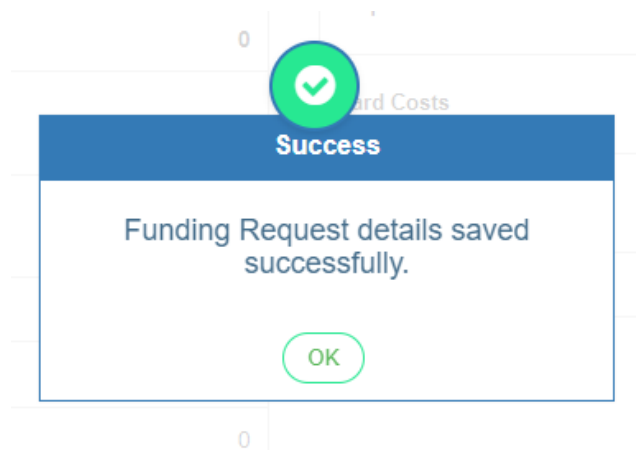
| Cost Description | Costs in Applications | Funds Requested    |
|------------------|-----------------------|--------------------|
| Acquisition      | \$0.00                | \$ 0.00            |
| Hard Costs       | \$126,000.00          | \$ 50,000.00       |
| Soft Costs       | \$0.00                | \$ 0.00            |
| <b>Total</b>     | <b>\$126,000.00</b>   | <b>\$50,000.00</b> |

At the bottom of the page, there are three buttons: 'FUNDING HISTORY', 'SAVE', and 'CLOSE'. On the right side, there are two utility buttons: 'Explain/View Variance' and 'Add/See Comments'.

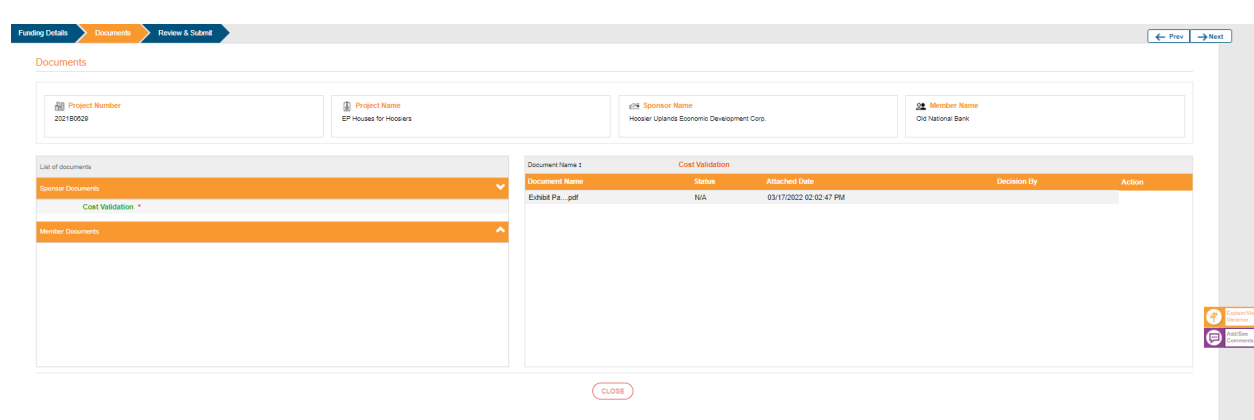
**Income Summary** is where you will request the amount needed for the disbursement. The breakdown of the disbursement should fall under **Acquisition**, **Hard Costs** or **Soft Costs**. These are either or options depending on what was included on the awarded application. If you are not requesting funds for all designations, you must enter \$0.

After the amount of the disbursement is entered, select **SAVE**. Do not select **Next** prior to saving the request.

Once the following message is received, select **OK**, then **Next**.



## Documents



On the next screen you will add **Cost Validation**. This is a file upload. The following documents are required for the disbursement request if they are applicable to your project.

### Cost Documentation

- Architect Contract
- Construction Contract
- Consultant Agreement
- Developer Agreement
- Most recent architect form (AIAG702/G703)
- Paid invoices with copy of supporting cancelled checks (if no AIAG702/G703)
- For Homeownership, in which funds requested will pay down payment and closing costs, provide the Homeownership Analysis Form.

### Acquisition Documentation

- Copy of an “as-is” appraisal of the project site, dated within six months of purchase contract

- Copy of an up-to-date contract of sale or purchase option agreement executed between the purchaser and the current owner.
- Copy of the recorded deed(s) or an executed and current land/site lease
- Copy of a signed and dated closing statement or other evidence showing the purchase price and closing costs associated with the purchaser’s acquisition of the project site.

### Tax Credit Projects

- Copy of executed partnership agreement, including capital funding schedule.
- Copy of state agency’s low-income housing tax credit award letter
- Historic tax credit award
- Tax credit syndication commitment letter
- LIHTC application
- LIHTC 10% carryover
- Loan agreement for AHP, HOME, etc.
- Final LIHTC application w/cost certification

Once documents are uploaded, you can add comments to via the comment tab as necessary. Then select **Next**.

### Review & Submit

The screenshot shows a web interface with a navigation bar at the top containing 'Funding Details', 'Documents', and 'Review & Submit' (the active tab). Below the navigation bar, there are four fields: 'Project Number' (20210809), 'Project Name' (EP Houses for Hoosiers), 'Sponsor Name' (Hoosier Uplands Economic Development Corp.), and 'Member Name' (Old National Bank). A 'View More' button is located to the right of these fields. Below this is a 'Funding Details' section with a table:

| TID ID | Subsidy Type   | Funding Amount |
|--------|----------------|----------------|
| TD-004 | Direct Subsidy | \$76,000.00    |

Below the table are two signature sections: 'Sponsor Signature' and 'Member Signature'. Each section includes 'Organization Name', 'User ID', 'User Name', and 'Date'. The sponsor signature is from Erica Petty-Saunders, dated 03/22/2022. The member signature is also from Erica Petty-Saunders, dated 03/22/2022. A 'CLOSE' button is located below the member signature section. In the bottom right corner, there are icons for 'Create/View Disbursements' and 'Add Comments'.

Review the details to ensure that all the information is correct. Upon completing your review, select **SEND TO MEMBER BANK**.

Based on the information, you may be prompted to **Explain/View Variances**. Select the tab to the right to complete the request. Then select **SEND TO MEMBER BANK**.

### Member Bank

Under **My Tasks**, you will see **Disbursement Phase**. If there is a request for you to review, a number will appear next to **Disbursement Phase**.

**MY PROJECTS**

|                      |                  |
|----------------------|------------------|
| # Projects           | 65               |
| # Units              | 2,704            |
| \$ Awarded           | \$ 33,176,947.00 |
| \$ Remaining         | \$ 12,263,184.94 |
| \$ Total Development | \$ 43,830,924.00 |

**MY TASKS**

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

**MY APPLICATIONS**

- View InProcess Applications
- View Submitted Applications

**MESSAGE BOARD**

No Data Found

Select the drop-down arrow and select **Disbursement Request**. Select the project number.

### Funding Details

Rental Projects will see the page below.

Funding Details | 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

[View More](#)

**Funding Details**

TD ID: TD-001

Approved Amount: \$500,000.00

Disbursed Amount: \$500,000.00

| Cost Description | Funds Requested     |
|------------------|---------------------|
| Acquisition      | \$0.00              |
| Hard Costs       | \$500,000.00        |
| Soft Costs       | \$0.00              |
| <b>Total</b>     | <b>\$500,000.00</b> |

[CLOSE](#)

Homeownership projects will see the page below.

Funding Details Documents Review & Submit ← Prev → Next

### Income Summary

| Income Level                                  | Total    |                         |
|---|----------|-------------------------|
|   | Approved | Include in Disbursement |
| Extremely Low Income(<=30% of AMI)            | 0        | 0                       |
| Very Low Income(>30.01% to 50% of AMI)        | 2        | 0                       |
| Low to Moderate Income(>50.01% to 80% of AMI) | 5        | 0                       |
| <b>Total AHP Assisted Units</b>               | <b>7</b> | <b>0</b>                |
| High Income(>80.01% of AMI)                   | 0        | 0                       |
| Vacant Units                                  | 0        | 0                       |
| <b>Total Units</b>                            | <b>7</b> | <b>0</b>                |

| Cost Description | Costs in Applications | Funds Requested    |
|------------------|-----------------------|--------------------|
| Acquisition      | \$0.00                | \$ 0.00            |
| Hard Costs       | \$126,000.00          | \$ 50,000.00       |
| Soft Costs       | \$0.00                | \$ 0.00            |
| <b>Total</b>     | <b>\$126,000.00</b>   | <b>\$50,000.00</b> |

[FUNDING HISTORY](#) [SAVE](#) [CLOSE](#)

[Explain/View Variance](#)  
[Add/See Comments](#)

Review the information as submitted by sponsor. If the information is correct, select **Next**.

## Documents

Funding Details Documents Review & Submit ← Prev → Next

### Documents

Project Number: 202180529 | Project Name: EP Houses for Hoosiers | Sponsor Name: Hoosier Uplands Economic Development Corp. | Member Name: Old National Bank

List of documents:

| Document Name    | Status | Attached Date          | Decision By | Action |
|------------------|--------|------------------------|-------------|--------|
| Exhibit Pa...pdf | N/A    | 03/17/2022 02:02:47 PM |             |        |

[CLOSE](#)

[Explain/View Variance](#)  
[Add/See Comments](#)

Review documents submitted by the sponsor. Also, add documents that you may have related to the development.

If you need to add comments, select the **Add/See Comments** tab on the right. The same process if variances require explanation.

## Review & Submit

Funding Details Documents Review & Submit ← Prev → Next

Project Number: 202180529 | Project Name: EP Houses for Hoosiers | Sponsor Name: Hoosier Uplands Economic Development Corp. | Member Name: Old National Bank [View More](#)

### Funding Details

TD ID: TD-004 | Subsidy Type: Direct Subsidy | Funding Amount: \$76,000.00

**Sponsor Signature**

Organization Name: Hoosier Uplands Economic Development Corp.  
User ID: ahpettsp  
User Name: Erica Petty-Saunders  
Date: 03/22/2022

**Member Signature**

Organization Name: Old National Bank  
User ID: ahpettmb  
User Name: Erica Petty-Saunders  
Date: 03/22/2022

[CLOSE](#)

[Explain/View Variance](#)  
[Add/See Comments](#)

After reviewing this screen, you have the option to **Submit to FHLBI** or you can return the request to the Sponsor if more information is required.

Once the disbursement is submitted to FHLBI you will no longer be able to make changes, and the request will no longer show under **My Tasks**. Notification will be sent to **Messages** once the disbursement is sent to FHLBI.

Both the member and sponsor will receive e-mail notification, as well as notification in FHLBI.GIVES **Messages** under your profile once the disbursement is approved.

**Please note**, if FHLBI requires additional documents or returns a disbursement for any reason, you will receive notification in **Messages**.

The screenshot shows the FHLBI.GIVES Messages interface. At the top, there is a navigation bar with links for Home, My Portfolio, Messages (2706), Resources, and Logout. The FHLBank logo is on the left, and the user's name, Erica Petty-Saunders, is on the right. The main content area is titled "Messages" and contains an "Inbox" section with a "Mark all Messages as Read" option. The inbox list shows several messages from noreply@fhbi.gives, all received on 03/15/2022. The messages include "TD approved by FHLB", "TD submits from Member to FHLB", "TD submits from Sponsor to Member", and "PR submits from Member to FHLB". Each message has a "Delete" button next to it. A "CLOSE" button is located at the bottom of the message list.

| From               | Subject                           | Received On | Delete |
|--------------------|-----------------------------------|-------------|--------|
| noreply@fhbi.gives | TD approved by FHLB               | 03/15/2022  |        |
| noreply@fhbi.gives | TD approved by FHLB               | 03/15/2022  |        |
| noreply@fhbi.gives | TD submits from Member to FHLB    | 03/15/2022  |        |
| noreply@fhbi.gives | TD submits from Member to FHLB    | 03/15/2022  |        |
| noreply@fhbi.gives | TD submits from Sponsor to Member | 03/15/2022  |        |
| noreply@fhbi.gives | TD submits from Sponsor to Member | 03/15/2022  |        |
| noreply@fhbi.gives | PR submits from Member to FHLB    | 03/15/2022  |        |
| noreply@fhbi.gives | PR submits from Member to FHLB    | 03/15/2022  |        |