

Document	Acceptable Submittal Methods	Exceptions	Unacceptable Submittal Methods	Deadline	Rationale	Where Found
Household Demographic/ Project Information Form (HHD)	Send as an Excel document via the <a href="#">Single Family Secure File Exchange</a>	None	Standard email, U.S. mail, or fax	As soon as possible after closing. Submit revised HHD if Project details (e.g., loan amount or scope of work) change. All HHDs must be submitted prior to contract expiration.	Completed HHD forms contain private and sensitive data. Only Excel documents can be imported to our record-keeping system.	<a href="#">Minnesota Housing's Impact Fund webpage</a>
Annual Report and Close-out Report (required)  Mid-Year Report (if required)	<a href="#">Single Family Secure File Exchange</a> or U.S. Mail	None	Fax or standard email	Per Minnesota Housing staff request (annual report and mid-year report), and prior to contract expiration (close-out report)	Completed Annual Reports may contain private data. Fax is difficult to read.	<a href="#">Minnesota Housing's Impact Fund webpage</a> ; if required, Impact Fund staff will supply Mid-Year Report template
Request for Funds (disbursement request)	Standard email, fax, or U.S. Mail	Use the <a href="#">Single Family Secure File Exchange</a> if including private data		As expenses are incurred	Request for Funds forms typically do not contain sensitive or private data	<a href="#">Minnesota Housing's Impact Fund webpage</a>
Certificate of Expenditure - Housing Infrastructure Bond Proceeds	Standard email, fax, or U.S. Mail; U.S. Mail is best if more than one Certificate is submitted at once	Use the <a href="#">Single Family Secure File Exchange</a> if including private data		Refer to Certificate	Community land trust homebuyer name and property address are public data	<a href="#">Minnesota Housing's Impact Fund webpage</a>

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Documents to respond to monitoring findings	<a href="#">Single Family Secure File Exchange</a> , Box.com or U.S. Mail	Standard email is acceptable if documents contain no private or sensitive data	Fax	As soon as possible after monitoring findings/exceptions letter received	Fax is difficult to read; documents resolving monitoring findings typically contain private or sensitive data	Impact Fund staff will request documentation as needed
Recorded Mortgage (Copy) for Deferred Loans	Send as one package via U.S. Mail along with the <a href="#">Deferred Loan Transmittal</a> form.	For Mobile Home Transactions Not Secured by Real Estate, provide the Note and Mobile Home Security Agreement and Lien Holder Card in place of these documents.	Fax, email or Single Family Secure File Exchange	Within 120 days of loan closing	Minnesota Housing requires the original Mortgage Note.	<a href="#">Minnesota Housing's Impact Fund webpage</a>
Mortgage Note (Original) for Deferred Loans						<a href="#">Minnesota Dept. of Commerce</a>
Recorded Assignment of Mortgage (Copy) for Deferred Loans						<a href="#">As prescribed by the TILA-RESPA Integrated Disclosure rule</a>
Closing Disclosure, HUD-1, or HUD-1A for Deferred Loans						

**Minnesota Housing**

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