

Instructions: To request funds, the Public Housing Authority (PHA) must complete the following steps.

Step 1 – Assemble Documents

Assemble documentation consisting of:

1. Invoices for costs to be paid (Payables), including Contractor’s Application and Certificate for Payment (AIA forms G702 and G703). The amount requested on the Contractor’s Application and Certificate for Payment must be incorporated into the PHA’s **Draw Requisition**, signed by the contractor and certified by the PHA’s architect, if an architect has been hired for the project; and
2. Invoices with cancelled checks or other evidence of payment for costs that have been previously paid and for which the PHA is seeking reimbursement (reimbursables).

Each request for funds requires a Draw Requisition, Payee List and supporting documentation. The documentation must be organized by each Development Cost budgeted line item and then further organized for each budgeted line item by payables to vendors vs. reimbursables that were paid by the PHA. Copies of the above must be organized in the same order as the Draw Requisition.

For funds to be disbursed at closing, the Draw Requisition (Draw #1) and Payee List will be executed at that time. For subsequent draws, PHA should submit a draft of the Draw Requisition, completed Payee List and all backup documentation to Minnesota Housing. Minnesota Housing will review and then provide a “Seeking Approval” version of the Draw Requisition and Payee List for the PHA’s review and signature.

NOTE: Minnesota Housing requires, at a minimum, 10 business days to review and approve the Draw Requisition and supporting documentation. Please allow up to seven business days for funds to be made available. No more than one Draw Requisition can be submitted per month.

Step 2 – Complete the Payee List

Prepare Payee List showing who will be paid and how much they will be paid. The PHA completes the Payee List using the Long Form tab (Figure A).

MINNESOTA HOUSING

PAYEE LIST - BORROWER'S Draw #: 1

Project Name: _____
 Borrower: _____
 Architect: _____
 Contractor: _____
 Title Company: _____

Project #: _____ Other #: _____
 Minnesota Housing #: _____ Other #: _____

Note: Please list invoices via Development Cost Category in same order as they appear on Borrower's Draw Requisition.

DEVELOPMENT COST CATEGORY	INVOICE / VENDOR (Name/Address)	INVOICE NUMBER(S)	AMOUNT TO BE PAID	PAY VENDOR (X)	PAYEE (If Other Than Vendor) (Name/Address)
1 Architect Fee - Design	Name Address City, State Zip		\$ 0.00		Name Address City, State Zip
2	Name Address City, State Zip		\$ 0.00		Name Address City, State Zip
3	Name Address City, State Zip		\$ 0.00		Name Address City, State Zip
4	Name Address City, State Zip		\$ 0.00		Name Address City, State Zip
5	Name Address City, State Zip		\$ 0.00		Name Address City, State Zip

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MINNESOTA HOUSING | PAYEE LIST - LONG FORM | SETUP DEVELOPMENT COSTS | SETUP VENDORS | RDTR - Loan Close | RDTR - Borrower | Sheet1 | Sheet2

Figure A

For each cost in the Current Request column on the Draw Requisition, select the corresponding category from the Payee List. For example, if you are requesting funds to pay for an Architect fee – Design on the Draw Requisition (Figure B), the corresponding cost in the Development Cost Category of the Payee List would be “Architect Fee – Design” (Figure C).

MINNESOTA HOUSING

POHP-PH DRAW REQUISITION - BORROWER'S Draw #: 1

Project Name: _____
 Borrower: _____
 Architect: _____
 Contractor: _____
 Title Company: _____

Project #: _____ Other #: _____
 Minnesota Housing #: _____ Other #: _____

Note: Please list invoices on Borrower's Payee List in same order as Development Costs are listed below.

DEVELOPMENT COSTS	PROJECT BUDGET	MODIFIED BUDGET	PREVIOUSLY EXPENDED	CURRENT REQUEST	TO DATE EXPENDED	REMAINING BALANCE
A REHABILITATION COSTS						
1 Residential	\$ 0.00	0.00	\$ 0.00	0.00	0.00	0.00
2 Construction Contingency	0.00	0.00	0.00	0.00	0.00	0.00
3 Environmental Abatement	0.00	0.00	0.00	0.00	0.00	0.00
B SOFT COSTS						
1 Architect Fee - Design	\$ 0.00	0.00	0.00	0.00	0.00	0.00

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Figure B

MINNESOTA HOUSING

PAYEE LIST - BORROWER'S Draw #: 1

Project Name: _____
 Borrower: _____
 Architect: _____
 Contractor: _____
 Title Company: _____

Project #: _____ Other #: _____
 Minnesota Housing #: _____ Other #: _____

Note: Please list invoices via Development Cost Category in same order as they appear on Borrower's Draw Requisition.

DEVELOPMENT COST CATEGORY	INVOICE / VENDOR (Name/Address)	INVOICE NUMBER(S)	AMOUNT TO BE PAID	PAY VENDOR (X)	PAYEE (If Other Than Vendor) (Name/Address)
Architect Fee - Design	Name Address City, State Zip		\$ 0.00		Name Address City, State Zip
2	Name Address City, State Zip		\$ 0.00		Name Address City, State Zip
3	Name Address City, State Zip		\$ 0.00		Name Address City, State Zip
4	Name Address		\$ 0.00		Address

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Figure C

Enter the vendor name(s) and address(es) by using the Setup Vendors tab on the bottom of the worksheet (Figures D and E).

Figure D

Figure E

Return to the Payee List Long Form tab to select the appropriate vendor using the dropdown menu. In the Amount to be Paid column, enter the total amount to be paid for each invoice listed. For a vendor having multiple invoices, enter the total amount of all invoices to be paid for that vendor. Include invoice numbers in the appropriate column, where possible (Figure F).

Figure F

If the invoice is being paid directly to the vendor listed, check this box by using the dropdown menu (Figure G).

MINNESOTA HOUSING PAYEE LIST - BORROWER'S Draw #: 1

Project Name: _____
 Borrower: _____
 Architect: _____
 Contractor: _____
 Title Company: _____

Project #: _____ Other #: _____
 Minnesota Housing #: _____ Other #: _____

Note: Please list invoices via Development Cost Category in same order as they appear on Borrower's Draw Requisition.

DEVELOPMENT COST CATEGORY	INVOICE / VENDOR (Name/Address)	INVOICE NUMBER(S)	AMOUNT TO BE PAID	PAY VENDOR (X)	PAYEE (If Other Than Vendor) (Name/Address)
1	Name Address City, State Zip		\$ 0.00	<input type="checkbox"/>	Name Address City, State Zip
2	Name Address City, State Zip		\$ 0.00	<input type="checkbox"/>	Name Address City, State Zip
3	Name Address City, State Zip		\$ 0.00	<input type="checkbox"/>	Name Address City, State Zip
4	Name Address City, State Zip		\$ 0.00	<input type="checkbox"/>	Name Address City, State Zip
5	Name Address		\$ 0.00	<input type="checkbox"/>	Name Address

Figure G

If the invoice is being paid to someone other than the vendor listed, enter the information using the Setup Vendors tab, and select the payee by using the dropdown menu. This also applies if the invoice was paid prior to closing and is a reimbursement to the borrower (Figure H).

MINNESOTA HOUSING PAYEE LIST - BORROWER'S Draw #: 1

Project Name: _____
 Borrower: _____
 Architect: _____
 Contractor: _____
 Title Company: _____

Project #: _____ Other #: _____
 Minnesota Housing #: _____ Other #: _____

Note: Please list invoices via Development Cost Category in same order as they appear on Borrower's Draw Requisition.

DEVELOPMENT COST CATEGORY	INVOICE / VENDOR (Name/Address)	INVOICE NUMBER(S)	AMOUNT TO BE PAID	PAY VENDOR (X)	PAYEE (If Other Than Vendor) (Name/Address)
1 Architect Fee - Design	Name Address City, State Zip		\$ 0.00	<input type="checkbox"/>	Name Address City, State Zip
2	Name Address City, State Zip		\$ 0.00	<input type="checkbox"/>	Name Address City, State Zip
3	Name Address City, State Zip		\$ 0.00	<input type="checkbox"/>	Name Address City, State Zip
4	Name Address City, State Zip		\$ 0.00	<input type="checkbox"/>	Name Address City, State Zip
5	Name Address City, State Zip		\$ 0.00	<input type="checkbox"/>	Name Address City, State Zip

Figure H

Step 3 – Prepare the Draw Requisition

Minnesota Housing creates and maintains the Master Draw Requisition form using the Sources and Uses worksheet to create the development's budgets for the draws. Minnesota Housing will email a copy of the Draw Requisition form to the PHA for use in preparing the proposed closing draw. Minnesota Housing will use the PHA's draft to prepare the final version for execution at closing. Prior to each subsequent draw the PHA should save the excel version of the previous draw to create a new draw. Once saved and renamed highlight the current request column within the Development Costs Budget Summary section. Copy that column to the previous draw number in the gray area of the Draw Requisition. This ensures that all previous expenditures will be accounted for with in the previously expended and remaining balance columns on the Draw requisition.) Repeat the same process for the sources of funding section. Once saved to the gray area, all current requests can be zero'd out within the current request column. This process now creates a new benchmark document to be used for each subsequent draw. (Figure I and J)

MINNESOTA HOUSING POHP-PH DRAW REQUISITION - BORROWER'S Draw #: 1

Project Name: _____
 Borrower: _____
 Architect: _____
 Contractor: _____
 Title Company: _____

Note: Please list invoices on Borrower's Payee List in same order as Development Costs are listed below.

Project #: _____ Other #: _____
 Minnesota Housing #: _____ Other #: _____

DEVELOPMENT COSTS BUDGET SUMMARY

DEVELOPMENT COSTS	PROJECT BUDGET	MODIFIED BUDGET	PREVIOUSLY EXPENDED	CURRENT REQUEST	TO DATE EXPENDED	REMAINING BALANCE
A. REHABILITATION COSTS						
1 Residential	0.00	0.00	0.00	0.00	0.00	0.00
2 Construction Contingency	0.00	0.00	0.00	0.00	0.00	0.00
3 Environmental Abatement	0.00	0.00	0.00	0.00	0.00	0.00
B. SOFT COSTS						
1 Architect Fee - Design	0.00	0.00	0.00	0.00	0.00	0.00
2 Architect Fee - Supervision	0.00	0.00	0.00	0.00	0.00	0.00
3 Architect Fee - Reimbursable	0.00	0.00	0.00	0.00	0.00	0.00
4 Phase I Environmental Assessment	0.00	0.00	0.00	0.00	0.00	0.00
5 GPM	0.00	0.00	0.00	0.00	0.00	0.00
6 Scope of Work	0.00	0.00	0.00	0.00	0.00	0.00
7 Recording Fee	0.00	0.00	0.00	0.00	0.00	0.00
8 Energy Audit	0.00	0.00	0.00	0.00	0.00	0.00
9 Phase I Environmental Assessment	0.00	0.00	0.00	0.00	0.00	0.00
10 Legal Fees	0.00	0.00	0.00	0.00	0.00	0.00
11 Relocation Fees	0.00	0.00	0.00	0.00	0.00	0.00

DEVELOPMENT COSTS

DEVELOPMENT COSTS	PREVIOUSLY EXPENDED	DRAW #1 REQUEST	DRAW #2 REQUEST
A. REHABILITATION COSTS			
1 Residential	0.00		
2 Construction Contingency	0.00		
3 Environmental Abatement	0.00		
B. SOFT COSTS			
1 Architect Fee - Design	0.00		
2 Architect Fee - Supervision	0.00		
3 Architect Fee - Reimbursable	0.00		
4 Phase I Environmental Assessment	0.00		
5 GPM	0.00		
6 Scope of Work	0.00		
7 Recording Fee	0.00		
8 Energy Audit	0.00		
9 Phase I Environmental Assessment	0.00		
10 Legal Fees	0.00		
11 Relocation Fees	0.00		

Figure I

Draw #: 1

SOURCE OF FUNDING DISBURSEMENT SUMMARY

SOURCES OF FUNDING	AMOUNT	MODIFIED AMOUNT	PREVIOUSLY EXPENDED	CURRENT REQUEST	TO DATE EXPENDED	REMAINING BALANCE
G. SOURCES OF FUNDING						
1 2015 Capital Funds	0.00	0.00	0.00	0.00	0.00	0.00
2 2016 Capital Funds	0.00	0.00	0.00	0.00	0.00	0.00
3 HRA Revenues	0.00	0.00	0.00	0.00	0.00	0.00
4 NHFAPHP-PH Loan	0.00	0.00	0.00	0.00	0.00	0.00

SOURCES OF FUNDING

SOURCES OF FUNDING	PREVIOUSLY EXPENDED	DRAW #1 REQUEST	DRAW #2 REQUEST
G. SOURCES OF FUNDING			
1 2015 Capital Funds	0.00		
2 2016 Capital Funds	0.00		
3 NHFAPHP-PH Loan	0.00	0.00	0.00

The undersigned hereby certifies that all invoices submitted for this draw requisition are accurate and for expenses incurred for the project named above. I also certify that none of these invoices listed on attached Payee List have been reimbursed previously by any prior disbursement. I authorize advancement of funds as necessary for this draw requisition, including any applicable finance charges, in accordance with the terms of the funding approved for this development. Please charge our account herewith.

BORROWER: _____ Date: _____

This draw requisition is hereby approved by the following lender(s):

MINNESOTA HOUSING: _____ Date: _____

Figure J

For subsequent draws the PHA completes the Draw Requisition by adding the costs being submitted for payment in the Current Request column (Figure k).

MINNESOTA HOUSING POHP-PH DRAW REQUISITION - BORROWER'S Draw #: 1

Project Name: _____
 Borrower: _____
 Architect: _____
 Contractor: _____
 Title Company: _____

Note: Please list invoices on Borrower's Payee List in same order as Development Costs are listed below.

Project #: _____ Other #: _____
 Minnesota Housing #: _____ Other #: _____

DEVELOPMENT COSTS		PROJECT BUDGET	MODIFIED BUDGET	PREVIOUSLY EXPENDED	CURRENT REQUEST	TO DATE EXPENDED	REMAINING BALANCE
A	REHABILITATION COSTS						
1	Residential	\$ 0.00	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
2	Construction Contingency	0.00	0.00	0.00	0.00	0.00	0.00
3	Environmental Abatement	0.00	0.00	0.00	0.00	0.00	0.00
B	SOFT COSTS						
1	Architect Fee - Design	\$ 0.00	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Figure K

The total amount of the current request on the Draw Requisition will match the total shown on the Payee List (Figures L and M).

Microsoft Excel - POHP PH Sample Draw Form (Compatibility Mode)

Item #	Description	Amount	...	Amount	
1	Survey and Soil Borings	40,000.00	1	Survey and Soil Borings	40,000.00
2	Platmap and Performance Bonds	50,000.00	2	Platmap and Performance Bonds	50,000.00
3	Building Permits	20,000.00	3	Building Permits	20,000.00
4	Sanitary Water Access Charge	0.00	4	Sanitary Water Access Charge	0.00
5	Appraisal Fees	0.00	5	Appraisal Fees	0.00
6	Energy Audit	0.00	6	Energy Audit	0.00
7	Environmental Assessment	0.00	7	Environmental Assessment	0.00
8	Cost-Carbonabtuft	0.00	8	Cost-Carbonabtuft	0.00
9	Market Study	0.00	9	Market Study	0.00
10	Tax Debt Fees	0.00	10	Tax Debt Fees	0.00
11	Compliance Fees	0.00	11	Compliance Fees	0.00
12	Furniture and Equipment	0.00	12	Furniture and Equipment	0.00
13	Legal Fees	0.00	13	Legal Fees	0.00
14	Design Fees	0.00	14	Design Fees	0.00
15	Processing Agent	0.00	15	Processing Agent	0.00
16	Origination Fees	0.00	16	Origination Fees	0.00
17	Bridge Loan	0.00	17	Bridge Loan	0.00
18	Tax Opinion	0.00	18	Tax Opinion	0.00
19	Hazard and Liability Insurance	0.00	19	Hazard and Liability Insurance	0.00
20	Interest During Construction	0.00	20	Interest During Construction	0.00
21	Taxes During Construction	0.00	21	Taxes During Construction	0.00
22	MHA Inspection Fee	0.00	22	MHA Inspection Fee	0.00
23	MHA Origination Fee	0.00	23	MHA Origination Fee	0.00
24	Other Origination Fee	0.00	24	Other Origination Fee	0.00
25	Hazard Insurance Premium	0.00	25	Hazard Insurance Premium	0.00
26	Soft Costs Contingency	0.00	26	Soft Costs Contingency	0.00
27	Title and Recording Fees	0.00	27	Title and Recording Fees	0.00
28	MHA Fee	0.00	28	MHA Fee	0.00
29	Other Fees	0.00	29	Other Fees	0.00
30	TOTAL COST TO BE DISBURSED	162,000.00	30	TOTAL COST TO BE DISBURSED	162,000.00
31	NON-DISBURSABLE COSTS	0.00	31	NON-DISBURSABLE COSTS	0.00
32	Reserve	0.00	32	Reserve	0.00

Figure L

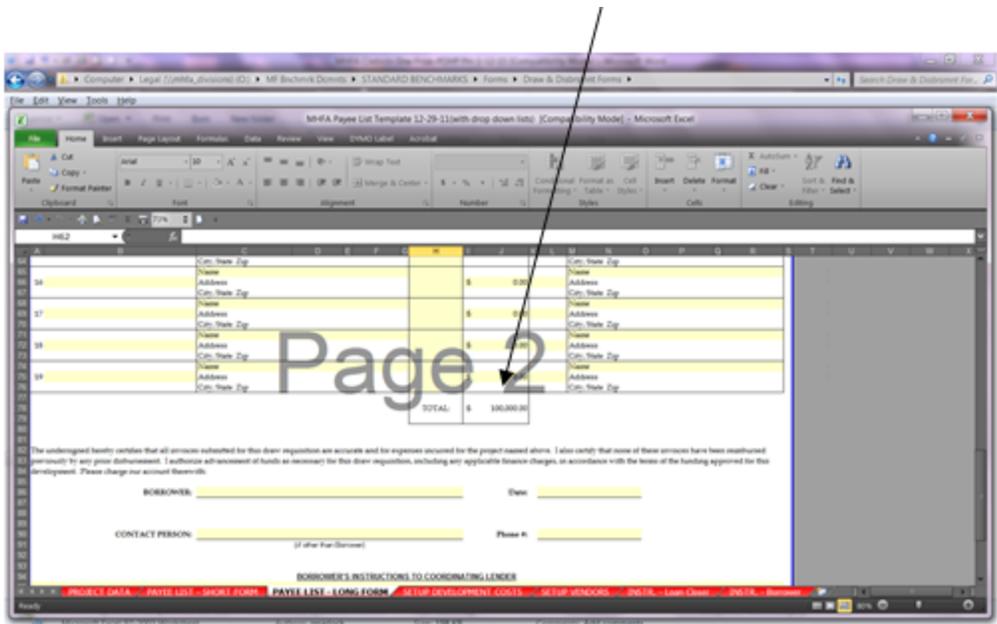


Figure M

In summary, a request for funds consists of:

1. Evidence for payables and reimbursables
2. Payee List
3. Draw Requisition

NOTE: A fund request will not be processed without all of the above information.