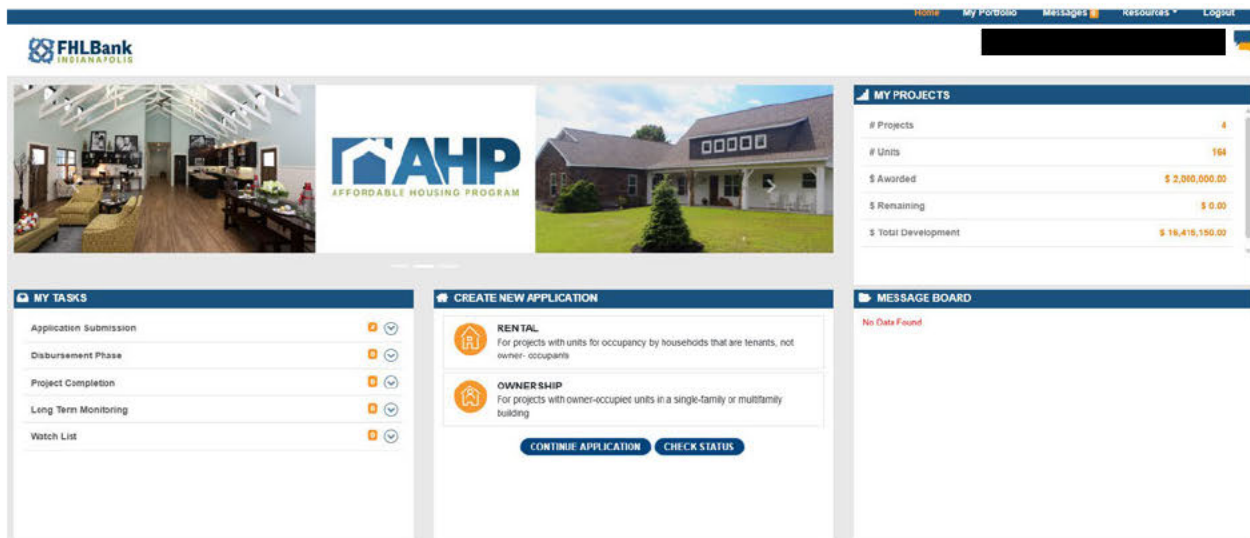


Overview

This user guide provides step-by-step instructions for completing and submitting a progress report task for a current AHP-funded project still in the construction phase.

Section 1 – Sponsors: 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 is the FHLBank Indianapolis logo and a large banner image featuring an interior view of a modern living space, the AHP logo, and an exterior view of a house. The main content area is divided into three columns:

- MY TASKS:** A list of tasks with status indicators (orange square with a checkmark or a circle with an 'X'). The tasks are: Application Submission, Disbursement Phase, Project Completion, Long Term Monitoring, and Watch List.
- CREATE NEW APPLICATION:** Two options are presented: **RENTAL** (for projects with units for occupancy by households that are tenants, not owner-occupants) and **OWNERSHIP** (for projects with owner-occupied units in a single-family or multifamily building). Below these are buttons for "CONTINUE APPLICATION" and "CHECK STATUS".
- MY PROJECTS:** A summary table showing project statistics:

MY PROJECTS	
# Projects	4
# Units	164
\$ Awarded	\$ 2,000,000.00
\$ Remaining	\$ 0.00
\$ Total Development	\$ 18,415,150.00
- MESSAGE BOARD:** A section with the text "No Data Found".

Note: This is the process for sponsors. The member review process begins on page 11.

On the FHLBI.GIVES homepage, review **My Tasks**. When Semi-Annual reports are due, the request will be located under **Disbursement Phase**. Select the drop-down arrow and select **Semi-Annual Progress Report**.

MY TASKS

- Application Submission 0
- Disbursement Phase 2
- Conditions of Funding 0
- Disbursement Request 1
- Semi-Annual Progress Report 1**
- Extensions 0
- Modifications 0
- Documentation Requests 0

On the next screen, you will see the projects that have Semi-Annual Progress reports due. Select the Progress Report task for the project you are intending to update.

Progress Report Details

PRID#	Project Number#	Project Name#	Sponsor Name#	Member Bank#	Requested User#	Requested Date*	Requested Status#
PR:001					info	05/01/2026	In Process

If you have more than one project in the construction phase, you may see multiple Progress Report tasks populate on this list which will each need to be prepared and submitted.

Section 2 – Sponsor: Completing the Progress Report task

Progress Report



Ensure the project name and identifying information on the next screen is correct with the correct Contact Information selected.

Project Number	Project Name	Sponsor Name	Member Name	Original Due Date	
				05/30/2026	<input type="button" value="View More"/> ^

Contact Information

Project Contact* Member Contact*

Proceed to **Project Construction/Rehab Status**. Answer all questions to update us on the progress of the project toward completion.

Project Construction/Rehab Status

Has Construction/Rehab Started? *

No Yes

Anticipated Construction / Rehab Start Date: *

Last Progress Report

Is the project complete? *

No Yes

Anticipated Construction/Rehab Complete Date: *

Last Progress Report

Occupancy	To Date	Last Progress Report
Total Number of Units	<input type="text" value="00"/>	N/A
Number of Complete Unoccupied Units*	<input type="text"/>	N/A
Number of Complete Occupied Units	<input type="text"/>	N/A
% of Complete Units Occupied	<input type="text" value="0"/>	N/A

Include any issues related to the project explanations if milestones will not be met that we should be aware of?

2000 characters or less.

We expect updated timelines including delays and explanations thereof for projects that are unable to keep up with original timeline commitments, or if a project is complete. Documentation may be required to demonstrate progress as well.

Include any issues related to the project explanations if milestones will not be met that we should be aware of?

There are 2 lots which are nearing completion and closing will occur in the next several months. The remaining 2 lots are in an area that has had an increase in violence so families are not wanting to build there. We may need to modify our award to removed the lots on [REDACTED]

Project Completion

Note that, if you indicate a project is complete and that all the Certificates of Occupancy, Certificates of Substantial Completion or equivalent have been issued, you will be able to upload those documents and submit the project completion report as a part of a given Progress Report.

Project Construction/Rehab Status

Has Construction/Rehab Started? *
 No Yes

Actual Construction Start Date *
 Last Progress Report: 09/06/2024

Is the project complete? *
 No Yes

Actual Construction Completion Date *
 Last Progress Report: N/A

Have the Certificates of Occupancy, Certificates of Substantial Completion or equivalent been issued? *
 No Yes

Occupancy	To Date	Last Progress Report
Number of Certificates of Occupancy or equivalent Required*	1	2
Number of Certificates of Occupancy or equivalent Issued*	1	N/A

Date List Certificates of Occupancy or equivalent Issued*
 Last Progress Report: N/A

If not funded, anticipated date AHP funds will be requested?

Has there been any changes to your income targeting commitments?
 Yes No

Report whether income targeting commitments have changed. This can impact project eligibility and scoring, so income targeting is not to be changed lightly.

Note that this typically requires any related changes be requested as a project modification after the Progress Report review is complete.

Have the Certificates of Occupancy, Certificates of Substantial Completion or equivalent been issued? *

No Yes

If not funded, anticipated date AHP funds will be requested?

Has there been any changes to your income targeting commitments?

No Yes

Description (2000 characters or less)

2000 characters or less..

Select SAVE before selecting Next.

Construction Completion

Progress Report **Construction Completion** Targeting Source of Funds Development Budget Proforma Documents Follow-Up Questions Review & Submit

This section mirrors the Report Complete task which may still be submitted separately. This Construction Completion page will only populate if you indicate project completion in the Progress Report page including:

- The answer to “Is the project complete?”

Is the project complete? *
 No Yes

- The Actual Construction Completion Date

Actual Construction Completion Date: *

- The Occupancy details

Occupancy	To Date	Last Progress Report
Total Number of Units	56	56
Number of Complete Unoccupied Units*	0	0
Number of Complete Occupied Units*	46	0
% of Complete Units Occupied	82.14	0

- The answer to “Have the Certificates of Occupancy, Certificates of Substantial Completion or equivalent been issued?”

Have the Certificates of Occupancy, Certificates of Substantial Completion or equivalent been issued? *

- The answers to “Number of Certificates of Occupancy or equivalent Required” and “Number of Certificates of Occupancy or equivalent Issued”

Occupancy	To Date	Last Progress Report
Number of Certificates of Occupancy or equivalent Required:*	1	2
Number of Certificates of Occupancy or equivalent Issued:*	1	N/A

- The answer to “Date Last Certificates of Occupancy or equivalent Issued”

Date Last Certificates of Occupancy or equivalent Issued:*

Since the data fields are automatically populated from the progress report page, you will answer whether or not the project is complete and if the Certificates of Occupancy, Certificates of Substantial Completion or equivalent have been issued.

- Additionally, you will need to upload copies of all required Cs of O (or the equivalent) in the Documents tab.



- If you provide all the needed documentation and info, this allows you to report the project completion without necessarily submitting a separate task.
- Upon approval, this will trigger the Initial Monitoring Review (IMR) task to populate, which will be

covered in a different User Guide.

Targeting



If you reported any income targeting changes under the Progress Report tab, you may need to submit a modification request for those changes after the Progress Report is completed and approved.

Income Targeting

Income Level(s)	Number of Units	Percentage of RHP-Assisted Units (%)	Percentage of Total Units (%)
High Income (>80.0% of AMI)	0	0.0	0.00
Low to Moderate Income (>50.0% to 80.0% of AMI)	30	58.33	18.33
Very Low Income (>30.0% to 50.0% of AMI)	14	26.67	13.33
Extremely Low Income (>15.0% of AMI)	11	20.83	18.33
<i>Total Number of Units: 55</i>			
<i>Total Number of RHP-Assisted Units: 55</i>			

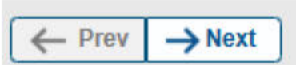
For Rental projects, income targeting updates may necessitate corresponding updates to Rent Targeting.

Rent Targeting

Note: Rent Allocation will be entered in the Proforma in a later step.

Unit Type	Extremely Low Income (>15.0% of AMI)				Very Low Income (>30.0% to 50.0% of AMI)				Low to Moderate Income (>50.0% to 80.0% of AMI)				High Income (>80.0% of AMI)	
	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. Tenant Paid Rent (incl. utilities)
1 Bedroom	0	0.00	\$550.75		0	0.00	\$540.00		0	0.00	\$1,015.00		0	0.00
1 Bedroom	8	0.00	\$550.75		9	720.00	\$540.00		0	0.00	\$1,015.00		0	0.00
1 Bedroom	5	0.00	\$550.75		3	800.00	\$540.00		5	0.00	\$1,015.00		0	0.00
2 Bedrooms	8	0.00	\$642.60		7	1,136.00	\$1,180.00		5	0.00	\$1,015.75		0	0.00
1 Bedroom	5	0.00	\$550.75		0	0.00	\$540.00		5	1,000.00	\$1,015.00		0	0.00
2 Bedrooms	5	0.00	\$642.60		0	0.00	\$1,180.00		5	1,200.00	\$1,015.75		0	0.00
1 Bedroom	5	0.00	\$550.75		0	0.00	\$540.00		0	0.00	\$1,015.00		0	0.00
2 Bedrooms	5	0.00	\$642.60		0	0.00	\$1,180.00		0	0.00	\$1,015.75		0	0.00
Total Income		\$5,940.00				\$11,400.00				\$31,120.00				\$0.00

If there are no updates needed, select **Next**.



Source of Funds



Update funding sources related to project changes.

Construction Funding Sources - Short Term Financing Only

Funder Name	Construction Funding Amount	Action
[Redacted]	\$15,180,640.00	[Edit] [Delete]
Total Construction Funding Amount		\$15,180,640.00

Permanent Funding Sources

Source Name	Funding Type	Status	Description	Funding Amount	Action
[Redacted]	Direct Subsidy			\$850,000.00	[Edit] [Delete]
[Redacted]	Loan	Approved	FHLBI Member Permanent Financing	\$1,236,030.00	[Edit] [Delete]
[Redacted]	Equity	Approved	Low Income Housing Tax Credits (LIHTC)	\$4,276,055.00	[Edit] [Delete]
[Redacted]	Equity	Approved	Low Income Housing Tax Credits (LIHTC)	\$4,230,977.00	[Edit] [Delete]
[Redacted]	Grant	Approved	Other	\$2,343,221.00	[Edit] [Delete]

Examples of updates requiring changes include:

- New or changed Short-Term Financing sources should be added.
- Existing Funding Source status formerly listed as “Requested” should be updated to “Approved” if a requested funding source has formally been awarded.
- New or changed Permanent Funding Sources should be added.
- Funding sources that are being removed should be removed.

Construction Funding Sources - Short Term Financing Only

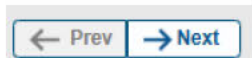
Funder Name	Construction Funding Amount	Action
[Redacted]	\$50,000.00	
Total Construction Funding Amount		\$50,000.00

Permanent Funding Sources

Source Name	Funding Type	Status	Description	Funding Amount	Action
[Redacted]	Direct Subsidy			\$70,000.00	
[Redacted]	Grant	Approved	FHLBI Member Donation	\$10,000.00	
[Redacted]	First Mortgage	Requested	Mortgage Financing	\$495,450.72	
[Redacted]	Grant	Approved	Fundraising	\$150,000.00	
[Redacted]	Grant	Approved	Fundraising	\$202,662.37	
[Redacted]	Equity	Approved	Existing Reserves (Operating/Replacement)	\$217,184.19	
AHP Subsidy Request:			Total Sources of Funds:	\$1,145,297.18	
Total Decomment(s):			Total Development Budget:	\$1,145,297.18	
Final Subsidy Amount:					

Please be prepared to upload any related documentation under the “Documents” tab for the funding sources that have changed or been added, and provide any explanations to the changes made under Explain/View Variance.

If there are no updates needed, select **Next**.



Development Budget



If development costs have increased or decreased from original projected amounts, please make any related updates under the Development Budget tab.

Development Budget Format : 75A Rental Dev Budget Note: Subtotals/Totals will populate when this page is saved

Description	Amount
Acquisition	
Land Only	\$ 343,300.00
Building Only	\$ 0.00
Subtotal - Acquisition	\$ 343,300.00
Pre-Development Costs	
Appraisal	\$ 15,000.00
Architect	\$ 819,170.00
Engineering	\$ 192,486.00
Legal	\$ 347,000.00
Market Study	\$ 17,000.00
Environmental Assessment	\$ 268,430.00
Title & Closing Fees	\$ 435,125.00
Other Cost 1	\$ 58,179.00
Subtotal - Predevelopment	\$ 2,152,696.00

If there are no updates needed, select **Next**.



Proforma



Make any necessary changes to the 15-Year operating proforma on the Proforma tab to clarify changes from projected incomes and expenses throughout the AHP Retention Period.

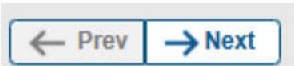
Proforma Format: 25A Proforma

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

SL#	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	823,000.00	839,468.16	856,257.52	873,302.67	890,850.32	908,667.33	926,840.68	945,377.49	964,285.34	983,570.74	1,003,242.15	1,023,307.00	1,043,773.14	1,064,648.60	1,085,941.57
3	Rental Assistance	2	19,824.00	20,220.46	20,624.88	21,037.38	21,458.13	21,887.29	22,325.04	22,771.54	23,226.97	23,691.51	24,165.34	24,648.65	25,141.62	25,644.45	26,157.34
4	Laundry, Parking & Other	-2	7,392.00	7,539.84	7,690.63	7,844.44	8,001.33	8,161.36	8,324.59	8,491.68	8,660.90	8,834.12	9,010.80	9,191.02	9,374.84	9,562.34	9,753.58
5	Other Income	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.30	0.00	0.00	0.00	0.00	0.00	0.00
6	Vacancy	2	64,113.00	65,395.26	66,703.16	68,037.22	69,397.97	70,785.53	72,201.65	73,645.68	75,118.59	76,620.96	78,163.38	79,716.45	81,310.78	82,937.00	84,595.74
7	Total Effective Gross Income		786,111.00	801,833.22	817,869.88	834,227.28	850,911.82	867,930.06	885,288.66	902,994.43	921,054.32	939,475.41	958,264.92	977,430.22	996,978.82	1,016,918.40	1,037,256.76
3 Administrative Expenses																	
9	Advertising	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.30	0.00	0.00	0.00	0.00	0.00	0.00
10	Legal / Partnership	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.30	0.00	0.00	0.00	0.00	0.00	0.00
11	Accounting / Audit	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.30	0.00	0.00	0.00	0.00	0.00	0.00
12	Management	3	38,040.00	39,181.15	40,356.63	41,567.33	42,814.35	44,098.78	45,421.74	46,784.40	48,187.33	49,633.57	51,122.57	52,656.25	54,235.94	55,863.02	57,538.91

Typically, these changes are expected where a projected expense or income is actually bigger or smaller than the projection. If sources of funding were added or increased, there may be corresponding changes to make to figures like the Debt Service or Deferred Developer Fee Payment. Newly committed or increased rental assistance warrants an update as well.

If there are no updates needed, select **Next**.



Documents



Upload any documents relevant to the progress of the project not previously provided.

List of documents

Sponsor Documents

Progress Report Documentation

Document Name 1 Progress Report Documentation

Document Name	Attached Date	Status	Decision By	Action
No Data Found				

Changes to the budget, sources of funds, etc., may all necessitate submittal of additional documentation.

Click on the paper clip icon to upload documents by either choosing files from a file path or dragging and dropping them.

Upload Document ✕

Select File To Upload* No file chosen

Drag and drop your files here.

Document Requirements

1. Maximum file upload size 25 MB
2. Preferred file types (.doc, .docx, .pdf, .txt, .xls, .xlsx, .png, .jpg, .jpeg)
3. Maximum file upload limit 25

Please be aware of the Document Requirements (see image above) in terms of file upload size, preferred file types, and maximum file upload limit.

Upon receiving a successful upload notification, select **Next**.

Follow-Up Questions



The Follow-Up Questions tab will not require any response when initially submitting your Progress Report tasks. If FHLBI staff needs additional information or documentation, they will typically request those through a question on this tab which you will respond to as needed.

Reason for Return	Comments
No Return - Original Submission	If FHLBI returns this process during review, an explanation will be found here.
Questions	Sponsor Answers
No Data Found	

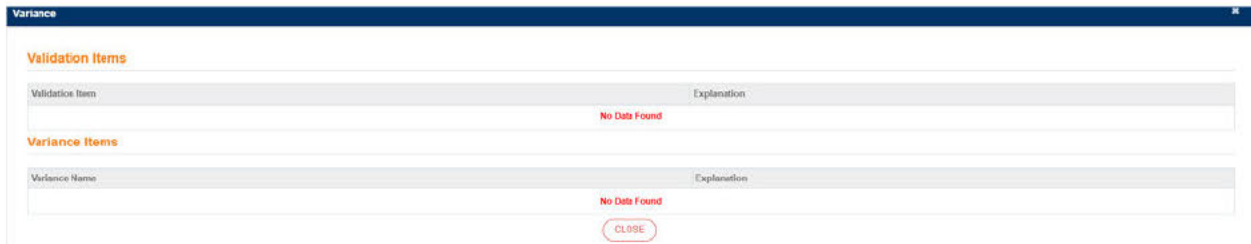
Select **Next**.



Explain/View Variance



If you made changes to project information outside of the Progress Report page, you may have to provide an explanation for these changes under "Variance Items" in the orange "Explain/View Variance" section all the way on the right of the screen.

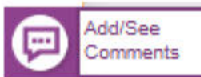


Additionally, if any changes push the project out of AHP guidelines reviewed by our system, "Validation Items" will appear that will require explanations to be submitted.

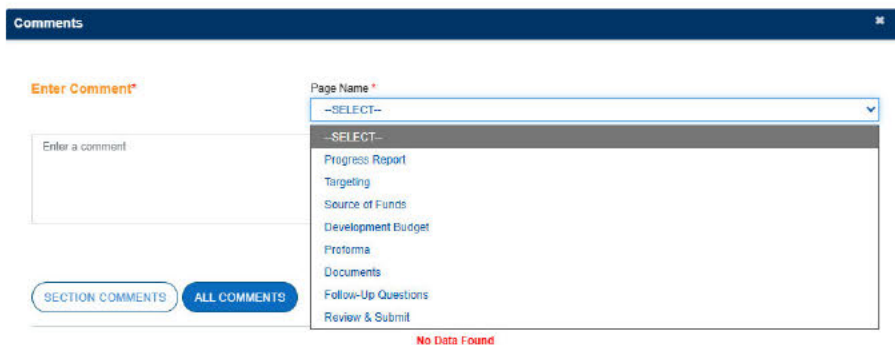
Please respond to any prompts under this section.

Don't forget to hit "Save."

Add/See Comments



If you feel there are any additional relevant bits of information to provide on any of these tabs, you can also do so on the purple "Add/See Comments" section all the way on the right below "Explain/View Variance."



Simply select the page name and type the relevant information, then hit "Save."

Review & Submit



If all the information has been updated, and the report is complete, select **SEND TO MEMBER BANK**. You will receive confirmation from FHLBI.GIVES that the report has been sent to the Member.

The screenshot shows two signature fields, 'Sponsor Signature' and 'Member Signature', both of which are currently blank. Below these fields is a row of four buttons: 'MODIFICATION SUMMARY', 'SEND TO MEMBER BANK' (which is highlighted with a red border), 'SUMMARY', and 'CLOSE'.

However, some incomplete sections may prevent this from being submitted to the Member Bank, such as the "Explain/View Variance" section. Respond to any deficiencies noted, then try to send this to the Member Bank again.

Section 3 – Member: Reviewing the Progress Report task

On the FHLBI.GIVES page, review **My Tasks**. When semi-annual reports are submitted to you, the request will be located under **Disbursement Phase**.

The 'MY TASKS' dashboard displays a list of tasks with their respective counts. The 'Semi-Annual Progress Report' task is highlighted with a red box. The tasks and their counts are as follows:

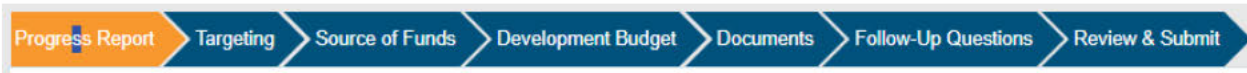
Task	Count
Application Submission	0
Disbursement Phase	2
Conditions of Funding	0
Disbursement Request	1
Semi-Annual Progress Report	1
Extensions	0
Modifications	0
Documentation Requests	0

Select the drop-down arrow and select **Semi-Annual Progress Report**. On the next screen, you will see the projects that have semi-annual progress reports that have been submitted to you. Select the project you wish to review.

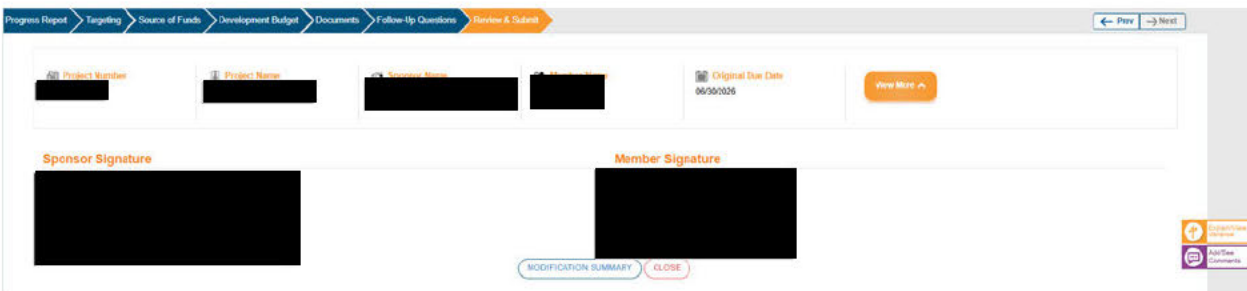
Progress Report Details

PR-ID#	Project Number#	Project Name#	Sponsor Name#	Member Bank#	Requested User#	Requested Date*	Requested Status#
PR001					auto	05/01/2026	Submitted to Member

Review the information in each section submitted by the Sponsor. If any of the information needs corrected, you must return the progress report to the Sponsor.



If the information is accurate, you can submit the semi-annual progress report to FHLBI.



You will receive confirmation of your action via email and Messages on FHLBI.GIVES.

END OF DOCUMENT