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 as your Certification Portal (CP) account.

- If you do not have a CP account, please contact Tim Morlan or Derek Folden.

- The login page can be found at:

https://am.iowafinance.com/login.aspx

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Login Screenshot

Password Reset

Due to the recent change in applications from Certification Online (COL) to the Certification Portal (CP) as of 7-1-2020, the login into the Asset Management Portal (AM) is requiring a password reset. Please do the following:

1) Log into CP at https://cp.iowafinance.com/ and right click on your name to get into "My Account". Verify your email address is correct. Change if it isn't correct and wait 10 minutes for the applications to update.
2) Go to the AM website at https://am.iowafinance.com/login.aspx and click on "forgot password". Enter your User Name and email address and click "submit". You will receive an email with a temporary password. Log into AM with your temporary password and you will be asked to set up a new password which can be the same one that is used for CP. Note that the password in each application will need to be maintained separately.

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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

11

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 10 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

- Tim Morlan – Tim.Morlan@iowafinance.com; 515-452-0438.

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