

INSTRUCTIONS

To request a School Direct Costs award disbursement, complete all steps below. Reference your Contract to ensure you request the correct 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 Homebuyer(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:

Address

City

State Zip

STEP 3: PROPERTY AND HOMEBUYER(S)

All required fields must be populated. Funds may be requested in increments of up to one third of the total award amount. The final disbursement cannot be issued as an advanced payment.

- **Reference your Contract for the Subsidy Categories amounts.**
- If the property address is not known, the City and County fields are still required.
- Homebuyer information is required for the final disbursement only.

Request type (pick one):

Subsidy Categories					
Building Materials		Construction Tools		Subcontractors and Professional Labor	
\$	\$	\$	\$	\$	\$

Property Information		
Complete Property Address, if known	City	County

Homebuyer Information, required for final disbursement only		
Homebuyer Name(s) as will Appear on Title, if known	Household Gross Annual Income	Was required homebuyer education completed?

If unit has been completed:

1. If subsidy category requests exceed 50% of the contract amount, was a waiver approved?

2. Are other Impact Fund awards subsidizing this unit?

- If yes, list all other Impact Fund awards, including award numbers:

- If yes, was a layering waiver approved:

STEP 4: REQUIRED DOCUMENTATION

If you are requesting funds before work has been completed or funds expended, provide documentation required for fund advancement. Subsequent fund advancements require documentation reconciling the previous disbursement amount.

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

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

Initial Advancement:

- Project Budget
- Submit one of the following:
 - Dated Scope of Work or Bids (Subcontractors and Professional Labor Requests)
 - Sworn Construction Statements or Pay Applications
 - Invoices

Second Advancement:

- Project Budget
- Submit one of the following to support the previous disbursement amount:
 - Sworn Construction Statements or Pay Applications
 - Invoices

Final Disbursement – Reimbursement Only:

- Submit one of the following to support the previous and current disbursement amount:
 - Sworn Construction Statements or Pay Applications
 - Invoices

Reimbursement:

- Submit one of the following:
 - Sworn Construction Statements or Pay Applications
 - Invoices

For all units that have been sold:

- Income Eligibility Worksheet
- Household Demographic Form
- Certificate of Completion homebuyer education

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 - Invoices."

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 \$	Challenge Indian Set-Aside: Grant \$
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Approved by: _____
Signature Date Print Name