

Stage 2 – Semi-Annual Progress Report Guide

SPONSOR

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**. On the next screen, you will see the projects that have Semi-Annual Progress reports due. Select the project.

Progress Report



Ensure the project information on the next screen is correct. Then proceed to **Project Construction/Rehab Status**. Answer all questions.

Project Construction/Rehab Status

Has Construction/Rehab Started? *
 No Yes

Anticipated Construction / Rehab Start Date: *

Is Construction/Rehab Complete? *
 No Yes

Anticipated Construction/Rehab Complete Date: *

Last Progress Report
N/A

Last Progress Report
N/A

Are Certificates of Occupancy required for this project? *
 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.

Occupancy	To Date	Last Progress Report
Total Number of Units	<input type="text" value="0"/>	N/A
Total Number of Units Available for Occupancy*	<input type="text"/>	N/A
# of Units Occupied*	<input type="text"/>	N/A
Percentage of Units	<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.

Select **SAVE** before selecting **Next**.

Documents



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

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

Source of Funds



Update funding sources as related to changes to your project. If there are no updates needed, select **Next**.

Development Budget



Update project uses as related to changes to your project. If there are no changes, select **Next**.



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.

Member

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

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.

The screenshot shows the 'Review & Submit' interface. At the top, a progress bar highlights 'Review & Submit'. Below it, a navigation bar includes 'Progress Report', 'Documents', 'Source of Funds', 'Development Budget', and 'Review & Submit'. The main content area displays project details in four columns: Project Number (2020A06006), Project Name (New Horizon Apartments), Sponsor Name (Hoosier Uplands Economic Development Corp.), and Member Name (Old National Bank). A 'View More' button is to the right. Below this, the 'Sponsor Signature' and 'Member Signature' sections are shown side-by-side, each with organization name, user ID, user name, and date. At the bottom, there are three buttons: 'RETURN TO SPONSOR', 'SUBMIT TO FHLBI', and 'CLOSE'. On the right side, there are two icons: 'Explain/View Assistance' and 'Add/See Comments'.

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