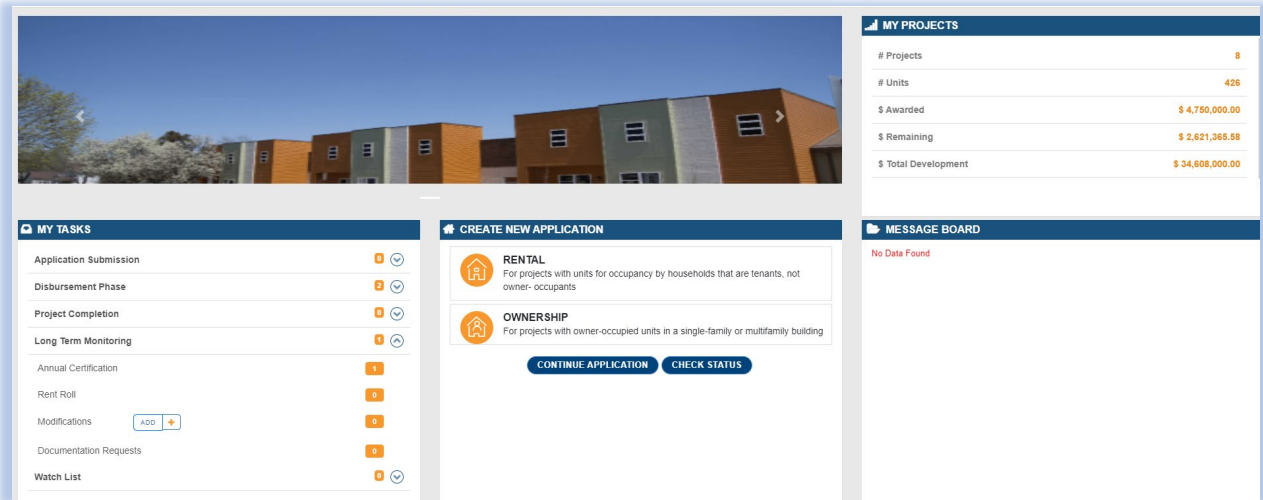


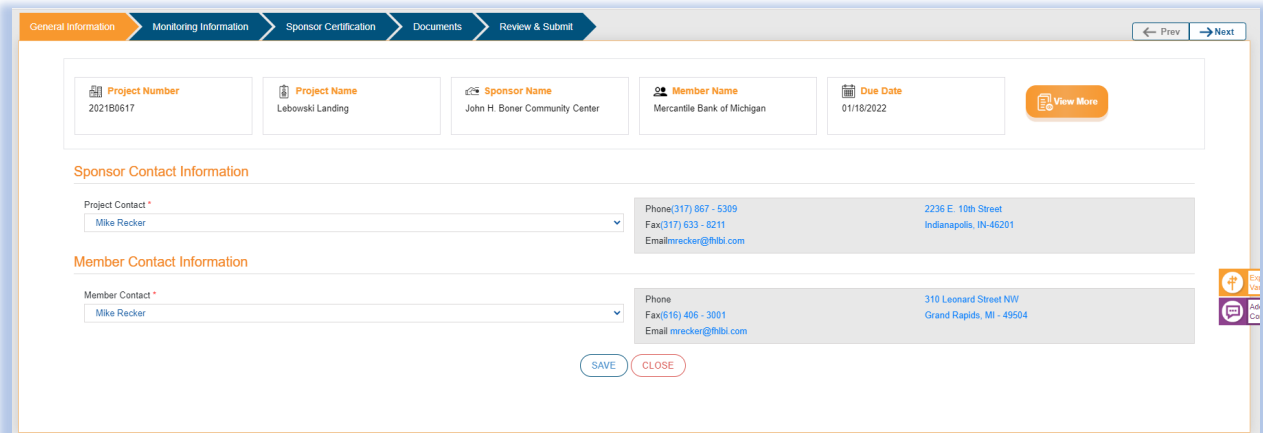
FHLBI.GIVES User Guide – Long Term Monitoring - Annual Certification and Rent Roll Review

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

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

Sponsor Certification

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

Rents are at or below required maximum rent for the designated targeted income level? (no greater than 30% of targeted income level) *
 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

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

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

Is there any 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

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

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

Is/are all real estate taxes and/or special assessments pertaining to the real property associated with this project current and paid? *
 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

The screenshot displays the 'Documents' section of a software application. At the top, a navigation bar includes tabs for 'General Information', 'Monitoring Information', 'Sponsor Certification', 'Documents' (the active tab), and 'Review & Submit'. Below this, a 'Documents' header is followed by a row of information boxes: 'Project Number' (2021B0617), 'Project Name' (Lebowski Landing), 'Sponsor Name' (John H. Boner Community Center), 'Member Name' (Mercantile Bank of Michigan), and 'Due Date' (01/18/2022). A 'View More' button is located to the right of these boxes. The main content area is split into two panes. The left pane, titled 'List of documents', features a dropdown menu for 'Sponsor Documents' with 'Annual Certification Documentation' selected. The right pane, titled 'Document Name', contains a table with the following data:

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

Below the table is a large empty box with the text 'Drag and drop your files here.' and a 'CLOSE' button at the bottom center.

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

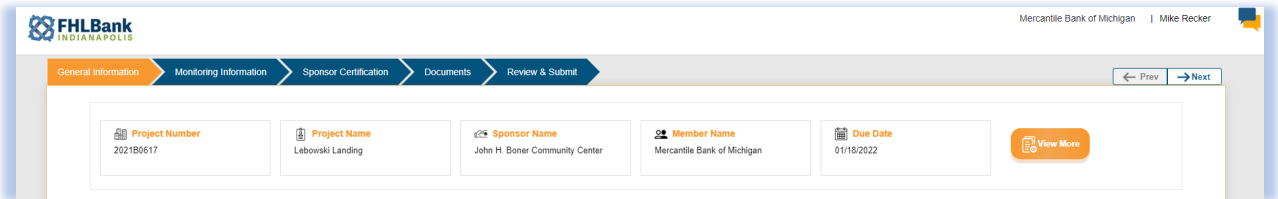
- View InProcess Applications
- View Submitted Applications

MESSAGE BOARD

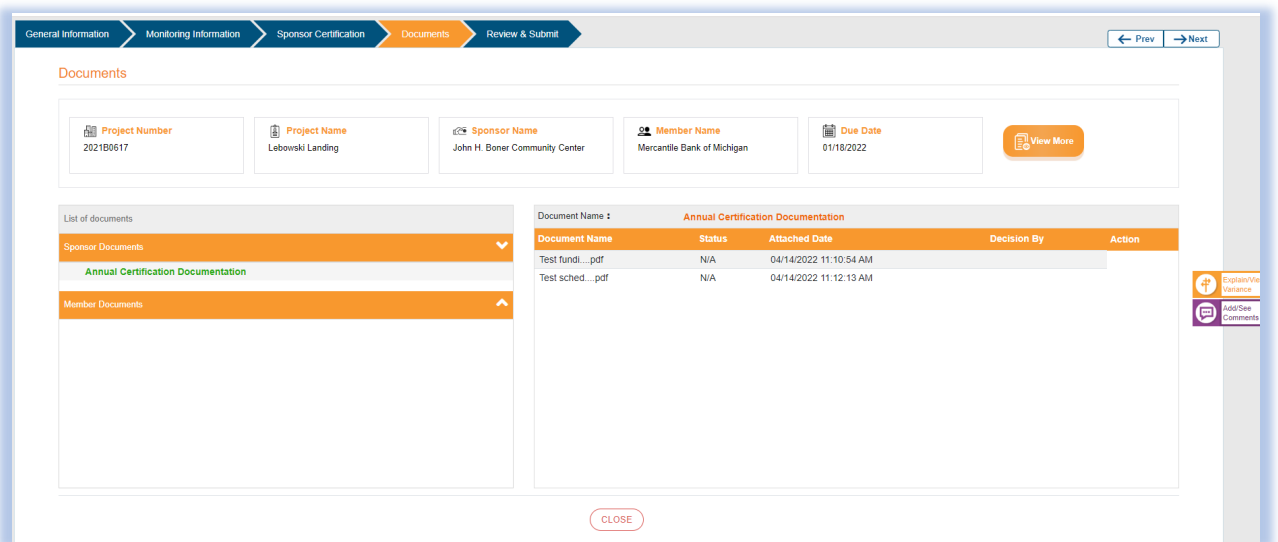
No Data Found

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.

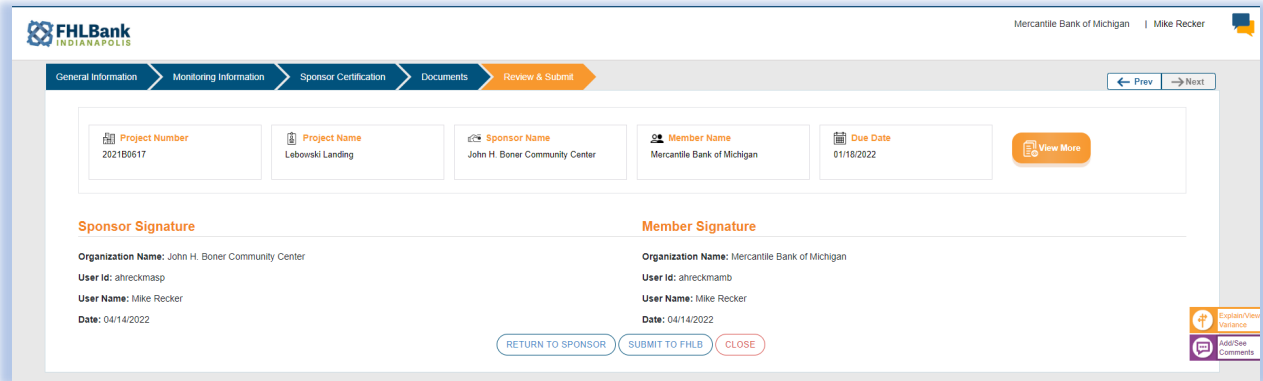
On the FHLBI.GIVES homepage, review **My Tasks**. When an annual owner certification is due, a task will appear under **Long Term Monitoring**. Select the drop-down arrow and choose **Annual Certification**. On the next screen, you will see the projects that have an annual owner certification due. Select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

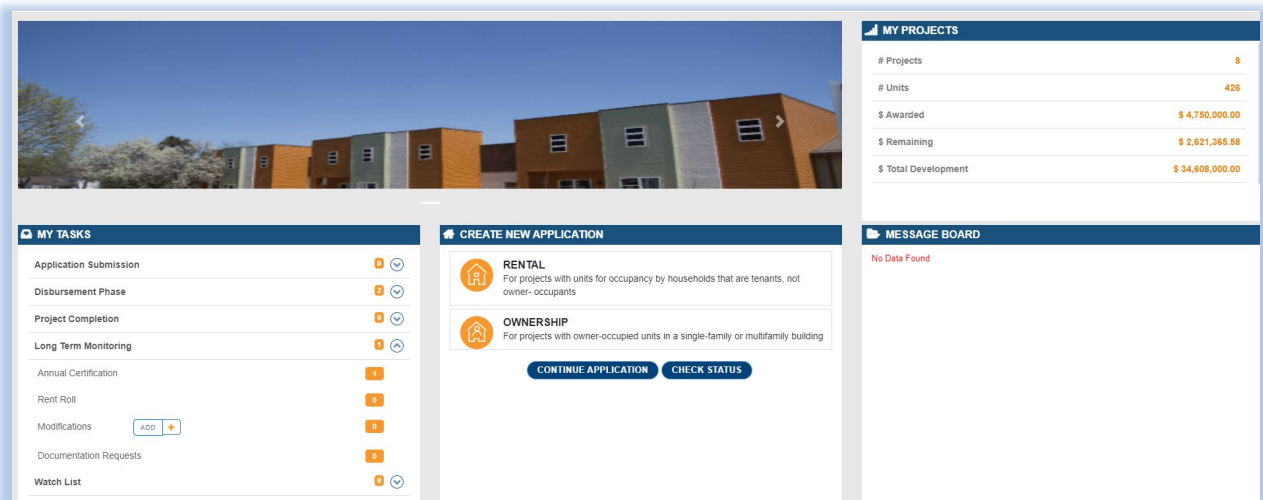


Upon completing your review, you have the option of submitting it to the FHLBI or returning it to the sponsor.

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 a web application interface for managing project units. At the top, there is a navigation bar with tabs for 'Project Units', 'Sampled Units', 'Documents', and 'Review & Submit'. Below the navigation bar, the 'Project Units' section is displayed. It includes a search filter for 'Project Number' with the value '2522C604'. Other filters include 'Project Name' (Test Application 1), 'Sponsor Name' (South Bend Heritage Foundation), and 'Member Name' (The Home Savings Bank). Below the filters, there are buttons for 'Download Template', 'Import from Excel', 'Export to Excel', 'Add New', and 'Delete All Project Units'. A table lists three units with columns for Building Address, Unit Number, Last Updated Date, %AMR, and Action. The Action column contains a blue pencil icon and a red trash can icon. At the bottom, there are buttons for 'Finalize Units' and 'Close'.

Building Address	Unit Number	Last Updated Date	%AMR	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]

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

← Prev | Next →

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.

Project Units > Sampled Units > Documents > Review & Submit

← Prev → Next

Documents

Project Number: 2017A06009

Project Name: IndyEast Homes

Sponsor Name: John H. Borer Community Center

Member Name: Indianapolis Neighborhood Housing Partnership, Inc

List of documents

Sponsor Documents

Initial Monitoring Documentation

Document Name: Initial Monitoring Documentation

Document Name	Attached Date	Status	Decision By	Action
No Data Found				

Explain/View Variance

Add/See Comments

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.

Project Units > Sampled Units > Documents > Review & Submit

← Prev → Next

Project Number: 2022C0604

Project Name: Test Application 1

Sponsor Name: South Bend Heritage Foundation

Member Name: The Home Savings Bank

Next Step

IMR Details

IMR ID: IMR-001

Requested by: auto

Requested Date: 09/22/2022

Sponsor Signature

Organization Name: John H. Borer Community Center

User ID: atreckmarp

User Name: Mike Recker

Date: 04/13/2022

I affirm that the Application Data specified is current and accurate

Member Signature

Organization Name: N/A

User ID: N/A

User Name: N/A

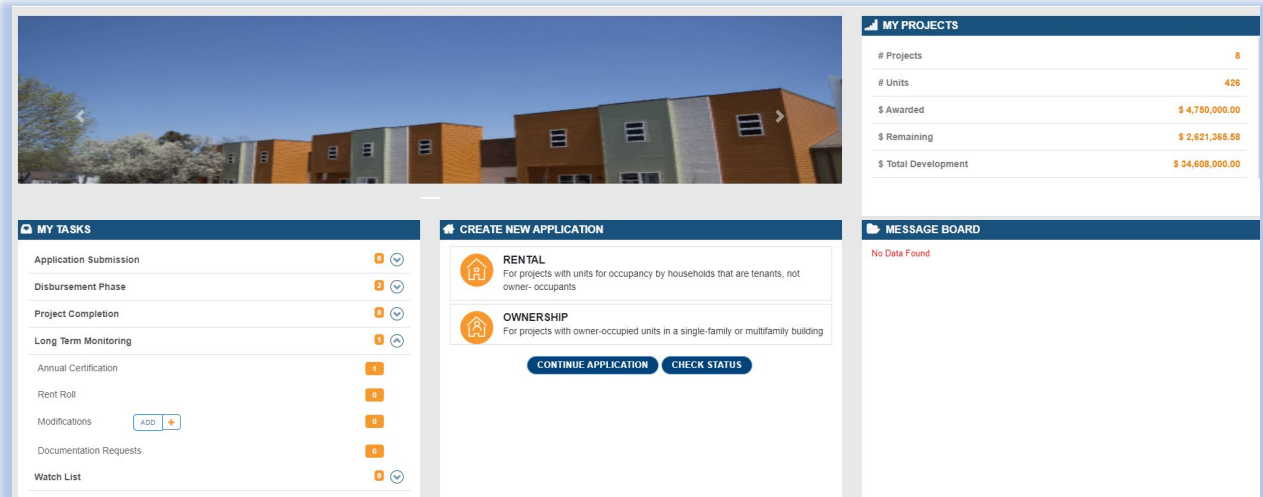
Date: N/A

SEND TO MEMBER BANK

CLOSE

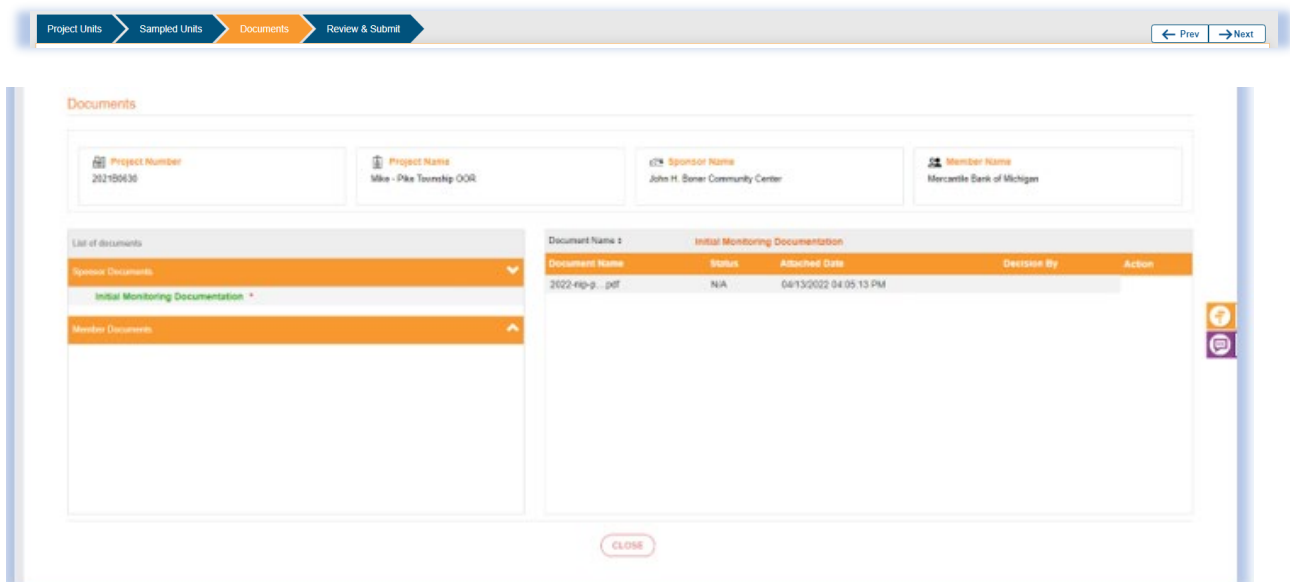
IMR ID

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**.



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.



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

← Prev → Next

Project Number: 202189336 Project Name: Mike - Pika Township OOR Sponsor Name: John H. Boner Community Center Member Name: Mercantile Bank of Michigan View More

IMR Details

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

Sponsor Signature **Member Signature**

Organization Name: John H. Boner Community Center Organization Name: Mercantile Bank of Michigan

User ID: ahrocknapp User ID: ahrocknamb

User Name: Mike Rocker User Name: Mike Rocker

Date: 04/13/2022 Date: 04/13/2022

I affirm that the Application Data specified is current and accurate

RETURN TO SPONSOR SUBMIT TO FHLBI CLOSE

Add/See Comments

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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**.