

Emergency & Accessibility Loan Program (ELP) Improvement Approval Process Guide



Once the borrower appears eligible for the Emergency & Accessibility Loan Program (ELP), it is strongly suggested that the loan is committed in the HDS system to secure funds, as they are very limited. If it is determined that the improvements are **not** eligible under ELP, the loan can always be canceled in the HDS system.

Lender preliminarily determines emergency and/or accessibility needs of the homeowner.



Administrator Commits Loan to secure funds. If it is determined that the improvement is not eligible under ELP, the loan can always be canceled. Due to limited funds, Minnesota Housing encourages Administrators to commit loans early in the process.



Have property inspected to determine the emergency and/or accessibility needs of the homeowner.



Draft inspection report detailing the improvements that are proposed, making sure to include information about the repairs and/or replacements or deficient items. If it is determined after inspection that there is an emergency need or accessibility improvements are necessary, have the inspector state this in the report.



Take photographs of the deficiencies that have been identified to assist Minnesota Housing staff in making a decision. Please make sure the photographs are clear and a description and the area of the home is listed.



Draft a Scope of Work.



Have the borrower solicit at least two bids from licensed contractors. Minnesota Housing understands that due to the nature of ELP, it is often difficult to obtain more than one bid. If two bids cannot be solicited, the circumstances should be explained in the file.



Submit the Scope of Work, Inspection Report, bids and photographs to Minnesota Housing for review via email, fax or upload.



After all requested documentation has been received, reviewed and approved, an approval letter will be returned via email. Do not proceed with closing the loan or starting the project until you receive an approval letter via email from Minnesota Housing.



After the approval of the improvements has been received, the Administrator can process the ELP loan in accordance with the requirements set forth in the manual and process guide.



After the loan has been closed, the lender is required to abide by the three day right of recession period prior to proceeding with the work.



After the three day right of recession period has been met, the Administrator can access the HDS system and Fund Approve the Loan.

