

# Downloading the Draw Request Form Tutorial Notes



Housing Trust Fund and  
Bridges Rental Assistance

Downloading the  
Draw Request Form

 MINNESOTA HOUSING

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 MINNESOTA HOUSING

## Our Mission

Housing is the foundation for success, so we collaborate with individuals, communities and partners to create, preserve and finance affordable housing.

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## Agenda

- Properly download the draw request form from our website
- Import data from a previous spreadsheet
- Save the document in the correct format (.xls)
- Submit the draw request form

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# Downloading the Draw Request Form Tutorial Notes

## Downloading the Draw Request Form

Reasons for downloading a draw request form:

- You are a new administrator and your rental assistance team member has instructed you to do so because you are submitting your first grant reimbursement request
- An updated form is posted on our website
- A previously downloaded version becomes corrupt
- **NOTE:** The form must always be saved in an Excel 97-2003 \*.xls format

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## Navigating the Website

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## Grant Programs Page

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# Downloading the Draw Request Form Tutorial Notes

## Rental Assistance for Administrators Page

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## NAME and SAVE

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## Opening the Draw Request Form

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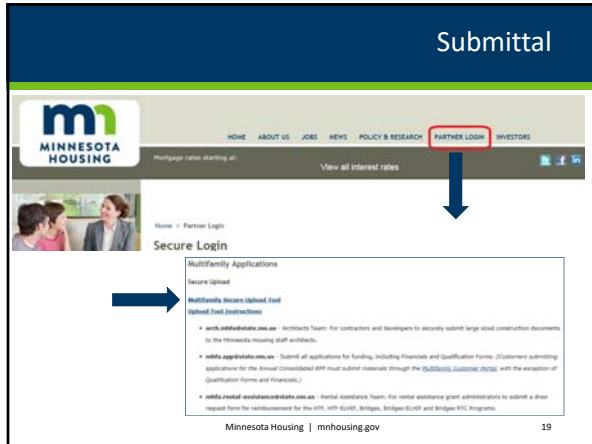
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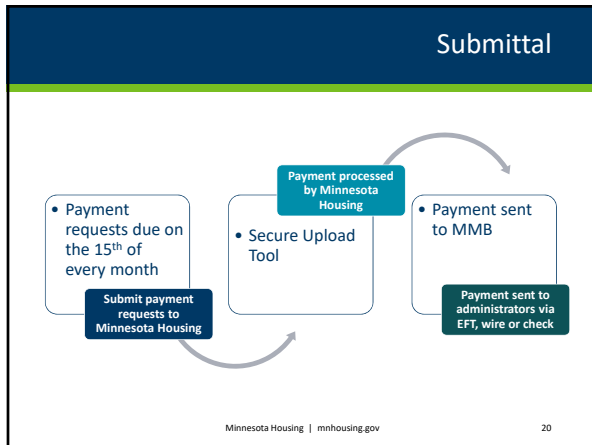
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# Downloading the Draw Request Form Tutorial Notes

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