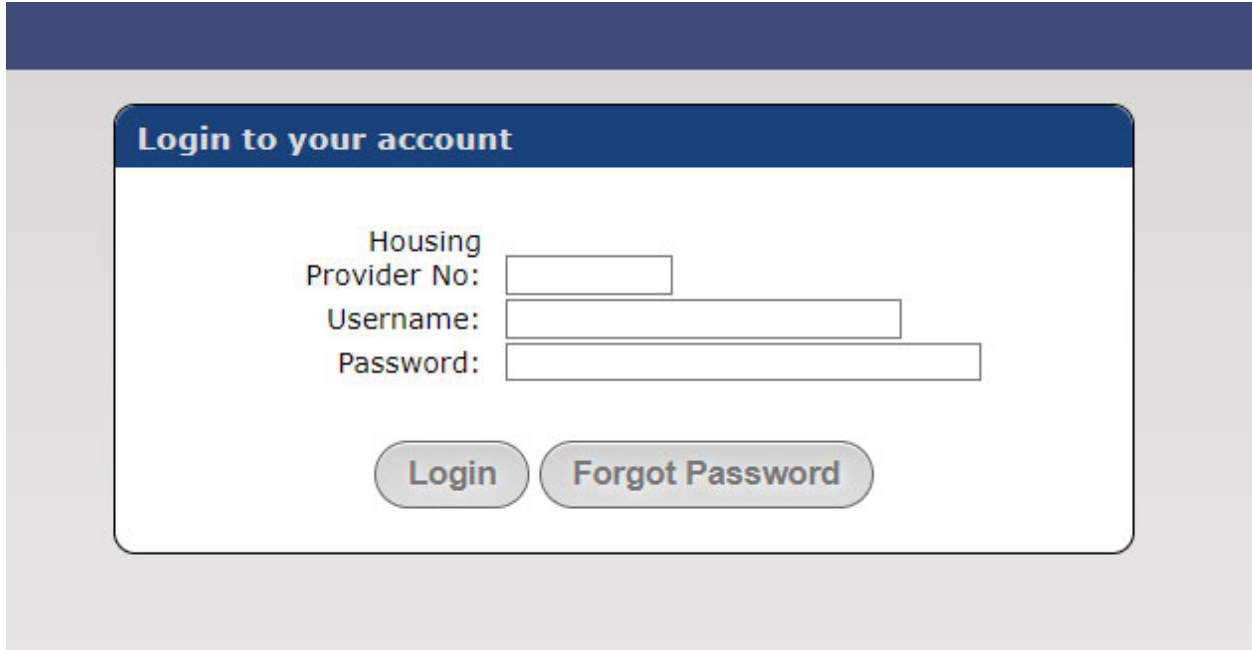


Portal Guide for TBRA Draw Request

1. Log in to our [website](#).



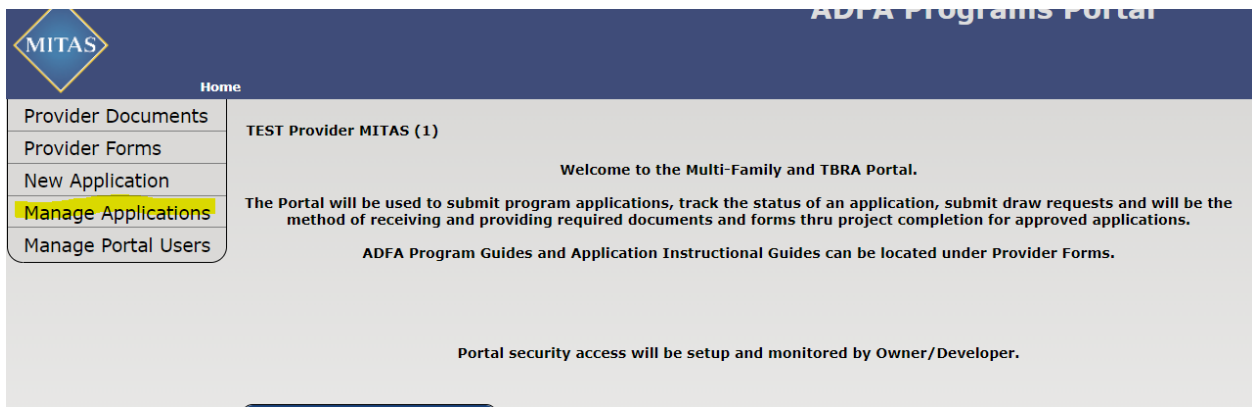
Login to your account

Housing Provider No:

Username:

Password:

2. Select the active project or the project you will be working in by clicking on the Manage Applications tab.



ADFA Programs Portal

Home

- Provider Documents
- Provider Forms
- New Application
- Manage Applications**
- Manage Portal Users

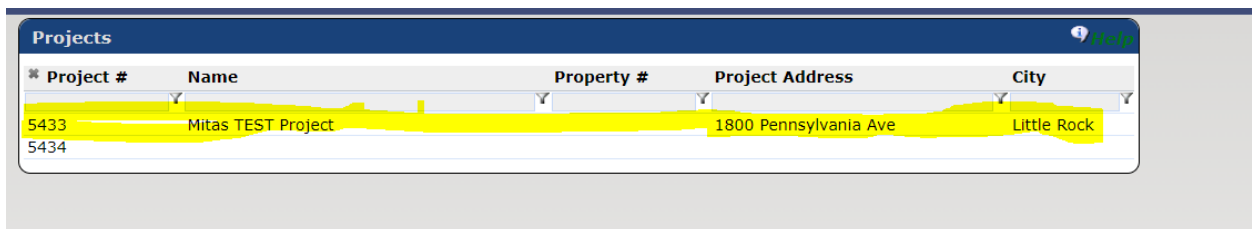
TEST Provider MITAS (1)

Welcome to the Multi-Family and TBRA Portal.

The Portal will be used to submit program applications, track the status of an application, submit draw requests and will be the method of receiving and providing required documents and forms thru project completion for approved applications.

ADFA Program Guides and Application Instructional Guides can be located under Provider Forms.

Portal security access will be setup and monitored by Owner/Developer.



* Project #	Name	Property #	Project Address	City
5433	Mitas TEST Project		1800 Pennsylvania Ave	Little Rock
5434				

3. The next page is the project's Home screen

The screenshot shows a web application interface for project management. At the top, there is a breadcrumb trail: Home > Manage Applications > Project Details. Below this, there are navigation buttons for 'Back' and 'Instructions', followed by project information: 'Project #: 5433', 'Project Name: Mitas TEST Project', and 'Address: 1800 Pennsylvania Av'. On the left side, there is a vertical menu with the following items: 'Modify Project', 'Owner Investors', 'Unit Makeup', 'Project Forms', 'Project Documents', 'Construction Budget', and 'Construction Draws'. The main content area contains several data tables and sections: 'Project Team' with 'Owner: Jason Fenter'; 'Investors' with a table showing 'Name' and 'Interest %' and 'No records to display.'; 'Units' with a table showing 'Unit Type' and 'Number of Units' with one entry 'Efficiency' and '0'; 'Application Status' showing 'TBRA Application Started'; 'Fees' with a table showing 'Fee Type', 'Description', 'Description 2', 'Status', 'Amount', 'Paid', and 'Remaining' and 'No records to display.'; and 'Finance Layers' with a table showing 'Finance Layer', 'Program', and 'Active' and 'No records selected.'. At the bottom, there is a 'Submit Application' button with a green tooltip that reads: 'Click this button once you have finished making changes to your application document and are ready to notify the agency that an application has been submitted.'

4. To submit a draw request click Construction Draws.

This image is a close-up of the navigation menu from the previous screenshot. The menu items are: 'Modify Project', 'Owner Investors', 'Unit Makeup', 'Project Forms', 'Project Documents', 'Construction Budget', and 'Construction Draws'. The 'Construction Draws' item is highlighted with a yellow background.

5. This will bring you to the Draw request page.

The screenshot displays a web interface with several data panels:

- Project Information:** Project #: 5433, Project Name: Mitas TEST Project, Address: 1800 Pennsylvania Ave, Little Rock.
- Project Draw Transactions:** A table with columns: #, Amount, Date, Memo. It shows "No records to display."
- Project Funding Sources:** A table with columns: Source, Seq #, External Allocation #, Amount, Pending, Disbursed. It shows "No records to display."
- Project Draw Details:** A table with columns: Tran #, Date, Amount, Pay To, Paid Date, Check/Wire #, Source, Use, Memo, Contractor. It shows "No records to display."
- Project Use Budgets:** A table with columns: Use Description, Seq, Use Detail, Amount, Disbursed, Retainage, Pending Amount, Pay To. It shows "No records to display."
- Document Manager - Transaction #:** A table with columns: Document Name, Download, Upload. It shows "Object information not available."
- Request New Draw:** A form with fields for Date (5/10/2023), Source (Please select a source), Memo, and a table for Category, Seq, Description, Amount, Contractor. A "Create Draw Request" button is at the bottom.

Project Funding Sources cell provides users with a listing of the funding break down. It will provide the users details as to how much funds are in the sub-categories, the pending funds to be issued, and what has already been disbursed. The amounts in this section should match your accounting balances. If they do not match, ADFA suggests that you reconcile your account balances before processing any draw request. If this cannot be reconciled it will be necessary to contact ADFA.

Project Funding Sources						
Source	Seq #	External	Allocation #	Amount	Pending	Disbursed
HOME	0	<input type="checkbox"/>	0	\$130,800.00	\$17,794.00	\$1,415.00
HOME Administration	0	<input type="checkbox"/>	0	\$13,080.00	\$1,779.40	\$141.50

The Project Use Budget cell pertains to other ADFA related projects. As for TBRA, just ignore.

Project Use Budgets						
Use Description	Seq	Use Detail	Amount	Disbursed	Retainage	Pending Amount
TBRA(631)	0	TBRA Annual Subsidy(1000)	\$205,524.00	\$0.00	\$0.00	\$0.00
TBRA(631)	2	TBRA Administrative Fees(1003)	\$20,552.00	\$0.00	\$0.00	\$0.00

Request New Draw cell is the place where you will enter in you new draw requests. Unfortunately, we are not able to accommodate submitting multiple subcategories at once. Because of that for TBRA request will need to be divided into two parts. HAP request and ADMIN request.

Request New Draw

Date:

Source:

Memo:

Category	Seq	Description	Amount	Contractor
TBRA	0	TBRA Annual Subsidy	\$0.00	(Select One) (0)
TBRA	2	TBRA Administrative Fees	\$0.00	(Select One) (0)
			\$0.00	

Create Draw Request

Project Draw Transactions cell gives you a brief history of the projects submitted draw requests. This cell's table can be sorted and expanded by clicking along the column's titles and by clicking the highlighted link in the picture below.

Project Draw Transactions

*	#	Amount	Date	Memo
	Y	Y	Y	Y
	1	\$283.00	9/15/2022	HAP Draw for October 11 2021
	2	\$28.30	9/15/2022	Admin Draw for October 11 2021
	3	\$283.00	9/15/2022	HAP Draw for November 22 2021
	4	\$28.30	9/15/2022	Admin Draw for November22 2021
	5	\$283.00	9/15/2022	HAP Draw for December 10 2021
	6	\$28.30	9/15/2022	Admin Draw for December10 2021

NEXT

Project Draw Details cell corresponds to the Project Draw Transactions cell. By selecting a draw from the history, you can see in more detail the information for that request.

Project Draw Details

Tran #	Date	Amount	Pay To	Paid Date	Check/Wire #	Source	Use	Memo
2	9/15/2022	\$28.30			0	HOME Administration	TBRA Administrative Fees	Admin Draw for October 11 2021

The last cell is the Document Manager. This is where you will upload your supporting documentation for each draw request. First one being you draw request document itself. Revised Draw request spot is for corrections made to the last summitted request. Rent roll is for the rent rolls for the most resent request submitted. Finally, the Draw request supporting documentation is for when you need to upload

information like tenant change documents, new tenant initial documents, or general correspondence that pertains to that most recent draw request submitted.

Document Manager - Transaction #		
Document Name	Download	Upload
Draw Request Forms (Scanned Packet)	[No Documents]	<input type="button" value="Upload"/>
Revised Draw Request Forms (Scanned Packet)	[No Documents]	<input type="button" value="Upload"/>
Rent Roll (Supports the Draw Request)	[No Documents]	<input type="button" value="Upload"/>
Draw Request Supporting Documentation	[No Documents]	<input type="button" value="Upload"/>

6. You will go to the Request New Draw cell and select the source you are asking for.

Request New Draw

Date:

Source: (Please select a source)

Memo:

Category	Seq	Description	Amount	Contractor
TBRA	0	TBRA Annual Subsidy	\$0.00	(Select One) (0)
TBRA	2	TBRA Administrative Fees	\$0.00	(Select One) (0)
			\$0.00	

Request New Draw

Date:

Source: (Please select a source)

Memo:

Category	Seq	Description	Amount	Contractor
TBRA	0	TBRA Annual Subsidy	\$0.00	(Select One) (0)
TBRA	2	TBRA Administrative Fees	\$0.00	(Select One) (0)

Description

(Please select a source)

HOME [Seq: 1]

HOME Administration [Seq: 2]

7. Next step is to create a memo giving a brief description of the requested amount. If you are entering in the HAP portion, put something to the effect of HAP the month of the request and the year. ADMIN do the same thing but ADMIN the month of the request and year. Example in picture below.

Request New Draw

Date: 5/10/2023

Source: HOME [Seq: 1]

Memo: HAP Draw for May 2023

Category	Seq	Description	Amount	Contractor
TBRA	0	TBRA Annual Subsidy	\$0.00	(Select One) (0)
TBRA	2	TBRA Administrative Fees	\$0.00	(Select One) (0)
			\$0.00	

8. If you are entering in the HAP portion you will be entering the monthly subsidy amount in TBRA Annual Subsidy Category.

Request New Draw

Date: 5/10/2023

Source: HOME [Seq: 1]

Memo:

Category	Seq	Description	Amount	Contractor
TBRA	0	TBRA Annual Subsidy	\$0.00	(Select One) (0)
TBRA	2	TBRA Administrative Fees	\$0.00	(Select One) (0)
			\$0.00	

Admin portion goes in the admin part.

Request New Draw

Date: 5/10/2023

Source: HOME Administration [Seq: 2]

Memo:

Category	Seq	Description	Amount	Contractor
TBRA	0	TBRA Annual Subsidy	\$0.00	(Select One) (0)
TBRA	2	TBRA Administrative Fees	\$0.00	(Select One) (0)
			\$0.00	

REMEMBER you are only able to submit HAP or ADMIN not both at the same time!!!! To get both requested you will just have to repeat the processes a second time changing from one category to the other.

8. Once you have entered the draw request amount to the correct Category click Create Draw Request, review amount is correct in Project Draw Transactions and click submit. Repeat

Category	Seq	Description	Amount €
TBRA	0	TBRA Annual Subsidy	<input type="text" value="\$0.00"/>
TBRA	2	TBRA Administrative Fees	<input type="text" value="\$0.00"/>
			<input type="text" value="\$0.00"/>

Create Draw Request

9. Go to the Project draw transactions to confirm that you have entered both amounts correctly.

Project Draw Transactions				
*	#	Amount	Date	Memo
	Y		Y	
	1	\$5,196.00	9/15/2022	HAP Draw for March 2022
	2	\$519.60	9/15/2022	Admin Draw for March 2022
	3	\$5,838.00	9/15/2022	HAP Draw for April 2022
	4	\$583.80	9/15/2022	Admin Draw for April 2022
	5	\$6,116.00	9/15/2022	HAP Draw for May 2022
	6	\$611.60	9/15/2022	Admin Draw for May 2022

1/5 NEXT >>>

10. After submitting both the HAP and the ADMIN requested amounts, go to the Document Manager cell to upload your supporting documents. Be sure that you are including the following:

- Signed copy of your monthly draw request
- Current rent roll that matches your subsidy amount and provides Payee and form of payment check/wire
- Supporting Documentation for new tenants or subsidy changes for existing tenants

Document Manager - Transaction #		
Document Name	Download	Upload
Draw Request Forms (Scanned Packet)	[No Documents]	<input type="button" value="Upload"/>
Revised Draw Request Forms (Scanned Packet)	[No Documents]	<input type="button" value="Upload"/>
Rent Roll (Supports the Draw Request)	[No Documents]	<input type="button" value="Upload"/>
Draw Request Supporting Documentation	[No Documents]	<input type="button" value="Upload"/>

11. Once you have uploaded the documents in the Document Manager, we will get a notification of having received the request. We will review your request in the proceeding days. If there were any identified deficiencies, you will be contacted and asked to upload the requested documentation into the **Revised Draw Request Forms** slot. Once uploaded we will be notified and will continue the review process.

Document Manager - Transaction #		
Document Name	Download	Upload
Draw Request Forms (Scanned Packet)	[No Documents]	<input type="button" value="Upload"/>
Revised Draw Request Forms (Scanned Packet)	[No Documents]	<input type="button" value="Upload"/>
Rent Roll (Supports the Draw Request)	[No Documents]	<input type="button" value="Upload"/>
Draw Request Supporting Documentation	[No Documents]	<input type="button" value="Upload"/>