

INSTRUCTIONS

Rental Assistance Payment Requests (Draw Request Form)

GETTING STARTED

You can find a blank workbook on MN Housing's website under: **Draw Request Forms and Participant Reporting Form**. (If the form has been revised, the new form will be posted on the Minnesota Housing website and you will be notified with an e-mail message requiring a download of the new version.)

http://www.mnhousing.gov/initiatives/housing-assistance/rental/MHFA_012986.aspx

OPEN a new, blank workbook to start a new payment request. If you need the password, please contact a Rental Assistance staff member.

Do a "save as" and SAVE the workbook with the month of your payment request and your administrator name-program name. (i.e.: RA Payment Request July 08 Name of Administrator-ELHIF).

Always keep it in the original format of .xls (.xlsx, .xlsm, .pdf, etc. will not be accepted.) THE WORKBOOK MUST ALWAYS BE SAVED AND SUBMITTED AS A 97-2003 WORKBOOK(xls) FOR MACROS TO WORK AND FOR IMPORT INTO OUR DATABASE.

Several tabs at the bottom of the work book will assist in processing a payment request. (See sections I. – V.)



*For first time payment requests, do not use the import data feature. Just use the "Edit" button and populate the yellow cells with your data. (See Section II. b. General Info/Verification and Beginning a new grant process)
Please call if you need technical assistance.*

I. INSTRUCTIONS

The Instructions tab provides a quick and brief outline of the tabs within the Draw Request Form. There are also training tutorial videos available on the Minnesota Housing Website to assist in the use of the Draw Request Form. Please view them by going to the following website:

http://www.mnhousing.gov/initiatives/housing-assistance/rental/MHFA_012987.aspx

II. GENERAL INFO

a. Importing Data from previous Funding Report.

Open the workbook from the website or e-mail, and select the General Info Tab. Click on the "Import data from a previous Report" button.



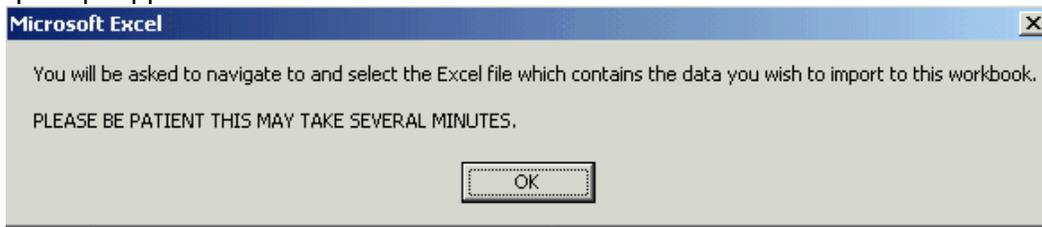
**RENTAL ASSISTANCE PROGRAMS
Request for Reimbursement Form**

For Bridges, HTF & ELHIF Funded RA Programs

1. GENERAL INFORMATION

8	Agency Name:	
9	RA Program Type:	
10	MH Housing ID Number (D#):	

Click OK when prompt appears:



A file selection Browser window will appear to allow you to navigate to your previous payment request from wherever you have it filed. Select the report and click open. Wait for data to transfer. When complete, click ok when prompted. Then, save the document with a new file name along with your other payment requests forms.



b. Verification and Beginning a new grant.

Use the EDIT button to add or change grant data and contact information. Use the LOCK button when changes are complete.

On Line 9, be sure to use the drop down menu to select RA Program Type:

1		
2		
3		
4		
5		
6		
7	1. GENERAL INFORMATION	 RENTAL ASSISTANCE PROGRAMS Quarterly Funding Request Form For Bridges, HTF & ELHIF Funded RA Programs <input type="button" value="Lock"/> <input type="button" value="Print"/>
8	Agency Name:	
9	RA Program Type:	ELHIF-RA
10	MHFA ID Number (D#):	

Include the most recent grant and contact information on your request:

	A	B	C	D	E	F
2						
3						
4						
5						
6						
7		1. GENERAL INFORMATION	 RENTAL ASSISTANCE PROGRAMS Request for Reimbursement Form For Bridges, HTF & ELHIF Funded RA Programs <input type="button" value="Edit"/> <input type="button" value="Print"/>			
8	Agency Name:	Any County HRA				
9	RA Program Type:	ELHIF-RA				
10	MN Housing ID Number (D#):	D1234				
11	Project Number (MRA):	MRA12233				
12	Grant Amount:	\$120,000.00				
13	Grant Expiration Date:	6/30/2013				
14	Agency Per Unit Administrative Fee	\$50.00				
16	Target # HH:	10				
17	Target# LTH:	10				
18	Contact Name:	Jane Doe				
19	Contact Phone Number:	123-456-7891				
20	Contact Fax Number:	123-456-7891				
21	Contact Email Address:	jdow@anycountyhra.com				

This should always be the person who submits the report via e-mail.

On Line 25, use drop down menu to select Rental Assistance Program. On Line 26 and 28, be sure to enter the correct month and year for your request. This will be updated each month for the new payment request. On line 30, make sure to include the date in which you are submitting the report to Minnesota Housing. On line 32, be sure to enter the correct method of prorating that your agency uses.

23		
24	2. REQUEST INFORMATION	
25	Rental Assistance Program	ELHIF-RA
26	Reimbursement for period beginning	March
27	Reimbursement for period ending	March
28	Beginning year of reimbursement period	2011
29	Ending year of reimbursement period	2011
30	Date Submitted:	3/15/12
31		
32	Prorate method used for RA, Contract Rent and UA.	Based on actual days of the month

III. MONTHLY LOG

All active participants must be entered on the monthly log. **It is important to complete all yellow cells for each participant in order for the form to function correctly.** Many of the columns contain drop down lists: F, H, K, L, M, P, R, AI, AJ, AK, AL, etc.

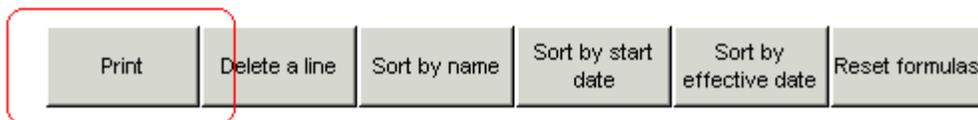
Enter any new participants and any changes for existing participants on the monthly log.

Tips for completing the monthly log:

- +Do not “cut” and paste in the monthly log. Use the “delete a line” feature.
- +Delete any blank lines or duplicate lines of information by using the ‘Delete a line’ button.

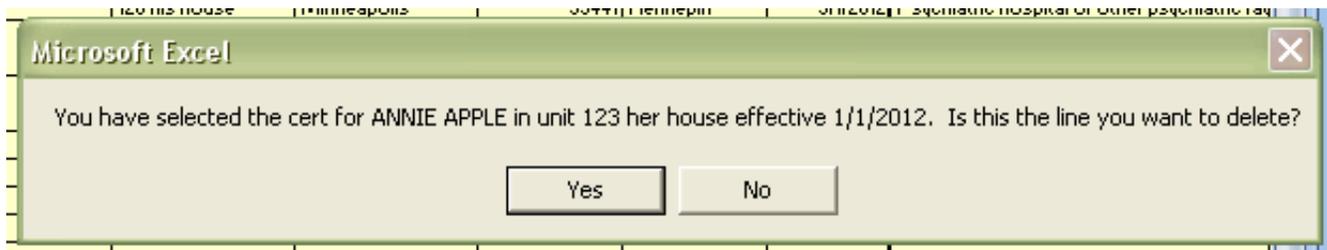
PRINT

Always use the PRINT button to print. The monthly log is set up to only print down to the end of the participant data entered.



DELETE A LINE

Use this button if you need to delete a participant. You need to have your cursor on the line you would like to delete (in column B). You will have a warning message prior to deleting a line. Once deleted, you can't recover a line of information.



SORT

Change the way your logs are viewed. You may sort by **name** (participant last name-column B), **start date** (subsidy start date-column I) or **effective date** (certification effective date-column Q).

RESET FORMULAS

If you cleared a cell or cut some information and deleted the programming in a cell or cells, you can “reset” the formulas in a monthly log with this button.

COMMENTS

Column AT contains a “COMMENTS” section to add comments/notes to provide an explanation for a unique circumstance. The comments field will also highlight blue when a suspension status is entered as a reminder to fill in a reason for the suspension. (See Suspended section.)

HOUSING RELATED EXPENSES

Columns AO, AP, AQ and AR are for tracking Minnesota Housing pre-approved expenses paid such as Security Deposits, Application Fees, and Utility Fees, etc. Columns AP and AR need to be manually added up and placed in the Housing Related Expense field in Column AE. Column AE will be auto calculated on the RA Funding Request tab.

Housing Related Expenses	5. HOUSING RELATED EXPENSES (Reference the Instruction Tab for Program Eligibility)			
	Type of Housing Related Expenses Paid On Behalf of Tenant	Amount of Housing Related Expenses Paid for Selected Type	Type of Housing Related Expenses Paid On Behalf of Tenant	Amount of Housing Related Expenses Paid for Selected Type

TERMINATION

Select the reason ‘Termination’ in Column P. Include a reason for Termination in Column AS. These fields have been programmed to turn purple as a reminder. ***NOTE: The Effective Date should always be the last day of the month.**

Reason for Certification	Effective Date
Termination	11/30/2012

6. REASON PARTICIPANT DISCONTINUED	
Reason Participant Discontinued Program Participation	Comments
Now Receiving Section 8 or other permanent housing subsidy	
Changed type of temporary housing subsidy	
Transitioned to unsubsidized housing	
Purchased a home	
Gross monthly income exceeds program limits	
Failure to report all income, additional adults, etc.	
Refusal to cooperate with annual re-cert or inspection	
(For Bridges) Failure to apply, accept or use Section 8	

SUSPENDED

Select “Suspended” in Column P, when you have a resident who is temporarily not receiving a subsidy (such as someone who is currently seeking new housing). Enter an explanation in the comments section in Column AT. This field has been programmed to turn blue as a reminder.

***NOTE: The Suspended date will ALWAYS be the last day of the month.**

Reason for Certification	Effective Date
Suspended	10/31/2012

Comments

IV. ADJUSTMENTS

If an adjustment is needed, be sure to include the participants name and an explanation of the adjustment. The adjustment tab now contains a DELETE A LINE feature. The Adjustment tab is most commonly used to report disbursements that occurred in a prior reporting month.

V. RA FUNDING REQUEST

Lines 15-19 are set up to automatically calculate your payment request amount based on the data within the Monthly Log and the Adjustment Tab. Line 30 will auto populate based on information typed into the General Info Tab:

13		# LTH Households Anticipated	Total # Households Anticipated	Rental Payments	Housing Related Expenses	Administrative Fees
14	Month					
15	March, 2011	0	6	\$5,035.00	\$0.00	\$300.00
16	Total Administrative Fee Request					\$5,335.00
17	* Equals Total Funding Reimbursement					\$5,335.00
27						
28	Add/subtract any other adjustments not otherwise listed above (explain in comments)					\$0.00
29	* Adjusted MN Housing Payment (Funding Reimbursement +/- Adjustments)					\$5,335.00
30	Signature of Administrator	Jane Doe			3/15/2012	
31	Signature of MN Housing					
32						

(Form Rev. Jan. 2009)

The administrative fees will calculate automatically, based upon the number of households as long as the correct fees are entered into Line 14 on the General Info tab.

CONTACTS

For questions or problems with the program, please call or e-mail your assigned technician:

Rosalie Kolb
651-297-4455
rosalie.kolb@state.mn.us

or

Patty Kroona
651-215-6238
patricia.kroona@state.mn.us

Submit completed payment requests to:

mhfa.rental-assistance@state.mn.us