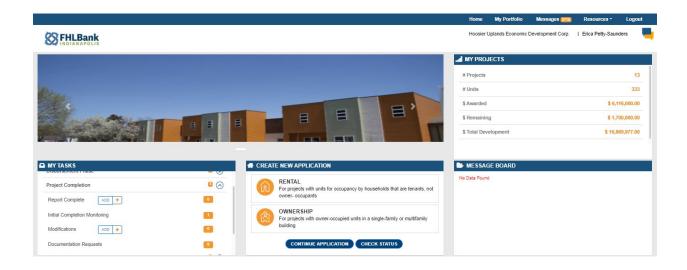
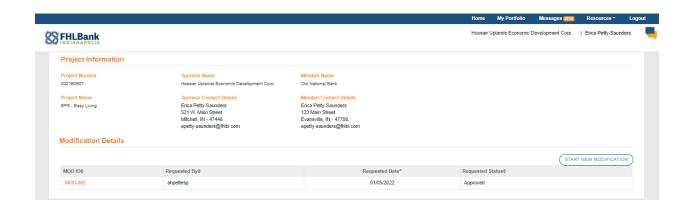
## Modifications

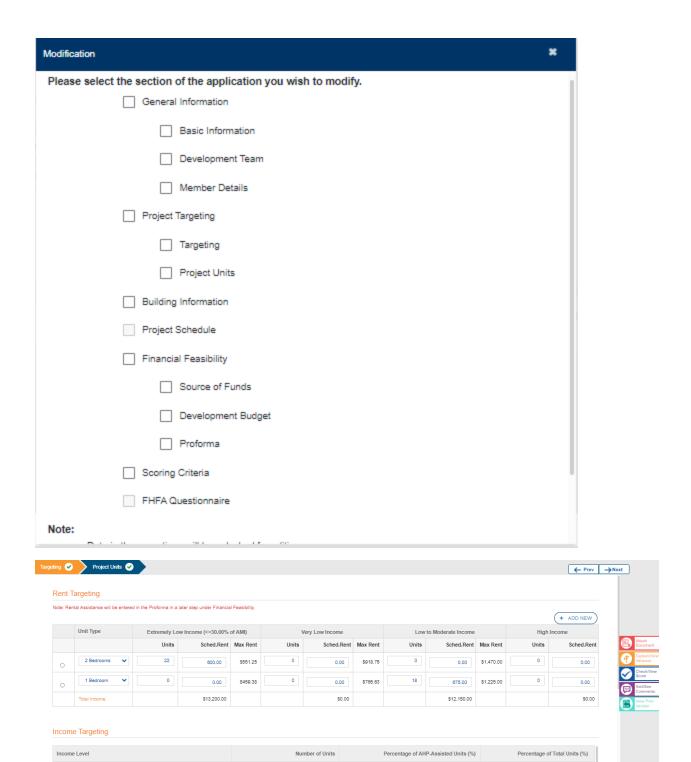
## **SPONSOR**



If the project is active, navigate to **Disbursement Phase**. Select the drop-down arrow and select **Modifications Add +.** If the project is in initial monitoring, navigate to **Project Completion**. Select the drop-down-arrow and select **Modifications Add +.** If the project is complete, navigate to **Long Term Monitoring**. Select the drop-down arrow and select **Modifications Add+**. Then select the project that needs to be modified. On the next screen select **Start New Modification**.



Choose the area of the project that you will be modifying, then select **CONTINUE**.

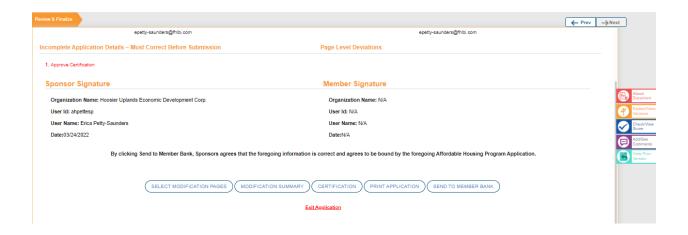


Update the area as required in the system. Select SAVE & CONTINUE or SAVE.

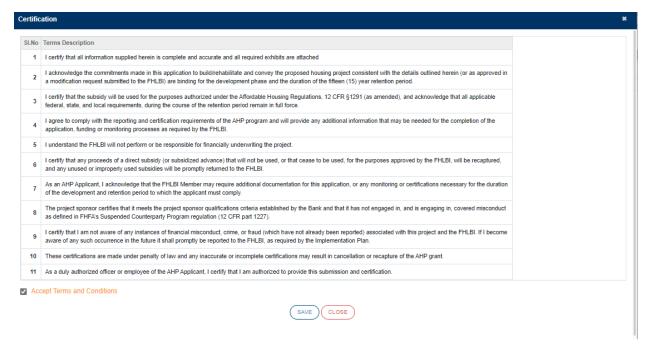
High Income (>80.01% of AMI)



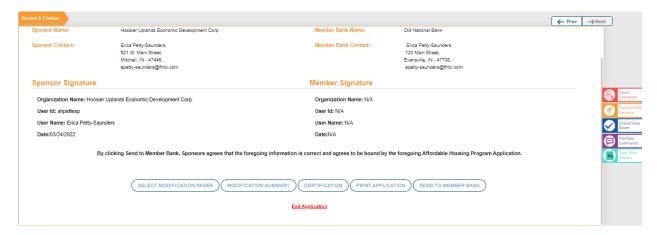
Check for incomplete details. In most cases, you will only need to **Approve Certification**, but you may be prompted to provide more information if the system requires it.



Read through the certification statements, then **Accept Terms and Conditions**.

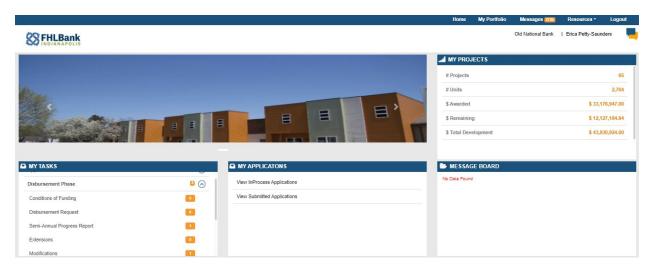


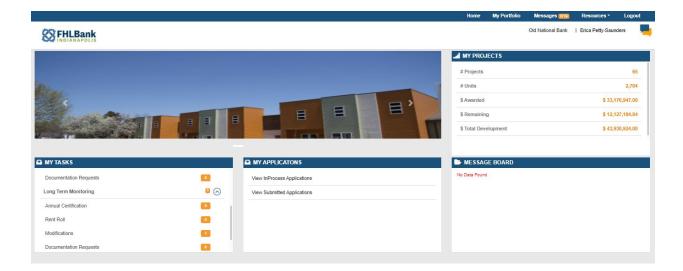
Review the **MODIFICATION SUMMARY** to ensure that everything is correct. Select **SEND TO MEMBER BANK.** 



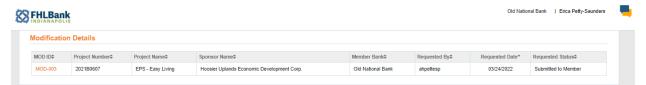
## **MEMBER**

If the project is active, navigate to **Disbursement Phase**. Select the drop-down arrow and select **Modifications**. If the project is in initial monitoring, navigate to **Project Completion**. Select the drop-down-arrow and select **Modifications**. If the project is complete, navigate to **Long Term Monitoring**. Select the drop-down arrow and select **Modifications**. If there is a modification for your review, there will be a number next to **Modification**.

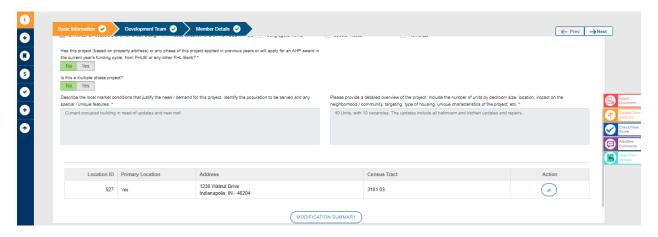


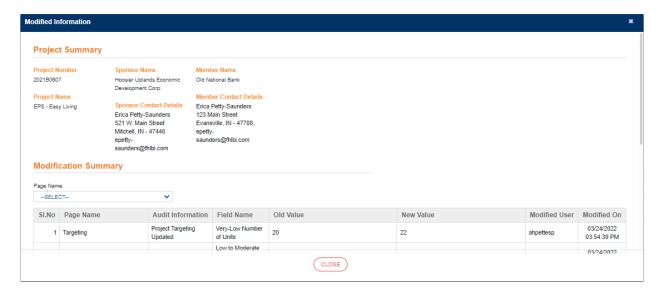


## Select the project MOD ID.

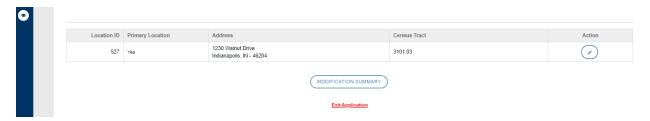


On the next screen, you will review the modification summary. Be mindful, the information will appear as it did on the application. The modification summary will provide the details of what specifically is being submitted for modification.

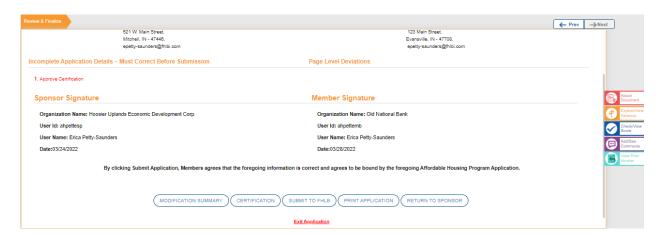




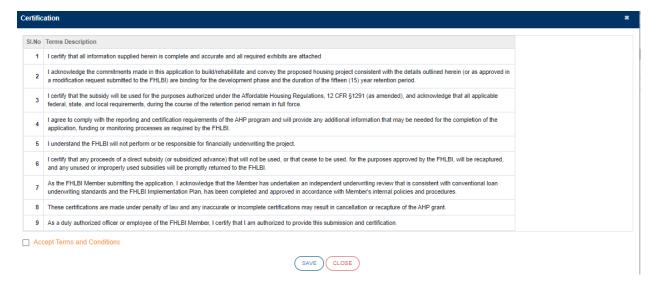
After reviewing the **MODIFICATION SUMMARY**, navigate to **Review & Finalize** via the eye icon on the left.



You will be prompted to review incomplete information. In most cases, you simply need to **Approve Certification.** 



Select **Approve Certification.** In the next screen review the statements and certify the submission by checking Accept Terms and Conditions. Upon submission of the modification, the acknowledgements received from the system will state application submission. This is the system language.



If you are satisfied with the information submitted by the sponsor, select **SUBMIT TO FHLB**. If the modification requires changes, select **RETURN TO SPONSOR**.