



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 copy of 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 Calculation of Income Worksheet signed by member and household.
- For all household members with income, third-party verification of income.
- Tribal enrollment card.
- 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, 2011 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, 2012. Any balance remaining in escrow March 31, 2012 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.
- Signed copy of HUD-1 (see above).
- Signed copy of final TIL.
- Tribal enrollment card.
- 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, 2011 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, 2012. Any balance remaining in escrow March 31, 2012 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. Anti-predatory lending requirements: Any residential mortgage that does not comply with all applicable anti-predatory lending laws will be ineligible to be used with a NAHI grant. Please see the NAHI Program Guidelines and page 5 of the Certification & Draw Request Form for guidance. Eligibility requirements will include:

A. If a mortgage loan provided to a borrower for a home purchase exceeds the interest rate and/or points and fees threshold of the Home Ownership and Equity Protection Act of 1994 (HOEPA) and its implementing regulations (Federal Reserve Board Regulation Z), it will be ineligible to be used with a NAHI grant.

B. Effective October 1, 2009 amendments to Regulation Z established a new class of "higher priced mortgage loans" to consumers. A mortgage loan may be defined as higher-priced if it is a first-lien mortgage and has an annual percentage rate (APR) that is 1.5 percentage points above an "average prime offer rate" established by the Federal Reserve Board, or 3.5 percentage points above that rate if it is a subordinate-lien mortgage. For these higher priced mortgage loans certain prohibitions apply including balloon payments within the first seven years of a borrower's loan and prepayment penalties, except under certain conditions. The rules also require that lenders verify the borrower income and assets relied on to make the mortgage payment and provide for escrow of tax and insurance on first mortgage liens.

Members must certify in the Certification & Draw Request Form that residential mortgage financing provided the borrower conforms to applicable anti-predatory lending laws, and meets these eligibility requirements. The Bank will review documentation provided with the Certification & Draw Request Form to verify eligibility, and may require additional documentation as needed.

6. 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.

7. 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.