

Part I: Draw Request Functionality

Individual Tabs Tutorial Notes



**Housing Trust Fund and
Bridges Rental Assistance**

Part I: Draw Request Form Functionality
Individual Tabs

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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

- Draw request form functionality
- Program requirements

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Draw Request Form Usage Required

- Program compliance requirements
- Grant reimbursements

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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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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

READ ME / INSTRUCTIONS / GENERAL INFO / **MONTHLY LOG (1)** / ADJUSTMENTS / RA FUNDING REQUEST

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GENERAL INFO

- Proration

Mid-Month Activity Prorate Method (choose from dropdown) **Based on 30 days except February** ←

Based on actual days of the month
used to calculate Rental Assistance, Contract Re...

2. REQUEST INFORMATION

Rental Assistance Program: **MHA**

Month of Request: **January** ← **Section 2**

Year of Request: **2019**

Date Submitted (via Secure Upload): **12/1/2018**

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GENERAL INFO

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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

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ADJUSTMENTS

- Auto calculation

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RA FUNDING REQUEST

- Use the RA FUNDING REQUEST tab for payment summary detail

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Thank you!

Direct all questions or concerns to the
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