CITY OF MINNEAPOLIS 2026 MODERATE-INCOME HOUSING PROGRAM
CONFIDENTIAL FINANCIAL APPLICATION

The Kansas Moderate Income Housing program (KMIH) is being administered by the City of Minneapolis in partnership with Choose Ottawa County and Sunflower Realty. Rural Development Group of Clay Center, is the developer on the project.

APPLICATION PROCESS

SUBMIT HOME BUYER APPLICATION FORM:

The income of all household members age 18 or older who intend to live in the home must be included in the total annual household income. **The total household income must fall within the 60% and 150% range listed below to be eligible to purchase a home.** Household income is based on the Adjusted-Gross Income, as well as any additional forms of assistance or income that you or any member of your family residing at this address received in the past year. **If you income qualify to purchase a home, you are also eligible to receive $30,000 in down payment assistance from the City of Minneapolis.**

Income guidelines are as follows:

Kansas Housing Resources Corporation
Moderate Income Housing Income Range
2026 Calculations
Effective 5/1/2026

Note: The Multifamily Tax Subsidy Projects (MTSP) Income limits are used to calculate 150% of the Area Median Gross Income (AMGI) for thestate. The 60% limit provided should be viewed as a minimum with the 150% limit being the maximum income limit.

# in HH:	1	2	3	4	5	6	7	8
60%	$42,600	$48,660	$54,720	$60,780	$65,700	$70,560	$75,420	$80,280
150%	$106,500	$121,650	$136,800	$151,950	$164,250	$176,400	$188,550	$200,700

Income Verification:

1. Copy of the most recent tax return for each household member 18 years or older.
   - *If tax returns are not available or your income has changed, three months of consecutive pay stubs showing gross year-to-day pay received or if self-employed, a current year's profit and loss statement, can also be accepted.*
2. Relevant documentation for all other forms of assistance or income received in the past year by anyone who will be residing at the new home (see bottom of page 3 of the Home Buyer Application Form for additional information).

SECURE ADDITIONAL FINANCING:

Applicants will be required to secure financing in the amount of $240,000 in order to be eligible to purchase a house. You are highly encouraged to work with a local Ottawa County lender to secure funding. **A signed loan pre-approval letter must be submitted with your application in order to process your application.**

PROVIDE CONTACT INFORMATION FOR THE LENDER WITH WHOM YOU WILL BE WORKING.

City staff will work with your lender and closing company to make sure all documentation is ready for the closing. If your contact changes, please let us know as soon as possible.

Failure to complete the application in full, including the submittal of all required documentation, will result in processing delays. Notification of pre-qualification or denial will be sent via email unless otherwise requested on the application. **Applications will be processed within 10 business days of application submittal to determine eligibility. All attachments must be included before processing can occur.**

The following items must be submitted with your application before processing can occur:

- ☐ Signed Homebuyer Application Form
- ☐ Income Verification Documents for All Household Members 18 Years and Older
- ☐ Signed Loan Pre-Approval Letter from a Local Lender
- ☐ Signed Acknowledgement, Consent, and Release

The City of Minneapolis has engaged NCRPC to provide administrative services for the program, including but not limited to application intake and review, verification of required documentation, communication with applicants, and general program administration.

Completed applications and supporting documents can be submitted to the following:

City of Minneapolis - 2026 MIH Program
Attn: Keegan Bailey
P.O. Box 565
Beloit, KS 67420
homeownership@ncrpc.org

ACKNOWLEDGEMENT, CONSENT, AND RELEASE

I/We acknowledge the following:

1. This home will only be constructed on one of the approved lots provided by the developer.
2. The general contractor has already been selected and your customization options will be limited (but available).
3. You must continue to maintain property insurance according to your mortgage and must continue to pay property taxes in perpetuity.
4. A second mortgage and promissory note will be filed by the City of Minneapolis at the time of the closing for the$30,000 down payment assistance program with a recapture period of 5 years. Any profits from the sale of this home in the next 5 years will require a pro-rated portion of the down payment assistance to be paid to the city (decreasing 20% each year or 1/60 per month, lien to be removed after 5 years).

I/We consent to allow the City of Minneapolis to request and obtain information from Monte Nelson, Sunflower Realty; Austin Gillard, Rural Development Group; and the Lender named on this application for the purpose of verifying my/our eligibility.

I/We understand that the City of Minneapolis will retain this application whether or not it is approved. By signing this form, I/We acknowledge and agree to the above and that this application is true, correct, and complete.

Each household member age 18 or older must sign after reading.

Print Applicant Name	Applicant Signature	Date
Print Co-Applicant Name	Co-Applicant Signature	Date
Print Other Household Adult Name	Other Household Adult Signature	Date
Print Other Household Adult Name	Other Household Adult Signature	Date

CITY OF MINNEAPOLIS:
KANSAS HOUSING RESOURCE CORPORATION

MODERATE INCOME HOUSING GRANT

HOME BUYER APPLICATION FORM

Applicant Information

Name (Last, First, Middle Initial) Social Security Number

Spouse or Co-Applicant Name (Last, First, Middle Initial) Social Security Number

Current Address (Street, City, County, State, Zip)

( ) -

Telephone Number Number of Dependents Age of Dependents

Do you currently Live in Subsidized Housing? Yes ☐ No ☐

Are you a first-time homebuyer? Yes ☐ No ☐

If not, have you owned a home in the past three (3) years? Yes ☐ No ☐

Information about you and your family

Please list every member of your household, starting with yourself

Name: ______________________________

Social Security Number: ______________________________

Relationship: ______________________________

Birthday/Age: ______________________________

Sex: Male ☐ Female ☐ Other ☐

Name: ______________________________

Social Security ______________________________

Number: ______________________________

Relationship: ______________________________

Birthday/Age:

Sex: Male ☐ Female ☐ Other ☐

Information about you and your family (continued)

Name: ______________________________

Social Security Number: ______________________________

Relationship: ______________________________

Birthday/Age: ______________________________

Sex: Male ☐ Female ☐ Other ☐

Name: ______________________________

Social Security Number: ______________________________

Relationship: ______________________________

Birthday/Age: ______________________________

Sex: Male ☐ Female ☐ Other ☐

Name: ______________________________

Social Security Number: ______________________________

Relationship: ______________________________

Birthday/Age: ______________________________

Sex: Male ☐ Female ☐ Other ☐

(If more space is required, please use the back of this sheet)

Eligible Households must have less than 150% of the Area Median Income (AMI) and have the financial availability to own and maintain a home.

Moderate Income Housing Income Range
Kansas Housing Resources Corporation
Effective 5/1/2026

Note: The 60% limit provided should be viewed as a minimum with the 150% limit being the maximum income limit.

# in HH:	1	2	3	4	5	6	7	8
60%	$42,600	$48,660	$54,720	$60,780	$65,700	$70,560	$75,420	$80,280
150%	$106,500	$121,650	$136,800	$151,950	$164,250	$176,400	$188,550	$200,700

Household Income Information

To the best of your ability, please list which members of your family are employed, who they work for, and their average annual income.

Name: ______________________ Employer: ______________________

Employer Address: ____

Employer Phone: ______________________ Length of Employment: ______________

Annual Income: ____

Name: ______________________ Employer: ______________________

Employer Address: ____

Employer Phone: ______________________ Length of Employment:

Annual Income: ____

Name: ______________________ Employer: ______________________

Employer Address: ____

Employer Phone: ______________________ Length of Employment:

Annual Income: ____

Name: ______________________ Employer: ______________________

Employer Address: ____

Employer Phone: ______________________ Length of Employment:

Annual Income:

(If more space is required, please use the back of this sheet)

Please indicate all other forms of assistance or income that you or any member of your family residing at this address received in the past year, and attached relevant documentation.

- ☐ General Assistance
- ☐ Pension
- ☐ TANF (Temporary Assistance for Needy Families)
- ☐ Unemployment
- ☐ Social Security
- ☐ Child Support
- ☐ Foster Care
- ☐ SSI/SSA (Supplemental Social Security Income/ Assistance)
- ☐ Alimony
- ☐ VA
- ☐ Other: ______________

ACKNOWLEDGEMENT AND AGREEMENT

I/We acknowledge and attest that all of the information provided in this application is true and accurate to the best of my/our knowledge. It is my understanding that any intentional or negligent misrepresentation of the information may result in civil liability and/or criminal penalties. If any of the above information changes prior to closing, I/We will notify the lender immediately.

______________________________ ______________________________

Homebuyer Signature Date Homebuyer Signature Date

____

Lending Institution Mailing Address (Street, City, Zip) Phone Number

To be completed by a City Representative:

Date Received: ______________________________

Loan Confirmation Number: ______________________________

Approved ☐ Denied ☐

Reason: ______________________________

Signed: ______________________________

Please note approval can take up to 10 business days and you will be notified by email of approval and next steps.

Checklist For Documents That Must Be Submitted With Application

All Documents Must Be Dated within 30 Days
Must Provide Copies, Originals Will Not Be Returned

Income Verifications (Provide Copies For All Documents)		
1	Wages, Salaries (includes overtime, tips, bonuses, commissions, self-employment)	**2025 Tax Return (preferred) OR Three months of consecutive pay stubs** showing gross year-to-date pay received or if self-employed, a current year's profit & loss statement
2	Does any member work for someone who pays them cash? - Regular Cash Contributions or Gifts from Individuals Not Living in the Household	Signed statement from person paying stating how much is paid and how often
3	Regular Pay for a Member of the Armed Forces	Three months consecutive pay stubs showing gross year to date pay received
4-14	Welfare or Disability Benefits (AFDC, TANF, FIP, SSDI, or SSI) -- Worker's Compensation -- Social Security Payments -- Pensions (PERA, Railroad, etc) -- Death Benefits -- Retirement Benefits -- Lump Sum Payments (inheritance, insurance settlements, lottery winnings, etc)	Current award letter (dated within the past 30 days)
6	Unemployment Benefits or Severance Pay	Current printout from Iowa Workforce Development for unemployment or severance pay award letter
7	Child Support	Child support case number for each child and a copy of legal award; if no court order, signed statement from applicant stating how much is paid and how often
8	Alimony	Copy of legal award; if no court order, signed statement from applicant stating how much is paid and how often
13	Annuities or Life Insurance Dividends	Current statement showing amount year to date received
15	Net Income from Rental Property	Copy of lease showing current rent amount
17	Other (list)	Current documentation stating how much is paid and how often

ONCE PRE-QUALIFIED BY THE CITY OF MINNEAPOLIS, THE FOLLOWING STEPS MUST BE TAKEN:

SIGN A PURCHASE CONTRACT WITH SUNFLOWER REALTY.

Once you have been prequalified by the City and you have secured additional financing, you will work with MonteNelson, Sunflower Realty, to sign a purchase contract. $20,000 is due when you sign a contract, plus $1,000 for title costs. ***At this time, you can reserve 1 of the 4 available lots in Sunrise IV.***

Monte Nelson, Sunflower Realty
Phone: 785-392-7481
E-Mail: montenelson@sunflowerrealty.org
Address: 213 W 2nd St, Minneapolis, KS 67467

SUBMIT A SIGNED PURCHASE CONTRACT.

Upon receipt of a signed purchase contract, you will receive an award letter from the City of Minneapolis for the $30,000 down payment assistance. Only after a signed purchase contract and deposit is received on a house will the down payment funds be committed.