Housing Trust Fund and Bridges Rental Assistance

Part I: Draw Request Form Functionality
Individual Tabs

Our Mission

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

Agenda

- Draw request form functionality
- Program requirements
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Draw Request Form Usage Required

- Program compliance requirements
- Grant reimbursements

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

Review of the Log

- Password – Contact the rental assistance team if you need one.
- 6 tabs (worksheets in the draw request form)
  - READ ME
  - INSTRUCTIONS
  - GENERAL INFO
  - MONTHLY LOG (1) (Part II tutorial)
  - ADJUSTMENTS
  - RA FUNDING REQUEST
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READ ME

INSTRUCTIONS

• Review updated instructions

GENERAL INFO

• Section 1

• Section 2
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GENERAL INFO

- Proration

GENERAL INFO

• Import data from a previous funding report
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MONTHLY LOG (1)

• See PART II for more detail on this tab

ADJUSTMENTS

• Auto calculation

RA FUNDING REQUEST

• Use the RA FUNDING REQUEST tab for payment summary detail
Part I: Draw Request Functionality

Individual Tabs Tutorial Notes

More Tutorials

Submittal

- Payment requests due on the 15th of every month
- Secure Upload Tool
- Payment sent to MMB
- Submit payment requests to Minnesota Housing
- Payment processed by Minnesota Housing
- Payment sent to administrators via EFT, wire or check
- Secure Login
- Publicly Available
- Authority Responsible for:
  - Section 8
  - EITC
  - SNF
  - Pay 
  - EITC/THC
  - FAQs
  - Contact Information
  - EITC

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Thank you!

Direct all questions or concerns to the Rental Assistance Team
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