



Impact Fund Extension Request Form

Instructions: If you have activity underway and need more time to complete an Impact Fund award, complete and submit this form at least **two months** prior to Agreement expiration. If requesting an extension for more than one award, complete one Extension Request Form for each.

Administrator Information

Administrator Name:

Administrator Address:

Administrator Contact Name:

Contact Phone:

Contact Email:

Impact Fund Agreement Information

Impact Fund Award ID:

Original Expiration Date:

Have you received previous extensions: Yes No

If yes, how many times has this award been extended previously?

Award Status

Number of units to be completed per the agreement:

How many units have been **completed**?

A unit is complete when:

- all eligible activities to be performed have been performed in accordance with the Agreement;
- the unit has been conveyed to or is occupied by an Owner-Occupant;
- any and all Impact Fund Deferred Loan documents have been recorded and submitted if applicable; and
- the Household Demographic Information Form has been submitted

How many units are **in progress** (under construction, under a purchase agreement, closing scheduled, etc.)?

How many units have **not been started**?

Provide an explanation for all units in progress and/or not started.

Explain why an extension is needed to complete the award:

Supporting Documentation

Provide the following documentation.

All Requests

- Updated Annual Report - Close Out form
- Household Demographic Forms for all completed units not previously submitted
- Requests for Funds forms with supporting documentation for all completed units not previously submitted

For All Units in Progress

Value Gap; Owner-Occupied Rehabilitation; School Direct Costs; Land Acquisition used as Value Gap

- Pictures of work in progress; or
- NMLS listing for homes listed for sale; or
- Proof of fund expenditure for any units not previously submitted for disbursement
 - Invoices, or
 - Pay Applications

Affordability Gap; Land Acquisition used as Affordability Gap; Tribal Indian Housing Program

- Pipeline report of pending transactions, including the following
 - Property addresses
 - Borrower names
 - Estimated closing date

Required Information if Extension is Approved

If the extension request is approved, a contract amendment will be required. Provide the information below for each person who will need to sign the amendment. If more signers are required, attach a supplemental page.

Extension Amendment Signers

If more signers are required, include an attachment providing the first and last name, title and email address of each additional signer.

Signer 1

First and last name:

Title:

Email address:

Signer 2

First and last name:

Title:

Email address:

Copy To Recipient

If someone in your organization other than a signer should receive a copy of the executed amendment, provide their name and email address.

First and last name:

Email:

Submission Instructions

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 requests will not be processed.** Minnesota Housing reserves the right to approve or deny any extension request and will notify Administrators of its decision.