

INSTRUCTIONS

To request a disbursement, complete all steps below. Complete a separate form for each disbursement. All requests must be signed by an authorized signer. All steps must be completed.

- Step 1: Administrator Information and Request Authorization Signature
- Step 2: Disbursement Instructions
- Step 3: Use of Funds
- Step 4: Required Documentation
- Step 5: Request for Funds Form and Document Submission

Incomplete or unsigned requests will not be processed. Final disbursements must be requested one month or more prior to contract expiration or they may not be payable.

STEP 1: ADMINISTRATOR INFORMATION

Administrator (Organization) Name		
Administrator's Address		
Administrator Contact Name	Contact Phone	Contact Email

Request Authorization Signature

I certify, on behalf of the organization, that all funds requested under the Homeownership Investment Grants Program will be used exclusively for eligible program purposes and that the costs submitted for reimbursement, disbursement, or financing have not been—and will not be—paid, reimbursed, or otherwise funded through any other federal, state, local, private, philanthropic, insurance, or public source. These costs are not duplicative of any other subsidy or assistance, are necessary and reasonable for the eligible housing activity, and comply with all applicable program requirements, including affordability, eligible use, and owner-occupancy requirements. All costs will be supported by appropriate financial and program records, and I acknowledge that funds are subject to repayment, recapture, withholding, or other remedies if duplication of benefits, ineligible use, misrepresentation, or noncompliance is identified.

Authorized Signature
Date
Signer Name and Title:

STEP 2: DISBURSEMENT INSTRUCTIONS

Select one method below:

- Electronic Fund Transfer (EFT): On File at Minnesota Housing
- Mail Check to Address Below

Address City State Zip

STEP 3: USE OF FUNDS

Complete a separate form for each request. All fields must be populated.

- **Reference your Contract and program manual for loan terms**
- **For multiple borrowers in a single request, please attach Pipeline Report (i.e., DPA)**

Request type:

Loan Type:

- Predevelopment Financing
- Construction Financing
- Acquisition/Rehab/Resale
- Down Payment Assistance (DPA)
- Home Improvement Loans
- First Mortgage
- CLT Lending
- Bridge Loan
- Line of Credit
- Patient Capital
- Other (describe) _____

Borrower	Contact information	Project Address	Amount Requested

STEP 4: REQUIRED DOCUMENTATION

Reimbursement: If you are requesting reimbursement for funds that have already been spent, provide all documentation required for fund reimbursement.

General For All Request of Funds:

- **Proof of expenses (Invoices, Cancelled Checks (front and back), Wire transfers)**
- **Any executed contracts**
- **Loan Documents**
- **Closed Loan Report**

Predevelopment (If Applicable):

- **Budget-** Architect fees, surveys, environmental reports, legal, etc.
- **Site Control Documentation** (purchase agreement, option, deed)
- **Project Feasibility Analysis** or early underwriting

Construction:

- **Construction Budget** with line-item detail
- **Draw Requests** with contractor invoices and lien waivers
- **Inspection Reports** verifying work completed
- **Contractor Pay Apps (if Applicable)**

First Mortgage and/or Down Payment Assistance:

- **Executed/Recorded DPA Note & Mortgage**
- **Closing Disclosure** showing DPA applied correctly
- **Underwriting Worksheet** showing compliance with program rules

Home Improvement Loans:

- **Executed/Recorded DPA Note & Mortgage**
- **Bids and Estimates**

Community Land Trust (CLT) Transactions:

- **Executed CLT ground lease**
- **Loan Documents**
- **Underwriting worksheet**

Bridge Loans/Line of credit/Patient Capital:

- **Evidence of eligible use (Source & Use Statement, loan application, etc.)**
- **Loan Agreement**
- **Commitment letter/award notification**

Administrative Cost Reimbursement:

- **Proof of the payment of expenses (receipts, invoices, payroll records, time logs, paystubs)**
- **Contracts or agreements related to the expense**
- **Accounting records showing the cost was charged to this Program**

Advancement: If requesting advancement before a loan has closed or land has been acquired, please submit the required documentation demonstrating that loan capital has been committed. This documentation is sufficient to authorize advancement; however, full supporting documentation (as referenced above) must be submitted after loan closing. Please complete the narrative section below to justify the advancement request.

Advanced Funds:

- **Narrative for Advanced Funds (see below)**
- **Acceptable documentation (list below)**
- **Pipeline Report**

Narrative for Advanced Funds: Use the space below to document the need for advanced payments or attach an additional page if necessary. Administrative fees will not be advanced:

Common acceptable documentation for advanced funds:

- A signed loan commitment letter from a decision maker or authorized entity
- A term sheet or award letter showing approved loan amount
- Internal credit approval memo or underwriting approval notice
- Board resolution authorizing the loan

File Naming Convention:

Supporting documentation must be titled with the Admin name, Borrower name, Address.

STEP 5: REQUEST FOR FUNDS FORM AND DOCUMENT SUBMISSION

Upload this completed, non-editable form and supporting documentation using box.com.

Incomplete or unsigned requests will not be processed. Complete requests are generally processed within ten days.