MINNESOTA HOUSING

Community Homeownership Impact Fund
Request for Funds: Affordability Gap

INSTRUCTIONS

To request an Affordability Gap award disbursement, complete all steps below. Complete a separate form for each property. Reference your Agreement 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: Request for Funds: Property, Homebuyer(s) and Subsidy
Step 4: Required Documentation
Step 5: Request for Funds Form and Document Submission

Incomplete or unsigned requests will not be processed. Final disbursements should be requested one month or more prior to Agreement expiration.

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 Agreement and all funds received will be or have been used in accordance with the Agreement.

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: REQUEST FOR FUNDS - PROPERTY, HOMEBUYER(S) and SUBSIDY

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

- Reference your Agreement for the funding source, typical per unit subsidy amount and unit type.
- Funding Sources: Challenge, Challenge-Indian Set-Aside, Housing Infrastructure Appropriations (HIA), Housing Infrastructure Bond (HIB), Workforce and Affordable Homeownership Development (Workforce)
- Select the Subsidy Type. Options include:
  - 10 Year/20 Year/30 Year: 10-, 20- or 30-year loan to household, assigned to Minnesota Housing
  - CLT Land Subsidy: Funds for community land trust (CLT) land acquisition
  - Grant: grant to benefit household
  - Not Assigned: Loans not assigned to Minnesota Housing
- Administration fees must be requested at the time of the unit subsidy request.

Request Type – Advancement or Reimbursement. You can request funds as an advancement or a reimbursement. Affordability gap requests must be submitted after a purchase agreement has been signed by an eligible buyer:

- Advancements: requests submitted after a purchase agreement has been signed and before the cost is incurred and/or closing is complete. Advancements will be reconciled at a later date.
- Reimbursements: requests submitted after the cost has been incurred and closing is complete.

Request type (pick one): Select One

Property Information			
Closing Date	**Property Address**	**City**	**County**

Homebuyer Name(s) as they will Appear on Title

QUESTION: Does this unit have other sources of Affordability Gap subsidy? If yes, list the names of all other Affordability Gap providers, including any other Impact Fund awards:

☐Yes ☐No

Subsidy Information and Fund Request				
Subsidy Type (pick one):	**Typical Per Unit Subsidy** (see Agreement)	**Impact Fund Subsidy Request Amount** (must be within 1.5x Typical Subsidy Amount)	**Admin Fee Request Amount**	**Total Subsidy Request Amount**
Select One	$	$	$	$ 0.00

Funding Source, Affordability Gap	Funding Source, Administration Fee
Select One	Select One

STEP 4: REQUIRED DOCUMENTATION

The following documents are required to support this Request for Funds. Additional documentation may be requested if the submitted materials do not provide sufficient information to process the request

SUPPORTING DOCUMENTS

All Requests:

- Impact Fund Income Eligibility Worksheet
- Documentation of Housing Ratio (25%+) and Affordability Gap Calculations

If Applicable:

- Administrator Seller Only: Appraisal showing market value (required if Administrators are the seller or affiliated with the seller).
- Land Acquisition Only: Appraisal documenting market value of land.
- Housing Infrastructure Bond (HIB) Only: A Certificate of Expenditure of Deferred Loan-Bond Proceeds for the applicable award year, found on the Partner Portal under the Reporting dropdown.
- Change request approval from Minnesota Housing. If a change request is required for the unit to be eligible, do not submit your Request for Funds form unless you have received approval.

Advancement Request:

- Signed Loan Estimate – First mortgage
    - If the Loan Estimate contains outdated amounts, include first-mortgage lender documentation with updated amounts (example - underwriting summary 1008 form) and a brief written explanation on which documentation is current and why.
- Signed Purchase Agreement

If Applicable:

- Loans Only: Signed Loan Estimate – Impact Fund Loan
- CLT Subsidy Only: Signed Purchase Agreement CLT Addendum showing property to be placed in the CLT.

Reimbursement Request:

- Signed Closing Disclosure or Settlement Statement – First Mortgage

If Applicable:

- Loans Only: Signed Closing Disclosure or Settlement Statement – Impact Fund Loan
- Loans Only: Assignment of Mortgage (required only for loans assigned to Minnesota Housing)
- CLT Transaction Only: Deed showing the property has been placed in the CLT.

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 - Closing Disclosure."

STEP 5: REQUEST FOR FUNDS FORM AND DOCUMENT SUBMISSION

Upload this completed, non-editable 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 business days.**

MINNESOTA HOUSING USE ONLY

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

Challenge Grant $	**Challenge Deferred Loan** $
Challenge Indian Set-Aside: Grant $	**Challenge Indian Set-Aside: Deferred Loan** $
Housing Infrastructure Appropriations Grant $	**Housing Infrastructure Bond (HIB) Proceeds Loan** $
Workforce & Affordable Homeownership Dev Grant $	HIB Disbursement Request Number: HIB Series:

Approved by: _____ _____ _____

Signature Date Print Name