Part II: Draw Request Functionality Monthly Log Tutorial Notes

Housing Trust Fund and Bridges Rental Assistance

Part II: Draw Request Form Functionality Monthly Log Details

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: Monthly Log(1) Tab
Part II: Draw Request Functionality Monthly
Log Tutorial Notes

Monthly Log Functions

- 6 tabs (worksheets in the draw request form)
  - READ ME
  - INSTRUCTIONS
  - GENERAL INFO
  - MONTHLY LOG (1)
  - ADJUSTMENTS
  - RA FUNDING REQUEST
Part II: Draw Request Functionality Monthly
Log Tutorial Notes

Sections

Quick Tips

• All capitals required on some fields

Previous Living Situation – Prior to Program Intake
Part II: Draw Request Functionality Monthly
Log Tutorial Notes

### Reason for Certification

<table>
<thead>
<tr>
<th>Reason for Certification</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission</td>
<td></td>
</tr>
<tr>
<td>Annual Transfer</td>
<td></td>
</tr>
<tr>
<td>Termination Suspended</td>
<td></td>
</tr>
<tr>
<td>Annual</td>
<td></td>
</tr>
<tr>
<td>Termination</td>
<td></td>
</tr>
</tbody>
</table>

*Required fields turn purple to indicate entry for terminations*

### Termination Data Entry

- Effective Date determines when the subsidy ends
- Required fields turn purple to indicate entry for terminations

### Termination/Suspension = $0.00 Subsidy

**EXAMPLE:** Annual = $645.00 subsidy

**NEW:** TERMINATION = $0.00 subsidy
### Part II: Draw Request Functionality Monthly

#### Log Tutorial Notes

**Suspensions**

- Effective the last day of the month
- Blue cells indicate the cell must be filled out

<table>
<thead>
<tr>
<th>Reason Participating Discontinued</th>
<th>Comments: (e.g. AC)</th>
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<tbody>
<tr>
<td>Reason Participating Discontinued/Program Participation</td>
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</table>

**Housing Related Expenses**

<table>
<thead>
<tr>
<th>Type of Housing Related Expense Paid On</th>
<th>Date of Payment</th>
<th>Total Amount of Expense</th>
<th>Amount of Housing Related Expenses</th>
<th>Total Amount of Expense</th>
<th>Total Amount of Expense Paid On</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utility Deposit</td>
<td>4/05/2013</td>
<td>$60.75</td>
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<tr>
<td>Application Fees</td>
<td>4/05/2013</td>
<td>$80.00</td>
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<td></td>
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</tr>
</tbody>
</table>

Fields auto-calculate to indicate the reimbursement amount.
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More Tutorials

Submittal

- Payment requests due on the 15th of every month
- Secure Upload Tool
- Payment processed by Minnesota Housing
- Payment sent to MMB
- Payment sent to administrators via EFT, wire or check

Submit payment requests to Minnesota Housing
Thank you!

Direct all questions or concerns to the
Rental Assistance Team
mhfa.rental-assistance@state.mn.us

Rental Assistance Team

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