

# First Down

## Program Process

### 1) Loan Reservation Process

- i) **Submit to NHDA Loan Reservation Packet with:**
  - (a) **signed purchase agreement**
  - (b) **completed Loan Reservation Request form**  
*Download from NHDA website*
- ii) **NHDA will review & notify of loan reservation**  
*(goal = 48 hour turnaround)*
- iii) **Loan reservation valid for 90 days**  
*(can be extended if needed-contact us if need an extension)*

### 2) Loan Disbursement Process

- i) **Submit to NHDA Loan Disbursement Packet with:**  
*submit packet at least 10 working days prior to closing*
  - (a) **Uniform Loan Application**  
*Uniform Residential Loan Application*  
*Must be signed by applicant*
  - (b) **Income Verification Documentation**  
*Source Documentation*
  - (c) **FHLBank Topeka Income Calculation Worksheets**  
*Download from NHDA website*
  - (d) **Zero Income and/or Unemployment Certification Form (If applicable)**  
*Download from NHDA website*
  - (e) **Homeownership Education Certificate**  
*From Approved REACH Affiliate/NHDA Approved Provider*  
*Must be signed by provider if face to face or homebuyer if online*
  - (f) **Affidavit of Promotion of Empowerment**  
*Must be dated and signed by applicant*  
*Download from NHDA website*
  - (g) **Documentation of Promotion of Empowerment**  
*If applicant accepts a memo or certificate from provider is required*
  - (h) **Documentation of Targeting Commitments (as applicable)**  
*Documentation for each identified target*  
*See program process/definitions for requirements*
  - (i) **Memo or Note for Additional Mortgages (If applicable)**  
*If there are additional mortgages a memo with terms or a Note must be submitted*
  - (j) **Draft or Final Closing Disclosure (May Not Reflect Any Cash Back to Borrower & Must Include all program Fees)**
  - (k) **Draft Real Estate Retention Agreement**  
*First National Bank of Omaha is the Member*  
*Amount is \$6,000 and this is signed at closing*  
*Download from NHDA website*
  - (l) **List of Rehab Items and Costs if Rehab is Listed on CD (If applicable)**  
*Cost of Rehab items must match the amount listed on the CD*
  - (m) **Loan Disbursement Request Form**  
*Must be fully completed*  
*Download from NHDA website*

- ii) **NHDA will compile & review packet**  
*If application is complete and accurate an email will be sent to the contact stating so. If further information is needed it will be requested.*
  - iii) **Funds will be wired for closing**
  - iv) **Loan Closes**
  - v) **Submit the Final Loan Documents to NHDA within 15 calendar days of closing.**
    - (a) **Final Closing Disclosure**  
*Must include \$6,000 FHLB Grant, \$500 Sponsor Fee, Homebuyer Ed Fee and Recording Fee*
    - (b) **Final Recorded Real Estate Retention Agreement**
    - (c) **Final Memo or Note for additional mortgages (if applicable)**
  - vi) **NHDA will submit packet to FHLBank of Topeka**
    - (a) **AHP Owner Disbursement Request**  
*NHDA will complete AHP Disbursement Request  
Review documentation of commitments & targets  
Submits complete packet to FHLBank of Topeka  
Submits to FNBO for signature*
    - (b) **FHLBank Topeka Approves or Denies Application**  
*FHLBank may request additional information or documentation*
- 3) **Funds Wired**
- i) **Funds will be sent from FHLBank Topeka to First National Bank of Omaha**
  - ii) **Funds will be sent from First National Bank of Omaha to the NHDA**
  - iii) **If funds are fronted by another organization they will be wired as directed on the Loan Disbursement Request Form**
- 4) **Other**
- i) **Real Estate Retention Agreement for FHLBank of Topeka must be signed at closing**
  - ii) **Real Estate Retention Agreement for FHLBank of Topeka must be recorded after closing**
  - iii) **Homebuyer Education Fee check and Sponsorship Fee check must be mailed to appropriate parties after closing**
  - iv) **Please notify NHDA of any open houses or dedication events so we can invite FHLBank of Topeka representatives**