Community Homeownership Impact Fund
Minimum Required Document Checklist

HOW TO USE THIS CHECKLIST AND IMPORTANT INFORMATION

This checklist outlines the minimum documents required for project files, as referenced in the Impact Fund Procedural Manual (Manual). Additional documentation may be needed to meet program or contract requirements.

All project files must include:

- The documents listed in the Administrator File and Unit/Household File under the "All Projects – Minimum Required Documents" checklists, regardless of activity type; and
- All documents listed in the appropriate activity-specific checklist(s) that relate to your project.

All forms required by the Minnesota Housing Impact Fund are located on the Impact Fund Partner Portal.

Minnesota Housing may accept alternative documentation in certain circumstances. Any alternative documentation must be approved in writing by Minnesota Housing.

☐ ALL PROJECTS CHECKLIST – Minimum Documents

Impact Fund Award ID: _____

Project Name: _____

☐ Administrator File – All Projects

Req	N/A	Document	Comments/Instructions	Form on Partner Portal (Y/N)
☐		Agreement	The Agreement must be executed before work begins.	N
☐	☐	Amendments or Addendums to the Agreement	If applicable. Any Amendments or Addendums to the Agreement.	N
☐	☐	Partnership documentation	If applicable. Required when the Administrator partners with a third-party entity for activities the Administrator would typically perform. For example, loan origination or development services.	N
☐		Annual Report – Close Out Form	Submit annually and at award close out.	Y
☐		Request for Funds forms	See applicable Request for Funds form for requirements.	Y
☐	☐	Waivers/Changes	If applicable. See the Change Request form on the Impact Fund Partner Portal.	Y

Household Name _____ **Project Address** _____

☐ Unit/Household Documents – All Projects

Req	N/A	Document	Comments/Instructions	Form on Partner Portal (Y/N)
☐		Household Demographic Project Information Form (HHD)	Submit as soon after project completion as possible.	Y
☐		Combined Privacy Act Notice and Tennessen Warning for Use with Impact Fund Assistance form	Must be signed before information is collected from a household. Administrators that are government entities, see Manual Section 1.04 for form requirements.	Y [except govt. entities]
☐		Documentation of all expenses, payables, receivables and revenues	Documentation must show that the Administrator incurred the expenses and that the expenses directly relate to the project. This includes books, records, invoices, receipts, and account statements in the Administrator's name referencing the project. See Manual Section 1.06.	N
☐		Income Eligibility Worksheet	Timeframe requirements referenced in worksheet.	Y
☐		Income verification documents	See Income Eligibility Worksheet on the Impact Fund Partner Portal for details.	N
☐	☐	Non-Occupant Spouse Statement	If applicable. Required when a homebuyer or homeowner has a spouse that does not reside at the Property.	Y
☐	☐	Zero Income Statement	If applicable. Required when a person whose income must be included for eligibility purposes reports zero income.	Y
☐		Economic Life Statement	A statement from the Administrator or a third-party professional indicating that the Qualified Dwelling Unit will have an economic life equal to the loan term plus 10 years. See Manual Section 3.01.	N
☐	☐	Verification of American Indian Tribal affiliation/membership	If applicable. Required for Households benefitting from Indian Housing Set-Aside Funds. See Manual Section 2.01 and Definitions - Indian Housing Set-Aside Funds.	N
☐	☐	eSignature Authentication	If applicable. Authentication of an electronic signature (such as a DocuSign certificate, audit trail, or platform verification) is required on any documents where the Administrator arranged for the eSignature.	N

☐ ACTIVITY-BASED CHECKLISTS – Minimum Documents for Each Activity for a Unit/Household

What activity(ies) are included in your project? Select all that apply and follow all applicable checklists.

Click the linked checklist name to go directly to the applicable checklist.

☐ Affordability Gap – Home Purchase

☐ Value Gap and Interim Loans – New Construction and Acquisition, Rehabilitation, Resale

☐ Owner-Occupied Rehabilitation – Home Repair and Improvement

☐ School Direct Costs – New Construction and Acquisition, Rehabilitation, Resale

Select the triangle indicator beside the checklist category view associated requirements.

☐ Affordability Gap – Home Purchase

Req	N/A	Document	Affordability Gap	Form on Partner Portal (Y/N)
☐		Household's/borrower's application(s) for assistance	See Manual Chapter 2.	N
☐		Borrower's Application for First Mortgage Loan	For example, Borrower's Uniform Residential Loan Application (URLA/1003), with Lender Loan Information page, or first mortgage lender's loan application form.	N
☐		Loan Estimate – First Mortgage		N
☐	☐	Loan Estimate – Impact Fund Subsidy Loan	If applicable. Required for Impact Fund subsidy provided as loans to Homebuyers. If the loan is exempt, a Good Faith Estimate may be used.	N
☐	☐	Appraisal	If applicable, required when Administrator is the seller or has a vested interest in or affiliated with the seller, to establish asking price and support the market value at the time of sale. See Manual Definitions – Affordability Gap for requirements.	N
☐		Affordability Gap determination	After final transaction numbers are determined. See Manual Section 4.06 and Definitions – Affordability Gap.	N
☐		Housing Ratio determination	After final transaction numbers are determined. See Manual Section 2.03 and Definitions – Housing Ratio.	N

Req	N/A	Document	Affordability Gap	Form on Partner Portal (Y/N)
		Transaction File		
☐		Purchase Agreement and all Addendums/Amendments		N
☐		Final Closing Disclosure – First Mortgage	Impact Fund subsidy must be clearly outlined in the first mortgage Closing Disclosure.	N
☐	☐	Final Closing Disclosure – Impact Fund Subsidy Loan	If applicable. Required for affordability gap provided as loans to Homebuyers. See Manual Chapter 6. If the loan is exempt, this requirement is satisfied by a Truth-in-Lending Disclosure and an itemization of costs, which may be provided by a Settlement Statement such as a HUD-1 or HUD-1A.	N
☐	☐	Proof of Community Land Trust (CLT) ownership (Deed with recent verification from a recorder/registrar office, Certificate of Title, a title report or an owners & encumbrance report)	If applicable. Required for subsidy provided as grant funds for CLT transactions.	N
☐	☐	Evidence of clear title for Households	If applicable. Required for subsidy provided as loans to Households or if the Administrator is the seller or affiliated with the seller. See Manual Section 3.02.	N
☐	☐	Land Lease	If applicable. Required for CLT transactions. See Manual Section 3.03.	N
☐	☐	Impact Fund Forgivable Loan Note	If applicable. Required for subsidy provided as real estate loans assigned to Minnesota Housing. See Manual Chapter 6 and the Agreement.	Y
☐	☐	Recorded Impact Fund Loan Mortgage	If applicable. Required for subsidy provided as real estate loans assigned to Minnesota Housing. See Manual Chapter 6 and the Agreement.	Y
☐	☐	Recorded Assignment of Mortgage	If applicable. Required for subsidy provided as real estate loans assigned to Minnesota Housing. See Manual Chapter 6 and the Agreement.	Y
☐	☐	Impact Fund Manufactured Home Note and Security Agreement	If applicable. Required for subsidy provided as loans for manufactured home taxed as personal property, endorsed to Minnesota Housing. See Manual Chapter 6 and the Agreement.	Y

Req	N/A	Document	Affordability Gap	Form on Partner Portal (Y/N)
☐	☐	Dept. of Public Safety - Notification of assignment, release or grant of secured interest	If applicable. Required for subsidy provided as loans for manufactured homes taxed as personal property, assigned to Minnesota Housing. See Manual Chapter 6 and the Agreement.	Y
☐	☐	Deferred Loan Transmittal Form	If applicable. Required for subsidy provided as loans assigned to Minnesota Housing. See Manual Chapter 6.	Y
☐	☐	Note and Mortgage or other security documents-Administrator forms	If applicable. Required for subsidy provided as loans to Homebuyers which are not assigned to Minnesota Housing. See Manual Chapter 6.	N
☐	☐	Special purpose credit program household eligibility documentation	If applicable. Required for Agreements that reference special purpose credit programs.	N

☐ Value Gap and Interim Loans – New Construction and Acquisition, Rehabilitation, Resale

Req	N/A	Document	Value Gap NC= New Construction ARR=Acquisition, Rehabilitation, Resale	Form on Partner Portal (Y/N)
		Pre-Construction		
☐		Purchase Agreement and Settlement Statement or proof of donation	Required when the Administrator purchases or receives the Land, Property, or Qualified Dwelling Unit to be developed. If the Administrator previously owns the Land, Property, or Qualified Dwelling Unit and is not including acquisition costs in the Project Budget, evidence of clear title satisfies this requirement (see line below).	N
☐		Evidence of clear title-pre-development	See Manual Section 3.02.	N
☐		Estimated project budget	Include estimated value gap need. Examples include a pro-forma, sources and uses or similar form that lists estimated expenses and funding. Project budget must include an itemization of all fees charged by the Administrator.	N
☐	☐	Authorization for fees charged by Administrator	If applicable. Fees charged by the Administrator (or affiliated entities) outside the awarded Developer or Administration Fee must have prior written approval from Minnesota Housing. See Manual Sections 1.05 and 5.06 and Change Request form.	Y
☐		Green Communities Intended Methods Worksheet	Pre-construction Phase Certification	Y

Req	N/A	Document	Value Gap NC= New Construction ARR=Acquisition, Rehabilitation, Resale	Form on Partner Portal (Y/N)
☐	☐	Lead-Based Paint Summary Form	If applicable, ARR projects for homes built prior to 1978 only. See Manual Section 4.04.	N
☐	☐	Site and building plans and specifications	If applicable. Required for NC projects only. Reminder: Homes must meet visitability standards. See Manual Section 4.03 for requirements.	N
☐	☐	Survey	If applicable. Required for NC projects only.	N
☐	☐	Scope of Work	If applicable. Required for ARR projects only.	N
☐		Bidding documentation	Documentation of the bidding and/or purchasing process. See Manual Section 3.04 and the Agreement for requirements.	N
☐		Evidence that no contractor used is debarred or suspended	See Manual Section 1.09, Manual Appendix C: Legal Addendum Section 1.06, and the Agreement for requirements. Include documentation of the search completed at each of the following websites: Minnesota Housing Suspension List [https://mnhousing.gov/home/suspensions] Minnesota Department of Administration's Suspended/Debarred Vendor Report [https://mn.gov/admin/osp/government/suspended-debarred] Vendors debarred by federal government Agencies [https://sam.gov/]	N
☐		Contracts and Change Orders	All contracts for work performed on the Project. See Manual Section 1.09 for more information on contractor licenses.	N
☐	☐	Pre-renovation pictures	If applicable, ARR projects only. Pictures of ARR property prior to renovation.	N
☐	☐	Lead-Based Paint Inspection/Risk Assessment, Inspection Report	If applicable. Required for ARR projects for homes built prior to 1978 and not exempt. See Manual Section 4.04 and Lead Based Paint Guide, found in the Impact Fund Partner Portal.	N
☐	☐	Radon Testing Report(s)	If applicable, ARR projects only.	N
☐	☐	Pre-renovation Energy Efficiency Improvement Plan	If applicable, ARR projects only. Energy Audit or HERS rater energy model can be used in replacement of Energy Efficiency Improvement Plan.	N

Req	N/A	Document	Value Gap NC= New Construction ARR=Acquisition, Rehabilitation, Resale	Form on Partner Portal (Y/N)
		Construction		
☐	☐	Prevailing Wage Certification Form - Department of Labor and Industry	If applicable. See Manual Section 4.03 and Appendix C-Legal Addendum Section 1.11 for more information, including contact information for questions.	N
☐	☐	Certified Payroll Forms - Department of Labor and Industry	If applicable. See Manual Section 4.03 and Appendix C-Legal Addendum Section 1.11 for more information, including contact information for questions.	N
☐	☐	Blower door test	If applicable, ARR only. Post renovation energy auditor inspection report or final HERS Rater Energy Model can be used in replacement of a blower door test.	N
☐	☐	ENERGY STAR® Certified New Home Certificate	If applicable, NC only. An as-built Energy Model by an approved ENERGY STAR® rater can be used in replacement of an ENERGY STAR® New Home Certificate.	N
☐		Sworn Construction Statement(s)	The final Sworn Construction Statement must include itemized construction costs and the name of the entities performing the work.	N
☐		Lien Waivers		
☐		Building code compliance documentation	See Manual Section 3.05. For installed manufactured homes, an installation compliance certification is required.	N
☐	☐	Lead Hazard Clearance Report	If applicable. Required for non-exempt ARR projects, where the inspection/risk assessment identifies lead hazard reduction work.	N
		Post-Construction		
☐	☐	Post-renovation pictures	If applicable, ARR only. Pictures of ARR property after renovation.	N
☐		Appraisal	Appraisal to establish asking price and support the market value at the time of sale. See Manual – Appendix A – Value Gap Definition for requirements.	N
☐		Green Communities Intended Methods Worksheet	Include Compliance Certification – End of Construction. An Enterprise Green Communities Certificate can be used in replacement of the Compliance Certification.	Y
☐		Final project budget	Include final value gap calculation. Project budget must include an itemization of all fees charged by the Administrator, approved by Minnesota Housing.	N

Req	N/A	Document	Value Gap NC= New Construction ARR=Acquisition, Rehabilitation, Resale	Form on Partner Portal (Y/N)
☐		Purchase Agreement and Settlement Statement	For the sale of the Property to an eligible buyer. Final price must be within 10% of appraised value. See Manual – Appendix A – Value Gap Definition for requirements.	N
☐		Evidence of clear title	Evidence of clear title for the sale to an eligible buyer. See Manual Section 3.02 for requirements.	N

☐ Owner-Occupied Rehabilitation

Req	N/A	Document	Owner-Occupied Rehabilitation	Form on Partner Portal (Y/N)
		Household/Borrower		
☐		Household's/Borrower's Application(s) for Assistance		N
☐	☐	Documentation of eligibility review and referral for other programs/(in)ability to repay a fix up loan	If applicable. Not required for Community Fix Up Loan interest rate reduction.	N
☐		Proof of ownership	Current Ownership and Encumbrance report, title report or Certificate of Title	N
☐	☐	Closing Disclosure	If applicable. Required for subsidy provided as loans to Households**.** If the loan is exempt, this requirement is satisfied by a Truth-in-Lending Disclosure and an itemization of costs, which may be provided by a Settlement Statement, such as a HUD-1 or HUD-1A.	N
☐	☐	Impact Fund Forgivable Loan Note	If applicable. Required for subsidy provided as real estate loans endorsed to Minnesota Housing. See Manual Chapter 6 and the Agreement.	Y
☐	☐	Recorded Impact Fund Loan Mortgage	If applicable. Required for subsidy provided as real estate loans assigned to Minnesota Housing. See Manual Chapter 6 and the Agreement.	Y
☐	☐	Recorded Assignment of Mortgage by Business Entity	If applicable. Required for subsidy provided as real estate loans assigned to Minnesota Housing. See Manual Chapter 6 and the Agreement.	Y

Req	N/A	Document	Owner-Occupied Rehabilitation	Form on Partner Portal (Y/N)
☐	☐	Impact Fund Manufactured Home Note and Security Agreement	If applicable. Required for subsidy provided as loans for manufactured home taxed as personal property, endorsed to Minnesota Housing. See Manual Chapter 6 and the Agreement.	Y
☐	☐	Department of Public Safety (DPS) Notification of Assignment, Release, or Grant of Secured Interest	If applicable. Required for subsidy provided as loans for manufactured home taxed as personal property, assigned to Minnesota Housing. See Manual Chapter 6 and the Agreement. Also, see DPS form and Deferred Loan Transmittal Instructions for instructions to properly complete, assign and file.	N
☐	☐	Deferred Loan Transmittal Form	If applicable. Required for subsidy provided as loans assigned to Minnesota Housing. See Manual Chapter 6 and the Agreement.	Y
☐	☐	Impact Fund Owner-Occupied Rehabilitation Loan Modification Form	If applicable. Required for subsidy provided as loans assigned to Minnesota Housing where the loan amount needs to increase.	Y
☐	☐	Note and Mortgage or other security documents-Administrator forms	If applicable. Required for subsidy provided as loans to Households not assigned to Minnesota Housing.	N
☐	☐	Notice of Homeowner's Right of Rescission	If applicable. Required for subsidy provided as loans to Households.	N
		Construction File		
☐	☐	Authorization for fees charged by Administrator	If applicable. Fees charged by the Administrator (or affiliated entities) outside the awarded Developer or Administration Fee must have prior written approval from Minnesota Housing. See Manual Sections 1.05 and 5.06 and Change Request Form	N
☐		Scope of Work		N
☐		Bidding documentation	Documentation of the bidding and/or purchasing process. See Manual Section 3.04 and the Agreement for requirements.	N

Req	N/A	Document	Owner-Occupied Rehabilitation	Form on Partner Portal (Y/N)
☐		Evidence that no contractor used is debarred or suspended	Minnesota Housing Suspension List [https://mnhousing.gov/home/suspensions] Minnesota Department of Administration's Suspended/Debarred Vendor Report [https://mn.gov/admin/osp/government/suspended-debarred] Vendors debarred by federal government Agencies [https://sam.gov/]	N
☐	☐	Contracts and Change Orders	All contracts for work performed on the Project. See Impact Fund Manual Section 1.09 for more information on contractor licenses. Does not apply to Community Fix Up Loan Program write-down projects.	N
☐	☐	Lead Based Paint Summary Form	If applicable. See Manual Section 4.05.	Y
☐	☐	Lead Based Paint Risk Assessment Inspection Report	If applicable. See Manual Section 4.05.	N
☐	☐	Lead Hazard Clearance Report	If applicable. Required for non-exempt OOR projects, where the inspection/risk assessment identifies lead hazard reduction work.	N
☐		Building code compliance documentation	See Manual Section 3.05 for requirements.	N
☐	☐	Lien Waivers	If applicable. Required for Projects using Impact Fund Dollars to pay for professional labor expenses.	N
☐	☐	Completion Certificate(s)	Signed by homeowner. Not applicable to Community Fix Up Loan Program write-down Projects	Y

☐ School Direct Costs

Req	N/A	Document	School Direct Costs NC= New Construction ARR=Acquisition, Rehab, Resale	Form on Partner Portal (Y/N)
		Pre-Construction		
☐	☐	Purchase Agreement and Settlement Statement	If appliable. Required for Schools directly purchasing the Property. If the School will not own the Property, see partnership documentation in the All Projects checklist above.	N
☐	☐	Evidence of clear title-pre-development	See Manual Section 3.02. Required for Schools owning the Property.	N
☐		Estimated Direct Costs Budget	Include details for building materials, construction tools and professional labor.	N
☐	☐	Site and building plans and specifications	If applicable, NC projects only.	N
☐	☐	Scope of Work	If applicable, ARR projects only.	N
☐	☐	Lead-Based Paint Summary Form	If applicable, ARR projects for homes built prior to 1978 only. See Manual Section 4.04.	N
☐		Bidding documentation	Documentation of the bidding and/or purchasing process. See Manual Section 3.04 and the Agreement for requirements.	N
☐		Evidence that no contractor used is debarred or suspended	See Manual Section 1.09, Manual Appendix C: Legal Addendum Section 1.06, and the Agreement for requirements. Include documentation of the search completed at each of the following websites: Minnesota Housing Suspension List [https://mnhousing.gov/home/suspensions] Minnesota Department of Administration's Suspended/Debarred Vendor Report [https://mn.gov/admin/osp/government/suspended-debarred] Vendors debarred by federal government Agencies [https://sam.gov/]	N
☐	☐	Contracts and Change Orders	If applicable. Required for expenses paid with Impact Fund Dollars. All contracts for work performed on the Project. See Impact Fund Manual Section 1.09 for more information on contractor licenses.	N

Req	N/A	Document	School Direct Costs NC= New Construction ARR=Acquisition, Rehab, Resale	Form on Partner Portal (Y/N)
☐	☐	Pre-renovation pictures	If applicable, ARR projects only. Pictures of ARR property prior to renovation.	N
☐	☐	Lead-Based Paint Risk Assessment, Inspection Report	If applicable, ARR projects. See Manual Section 4.04.	N
		Construction		
☐	☐	Lien Waivers	If applicable. Required for Projects using Impact Fund Dollars to pay for professional labor expenses.	N
☐	☐	Sworn Construction Statement(s)	If applicable. Required for Projects using Impact Fund Dollars to pay for general contractor professional labor expenses. The final Sworn Construction Statement must include itemized construction costs and the name of the entities performing the work.	N
☐		Building code compliance documentation	See Manual Section 3.05. For installed manufactured homes, an installation compliance certification is required.	N
☐	☐	Lead Hazard Clearance Report	If applicable. Required for non-exempt ARR projects, where the inspection/risk assessment identifies lead hazard reduction work.	N
		Post-Construction		
☐	☐	Post-renovation pictures	Pictures of ARR property after renovation.	N
☐		Final Direct Costs Budget	Include details for building materials, construction tools and professional labor.	N
☐		Purchase Agreement and Settlement Statement	Required when a Property is sold to a Household. Equivalent documents conveying the Property or Qualified Dwelling Unit to an eligible Household may be used when the Property is conveyed in a method other than a sale.	N
☐		Evidence of clear title	Evidence of clear title conveying Property or Qualified Dwelling Unit to an eligible buyer. See Manual Section 3.02 for requirements.	N