MINNESOTA HOUSING

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

Step 1 – Assemble Documents

Assemble documentation consisting of:

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

	INESOTA USING		PAY Project Name Borrower Architect	EE LIST	- BORROWER'S	Draw #	1	
			Contractor Title Company					
				Project R		Other #		
Note: Please list invoices via Developm in same order as they appear on Borro	sent Cost Category wer's Draw Requisition.		Minnesota	Housing #		Other #		Figure /
DEVELOPMENT COST CATEGORY	INVOICE / VENDOR (Name/Address)	INVOICE NUMBER(S)	TO BE PAID	VENDOR (X)	PAYEE (MO	ther Than Vendor) ne/Address)		
1 Architect Fee - Design	Name Address City, State Zip		\$ 0.00		Name Address City, State Zio			
a			0.00		Name Address City, State Zip			
3	Name Address City, State Dp	JC	× 0.00		Name Address City, State Zip			
4	Name Address City, State Dp		\$ 0.00		Name Address City, State Zip			
5	Name Address City, State Dp		\$ 0.00		Name Address City, State Zip			
	THE DEVELOPMENT COSTS SETUP VEND	INS / INST	R Loan Closer	/ 165	Name R Borrower Shee	t1 / Sheet2 / 😡		

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).



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

		PAY	EE LIST	- BORROWEI	R'S Draw #:	Draw 8: 1		
		Project Name:						
	0 SING			Berrower				
				Architect				
				Contractor				
				Title Company:				
					Project #		Other #	
te: Please list invoices via Develo	pment Cost Category			Minnesota	Housing #		Other #	
same order as they appear on Bor	rower's Draw Requisition.							
			INCOME.	A 8-84 10 100 T	10 A M			
DEVELOPMENT COST	INVOICE / VENDO		INVOICE NUMBER(S)	TO BE	VENDOR	PA	VEE (#Other Than Vendor)	
DEVELOPMENT COST CATEGORY	INVOICE / VENDO (Name/Address)		INVOICE NUMBER(S)	TO BE PAID	VENDOR (K)	P.4	(YEE (If Other Than Vendor) (Name/Address)	
DEVELOPMENT COST CATEGORY	(Name /Address)		INVOICE NUMBER(S)	TO BE PAID	VENDOR (K)	Name	VEE (#Other Than Vendor) [Name/Address]	
DEVELOPMENT COST CATEGORY Architect Fee - Design	WVOICE / VENDO (Name/Address) Address	a	INVOICE NUMBER(S)	AMOUNT TO BE PAID	VENDOR (X)	PA Name Address	(NEE (If Other Than Vendor) [Name/Address]	
DEVELOPMENT COST CATEGORY Architect Fee - Design	INVOICE / VENDO (Name Address Cry, State Zp		INVOICE NUMBER(S)	AMOUNT TO BE PAID 5 0.00	VENDOR (X)	PA Name Address City, State Zip	WEE [# Other Than Vendor] [Name/Address]	
OEVELOPMENT COST CATEGORY Architect Fee - Design	Name Address Cry, State Zip		INVOICE NUMBER(S)	AMOUNT TO BE PAID 5 0.00	VENDOR (X)	Name Address City, State Zip Name	VEE (#Other Than Vendor) (Name/Address)	
DEVELOPMENT COST CATEGORY Architect Fee - Design	Norre (Norre) Adress Criv, State Zp Norre Notress			AMOUNT TO BE PAID 5 0.00	VENDOR (X)	PA Address City, State Zip Name Address	VYEE (If Other Then Vendor) (Neme/Address)	
DEVELOPMENT COST CATEGORY Architect Fee - Design	Name Address Cry, State Zo Address Cry, State Zo	20		AMOUNT TONE PAID 5 0.00	VENDOR (X)	Name Address City, State Zip Name Address City, State Zip	VEE (# Other Than Vandoc) [Name/Address]	
Development cost CATEGORY Architect Fee - Design	Name Address Crighters 20 Address Crighters 20 Addr			AMOUNT TO HE PAID 5 0.00	VENDOR (X)	PA Address City, fiste Zip Address City, fiste Zip Name	VEE (# Other Then Vendor) (Name/Address)	
DEVELOPMENT COST CATEGORY Architect Fee - Design	Name Adress Cox, trais Zp United Zp Cox, trais Zp Cox, trais Zp Cox, trais Zp Cox, trais Zp Cox, trais Zp	a		AMOUNT TO BE PAID S 0.00	PAY VENDOR (X)	PA Name Address City, State Zip Name Address City, State Zip Name	VTE (P Other Then Vendor) [Name/Address]	
Development cost Cattegory Architect Fee - Design	Norma Address Cro, State Zp Norma Address Cro, State Zp Norma Address Cro, State Zp Norma	a	линиваец) Э.С	AMOUNT TO HE RAID 5 0.00 5 0.00	PAY VENDOR (X)	PA Address Cry, State Zip Name Address City, State Zip Name Address City, State To	VEE (#Other Than Vandor) [Name/Address]	
DEVELOPMENT COST CATEGORY Architect Fee - Design	Adress Cry, trate Zp Name Adress Cry, trate Zp Name Adress Cry, trate Zp Name Adress Cry, trate Zp	a	Je	5 0.00	PAY VENDOR (X)	Aame Address City, State Zip Name Address City, State Zip Name Address City, State Zip	VTEE (#Other Than Vandor) [Nama/Address]	
DEVELOPMENT COST CATEGORY Architect Fee - Design	Name Address Chy, 1ster 2p Name Address Chy, 1ster 2p Name Address Chy, 1ster 2p Name Address Chy, 1ster 2p Name	ag	Je	AMOUNT PAID S 0.00	PAY VENDOR (X)	Name Address Cny, State Zip Address Cny, State Zip Name Address Cny, State Zip	VEE (# Other Than Vendor) [Nama/Address]	
DEVELOPMENT COST CATEGORY Architect Fee - Design	Reme Address City, trate Zp Name Address City, trate Zp Name Address City, trate Zp Name Address Address	ag	J E	5 0.00 5 0.00 5 0.00 5 0.00	ENDOR (X)	Address City, State Zip Name Address City, State Zip Name Address City, State Zip Name Address Address	VEE (#Other Than Vendor) (Name/Address)	
Gevel of Alexie CastleGow Architect Fee - Design	Barne Adress City, 1918 20 Barne City, 1918 20 Barne City, 1918 20 Barne Adress City, 1918 20 Barne Adress City, 1918 20 City, 1	a	J E	5 0.00 5 0.00 5 0.00 5 0.00	VENDOR (X)	Name Address Cry, State Zp Address Cry, State Zp Mame Address Cry, State Zp Name Adress Cry, State Zp	VIE (#Other Than Vendor) (Nama/Address)	
DEVELOPMENT COST CATEGORY Architect Ree - Design	Norma Antreas Cro, trate 2p Narea Address Cro, trate 2p Narea Address Cro, trate 2p Narea Address Cro, trate 2p Narea Mareas Cro, trate 2p Narea	ag	J E	5 0.00 5 0.00 5 0.00 5 0.00	VENDOR (X)	PA Address City, Strate Zip Marme Address City, State Zip Name Address City, State Zip Name City, State Zip Name Name City, State Zip Name	VHE (#Other Than Vandor) (Nama/Address)	
Gevelopment cost category Architect Fee - Design	Name Adress Cry, Isra Zy Cry, Isra Zy Cry, Isra Zy Cry, Isra Zy Cry, Isra Zy Cry, Isra Zy Cry, Isra Zy Name Adress Cry, Isra Zy Name Adress Cry, Isra Zy	a	J E	AMOUNT TO BH PAID 5 0.00 5 0.00 5 0.00	PAV VENDOR (X)	Name Address Cmy, State 2p Name Address City, State 2p Name Address Chy, State 2p Name Address Chy, State 2p Address Address Address Address	WE (#Other Then Vander) (Manus/Address)	
Development cost category Architect Fee - Design	Norma Moreas Cro, trate Zp Norma Address Cro, trate Zp Cro, trate Zp	ag	3)C	AMOUNT TO BH PAID S 0.00 S 0.00 S 0.00 S 0.00	PAY VENDOR (X)	Name Address City, frate Zip Mame Address City, frate Zip Name Address City, frate Zip Name Address City, frate Zip Mame Address City, frate Zip	IVEE (#Opher Than Vander) (Mama/Addurei)	

Figure D



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 avendor 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).



POHP PH Request for Funds Process

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



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 closingPrior 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 bezero'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)

Development Costs Biology Providence Project * Ofwer *	ľ	n	MINNES		HP-PH DRAW	REQUISITION	BORROWER	S Draw II:	1							
Archaes: Conserve Propert Office Conserve Conserve Conserve Conserve Conserve	-		noosina	•	Borower											
Development Casts are listed below. Project # Drue # Net: Prese list invaces on Borrower's Proyec list in same order as Drue # Drue # Development Casts are listed below. Monoscala Housing # Drue # Drue # Development Casts are listed below. Monoscala Housing # Drue # Drue # Development Casts are listed below. Monoscala Housing # Drue # Drue # Development Costs Budget / Bu					Architect:											
Net: Prease fait involves on Borrower's Payee list in same order as Development Catis are fisted below. Project * Other * Development Catis are fisted below. PROVED PREVIDED Prevelopment Catis are fisted below.					Contractor:											
Nate: Preser list involves on Borrower's Rever List in same order as Development Casts are listed below. Project * Provestal*lisaing* Dhe * Development Casts are listed below. PROVECT SUBJECT SUPPORT Dhe *					Title Company:		_		_							
Development Casts are listed below. Drivesual floating * Drive Drivesual floating * Drivesuaf		Warren Get In	leas an Research Res	the la came or		Project 4		Dher#:								
DEVELOPMENT COSTS BUICET SUMMARY DEVELOPMENT COSTS PROVECT MOOFED PREVNOUSLY LURPENT TO DATE PREVNOUSLY DRAV #1 DRAV #2 A FEMABLIATIONICOSTS BUICET BUICET POOF PREVNOUSLY LURPENT EXPENDED BALANCE A FEMABLIATIONICOSTS EXPENDED REQUEST	NOTE:	Development (Costs are listed below.	te List in same on	Mer an	nesota Housing 4		Dher#								
DEVELOPMENT COSTS PROJECT NOCIFED PREVIOUSA CURPENT D DATE PEMALINE DEVELOPMENT COSTS PROJECT DRAV #2 PROJECT NOCIFED PREVIOUSA CURPENT D DATE PEMALINE A PEMALINE A PEMALINE DEVELOPMENT COSTS PEMALINE PEMALINE A PEMALINE PEMALINE <th< td=""><td></td><td></td><td></td><td>DEVELOPMEN</td><td>T COSTS BU</td><td>DEET SUMMARY</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></th<>				DEVELOPMEN	T COSTS BU	DEET SUMMARY										
DEVELOPMENT COSTS DEVELOPMENT COSTS <thdevelopment costs<="" th=""> DEVELOPMENT COSTS</thdevelopment>				DDO ECT	MODIFIED	DOC MOLICE V	CURPENT	TROATE	DEMANNING			DOC	VICTOR V	DDAL/ #1		
A Februarization Contrigence A Februarization Contrigence A Februarization Contrigence Construction Contrigence Construle Construle Construction Con		DEVELOPH	ENT COSTS	BUDGET	BUDGET	EXPENDED	REQUEST	EXPENDED	BALANCE		DEVELOPMENT COSTS	EX	PENDED	REQUEST	REQUEST	
1 Residential 4 0.00 0.00 4 0.00 1 Acchaer free Fibrorement aldo searer 6 0.00 4 0.00 0.00 0.00 0.00 0.00 0.00 4 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	A	REHABILITATION	COSTS				\sim			A	REHABILITATION COSTS					II E
2 Construction Contributing Provide 0.00	1	Recidential		0.00	0.00	6 0.00	1 0.00	6 D.00	6 0.00	1	Residential	6	0.00	5	6	11.1
3 Environmental Absensert 0.00<	2	Construction D	ontingency	0,00	A 100	PA 1000	0.00	0.00	0.00	2	Construction Contingency		0.00	•		
B SOFT COSTS S B S	3	Environmental	Abakement	000	1 1 1 1	0.00	0.00	0.00	0.00	3	Environmental Abakement		0.00			
1 Archae/Fer-Design 5 0.00 5 0.00 6 0.00 6 0.00 6 0.00 6 0.00 6 0.00 6 0.00 6 0.00 6 0.00 6 0.00 0.00 1 Archae/Fer-Desperation 6 0.00 8 0.00	в	SOFT COSTS								в	SOFT COSTS					
2 Architect Fee - Supervision 0.00 0	1	ArchitectFee -	Design	s 0.00	0.00	1 0.00	1 0.00	\$ 0.00	\$ 0.00	1	ArchitectFee - Design	5	0.00	8	1	
3 Richher/Fee-Hemburabie 0.00 </td <td>2</td> <td>ArchitectFee -</td> <td>Supervision</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>2</td> <td>Architect Fee - Supersiston</td> <td></td> <td>0.00</td> <td></td> <td></td> <td></td>	2	ArchitectFee -	Supervision	0.00	0.00	0.00	0.00	0.00	0.00	2	Architect Fee - Supersiston		0.00			
4 Phase ID velocities a face scenerit 0.00	3	ArchitectFee -	Reinburzable	0.00	0.00	0.00	0.00	0.00	0.00	3	Architect Fee - Heimburzable		0.00			
5 Carried 0.00 <th< td=""><td>4</td><td>Phase Environ</td><td>mental Assessment</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>1 2</td><td>Phase I Environmental Assessment</td><td></td><td>0.00</td><td></td><td></td><td></td></th<>	4	Phase Environ	mental Assessment	0.00	0.00	0.00	0.00	0.00	0.00	1 2	Phase I Environmental Assessment		0.00			
S Scope of Work 0.00	9	GPNA		0.00	0.00	0.00	0.00	0.00	0.00	5	GPNA.		0.00			
P Recording Fee 0.00	8	Scope of Work		0.00	0.00	0.00	0.00	0.00	0.00	Б	Scope of Wolk		0.00			
0 Emergi Audit 0.00	7	RecordingFee		0.00	0.00	0.00	0.00	0.00	0.00	Ţ	RecordingFee		0.00			
3 Financial Environmental Researcher 0.00	8	Ervergy Aude		0.00	0.00	0.00	0.00	0.00	0.00	B	Erwige Audi		0.00			
N Legarres 000 000 0.00 0.00 0.00 0.00 0.00 0.00	3	PhaselEnveon	Nerval Hubelument	0.00	0.00	0.00	0.00	0.00	0.00	3	Phase I Environmental Assessment		0.00			
	14	Legareet		0.00	0.00	0.00	0.00	0.00	0.00		Dains when Fans		0.00			

Figure I



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

MINNES		DHP-PH DRAW	REQUISITION	- B	ORROWER	s	Draw #:	1	1
HOUSIN	G	Project Name:		_		_		_	
		Borrower:							
		Architect							
		Contractor:		_					
		Title Company:							
			Project #:			1	Other #:		
te: Please list invoices on Borrower's Pay	ee List in same or	der as	a contra Manusia a 🖷			/	Other B		
Development costs are listed below.		Par	nesota nousing •:	-	/		Other +;		
	DEVELOPMEN	NT COSTS BUD	GET SUMMARY		*				
DEVELOPMENT COSTS	PROJECT	MODIFIED	PREVIOUSLY		CURRENT		TO DATE EXPENDED		REMAINING
A REHABILITATION COSTS						T			
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
S SUPTOUSIS	4				0.00		0.00		0.00
Architeot Fee - Design	.000	0.00	• 0.00		0.00		0.00		0.00

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



Elizabethe inte							
_	a the local data	Multi Reveal (or Template V	2. No. 111 with done down	Sent Normal Diffs Markel -	Microsoft Tarcel		(ar-ar (+))
			Tay taken buy boat	and loosed out noor!			
Home Board Pageto	ajod Formulai Data Rave	Vee DVMO Label AD	10.4				
A CA Arial	- 10 - A' A' = = -	a D in D line Test		R M 18 5	8 2- 2 🕄 🕺	Addan - 27 B	
Copy -	all the local sectors and	a an an all shares a case		re Contrand Formed as Co	i boart Delete Format	All - Sort & Field &	
J Format Painter		a l de de l Monsharcour		Formating * Table * Style		Clear * Filter * Select *	
Opteard 5	April G	stigenent	15 Number	G Styles	Cells	Edding	
****** * *** * 77							
102 1	6						
	-			1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	0 8 0 8		
6	Cat. San Tap			Ken two Lap	<u>v</u> r y i	_	
	Name			Name			
*	Address		1 1	Address		and the second se	
	City, State Zig			City, State Zig			
	Name			Name			
7	Address			Address			
	CP: Yer Dg			Carl Yank Day			
				and a state			
*	Con State Day			Con State Day			
	Name			No.			
	Address			Address			
	Centries Day			Kan, State Day			
		<u> </u>	101AL 8 100.00	1.00			
and the second se		and the second sec	in the second line like second line	and share 1 share such that some	differences in the second s		
mouth to any once defenses	I sufficiently advanced in the date rap	comment for the deep commentation of	charling any applicable for	the design of according to the	is home of the handline appended in	1	
disposed. Please charge for alling	and Deservoits	and the second se	and any opposite the	and the second second second	and the second states at a		
8040	ROWER			ww.			
00000000	TRACK.		-				
CONTACT P	189.04	I de la Recent	Phote				
		and the second second					

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.