Asset Management Portal Guide

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Overview

- The online asset management portal was launched in the Fall of 2014. The portal:

    – Allows property managers and owners the ability to upload occupancy and financial data for reporting.

    – Builds framework for identifying risks/issues early.

    – Provides the ability to gain knowledge to be used for other IFA functions like the LIHTC QAP and identifies factors contributing to successful projects.
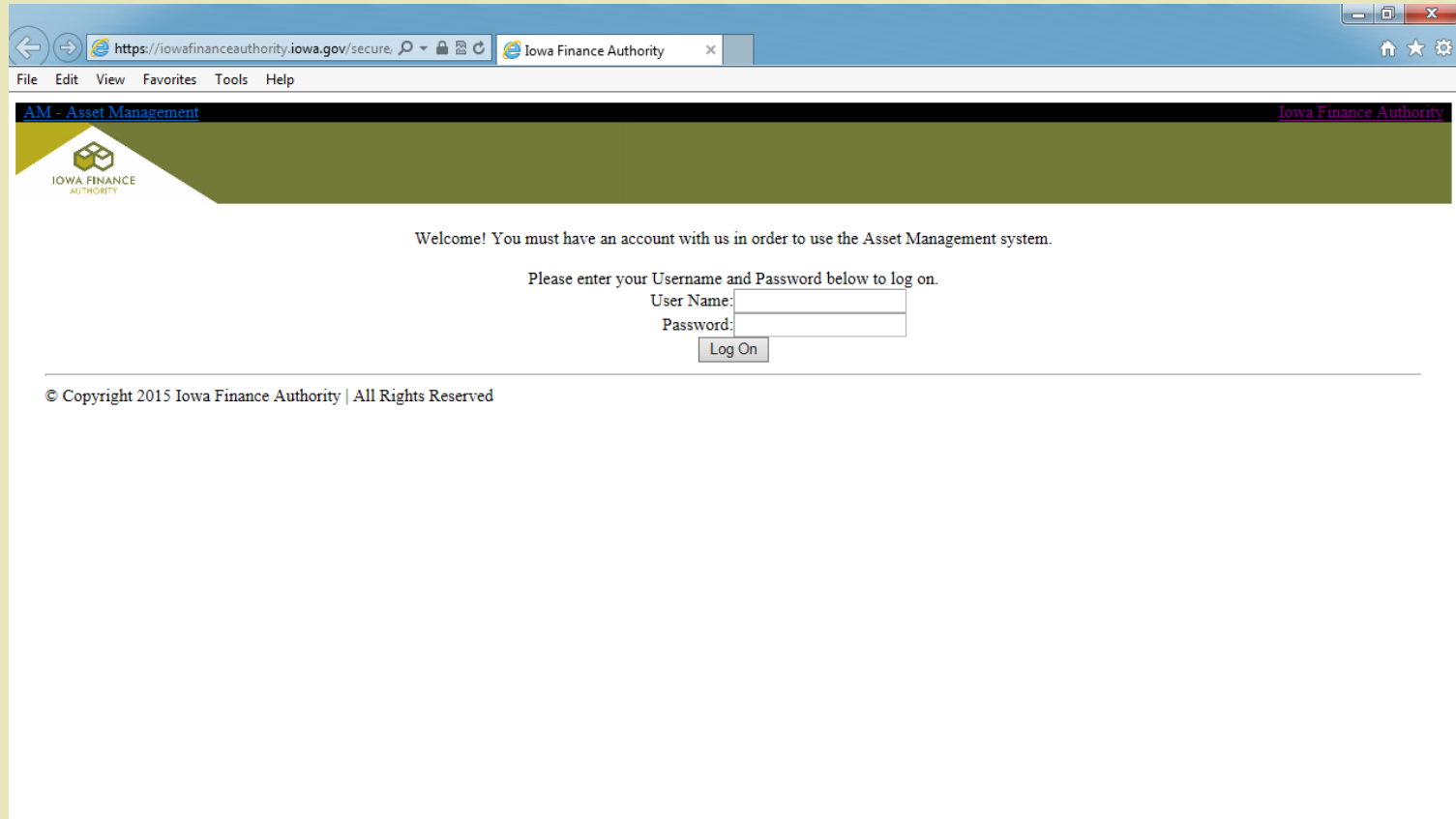
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Login

- The asset management portal uses the same username and password as your Certification Portal (CP) account.

- If you do not have a CP account, please contact Sam Askland.

- The login page can be found at:

https://iowafinanceauthority.iowa.gov/secure/am/login.aspx

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Login Screenshot

Project List

- After you log in, you will see the list of projects assigned to your CP account.

- The project list can be sorted or you can search for a project.

- Select a project by clicking on the project name.

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Project List Screenshot

Project Options

- The project options page includes links to input occupancy data and financial data.

- The project options page also uploads and stores annual financial statements.

- Some projects will also be required to upload insurance certificates, quarterly financial statements, operating budgets, and tax returns.

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Project Options Screenshot

Occupancy Data

- Occupancy data is required to be reported by all projects, including non-LIHTC projects with IFA Multifamily or HOME loans.

- The occupancy data page records monthly occupancy of the project.

- For each month, enter the total number of units *occupied* on the last day of the month.

- Data should be entered within 30 days of the end of each quarter.

- Click "save" to save and return to the project options page.

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Occupancy Data Screenshot

Financial Data

- Financial data and audit submissions are required for all projects with IFA Multifamily or HOME loans. It is also required for all LIHTC projects that were awarded after 1998.

- The financial data page has 9 fields to be completed annually.

- The financial data should be taken directly from the project's annual audited financial statement.

- Hover your mouse over the "?" for hints on what is needed for each field.

- Click "save" to save and return to the project options page.

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Financial Data Screenshot

Document Submissions

- From the project options page, click "Submit" to upload a financial statement or document.

- Click "Select" to browse your computer for a file.

- The "effective date" should be the reporting end date for annual financials, quarterly financials, operating budgets, and tax returns (i.e. 12-31-15 for 2015 annual financials). The effective date for insurance certificates should be the expiration date.

- Click "Upload Document".

- The document will appear in the list on the bottom of the page.

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Document Submissions Screenshot

Contact Info

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