New Hampshire Housing Finance Authority

Submission Instructions for Development Requisitions

This purpose of this document is to instruct developers on how to submit payment requisitions during the development and construction period. These instructions are organized into three parts: preparation, assembly, and submission. After the instructions, there is a note on the payment cycle and methods of payment.

1. **PREPARATION of the payment requisition**
   a. The payment requisition form is an Excel file with multiple tabs called the Master Budget Template. Authority staff will provide the developer with this Master Budget Template file prior to loan closing.
   b. Authority staff will fill in the "Original Budget" column on the Budget Draw template tab using numbers from the developer's final application for financing.
   c. The developer is responsible for updating the Excel file and submitting the updated version with every requisition.
   d. The Developer will update the Budget Template with the current requisition's sources and uses, including the sources from which the invoices will be paid.
   e. The Schedule A - List of Invoices tab lists all of the invoices (including developer reimbursables) to be paid for the requisition period, with payment amount in the correct source column. The total sources used should match the sources in the Budget Template tab.
      i. Construction loan interest for Authority construction loans is listed below the TOTAL row, under the heading "Adjust for Accounting Entry of Automatic Mortgage Interest Payment." These entries should reflect the amount of monthly interest accrued on the account statements provided to the developer by the Authority, but they should not be paid by the developer and will not be included in the disbursement. The interest amount will be added to the outstanding balance of the construction loan.
      ii. All columns should be filled out completely and accurately.
   f. The third tab ("Req Cover") should have the correct date and draw number.
      i. Generally the initial disbursement at loan closing should not be numbered so that the requisition number matches the number on the general contractor/construction managers' AIA G702. The first draw *after* closing in most cases should be draw #1.
      ii. The exception to this rule is when a construction invoice is being paid at loan closing. In this case, the requisition at closing should be labelled draw #1 so the development requisition number matches the number on the general contractor/construction managers' AIA G702.
   g. The Settlement Statement tab should be left intact from the construction loan closing.

2. **ASSEMBLY of the Payment Requisition Package (the "PRP")**
   a. The payment requisition package includes FOUR components:

i. The “Master Budget” Excel file described above
ii. The Owner’s Affidavit Regarding Mechanic’s Liens, signed and notarized.
    1. Please use the most recent form from our website at http://www.nhhfa.org/forms-publications-for-developers
    2. The Schedule A referenced in paragraph 2 of the Owner’s Affidavit is the same as the “Sched A-list of invoices” tab on the Master Budget Template file.
iii. Invoices to back up all non-construction costs, in PDF form.
    1. Assemble invoices in the same order that they are listed in on the Schedule A to the Owners’ Affidavit.
    2. Do not include additional backup included (copies of cleared checks, sponsor ledger sheets, etc.) between invoices.
    3. Invoices must be legible and subtotal to the amount being paid. A description of the work must be included. If the invoice payment is less than the face amount of the invoice, please note this on the invoice. Circle the amount that is being paid on each invoice.
iv. The Construction Requisition package, in PDF form.
    1. All copies must be legible and all AIA documents, affidavits, and change orders must be signed by the individuals authorized to sign them.
    2. Authority forms are available in the Construction Requisition Package on the Authority’s website including the Requisition Inspection Certification and all lien waivers.
    3. The components of the Construction Requisition Package are as follows, and must be submitted in order:
        a. Requisition Inspection Certification signed by the construction inspector.
        b. AIA 702
        c. Off-site material backup, if applicable
        d. Change orders, if applicable
        e. Mechanics Lien Affidavit of General Contractor/CM
        f. Schedule A to the Mechanics Lien Affidavit of General Contractor/CM
        g. Section 3 and/or MBE/WBE paperwork if applicable
        h. Photo of the notice of anticipated funding posted on site.
        i. Photo of the identification of construction lender posted on site (1st requisition only)
        j. Photo of the NH Department of Labor independent contractor notice is posted onsite (1st requisition only).
        k. The FINAL requisition must also include:
            i. Conditional final lien waiver (GC/CM)
            ii. Conditional final lien waiver subcontractor & suppliers (GC/CM)

3. **SUBMISSION of the PRP:**
   a. Email the requisition package, including all four components listed in section 2, to assetmanagement@nhhfa.org and cc the Authority Program Manager who reviews your requisitions.
      i. Requisitions usually have to be compressed into a .zip file due to size limitations in most email systems.
   b. When you submit your PRP, an Authority staff member referred to as the "Payment Processor" will review the submission documents for completeness and enter them into our system for payment.
      i. If the Payment Processor cannot find or verify any part of your submission, she/he will email you asking for clarification or additional backup.
      ii. If you need to submit corrected or supplemental backup documents, you must resubmit the entire component of the PRP. For example, there is an invoice missing, you must resubmit the entire invoice package (part iii of the PRP) instead of only the missing invoice. The goal of this process is to have four complete and accurate documents that are submitted to the Authority, with no miscellaneous supporting documents added on.

Timing of the Payment Cycle

Generally, if you submit a complete PRP by on a Monday, Tuesday, or Wednesday, you will be paid a week from that Friday if you are being paid by Electronic Funds Transfer/EFT or the Friday after that if you are being paid by check.

Generally, if you submit a complete PRP by the end of the day on Thursday or Friday, you will be paid a week from the following Wednesday (EFT) or a week from the following Friday (if by check).

Holidays may affect this payment cycle.

Method of Payment

You are strongly encouraged but not required to sign up for EFT payment. You will get paid faster by EFT than with paper checks. The current EFT form can be found here: https://www.nhhfa.org/assets/pdf/EFT_Payment_Enrollment_Form_4-2015.pdf

The form should be submitted by email to assetmanagement@nhhfa.org (do not send to the address on the form). Please note that for most projects the payee is the single purpose entity established for that project, so you would complete the EFT form for that entity. **An IRS for W9 is required for any payee receiving NHHFA payments, regardless of receiving a check or EFT.** W9's should also be sent to the assetmanagement@nhhfa.org mailbox.

Questions

Please contact your Authority Program Manager with questions about this process or email multifaminfo@nhhfa.org or call 603-310-9272.

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