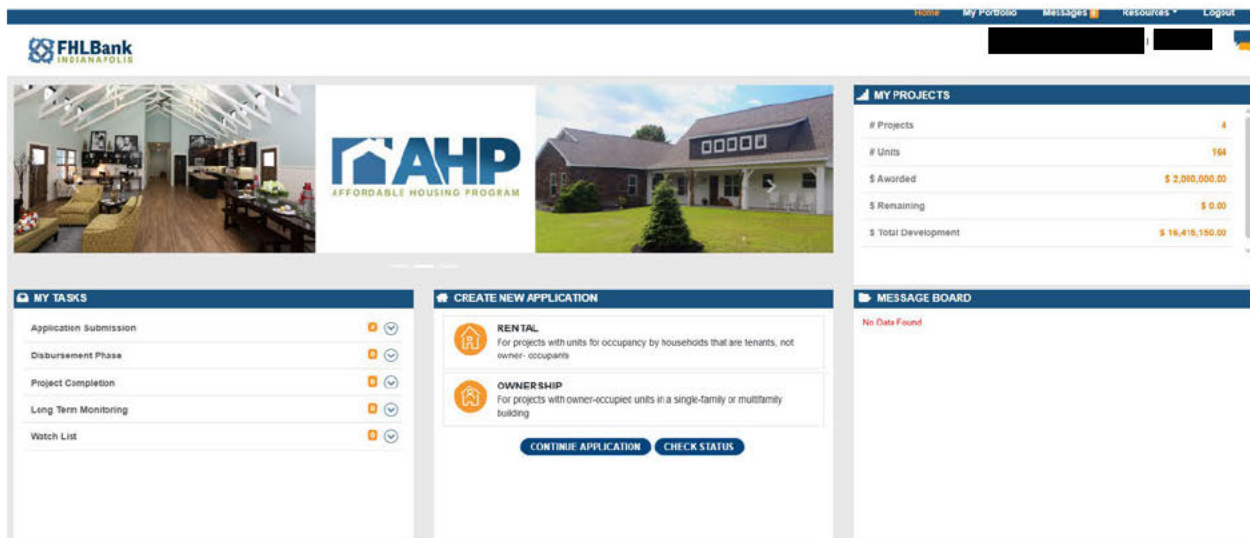


Overview

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

Section 1 – Starting a New Extension Request



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 the AHP logo and a photograph of a modern house. To the right of the banner is a 'MY PROJECTS' summary table:

MY PROJECTS	
# Projects	4
# Units	164
\$ Awarded	\$ 2,000,000.00
\$ Remaining	\$ 0.00
\$ Total Development	\$ 18,415,150.00

Below the banner are three main sections: 'MY TASKS', 'CREATE NEW APPLICATION', and 'MESSAGE BOARD'. 'MY TASKS' lists: Application Submission, Disbursement Phase, Project Completion, Long Term Monitoring, and Watch List, each with a status icon. 'CREATE NEW APPLICATION' offers two options: '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). 'MESSAGE BOARD' shows 'No Data Found'.

Note: This is the process for sponsors. The member review process begins on page 6.

When you realize that you are approaching the cut-off date for one of the three main milestones of an AHP project without being able to meet said cut-off date/deadline, it may be a good time to submit an extension request for one of these milestone dates:

1. First Disbursement Date – 12 months from the date of award
2. Final Disbursement Date – 36 months from the date of award
3. Project Completion Date – 36 months from the date of award

On the FHLBI.GIVES homepage, select the drop-down arrow next to **Disbursement Phase**. From there select **ADD** next to **Extensions**.

MY TASKS

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

On the next screen, select the project that you want to extend.

Project Search

Round#	Project Number#	Project Name#	Sponsor Name#	Member Bank#	Project Type#	Status#
25A	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Rental	Active

Total Results: 1

Start New Extension

The next window prompt you to start an extension request.

Extension Requests

Request Code#	Requested By#	Requested Date#	Requested Status#
No Data Found			

Start New Extension

Section 2 – Completing a new Extension Request



You will start on the **Extension Details** section with a new request, which lists the basic project identifying information, the Contact Information for the project, and then the Extension Form wherein you enter updated dates for the three main AHP milestones.

Extension Form

Milestone	Cut off Date	Previous Extension	Estimated Date
First Disbursement Date*	12/01/2026		<input type="text" value="6/5/2026"/>
Final Disbursement Date*	12/01/2028		<input type="text" value="8/25/2026"/>
Project Completion Date*	12/01/2028		<input type="text" value="11/15/2026"/>

Update the approaching date(s) which you want to extend.

Milestone	Cut off Date	Previous Extension	Estimated Date
First Disbursement Date*	12/01/2026		<input type="text" value="2/28/2027"/>

Even if you only intend to change the First Disbursement Date, you may need to update the other two dates to match the original Cut-off Date listed.

Cut off Date	Previous Extension	Estimated Date
12/01/2026		<input type="text" value="2/28/2027"/>
12/01/2028	X	<input type="text" value="8/25/2026"/> Final Disbursement Date must be greater than First Disbursement Date.
12/01/2028	X	<input type="text" value="11/15/2026"/> Project Completion Date must be greater than First Disbursement Date.

Cut off Date	Previous Extension	Estimated Date
12/01/2026	✓	<input type="text" value="2/28/2027"/>
12/01/2028	✓	<input type="text" value="12/1/2028"/>
12/01/2028	✓	<input type="text" value="12/1/2028"/>

Click "Save."

With the updates saved, look on the right side of the screen for the **Explain/View Variance** section.



The icon is highlighted in orange on the right side of the screen and allows you to view and explain the reason for the Validation Items that populate when you enter new Estimated Dates for these Milestones.

Validation Item	Explanation
First Disbursement Date is modified	
Final Disbursement Date is modified	
Project Completion Date is modified	

SAVE CLOSE

Enter explanations for each populated Validation Item:

First Disbursement Date is modified

- First Disbursement Date is modified

Final Disbursement Date is modified

- Final Disbursement Date is modified

Project Completion Date is modified

- Project Completion Date is modified

Construction was delayed due to general contractors schedule and environmental review

Remaining characters that can be entered is 3912

No changes proposed to this milestone.

Remaining characters that can be entered is 3962

No changes proposed to this milestone.

Remaining characters that can be entered is 3962

For you dates you are not changing, you may still need to enter an explanation, which should look something like “No changes proposed to this milestone.”

Click “Save.”

SAVE CLOSE

Navigate to the next page.

← Prev → Next



Under the Documents section, you will upload documentation that supports your reasoning for requesting extensions of these dates.

Documents

Project Number Project Name Extension Name Member Name View More

List of documents

Sponsor Documents

Extension Documentation

Document Name	Attached Date	Status	Decision By	Action
No Data Found				

Click on the paperclip to select files to upload or drag and drop your files.

Upload Document

Select File To Upload* Choose Files 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

UPLOAD CLOSE

Don't forget to click "Upload."

Upon successful uploading, you can move on to the next page.

← Prev → Next

Extension Details Documents Follow-Up Questions Review & Submit

A **Follow-Up Questions** request will only be issued if FHLBI staff needs additional information or documentation pertaining to your extension request.

Follow-Up Questions

Project Number	Project Name	Sponsor Name	Member Name	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	View More ^

Reason for Return: No Return - Original Submission

Comments: If FHLBI returns this process during review, an explanation will be found here.

Questions	Sponsor Answers
No Data Found	

CLOSE



Under the **Review & Submit** section, click on **Send to Member Bank** once the extension request is ready to go.

Extension Details Documents Follow-Up Questions **Review & Submit**

Project Number	Project Name	Sponsor Name	Member Name	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	View More ^

Sponsor Signature

Organization Name: [REDACTED]

User Name: [REDACTED]

Date: 05/29/2026

Email Id: [REDACTED]

Member Signature

Organization Name: [REDACTED]

User Name: N/A

Date: N/A

Email Id: N/A

SEND TO MEMBER BANK
CLOSE

Section 3 – Member Review

Once the sponsor has completed and submitted the extension request, it will move onto the member for review and approval. It will appear on the member’s FHLBI.GIVES home page under **My Tasks – Disbursement Phase – Extensions**.

MY TASKS

Round Rules

Application Submission

Disbursement Phase

Conditions of Funding

Disbursement Request

Semi-Annual Progress Report

Extensions

Click on the Extension request you intend to review and submit.

Extension Requests

Request Code	Requested By	Requested Date	Requested Status
EX-001	[REDACTED]	05/29/2026	In Process

Review the information in each section submitted by the sponsor and select the **Return to Sponsor** button if any of the information needs corrected.

If the information is accurate, you will select the **Submit to FHLB** button submit the extension request.

Extension Details > Documents > Follow-Up Questions > Review & Submit

Request Number: [REDACTED] | **Project Name**: [REDACTED] | **Sponsor Name**: [REDACTED] | **Member Name**: [REDACTED] | **Original Due Date**: 06/30/2026 | [View More](#)

Sponsor Signature | **Member Signature**

Organization Name: [REDACTED] | **Organization Name**: [REDACTED]
User Name: [REDACTED] | **User Name**: [REDACTED]
Date: 06/01/2026 | **Date**: 06/02/2026
Email Id: [REDACTED] | **Email Id**: [REDACTED]

[MODIFICATION SUMMARY](#) | [RETURN TO SPONSOR](#) | [SUBMIT TO FHLB](#) | [CLOSE](#)

[Create/View Instance](#) | [Add/See Comments](#)

END OF DOCUMENT