MINNESOTA HOUSING

New this year, you will complete and submit your Homeownership Capacity application online. To help the process go smoothly, here are a few tips and tricks. This document will be updated with additional questions and posted on our website while the application is open. The response date will be placed in front of the question in red so applicants can easily identify new questions.

Before starting the online application

- **Where do I find the application materials including the complete list of application questions?**
  All application materials can be found on [Minnesota Housing's website](#).

- **Where should I draft my responses to the online application form questions?**
  You may find it helpful to draft your answers in Microsoft Word and then copy and paste your answers into the online application.

- **Is there a character limit for responses?**
  There are no character or word limits in the online application. However, we ask for your responses to the questions to be clear and precise.

- **How do I prepare the additional documents that must be submitted through the online application form?**
  Review the PDF of the Application for Funding questions for further details regarding what documents must be submitted by the applicant. See the chart below for the documents, tips for ensuring materials are complete, format to submit and the naming convention for each document:

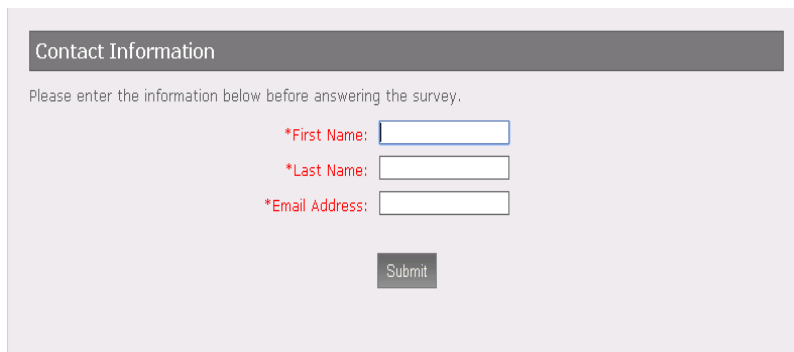| Document	Format	Naming Convention
Fee Policy (Applicable if an applicant charges clients fees)	PDF	Fee Policy_*Agency Name*
501(c)(3) (Applicable for new nonprofit applicants)	PDF	501c3_*Agency Name*
Financial documentation (Applicable for all nonprofit applicants) One of the following must be submitted based on the applicant **organization's annual income** is: • **Under $50,000** (or not in existence long enough to have completed IRS Form 990 or an audit): Most recent board-reviewed financial statements. • **$50,000-$750,000:** Most recent IRS Form 990. • **Over $750,000:** Most recent certified financial audit.	PDF	• Board-reviewed financial statements_*Agency Name* • 990_*Agency Name* • Financial audit_*Agency Name*
Workbook (All applicants) • To save your content in the Workbook on your computer, go to "Save As" under "File" at the menu bar. You may need to click on "Enable Editing" at the top of the page before information is entered or you will not be able to save your content. • Review the Workbook to ensure that all tabs have been completed.	Excel	Workbook_*Agency Name*
Signature page (All applicants) • Have the authorized signer for your organization sign the signature page. • Scan the completed page and save as a PDF.	PDF	Signature page_*Agency Name*

- **Who should complete the online application form?**
  Applicants are strongly encouraged to determine one person that will enter responses and submit the application on behalf of your organization. Multiple applications from each nonprofit/governmental entity will **not** be accepted. While multiple users can enter application responses under the same user, it is not recommended. Instead, it is recommended the responses be drafted outside of the application and transferred over by the identified individual when finalized and ready for submission.

Entering responses in the online application

- **How do I begin entering responses into the online application?**
  Click on the link provided. On the first page of the application, you'll see a place to enter your name and email address. Remember to designate only **one** user/email. Only this user/email address will be able to reenter and make edits to the application (if applicable). If you plan to have more than one staff person at your organization work on the application (not recommended), everyone will need to use the same user name and email address that was used to start the application.

- **How do I move from page to page in the online application?**
  Once you have entered your contact information and clicked SUBMIT, to move forward, click NEXT. To go back, click PREVIOUS. A progress bar at the top will let you know how far along you are in the application. A red asterisk next to a question indicates that the question is required. You must complete it before clicking NEXT.

- **Does my work get saved in the online application?**
  Yes. The online application form will automatically save your work on each page once you select NEXT.

- **Does the online application time out? What happens to my work if my computer times out?**
  Because this application is completed online, there is the potential that if you leave it open too long, it will "time out." Please note that you can only stay on a single page for **one hour** before the survey times out through the application tool. Even though you may be answering questions, the system reads the lack of **page** movement as inactivity. Once it times out, your answers on *that page* will be lost. Answers on any *previous pages* will remain. Don't forget that your browser can also time out. That's why we recommend preparing your answers before starting the online application and copying and pasting them into the application when you're ready to submit.

- **What if I want to make a change to a previously completed question?**
  Responses to questions can be revised at any time until the application due date and time.

If you have exited or were timed out of the online application, you will need the name and email address the application was started under to access the questions.

If you are in the online application form, you can go back to previous pages by clicking PREVIOUS at the bottom of each page.

Go to the question(s) and make your edits. Click NEXT at the bottom of the page when you are finished and the changes will be saved. Clicking NEXT does not submit your application. See the Submitting Your Application section below to ensure your revisions are submitted.

- **Do I have to use the same computer when working in the online application form?**
 No. You may access the online application form from any computer with internet access. You will need the name and email address that the application was started under to continue where you left off.

- **Does the online application form have a spell check function?**
  Yes. The online application includes a spell check function. Misspelled words will show up with a red line underneath. Right click the word to see any suggested changes.

- **Where do I enter the additional documents required as part of the application process?**
  You may also need to submit a fee policy (if applicable), 501(c)(3) certification (if applicable), financial review documentation (if applicable), Workbook (all applicants) and signature page (all applicants). The final page of the online application will ask you to upload these documents before submitting the application. You will navigate to the location of the file on your computer by clicking Choose File and then press Upload to add it to your application. Maximum file size is 10 MB for each document uploaded.
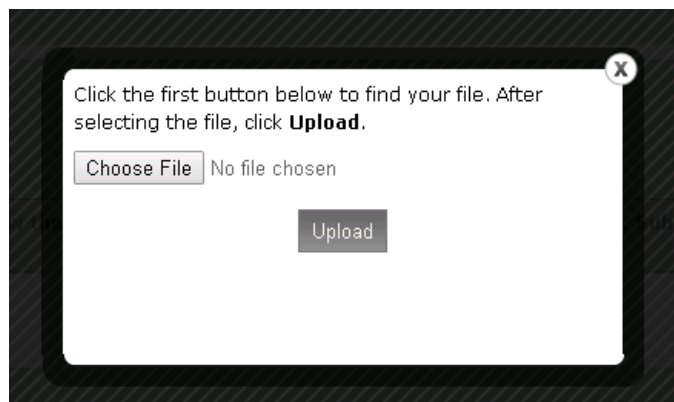
- **Will I be reminded that I have started the online application and have yet to submit it?**
  Yes. If the online application has been started but not been submitted before the user exits out of it, an email will be sent to the email address entered on the Contact Information page that the application is incomplete. Incomplete applications will not be considered or accepted by Minnesota Housing. An automatic email notification will also be sent once the application has been submitted. See below for further details.

- **How do I submit my application?**
  Once you've completed all of the questions and uploaded the required documents, you will press FINISH. You'll see a confirmation screen letting you know that the application has been received.

  Thank you for submitting your Homeownership Capacity application. You will receive a confirmation email with your responses. Please email Ruth DuBose if you have questions.

- **Will I receive a confirmation email that my application has been submitted?**
  Yes. You will also receive a confirmation email that includes your complete application. Email Ruth DuBose if you do not receive a confirmation email.

  Dear Amy,

  Thank you for completing the Homeownership Capacity Application for Funding. Your responses are listed below - please save this for your reference. If you have questions about your application, contact Ruth DuBose.

  Your Answers

  Question: Is your organization a returning grantee (received grant funding in one or more program years)?

  Your Answer: Yes

  Question: What was the "households served" goal in the most recent Grant Contract with Minnesota Housing? For most applicants, this will be identified in Exhibit A.1 of your Homeownership Capacity 2018.2019 Grant Contract.

  Your Answer: asdfsdf

  Question: See the General Info and Funding Request tab of the Workbook. Is the number of households included in cell G2 of this tab more than double your answer to question 5.1 above?

  Your Answer: No

- **What if I need to make a change after submitting my application?**
  If you need to make changes to your submission **after** you press FINISH, go back to the website link and enter the email address and name you used when you started the application. You will see a screen notifying you that your application has been submitted. Press EDIT to make changes to the application. Go through all pages, make any necessary changes and then press FINISH to re-submit. This will replace any previous submissions and will be the one reviewed by reviewers. You will be able to make edits and re-submit until Tuesday, April 23 at 3:00 p.m. **After that time, applicants will no longer be able to access the online application, edit or re-submit**.

You have already submitted a Homeownership Capacity 2019-2021 Application for Funding application. If you have questions, please contact **Ruth DuBose**. If you wish to edit your response, click Edit.

Contact Information

Please enter the information below before answering the survey.

*First Name: Amy

*Last Name: Larson

*Email Address: amy.larson@state.mn.u

[Edit]

- **Will the online application system accept late applications?**
  No. The online application system will shut down at 3:01 pm on Tuesday, April 23. If an applicant has not submitted their application by that time, the online application system will not accept it. Therefore, we highly recommend submitting your application at least 2-3 days in advance of the due date. Review the Application Instructions for further details.