



Technical Assistance: Down Payment Products

DISBURSEMENT PROCESS

REIMBURSEMENT OF GRANT FUNDS ADVANCED AT CLOSING

Program Requirements and Helpful Guidance

Initiating Disbursements - Do not let your Reservation expire!

- Requesting a Disbursement requires the User to select each eligible reservation that has completed the purchase, initiate the disbursement and submit it after all sections are completed. This must all be completed within the 120 days allowed after approval
- The DPP Disbursement Checklist, found on the Bank's [Forms and Resources page](#), provides information on required documentation

Program Requirements and Helpful Guidance

Eligible Loan Programs and Requirements

- Approved mortgage programs include Conventional, VA, FHA, USDA, HUD-184 or a portfolio loan
 - HELOC's are not approved loan products to be used with grant funds
 - Seller held financing is not permitted – with the exception of a Bank preapproved seller such as a Habitat for Humanity program
- First mortgages must be at least 5 years in term to match the Down Payment Deed Restriction/Lease Addendum
- First mortgage loans must be amortizing, second mortgages may be amortizing or deferred; either may be fixed or adjustable-rate mortgages, and the loan fees and terms must not exceed HOEPA thresholds
- Grant funds may be used with other affordable housing grant or loan products and may be in last position

Deed Restrictions and Lease Addendum - found on the [Forms and Resources page](#) of the Bank's website

- Deed Restrictions and Lease Addendums must be recorded separately from the first and subordinate lending documents and are applicable by land type for either down payment program
- **Purchases on Tribal Land require the use of the Tribal Land Deed Restriction**
- **Purchases on Hawaiian Home Lands require the use of the Lease Addendum**
- Those individuals named and the spelling of their names on the Warranty Deed/Land Lease must match the individuals and spelling/format of their names on the Deed Restriction/Lease Addendum exactly

Program Requirements and Helpful Guidance

Required Documentation

- Closing Disclosures for all amortizing liens on title – subordinate liens may require additional documentation to verify the repayment structure
 - **Some entities such as Hawaiian Home Lands or tribal lands have other types of documentation rather than a closing disclosure for their closings. Inquire with the down payment team to see what is acceptable documentation in these circumstances.**
- A Homebuyer education certificate for a course completed prior to closing for a homebuyer on the mortgage – this should be a first-time homebuyer for the Home\$tart program
- Copies of the recorded Deed Restriction/Lease Addendum and Warranty Deeds, or Land Lease and Land Trust Documentation; as applicable
- Purchase and sale agreement addendums that impact the transaction costs or significantly extend the closing date

Program Requirements and Helpful Guidance

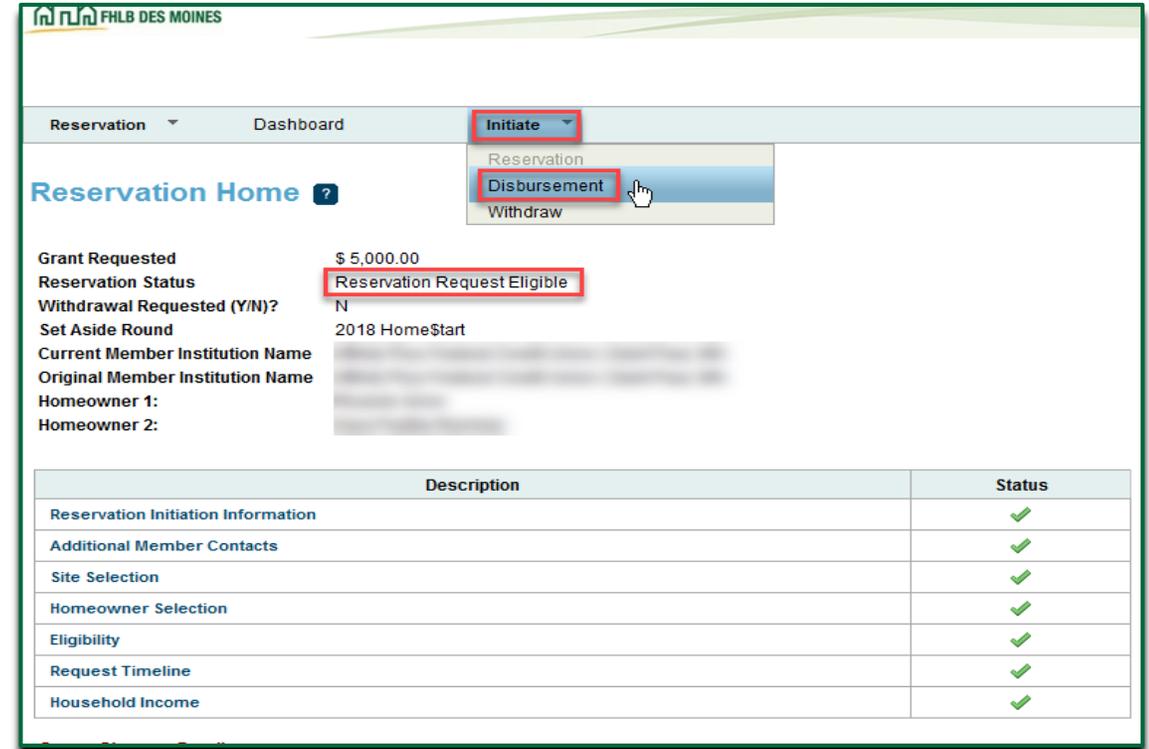
Eligible Expenses, Ineligible Expenses and Cash Back restrictions

- Eligible expenses include typical closing cost items such as appraisal, inspections, closing fee, escrow account set up, title fees, etc.
- Grant funds **may not** be used to fund ineligible expenses and these include rehabilitation expenses, escrowed construction, payment of collections, judgments, or personal debt
 - Buyers must bring cash to closing or receive gift funds which cover the cost of these items – gifts of equity are not cash and cannot be used to balance the math for these expenses
 - Please check in with DP staff before closing if there are ineligible expenses on the transaction to ensure there will be no issues with reimbursement post-closing
- Cash back is restricted to no more than \$250 with the exception of Paid Outside of Closing (POC) items such as prepaid appraisals, inspections, homeowner's insurance etc.
 - Reduction of the first mortgage or principal reductions in the amount of the excess, or grant reduction are all acceptable methods to balance excess cash to close prior to closing
 - Receipts to be provided by the Member
- Excess cash back will require a principal reduction to the first mortgage in the amount that exceeds program guidelines to receive disbursement approval and grant reimbursement

Disbursement Process

Initiating a Disbursement

- Disbursements must be initiated and submitted within 120 days of Reservation approval
- The DPP Disbursement Checklist <https://www.fhlbdm.com/products-services/affordable-housing/homestart/forms-and-resources/> provides information on required documentation.
- Initiate a disbursement by opening the desired eligible Reservation and hovering over "Initiate"
- Select "Disbursement"
- Answer the question on the initiation screen yes or no. If you select that something has changed, then a comment box will open for you to make a comment.
- You must answer the question and add comments, if applicable, to save this screen and submit the reservation.



Have there been changes to the reservation since approval? e.g. -property address change, purchase price change, homebuyer added/removed from loan, seller credit or gift funds added or any other material change.* Yes No

Initiate Disbursement

Complete all 11 Sections within **Disbursement Home**.

Six Sections will be complete after initiating the disbursement; from information carried over from the Reservation and the information entered on Sections 1 and 2 of the disbursement.

When all 11 Sections are complete with a green check mark, click **Submit** to submit a disbursement request.

The screenshot shows the 'Disbursement Home' interface. At the top, there are navigation tabs for 'Disbursement', 'Dashboard', and 'Initiate'. Below this, the 'Disbursement Home' title is followed by a list of fields: 'Reservation Approved Amount' (\$ 5,000.00), 'Disbursement Request Amount' (\$ 4,000.00), 'Disbursement Status' (Disbursement Request Pending), 'Withdrawal Requested?' (N), 'Set Aside Round' (HomeStart), 'Homeowner 1:' (Cheryl Tester), and 'Homeowner 2:'. A table below lists 11 sections with their completion status, each marked with a green checkmark. A 'Submit' button is located at the bottom left, and a 'Not Visited' indicator is at the bottom right. A yellow box on the right contains instructions: 'Please complete individual screens.' and 'All checkmarks must be green before you can submit the disbursement.'

Description	Status
Disbursement Initiation	✓
Additional Contacts	✓
Site Selection	✓
Homeowner Selection	✓
Household Income	✓
Disbursement Information Page 1	✓
Disbursement Information Page 2	✓
Certificate of Borrower Eligibility	✓
FHA Documentation	✓
Disbursement Information Page 3	✓
Timeline	✓

I hereby certify that I am an authorized employee of the participating member, that this distribution request is being submitted on behalf of the participating member, and that all of the information included in this request is true and correct to the best of my knowledge.

The member agrees to:

- (1) maintain all Down Payment Assistance documents used to determine eligibility (e.g., recorded mortgages and related notes, HUD-1, and income, first-time homebuyer, and counseling documentation) and provide any and all requested documentation to the Bank;
- (2) notify the Bank of any sale, refinance or foreclosure of the property prior to the expiration of the five-year retention period and reimburse the Bank for any and all amounts that are recaptured in connection therewith;
- (3) verify that each of the homebuyers identified (a) is a first-time homebuyer, (b) is a member of a low-to moderate-income household with maximum household income at or below 80 percent of the area median income, (c) has completed a homebuyer counseling program, (d) has met the funds matching requirements, and (e) meets all eligibility criteria in accordance with the Down Payment Assistance Program Manual and section 1291.6(c) of the AHP regulation;
- (4) provide financial or other incentives in connection with the first mortgage financing to the homebuyer;
- (5) limit the rate of interest, points, fees and any other charges to a reasonable market rate of interest, points, fees, and other charges for a loan of similar maturity, terms and risk;
- (6) verify that the first mortgage and Down Payment Assistance mortgage have been executed and recorded;
- (7) reimburse the Bank for any and all funds in the event that any past, present or future misrepresentation causes the homebuyer or the member to be in violation of program requirements as stated by the Bank or the Federal Housing Finance Agency; and
- (8) adhere to the program guidelines as set forth in the Down Payment Assistance Program Manual.

✗ Not Visited

Initiate Disbursement: Section One and Two

The screenshot shows the 'Initiate Disbursement' web form. The top navigation bar includes the FHLB DES MOINES logo, a 'Logout' button, and links for 'Home | Messages (0) | User Guide'. Below the navigation is a 'Dashboard' and an 'Initiate' dropdown menu. The main heading is 'Initiate Disbursement' with a help icon. The form is divided into two sections: '1 Disbursement Information' and '2 Additional Member Contacts'. Section 1 includes fields for 'Disbursement Member Institution Name', 'Member Contact Name', 'Member Contact Email', and 'Purchase Property State'. A yellow callout box says 'Please review and verify that all information is correct.' Below these are 'Approved Reservation Amount' (\$15,000.00) and 'Disbursement Request Amount*' (\$15,000.00) with a note 'Round requires max grant per household.' There is a 'Uses of Funds (Select at Least One)*' section with a checked option for 'Assistance with Acquisition Costs'. Below that is a 'Set-Aside Program Homeowner Name(s)' section with input fields for 'Homeowner 1' and 'Homeowner 2' (First Name, Middle Name, Last Name). A question asks 'Have there been changes to the reservation since approval?' with 'Yes' and 'No' radio buttons. A text area for 'Provide information about the change(s)' is present with a 1000-character limit. At the bottom are 'Next' and 'Cancel' buttons.

Save and Exit: Initiates the disbursement request but does not complete the request.

Save and Continue: Continues to the next section to be completed.

Cancel: If the disbursement initiation needs to be cancelled.

Identify any material changes to the loan application since approval, if applicable.

The screenshot shows the 'Initiate Disbursement' web form, Section 2: Additional Member Contacts. The top navigation bar includes the FHLB DES MOINES logo, 'Test Test | Logout', and 'Current as of December 14, 2023 at 9:02 AM CST'. Below the navigation is a 'Dashboard' and an 'Initiate' dropdown menu. The main heading is 'Initiate Disbursement' with a help icon. The form is divided into two sections: '1 Disbursement Information' and '2 Additional Member Contacts'. Section 2 includes a note: 'If you would like others at your institution to be made aware of status changes for the disbursement please select'. Below this is a table titled 'Contacts for First National Bank of Ames | Ames, IA' with columns for 'Name' and 'Select'. The table contains one entry: 'Test Test' with a checked 'Select' box. A yellow callout box says 'All contacts selected will receive emails regarding the status of reservations and/or disbursements. Please contact your institution's eAdvantage Administrator to add additional contacts if needed.' At the bottom are 'Back', 'Save and Continue', 'Save and Exit', and 'Cancel' buttons.

Section Six: Disbursement Information Page 1

Information in Sections 3 – 5 were carried over from the Reservation and do not require completion.

- **Upload a single homebuyer education certificate for a household member on the loan.**
- **Other information entered includes:**
 - Property Contract Sales Price
 - Total Closing Costs – closing costs totaled from all funding sources used in the purchase
 - 1st mortgage originator - select from drop down options
 - Property in an urban or rural location

Disbursement Information Page 1 ?

What is the anticipated closing(Settlement) completion date for this unit? * 12/26/2023 

Is borrower First-time Homebuyer?* Yes No

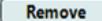
Does the Member attest that the Homeownership Counseling is Completed? ♦ Yes No

Homeownership counseling was provided by * Framework

Did the counseling conform to the National Industry Standards for Homeownership Education and Counseling or was it offered by a HUD-approved provider? Yes No

Attach the completed First-time Homebuyer Course Certificate(s)*

Uploaded File Info

HBE Cert.pdf 

Property Contract Sales Price * 100000

Total Closing Costs * 2500

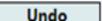
1st Mortgage originated by * Member/Affiliate v

Classify the site location as *

Urban

Rural

* Required to save the page **To submit your changes please click Save before exiting this page.**

♦ Required prior to submission  

• A homebuyer education course certificate is required for at least one household member listed on the mortgage.

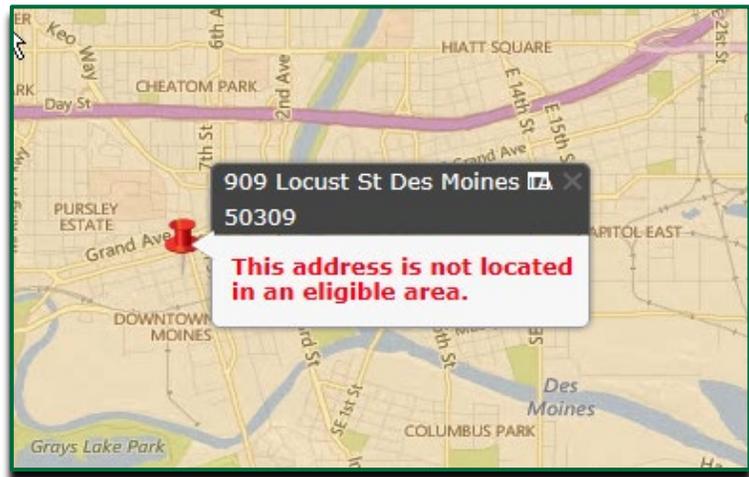
• The class must meet the National Industry Standards for Homeownership Education and Counseling, which is typical of a HUD-approved provider.

Section Six: Disbursement Information Page 1

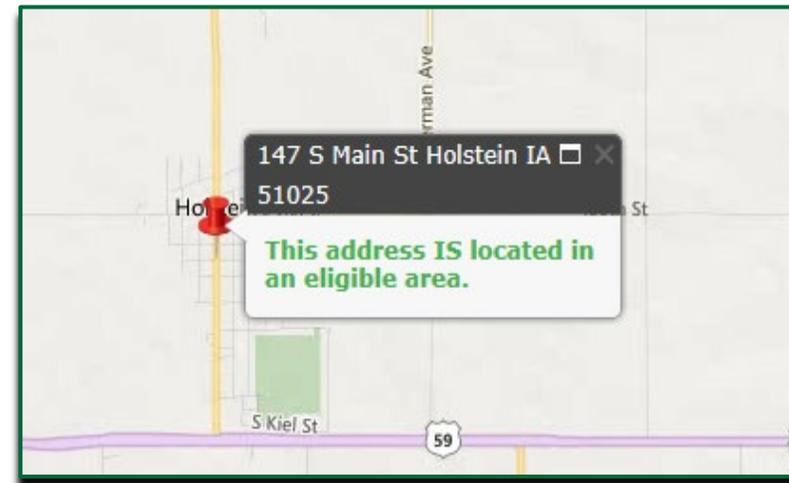
Determining Urban vs Rural site location

- Typically, an Urban area is a community of more than 25,000 people or one that is part of a larger MSA.
- If in doubt, you can determine Urban vs Rural by entering the property address into the USDA Eligibility website.
- This website can be found here: <https://eligibility.sc.egov.usda.gov/eligibility/welcomeAction.do>
 - Select "Single Family Housing Guaranteed", then click "Accept"

Urban



Rural



Once the address is input, the address will populate Red or Green.

Red/Not Eligible = Urban. Green/Eligible = Rural

Section Seven: Disbursement Information Page 2

1st Mortgage Amount: = Loan Amount from Closing Disclosure (CD)

1st Mortgage APR: On page 5 of the CD

1st Mortgage Rate Type: Fixed or Adjustable

1st Mortgage Term: Number of months of the loan term

- Must be at least a 60-month term

1st Mortgage Origination Charges: Page 2 Line A of the CD

Is the 1st Mortgage Loan covered by HOEPA?: Answer **Yes** if the loan would be defined as a high-cost loan.

- Bank staff test the 1st mortgages for high-cost loan status using the Consumer Finance Protection Bureau Rate Spread Calculator. A loan with a rate spread over 6.5 or greater is ineligible.

Other Grants/Forgivable loan: Refers to grants or deferred loans in the financing structure which do not require monthly payments. Provide source(s) and total dollar amount.

2nd Mortgage on the Property: Answer **Yes** if there is a second mortgage requiring monthly amortizing payments.

1st Mortgage Amount*	<input type="text"/>
1st Mortgage Interest Rate %*	<input type="text"/> %
1st Mortgage APR %*	<input type="text"/> %
1st Mortgage Rate Type*	Select <input type="text"/>
1st Mortgage Term (Months)*	<input type="text"/>
1st Mortgage Amortization Period (Months)*	<input type="text"/>
1st Mortgage Program*	Select <input type="text"/>
Is 1st Mortgage Program FHA?*	<input type="radio"/> Yes <input type="radio"/> No
1st Mortgage Funded by*	Select <input type="text"/>
1st Mortgage Origination Charges*	<input type="text"/>
Is 1st Mortgage Loan to be sold?*	<input type="radio"/> Yes <input type="radio"/> No
Is 1st Mortgage Loan covered by HOEPA?*	<input type="radio"/> Yes <input type="radio"/> No
Is there a 2nd Mortgage on this Property?*	<input type="radio"/> Yes <input type="radio"/> No

Section Seven: Disbursement Information Page 2

- **Amortizing second mortgages are noted by selecting **yes** on this screen**
 - Do not enter a deferred mortgage in this field (a lien which does not require payments for a specified period of time)
- **Provide the APR for the loan, and upload the 2nd mortgage Closing Disclosure**
- **Bank staff will confirm if this is a high-cost loan using the Consumer Finance Protection Bureau Rate Spread Calculator. A loan with a rate spread of 8.5 or greater would be ineligible.**
 - If the APR of the second mortgage exceeds the threshold for a high-cost loan, the loan would not be eligible per program requirements.

The screenshot shows a web form for entering 2nd mortgage information. The form includes the following fields and options:

- Is there a 2nd Mortgage on this Property?*** with radio buttons for **Yes** (selected) and **No**.
- 2nd Mortgage Amount*** with a text input field containing **2000**.
- 2nd Mortgage Program*** with a dropdown menu showing **Conventional**.
- 2nd Mortgage Interest Rate %*** with a text input field containing **0** and a **%** symbol.
- 2nd Mortgage APR %*** with a text input field containing **0** and a **%** symbol.
- 2nd Mortgage Rate Type*** with a dropdown menu showing **Fixed**.
- 2nd Mortgage Term (Months)*** with a text input field containing **360**.
- 2nd Mortgage Amortization Period (Months)*** with a text input field containing **360**.
- Attach 2nd Mortgage Signed Closing Disclosure*** with an **Uploaded File Info** section showing a file named **CD 2nd Mortgage.pdf** and a **Remove** button.

Any residential mortgage will be ineligible to be used with DP subsidy if the APR threshold (annual percentage rate including interest, points and fees) charged for the loan exceed the thresholds of the Home Ownership and Equity Protection Act of 1994 and its implementing regulation, (Federal Reserve Board Regulation Z), as redefined under Title XIV of the Dodd-Frank Act.

Section Seven: Disbursement Information Page 2

List all applicable funding sources and loan terms for the transaction

Typical funding sources:

- Subordinate Amortizing Lien
- Grant (Non-FHLBDM)
- Deferred Downpayment Lien
- Buyer Funds/Earnest Money
- Seller Credit
- Gift Funds (provide letters with 1st mortgage CD if not provided at reservation)
- Gifts of Equity
- Cash to Close
- Other (provide explanation)

Sum of Purchase Price plus the Closing Costs entered in Section 6 is totaled in the background and the system displays the appropriate message regarding insufficient or excess funding when compared to the funding sources entered.

Total Buyer Funds \$10,000 or greater not disclosed at reservation will need to be sourced at disbursement by the provision of the last two months bank statements.

- **Insufficient funding** will prevent finalizing the screen preventing file submission. Total Funding = / + Total Cost to Purchase.
- **Total Funding Sources exceeding Total Cost to Purchase** will require correction, explanation and confirmation to comply with program guidelines regarding excess cash back at closing.

FUNDING SOURCES OVERVIEW Add Funding Source

Action	Funding Source Type	Amount	Rate Type	Interest Rate	APR	Term (Months)
	1st Mortgage	\$90,000.00	Fixed	3.5000%	3.7500%	360
	2nd Mortgage	\$2,000.00	Fixed	0.0000%	0.0000%	360
	FHLBDM Grant	\$7,500.00		0.0000%	0.0000%	60
Edit Remove	Buyer Funds	\$1,000.00				
Edit Remove	Gift Funds	\$2,500.00				
Total Funding Sources:		\$103,000.00				
Total Cost to Purchase :		\$102,500.00				

Total Funding is greater than the Total Cost to Purchase.

A member may not provide cash back to a household at closing on the mortgage loan in an amount exceeding \$250. If the settlement statement or other closing documents show cash back to the homebuyer in an amount greater than \$250, then the member must provide documentation showing that the cash back was used to:

1. Reduce the mortgage amount by the amount of excess predicted at closing so the buyer gets the full benefit of the grant funds.
2. Apply the excess funds as a principal reduction.

I agree to comply with program requirements. Check to confirm.

Funding Sources Overview Table - The 1st mortgage, 2nd mortgage (if any) and FHLB grant will automatically populate.

Section Eight: Certificate of Borrower Eligibility

Certificate of Borrower Eligibility Screen

- This document is created after information about homebuyer financing has been input into Disbursement Information Pages 1 and 2.
- Review the document to ensure you input correct information.
- Enter your name and title to verify your certification of the information submitted, per the statement on screen. Saving the screen enters the date for certification.
- If the file is sent back for a correction on Disbursement Information Pages 1 or 2 it will require the recertification of the CBE as this information is updated from there.

Certificate of Borrower Eligibility ?

This form may be printed for your records if needed.
Print PDF

FHLB DES MOINES
Certificate of Borrower Eligibility

Member and Borrower Information

Member Name	First National Bank Of Ames Ames, IA
Homeowner	Test Run
Co-Homeowner	
Property Address	1254 E 13th St DES MOINES, POLK, IA 50316
Census Tract	0048.00
Homebuyer Counseling	Framework
Related Party Transaction	no
Number of Household Members	?

Subsidy Information

Amount	\$ 15,000.00	Closing Date	26-Dec-23
Household Income	\$ 40,000.00	Use	Assistance with Acquisition Costs
Income Category	50		

I certify that I am an authorized employee of the Federal Home Loan Bank of Des Moines participating member institution through which the down payment assistance grant was distributed. I further certify that: 1) the above information is true, complete, and accurate and that appropriate steps were taken to ensure its accuracy; 2) this household meets the eligibility requirements of the AHP Regulations (12 C.F.R. Part 1291); 3) if applicable, the homebuyer/owner counseling program was provided by, or based on one provided by, a recognized and experienced counseling organization and counseling included financial literacy and predatory lending education per National Industry Standards for Homeownership Education and Counseling; 4) related counseling costs are not covered by another funding source, including my institution, if paid from this subsidy award; and 5) the associated interest rate, points, fees, and any other charges of the mortgage loan do not exceed reasonable market interest rates, points, fees, and any other charges for similar loans.

Certifier's Name *

Title *

Section Nine: FHA Documentation

FHA Letter for Underwriting

- FHLB Des Moines provides this letter to help facilitate transactions that are FHA guaranteed.
- This letter from the Bank can be provided to an FHA underwriter to satisfy secondary financing requirements by government entities.
- If needed for your records, print the letter and then Save to proceed. If not needed, merely Save and go to the next section.

FHA Documentation ?

FHA letter is not required since 1st Mortgage program is not FHA. Please proceed to the Disbursement Home screen.

• Please print if applicable
Print PDF



Federal Home Loan Bank of Des Moines
909 Locust Street, Suite 200 | Des Moines, IA 50309
800.544.3452 | www.fhlbdm.com

December 14, 2023

First National Bank Of Ames
Ames IA

Re: Test Run
1254 E 13th St ,
DES MOINES, POLK, IA 50316

FHA Case Number

To Whom It May Concern:

This letter is being provided solely for the purpose of satisfying the FHA's

Section Ten: Disbursement Information Page 3

Required Documentation 2023 Funding Round

- Final Closing Disclosure for the 1st mortgage loan, signed by the borrowers
- Recorded copies of the Deed Restriction, Lease Addendum and the Warranty Deed
- An upload field for corrections or additional documentation has been provided

Household Notification Question on the Disbursement Information Page 3 Screen

This question is related to future payoff requests by the Homebuyer, the calculation of the homebuyer's investment at the time of the purchase and subsequent improvements to their home.

- The amount spent by the homeowner on improvements to their property is an eligible credit at the time of payoff request.
- Please ensure the household is notified of the need to retain these receipts and invoices at closing and select the radio button to complete the screen at disbursement.

Disbursement Information Page 3 ?

What is the actual closing (Settlement) completion date for this unit?*

Is the correct actual closing date displayed at the top of this page?* Yes No

Please attach all required Documentation listed below:

Signed Final Closing Disclosure* ?

Recorded Deed Restriction & Warranty Deed* ?

Additional Documentation ?

Has the downpayment program-assisted household been notified, at the time they purchased their home, that they should maintain documentation of their household investments in case the unit is sold or refinanced during the five-year retention period?*

I acknowledge that the household has been notified.

- Attached Closing Disclosure should be signed by the borrowers.
- Use the Deed Restriction form provided on the FHLBDM website. Contact the Bank if it cannot be used in your jurisdiction.
- Attached Deed Restriction should be copy of the recorded document. Include a copy of the Warranty Deed in the attachment.

Final Closing Disclosure

- **The closing disclosure must document grant funds were used for one or more of the following:**
 - Down payment, closing costs, cost of a financial literacy program (homebuyer education)
- **Grant funds are to be documented on Page 3, Section L and named as either “FHLB DM Grant”, “Home\$tart Grant” or “NAHI Grant” depending on the program**
- **Closing costs must be representative of expenses incurred in the purchase and financing of a residence and may include costs for a Financial Literacy Program (homebuyer education)**
- **Borrowers cannot receive more than \$250 cash back at closing. Costs paid outside of closing should be noted the CD in Closing Cost Detail, or other satisfactory documentation attached to the CD for Bank review and determination of eligibility for reimbursement with grant funds.**
 - Cash back includes reimbursement of down payment, deposits, or earnest money, and payment of collections, judgments, or other financial obligations of the borrowers
 - If it is necessary to pay collections or judgments to close a transaction, the CD must demonstrate they are paid from borrower cash funds

Recorded copies of the Deed Restriction, Lease Addendum and Warranty Deed

- **The Deed Restriction/Lease Addendum must be recorded as a separate lien on title in the appropriate jurisdiction at the same time the other closing documents, i.e. Warranty Deed/land lease agreement, are recorded**
 - If there was a delay in recording (generally longer than two weeks) provide an explanation with your disbursement submission
- **The member should be named as “Lender” in the Deed Restriction/Lease Addendum**
- **The member is responsible for servicing the Deed Restriction/Lease Addendum**
- **Upload a .pdf copy of the recorded Deed Restriction, together with the recorded Warranty Deed/Land Lease, and Lease Addendum as applicable, on Disbursement Information Page 3**
- **Always use the most current version of the Deed Restriction/Lease Addendum available on our website as they can be updated yearly.**
 - The Deed Restriction/Lease Addendum is a forgivable grant that must be paid back in part or may be forgiven when the home is sold or refinanced before the full term is met
- **Instructions for [Lien Release and Subordination](#), including repayment of a subsidy award, can be found on our website.**

Disbursement Process

Disbursement Submission

- **When your Disbursement Home dashboard shows all sections completed, Submit the disbursement request**
 - All sections must have **green checkmarks** before the Submit button will appear
- **Once the Submit button has been clicked, the status will change to Disbursement Request Submitted**
- **After submission, change in disbursement status can be tracked on Disbursement Home or on the Dashboard**

Note: If you do not click Submit, the file will expire 120 days after the reservation was approved even if you have all green checkmarks

Disbursement Request Home

Reservation Approved Amount \$ 15,000.00
Disbursement Request Amount \$ 15,000.00
Disbursement Status Disbursement Request Pending
Withdrawal Requested? N
Set Aside Round 2024 HomeStart
Current Member Institution Name First National Bank of Ames | Ames, IA
Disbursement Member Institution Name First National Bank of Ames | Ames, IA
Homeowner 1: Test Run
Homeowner 2:

Description	Status
Disbursement Initiation	✓
Additional Contacts	✓
Site Selection	✓
Homeowner Selection	✓
Household Income	✓
Disbursement Information Page 1	✓
Disbursement Information Page 2	✓
Certificate of Borrower Eligibility	✓
FHA Documentation	✓
Disbursement Information Page 3	✓
Timeline	✓

Status Changes Details

Changed From	Changed To	Changed By	Changed Date
	Disbursement Request Pending	member1044	12/14/2023 09:03:10 AM

I hereby certify that I am an authorized employee of the participating member, that this disbursement request is being submitted on behalf of the participating member, and that all of the information included in this request is true and correct to the best of my knowledge.

The member agrees to:

- (1) Maintain all Down Payment Assistance documents used to determine eligibility (e.g., recorded mortgages and related notes, Closing Disclosure, and income, first-time homebuyer, and counseling documentation) and provide any and all requested documentation to the Bank;
- (2) Notify the Bank of any sale, refinance or foreclosure of the property prior to the expiration of the five-year retention period and reimburse the Bank for any and all amounts that are recaptured in connection therewith;
- (3) Verify that each of the homebuyers identified (a) is a member of a low-to-moderate-income household with maximum household income at or below 80 percent of the area median income, (b) meets all eligibility criteria in accordance with the Implementation Plan and section 1291.6(c) of the AHP regulation;
- (4) Verify that each of the first-time homebuyers identified has completed an approved homebuyers counseling program.
- (5) Limit the rate of interest, points, fees and any other charges to a reasonable market rate of interest, points, fees, and other charges for a loan of similar maturity, terms and risk;
- (6) Verify that the FHLB Des Moines Deed Restriction has been executed and recorded, separate from the first mortgage;
- (7) Reimburse the Bank for any and all funds in the event that any past, present or future misrepresentation causes the homebuyer or the member to be in violation of program requirements as stated by the Bank or the Federal Housing Finance Agency; and
- (8) Adhere to the program guidelines as set forth in the Implementation Plan.

Submit

• Please complete individual screens.

• All checkmarks must be green before the Submit button appears, which you must click to complete the disbursement request.

Disbursement Process, cont.

- **Disbursements are reviewed in the order they are received. Please see the website for current review timelines.**
- **Bank staff will review the disbursement and Member contacts will receive a system-generated email requesting clarifications.**
 - A **"?"** will appear in the Status of the Section requiring clarification on the **Disbursement Home** screen. The member must **Submit** again after clarification.
- **Members must submit requested documents to the Bank within 120 cumulative days of the file status "Disbursement Clarification Pending" to complete the disbursement.**
 - Time does not accrue when the file is with FHLB DM's control. If the file review is not completed after 120 cumulative days, the disbursement will expire, and the Member must contact the Bank to determine next steps for reimbursement.

Approved disbursements are funded directly to the Member's DDA account, and an approval email is sent to the Member contacts on the Disbursement.

Should a Disbursement not comply with program requirements the Member will be contacted to review the issue and determine potential cures.

Reservation Number	Disbursement Number	Homeowner Last Name	Homeowner First, Middle Name	Member Contact	Date Reservation Submitted	Current Status	Subsidy Reserved	Grant Expiration	Withdrawal Requested	Subsidy Disbursed	Proposed Settlement Date	Disbursement Date
<input type="text" value="Search"/>	<input type="text" value="10142"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>								
13206	10142	Lastname1	firstname1, Middlename1	FirstName_53 LastName_53	Jul 13, 2020 02:16:40 PM	Disbursement Request Clarification Pending <i>Disb. Expires: 01/04/2021</i>	\$ 7,500.00	Jan 06, 2021 12:00:00 AM	N	\$ 0.00	Sep 18, 2020	



Technical Assistance: Down Payment Products

APPENDIX: RESERVATION AND DISBURSEMENT STATUS CHANGES

Appendix for Reservation and Disbursement Status Changes

How do I better understand the status of my submission?

Status Descriptions	
Reservation/Disbursement Request Pending	A Reservation or Disbursement has been initiated, but not yet submitted. You may begin and save the progress on the request, then return to complete the work. All screens will need to be completed and then <i>submitted</i> before the expiration date.
Reservation/Disbursement Request Submitted	The Reservation or Disbursement has been submitted and is now available for FHLB Des Moines to review and approve. You are no longer able to edit this request.
Reservation/Disbursement Clarification Request Pending	The Reservation or Disbursement has a clarification request outstanding. You can edit only the pages where FHLB Des Moines has indicated clarification is needed.
Reservation/Disbursement Clarification Request Submitted	The Clarification has been submitted, returning the reservation request to FHLB Des Moines. You cannot edit the clarification once submitted.
Reservation Request Eligible	The request has been reviewed, and FHLB Des Moines has determined the homebuyer is approved for a reservation. Disbursements may now be initiated and submitted within 120 days.
Disbursement Request Approved	The request has been reviewed by FHLB Des Moines and approved. Funds will be deposited into the member's FHLB Des Moines Demand Deposit Account.
Expired (Reservation Stage)	If a disbursement request was not submitted within 120 days of reservation approval, the reservation has expired. Reserved funds from expired reservations are automatically returned to the general first-come/first-served pool.
Expired (Disbursement Stage)	If a disbursement request has been submitted, reviewed by FHLB staff, and has been in Clarification Pending status for 120 cumulative days, the disbursement has expired. Pending final review, the reserved funds will be manually returned to the general first-come/first-served pool by FHLB staff.



Technical Assistance: Down Payment Products

WHERE TO FIND US

Contact Information: Down Payment Products

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Thank you

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