



## **Instructions**

Complete the questions below and submit this form along with the Annual Report/Close Out form.

Step 1: Must be completed for annual reports and award close out.

Step 2: Must be completed for annual reports and award close out.

Step 3: Must be completed for annual reports only.

Step 4: Must be completed for award close out only.

## **Step 1: Administrator Information**

Administrator name:

SWIFT vendor ID number:

Type of report:

Name of person completing this form:

Email address:

Phone number:

## **Step 2: Award Information**

Impact Fund award number:

Activity Type:

Projected number of units to be completed under the award:

## **Step 3: Annual Reporting Questions**

Do you have any technical assistance needs?

Do you have any questions regarding monitoring by Minnesota Housing?

If no activity has occurred on the award, provide an explanation as to the reason(s) for the inactivity, including any challenges or barriers encountered and actions you are taking to move the project forward.

If no activity has occurred on the award, explain/indicate when you foresee the funds will be used/program started.

Do you have a homebuyer/homeowner success story you would like to highlight? If yes, please describe.

If yes, do you have the homebuyer/homeowner's consent to share their story?

Do you have any upcoming groundbreaking or open house events that you would be interested in Minnesota Housing attending? If so, please list the details here or reach out to the Impact Fund team email.

## **Step 4: Close Out Questions**

List any successes, highlights, and best practices utilized during the grant period.

If grant outcomes were not met, provide context and background on contributing factors.

Date unexpended grant proceeds were returned: