Fee	Amount	Due date	Details
Application Fee 9% Projects No Application Fee on 4% Bond Projects	For-profit entities: the greater of \$700 or \$30 times the total units in the project, with a maximum of \$2,000. Nonprofit entities: will be charged a non-refundable application fee equal to \$700.	With Initial Application	A non-refundable Application Fee must be payable to the City of Minneapolis for projects located in Minneapolis or to Saint Paul HRA for projects located in Saint Paul as set forth in Section VII. For multi-building projects, CPED or HRA, on behalf of the Board, will require only one application and a single fee.
Special Counsel Fee	\$3,500	With each application: Initial, Carryover and 8609.	A non-refundable Special Counsel Fee in the amount of \$3,500 payable to the appropriate City as set forth in Section VII. Applicants will be responsible for any fees charged by the Special Counsel in excess of this amount. Applicants and Owners shall also reimburse the appropriate City for Special Counsel fees related to compliance monitoring issues or other requests for Special Counsel input. For Saint Paul, a non-refundable Special Counsel Fee in the amount of \$3,500 payable to Kutak Rock (the "Special Counsel") as set forth in Section VII.
Allocation Fee	Allocation fee of 1.5% of tax credit amount	9%: Upon Selection and at Carryover. 4%: at Initial Application	A non-refundable allocation fee equal to 1.5% of the HTC allocation amount must be paid to the City of Minneapolis for projects located in Minneapolis or Saint Paul HRA for projects located in Saint Paul as set forth in Section VII. In addition, projects also receiving HTC's apportioned from Minnesota Housing must pay an allocation fee equal to 1.5% of apportioned allocation to the City of Minneapolis for projects located in Minneapolis or Saint Paul HRA for projects located in Saint Paul.

Monitoring Fee			The Board or its Delegate will charge annual monitoring fees to cover the costs of conducting compliance monitoring. Fees are charged on all units within each project and are published in the current Housing Tax Credit Compliance Manual. The Board reserves the right to adjust fees due to changing circumstances. The annual fee(s) must be submitted by the due date shown on the billing invoice. Additional monitoring fees may be required for projects electing the Average Income set-aside.
Transfer of Ownership Fee	\$2,500	Accompanies Request to Transfer Ownership	For review and approval of a Transfer, as defined in Section III.D., by CPED or HRA, a non-refundable Transfer fee of \$2,500 must be submitted to CPED or HRA with updated materials of the current owner/management team.
Qualified Contract	\$5,000	Accompanies Qualified Contract Request	For its respective projects, CPED or HRA will require that owners pay a nonrefundable fee of \$5,000 for processing a request for a Qualified Contract, as defined in Section III -S.
Late Fee	\$1,000		The developer will be responsible for meeting the application submittal deadlines set forth in this Procedural Manual. A late fee of \$1,000 payable to the City of Minneapolis or Saint Paul HRA, respectively may apply. Late fees will not be considered an eligible project expense.