

Requisition Tips for HIF, HPSTF, FCF & CBH

This Tip Sheet is intended to assist Borrowers in preparing requisitions, and is a supplement to the “HIF, HPSTF, FCF & CBH Requisition Checklist.” The information below provides guidance on how to avoid common errors found in requisitions.

Requisition Invoice Detail:

- Every invoice needs to be itemized – do not combine invoices in one entry. Three legal invoices should be entered as three separate lines in the Invoice Detail.
- The payee column should show the original payee on the invoice, i.e. “Law Firm LLC”
- The invoice date is the actual date shown on the invoice, not the paid date.
- To split an invoice between two different sources, the invoice needs to be listed twice in the Invoice Detail to allow for the selection of the two different sources.
- To allocate a cost to the Commercial Budget, check off the “Commercial Cost” checkbox in the Invoice Detail next to the cost.
- Do not use the Invoice Detail to correct prior budget errors by inserting a negative cost.
- Only allocate costs to Cost Categories that have been budgeted.
- You cannot requisition for late fees – if the invoice shows a late fee, please be sure that the amount listed does not include the late fee.
- You cannot requisition for costs that have not yet been incurred, i.e. estimated recording fees.

Invoices:

- The invoice backup uploaded in a PDF file needs to be ***in the order*** the invoices are listed on the Requisition Invoice Detail page. The Requisition Invoice Detail page is used as a checklist for invoice backup.
- If you are requesting payment for construction, please submit a fully executed Contractor’s Application for Payment.
- For acquisition costs, a deed (if there is one) or a Purchase and Sale (if there isn’t) will suffice. Settlement Statements or check copies will only be accepted as back up for costs in which no receipt or invoice can be obtained (certain Registry of Deeds fees, for instance).
- Estimates, quotes and purchase orders will not be accepted as invoices.
- For loan commitment fees without invoices, please submit a copy of the loan agreement or contract that states the fees.

Residential Budget and Requisition Summary:

- Does the “Original Budget” column match the final OneStop? If not, click “Refresh Closing Budget” at the bottom of the Forms menu. This option is only available for the closing requisition.
- The yellow column for budget changes must balance to zero – for example, if the legal line item is reduced by \$1,000, other line items must increase by \$1,000.

- There should be no negatives in the “Balance to Complete” column or items over 100% in the “% Drawn to Date” column.
- Make sure the construction cost line item matches the amount shown on the Contractor’s Application for Payment and the GC lien waiver.
- Do not allocate costs to the Hard Cost Contingency or Soft Cost Contingency lines items. Instead, use the “Proposed Budget Changes” column to draw funds down from those contingencies and reallocate them to the areas for which additional funds are needed.

Miscellaneous:

- Always double check that the following numbers match:
 - The total requisition amount on the Invoice Detail page, the Residential Budget page (or Combined Budget page, if there are commercial costs) and the Allocation of Funding page.
 - the TDC on the Residential Budget (or Combined Budget, if there are commercial costs) and Allocation of Funding pages.
- CEDAC requires 10 business days to review a closing requisition. Please email your project manager when the closing requisition is ready for review in Intelligrants. The requisition should be substantially complete. If there are a very limited number of invoices that you will not have until a couple of days before closing (typically title, recording and/or legal invoices), please enter placeholder line items clearly marked in the Requisition Invoice Detail and notify CEDAC regarding these items.
- As a note, Intelligrants will not allow you to formally submit a closing requisition until the project has closed and the OneStop has been submitted and marked as “Project In Construction.”
- A requisition must be marked “complete” by DHCD before you can submit the next requisition. You can, however, create new requisitions and work on them at any time. The MassDocs lenders are able to see the changes to any requisition in real-time.