



Instructions for Submitting the Certification & Draw Request Form

1. For **each** Disbursement:

- The Certification & Draw Request Form must include the Project Number which can be found on your Subsidy Agreement.
- Make sure the Certification & Draw Request Form is completely filled out. This includes checking the status of rehabilitation, if applicable, in “Grant Information” section.
- The Certification & Draw Request Form must be signed by borrowers and co-borrowers, and by a representative from your institution who is authorized to borrow funds from the Bank or your institution’s designated AHP Representative as noted on the Authorized Personnel Form on file with the Bank.

2. For your **first** Disbursement you will need to provide the following information:

- Signed Certification & Draw Request Form.
- Signed HUD-1 or closing documents for the home sale that includes purchase price, loan amount, and any other costs associated with the transaction. The grant must be noted correctly under the section “Amount Paid For Or In Behalf Of The Borrower.” If there was rehabilitation, rehabilitation funds should be shown as paid at closing, or escrowed.
- Signed copy of final TIL
- Copy of the retention agreement (Deed Restriction) to be filed for the transaction;
- A signed Calculation of Income Worksheet for each household member;
- Third-party verification of income for all household members;
- If assistance included rehabilitation:
 - If rehabilitation is complete, copies of paid receipts/lien waivers totaling the amount of rehabilitation.
 - If rehabilitation is not complete, the Certification and Draw Request Form must be received by **March 31, 2010** along with the HUD-1 demonstrating that funds are in escrow for rehab. Ensure that all paid receipts/lien waivers or other documentation of payout of escrow is received at the Bank no later than **March 31, 2011**. Any balance remaining in escrow **March 31, 2011** must be applied to the principal of the first mortgage or as a credit towards the household’s monthly payment on the mortgage.

3. For all **subsequent** Disbursements you only need to provide the following information, unless additional information is requested by the Bank:

- Signed Certification & Draw Request Form.
- If assistance included rehabilitation, a signed HUD-1 or closing documents for the home sale that includes purchase price, loan amount, and any other costs associated with the transaction. The grant must be noted correctly under the section “Amount Paid For Or In Behalf Of The Borrower.” If there was rehabilitation, rehabilitation funds should be shown as paid at closing, or escrowed, and:

- If rehabilitation is complete, copies of paid receipts/lien waivers totaling the amount of rehabilitation.
- If rehabilitation is not complete, the Certification and Draw Request Form must be received by **March 31, 2010** along with the HUD-1 demonstrating that funds are in escrow for rehab. Ensure that all paid receipts/lien waivers or other documentation of payout of escrow is received at the Bank no later than **March 31, 2011**. Any balance remaining in escrow **March 31, 2011** must be applied to the principal of the first mortgage or as a credit towards the household's monthly payment on the mortgage.

4. **Appraisal requirement:** If the member provided financing to the borrower, and if the property purchased by the borrower was real estate owned by the member or the member held a mortgage or lien on the property, the member should note this in the "Member Financing and Real Estate Owned" section of the Certification and Draw Request Form, and provide a copy of a property appraisal when submitting the request form. The appraisal should be prepared by an independent state certified or licensed appraiser and performed within six months of the date the member closed the loan and disbursed the AHP subsidy to the borrower.

5. The completed Certification & Draw Request Form and attachments can be faxed to the Community Investment Department at (515) 699-1270. Please allow three business days to process draw requests following the receipt of all required paperwork.

6. The Bank, in its sole discretion, may request and review additional information on any Disbursement. It is important that you have all information as might be required for a first Disbursement in all of your files.