

Instructions for Submitting Reserve for Replacement (RFR) Requests

(1) Prerequisites

Prerequisites:

- Access to the Project's Procorem Workcenter

(2) Submission and Reviews

Submissions should follow the DCA Instructions for Submitting Asset Management Requests via Procorem (“**Asset Management Request Instructions**”), together with the additional information/requirements laid out in these Instructions.

A. Planning and Preparation

Review the Department Reserve for Replacements Maintenance and Disbursement Guidelines to ensure that you have all required information and documents to submit a complete request.

Determine if Request is Standard Reimbursement Request or Advance Approval

- (1) Standard Reimbursement
- (2) Advanced Approval

Determine if the Project and Request are eligible for Expedited Consent.

B. Standard Reimbursement Requests

Download a NEW RFR Request Template.

Gather and prepare all backup documentation.

Complete all Green and Yellow cells on the following Tabs:

1. Cover Sheet
2. DHCD RFR Request Worksheet
3. DHCD RFR Request Form & Certification

Submit to Procorem MFAM Workcenter in the **03 Standard Requests / 01 Reserve, Escrow and Impound Disbursements/Approvals / 01 Reserve for Replacement Disbursements**

folder. Submission will trigger an initial review by the Project's PM as described in the Asset Management Request Instructions.

The Department requests that all backup documentation (e.g. invoices, estimates, payment records, bank statements, written statements and explanations) be uploaded (a) as separate documents and (b) that the file names for such documents begin with the number of the request on the Request Worksheet tab, or letter of the exception for which explanation/information is being provided on the Request Form and Certification tab.

Requests submitted without clear delineation of what attachments are tied to which line item/requirement can cause confusion, mistakes, and ultimately delays in processing requests.

C. Advanced Approval Requests and Reimbursement

Certain requests require advanced approval from the Department prior to contracting for or obtaining the equipment/materials or services being requested to be reimbursed from the RFR. These are described in the RFR Guidelines.

Submitting the Request for Advanced Approval

The process for submitting a request for advance approval, and subsequent request for reimbursement of previously approved expenditures, mirrors the process for a standard reimbursement, with the following notable exceptions and additional requirements:

Cover Sheet Tab

1. Select "Advanced Approval" as Request Type
2. Check all boxes applicable to the Request

Request Worksheet Tab

Complete Columns F and G (Blue cells) for all items requiring advanced approval.

For the initial submission for advanced approval, Columns H through N (the Yellow cells) will be left blank. Those will be completed following completion of the work/delivery of the materials approved by the Department.

RFR Form and Certification Tab

Rows H through M of this Tab will have "Yes" selected for the specific advanced approval scenario and additional documents/information referenced in those cells must be uploaded to the Procurem Workcenter along with the Request.

Submitting the Request for Reimbursement for Previously Approved Expenditures

After the approved work is completed and materials are delivered, the information in Columns H through N (the Yellow cells) is completed and the updated request form is submitted to the Procorem Workcenter.

If the expenditures exceed the previously approved amounts, the Request must be accompanied by a written explanation for any variances, and supporting materials, into the Project's workcenter.

(3) Expedited Consent

Certain types of requests are eligible for Expedited Consent if the Project and the Request meet the requirements described in the Department's Guidelines. Please review the Guidelines carefully to ensure that both the Project and Request are eligible before submitting for Expedited Consent.

In order to initiate Expedited Consent, the submission must include a completed and signed Expedited Consent Form & Certification tab along with the normal request form requirements, and must be accompanied by:

- Copies of the submission(s) to, and written approval(s) from, the senior lender/entity holding the RfR and tax credit investor (if any);
- Unless already included within the documentation included in the senior lender/RfR holder approvals, copies of documents required by the Department to be submitted with standard RfR requests

The Department will conduct an expedited review of such requests – within 15 days - and, provided that the reviewer does not determine that the Project is ineligible or the request does not meet the requirements of the Guidelines, will provide notice of approval.