



# HSP OVERVIEW

**\*\*REFER TO THE HSP USER GUIDE FOR AN IN-DEPTH REVIEW OF PROGRAM GUIDELINES.\*\***

# Contacts and Resources

- **HSP Public Web Page**

[www.fhlbtopeka.com/hsp](http://www.fhlbtopeka.com/hsp)

- **HSP Email Address**

[hsp@fhlbtopeka.com](mailto:hsp@fhlbtopeka.com)

- **HCD Phone Number**

1.866.571.8155

# HSP Public Web Page vs. HSP Online

## HSP PUBLIC WEB PAGE

- Public web page:  
[www.fhlbtopeka.com/hsp](http://www.fhlbtopeka.com/hsp)
- Everybody has access, including the general public
- Homebuyer education links
- Training videos and slides
- Guides and forms
- Link to HSP Online

## HSP ONLINE

- Only designated authorized users have access
- Remaining funds updated in real time
- Initiate and submit reservation and disbursement requests
- Respond to clarification requests
- View reservations from past rounds

# HSP Overview

## FUNDS AVAILABILITY

- Opens annually on the first Monday in March
- Maximum grant \$7,500.00, minimum grant \$2,500.00 per qualified household
- Up to the greater of \$4.5 million or 35 percent of FHLBank's annual required AHP contribution allocated to HSP

## MEMBER LIMIT

- \$37,500.00 in reservations per month, per member
- Cumulative
- Ability to initiate reservations is disabled when limit is met
- Limit increases first business day of each month by 9:00 a.m.
- Limit evaluated after July 1
- Members will be notified if monthly limit is discontinued or changed
- Limit based on reservations in HSP Online, not loan closings or disbursement requests

# High-Cost Area HSP

## PROGRAM DETAILS

- Available to first-time homebuyers purchasing homes in High-Cost Areas
  - Property being purchased must be in a High-Cost Area county (see list on next slide)
- Opens first Monday in March
- \$750,000.00 total allocation available
- Maximum grant \$15,000.00, minimum grant \$2,500.00 per qualified household
- \$45,000.00 in reservations per member, per month
- Runs concurrently with the regular HSP round
  - Member limits, reservations, disbursements, etc. cannot be combined or transferred between the HSP and the High-Cost Area HSP
  - All general and income HSP eligibility guidelines and rules apply to both programs
- Members that originate home loans in High-Cost Areas should email [hsp@fhlbtopeka.com](mailto:hsp@fhlbtopeka.com) to request participation in the High-Cost Area HSP

# High-Cost Area HSP

The Federal Housing and Finance Agency (FHFA) defines High-Cost Areas as counties in which 115 percent of the local median home value exceeds the baseline conforming loan limit as established annually.

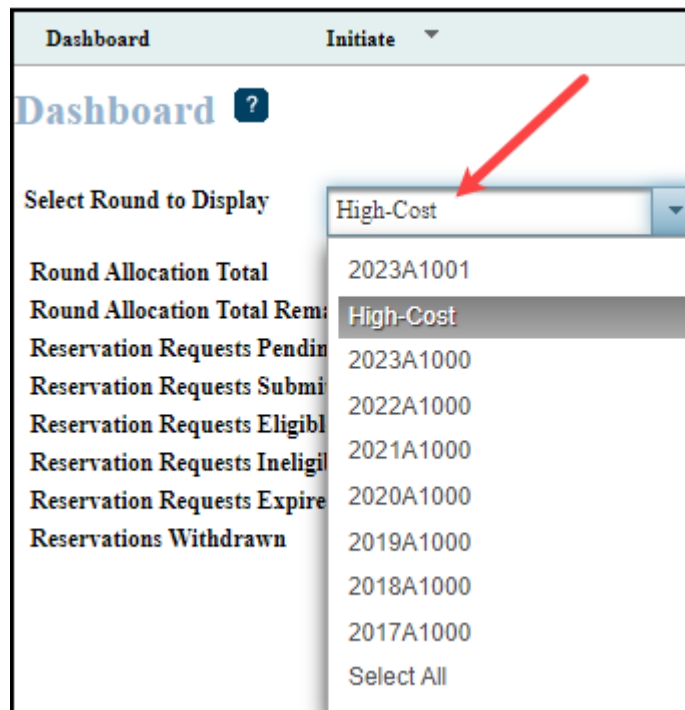
## HIGH-COST AREAS WITHIN FHLBANK DISTRICT:

- Adams County, CO
- Arapahoe County, CO
- Boulder County, CO
- Broomfield County, CO
- Clear Creek County, CO
- Denver County, CO
- Douglas County, CO
- Eagle County, CO
- Elbert County, CO
- Garfield County, CO
- Gilpin County, CO
- Jefferson County, CO
- Park County, CO
- Pitkin County, CO
- Routt County, CO
- San Miguel County, CO
- Summit County, CO

# High-Cost Area HSP

## HSP ONLINE

When reserving funds in HSP Online for the High-Cost Area HSP, ensure the High Cost-Area HSP round is selected on the Dashboard.



# Authorization Form vs. Registration Agreement

## AHP/HSP Authorization Form

- Designates authorized users to access AHP/HSP Online
- Does not require annual submission
- Mail original to FHLBank
- Instructions included with form on HSP public web page
- Signature from individual on FHLBank Credit Resolution needed
- **Supplemental** Form used to add authorized users
- Email [hsp@fhlbtopeka.com](mailto:hsp@fhlbtopeka.com) to remove authorized users

## HSP Member Registration Agreement

- Institutions that registered in 2020 or a subsequent HSP round will automatically be registered to participate in the HSP
- Institutions that did not register in 2020 or a subsequent HSP round can email [hsp@fhlbtopeka.com](mailto:hsp@fhlbtopeka.com) for registration instructions
- Members that originate home loans in High-Cost Areas should email [hsp@fhlbtopeka.com](mailto:hsp@fhlbtopeka.com) to request participation in the High-Cost Area HSP



# HSP Eligibility

## HSP Resources – [www.fhlbtopeka.com/hsp](http://www.fhlbtopeka.com/hsp)

- HSP Eligibility Questionnaire
- HSP User Guide
- HSP Closing Checklist for Members
- AHP/HSP Income Calculation Guide

## Certification of Eligibility

- Eligibility certified in HSP Online
- Authorized User submitting reservation must have first-hand knowledge of certifications
- Obtain and retain back-up documentation
- Eligibility must be determined at time of reservation submission
- Re-certify eligibility if time has lapsed between eligibility interview and reservation submission

# HSP ELIGIBILITY CERTIFICATIONS

## FIRST-TIME HOMEBUYER

All borrowers, co-borrowers and co-owners of the transaction, who do not own and are not investors in another residence, and who wish to purchase a home that will be their primary residence. In addition, the homebuyer(s) must meet any one of the following criteria:

- Have had no ownership in a residence during the prior three-year period ending on the date of purchase of the property;
- Have only owned a residence not permanently affixed to a permanent foundation in accordance with applicable Regulations;
- Has only owned a property that was not in compliance with State, local or model building codes and which cannot be brought into compliance for less than the cost of constructing a permanent structure; or
- Is a household displaced as a result of a Federally Declared Disaster (as designated by FEMA) within 24 months of the reservation date.

# HSP ELIGIBILITY CERTIFICATIONS

## NON-OCCUPYING CO-BORROWERS

### NOT ELIGIBLE



**Co-borrower:** Individual(s) included on the deed, mortgage/deed of trust, and promissory note for a property in conjunction with another individual(s) and is liable for repayment of debt secured by the mortgage/deed of trust.

## NON-OCCUPYING CO-SIGNERS

### ELIGIBLE



**Co-Signer:** Individual(s) that is included on the promissory note and is liable for repayment of debt for real estate but is not on the deed and/or mortgage deed/of trust for the property.

## NON-OCCUPYING CO-OWNERS

### NOT ELIGIBLE



**Co-owner:** Individual(s) included on the deed and/or mortgage/deed of trust for a property in conjunction with another individual(s).

## KNOW THE DIFFERENCE:

Co-borrower = Deed, Mortgage/Deed of Trust and Note

Co-owner = Mortgage and/or Deed of Trust

Co-signer = Note



# HSP ELIGIBILITY CERTIFICATIONS

## CASH BACK AT CLOSING

- Cash back cannot exceed \$250.00
- Cure cash back by applying a principal reduction, reducing the HSP grant amount or reducing another source of funds
- Cash back must be cured prior to the loan closing; The CD cannot be corrected after the loan closing and HSP Disbursement submission
- Cash back cannot exceed \$250.00, even if the household contributed or was gifted funds to the transaction

## HOUSEHOLD

Household: ALL individuals who currently, or will, occupy the residence.

- All individuals who currently or will occupy the residence must be identified and their income included in the Income Calculation Workbook (ICW).
- Minor and non-minor children must be disclosed as household members
- Borrowing and non-borrowing adults (including spouses and significant others) must be disclosed as household members
- Income for all adult (age 18 and over) household members must be disclosed

# HSP ELIGIBILITY CERTIFICATIONS

## REPAYMENT OF OTHER DEBT

- Payment of non-housing related costs as part of the home purchase is prohibited
- Examples: Debt collections, credit cards, auto loans, etc.
- If a non-housing related cost must be paid at the loan closing and documented on the CD, contact HCD prior to the loan closing to discuss

## REFINANCE OF EXISTING LOAN

- Purchase transactions only

## LOAN CLOSING

- First mortgage should close only after reservation approval by FHLBank
- “Reservation Request Eligible” status
- Email confirmation of approval sent to all contacts (authorized users) associated with the reservation

# HSP ELIGIBILITY CERTIFICATIONS

## HOMEBUYER AND PROPERTY

- Reservation cannot be transferred to a different homebuyer or property
- Homebuyer names and property address on the Closing Disclosure (CD) must match the homebuyer names and property address provided at Reservation submission

## MORTGAGE INTEREST RATE

- All mortgage interest rates must be at or below FHLBank maximum interest rates in effect as of the date of closing
- Posted in the Resources section of the HSP public web page
- Updated the first Friday of each quarter

# HSP ELIGIBILITY CERTIFICATIONS

## LENDER FEES AND DISCOUNT POINTS

- Lender fees and discount points must be at or below FHLBank's maximum in effect as of the date of closing
- Lender fees paid by the homebuyer cannot exceed 4% of the loan amount
  - Any fee paid to the member and/or lender
- Discount fees paid by the homebuyer cannot exceed 2.5% of the loan amount

## PROCESSING FEES

- Processing fees cannot be charged by an entity for providing the HSP subsidy
- Members or other entities are allowed to charge **loan** processing fees

# ADDITIONAL ELIGIBILITY REQUIREMENTS

## CLOSING DISCLOSURE (CD)

- Provide final, **signed** CD at Disbursement submission
- Mortgage loan term: maximum of 40 years, minimum of five years
- HSP grant should be labeled on CD as “HSP Grant”. Do not label as “second mortgage” or “gift funds”
- Ensure loan terms and loan information sections on CD are filled out completely

## FHLBANK DOES NOT REQUIRE

- The first mortgage to be sold to FHLBank’s MPF program
- A copy of the purchase contract or purchase contract to be dated on or after the HSP round opening date
- Minimum credit score, debt-to-income ratio or loan-to-value ratio

**Remember: The lender and/or investor guidelines DO NOT supersede the HSP guidelines under any circumstance. Both HSP guidelines and first mortgage lender and investor guidelines must be followed.**



# INCOME ELIGIBILITY

## TIPS FOR SUCCESS

- Utilize the HSP Eligibility Questionnaire and AHP/HSP Income Calculation Guide
- Review the Income FAQ in the HSP User Guide
- Review HSP Income Calculation Slides
- Interview household at the time of reservation submission
- Ask household to disclose ALL household income sources
- Give examples; the homebuyer does not know what you need
  - A non-exhaustive list of income source examples can be found on the HSP Eligibility Questionnaire
- Do not provide excess income documentation; only provide what is required
  - Income Documentation Guidelines can be found in the AHP/HSP Income Calculation Guide
- Keep loan guidelines and grant guidelines separate
- Obtain a new ICW for each household
  - Current version of ICW and HSP Income Limits are accessible in the Resources section of the HSP public web page

# PROPERTY ELIGIBILITY

## ELIGIBLE PROPERTIES

- Located in:
  - Colorado
  - Kansas
  - Nebraska
  - Oklahoma
- High-Cost Area HSP
  - Property must be in a High-Cost Area within FHLBank Topeka's district per FHFA definition
- Single-family dwellings
- Townhouses
- Condominiums
- Manufactured housing
  - Affixed to permanent foundation
  - Titled as real estate

## APPRAISAL REQUIREMENTS

- Appraisal only required when:
  - Member has an ownership interest (REO)
- Appraisal Requirements:
  - Market value deems “as-is” or “as-rehabilitated”
  - Value determined by an independent appraisal
  - Appraiser state-certified or licensed
  - Performed within six months prior to the date of reservation of HSP grant funds
  - Purchase price does not exceed market value

# USES OF GRANT FUNDS

## ELIGIBLE USES

- Down Payment
- Closing Costs
  - Loan origination, discount points, appraisal fees, credit report, flood certification
  - Title preparation and closing fees
  - Recording fees and tax stamps
  - Prepaid interest, escrows and PMI
  - Property inspection fees
- Repairs
  - Restoration of dwelling in substandard condition, damaged or broken (i.e. roof, electrical, plumbing, sewer, mechanical, foundation, structural, windows, doors, floor coverings, wall repair, paint)
  - Hazardous material remediation
  - Habitability issues
  - Code deficiencies
  - Underwriting requirements

## INELIGIBLE USES

- Cash back to homebuyer exceeding \$250.00
- Payment of non-housing-related costs
- Home purchases closed prior to reservation approval
- Transactions that include non-occupying co-borrower and/or non-occupying co-owner
- Repairs
  - Repairs to a detached outbuilding
  - Payment to household member for repair labor
  - Luxury items (i.e. landscaping, hot tubs, swimming pools)

# DOCUMENTATION OF REPAIRS

## REPAIR EXPENSES HELD IN ESCROW

- Establishment of escrow account shown on CD
- Estimate from the contractor and/or vendor that includes a detailed list of repairs
- Estimate must document property address
- Unused funds applied as principal reduction or held in escrow for future payments
- Obtain and review repair estimates prior to loan closing

OR

## REPAIR EXPENSES LISTED ON CLOSING DISCLOSURE

- Repairs documented on CD (repair and cost of repair)
- Copies of **paid** invoices or receipts (repair and cost of repair)
- Invoices or receipts match vendor, amount and repair on CD
- Cash register receipts, online shopping carts, home inspection reports, appraisal requirements, etc. will not be accepted
- Obtain and review paid invoices or receipts prior to loan closing

***\*\*Invoices altered by the member and/or homebuyer will not be accepted.\*\****

# HOMEBUYER EDUCATION

The homebuyer education must be provided by, or based on one provided by, an organization experienced in homebuyer education. FHLBank has determined that HUD Approved Counseling Agencies, organizations that have adopted the National Industry Standards for Homeownership Education and Counseling, programs accepted by Fannie Mae and Freddie Mac and programs provided as part of Habitat for Humanity programs meet these criteria.

*If Homebuyer Education is taken through an online platform, such as EHomeAmerica, ensure the provider meets FHLBank Requirements. EHomeAmerica is not the Homebuyer Education provider.*

# HOMEBUYER EDUCATION

## DESIGNATED ORGANIZATIONS

- United States Department of Housing and Urban Development (HUD)
  - <http://www.hud.gov/offices/hsg/sfh/hcc/hcs.cfm>
- National Industry Standards of Homeownership Education and Counseling
  - <http://www.homeownershipstandards.org/home/Home.aspx>
- Federal National Mortgage Association
  - <http://www.fanniemae.com>
- Federal Home Loan Mortgage Corporation
  - <http://www.freddiemac.com>
- Habitat for Humanity

**If Fannie Mae and/or Freddie Mac will accept the homebuyer education course, it will also be accepted for the HSP. Examples include, but are not limited to, Homeview, Framework and CreditSmart. Access Fannie Mae's Selling Guide or Freddie Mac's AllRegs for a list of their acceptable homebuyer education providers.**

# HOMEBUYER EDUCATION

## REQUIREMENTS

- Course must be completed within the current or previous calendar year
- Only one adult household member is required to complete course
- Classroom or face-to-face setting = provider signature on certificate
- Online = homebuyer signature on certificate
- Cost of course cannot exceed \$500.00

**FHLBank highly recommends the homebuyer education course be taken prior to the loan closing. The homebuyer education requirement is a REG. FHLBank cannot fund the disbursement request if the homebuyer education requirement is not fulfilled.**

# RETENTION REQUIREMENTS

## RETENTION PERIOD

- 60 months
- Repayment amount reduces by 1/60<sup>th</sup> each month
- Household must maintain ownership for retention period or could have to pay back a portion of the HSP grant
- Commences on date loan is closed

## REAL ESTATE RETENTION AGREEMENT (RERA)

- Obtain current version from the Resources section of the HSP public web page for each loan closing; **DO NOT** save the RERA on your computer
- Record immediately following the loan closing
- Do not mail original; copy uploaded to HSP Online is sufficient
- Communicate with title company that a copy of the recorded RERA is needed soon after the loan closing
- Utilize the Sample RERA, which is accessible in the Resources section of the HSP public web page



# RETENTION REQUIREMENTS

## CORRECTIONS

- All corrections must be acknowledged by the homebuyer
  - Homebuyer acknowledges by initialing next to the correction
  - Preferably, acknowledgement of correction is made prior to recording of RERA
  - Some corrections require notary acknowledgement

## COMMON ERRORS

- Misspelling of homebuyer name
- Incorrect completion of city, county and state
- Homebuyer signature, printed name and/or date are missing
- Homebuyer and notary acknowledgment dates do not match or are not completed
- The “By” line in the notary acknowledgement is not completed with the homebuyer's name
- Most current version of RERA was not executed and recorded – Release and recording of new RERA required (**ALWAYS** obtain a new RERA from the HSP public web page)

# IMPORTANT TIMING REQUIREMENTS

## RESERVATION

- Allow 15 calendar days to obtain reservation approval
- Submit reservation as soon as purchase property address has been obtained
- Schedule loan closings accordingly
- Reservations are reviewed in the order of receipt
- Requests to expedite reservation review **will not** be honored
- Beginning of the month = high volume
- Follow FHLBank income documentation guidelines and complete the ICW correctly

***QUALITY SUBMISSION = QUICK APPROVAL***

# IMPORTANT TIMING REQUIREMENTS

## STATUS = RESERVATION REQUEST PENDING

- After reservation initiation (“Reservation Request Pending” status) funds are reserved and reservation must be submitted within 1 day
- Grant expiration date can be viewed on Dashboard in HSP Online
- Email reminder sent 1 day prior to expiration

Example:

Reservation initiated (“Reservation Request Pending”) February 10th

Email Reminder for reservation expiration sent February 11<sup>th</sup>

Reservation expires if not submitted by 11:59 pm February 11th

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	Disbursement Date
<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>							
20130	N/A	Brown	Tom	FirstName_6345 LastName_6345	Feb 10, 2020 08:59:36 AM	Reservation Request Submitted	\$ 2,500.00	Feb 11, 2020	N	\$ 0.00	
20120	N/A	Glenn	Riley, L	FirstName_6365 LastName_6365	Jan 14, 2020 03:57:30 PM	Expired	\$ 5,000.00	Jan 21, 2020	N	\$ 0.00	
20125	N/A	Pitt	Bernard	FirstName_6365 LastName_6365	Jan 16, 2020 11:05:18 AM	Expired	\$ 3,000.00	Jan 28, 2020	N	\$ 0.00	
20129	N/A	Smith	MaKenzie	FirstName_6345 LastName_6345		Reservation Request Pending	\$ 5,000.00	Feb 11, 2020	N	\$ 0.00	
20119	21078	Thorton	Joe, B	FirstName_6365 LastName_6365	Jan 14, 2020 03:55:05 PM	Disbursement Request Approved	\$ 2,000.00	Jan 21, 2020	N	\$ 2,000.00	Jan 16, 2020

Reservation initiated on Feb 10.  
Must be submitted by Feb 11 or  
Reservation will expire. Status will  
change from Pending to  
Submitted once submitted

# IMPORTANT TIMING REQUIREMENTS

## STATUS = RESERVATION REQUEST SUBMITTED

- After reservation has been submitted (“Reservation Request Submitted” status) all contacts selected on the Additional Contact screen will receive a confirmation email
- Reservation cannot be edited by member once submitted
- FHLBank will start review (“Reservation Request Under Review” status)
- Reservation will not expire once submitted

Reservation Request Submitted to HSP Staff

Once Submitted the Reservation will not Expire.

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	Disbursement Date
<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>							
20130	N/A	Brown	Tom	FirstName_6345 LastName_6345	Feb 10, 2020 08:59:36 AM	Reservation Request Submitted	\$ 2,500.00	Feb 11, 2020	N	\$ 0.00	

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	Disbursement Date
<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>							
20130	N/A	Brown	Tom	FirstName_6345 LastName_6345	Feb 10, 2020 08:59:36 AM	Reservation Request Under Review	\$ 2,500.00	Feb 11, 2020	N	\$ 0.00	

Once Submitted the Reservation will not Expire.

# IMPORTANT TIMING REQUIREMENTS

## STATUS = RESERVATION REQUEST ELIGIBLE

- After reservation is approved (“Reservation Request Eligible” status) loan may close
- Disbursement request must be submitted within 90 days of reservation approval
- Grant expiration date can be viewed on the Dashboard in HSP Online
- Email reminder sent 30 days prior to reservation expiration

Example:

Reservation approved (“Reservation Request Eligible”) February 10th

Email Reminder for reservation expiration sent April 11th @ 2:00 am

Reservation expires if disbursement not submitted by 11:59 pm May 11th

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	Disbursement Date
<input type="text" value="20129"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>							
20129	N/A	Smith	MaKenzie	FirstName_6345 LastName_6345	Feb 10, 2020 03:54:37 PM	Reservation Request Eligible	\$ 5,000.00	May 11, 2020	N	\$ 0.00	

Reservation Approved Feb 10, 2020.  
Approved Reservation will Expire after 90 days. You must submit the Disbursement Request.

# IMPORTANT TIMING REQUIREMENTS

## STATUS = DISBURSEMENT REQUEST PENDING

- After disbursement initiation (“Disbursement Request Pending” status) funds remain reserved and disbursement request still must be submitted within 90 days of reservation approval
- “Pending” status means disbursement request has not been submitted
- Email reminder for expiration will still be sent; do not ignore reminder emails
- Grant expiration date can be viewed on Dashboard in HSP Online
- Select disbursement number on Dashboard; not reservation number

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	Disbursement Date
<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>							
20119	21078	Thorton	Joe, B	FirstName_6365 LastName_6365	Jan 14, 2020 03:55:05 PM	Disbursement Request Approved	\$ 5,000.00	Jan 21, 2020	N		
20129	21100	Smith	MaKenzie	FirstName_6345 LastName_6345	Feb 10, 2020 03:54:37 PM	Disbursement Request Pending	\$ 5,000.00	May 11, 2020	N	\$ 0.00	
20130	21101	Brown	Tom	FirstName_6345 LastName_6345	Feb 10, 2020 08:59:36 AM	Disbursement Request Submitted	\$ 2,500.00	Feb 18, 2020	N	\$ 0.00	

Status is still Pending.  
Reservation will Expire on  
May 11, 2020.


# IMPORTANT TIMING REQUIREMENTS

## STATUS = DISBURSEMENT REQUEST SUBMITTED

- After disbursement has been submitted (“Disbursement Request Submitted” status) all contacts selected on the Additional Contact screen will receive a confirmation email
- Disbursement cannot be edited by member once submitted
- FHLBank will start review (“Disbursement Request Under Review” status)
- Reservation will not expire once the disbursement is submitted

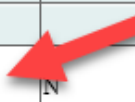
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<input type="text" value="20129"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>							
20129	21100	Smith	MaKenzie	FirstName_6345 LastName_6345	Feb 10, 2020 03:54:37 PM	Disbursement Request Submitted	\$ 5,000.00	May 11, 2020		\$ 0.00	

Status is Submitted.  
Reservation will not Expire



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	Disbursement Date
<input type="text" value="20129"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>							
20129	21100	Smith	MaKenzie	FirstName_6345 LastName_6345	Feb 10, 2020 03:54:37 PM	Disbursement Request Under Review	\$ 5,000.00	May 11, 2020	N	\$ 0.00	

Reservation will not Expire



# IMPORTANT TIMING REQUIREMENTS

## KNOW YOUR DASHBOARD

- Current Status
- Grant Expiration
- Reservation # vs Disbursement #

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	Disbursement Date
<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>							
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# DOCUMENTATION REQUIREMENTS

## RESERVATION

- Income Calculation Workbook (ICW)
- Income Documentation
- Appraisal (if applicable)

## DISBURSEMENT

- Final, **Signed** Closing Disclosure (CD)
- **Signed** Homebuyer Education Certificate
- **Recorded** Real Estate Retention Agreement (RERA)
- Repair documentation (if applicable)
- Final documentation for other grants, forgivable loans and/or 2<sup>nd</sup> mortgages (if applicable)

## KNOW WHAT TO SUBMIT

Do not submit reservation or disbursement request unless all required documentation is being provided. Submitting requests with missing documentation will delay approval. In addition, submitting requests with excess documentation, that is not required, will also delay approval.

# Contacts and Resources

- **HSP Public Web Page**

[www.fhlbtopeka.com/hsp](http://www.fhlbtopeka.com/hsp)

- **HSP Email Address**

[hsp@fhlbtopeka.com](mailto:hsp@fhlbtopeka.com)

- **HCD Phone Number**

1.866.571.8155