

General Information

1. **How much money is available?**
 - a. Program funds are available on a household-by-household, first-come, first-served basis until the annual allocation of funds have been exhausted.
 - b. FHLBank Indianapolis posts available funds on each program's webpage.
2. **What are the income restrictions?**
 - a. Funding is restricted to assisting households with incomes that are 80% or less of the area median income (AMI). AMIs are based on household size, county and state of residence.
3. **Do funds need to be paid back?**
 - a. HOP/NIP/AMP funds are a grant with no repayment required provided the household maintains ownership for five (5) years.
 - b. A five-year retention period for each homeowner is secured with the required recording of the Real Estate Retention Agreement. If the home is sold inside of the retention period, a potential return of a prorated amount of monies (1/60th per month remaining in retention) may need to be returned.
 - i. For more information, please review the Instructions tab of the Funds Return form available on the HOP, NIP or AMP home page(s).
4. **Is this government money or a government grant?**
 - a. HOP/NIP/AMP monies are private funds provided by FHLBank Indianapolis.

Income Qualification

1. **Why do my income calculations differ from the calculation of FHLBank Indianapolis?**
 - a. When calculating income, FHLBank Indianapolis considers the total gross income of every adult household member, including overtime and other pay that may not be included for loan qualification.
2. **Does FHLBank Indianapolis “gross-up” non-taxed income for the purposes of qualification?**
 - a. FHLBank Indianapolis utilizes total gross income – including deductions for insurance. The practice of “grossing-up” income is not accepted.
3. **What if the HOP household has had a change of job in the past 12 months?**
 - a. Providing there has been no gap in employment there should not be issue – just be certain to document all positions with VOEs reflecting start-end dates.

Homeownership Request Workbook

1. **What if the form does not seem to be working properly?**
 - a. The workbook will not populate or otherwise work properly if the macros have not been fully enabled.
2. **Why am I unable to enter information in cells in my Disbursement Workbook?**
 - a. It is possible that your macros have not been fully enabled.
 - b. Only blue cells are input cells.
 - c. Cells that are white are either calculating fields or an indicator that information is being pulled from elsewhere in the workbook.
 - d. Gray cells are cells not currently required or otherwise used.
3. **Where is income received by/on behalf of a minor accounted for?**
 - a. Please include any income such as child support – on the minor(s) tab of the workbook.

Disbursement Process

1. **Once a disbursement request is submitted, when can I expect to receive the funds?**
 - a. FHLBank Indianapolis strives to review disbursement requests within 10 business days of receipt of the request. Requests are reviewed in the order in which they were received. At times of high volume, we may be unable to meet these guidelines but will attempt to review as soon as possible.
 - b. If additional information or documentation is required, FHLBank Indianapolis will email the member. Once provided, FHLBank Indianapolis will work the request back into our pipeline for re-review.
2. **How will I know if monies have been disbursed?**
 - a. An email confirmation will be sent once the request has been approved and funds have been transferred.
3. **Why is the disbursement taking so long?**
 - a. The request may have been returned because the signature provided on the Disbursement Authorization Form is not authorized or original.
 - i. Other reasons for delay or denial:
 1. The necessary income documentation, tax returns or HQF was not submitted or was incomplete.
 2. The NIP/AMP Certification of Cost Reasonableness was not signed by the member.
 3. The Income Calculation Worksheet has not been signed by the member.
 4. FHLBank Indianapolis is unable to complete a review or otherwise process and the request has expired.

Post Disbursement

1. **HOP:**
 - a. **What documentation is expected to be forwarded to FHLBank Indianapolis after closing?**
 - i. Closing is to occur within 30 days of disbursement. Once closed, please forward a copy of the final Closing Disclosure and completed HOP Post-Closing Statement.
2. **NIP and AMP:**
 - a. **What documentation is expected to be forward to FHLBI after closing?**
 - i. The Real Estate Retention Agreement is to be recorded within 30 days of FHLBank Indianapolis' disbursement of funds. The date the document is submitted for recording is considered the "closing date." The closing date should be forwarded to FHLBank Indianapolis on a monthly basis.
 - b. **How long do I have to complete the repairs and/or modifications?**
 - i. All repairs/modifications are to be completed within 6 months of disbursement of funds by FHLBank Indianapolis.
3. **Refinances and Payoffs**
 - a. **What do I do if I am contacted about a release or subordination of the Real Estate Retention Agreement on the subject property?**
 - i. Member records, releases and/or subordinates the retention agreement.
 - ii. FHLBank Indianapolis and Member must be given notice of any disposition of the property such as sale, refinancing, foreclosure, deed in lieu or assignment to HUD via the Return of Funds form.

HOP Information

1. **Is counseling required?**
 - a. Recipients are required to complete eligible homeownership counseling ***prior*** to closing. For additional counseling resources or information, please review the Counseling Resource Guide at <https://www.fhlbi.com/products-services/communities-and-housing/homeownership-program>.
2. **How is the household's minimum \$1,000 of their own funds calculated?**
 - a. The homebuyer's cash contribution totaling \geq \$1,000 is a combination of deposit/earnest monies, items paid outside of closing (and documented on the CD) and cash brought to the closing table.
 - i. Any cash back at closing would be netted from the borrower's cash contribution.
 - b. Funds personally contributed - and documented - by the household to an IDA would also count as part of their cash contribution.

NIP and AMP Information

1. **With the 2 comparable bids, how does FHBLI calculate the 30% acceptable variance?**
 - a. The supporting bid should not vary by >30% from the amount of the selected bid/contractor.
2. **What if I am unable to obtain a 3rd bid that is within 30% of the selected bid?**
 - a. Please provide an explanation as to the reason(s) why you are unable to do so and provide any supporting documentation.
3. **How many bids must be obtained?**
 - i. A minimum of 2 independent, third-party bids must be attained. If the contractor is a related party, – by blood, marriage or entity managing/administering the grant - a third independent bid must be obtained.
4. **How do I know what repairs/modifications are eligible?**
 - i. Please review the NIP/AMP Guidelines for a complete list of eligible repairs.
 1. Please be mindful of repairs not included on the list of eligible repairs as this would indicate the repair is ineligible.
 2. Be certain repairs and their associated costs are itemized on the bids so as to help with comparison as well as eliminate any ineligible costs for the purposes of NIP/AMP.
 3. Before and after photos may be helpful, particularly in areas where eligibility is called into question.
5. **How do I establish ownership of the property?**
 - a. **What if the home is owned by a trust?**
 - i. This would be an acceptable form of ownership if the trust documents reflect the primary resident(s) of the home are the sole beneficiaries of the trust.
 - b. **What if there is a land contract?**
 - i. By FHLBank Indianapolis definitions, land contracts are not a qualified form of ownership and thus the household/property would not be eligible.
 - c. **What if someone is in title to the property but lives elsewhere?**
 - i. As FHLBank Indianapolis requires all titleholders to reside in the subject property and claim it as their primary residence, the household would be ineligible.
 - d. **Are mobile or manufactured homes eligible?**
 - i. Yes, provided the home is permanently affixed and titled as real estate.

Reference Sources and Materials

1. FHLBank Indianapolis Website www.fhlbi.com
2. Implementation Plan <https://www.fhlbi.com/ahp-implementation-plan>
3. Other Grant Resources <https://www.fhlbi.com/resources>