

**Background:** The Incentive Fund provides additional funding for Grantees who have met their original households served goals. Grantee requests under the Incentive Fund are:

- Limited to 25% of the original funding commitment per request, not to exceed \$25,000 per each Grantee request and, in addition, up to a maximum of \$1,200 per household.
- Available only for Clients with a Program Intake date on or before September 30, 2020.

Grantees who receive additional funds under the Incentive Fund must adhere to all the terms and conditions outlined in their Grant Contract.

**Eligibility Requirements:** Grantees must meet all requirements below to be eligible for addition funding under the Incentive Fund. Grantees must:

- Be a Grantee under the current Program Year.
- Have met their original households served goals as stated in their Grant Contract and demonstrated through the Homeownership Capacity Data Collection System (DCS).
- Be current on all reporting requirements including follow up reporting on existing Clients and have no outstanding monitoring issues.

**Incentive Fund Reporting:** The following reporting is required under the Incentive Fund:

- Expenditures of the Incentive Funds must be tracked according to the terms of the Grant Contract and reported on in all subsequent expenditure reports until the funds have been fully expended.
- Clients must be reported in the DCS.

**Disbursement Policy:** One-half of the award will be disbursed at the time the Amendment to the Grant Contract is fully executed and the remaining one-half of the award will be disbursed once the total number of households under the Incentive Fund award is met. If the Grantee has not met the total number of households served goal, Minnesota Housing will disburse according to the allowed amount per Client up to the number of households that enter the Program with an Intake date on or before September 30, 2020. Grantees must also be current on all reporting requirements to receive the final disbursement.

**Deadline:** Funding is available only during the first half of the 2019/2021 Program Year (October 1, 2019 – September 30, 2020). Applications must be submitted by August 15, 2020. Funds are awarded on a first come, first serve basis.

**Application Submission:** Email this completed Application to Ruth DuBose at [Ruth.Dubose@state.mn.us](mailto:Ruth.Dubose@state.mn.us).

**Questions?** Contact Ruth DuBose at [Ruth.Dubose@state.mn.us](mailto:Ruth.Dubose@state.mn.us) or 651.297.3128.

<b>Grantee Information</b>	
Grantee Name:	
Contact Person:	
Phone Number:	
Email address:	

<b>Incentive Fund Request</b>	
Proposed # of households to be served (25% of original award / Grant Contract per Client amount):	
Amount Requested (proposed # of households x Grant Contract per Client amount):	

Minnesota Housing reserves the right to request additional information or documentation.

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Authorized Signer Name (Print)

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Date

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Authorized Signer Signature