

Process Guide for Energy Saver Rebate For Fix-up Fund lenders participating in Energy Saver Rebate

Fix-up Fund lending partner must have a signed Lender Participation Agreement for administering an Energy Saver Rebate on file with Minnesota Housing to be eligible to commit and receive funds for Energy Saver Rebates.

1. When processing a Fix-up Fund* loan application with homeowner, provide *Energy Saver Rebate Information* sheet and the *Energy Saver Rebate Application* form so the homeowner can make informed decisions about including eligible energy-conserving improvements with their bids/estimates for Fix-up Fund loan application.
2. When processing a New Loan Commitment for a Fix-up Fund* loan on the HDS SF Web Application (or a Commitment Update or Purchase Approval in the event of loans committed prior to December 7), complete the survey question in the Optional Tab about estimated Energy Saver Rebate amount a homeowner might be eligible for.
 - If not applicable, lender must enter “0” (zero)
3. Close Fix-up Fund* loan for homeowner in accordance with Fix-up Fund procedural manual.
 - Homeowner and lending partner should note that all Energy-Saver Rebate-eligible improvements must be installed by a contractor – no homeowner labor
 - Rebates are based on cost of rebate-eligible improvements that are financed with the Fix-up Fund loan
 - One rebate per household; maximum \$10,000
4. When Fix-up Fund* borrower has completed rebate-eligible improvements, borrower submits the following items to their participating Fix-up Fund/Energy Saver Rebate lender within 120 days of Fix-up Fund* loan closing:
 - Completed *Energy Saver Rebate Application with Utility Release Form*
 - Copies of paid receipts and invoices showing evidence of completed rebate-eligible improvements
 - *Loan Transmittal for Energy Saver Rebate Program*
5. Process New Loan Commitment for the Energy Saver Rebate on the HDS SF Web Application. (Minnesota Housing will perform the Purchase Approve process for Rebates for all lenders).
 - Lender must complete the New Loan Commitment for Energy Saver Rebate and mail Rebate documents to Minnesota Housing within 10 business days of receiving the borrower’s completed Rebate submission

6. Mail the Energy Saver Rebate Application, with required attachments listed above, to Minnesota Housing at the following address:
Minnesota Housing
Attn: Homes Division
400 Sibley Street, Suite 300
St. Paul, Minnesota 55101
7. Upon receipt at Minnesota Housing, the following steps will be taken by Minnesota Housing:
 - Submission will be reviewed for completion. Lender will be notified of incomplete or non-complying items.
 - For complete and complying submissions, approval will be obtained from Minnesota Department of Commerce, Office of Energy Security to advance rebate funds to the Fix-up Fund lending partner. Upon their approval, the following steps will be taken at Minnesota Housing:
 - The Energy Saver Rebate commitment will be updated to Purchase Approve.
 - Funds will be transferred to Minnesota Housing from Minnesota Department of Commerce, Office of Energy Security.
 - Status of Energy Saver Rebate will be updated to Purchase.
 - Within two business days of Purchase status, Energy Saver Rebate funds, plus processing fee of \$150, are paid to Fix-up Fund lending partner
 - Payment is made per the instructions provided in the Direct Deposit Authorization for Electronic Funds Transfer (EFT)
8. Fix-up Fund lender provides a check to the Fix-up Fund borrower (and co-borrower, if applicable) for the amount of the Energy-Saver Rebate within 5 business days of receiving Rebate funds from Minnesota Housing.
 - Homeowner has full discretion on their use of the Energy-Saver Rebate funds.

*Includes Community Fix-up Fund loans

Rebates are made possible by a grant from the U.S. Department of Energy and the Minnesota Department of Commerce, Office of Energy Security.