

**CITY OF MINNEAPOLIS - COMMUNITY DEVELOPMENT  
DEVELOPMENT LOANS AND GRANTS - DRAFT FOR REVIEW AND DISCUSSION**

SERIES CODE	SERIES / DESCRIPTION	LEGAL CODE	OFFICIAL RETENTION			COPYHOLDER RETENTION	OFFICE OF RECORD	DATA PRACTICE	REMARKS
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DLG-10	<p><b>Development Loans and Grants Applications - Unfunded/Denied Section Overview</b></p> <p>Records and documents in this section of the schedule pertain to those applications for funding received from external entities that did not receive funding or were denied funding at some point during the application process.</p>								
DLG-10-02	<p><b>Development Loans and Grants Applications - Unfunded/Denied Grant Applications - Denied/Dropped</b></p> <p>A record of grant applications and proposals that have been denied funding or proposals for which no award decision was made by the funding source.</p> <p>Records Included: Proposal for grant, request for approval of application, correspondence and background information relating to the application process for a specific grant.</p>	BUS130	6	6	6	ACT	SECTIONS	PUBLIC, NOT PUBLIC MS13.591 subd. 3 - See Remarks	Also Not Public MS 13.591, subd. 1 and 2 (Business Data) and MS 13.462 (Benefits Data).
DLG-10-04	<p><b>Development Loans and Grants Applications - Unfunded/Denied Loan Applications (Mortgage) - Denied/Dropped</b></p> <p>Loan files that have been denied financing sometime during loan processing.</p> <p>NOTE: See 12 CFR 338.7</p> <p>Records Included: Application, asset verification, credit verifications, income verifications, contract for deed, written correspondence between City and the applicant, comment sheet, commitment and approval letters, inspection report, bid list and bid summary, signed contracts, contract warranty forms, department of inspection orders.</p>	FINLNS1	3	3	3	ACT	DEVELOPMENT FINANCE	Public, Not Public MS13.591 subd. 3 - See Remarks	Also Not Public MS 13.591, subd. 1 and 2 (Business Data) and MS 13.462 (Benefits Data).

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DLG-10-06	<p>Development Loans and Grants Applications - Unfunded/Denied Loan Applications (Business) - Denied/Dropped Used to manage and document loan application and approval process and to track cases where loans were not granted.</p> <p>Records Included: Loan applications, written inquiries, partial, withdrawn, or denied applications.</p>	BUS130 FINSBL	6	6	6	ACT	BUSINESS FINANCE		
DLG-10-08	<p>Development Loans and Grants Applications - Unfunded/Denied Revenue Bond Applications - Denied/Dropped Files used to document those revenue bond applications that were dropped and not closed.</p> <p>Records Included: Records and files of the application materials submitted for a revenue bond project that was dropped and not closed.</p>	BUS130 FINSBL	6	6	6	ACT	SECTIONS	PUBLIC, NOT PUBLIC MS13.591 subd. 3 - See Remarks Also Not Public MS 13.591, subd. 1 and 2.	

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DLG-25	<p>Development Loans and Grants Original Notes and Mortgages Section Overview</p> <p>Records and documents in this section of the schedule pertain to the original payment agreements between MCDA and external entities that govern payment terms, loan terms and conditions, and similar information.</p>								
DLG-25-02	<p>Development Loans and Grants Original Notes and Mortgages Notes and Mortgages - Home Improvement</p> <p>The original Notes and Mortgages for loans that the City services. They are the legal documents that obligate a borrower for repayment of a loan. These documents will be used for loan subordinations, loan payoffs or used for legal action if a borrower defaults.</p> <p>The promissory note is returned to the borrower following repayment. A copy of the mortgage satisfaction should be maintained with the closed loan file for the full retention period.</p> <p>Records Included: Original promissory notes and original mortgages for Minneapolis Employee Mortgage Program, Middle Income Housing Program, and other City programs.</p>	FINLNS	ACT+6	ACT+6	ACT+6	ACT	DEVELOPMENT FINANCE	NOT PUBLIC MS13.462 Benefit	Active ceases after loan has been repaid or fulfillment of the terms of the agreement/contract - whichever is later.

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DLG-25-04	<p>Development Loans and Grants Original Notes and Mortgages Notes and Mortgages - Loan C/MINS</p> <p>Original documents for loans for which payments are made to the City directly and not to a loan servicer. They are the legal documents that obligate a borrower for repayment of a loan. These documents will be used at the time of loan subordinations or when loan payoffs occur, or used for legal action when a default occurs.</p> <p>The promissory note is returned to the borrower following repayment. A copy of the mortgage satisfaction should be maintained with the closed loan file for the full retention period.</p> <p>Records Included: Promissory notes, mortgages, closing documents.</p>	FINLNS	ACT+6	ACT+6	ACT+6	ACT	ACCOUNTING	<p>PUBLIC, NOT PUBLIC MS13.591 subd. 3 - See Remarks</p> <p>Also Not Public MS 13.591, subd. 1 and 2 (Business Data) and MS 13.462 (Benefits Data).</p> <p>Active ceases after loan has been repaid or after expiration or fulfillment of all terms of the agreement - whichever is longer.</p>	

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DLG-35	<p>Development Loans and Grants  <b>Loan &amp; Grant Bond Funds</b>                      Section Overview</p> <p>Records and documents in this section of the schedule pertain to the financial transactions between the City and external entities resulting in a loan or grant of funds financed through the sale of bonds.</p>								
DLG-35-02	<p>Development Loans and Grants  <b>Loan &amp; Grant Bond Funds</b>  <b>Common Bond Files</b>                      Used to document the application process for funding of specific projects through the Common Bond Fund.</p> <p>Records Included: Application materials, company financial statements, personal financial statements and tax returns, City Council actions, and other approvals required for the issuance of CBF revenue bonds such as DTED approval, State of MN approval, City approval, and related notes and correspondence.</p>	DEV200 FINSEC	ACT+10	ACT+10	ACT+10	ACT	BUSINESS FINANCE	PUBLIC, NOT PUBLIC MS13.591 subd. 3 - See Remarks	<p>Also Not Public MS 13.591, subd. 1 and 2 (Business Data).</p> <p>Active ceases after loan has been repaid or final leaseback payment received and after fulfillment of all terms of the agreement or contract - whichever is later, provided that a final audit has been completed and the agreement/contract no longer has a binding effect.</p>
DLG-35-04	<p>Development Loans and Grants  <b>Loan &amp; Grant Bond Funds</b>  <b>Common Bond Fund Working Files After Closing</b>                      Records used to document the actions taken on the Common Bond Fund bond issues after the bond closing date.</p> <p>Records Included: Construction draw requests, consents to leases and subleases, work-outs, refunding and defeasance of revenue bonds, monitoring of insurance, financial statements and real estate taxes, and any other actions pertaining to oversight of Common Bond Fund revenue bonds.</p>	DEV200 FINSEC	ACT+10	ACT+10	ACT+10	ACT	BUSINESS FINANCE	PUBLIC	<p>Active ceases after loan has been repaid, final leaseback payment received and after fulfillment of all terms of the agreement (including monitoring agreements) or contract - whichever is later, provided that a final audit has been completed and the agreement/contract no longer has a binding effect.</p>

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DLG-35-06	<p><b>Development Loans and Grants</b> <b>Loan &amp; Grant Bond Funds</b> <b>Mortgage Credit Certificate Program</b></p> <p>This record is used to maintain documents and verifications to determine eligibility for the Take Credit mortgage credit certificate program. Some records relate to certificates that have been approved, but the loan has not yet closed so a certificate has not yet been issued.</p> <p>Records Included: Copy of lender application and verifications of assets, income, purchase or refinance documentation, original program certifications and a copy of the final mortgage credit certificate. In some cases, loans have later come in for an MCC reissuance and additional certifications will then be in the file.</p>	BUS130	6	6	6	ACT	DEVELOPMENT FINANCE	NOT PUBLIC MS 13.462 Benefits Data	
DLG-35-08	<p><b>Development Loans and Grants</b> <b>Loan &amp; Grant Bond Funds</b> <b>Mortgage Revenue Bond Loans</b></p> <p>Documents and verifications used to determine eligibility for a mortgage loan and any additional assistance related to home purchase or home rehabilitation done in conjunction with a purchase or a refinance. Some documentation relates to activities that are ongoing, while others relate to past phases of this program, which was formerly known as the Minneapolis/St. Paul Mortgage Program.</p> <p>Records Included: Application, asset verification, credit verification, income verifications, copy of purchase contracts, written correspondence, program certifications, mortgage(s) and note(s), escrow payouts if the project involved rehab of the home. Documentation eventually is combined with records retained by the Rehab Specialist who monitored the project during the construction process.</p>	FINLNS	ACT+6	ACT+6	ACT+6	ACT	DEVELOPMENT FINANCE	NOT PUBLIC MS 13.462 Benefits Data	Active ceases after loan has been repaid and audit completed.

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DLG-35-10	<p>Development Loans and Grants Loan &amp; Grant Bond Funds Revenue Bond Files</p> <p>Used to document the process by which a specific project is funded through the Revenue Bond program.</p> <p>Records Included: Application materials, company financial statements, City Council actions and other approvals required on a Revenue Bond Project.</p>	FINSEC	ACT+10	ACT+10	ACT+10	ACT	BUSINESS FINANCE	<p>PUBLIC, NOT PUBLIC MS13.591 subd. 3 - See Remarks</p> <p>Also Not Public MS 13.591, subd. 1 and 2.</p> <p>Active ceases after loan has been repaid and audit completed.</p>	

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DLG-40	<p>Development Loans and Grants Loans &amp; Grants - Various Funding Sources Section Overview</p> <p>Records and documents in this section of the schedule pertain to those financial transactions between the City and external entities resulting in a loan or grant from funding sources that include HUD, CDBG, HOPWA, ESG, HOME, MHFA, the City and a variety of other funding sources. Loans and grants for programs that were previously funded but no longer operate are also included in this section. The section also includes HUD funds for abatement.</p>								
DLG-40-02	<p>Development Loans and Grants Loans &amp; Grants - Various Funding Sources CDBG Deferred Loans</p> <p>Documents and verifications used to determine eligibility for the CDBG deferred loan program. Home inspection reports to determine eligible rehabilitation to be done to the home. The loan may or may not be approved and closed based on the information gathered in the file.</p> <p>Records Included: Application, asset verification, credit verifications, income verifications, copy of contract for deed, written correspondence between City and applicant, comment sheet, letter from Historical Society indicating whether property is on the historic register, commitment and approval letters, closing documents, original recorded Repayment Agreement, inspection report, bid list and bid summary, signed contracts, change orders, payment and performance bond waivers, completion certificates, lien waivers, invoices, check requests, Department of Inspections orders.</p>	GVCON4 FINLNM	ACT+3	ACT+3	ACT+3	ACT	DEVELOPMENT FINANCE	PUBLIC, NOT PUBLIC MS13.591 subd. 3 - See Remarks	<p>Also Not Public MS 13.591, subd. 1 and 2 (Business Data) and MS 13.462 (Benefits Data).</p> <p>Active ceases when terms of the agreement have been met or the loan has been repaid.</p>

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DLG-40-04	<p>Development Loans and Grants Loans &amp; Grants - Various Funding Sources CDBG Revolving Loans Documents and verifications used to determine eligibility for the CDBG Home Repair Loan Program. Home inspections reports to determine eligible rehabilitation to be done to the home. The loan may or may not be approved and closed based on the information gathered in the file.</p> <p>Records Included: Application, asset verification, credit verifications, income verifications, copy of contract for deed, written correspondence between the City and applicant, comment sheet, letter from Historical Society indicating whether property is on the historic register, commitment and approval letters, closing documents, original promissory note, original recorded mortgage deed, inspections report, bid list and bid summary, signed contracts, change orders, payment and performance bond waivers, completion certificates, lien waivers, invoices, check requests, Inspections Division orders.</p>	GVCON4 FINLNM	ACT+3	ACT+3	ACT+3	ACT	DEVELOPMENT FINANCE	PUBLIC, NOT PUBLIC MS13.591 subd. 3 - See Remarks	<p>Also Not Public MS 13.591, subd. 1 and 2 (Business Data) and MS 13.462 (Benefits Data).</p> <p>Active ceases after loans have been repaid and audit is complete.</p>
DLG-40-06	<p>Development Loans and Grants Loans &amp; Grants - Various Funding Sources HUD Rental Rehab Loans Documents and verifications used to determine eligibility for the HUD Rental Rehab Program. Home inspection reports to determine eligible rehabilitation to be done to the rental property. The loan may or may not be approved and closed based on the information gathered in the file.</p> <p>Records Included: Application, credit verifications, written correspondence between MCDA and applicant, comment sheet, commitment and approval letters, closing documents,</p>	GVCON4 FNILNM	ACT+3	ACT+3	ACT+3	ACT	DEVELOPMENT FINANCE	PUBLIC, NOT PUBLIC MS13.591 subd. 3 - See Remarks	<p>Also Not Public MS 13.591, subd. 1 and 2 (Business Data) and MS 13.462 (Benefits Data).</p> <p>Active ceases after loan has been paid and audit complete.</p>

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DLG-40-08	<p><b>Development Loans and Grants</b>  <b>Loans &amp; Grants - Various Funding Sources</b>  <b>HUD Lead Paint Abatement Loans and Grants</b>                      The lead abatement loan is a supplementary loan that is provided to cover the excess cost of complete lead work on a home being repaired or renovated through various home improvement programs. It is a separate loan and will be closed using separate loan documents, i.e. a mortgage and note.</p> <p>NOTE: There will be an inspection of the home and a final clearance document that verifies the work that was completed and the test results for the final work. These documents must be kept permanently and be available upon request by the public or other agencies (See 40 CFR 745.226).</p>	GRTADE GVCON4	ACT+10	ACT+10	ACT+10	ACT	DEVELOPMENT FINANCE	PUBLIC, NOT PUBLIC MS 13.591 subd. 3 - See Remarks	<p>Also Not Public MS 13.591, subd. 1 and 2 (Business Data) and MS 13.462 (Benefits Data).</p> <p>Active ceases when terms of the agreement have been met or the loan has been repaid.</p>
DLG-40-10	<p><b>Development Loans and Grants</b>  <b>Loans &amp; Grants - Various Funding Sources</b>  <b>MHFA Deferred Loans</b>                      Documents and verifications used to determine eligibility for the MHFA deferred loan program. Home inspection reports to determine eligible rehabilitation to be done to the home. The loan may or may not be approved and closed based on the information gathered in the file.</p> <p>Records Included: Application, asset verification, credit verifications, income verifications, contract for deed, written correspondence between the City and applicant, comment sheet, commitment and approval letters, closing documents, copy of recorded repayment agreement with original sent to MHFA, inspection report, bid list and bid summary, signed contracts, contract warranty forms, change orders, payment and performance bond waivers, completion certificates, lien waivers, invoices, check requests, Department of Inspections orders.</p>	FINLNM	ACT+3	ACT+3	ACT+3	ACT	DEVELOPMENT FINANCE	PUBLIC, NOT PUBLIC MS13.591 subd.3 - See Remarks	<p>Also Not Public MS 13591 subd. 1 and 2 (Business Data) and MS 13.462 (Benefits Data).</p> <p>Active ceases after final disbursement of proceeds, sale of the loan, after audit - whichever is later.</p>

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DLG-40-12	<p>Development Loans and Grants Loans &amp; Grants - Various Funding Sources MHFA Fix Up and Energy Loans</p> <p>Documents and verifications used to determine eligibility for various revolving loan programs offered through MHFA. The loan may or may not be approved and closed based on the information gathered in the file. After closing, the loans are sold to MHFA.</p> <p>Records Included: Application, credit verifications, income verifications, title verification, copy of contract for deed, written correspondence between the City and applicant, comment sheet, commitment and approval letters, copies of bids and contractor warranty, check request, closing documents, loan note, mortgage deed, assignment of mortgage.</p>	FINLNM	ACT+3	ACT+3	ACT+3	ACT	DEVELOPMENT FINANCE	PUBLIC, NOT PUBLIC MS 13591 subd. 3 - See Remarks	<p>Also Not Public MS 13591 subd. 1 and 2 (Business Data) and MS 13.462 (Benefits Data).</p> <p>Active ceases after final disbursement of proceeds, sale of the loan, after audit - whichever is later.</p>
DLG-40-14	<p>Development Loans and Grants Loans &amp; Grants - Various Funding Sources MHFA Revolving Loans</p> <p>Documents and verifications used to determine eligibility for the MHFA Revolving Loan Program. Home inspection reports to determine eligible rehabilitation to be done to the home. The loan may or may not be approved and closed based on the information gathered in the file.</p> <p>Records Included: Application, asset verification, credit verifications, income verifications, copy of contract for deed, written correspondence between MCDA and applicant, comment sheet, commitment and approval letters, closing documents, copies of note and recorded mortgage, inspection report, bid list and bid summary, signed contracts, contractor warranty forms, change orders, payment and performance bond waivers, completion certificates, lien waivers, invoices, check requests, Department of Inspections orders</p>	FINLNM	ACT+3	ACT+3	ACT+3	ACT	DEVELOPMENT FINANCE	PUBLIC, NOT PUBLIC MS 13.591 subd. 3 - See Remarks	<p>Also Not Public MS 13591 subd. 1 and 2 (Business Data) and MS 13.462 (Benefits Data).</p> <p>Active ceases after final disbursement of proceeds, sale of the loan, after audit - whichever is later.</p>

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DLG-40-16	<p>Development Loans and Grants Loans &amp; Grants - Various Funding Sources MHFA Rental Rehabilitation Loans</p> <p>Documents and verifications used to determine eligibility for the MHFA Rental Rehabilitation Program. Home inspection reports to determine eligible rehabilitation to be done to the rental property. The loan may or may not be approved and closed based on the information gathered in the file.</p> <p>NOTE: After closing, the loans are sold to MHFA.</p> <p>Records Included: Application, credit verifications, income verifications, title verification, copy of contract for deed, tenant characteristics form, written correspondence between the City and applicant, comment sheet, commitment and approval letters, inspection report, bid list and bid summary, signed contracts, contract warranty forms, change orders, payment and performance bond waivers, completion certificates, lien waiver, invoices, check requests, Inspections Division orders.</p>	FINLNM	ACT+3	ACT+3	ACT+3	ACT	DEVELOPMENT FINANCE	PUBLIC, NOT PUBLIC MS13.591 subd. 3 - See Remarks	<p>Also Not Public MS 13591 subd. 1 and 2 (Business Data) and MS 13.462 (Benefits Data).</p> <p>Active ceases after final disbursement of proceeds, sale of the loan, after audit - whichever is later.</p>
DLG-40-18	<p>Development Loans and Grants Loans &amp; Grants - Various Funding Sources 2% Loan Files</p> <p>Records created to determine eligibility, assemble, monitor and manage loans from the initial application through satisfaction/payment.</p> <p>Records Included: Application, company financial statements or tax returns, personal financial statement, contractor and/or vendor bid and/or invoices, business plan, commitment letters, closing documents, certificate of participation, check request, notice to neighborhood and Council Member, correspondence related to loan work out or default.</p>	FINLNS	ACT+6	ACT+6	ACT+6	ACT	BUSINESS FINANCE	PUBLIC, NOT PUBLIC MS13.591 subd. 3 - See Remarks	<p>Also Not Public MS 13.591, subd. 1 and 2 (Business Data) and MS 13.462 (Benefits Data).</p> <p>Active ceases after loan has been paid and audit is complete.</p>

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DLG-40-20	<p>Development Loans and Grants Loans &amp; Grants - Various Funding Sources Business Development Fund Loans Documents used to determine eligibility, assemble, monitor and manage loans from the initial application through satisfaction/payment, including granting of job credits.</p> <p>Records Included: Application, company financial statements and/or tax returns, personal financial statement of owners, loan closing documents, check request, report to CPED Director or City Council for approval, employee lists, job linkage agreements, authorization for job credits/loan prepayment.</p>	FINLNS	ACT+6	ACT+6	ACT+6	ACT	BUSINESS FINANCE	PUBLIC, NOT PUBLIC MS13.591 subd. 3 - See Remarks	<p>Also Not Public MS 13.591, subd. 1 and 2.</p> <p>Active ceases after loan is paid, reporting or monitoring agreement is no longer in effect and final audit is complete - whichever is longer.</p>
DLG-40-22	<p>Development Loans and Grants Loans &amp; Grants - Various Funding Sources CEDF Program Loans and Grants Records used to determine eligibility, establish loan or grant, disburse and monitor project throughout life of loan or grant.</p> <p>Records Included: Board approval, project or company financial information, project and company description, bids for work, closing documents including note, mortgages, security agreement, loan agreement, grant agreement, ongoing correspondence.</p>	FINLNS	ACT+6	ACT+6	ACT+6	ACT	BUSINESS FINANCE	PUBLIC, NOT PUBLIC MS13.591 subd. 3 - See Remarks	<p>Also Not Public MS 13.591, subd. 1 and 2.</p> <p>Active ceases after submission of the final expenditure report, repayment of the loan, completion of the audit and after fulfillment of all terms of the agreement (including monitoring agreements) or contract, whichever is later.</p>
DLG-40-24	<p>Development Loans and Grants Loans &amp; Grants - Various Funding Sources GMMHC Assistance Program Loans Records that document qualifying information for applicants who are requesting, have requested or have received GMMHC assistance.</p> <p>Records Included: The folders will contain an application, income documentation, lending information, copies of security instruments.</p>	FINLNS	ACT+6	ACT+6	ACT+6	ACT	DEVELOPMENT FINANCE	NOT PUBLIC - GMMHC is a private non-profit corp.	<p>Active ceases after loan has been paid and audit is complete.</p>

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**CITY OF MINNEAPOLIS - COMMUNITY DEVELOPMENT  
DEVELOPMENT LOANS AND GRANTS - DRAFT FOR REVIEW AND DISCUSSION**

SERIES CODE	SERIES / DESCRIPTION	LEGAL CODE	OFFICIAL RETENTION			COPYHOLDER RETENTION	OFFICE OF RECORD	DATA PRACTICE	REMARKS
			LEGAL	USER	TOTAL				
DLG-40-26	<p>Development Loans and Grants Loans &amp; Grants - Various Funding Sources Middle Income Housing Program Loans Used to document the qualifications of a particular borrower for this program.</p> <p>Records Included: Loan application, transmittal forms, notes, mortgages, income documentation, closing statements, etc.</p>	FINLNS	ACT+6	ACT+6	ACT+6	ACT	DEVELOPMENT FINANCE	NOT PUBLIC MS 13.462 Benefits Data	Active ceases after loan has been paid and audit is complete.
DLG-40-28	<p>Development Loans and Grants Loans &amp; Grants - Various Funding Sources Minneapolis Employee Mortgage Program</p>	FINLNS	ACT+6	ACT+6	ACT+6	ACT	DEVELOPMENT FINANCE	NOT PUBLIC MS13462 Benefits	Active ceases after loan has been paid and audit is complete
DLG-40-30	<p>Development Loans and Grants Loans &amp; Grants - Various Funding Sources Rehab Support Program Loans Documents and verifications used to determine eligibility for a loan whether originated by the City or by another lender.</p> <p>Records Included: Application, income verifications, title work, written correspondence, transmittal forms, mortgage(s) and note(s), inspection reports, and possible other documentation.</p>	FINLNS	ACT+6	ACT+6	ACT+6	ACT	DEVELOPMENT FINANCE	PUBLIC, NOT PUBLIC MS13.591 subd. 3 - See Remarks	Also Not Public MS 13.591 subd. 1 and 2 (Business Data) and MS 13.462 (Benefits Data).  Active ceases after loan has been paid and audit is complete.
DLG-40-32	<p>Development Loans and Grants Loans &amp; Grants - Various Funding Sources Working Capital Loans Records related to the administration of the Working Capital Loan program.</p> <p>Records Included: Loan guaranty agreement, promissory note, change in terms agreement, subordination agreement, informational and financial data of project to the loan committee, correspondence, bank communications.</p>	FINLNS	ACT+6	ACT+6	ACT+6	ACT	BUSINESS FINANCE	PUBLIC, NOT PUBLIC MS13.591 subd. 3 - See Remarks	Also Not Public MS 13.591, subd. 1 and 2.  Active ceases after loan has been paid and audit is complete.

Event Codes:

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			LEGAL	USER	TOTAL				
DLG-40-34	<p>Development Loans and Grants Loans &amp; Grants - Various Funding Sources NRP Loans and Grants</p> <p>Records used to directly administer loans and grants funded by NRP and in coordination with or on behalf of the neighborhood. The records are used to verify eligibility, document the loan or grant and disburse the funds.</p> <p>Records Included: Copies of application, loan note, estimates, appraisals, etc.</p>	FINLNS	ACT+6	ACT+6	ACT+6	ACT	SECTIONS		Active ceases after final disbursement, terms of the agreement have been met, loan has been repaid and audit is complete - whichever is later.
DLG-40-36	<p>Development Loans and Grants Loans &amp; Grants - Various Funding Sources NRP Loans Subordinations and Satisfaction</p> <p>Used to document the City's approval to have our Repayment Agreement's lien position repositioned or satisfied.</p> <p>Records Included: Original subordinations and satisfactions which are sent back to servicer for recording after being executed by the City. Copies of title work, loan note, recorded mortgage, appraisal, and executed subordination or satisfaction document.</p> <p>Records Included:</p> <p>Original subordinations and satisfactions that are sent back to servicer for recording after being executed by MCDA. Copies of title work, loan note, recorded mortgage, appraisal, and executed subordination or satisfaction document.</p>	FINLNS	ACT+6	ACT+6	ACT+6	ACT	SECTIONS	PUBLIC, NOT PUBLIC MS 13.591 subd. 3 - See Remarks	Also Not Public MS 13.591, subd. 1 and 2 (Business Data) and MS 13.462 (Benefits Data).  Active ceases after loan has been paid/satisfied and audit is complete.

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**CITY OF MINNEAPOLIS - COMMUNITY DEVELOPMENT  
DEVELOPMENT LOANS AND GRANTS - DRAFT FOR REVIEW AND DISCUSSION**

SERIES CODE	SERIES / DESCRIPTION	LEGAL CODE	OFFICIAL RETENTION			COPYHOLDER RETENTION	OFFICE OF RECORD	DATA PRACTICE	REMARKS
			LEGAL	USER	TOTAL				
DLG-40-38	<p><b>Development Loans and Grants</b>  <b>Loans &amp; Grants - Various Funding Sources</b>  <b>Project Loans and Grants</b>                      The records document projects where multiple funding sources are used to fund a project. The longest retention that is required by any funding source, must be used for the retention of these records. Also note that if the project loan or grants require special monitoring requirements/agreements or contain other special agreements the records need to maintained for longer periods than those specified by the funding source(s).</p> <p>Note: Add note to tell user when this series should be used versus the Redevelopment Project File Retention.</p> <p>Records Included: Developer agreement, service agreement, project information.</p>	FINLNS	ACT+6	ACT+6	ACT+6	ACT	SECTIONS	<p>PUBLIC, NOT PUBLIC MS 13.591 subd. 3 - See Remarks</p> <p>Also Not Public MS 13.591, subd. 1 and 2 (Business Data) and MS 13.462 (Benefits Data).</p> <p>Active ceases after all loans have been repaid, after all terms of the agreements/contracts have been met - whichever is later, provided that the audit is complete and that the agreements/contracts no longer have binding effect.</p>	
DLG-40-40	<p><b>Development Loans and Grants</b>  <b>Loans &amp; Grants - Various Funding Sources</b>  <b>Capital Acquisition Loans</b>                      Documents associated with the application through to the assignment of the loan to Community Reinvestment Fund (CRF). The City guarantees the loan for 18 months at 5% after it closes. A financing tool for the Business Finance Section. The City does not fund any part of the loan. Loan tracking and managing is unnecessary. Funds used to finance acquisition of owner-occupied and mixed-use commercial/residential properties and to refinance contracts for deeds.</p> <p>Records Included: CAL Program Agreement and Certificate of Participation, Security Agreement, State of Minnesota UCC-1 Financing Statement, Promissory Note, Real Estate Mortgage, Assignment of Documents, financial and informational report to Community Reinvestment Fund, correspondence and lender communication.</p>	FINLNM GOVCON4	ACT+3	ACT+3	ACT+3	ACT	BUSINESS FINANCE	<p>PUBLIC, NOT PUBLIC MS13.591 subd. 3 - See Remarks</p> <p>Also Not Public MS 13.591 subd. 1 and 2 (Business Data) and MS 13.462 (Benefits Data).</p> <p>Active ceases after loan has been closed expiration of 18 month guarantee, completion of audit - whichever is later.</p>	

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