

INSTRUCTIONS

To request an Owner-Occupied Rehabilitation 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: 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 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 AND HOMEOWNERS

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

- Reference your Agreement for the funding source, typical per unit 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)
- Homeowner Name(s) must be identified as they are listed on title.
- Indicate how the requested funds will be used, see your Agreement for the correct use:
 - 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
 - CLT HIP: Community Land Trust Homebuyer Initiated Program grant
 - CFUL: Community Fix Up Loan Interest Rate Write Down
- Administration Fee must be requested at the time of unit subsidy request.

Request Type – Advancement or Reimbursement. You can request funds as an advancement or a reimbursement. Request for funds cannot be submitted until a scope of work has been completed and approved by an eligible buyer:

- Advancements: requests submitted after a scope of work has been established and before the cost is incurred. Advancements will be reconciled at a later date.
- Reimbursements: requests submitted after the owner-occupied project has been completed and cost incurred.

Request type (pick one):

Property Information				
Closing Date, if applicable	Unit Type (see Agreement)	Property Address	City	County

Homebuyer Name(s) as They Appear on Title

QUESTION: 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:

☐ Yes ☐ No

Subsidy Information and Fund Request				
Subsidy Type (pick one):	Typical Per Unit Subsidy	Impact Fund Subsidy Request Amount (must be within 1.5x typical subsidy amount)	Admin Fee Request Amount	Total Subsidy Request Amount
	\$	\$	\$	\$
Funding Source, Owner-Occupied Rehabilitation			Funding Source, Administration Fee	

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 DOCUMENTATION

All Requests:

- Impact Fund Income Eligibility Worksheet
- Proof of Ownership

If Applicable

- 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 (not CFUL):

- One of the Following:
 - Dated Scope of Work with bid; or
 - Invoices

If Applicable:

- Loans Only: Signed Closing Disclosure or Settlement Statement
- Loans Assigned to Agency Only: Assignment of mortgage
- CLT Awards Only: Proof of ownership showing the property has been placed in the CLT
- Administration Fees Including Rehabilitation Management: Dated Scope of Work from Administrator

CFUL Advancement Request:

- Minnesota Housing Commitment System, Community Fix Up Funding Details Screenshot or Minnesota Housing Commitment System, Interest Rate Home Improvement Screenshot

Reimbursement Request (not CFUL):

- One of the following:
 - Sworn Construction Statements or Pay Applications; or
 - Invoices

If Applicable:

- Loans Only: Signed Closing Disclosure or Settlement Statement
- Loans Assigned to Agency Only: Assignment of Mortgage
- CLT Awards Only: Proof of ownership showing the property has been placed in the CLT
- Administration Fees Including Rehabilitation Management: Dated Scope of Work from Administrator

CFUL Reimbursement Request:

- Minnesota Housing Commitment System, Community Fix Up Funding Details Screenshot or Minnesota Housing Commitment System, Interest Rate Home Improvement Screenshot

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 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 Proceeds Loan \$
Workforce & Affordable Homeownership Dev Grant \$	HIB Disbursement Request Number: HIB Series:

Approved by:

Signature_____
Date_____
Print Name