

Housing Assistance Disbursements

- The initial disbursement of Housing Assistance will be 5% of the Housing Assistance portion of the Grant Proceeds.
- The timing of any subsequent Housing Assistance disbursements will be based on the Application and Disbursement Schedule established in the Guide. The Application and Disbursement Schedule may be modified at the sole discretion of Minnesota Housing to achieve Program goals and meet demand.
- The amount of any subsequent Housing Assistance disbursements will generally be based on the status of the Housing Assistance Applications in the Online System less any remaining funds from prior disbursements that are not committed to a Housing Assistance payment. All Housing Assistance disbursements are subject to overall Program funding availability.
- When Program funds are determined to be fully expended, based upon prior disbursements and Housing Assistance Applications with an “Approved for Payment” status, Minnesota Housing will notify the Grantees and calculate final Housing Assistance disbursements, if any, to Grantees based upon the procedures in the Guide.

Administration Expense Disbursements

- Administration expense disbursements, if any, will generally occur in conjunction with Housing Assistance disbursements. All Administration expenses disbursements are subject to overall Program funding availability.
- Each of the first three Administration expense disbursements will be based on the total amount of Grant Proceeds:
 - Total Grant Proceeds less than \$100,000: Each disbursement is 20% of the Administration expense portion of the Grant Proceeds, but not less than \$1000 per distribution.
 - Total Grant Proceeds of at least \$100,000, but less than \$500,000: Each disbursement is 15% of the Administration expense portion of the Grant Proceeds.
 - Total Grant Proceeds of \$500,000 or more: Each disbursement is 10% of the Administration expense portion of the Grant Proceeds.

Based on Program demand and remaining funds, the percentages in the second and third disbursements may be adjusted at the sole discretion of Minnesota Housing.

- The remaining balance of the Administration expense portion of the Grant Proceeds will generally be disbursed to bring the percentage of total Administration expenses disbursed into proportion to the total Housing Assistance disbursements, in relation to the Initial Selection Amount.
- Grantees may use Direct Cost Administration expense funds as Housing Assistance funds without modifying the Budget, so long as the Grantee accurately reports on the usage of such funds to the State.

- The total amount of Administration expenses utilized by Grantees for Indirect Costs must not exceed 10% of disbursed Grant Proceeds, without the prior written approval of the State. The total Administration expenses may not exceed 15% of disbursed Grant Proceeds (including indirect costs), without the prior written approval of the State.

Return of Funds and Conclusion of the Program

- Any Grant Funds that have been disbursed to the Grantee and are not utilized as Housing Assistance or for Administration expenses prior to the Final Disbursement Period (as defined in the Guide) shall be returned to the State within five days after the Final Disbursement Period, unless otherwise approved in writing by the State.
- The State shall have no obligation to provide Program funds except in accordance with the Grant Contract Agreement and total disbursements may, in the sole discretion of the State, be less than, be equal to, or exceed the Grant Proceeds based upon factors such as use, demonstrated demand in service area, and available funding.