

FHLBI.GIVES User Guide

COMPLETING AN INITIAL MONITORING REQUEST

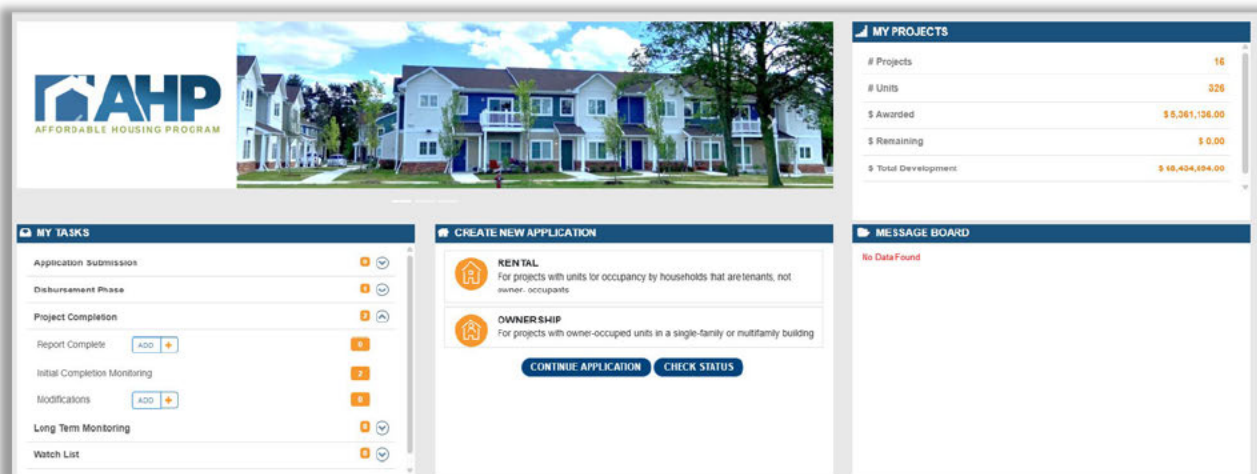


Overview

This user guide provides step-by-step instructions for completing and submitting an AHP Initial Monitoring request (IMR) in the FHLBI.GIVES system.

Sponsor Review Process

Section 1 – Getting Started



Initial Monitoring Review Details

IMR-ID#	Project Number#	Project Name#	Sponsor Name#	Member Bank#	Requested By#	Requested Date*	Requested Status#
IMR-001	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	auto	01/09/2026	In Process
IMR-001	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	auto	01/07/2026	In Process

Navigate to the **My Tasks** section of the home page. When an initial monitoring is due a task will show up in **Project Completion**. Select the drop-down box and then click **Initial Completion Monitoring**. Select the appropriate project to begin.

Section 2 – Project Units

The screenshot displays the 'Project Units' section of the FHLBI.GIVES system. At the top, a progress bar indicates the current step is 'Project Units', with other steps including Documents, Targeting, Source of Funds, Development Budget, Proforma, Scoring, Follow Up Questions, and Review & Submit. Below the progress bar, there are several input fields for project details, including Project Number, Building Address, Unit Number, Last Updated Date, Unit Size, %AMI, Max Rent, and Tenant Paid Monthly Rent. A 'View More' button is located to the right of these fields. The 'Contact Information' section includes dropdown menus for Project Contact and Member Contact, with a 'SAVE CONTACTS' button. Below this, there is a 'Download Template' link and a 'Total Approved Units: 00' indicator. A table with columns for Building Address, Unit Number, Last Updated Date, Unit Size, %AMI, Max Rent, Tenant Paid Monthly Rent, and Action is shown. The table contains one row with data: Building Address (redacted), Unit Number 1, Last Updated Date 05/28/2025, Unit Size 1BR, %AMI 30.96, Max Rent 1298.12, Tenant Paid Monthly Rent 650.00, and Action (edit and delete icons). At the bottom, there are 'FINALIZE UNITS' and 'CLOSE' buttons.

The **Project Units** section allows you to enter information about ALL residents at your now completed and occupied housing development. In this section you will enter 100% of the units whether occupied or vacant. There are two different ways to approach this.

The first is to simply click on the **+ Add New** button and then input the requested information about the resident/unit. Be sure to save after you enter the data for each individual unit. The second way is to enter your resident information using the **Export/Import From Excel** buttons which create an Excel template that allows you to enter in unit information and then import it back into FHLBI.GIVES. This method is usually preferred for larger projects. Please note, for the data to be imported 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.

Please note, for homeownership projects where household incomes were reviewed during the disbursement process, project unit information will pre-populate from what was entered at disbursement.

Section 3 – Sampled Units

Sampled Units Income and lease documentation are required for all sampled units in accordance with FHLB guidelines.

Homeowner Name	Unit Number	Street Address	Household Size	Unit Size	%AMI	Max Rent	Tenant Paid Monthly Rent	Action
	1		1	Efficiency	39.47	497.65	0.00	(\$) (Pencil)
	2		1	Efficiency	0.00	497.50	0.00	(\$) (Pencil)
	3		1	Efficiency	0.00	497.50	0.00	(\$) (Pencil)
	4		1	Efficiency	0.00	497.50	0.00	(\$) (Pencil)
	5		1	Efficiency	0.00	497.50	0.00	(\$) (Pencil)
	6		1	Efficiency	0.00	497.50	0.00	(\$) (Pencil)

Income Summary

Income Level	Approved	Total Household Income	Unit AMI Limit

Unit Type Summary

Unit Type	Approved	Reported
Rural	0	0

Income Summary

Income Level	Approved	Total Household Income	Unit AMI Limit
Very Low (<=30% of AMI)	10	18	10
Low (>30.01% to 50% of AMI)	13	22	13
Moderate (>50.01% to 80% of AMI)	25	5	23
Total AHP Assisted Units	48	46	46
High (>80.01% of AMI)	0	0	0
Vacant Units			2
Total Units	48	48	48

The information is based on from the awarded application along with the IMR.

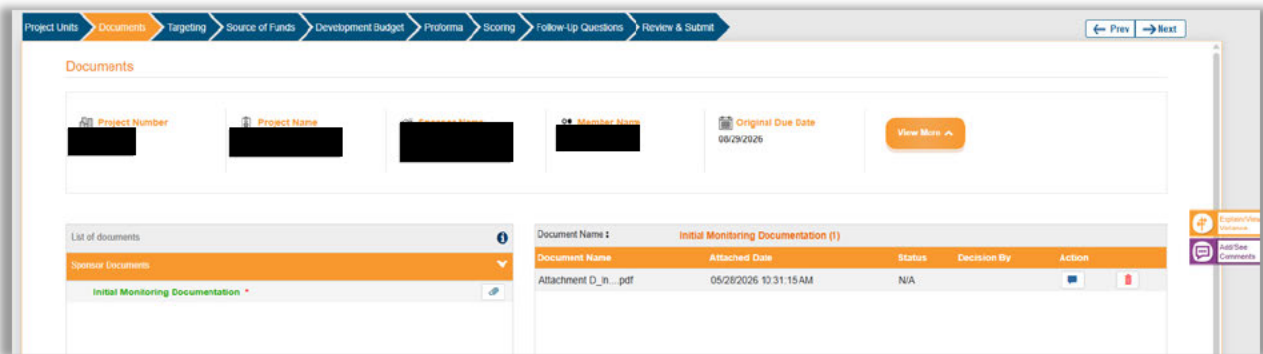
Unit Type Summary

Unit Type	Approved	Reported
Rural	0	0
Homeless Households	0	0
Special Needs Households	0	4

The **Sampled Units** section provides you with 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 into the project units' section. Under the **Action** column, income/asset calculations will be entered by selecting the (\$) icon. The blue pencil icon will allow you to edit information about a particular unit. Income/asset supporting documentation and leases will be uploaded to the **Documents** section, which will be discussed in the next section.

The **Income Summary** shows you the income targeting commitments approved at application submission, the current income targeting mix based on what was reported in the project units' section, and the unit AMI set-aside. 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.

Section 4 – Documents



The **Documents** section is where all supporting documentation related to your initial monitoring review will be uploaded. This includes income/asset support documentation and leases for sampled residents, final funding source documentation not provided previously, final cost validation documentation such as the accountants cost certification, final contractor pay application, final invoices, etc., and any documentation not provided previously to verify the scoring commitments made in the application were fulfilled such as homeless/special needs verification, etc. Please be mindful that an initial monitoring 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 **initial monitoring 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. Once all documentation has been uploaded you will advance to the next screen using the **Next** button at the top of the screen.

Section 5 – Targeting

Project Units | Sampled Units | Documents | Targeting | Source of Funds | Development Budget | Proforma | Scoring | 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)
Efficiency	2	0.01	\$497.50	5	525.00	\$828.75	3	543.00	\$1,328.25	0	0.00
Efficiency	1	470.00	\$497.50	9	0.00	\$828.75	0	0.00	\$1,328.25	0	0.00
Total Income		\$470.02			\$2,025.00			\$1,629.00			\$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)	3	27.27	27.27
Very Low Income (>30.01% to 50.00% of AMI)	5	45.45	45.45
Extremely Low Income (<=30.00% of AMI)	3	27.27	27.27
Total Number of Units	11		
Total Number of AHP-Assisted Units	11		

The targeting section reflects overall unit information including unit type (area median income level and bedroom size), number of units by unit type, and tenant paid rent by unit type. The unit type will auto-populate based on what was approved at application submission. So, you will only be updating the tenant paid rent amounts. If project targeting has changed a modification request will need to be submitted (see modification request user guide).

Section 6 – Source of Funds

Project Units | Sampled Units | Documents | Targeting | Source of Funds | Development Budget | Proforma | Scoring | Follow-Up Questions | Review & Submit

Construction Funding Sources - Short Term Financing Only

Funder Name	Construction Funding Amount	Action
[REDACTED]	\$600,000.00	[EDIT] [DELETE]
Total Construction Funding Amount	\$600,000.00	

Permanent Funding Sources

Source Name	Funding Type	Status	Description	Funding Amount	Action
[REDACTED]	Direct Subsidy			\$600,000.00	[EDIT] [DELETE]
[REDACTED]	Equity	Approved	Owner's Equity	\$100,000.00	[EDIT] [DELETE]
[REDACTED]	Grant	Approved	FHLBI Member Donation	\$10,000.00	[EDIT] [DELETE]
[REDACTED]	Grant	Approved	Fundraising	\$4,300.00	[EDIT] [DELETE]
[REDACTED]	Grant	Approved	Fundraising	\$90,000.00	[EDIT] [DELETE]
[REDACTED]	Grant	Approved	Fundraising	\$100,000.00	[EDIT] [DELETE]

AHP Subsidy Request: \$600,000.00
 Total Decombment(s): \$0.00
 Final Subsidy Amount: \$600,000.00

Total Sources of Funds: \$904,300.00
 Total Development Budget: \$904,300.00

This **Source of Funds** section is where you will enter the final funding sources associated with your AHP project. The original information you entered at application will automatically

carryover. You can edit the existing funding source information by clicking on the **blue pencil icon**. You can delete a funding source no longer being utilized by clicking on the **red trash can icon**. To add a new construction or permanent funding source click on the applicable add button (**+ Add New, Add Member Funding Source, Add Other Funding Source**) and enter in the details about the new funding source. The final funding sources entered should align with the supporting documentation provided previously or included in the **Documents** section of this initial completion monitoring. The total sources of funds must also equal the total development budget. When finished hit the **Next** button at the top of the screen to advance to the next section.

Section 7 – Development Budget

Description	Amount
Acquisition	
Land Only	\$ 0.00
Building Only	\$ 525,000.00
Subtotal - Acquisition	\$ 525,000.00
Pre-Development Costs	
Appraisal	\$ 1,500.00
Architect	\$ 1,400.00
Engineering	\$ 0.00
Legal	\$ 7,115.58
Market Study	\$ 0.00
Environmental Assessment	\$ 2,000.00
Title & Closing Fees	\$ 0.00
Other Cost 1	\$ 0.00
Subtotal - Predevelopment	\$ 12,915.58
Construction	

The **Development Budget** section is where you will enter the final uses associated with your AHP project. The original information you entered at application will automatically carryover so you will simply be editing any changes to the uses of funds. The amounts listed here should align with the final cost validation documentation provided previously or included in the **Documents** section of this initial monitoring review. After updating the budget be sure to click on the **Save** button at the bottom of the screen. The total housing and project development costs will not update until this is done. Then select the **Next** button at the top to advance to the next section.

Section 8 – Proforma

Project Units > Sampled Units > Documents > Targeting > Source of Funds > Development Budget > **Proforma** > Scoring > Follow-Up Questions > Review & Submit

Proforma Format : 23A Proforma Note: Subtotals/Totals will populate when this page is saved.

SLNo	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	56,699.24	57,822.00	58,978.44	60,158.01	61,361.17	62,588.39	63,840.16	65,116.96	66,419.30	67,747.69	69,102.64	70,484.70	71,894.39	73,332.28	74,798.92
3	Rental Assistance	2	15,621.76	15,934.19	16,252.87	16,577.93	16,909.49	17,247.60	17,592.63	17,944.49	18,303.38	18,669.44	19,042.83	19,423.69	19,812.16	20,208.41	20,612.58
4	Laundry, Parking & Other	2	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
5	Other Income	2	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	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
7	Total Effective Gross Income		72,321.00	73,756.20	75,231.32	76,735.55	78,270.66	79,836.08	81,432.80	83,061.46	84,722.68	86,417.14	88,145.48	89,908.39	91,706.56	93,540.69	95,411.50
8 Administrative Expenses																	
9	Advertising	3	582.00	599.46	617.44	635.96	655.04	674.69	694.93	715.78	737.26	759.37	782.15	805.62	829.79	854.68	880.32
10	Legal/ Partnership	3	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
11	Accounting / Audit	3	526.00	540.75	556.97	573.68	590.89	608.61	626.87	645.68	665.05	685.00	705.55	726.72	748.52	770.98	794.10
12	Management Fees	3	2,640.00	2,719.20	2,800.77	2,884.79	2,971.34	3,060.40	3,152.29	3,246.06	3,344.27	3,444.00	3,547.33	3,654.37	3,764.00	3,876.32	3,991.23

This **Proforma** section will reflect the final 15-year operating projections associated with your AHP project. The total rents will populate in Year 1 based on information entered in the **Targeting** section. All other information must be entered manually along with any inflation adjustors. Subtotals and totals will not populate until the **Save** button is selected at the bottom of the page. Note the **orange Explain/View Variance** icon on the right-hand side of the screen. You will click here to view any feasibility guidelines that are outside of FHLBI's requirements. You must provide an explanation for each item listed. In some cases, you will also submit supporting documentation to further substantiate your explanation. Failure to do so will prevent your initial monitoring from being moved to the member. After saving the proforma and addressing any variances that have flagged you will click the **Next** button at the top to advance to the next screen.

Section 9 – Scoring

Please document the scoring categories to ensure they have been met.

Category Name: Donated Property

Maximum Points: 1

Question Description	Response
Are 50% of the total units or land area received wherein ownership is obtained through a charitable donation within the preceding 10 years?*	No Yes
Has the project received 50% of the total units or land area conveyed by the federal government or any agency or instrumentality thereof? *	No Yes
Has the project received land conveyed at a discounted price from the fair market value (FMV) of at least 50%? *	No Yes

CLOSE

The **Scoring** section will reflect scoring categories for which points were received at application. Documentation to support fulfillment of scoring initiatives not received and validated previously will be uploaded in the **Documents** section. Any scoring category that has not been met will require a modification (see modification request user guide). The purple **Add/See Comments** icon on the right hand side of the screen may be used to provide further clarification on scoring or any other items requiring greater detail. Once you are finished reviewing the **Scoring** section you may move onto the **Review & Submit** section.

Section 10 – Follow-Up Questions

Follow-Up Questions

Questions	Sponsor Answers	Answered on	FHLBI Notes	Action
Please submit the most recent lease re-certifications for the Sampled Units. We need to confirm the current amount of tenant paid rent.	Current lease amendments are attached.	02/24/2026 14:26 PM	Reviewed and approved	
Please provide documentation for all 26 units that they are elderly tenants.	[REDACTED]	02/24/2026 14:26 PM	Went to website and saved it as a pdf	
Please provide charge orders 8-11 for the construction contract.	Charge orders have been attached.	02/24/2026 14:26 PM	Reviewed and approved	
Please provide proof the member construction loan was paid off. Please provide the member permanent loan note and mortgage.	Statement from the lender is attached confirming the loan is paid off. Permanent loan documentation is also attached.	02/24/2026 14:26 PM	Both items received and reviewed/approved.	

CLOSE

The **Follow-Up Questions** section will only apply if AHP staff needs additional information/materials following review of the submitted initial monitoring report. It will be returned to the sponsor who will respond to all questions listed. Requested materials will be uploaded in the **Documents** section. The initial monitoring report cannot be approved until the follow-up questions are resolved.

Section 11 – Explain/View Variance



Variance							
5		Amount	1,947,500.00	1,752,750.00	We reduced the perm loan amount in order to get to stabilization in our operations		--SELECT--
6	Construction Funding Sources	Construction FundingAmount	10,955,201	11,059,785.55	The loan was drawn upon to cover the construction loan interest. The loan was discharged at perm conversion		--SELECT--
7		General Requirements, Profit, Overhead	1,771,357.18	1,768,370.00	The construction amounts changed slightly		--SELECT--
8		Other Cost 2	1,902.19	44,400.00	This amount is for temporary site security		--SELECT--
9		New Construction	12,890,016.99	11,824,015.00	Construction came in under budget.		--SELECT--

If your project falls outside of any of the FHLBank Indianapolis feasibility guidelines, or changes have occurred to project targeting information (such as tenant paid rents), sources of funds, development budget line items, and/or operating proforma projections a variance warning message will flag and require a detailed explanation before the initial monitoring report can be submitted to the member. Related supporting documentation should be uploaded in the **Documents** section.

Section 12 – Review & Submit

Project Units Documents Targeting Source of Funds Development Budget Proforma Scoring Follow-Up Questions **Review & Submit** ← Prev → Next

Project Number [Redacted] Project Name [Redacted] Sponsor Name [Redacted] Member Name [Redacted] Original Due Date 08/29/2026 View More

IMR Details

IMR ID IMR-001 Requested by auto Requested Date 01/07/2026 Retention Date 08/29/2040

Sponsor Signature [Redacted] Member Signature [Redacted]

TERMS & CONDITIONS MODIFICATION SUMMARY SEND TO MEMBER BANK CLOSE

Express My Variance Add/See Comments

Corporation

Certification ✕

SI.No	Terms Description
1	I certify that the AHP subsidies were used for eligible purposes according to the commitments made in the approved AHP application.
2	I certify that the household incomes and rents comply with the income targeting and rent commitments made in the approved AHP application.
3	I certify that the project's costs were reasonable in accordance with the Bank's project cost guidelines, and the AHP subsidies were necessary for the completion of the project as currently structured, as determined pursuant to § 1291.24(a)(4).
4	I certify that each AHP-assisted unit of an owner-occupied project and rental project is subject to an AHP retention agreement that meets the requirements of § 1291.15(a)(7) and (8), respectively
5	I certify that the services and activities committed in the approved AHP application have been provided.

Accept Terms and Conditions

SAVE CLOSE

The final step is to send to your member financial institution. Before doing so you must review and accept the **Terms & Conditions**. You will also respond to any variance flags as described in the previous section. If you are satisfied with everything you will select the **Send to Member Bank** button.

Member Review Process

Section 13 – Member Review

The screenshot displays the AHP (Affordable Housing Program) member dashboard. At the top left is the AHP logo and a photograph of a residential development. The dashboard is divided into several sections:

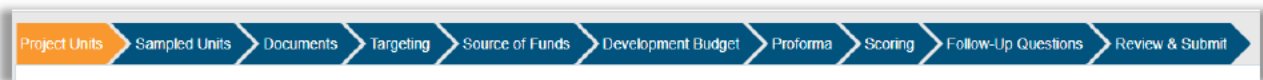
- MY TASKS:** A list of tasks with status indicators (0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100).
- MY APPLICATIONS:** Links to "View InProcess Applications" and "View Submitted Applications".
- MY PROJECTS:** A summary table of project statistics.
- MESSAGE BOARD:** A section for messages, currently showing "No Data Found".

MY PROJECTS	
# Projects	70
# Units	2,691
\$ Awarded	\$ 33,886,829.00
\$ Remaining	\$ 3,010,718.80
\$ Total Development	\$ 206,242,022.84

This screenshot shows the "Project Information" and "Initial Monitoring Review Details" sections. The "Project Information" section includes fields for Project Number, Project Name, Sponsor Name, Sponsor Contact Details, Member Name, and Member Contact Details, all of which are redacted with black boxes. The "Initial Monitoring Review Details" section contains a table with the following data:

IMR-ID#	Requested By	Requested Date*	Requested Status
IMR-001	auto	01/07/2025	In Process

Once submitted by the sponsor, the initial monitoring report can be found under **My Tasks – Project Completion – Initial Completion Monitoring**. You will then select the appropriate project.



Review the information in each section submitted by the Sponsor. Ensure it is accurate, makes sense, complies with the commitments made at application, and aligns with your understanding of the now completed project.

Project Units > Sampled Units > Documents > Targeting > Source of Funds > Development Budget > Proforma > Scoring > Follow-Up Questions > Review & Submit

← Prev → Next

Project Number [REDACTED] Project Name [REDACTED] Sponsor Name [REDACTED] Member Name [REDACTED] Original Due Date 12/19/2026 View More ^

IMR Details

IMR ID IMR001 Requested by auto Requested Date 01/08/2026 Retention Date 12/19/2043

Sponsor Signature [REDACTED] Member Signature [REDACTED]

MODIFICATION SUMMARY RETURN TO SPONSOR SUBMIT TO FHLB CLOSE

Corporation

Certification ✕

SI.No	Terms Description
1	I certify that the AHP subsidies were used for eligible purposes according to the commitments made in the approved AHP application.
2	I certify that the household incomes and rents comply with the income targeting and rent commitments made in the approved AHP application.
3	I certify that the project's costs were reasonable in accordance with the Bank's project cost guidelines, and the AHP subsidies were necessary for the completion of the project as currently structured, as determined pursuant to § 1291.24(a)(4).
4	I certify that each AHP-assisted unit of an owner-occupied project and rental project is subject to an AHP retention agreement that meets the requirements of § 1291.15(a)(7) and (8), respectively
5	I certify that the services and activities committed in the approved AHP application have been provided.

Accept Terms and Conditions

SAVE CLOSE

If any of the information requires correction or additional documentation is needed, you will select the **Return to Sponsor** button. If the information is accurate, you will select the **Submit to FHLB** button. But before doing so, you must accept the **Terms & Conditions**.

END OF DOCUMENT