

#### Asset Management Portal Guide

#### 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.





# 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



# Login Screenshot

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Welcome! You must have an account with us in order to use the Asset Management system.
Please enter your Username and Password below to log on. User Name: Password: Log On
© Copyright 2015 Iowa Finance Authority   All Rights Reserved



# **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.



# **Project List Screenshot**

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# **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.



# **Project Options Screenshot**

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#### **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.



#### **Occupancy Data Screenshot**

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Monthly Occupancy For Past 12 Months (60 Units)	
July 31, 2014: 57	
August 31, 2014: 60 (2)	
September 30, 2014: 50 (2)	
October 31, 2014: 55 0	
November 30, 2014: 55 0	
January 31, 2015: 54	
February 28, 2015: 55 🕡	
March 31, 2015: 57 🔞	
April 30, 2015: 57	
May 31, 2015:	
June 30, 2015:	
Save Cancel	



#### **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.



#### **Financial Data Screenshot**

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2014 Annual Financials	
2014 Replacement Reserve Balance: \$120,079	
2014 Operating Reserve Balance: 528,438	
2014 Total Income: \$428,700	
2014 Total Expense: \$274,633	
2014 Interest Expense: \$0	
2014 Depreciation Expense: \$0	
2014 Amortization Expense: \$0	
2014 Current Year Deposits to Replacement Reserves: \$15,600	
2014 Must Pay Debt Service: \$33,490 🕜	
Save Cancel	



#### **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.



#### **Document Submissions Screenshot**

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# **Contact Info**

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