

# Requisition for Advance of Flexible Subsidy Funds

U.S. Department of Housing and Urban Development  
Office of Housing  
Federal Housing Commissioner

OMB Approval No. 2502-0395 (exp. 12/31/2005)

Send this form to the loan management branch of your local HUD office.

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

The collection of this information is necessary for the Department to determine which projects will best benefit from flexible subsidy loans in order to improve financial soundness, improve management and maintain affordability. In addition, this information provides the Department with a means to account for, on a project specific basis, the use of flexible subsidy dollars and the progress being made by each project toward its physical, financial and management improvement goals. The Department will use this information from this collection to determine if a project will benefit from flexible subsidy loans. This information is authorized under Section 201 of the Housing and Community Development Amendments of 1978 and 24 CFR Part 219. This information is considered non-sensitive and no assurance of confidentiality is provided.

Type of Requisition (Check only one box)

Operating Assistance Component (Section 219, Subpart B)       Capital Improvement Loan Program (Section 219, Subpart C)

1. Name and Address of Project	2. Date prepared
	3. Requisition No.
	4. FHA Project No.

5a. Balance in Project Improvement Account      \$	6. Depository (name and address, zip code)
5b. Total Project Improvement Funds needed this month: (\$                    )	

5c. Shortage in Project Improvement Account ( a - b )      \$	7a. Account No.	7b. ABA No.
---	-----------------	-------------

8. Analysis of Flexible Subsidy Contract Authority based on: (check one)	For the Period	Annual Contract Period
<input type="checkbox"/> Original MIO Plan <input type="checkbox"/> MIO Plan, Revision No.	____/____ thru ____/____ (mm/yy thru mm/yy)	____/____ thru ____/____ (mm/yy thru mm/yy)

8a. Authorized on MIO Plan	\$	\$
8b. Advanced for Period to Date		
8c. Remaining for Period ( a - b )		
8d. Amount of this Request	(                    )	(                    )
8e. Balance after this Request ( c - d )	\$	\$

9. I certify that (1) all owner contributions required by the MIO Plan have been deposited in the Project Improvement Account; (2) all Flexible Subsidy Funds will be used only for the purposes specified in the MIO Plan; (3) to the best of my knowledge, all facts and data on which this request is based are true and correct.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of Owner or Authorized Agent & date:

**X**

10. Line 8d Approved for Payment  
Signature of the Director, Housing Management Division or Designee & date:

**X**

**For Accounting Division Use Only**

11. Amount Paid      \$	14. Verified by: Signature & date
12. Date Certified for Payment:	
13. Initials of Certifying Officer:	

---

**Instructions.**

**General:** On or about the 15th of each month, the Housing Owner should estimate the Project's need for Project Improvement Funds for that month. If the amount expected to be required is greater than the balance in the Project Improvement Account, the Housing Owner should prepare and mail the original and one copy of this form to the Director, Housing Management in the local HUD Field Office and retain one copy. The Regional Accounting Division (RAD) will request the Treasury to deposit Flexible Subsidy Funds in the Project Improvement Account and will return a copy of this form to the Housing Owner. If the balance in the Project Improvement Account equals or exceeds the amount expected to be included on the next Requisition for Advance, the Housing Owner need not complete this form.

**Item No.**

1. Enter the name of the Project as it appears on the Financial Assistance Contract.
3. Number the requisitions consecutively within each 12-month contract term.
4. Enter the 8-digit FHA Project No. and all suffixes.
- 5a. The balance in the Project Improvement Account is the balance from the previous month, plus any deposits made to the account this month.
- 5b. Estimate the total amount you will include on this month's Requisition for Advance.
- 5c. Subtract line "b" from line "a." The request on line 8d may not exceed this amount.
6. Enter the name of the financial institution which holds the Project Improvement Account. This must be the bank or institution specified on the SF-1199A, Direct Deposit Sign Up Form.
- 7a. Enter the account number the Depository has assigned to the Project Improvement Account.
- 7b. Enter the financial institution's American Banking Association number.
- 8a. Enter the amount of Flexible Subsidy authorized for each period on Part II, Section C (Sources and Uses of Funds, form HUD-9835-B) of the MIO Plan. Use entries on line A7 of form HUD-9835-B.
- 8b. Enter the cumulative amount of Flexible Subsidy Funds deposited by the Treasury during each period.
- 8c. Subtract line 8b from line 8a.
- 8d. Enter the amount of Flexible Subsidy Funds requested. Enter the same amount in each column. This amount will usually equal the shortage calculated on line 5c. This amount may never exceed the amount remaining for the contract term (line 8c col. 2).