

Request for Funds Instructions

Sub-Recipient - Same as shown on Financial Award or Agreement Letter.

Request Number - Begins with number one (1) and follows in numerical sequence for each request submitted to the North Dakota Housing Finance Agency (NDHFA)

Amount Requested - Dollar amount of this request delineated by Program (P) and Administrative (A) funds (i.e. P = \$5,000, A = \$2,000, T = \$7,000). Total (T) to be the same as line 9.

Prepared By – Name and telephone number of the individual preparing this request.

Bank Name and Address (Payee) – Name and address of the bank that will receive the funds as a direct deposit. (Should be exactly as shown on the ACH). If not an ACH, address where check should be mailed.

Date - Date Request for Funds is prepared.

Grant Period - Include the grant period as specified on the Financial Award or Agreement Letter as stated in subsequent approved amendments.

Cash Status Report

1. Include cumulative funds received from North Dakota Housing Finance Agency (NDHFA) at the date of request.
2. Include cumulative cash expenditures to date.
3. Report cumulative program income received to date of request.
4. Line 2 less Line 3 (program income is applied as a reduction in expenditures for cash status reporting to ensure that program income is expended prior to NSP funds).
5. Line 1 less Line 4 (cash received less cash expended equals cash on hand).

Fund Status Report

6. Include the total grant amount as authorized on the Financial Award or any subsequent approved amendments to the grant.
7. Include cumulative funds received to date (same as Line 1, above).
8. Funds previously requested from NDHFA but have not been received by recipient (in transit).
9. Amount of this request. Must be the same as stated above.
10. Add lines 7, 8 and 9, for total funds requested to date.
11. Line 6 less Line 10 for remaining funds to be drawn.
12. Include cumulative administrative funds received to date.
13. Administrative funds previously requested from NDHFA but have not been received by grantee (in transit).
14. State the amount requested for each address assisted.

Certification of Authorized or Local Official must be signed by one of the authorized individuals shown on the Authorized Signature Card

Mail completed form to:

North Dakota Housing Finance Agency
PO Box 1535
Bismarck, ND 58502-1535

Sub-Recipient		Request Number		Amount Requested	
Prepared by		Telephone Number		P - _____	
				A - _____	
				T - _____	
Bank Name (Payee)	Bank Address	City	State	ZIP Code	
Bank Account Number	Grant Begin and End Date		Have you submitted your Quarterly Report?		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		

CASH STATUS REPORT

1. Funds received to date	
2. Total Gross Disbursements to date	
3. LESS: Program Income	
4. Net Disbursements to Date (line 2 less line 3)	
5. Balance of cash on hand (line 1 less line 4)	

FUND STATUS REPORT (Cash advances to a sub-recipient will be limited to the minimum amount needed.)

6. Grant amount		
7. Funds received to date		
8. Funds requested, but not yet received		
9. Amount of this request		
10. Total funds request to date (add lines 7, 8, 9)		
11. Funds available for request (lines 6 less line 10)		
12. Administrative funds received to date	13. Administrative funds requested but not yet received	
14. Amount requested by address (complete if grant award covers multiple properties):		
Amount requested	Address	NDHFA Use Only

CERTIFICATION OF AUTHORIZED OR LOCAL OFFICIAL

To the best of my knowledge, the data on this form are correct and all disbursements were made in accordance with grant conditions

Signature of Authorized Sub-Recipient	Print Name of Authorized Sub-Recipient	Date
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APPROVAL BY NORTH DAKOTA HOUSING FINANCE AGENCY

NDHFA Authorized Signature	Date
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FOR NDHFA USE ONLY

Release of Funds <input type="checkbox"/> Yes <input type="checkbox"/> No	Authorized Signature <input type="checkbox"/> Yes <input type="checkbox"/> No	Special Conditions Released <input type="checkbox"/> Yes <input type="checkbox"/> No
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