

Overview

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

Sponsor Submission Process

Note: This is the process for sponsors. The member review process begins on page 9.

Section 1 – Create Request

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.



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

[INITIATE NEW FUNDING REQUEST](#)

D-ID#	Requested Amount (\$)#	Requested By#	Requested Date^	Status#
No Data Found				

[CLOSE](#)

Section 2 – Funding Details

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

Rental Projects will see the page below. This 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 in the awarded application. If you are not requesting funds for all designations, you must enter \$0.

Funding Details | Targeting | Source of Funds | Development Budget | Proforma | Documents | Follow-Up Questions | Review & Submit

Project Number: [REDACTED] | Project Name: [REDACTED] | Sponsor Name: [REDACTED] | Member Name: [REDACTED] | Original First Disbursement Due Date: 12/01/2025 | [View More](#)

Contact Information

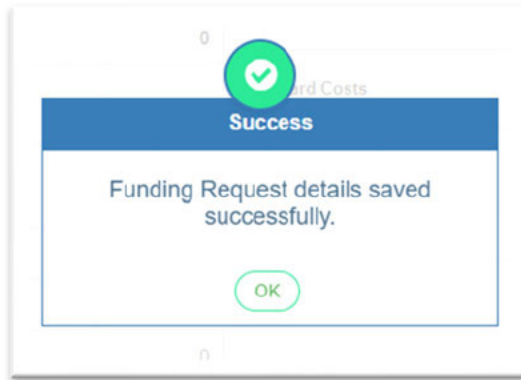
Project Contact*: [REDACTED] | Member Contact*: [REDACTED]

Funding Details

TD ID	Awarded Amount	Total Available Amount
TD-001	\$1,000,000.00	\$0.00
Disbursed Amount	Total Recapture Amount	Total Decommittment Amount
\$1,000,000.00	\$0.00	\$0.00

Cost Description	Funds Requested
Acquisition	\$0.00
Hard Costs	\$1,000,000.00
Soft Costs	\$0.00
Total	\$1,000,000.00

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**.



Homeownership

Homeownership **development subsidy** for hard construction costs will see this page below. **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.

Income Summary

Income Level	Total		Cost Description	Previously Disbursed	Funds Requested
		Approved			
Extremely Low Income		0	Acquisition	\$0.00	\$0.00
Very Low Income		4	Hard Costs	\$310,800.07	\$142,386.67
Low to Moderate Income		7	Soft Costs	\$68,926.93	\$9,613.33
	Total AHP Assisted Units	11	Total	\$379,727.00	\$152,000.00
High Income		0			
Vacant Units		6			
	Total Units	11			

Homeownership **down-payment assistance projects** will see the following pages below and need to **Add** homebuyer(s) and complete the **unit information, homeowner information, and financing summary**.

[Funding Details](#) | [Targeting](#) | [Source of Funds](#) | [Development Budget](#) | [Documents](#) | [Follow Up Questions](#) | [Review & Submit](#)

Funding Details

TD ID TD-001	Awarded Amount \$40,000.00	Total Available Amount \$0.00
Disbursed Amount \$40,000.00	Total Receipts Amount \$0.00	Total Disbursement Amount \$0.00

Unit Information

Homeowner Name	Unit Number	Street Address	Unit Status	Household Size	% AMI	FHLEB Grant Amount	Action
	1		Completed	1	73.03	\$20,000.00	

Income Summary

Income Level	Total	Approved	Cost Description	Funds Requested
Extremely Low Income		0	Amount	\$20,000.00
Very Low Income		0		
Low to Moderate Income		2		
	Total AHP Assisted Units	2		
High Income		0		
Vacant Units		0		
	Total Units	2		

Unit Information

Complete the following fields for each home included in the disbursement request.

Home and Homeowner Details

Unit Information

Has the Homeowner for this unit been identified?
 No Yes

Address Line 1 *

City *

County *

Zip Code *

Project Type *

Special Needs Household *
 No Yes

Unit Number *

Address Line 2

State *

Msa Code *

Unit Status *

Homeowner Information

Scroll down to complete the basic homeowner information.

Homeowner Information

First Name *

Household Size *

Year Used to Qualify AMI *

Homeless Household *
 No Yes

Last Name *

Household Annual Income *

First Time Homebuyer *
 No Yes

Unit AMI Limit *

Financing Summary

Scroll down again to complete the financing information. This should align with the documentation and settlement statement.

Financing Summary

Lien Pos.	Mortgage Lender	Funding Type	Funding Amount (\$)	Rate (%)	Term (mos)	Closing Costs (\$)	Points	Prepays (\$)	Action
1	[REDACTED]	Mortgage	168,500.00	6.25	360	3,675.69	0	0.00	
2	FHLB	Grant / Subsidy	20,000.00						
3	HOME	Grant / Subsidy	22,000.00	0	360	0.00	0	0.00	

Cost Information

Sales Price to Borrower*	\$	212,000.00
Total Closing Costs, Points and Prepays*	\$	3,675.69
Homebuyer Cash*	\$	1,500.00
Seller Contribution (Enter 0 if no Seller Contribution)*	\$	3,675.69
Cash Back to Borrower*	\$	0.00
Sum of All Mortgages (Calculated)*	\$	210,500.00
Total (Should be Zero)*	\$	0.00

Section 3 – Targeting

Click through each arrow tab at the top to complete each section. Under Targeting, **update the average collected rents** if necessary. These amounts transfer to the Proforma tab.

Funding Details > **Targeting** > Source of Funds > Development Budget > Proforma > Documents > Follow-Up Questions > Review & Submit

Rent Targeting

Note: Rental Assistance will be entered in the Proforma in a later step

Unit Type	Extremely Low Income (<=30.00% of AMI)			Very Low Income (>30.01% to 50.00% of AMI)			Low to Moderate Income (>50.01% to 80.00% of AMI)			High Income (>80.01% 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)
3 Bedrooms	15	482.00	\$872.54	10	895.00	\$1,170.00	25	1,065.00	\$1,872.50	0	0.00
Total Income		\$7,238.00			\$8,650.00			\$26,625.00			\$0.00

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)	25	50.00	50.00
Very Low Income (>30.01% to 50.00% of AMI)	10	20.00	20.00
Extremely Low Income (<=30.00% of AMI)	15	30.00	30.00
Total Number of Units	50		

Section 4 - Sources of Funds

The Sources of Funds page transfers information over from the application. If **changes to funding** have occurred since then, **update this page** to reflect the current funding stack.

[Funding Details](#) > [Targeting](#) > [Source of Funds](#) > [Development Budget](#) > [Proforma](#) > [Documents](#) > [Follow-Up Questions](#) > [Review & Submit](#)
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Construction Funding Sources - Short Term Financing Only

Provider Name	Construction Funding Amount	Action
[REDACTED]	\$13,700,000.00	<input checked="" type="checkbox"/>
[REDACTED]	\$1,000,000.00	<input checked="" type="checkbox"/>
Total Construction Funding Amount		
		\$14,700,000.00

Permanent Funding Sources

Source Name	Funding Type	Status	Description	Funding Amount	Action
[REDACTED]	Direct Subsidy			\$1,000,000.00	<input checked="" type="checkbox"/>
[REDACTED]	Loan	Approved	State or local Development Fund	\$750,000.00	<input checked="" type="checkbox"/>
[REDACTED]	Equity	Approved	Low Income Housing Tax Credits (LIHTC)	\$10,050,000.00	<input checked="" type="checkbox"/>
[REDACTED]	Equity	Approved	Owner's Equity	\$100.00	<input checked="" type="checkbox"/>
[REDACTED]	Loan	Approved	FHLBI Member Permanent Financing	\$3,150,000.00	<input checked="" type="checkbox"/>
[REDACTED]	Equity	Approved	Owner's Equity	\$100.00	<input checked="" type="checkbox"/>
[REDACTED]	Equity	Approved	Historic: Brownfield tax credits	\$2,623,371.00	<input checked="" type="checkbox"/>
[REDACTED]	Loan	Approved	Other	\$1,200,000.00	<input checked="" type="checkbox"/>

AMP Subsidy Request: \$1,000,000.00 Total Sources of Funds: \$18,942,371.00
 Total Development EQC: \$0.00 Total Development Budget: \$18,942,371.00

Section 5 - Development Budget

The Development Budget page transfers information over from the application. If **changes to the budget** have occurred since then, **update this page** to reflect. **Construction cost line items** should align with the most recent contractor's AIA pay application. Other contracts and agreements should align with this budget.

[Funding Details](#) > [Targeting](#) > [Source of Funds](#) > [Development Budget](#) > [Proforma](#) > [Documents](#) > [Follow-Up Questions](#) > [Review & Submit](#)
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Engineering	\$	40,040.00
Legal	\$	140,000.00
Market Study	\$	10,000.00
Environmental Assessment	\$	17,250.00
Title & Closing Fees	\$	40,000.00
Other Cost 1	\$	318,638.00
Subtotal - Predevelopment	\$	1,911,987.00
Construction		
New Construction	\$	0.00
Rehabilitation	\$	10,101,318.00
Infrastructure & Site Visit	\$	0.00
Hazardous Materials Abatement	\$	220,000.00
Permits & Fees	\$	117,000.00
General Requirements, Profit, Overhead	\$	1,473,664.00
Construction Contingencies	\$	1,200,000.00
Other Cost 2	\$	88,207.00
Other Cost 3	\$	0.00
Other Cost 4	\$	0.00
Subtotal - Construction	\$	13,378,707.00

Section 6 - Proforma (rental only)

The proforma information is transferred from the application. **Provide known updates** if applicable, such as a change in rent subsidy, debt, deferred developer fee, etc.

Prog Details Targeting Source of Funds Development Budget Proforma Documents Follow-Up Questions Review & Submit

Proforma Format : 24A Proforma Note: Subtotals/Totals will populate when this page is saved.

Sl No	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	871,410.00	888,844.32	906,621.20	924,753.63	943,248.70	962,113.67	981,355.95	1,000,983.06	1,021,002.73	1,041,422.75	1,062,251.24	1,083,496.26	1,105,166.19	1,127,269.51	1,149,814.90
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	2	28,228.00	26,750.52	27,285.53	27,831.24	28,387.86	28,955.62	29,534.73	30,125.43	30,727.93	31,342.49	31,969.34	32,608.73	33,260.90	33,926.12	34,604.65
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	60,989.00	62,218.95	63,463.35	64,732.62	66,027.27	67,347.82	68,694.78	70,068.67	71,470.05	72,899.45	74,357.44	75,841.58	77,361.48	78,908.71	80,486.88
7	Total Effective Gross Income		836,643.00	853,376.86	870,443.31	887,852.24	905,609.28	923,721.47	942,195.90	961,039.82	980,260.61	999,895.83	1,019,863.14	1,040,286.41	1,061,065.61	1,082,286.93	1,103,932.67
8	Administrative Expenses																
9	Advertising	3	3,000.00	3,090.00	3,182.79	3,278.18	3,376.52	3,477.82	3,582.15	3,689.62	3,800.31	3,914.31	4,031.74	4,152.70	4,277.28	4,405.60	4,537.76
10	Legal / Partnership	3	3,000.00	5,150.00	5,304.59	5,463.63	5,627.54	5,796.37	5,970.26	6,149.36	6,333.85	6,523.09	6,719.50	6,921.16	7,128.90	7,342.66	7,562.94
11	Accounting / Audit	3	10,000.00	10,300.00	10,609.00	10,927.27	11,255.00	11,592.74	11,940.52	12,298.73	12,667.70	13,047.73	13,439.16	13,842.33	14,257.60	14,685.33	15,125.89
12	Management Fees	3	41,832.00	43,086.96	44,379.56	45,710.95	47,082.28	48,494.75	49,949.59	51,448.08	52,991.52	54,581.27	56,218.70	57,905.27	59,642.42	61,431.70	63,274.65
13	Office & Admin Expense	3	17,250.00	17,767.50	18,300.52	18,849.54	19,415.02	19,997.47	20,597.40	21,215.32	21,851.78	22,507.33	23,182.55	23,878.03	24,594.37	25,332.20	26,092.17
14	Office & Leasing Payroll	3	83,539.00	88,105.17	90,745.32	93,470.77	96,274.89	99,163.14	102,138.03	105,202.18	108,358.24	111,608.99	114,957.26	118,405.98	121,958.16	125,616.90	129,385.41

Section 7 – Documents

The documents tab is where **all supporting documents** will be uploaded. Use the **paper clip icon** or **drag and drop** feature. The **retention agreement** will be uploaded under the corresponding green folder titles "Retention Agreement". Follow the **disbursement checklists on our website** for what items to submit under "Disbursement Documentation".

Prog Details Targeting Source of Funds Development Budget Proforma Documents Follow-Up Questions Review & Submit

Documents

Project Number: [REDACTED] Project Name: [REDACTED] Sponsor Name: [REDACTED] Member Name: [REDACTED] Original First Disbursement Due Date: 12/01/2025 View More >

List of documents	Document Name	Disbursement Documentation (1)
Sponsor Documents		
Disbursement Documentation *	0_Disbursement ...pdf	01/27/2026 07:49:41 PM
Retention Agreement	1_Affordable Ho ...pdf	01/27/2026 07:49:43 PM
	2_Recorded Copy ...pdf	01/27/2026 07:49:49 PM
Member Documents	4_Architect Agr ...pdf	01/27/2026 07:49:52 PM
FHLB Documents	5_Construction ...pdf	01/27/2026 07:49:57 PM
	6_Consultant Ag ...pdf	01/27/2026 07:49:59 PM

Once documents are uploaded, you can add comments via the **comments tab** as necessary.



Then select **Next. Review & Submit**

Section 8 - Terms and Conditions

The **TERMS & CONDITIONS** must be accepted before the system allows it to be submitted to the member.

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**.

Section 9 – Explain/View Variances

Refer to the **Implementation Plan** for the year the project was awarded for specific **thresholds** that the validation and variances are based on. **At least one character must be entered into each explanation box before being able to save** the Variance section.

Validation Items

Variance	
NO DATA FOUND	
Validation Items	
Validation Item	Sponsor Explanation
Rent cannot exceed Max Rent Limit of the unit based on Targeting.	Utilizing the 2025 rent limits all rents are within allowable range

Variance Items

Provide a **detailed explanation** for the **Variance Items** preventing the submission of the disbursement request. The formulas for the variance items are based off the data from other tabs. If you believe the variance item is in error, refer to the other tabs for accuracy such as the development budget or proforma.

Variance Items

Variance Name	Sponsor Explanation
Operating reserves should not exceed \$1,500 per unit. Please explain the high operating reserves per unit.	Operating reserves are based on IHCD A underwriting criteria to account for 4 months of operating expenses, debt service and replacement reserves.
If rehab project that is not historic and > \$300 per unit, enter rehab as explanation. If new construction and > \$250 per unit, enter new construction as explanation. Otherwise, please document and explain rationale for low replacement reserves.	Replacement reserves are \$250/unit for senior new construction, per the IHCD A QAP requirements.
Operating Expense Per Unit must be between \$4500 and \$5750 each year, OR consistent with state HFA, USDA or HUD guidelines in which the development is located where applicable. Please provide an explanation.	Per unit operating expenses are within range and consistent with IHCD A QAP requirements. They grow outside of this range because of the IHCD A required 3% annual growth rate for expenses.

Update Summary

Updates made to the tabs of the disbursement request such as funding sources, development budget, targeting, and proforma, will flag under the Variances box. A **brief explanation due to the change** must be provided.

Update Summary

Page Name

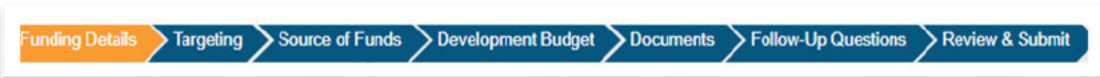
SI.No	Page Name	Audit Information	Field Name	Old Value	New Value	Sponsor Explanation
1	Targeting	Project Targeting Updated	Extremely Low Income			adjusted for new rents
2			3BR-Rent	449.00	482.00	
3	Source of Funds	Deferred Developer Fee Updated	Amount	153,239.00	270,185.00	Adjusted based on actual costs because AHP app happened before equity closing
4			Soft Debt	153,239.00	270,185.00	
5			Other Cost 1	20,000.00	0	I believe this was originally a legal fee, now placed with correct line item
6			Rent Up	74,400.00	75,800.00	increased Adjusted based on actual costs because AHP app

Member Bank Review Process

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

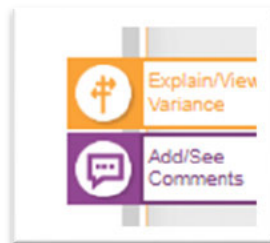


Review the information as submitted by sponsor. If the information is correct, select **Next Documents**

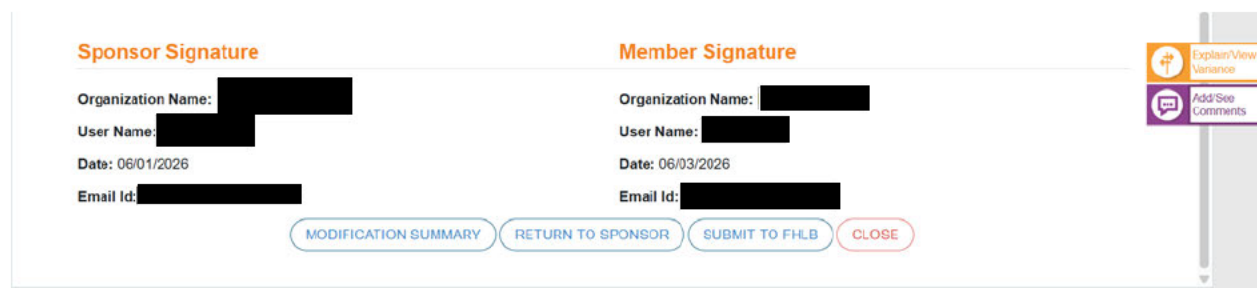


Review documents submitted by the sponsor. Also, add documents that you may have related to the development.

If you need to add comments, select the **Add/See Comments** tab on the right.



Review & Submit

A screenshot of the 'Review & Submit' screen. It is divided into two columns: 'Sponsor Signature' and 'Member Signature'. Each column contains fields for 'Organization Name', 'User Name', 'Date', and 'Email Id', with some fields redacted with black boxes. At the bottom, there are four buttons: 'MODIFICATION SUMMARY', 'RETURN TO SPONSOR', 'SUBMIT TO FHLB', and 'CLOSE'. On the right side, there is a vertical sidebar with 'Explain/View Variance' and 'Add/See Comments' options.

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.

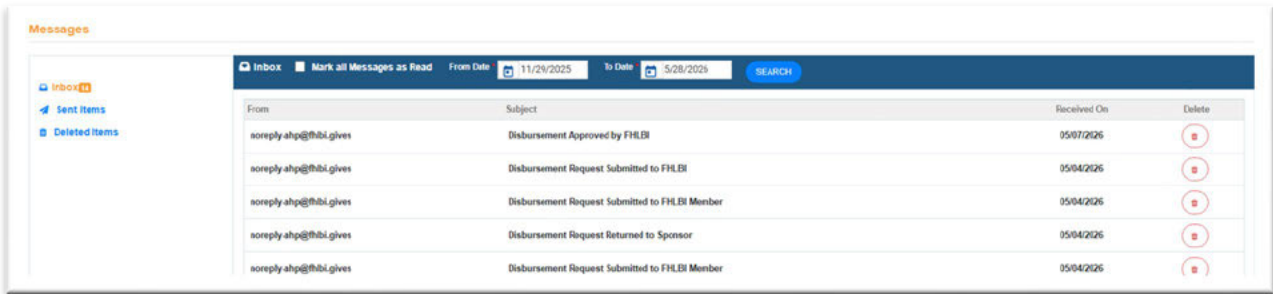
Once the disbursement is submitted to FHLBI you will no longer be able to make changes, and

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**.



Follow-Up Questions

If FHLBI returns a disbursement request to sponsor, navigate to the **Follow-Up Questions** tab to provide a response and **upload any additional documents** if required. Having the request returned to sponsor will allow for updates to be made to all other tabs as well. When complete, **return the request back** to FHLBI using the **Review & Submit** tab.

