



Master Application Checklist Help Text

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A. All Proposals - Forms and Submittal Items

A – 4 Appraisals Submissions Documents (Agency Ordered)

Minnesota Housing will order appraisals at the time of application to establish “acquisition price”, any costs incurred for appraisal and any revisions to the report will be the responsibility of the applicant.

Submit the Minnesota Housing Appraisal Cover Sheet with the required attachments and a non-refundable appraisal fee.

Refer to the RFP Guide for complete requirements.

A – 8 Affirmative Fair Housing Marketing Plan

For existing developments, applicants are required to submit a Minnesota Housing Affirmative Fair Housing Marketing Plan as part of the application. The Affirmative Fair Housing Marketing Regulations require that each applicant carry out an affirmative marketing program to attract prospective buyers or tenants of all majority and minority groups in the housing market area regardless of race, creed, color, religion, sex, national, origin, marital status, status with regard to public assistance, disability, sexual orientation, or familial status. The applicant shall describe on the form the activities it proposes to carry out during advance marketing, where applicable, and the initial sales or rent-up period. The affirmative marketing program also should assure that any group(s) of persons normally NOT likely to apply for the housing without special outreach efforts (*because of existing neighborhood racial or ethnic patterns, location of housing in the SMSA, or price or other factors*), know about the housing, feel welcome to apply and have the opportunity to buy or rent. In addition to the specific advertising activities, the applicant must describe activities relating to instructions to staff on fair housing concerns. If this is a new construction development, it is not applicable at this time.

A – 9 Minimizing Transportation Costs and Promoting Access to Transit

Minnesota Housing encourages developments located near transit that minimizes transportation costs and promotes access to transit. Provide a map identifying the location of the project with exact walking distances to the public transit station/stop and include a copy of the route, span and frequency of service.

- **In the 7 county metro area**, eligible stations/stops are identified in the Metropolitan Council maps located at: <http://www.mnhousing.gov/wcs/Satellite?c=Page&cid=1358904882055&pagename=External%2FPage%2FEXTStandardLayout> and refer to the Community Profiles for a transit overlay map.
 - Located within ½ mile radius of a completed or in progress LRT, BRT, or Commuter Rail Station
 - Located within ¼-mile radius of a high service public transportation fixed route stop
 - Located within ½-mile radius of Expressed Bus station/park and ride or
- **In Greater Minnesota**
 - Located within ½ mile radius from a public transportation fixed route stop (including express bus stop and park and ride stations)
 - Located within a census tract that is within 5 miles of 2,000 low and moderate wage jobs AND is within 1 mile to four types of facilities or has access to demand response/dial-a-ride services during standard workday hours.

A – 10 Site Location Map

Minnesota Housing encourages proposed developments that are/ will be located near current and proposed regional and interregional transportation corridors, transit ways, services and jobs.

Provide a location map (e.g., www.walkscore.com) with exact distances indicating that the project is located within a 1/4 mile of at least two, or 1/2 of at least four, of the following facilities:

- parks,
- elementary, secondary and high schools,
- sources of employment,
- shopping and retail services,

- public transit routes and stops,
- regional and interregional transportation corridors and transit ways,
- recreational facilities,
- social and special service institutions,
- hospitals and health clinics, and
- day care centers

A – 11 Photographs

Provide clear photographs of exterior and interior of building for existing buildings
For New Construction provide clear photographs of the site and surrounding areas.

A – 12 Preliminary Architectural/Construction Requirements for New Construction

For building schematics/concept design review:

- *Site Plan* (generally no less than 1/32" per foot scale for the original, printable on no larger than 11X17 for electronic submission);
- *Building Plans* (generally no less than 1/16" per foot scale and printable on no larger than 11X17 for electronic submission);
- *Typical dwelling unit plans* (generally no less than 1/8" per foot scale and printable on no larger than 11X17 for electronic submission);
- *Building elevations* (generally no less than 1/16" per foot scale and printable on no larger than 11X17 for electronic submission);
- *Building Section* (generally no less than 1/16" per foot scale and printable on no larger than 11X17 for electronic submission);

Refer to the Minnesota Housing [Architect Guide](#)

A – 13 Scope of Work for Acquisition and/or Rehabilitation of Existing Buildings

Provide current workscope with enough detail to communicate scale and scope of improvements.

Refer to the Minnesota Housing [Architect Guide](#)

A – 14 Physical Needs Assessment (PNA) or Capital Needs Assessment (CNA)

Developments not required to complete a PNA or CNA are new construction projects, gut rehabilitation projects and adaptive re-use projects.

Both the PNA and CNA shall provide a Life Expectancy analysis including Estimated Age, Expected Useful Life (EUL), and Effective Remaining Life (ERL) of the following minimum elements: Roof; siding/ exterior walls; windows; doors (interior/ exterior, and overhead garage); plumbing fixtures; HVAC Systems; and kitchen appliances.

The inspection shall be conducted to identify deficiencies under applicable state and local codes, ordinances, and The Minimum Essential Physical Needs as per Chapter 3 of Minnesota Housing' Rental Housing Design/Construction Standards

Applicants shall submit either a full Capital Needs Assessment or a Physical Needs Assessment.

Option 1- Capital Needs Assessment (CNA)

- If the applicant chooses to submit a full Capital Needs Assessment, it shall be completed by a third party qualified needs assessor and can be in any of the following established formats: USDA Rural Development, HUD/ FHA Project Capital Needs Assessment (PCNA), ASTM E 2018-08 Standard Guide for Property Conditions Assessment, or other Minnesota Housing approved format.

OR

Option 2 - Physical Needs Assessment (PNA) that consists of Minnesota Housing Physical Needs Assessment Template and 20 Year Capital Expenditure Template

- If the applicant chooses to submit the Physical Needs Assessment, it shall consist of a completed Minnesota Housing [Physical Needs Assessment Template](#) and the [Minnesota Housing 20 Year Capital Expenditure Template](#) (see [Minnesota Housing website](#)); **or** the preparer may use their own document with a similar format. When completing the 20 Year Capital Expenditure Template, it shall be completed “As Is” with the proposed immediate needs and rehabilitation scope of work noted in the “Year One” column.

A – 15 Green Communities Criteria

- *Intended Methods of Meeting the Criteria* within the [Enterprise Certification Workbook](#) as required for compliance with meeting 2011 Enterprise Green Communities “Mandatory” Criteria and [MN Overlay](#);

A – 16 Evidence of Site Control

Acceptable evidence of title/site control includes the following: purchase commitment, option, or letter of intent from governmental body for sole developer, etc. If no transfer of ownership, then the warranty deed or contract for deed is acceptable. The evidence of site control must be current, fully executed, *include the legal description of land*, and extend to anticipated date of funding recommendation.

Loss of site control could result in withdrawal of a funding recommendation.

Minnesota Housing will not accept applications from different applicants for the same site.

A – 17 Sources and Uses of Funds - Proposed, Secured and Existing

Submit evidence of all applicable forms of proposed, secured and existing funding under this submission requirement. Minnesota Housing evaluates proposed, secured and existing sources of funding from the following standpoints:

- Amount of leverage/non-Minnesota Housing funding
- Amount of local, philanthropic and regulatory cost avoidance/cost incentives
- Evidence of Readiness to proceed/Amount of **secured funding commitments at the time of application**. Provide documentation that states the amount, terms and conditions of secured funding. The documentation must be executed or approved by the lender or contributor and the applicant. Documentation containing words synonymous with “consider” or “may”, (as in “may award”) regarding the commitment will not be considered acceptable.
- Documentation of existing funding on a property, including: loan amount, term of the loan, use restrictions including rent and income limits.

A – 18 Tenant Relocation Plan, if applicable

Submit a Tenant Relocation Plan that includes an overview, timeline, and estimated budget if: the project funding mandates the requirement of relocation assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act, AND the project scope requires some form of tenant relocation, whether permanent or temporary.

A – 22 Rental Assistance Payment Standards

Attach a copy of the Payment Standards or Payment Standard Exceptions for the community in which the housing is proposed.

A – 23 Utility Allowance from Local HRA/PHA

Provide a current utility allowance in a manner consistent with the options provided in IRC 1.42-10 (i.e., as appropriate, a utility allowance form RD, HUD, PHA/HRA, local utility company, an Agency estimate, a HUD Utility Schedule Model, and Energy Consumption Model). Include a breakdown of the utilities that a tenant pays directly (i.e., heat, electricity, etc.), the utility allowance for each type of utility (i.e., gas, electric, etc.), for the various unit types (i.e., one bedroom, two bedroom, etc.) and housing types (i.e., apartments, townhomes, etc.) Also, include a list of each unit type, total tenant paid utilities, contract rent, and gross rent.

A – 24 Commitment to Provide Project Based Rental Assistance

For proposals including Project-Based Rental Assistance, at time of application the applicant must submit a fully executed binding commitment* for the project-based assistance to be included in the development signed by the local PHA/HRA or other similar entity (*binding Resolution/binding Letter of Approval from the governing body).

A – 26 Management and Operating Expenses

The proposed M&O expenses should be based on the developer/management company's current portfolio and supported by:

1. Actual operating data provided by the developer/management company for similar developments.
2. Circumstances and or significant changes to the economics of the development's current marketplace, such as increased utility costs and property insurance.
3. Operating trends of the developer or management company

The owner supporting the proposed M&O expense should include:

4. For New Construction: Copies of the year-end operating information from 3 comparable developments that have been in operation for at least 5 years.
5. For existing properties: Copies of audited financial operating expense statements for at least 3 stabilized years.

See the Underwriting Standards for more information.

A – 27 Housing Tax Credits and Housing Infrastructure Bonds (HIB) Dual Application Process

Prospective applicants to the 2013 Multifamily Consolidated Request for Proposals (RFP) who are interested in competing for 9% tax credits and/or 4% tax credits combined with Housing Infrastructure Bond (HIB) proceeds (if available) have the following option:

- Submitting an RFP application for **both** 9% tax credits (and other available funding if needed) **and** 4% tax credits and HIB proceeds ("dual application").

Applicants choosing to submit a dual application will have the same application requirements as other applicants (one original, 2 photocopies and one CD with all application materials), however, the applicant will submit two 402s and two self-scoring worksheets (one each for the 9% tax credit application and the 4% tax credit and gap funding RFP application). In submitting a dual application, the applicant thereby grants Minnesota Housing sole discretion to determine, through its competitively scored procedures and without regard to any stated applicant preference, the type of funding source for the project, should it be selected. If submitting dual applications, Minnesota Housing will review both applications independent of one another, and score each application per the respective criteria and priorities as outlined in its HTC/RFP guide. The Agency explicitly reserves the right to determine the appropriate funding source(s) for competitive projects regardless of the project's ranking under either process. Minnesota Housing maintains its policy to not entertain any appeals related to the type of funding source(s) awarded to a selected project. Dual applicants will, at the time of application, be required to execute and submit a certification letter indicating acceptance of all terms as stated.

B. Application Fees

No help text

C. Housing Tax Credits - Forms and Submittal Items

C – 2 Market Study

If applying for HTC, a comprehensive market study of the housing needs of low-income individuals in the area to be served by the project conducted by a disinterested party at the developer's expense who is on the Minnesota Housing Authorized Contractor list must be submitted with the application.

Developers/owners will contact and hire the contractor of their choice from the Authorized Contractor list to perform the required market study in the form and format outlined in Minnesota Housing's Market Study Guidelines found at http://www.mnhousing.gov/idc/groups/public/documents/document/mhfa_006757.pdf/mhfa_006757.pdf

Schedules and fees will be arranged between the developer/owner and the Authorized Contractor. Minnesota Housing will not endorse or recommend any contractor on the Authorized Contractor list and will not be a party to the individual transactions.

C – 7 Evidence of HTC Threshold Requirements

Provide evidence of meeting one of the threshold types defined in Article 6.2 of the Minnesota Housing Tax Credit Qualified Allocation Plan (QAP) Minnesota State Statute 462A.221 through 462A.225. (State statute requirement for any HTC application submitted to the Minnesota Housing, Suballocator or Suballocator participation in Joint Power Agreement with Minnesota Housing.)

C – 8 For Acquisition, Evidence of Compliance with 10 year rule - Existing Buildings

Existing Buildings - in order for an existing building to qualify for the 30 percent acquisition credit in connection with rehabilitation, there must have been a period of at least 10-years between the date the building was acquired and the date it was last placed in service. Please note that the 10-year rule also applies to existing tax credit projects applying for a new allocation of acquisition credits at the end of the original 15-year compliance period.

C – 9 For Acquisition, Evidence of Compliance with exception to the 10 year rule

Exception to the 10-year Rule - Exceptions to the 10-year rule are provided in Section 42(d)(6) for federally or State assisted buildings, certain low-income buildings subject to mortgage prepayment, and buildings acquired from insured financial institutions in default. Certain other situations are exempt from the 10-year rule, such as:

- a person who inherits a property
- acquisition by a government unit or qualified nonprofit group if income from the property is exempt from federal income taxation
- a person who gains a property through foreclosure (or instrument in lieu of foreclosure) of any purchase money security interest, provided the person resells the building within 12-months after placing the building in service following foreclosure
- single family residences that had no use during the prior 10-year period except, as an owner-occupied principal residence will not be treated as being placed in service for purposes of the 10-year holding period. Note that although the 10-year rule does not apply, the property must still be rehabilitated to claim the acquisition costs of such a property

C – 11 Nonprofit Proof of Status, Non-Profit Intended Participation: Articles of Incorporation, IRS Election Status

- A description of the nonprofit's intended participation in the development and operation of the project.
- Articles of Incorporation
- Internal Revenue Service (IRS) documentation of status.
- A nonprofit must have IRS 501(c)(3) or (4) approval from the IRS or expect to receive such designation prior to carryover and meet requirements of Internal Revenue Code (42(h)(5).

C – 12 Plan for Eventual Tenant Ownership, if applicable

If applicable, provide a detailed proposal for eventual tenant ownership. The proposal should incorporate a financially viable plan to transfer 100 percent of the HTC unit ownership at the end of the initial 15-year compliance period from the initial ownership entity (or Minnesota Housing approved "Transfer of Ownership") of the project to tenant ownership.

The unit purchase price at the time of sale must be affordable to incomes meeting HTC eligibility requirements. To be eligible, the buyer must have an HTC qualifying income at the time of initial occupancy (HTC rental tenant) or time of purchase. The plan must incorporate an ownership exit strategy and the provision of services including home ownership education and training. The Declaration of Land Use Restrictive Covenants will contain provisions ensuring compliance with these home ownership program commitments by the owner. (Refer also to Chapter 4 W of the Housing Tax Credit Manual for additional information.)

C – 13 Written Policy for Smoke-free Buildings

If applicable, provide the written policy prohibiting smoking in all the units and all common areas within the building/s of the project for the term of the declaration. The project must include a non-smoking clause in the lease for every household.

The written policy must be submitted with the application and should include procedures regarding transitioning to smoke-free for existing residents and establishment of smoking areas outside of units and common areas if applicable. Consequences for violating the smoke-free policy are determined by owner but must be included in the written policy.

D. Tax Exempt Bonds / Seeking 4% Housing Tax Credits - Forms and Submittal Items

D – 2 Preliminary Determination Letter, submit if bonds are not being issued by Minnesota Housing

The determination by the issuer shall be made in a manner consistent with the tax credit allocating agency (MHFA or appropriate suballocator) Qualified Allocation Plan and Housing Tax Credit Procedural Manual. Section 42 requires that the issuer evaluation must consider:

- The sources and uses of funds and the total financing planned for the project;
- Any proceeds or receipts expected to be generated by reason of tax benefits;
- The percentage of the housing credit dollar amount used for project costs other than the costs of intermediaries;
- The reasonableness of the developmental and operations costs of the project; and
- A comprehensive market study of the housing needs of low-income individuals in the area to be served by the project, conducted before the credit allocation is made, and at the developer's expense by a disinterested party approved by the allocating agency.
- This determination must be made prior to the issuance of the bonds.

D – 3 Evidence of State allocation of tax-exempt bond volume cap if not being issued by Minnesota Housing

Evidence of the Issuance of the Tax Exempt Bonds - Evidence from the issuer of the bonds that the project received an approval of an allocation tax-exempt bond volume cap from the State of Minnesota.

E. Supportive Housing – Forms and Submittal Items

No help text

F. Preservation

F – 1 Documentation Relevant to Preservation of Federally Assisted Housing

HAP contract, Property Loan Documents and Exhibits: Please provide a copy of all relevant documentation, such as HAP contract, regulatory agreement, note, mortgage, amortization schedules and restrictive covenants. Title commitment (with exhibits) is also an acceptable form of documentation. Note: If subsequent title commitment reveals additional restrictions, eligibility for preservation scoring priority could be rescinded.

F – 2 Recent Site Inspection Report

- For federally assisted units also provide copy of most recent REAC or RD inspection report.
- For existing housing tax credit units, also provide copy of most recent UPCS inspection results.

F – 3 Preservation Data Tab

Located in the Excel workbook: Minnesota Multifamily Rental Housing Common Application Form. All yellow cells must be completed for ALL preservation and stabilization proposals.

F – 4 Preliminary Determination of Preservation Eligibility

This document will be provided to applicant by Minnesota Housing after a technical assistance meeting with Agency staff. Developers supplying ample evidence of eligibility at the technical assistance meeting will be given a preliminary determination of the proposal's appropriate preservation risk category. This document will not constitute pre-approval or awarding of points which are contingent upon receipt and review of full application package.

Though technical assistance is strongly encouraged, it is not mandatory. Therefore this document is optional.

F – 5 Stabilization Only: ISG Confirmation of Collaborative Funder Commitment

For stabilization proposals only. Provide copy of written confirmation from the ISG stating review of proposal and collaborative commitment of funders.

The ISG is the Interagency Stabilization Group, a group of stakeholders for affordable housing who meet to address issues affecting specific developments and share information affecting affordable housing developers, preservation of affordable housing, and asset management of affordable housing.

F – 6 Imminent Risk Only: Market Rate Conversion Scenario

Provide documentation to support a scenario of market rate conversion, including market rent differential, impact on revenue and expense, financial resources available for making necessary improvements to property/units to command market rents and time frame for completion.

Housing Tax Credit Program Bin Request Form

Development Name _____ Bond Issuer _____ # of Units _____

Address _____ City _____ Zip Code _____

Owner Name _____ Contact Person _____ Phone Number _____

Address _____ City _____ State _____ Zip Code _____

BIN#	Building Address	Estimated Fraction
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %
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**MINNESOTA HOUSING FINANCE AGENCY
HOUSING TAX CREDIT PROGRAM**

**INSTRUCTIONS FOR STATEMENT OF ELECTION OF GROSS RENT FLOOR
(bond-financed building)**

IRS Revenue Procedure 94-57 allows the Owner/Taxpayer to fix the date of the gross rent floor to be the Credit Allocation date or the Placed in Service date. In past years, some county median incomes have decreased during the years between these dates, thereby reducing the maximum allowable rent.

For a bond-financed building, the Internal Revenue Service will treat the gross rent floor in section 42(g)(2)(A) as taking effect on the date an Agency initially issues a Determination Letter to the building. However, the Service will treat the gross rent floor as taking effect on a building's Placed in Service date if the building owner designates that date as the date on which the gross rent floor will take effect for the building. An owner must make this designation to use the Placed in Service date and inform the Agency that issued the Determination Letter to the building no later than the date on which the building is Placed in Service.

This form is to be used by owners of qualified low-income housing tax credit projects (bond-financed building) to inform the Minnesota Housing Finance Agency (Minnesota Housing) when the gross rent floor in section 42(g)(2)(A) of the Internal Revenue Code takes effect.

The election of one of the two timing options must be made and the completed election form received by Minnesota Housing no later than the date the project is Placed in Service. If no election is made or if election form(s) are not received by Minnesota Housing no later than the date the project is Placed in Service, then the gross rent floor date will automatically be fixed by Minnesota Housing to be the date Minnesota Housing initially issued its Determination Letter.

**MINNESOTA HOUSING FINANCE AGENCY
HOUSING TAX CREDIT PROGRAM
STATEMENT OF ELECTION OF GROSS RENT FLOOR
(bond-financed building)**

The Minnesota Housing Finance Agency (Minnesota Housing), as the housing credit agency for the State of Minnesota, as that term is defined in Section 42 of the Internal Revenue Code (the Code), has issued its Preliminary Determination Letter for housing credit for HTC # _____ - _____, named _____ (the Project) as referenced in the Housing Tax Credit Program (HTC) Preliminary Determination Letter dated _____ (the Determination Letter). The Owner of the Project identified in the Determination Letter is _____ (the Owner/Taxpayer).

The Owner/Taxpayer hereby irrevocably elects, pursuant to IRS Revenue Procedure 94-57, to fix the gross rent floor for the Building, which is part of the referenced Project, at the allowable rents on the Elected Date identified below. The Owner/Taxpayer acknowledges that this Election is binding upon the Owner/Taxpayer, and all successors in interest to the Owner/Taxpayer.

The Owner/Taxpayer elects the gross rent floor for the Building described as:

BIN (Building Identification Number)	Address
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(Attach separate sheet if more space is required.)

To be fixed as taking effect on the Elected Date of: (Check only one option)

_____ The date Minnesota Housing initially issued the Determination Letter

_____ The Placed in Service date

Acknowledged, agreed, and accepted this _____ day of _____, _____.

OWNER/TAXPAYER: _____

By: _____
Signature

Type/Print Name and Title

STATE OF MINNESOTA)
) ss
COUNTY OF _____)

On this _____ day of _____, 20_____, _____, being first duly sworn and to me personally known, acknowledged that (s)he executed the above document for the purposes recited therein.

Notary Public, State of Minnesota
My Commission Expires: _____