



Asset Management Portal User 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 as your Certification Portal (CP) account.
- If you do not have a CP account, please contact your assigned compliance officer.
- The login page can be found at:

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

Login Screenshot

The screenshot shows a web browser window with the URL <https://am.iowafinance.com/login.aspx>. The page header features the Iowa Finance Authority logo on the left and the text "Asset Management (AM)" on the right. The main content area contains a welcome message, a login instruction, and a form with fields for "User Name" and "Password". Below the form are two links: "Forgot User Name" and "Forgot Password". A "Log On" button is positioned at the bottom of the form. The footer of the page contains the copyright notice: "© Copyright 2015-2024 Iowa Finance Authority | All Rights Reserved".

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

IOWA | Finance Authority

Asset Management (AM)

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:

[Forgot User Name](#)

[Forgot Password](#)

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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.

Project List Screenshot

Browser address bar: <https://am.iowafinance.com/Main/ExternalProjectList.aspx>

IOWA Finance Authority Asset Management (AM)

Log Out | Public Welcome Asset Management!

Project List

Search Criteria

Name: _____ Project ID: _____ Address: _____ Management Company Name: _____

Check to show all properties where data for the current quarter has not been submitted. Check to show all properties with TCAP. Check to show all properties with 1602.

Select project to manage

Record Count: 4 Page 1 of 1

Name	Project Number	Management Company	Address	Unit Count	Project Type	Financials Submitted	Q1 Occ Submitted	Q2 Occ Submitted	Q3 Occ Submitted	Q4 Occ Submitted
AM TEST 1	AM TEST 1	Asset Management	2015 Grand Avenue DES MOINES, IA 50312	60	Other	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AM TEST 2	AM TEST 2	Asset Management	2015 Grand Avenue DES MOINES, IA 50312	50	Other	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AM TEST 3	AM TEST 3	Asset Management	2015 Grand Avenue DES MOINES, IA 50312	40	Other	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AM TEST 4	AM TEST 4	Asset Management	2015 Grand Avenue DES MOINES, IA 50312	75	Other	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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

← ↻ 🔒 https://am.iowafinance.com/Main/ExternalProjectInfo.aspx?Qry=WESGAU037CXLZYARGLSVBSF7B3W7CDKLWZGQ7VQ



Project Options

AM TEST 1 Data Submittal

- [Enter Occupancy Data](#)
- [Enter Financial Data](#)

Submissions

Year:

Action	Submission Type	Project Type	Special Indicators	Year	Due Date
<input type="button" value="Submit"/>	2016 Annual Financials	Other		2016	
<input type="button" value="Submit"/>	2017 Annual Financials	Other		2017	
<input type="button" value="Submit"/>	2018 Annual Financials	Other		2018	
<input type="button" value="Submit"/>	2019 Annual Financials	Other		2019	
<input type="button" value="Submit"/>	2020 Annual Financials	Other		2020	
<input type="button" value="Submit"/>	2021 Annual Financials	Other		2021	
<input type="button" value="Submit"/>	2022 Annual Financials	Other		2022	
<input type="button" value="Submit"/>	2023 Annual Financials	Other		2023	

Documents

Record Count: 2 Page 1 of 1

Title	Project Type	Fiscal Year	Document Type	Date Submitted	Date Type	Date	Due Date
2013 Annual Financials	Other	2013	Annual Audit	11/19/2014	Effective Date	11/19/2014	
AM Test 1 2013 Audit	N/A	N/A	Annual Audit	9/24/2014	Effective Date	12/31/2013	

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

AM TEST 1 Occupancy Data Submittal

Changes last saved 12/24/2024 8:51:18 AM by assetmgmt

Monthly Occupancy For Past 12 Months (60 Units)

December 31, 2023:	<input type="text" value="59"/>	?
January 31, 2024:	<input type="text" value="60"/>	?
February 29, 2024:	<input type="text" value="58"/>	?
March 31, 2024:	<input type="text" value="59"/>	?
April 30, 2024:	<input type="text" value="60"/>	?
May 31, 2024:	<input type="text" value="60"/>	?
June 30, 2024:	<input type="text" value="55"/>	?
July 31, 2024:	<input type="text" value="58"/>	?
August 31, 2024:	<input type="text" value="59"/>	?
September 30, 2024:	<input type="text" value="60"/>	?
October 31, 2024:	<input type="text" value="60"/>	?
November 30, 2024:	<input type="text" value="59"/>	?

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

IOWA Finance Authority Asset Management (AM)

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AM TEST 1 Financial Data Submittal

Changes last saved 12/24/2024 8:55:48 AM by assetmgmt

2023 Annual Financials

2023 Replacement Reserve Balance:	<input type="text" value="\$120,000"/>	?
2023 Operating Reserve Balance:	<input type="text" value="\$200,000"/>	?
2023 Total Income:	<input type="text" value="\$300,000"/>	?
2023 Real Estate Taxes:	<input type="text" value="\$50,000"/>	?
2023 Total Expense:	<input type="text" value="\$200,000"/>	?
2023 Interest Expense:	<input type="text" value="\$0"/>	?
2023 Depreciation Expense:	<input type="text" value="\$0"/>	?
2023 Amortization Expense:	<input type="text" value="\$0"/>	?
2023 Current Year Deposits to Replacement Reserves:	<input type="text" value="\$30,000"/>	?
2023 Must Pay Debt Service:	<input type="text" value="\$25,000"/>	?

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

Submissions

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<input type="button" value="Submit"/>	2018 Annual Financials	Other		2018	
<input type="button" value="Submit"/>	2019 Annual Financials	Other		2019	
<input type="button" value="Submit"/>	2020 Annual Financials	Other		2020	
<input type="button" value="Submit"/>	2021 Annual Financials	Other		2021	
<input type="button" value="Submit"/>	2022 Annual Financials	Other		2022	
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THANK YOU