

**INSTRUCTIONS**

To submit a request related to Impact Fund provisions, complete all steps below. Reference your Agreement to ensure your request contains accurate award details.

All steps must be completed, including signature by the Administrator's authorized signer.

- Step 1: Administrator Information and Request Authorization Signature
- Step 2: Type of request
- Step 3: Request information
- Step 4: Document submission

Incomplete or unsigned requests will not be processed.

Timing: Submit requests with sufficient time for review before incurring costs related to the request.

- Prior to closing: Housing Ratio, Layering, Unit Subsidy Over 50%, Agreement Amendment
- Prior to construction: Visitability and Green Communities, Agreement Amendment

Submitting a request does not guarantee approval. All requests are subject to Minnesota Housing's review and determination, and additional information may be required. If your request is not approved, the unit may be deemed ineligible to receive Impact Fund resources.

**STEP 1: ADMINISTRATOR INFORMATION**

\_\_\_\_\_  
**Impact Fund Award ID**

\_\_\_\_\_  
**Administrator (Organization) Name**

\_\_\_\_\_  
**Administrator Address**

\_\_\_\_\_  
**Administrator Contact Name**

\_\_\_\_\_  
**Contact Phone**

\_\_\_\_\_  
**Contact Email**

**Request Authorization Signature**

*By signing below, Administrator certifies that, except as indicated with this Request, all work will be completed in accordance with the Agreement and Impact Fund Procedural Manual.*

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Date**

**Signer Name and Title:** \_\_\_\_\_

## STEP 2: TYPE OF WAIVER REQUESTED

What are you requesting?

- |   |  |
|---|--|
| <input type="checkbox"/> <a href="#">Housing Ratio Waiver</a>         | <input type="checkbox"/> <a href="#">Visitability Waiver</a>   |
| <input type="checkbox"/> <a href="#">Unit Subsidy Over 50% Waiver</a> | <input type="checkbox"/> <a href="#">Green Communities Waiver</a>  |
| <input type="checkbox"/> <a href="#">Layering Waiver</a>              | <input type="checkbox"/> <a href="#">Agreement Amendment</a> (Do not use this form for contract extensions.) |
| <input type="checkbox"/> <a href="#">Fee Authorization</a>            |  |
| <input type="checkbox"/> <a href="#">Other:</a>                       |  |

## STEP 3: REQUEST INFORMATION:

Answer all questions in the section applicable to the type of request.

### Housing Ratio Waiver Request

Property address:

Household annualized gross income:

*(Calculate using the Impact Fund Eligibility Income Worksheet and save it in the project file)*

Amount of the first mortgage:

Amount of Impact Fund Affordability Gap required for the household:

Is the household borrowing the maximum first mortgage amount that they qualify for?  Yes  No

If not, why not?

Explain the need for the housing ratio waiver.

Supporting documentation required:

- First mortgage qualification document
- First mortgage Loan Estimate

### Unit Subsidy Over 50% Waiver Request

Property address:

Typical per unit subsidy amount in the contract:

Unit subsidy amount requested with this waiver:

Number of units committed in the contract:

Number of units already completed under the award:

Will the administrator be able to complete the number of units committed in the contract?  Yes  No

Explain the need for the increased subsidy amount.

Supporting documentation may be required on a case-by-case basis.

**Layering Waiver Request**

Property address:

	<b>Award #</b>	<b>Administrator Name</b>	<b>Proposed Use</b> <i>(e.g., value gap, affordability gap, land acquisition, etc.)</i>	<b>Subsidy Needed</b>
<b>Award 1</b>				\$
<b>Award 2</b>				\$

Explain the need for layering.

If one of the proposed uses is Value Gap:

- Total Development Cost:
- Property asking price or purchase price based on appraised value:
- Total of non-Impact Fund sources of Value Gap:

If one of the proposed uses is Land Acquisition:

- Appraised land value:
- Total cost of demolition, utilities and site clearing:

If one of the proposed uses is Affordability Gap:

- Purchase price plus buyer-paid closing costs:
- First mortgage amount:
- Total of non-Impact Fund sources of Affordability Gap:

If one of the proposed uses is Owner-Occupied Rehabilitation:

- Total Project Costs:
- Total of non-Impact Fund resources:

If developing a new unit, can the unit be completed without layering awards?

Supporting documentation required:

- Value Gap: Project Budget and Appraisal
- Land Acquisition: Land Appraisal and/or invoices for demolition, utilities and site clearing
- Affordability Gap: First Mortgage Loan Estimate
- Owner-Occupied Rehabilitation: Scope of work with bid amounts

## Visitability Waiver Request

**Instructions: Answer the following questions to request a Visitability Waiver.**

Property address(es):

What type of visitability waiver are you requesting:(*The 32" clear opening doorways requirement cannot be waived*)

- Zero-step entry
- Main floor half bath or larger

Does the request apply to a single unit or all units?

What is the reason for the visitability waiver request?

- Site conditions
- Affordability

Supporting documentation is required.

If the reason is site conditions, provide the following with your request:

- Boundary survey with building footprints, or
- Architectural drawing and site survey, preferably topographic

If the reason is affordability, answer the following questions and provide the information below:

- Demonstrate how the requirement reduces affordability to the Homebuyer Household:
  
- Anticipated purchase price with a no-step entrance/main level bath:
- Anticipated purchase price without a no-step entrance/main level bath:
- Provide third-party data supporting anticipated purchase prices for both the visitable and non-visitable designs (for example, comparative market analysis or brokers price opinion).

## Green Communities Criteria Waiver Request

**Instructions: Answer the following questions to request a Green Communities Criteria Waiver.**

Project/Development Name:

Property Address(es) (indicate the city if no address is available):

Architect and General Contractor Names:

Construction Type:

- New Construction
- Substantial/Gut Rehabilitation
- Adaptive Reuse
- Moderate Rehabilitation

Does the request apply to a single unit or all units?

Green Communities Mandatory Criteria Number:

Green Communities Mandatory Criteria Name:

Describe the Issue:

Describe why the project is unable to achieve the criterion:

Provide actual cost differential if this mandatory criterion waiver request is based upon a cost hardship:

Supporting documentation may be required on a case-by-case basis.

### Agreement Amendment Request

**Instructions: Answer the following questions to request an amendment to the Agreement.**

Describe the requested change.

Do you need this change to complete the units in the contract?

What is the reason for the requested change?

Supporting documentation may be required on a case-by-case basis.

### Fee Authorization:

**Instructions: Answer the following questions to request authorization to charge additional fees (Manual Sections 1.05 and 5.06).**

What additional fee are you requesting permission to charge?

Amount of Fee Requested:

Explanation for why the proposed fee amount is reasonable:

What is the reason that you need to charge this fee?

Is this request for a specific property, or the whole award?

Supporting documentation required: Evidence of qualifications to complete the work (for example, licenses or certifications)

Other:

**Instructions: Answer the following questions.**

Describe the requested exception or change.

What is the reason for the request?

Do you need this to complete the units in the contract?

Does the request apply to a single unit or all units?

Supporting documentation and additional information may be required on a case-by-case basis.

#### **STEP 4: DOCUMENT SUBMISSION**

Email this completed form and any required supporting documentation to the Impact Fund team at [impact.fund.mhfa@state.mn.us](mailto:impact.fund.mhfa@state.mn.us). Incomplete or unsigned requests will not be processed.

Complete waiver requests are generally processed within ten business days. Complete contract amendment requests are generally processed within four months and may be subject to Minnesota Housing Board approval.

