

INSTRUCTIONS

To request an Owner-Occupied Rehabilitation award disbursement, complete all steps below. Complete a separate form for each property. 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 and Recipient(s)
- Step 4: Required Documentation
- Step 5: Request for Funds Form and Document Submission

Incomplete or unsigned requests will not be processed. Final disbursements must be requested one month or more prior to contract expiration or they may not be payable.

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

Signer Name and Title:

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: PROPERTIES AND HOMEOWNERS

Complete a separate form for each property. All fields must be populated for each requested unit.

- **Reference your Contract for the funding source and typical per unit amount.**
- Funding Sources: Challenge, Challenge-Indian Set-Aside, Housing Infrastructure Appropriations (HIA), Housing Infrastructure Bond (HIB), Workforce and Affordable Homeownership Development (Workforce)
- Homeowner Name(s) must be identified as they are listed on title.
- Indicate how the requested funds will be used. Options include:
 - Grant: grant to benefit household
 - 10 Year/20 Year/30 Year: 10-, 20- or 30-year loan to household, assigned to Minnesota Housing
 - Not Assigned: Loans not assigned to Minnesota Housing
- Administration Fee must be requested at the time of unit subsidy request.

Request type (pick one):

Unit and Homeowner Information			
Closing Date, if applicable	Property Address	County	Homeowner Name(s) as Listed on Title

Impact Fund Subsidy Information					
Subsidy Type:	Typical Per Unit Subsidy	Impact Fund Subsidy Request	Admin Fee Request	Total Impact Fund for Unit	Household Gross Annual Income
	\$	\$	\$	\$	\$
Funding Source, Owner-Occupied Rehabilitation (abbreviated name)			Funding Source, Administration Fee (if different from primary use source)		

1. If Unit Subsidy request exceeds 50% of the Typical Per Unit Subsidy, has a waiver been approved?

2. Does this unit have other sources of Owner-Occupied Rehabilitation?

- If yes, list the names of all other Owner-Occupied Rehabilitation providers, including any other Impact Fund awards:

STEP 4: REQUIRED DOCUMENTATION

If you are requesting funds before rehabilitation work has been completed, please provide documentation required for fund advancement.

If you are requesting reimbursement for funds that have already been spent, please provide documentation required for fund reimbursement.

If a waiver was approved, include the approval email with the Supporting Documentation.

Grant and Deferred Loan Funds Advancement:

- Signed Closing Disclosure or Settlement Statement (Loans only)
- Income Eligibility Worksheet
- Proof of Ownership
- Dated Scope of Work with bid

Grant and Deferred Loan Funds Reimbursement

- Signed Closing Disclosure or Settlement Statement (Loans only)
- Income Eligibility Worksheet
- Proof of Ownership
- Assignment of Mortgage (loans assigned to Minnesota Housing only)
- One of the following:
 - Sworn Construction Statements or Pay Applications
 - Invoices

HIB Loan Funds Advancement or Reimbursement:

- Required documents listed above
- A Certificate of Expenditure of Deferred Loan-Bond Proceeds for the applicable award year, found on the [Partner Portal](#) under the Reporting dropdown
- Recorded deed showing the property has been placed in the CLT

Administration Fees Including Rehabilitation Management

- Dated Scope of Work

If Applicable

- Waiver approval notification from Minnesota Housing

File Naming Convention

Supporting documentation for must be titled with the administrator's name, award number, property address and file type as follows "Homebuilders Building XX-XXXX-XX - 123 Main St – Scope of Work."

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.**

