



**Housing Trust
Fund
& Bridges**

**Rental Assistance
Training Module**

1



Draw Request Form Part I

Functions on Individual Tabs

2



This training will cover the following:

- Draw Request Form Functionality
- Program Requirements

3



Draw Request Form Usage Required

- Program Compliance requirement
- Grant Reimbursements



Review of the Log

- Password = Contact RA Team if you need one.
- 6 tabs:
 - READ ME
 - INSTRUCTIONS
 - GENERAL INFO
 - MONTHLY LOG (1)
 - ADJUSTMENTS
 - RA FUNDING REQUEST



Read Me

Changes

READ ME

Outlines the changes in the workbook when there is a newer version available for download. Please read this tab when the Rental Assistance Team has sent a notice regarding a newer version of the Draw Request Form.

Draw Request Version: v1_10012012

Change Description:
Tutorials for assistance with Reporting using the Draw Request Form Available on the website

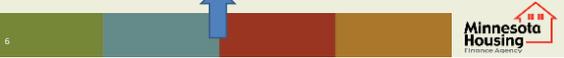
How to Download and submit the Rental Assistance Draw Request form Training Module (RA_DownloadAndSubmit)
http://www.mnhousing.gov/initiatives/housing-assistance/rental/MHFA_012987.aspx

Changes you will see in the newest version of the Draw Funding Request Form Power Point Module (RA_Workbook_ReportingChanges)
http://www.mnhousing.gov/initiatives/housing-assistance/rental/MHFA_012987.aspx

Reporting Rental Assistance Certifications Training Module (RA_Certifications)
http://www.mnhousing.gov/initiatives/housing-assistance/rental/MHFA_012987.aspx

How to Properly Report Housing Related Expenses and Adjustments Training Module (RA_HREs_Adjustments)
http://www.mnhousing.gov/initiatives/housing-assistance/rental/MHFA_012987.aspx

Navigation bar: READ ME, INSTRUCTIONS, GENERAL INFO, MONTHLY LOG (1), ADJUSTMENTS, RA FUNDING REQUEST



Instructions

Review Updated Instructions

INSTRUCTIONS

THIS WORKBOOK MUST ALWAYS BE SAVED AND SUBMITTED AS A 97.080 WORKBOOK FOR MACROS TO WORK AND FOR IMPORT INTO OUR DATABASE.

Please read instructions carefully. Contact the Rental Assistance Team via e-mail by using the link at the bottom of this instruction sheet. New versions of the Draw Request Form may be found at the following link on Minnesota Housing's Website.

http://www.mnhousing.gov/Groups/ra-public/Documents/DocumentIndex_002593.xls

READ ME TAB

Outlines the changes in the workbook when there is a newer version available for download.

GENERAL INFO TAB

Use this tab to IMPORT your previous payment request into this workbook and revise as necessary for the new payment request. (NOTE: The Import button is only to be utilized for administrators who have already submitted draw requests and not to be used for first time requests.)

Use the EDIT button to add or change grant data and contact information (be sure to include MRA Numbers, Admin Fees, Etc.). All cells in Section 1 should be filled out completely. Use the LOCK button when changes are complete.

Lines 19-21: Contact Name/phone numbers must be the name of the person submitting the Draw Request.

Line 25 and 26: Enter the correct start month and year for your request.

Line 30: Enter the date the Draw Request is being submitted via e-mail.

MONTHLY LOG TAB

Enter and track all Participant detail making credit changes to all certification types (admission, Unit Transfers, Annals, Intermis, Suspensions and Terminations.) Use care when editing effective dates and tenant demographic information.

All cells that are colored yellow must be completed for each participant and for proper form functionality.

MINI MENU: READ ME | INSTRUCTIONS | GENERAL INFO | MONTHLY LOG (1) | ADJUSTMENTS | RA FUNDING REQUEST



General Info

Section 1

Section 2

RENTAL ASSISTANCE PROGRAMS Request for Reimbursement Form

Minnesota Housing Finance Agency

Edt Print

1. GENERAL INFORMATION

Agency/Administrator Name: _____

Development Number (DN): _____

Project Number (MPN): _____

Grant Amount: _____

Grant Expiration Date: _____

Agency/Administrator Fee per unit: _____

Household Target Number: _____

LTH Households Target Number: _____

Submitter Contact Name: _____

Submitter Contact Phone Number: _____

Input data from a previous Funding Report

Grant Info

Mid Month Activity Prorate Method (used to calculate Rental Assistance, Contract Rents and Utility Amounts)

Based on actual days of the month

2. REQUEST INFORMATION

Rental Assistance Program: _____

Month of Request: _____

Year of Request: _____

Date Submitted (via Secure Upload): _____

1/14/2013

MINI MENU: READ ME | INSTRUCTIONS | GENERAL INFO | MONTHLY LOG (1) | ADJUSTMENTS | RA FUNDING REQUEST



General Info

Pro-ration

Mid Month Activity Prorate Method (used to calculate Rental Assistance, Contract Rents and Utility Amounts)

Based on actual days of the month

Based on actual days of the month

Based on 033333333 daily factor

Based on 30 days except February

2. REQUEST INFORMATION

Rental Assistance Program: _____

Month of Request: November

Year of Request: 2014

Date Submitted (via Secure Upload): _____

1/14/2013

MINI MENU: READ ME | INSTRUCTIONS | GENERAL INFO | MONTHLY LOG (1) | ADJUSTMENTS | RA FUNDING REQUEST



ADJUSTMENTS

Fields Auto Populate from General Info tab

13

Minnesota Housing
Finance Agency



RA Funding Request Tab

Use the RA Funding Request Tab for payment summary detail →

14

Minnesota Housing
Finance Agency



Website Tutorials

Scroll Down ↓

Rental Assistance for Administrators

Minnesota Housing offers three programs to assist renters throughout the state with their housing costs.

- Housing Trust Fund Rental Assistance

Rental Assistance Administrator Training

Currently there are no trainings scheduled. Please check back as all Trainings for the Rental Assistance Programs will posted at this location as they become available. Recorded trainings are below.

Administrator Draw Request Form Use and Reporting Tutorials:

- Download and Submitting the Draw Request Form (12/14)
 - Printable Presentation Notes (PDF)
- Draw Form Functionality (1/9/13)
 - Printable Presentation Notes (PDF)
- Capitations and Name Changes (1/7/12) - Annual, Interim, Unit Transfers, Suspensions and Terminations
 - Printable Presentation Notes (PDF)
- Housing Related Expenses (HRE's) and Adjustments - (6/26)
 - Printable Presentation Notes (PDF)

15

Minnesota Housing
Finance Agency



