

Kansas Housing Cooperative Program

Timeline Targets

Below are some timeline targets for the processing of applications submitted to the Kansas Housing Cooperative Program. The process will be structured in three stages. First, there will be the **“Threshold Stage”** which will consist of a one-page application. An applicant may, at their discretion, submit the additional project information that will be required at a later stage of processing. The Northwest Kansas economic Innovation Center, Inc. staff will do the “Threshold Stage” review and communicate any deficiencies directly to the applicant. If a waiver to one of the program parameters is requested to pass the “Threshold Stage” then that request will be sent to the Loan/Waiver Review Committee (LWRC) which will be comprised of at least 5 individuals. An applicant will be able to know that they can have a fund reservation at the “Threshold Stage” subject to staff and LWRC review. The agreement to fund after the completion of the Threshold Stage” is known as the “Conditional Commitment”.

The **“Conditional Commitment Stage”** is where most of the project information is gathered. To complete the “Conditional Commitment Stage”, the applicant will need to successfully submit the following items as applicable to their housing development:

- A letter of support from the local government indicating it supports the developer’s proposed housing development including its location and verification that what is being proposed meets or exceeds any city ordinance requirements, if any.
- Proof of site ownership or control.
- Proposed plans, site plan, plat, and specifications as available.
- Brief narrative of how the funds will be used.
- Proof of ability to fund the entire development including debt and other forms of equity (Bank letter of commitment for construction or permanent loan).
- Brief description of the proposed development.
- A timeline for development.
- A list of any pending approvals by the local government that will need to be addressed before the commencement of construction.
- A list of the source(s) of the local communities’ match requirement.
- Resume of developer’s/contractor’s experience and background.

These requirements, along with issues raised by the LWRC, will be addressed in the Conditional Commitment letter. Once the applicant has submitted this information to NWKEICI, they will review and forward the information to the Loan/Waiver Review Committee for final approval.

The **“Firm Commitment Stage”** is when the information submitted by the builder/developer has been fully accepted by LWRC and NWKEICI and the loan reservation fee is paid. The loan reservation fee is calculated as 2% of the non-local match amount. In

most cases, for a \$300,000 priced home, the total subsidy will be 17% of the total development cost (\$51,000). The non-local match amount will be \$34,000 (2/3). The 2% fee in this case will be \$680. The builder/developer will then have up to one year to start construction from the date they pay the fee, or the fee will be forfeited.

The Fiscal Agent for the Kansas Housing Cooperative program will be the North Central Regional Planning Commission. (NCRPC). Below are some estimated preparation and processing times for the Kansas Housing Cooperative Program:

Stage	Activity	Preparation Time	Processing Time
1	Threshold		
	Developer/Owner submits one page application	2 days	
	Review of 1-Page Application by NWKEICI Staff		5 days
	Review by Loan/Waiver Review Committee (LWRC)		30 days
	NWKEICI Issues Conditional Commitment		3 days
2	Conditional		
	Developer/Owner Prepares & Submits Conditional Commitment Information	5 - 30 days	
	Review Conditional Commitment Submission by LWRC and NWKEICI		5 days
	Preliminary legal review conducted		5 days
	NWKEICI Issues Encumbrance to NCRPC to reserve specific project funds		3 days
3	Firm		
	Developer/Owner Executes Firm Commitment & Pays Loan Reservation Fee	1 day	
	NWKEICI Processes & Issues Payment Voucher to NCRPC		3 days
	NCRPC Wires Project Funds to Lender once closing is set		3 days
	Final legal review conducted prior to closing		5 days