

INSTRUCTIONS

To request Impact Fund Dollars, complete all steps below. Reference your Contract to ensure you request the correct source and amount of funds. All requests must be signed by an authorized signer. All steps must be completed.

- Step 1: Administrator Information and Request Authorization Signature
- Step 2: Disbursement Instructions
- Step 3: Property Funding Summary
- Step 4: Funding Requests
- Step 5: Request for Funds Form and Document Submission

Incomplete or unsigned requests will not be processed.

STEP 1: ADMINISTRATOR INFORMATION

Impact Fund Award ID

Administrator (Organization) Name

Administrator Address

Administrator Contact Name

Contact Phone

Contact Email

Request Authorization Signature

By signing below, Administrator certifies that this Request for Funds is made in accordance with the Contract and all funds received will be or have been used in accordance with the Contract.

Authorized Signature

Date

STEP 2: DISBURSEMENT INSTRUCTIONS

Select one method below:

- ☐ Electronic Fund Transfer (EFT): On File at Minnesota Housing
- ☐ Mail Check to Address Below **(Required for Bond Proceeds Loan Funds):**

Address

City

State Zip

STEP 3: PROPERTY FUNDING SUMMARY

Reference your Contract for the funding source and typical subsidy amount.

Complete a separate line for each property and each source of funding. Use separate lines if the same property has multiple funding sources.

- Funding Sources: Challenge; Challenge-Indian Set-Aside; Housing Infrastructure Appropriations (HIA); Housing Infrastructure Bonds (HIB); Interim Loan; Workforce and Affordable Homeownership Development (Workforce)
- Disbursements must include an identified property address, borrower name and closing date for the following activities:
 - Affordability Gap;
 - Owner-Occupied Rehabilitation; and
 - Tribal Indian Housing Program.
- Include property address for the following activities, if a property address has been identified:
 - Land Acquisition;
 - School Direct Costs; and
 - Value Gap.
- Property address is not required for Interim Loan requests.

The "Total Request Amount" in the Property Funding Summary table below must equal the total sum of the amounts requested in all the funding tables in Step 4. Please verify that all entries include accurate funding details.

Funding Source (abbreviated name)	Typical Subsidy Amount	Request Amount	Property Address (if Applicable)	Household Name (Full Name, if Applicable)	Closing Date (if Applicable)
	\$	\$			
	\$	\$			
	\$	\$			
	\$	\$			
	\$	\$			
	\$	\$			
	\$	\$			
	\$	\$			
	\$	\$			
TOTAL REQUEST AMOUNT:		\$			

STEP 4: FUNDING REQUESTS

Indicate the requested amount for each type of funding. Reference your contract to ensure you request the correct type of funds, source of funds and use of funds. Complete each table as applicable.

The "Total Request Amount" in the Property Funding Summary table in Step 3 must equal the total sum of the amounts requested in all the funding tables below. Please verify that all entries include accurate funding details.

For Affordability Gap and Owner-Occupied Rehabilitation, please select the correct use:

- Grant to Household (Grant)
- Loans to Household and Assigned to Minnesota Housing
 - 10 year forgivable loan to Household (10 Year)
 - 20 year forgivable loan to Household (20 Year)
- Loans not assigned to Minnesota Housing (Not Assigned)

GRANT FUNDS				
	Challenge	Challenge: Indian Set-Aside	Housing Infrastructure Appropriations	Workforce and Affordable Homeownership Development
Affordability Gap:	\$	\$	\$	\$
Affordability Gap Administration Fee	\$	\$	\$	\$
CLT Land Acquisition, Demo & Utility Connections	\$	\$	\$	\$
Owner-Occupied Rehab	\$	\$	\$	\$
Owner-Occupied Rehab Administration Fee	\$	\$	\$	\$
School Direct Costs	\$	\$	\$	\$
Tribal Indian Housing Program	\$	\$	\$	\$
Value Gap	\$	\$	\$	\$
TOTAL:	\$	\$	\$	\$

Grant Funds – Required Documentation:

- **Value Gap and School Direct Costs:** The initial Value Gap or Schools Direct Costs disbursement does not require additional documentation; however subsequent disbursements require documentation that demonstrate significant progress on the project. Examples of documentation include:
 - Household demographic project form(s) for completed project(s);
 - Documentation showing homes funded by the previous disbursements are listed for sale; or
 - Explanation of progress of current and future housing development.

INTERIM LOAN FUNDS	
Amount Requested:	\$

Interim Loan Funds – Required Documentation: The initial disbursement requires documentation of acquisition, demolition or the start of construction. Subsequent disbursements do not require documentation.

BOND PROCEEDS LOAN FUNDS	
Administration Fee	\$
CLT Acquisition of Land, Demo, Utility Connections	\$
Owner-Occupied Rehabilitation	\$
Value Gap	\$
TOTAL:	\$

Bond Proceeds Loan Funds – Required Documentation:

- **All Activities:** A Certificate of Expenditure of Deferred Loan-Bond Proceeds for the applicable award year, found on the [Partner Portal](#) under the Reporting dropdown.
- **CLT Acquisition of Land, Demo, Utility Connections:** Documentation of the market value of the real property relating to the project as evidenced by a current appraisal that includes land value.
- **Value Gap:** Documentation of development cost(s) that include the following:
 - The cost is directly related to the identified Property (for example, purchase agreement for the home or lot, receipt or invoice with the address of the property); and
 - The amount of the cost is more than or equal to the requested bond proceeds disbursement.
- **Owner-Occupied Rehabilitation:** Documentation of rehabilitation cost(s) that include the following:
 - The cost is directly related to the identified Qualified Dwelling Unit (e.g., receipt or invoice with the address of the property); and
 - The amount of the cost is more than or equal to the requested bond proceeds disbursement.

DEFERRED LOAN FUNDS		
	Challenge	Challenge: Indian Set-Aside
Administration Fee	\$	\$
Affordability Gap	\$	\$
Owner-Occupied Rehabilitation	\$	\$
TOTAL:	\$	\$

Deferred Loan Funds – Required Documentation: None

STEP 5: REQUEST FOR FUNDS FORM AND DOCUMENT SUBMISSION

Upload this completed form and supporting documentation using the [Single Family Secure File Exchange](#) directed to impact.fund.mhfa@state.mn.us. **Incomplete or unsigned requests will not be processed. Complete requests are generally processed within ten days.**

MINNESOTA HOUSING USE ONLY

Total funds to be disbursed from the following source(s):

Challenge Grant \$	Interim Loan \$ Interest rate:
Workforce & Affordable Homeownership Dev Grant \$	Challenge Deferred Loan \$
Housing Infrastructure Appropriations Grant \$	Challenge Indian Set-Aside: Deferred Loan \$
Challenge Indian Set-Aside: Grant \$	Housing Infrastructure Bond Proceeds Loan \$

Approved by:

Signature

Date

Print Name