



**Housing Trust Fund
& Bridges**


**Rental Assistance
Training Module**

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**Reporting Housing Related
Expenses, Excess Utilities, and
Adjustments**


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This training will cover the following:

- Housing Related Expense Reasons
- How to report Housing Related Expenses for reimbursement
- How to enter excess utility expenses on log
- How to report Adjustments and use the Adjustment Tab on the Draw Request Form

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Housing Related Expenses

5. HOUSING RELATED EXPENSES (Reference the Instruction Tab for Program Eligibility)

Type of Housing Related Expenses Paid On Behalf of Tenant	Amount of Housing Related Expenses Paid for Selected Type	Type of Housing Related Expenses Paid On Behalf of Tenant	Amount of Housing Related Expenses Paid for Selected Type
Security Deposit		Security Deposit	
Application Fees		Application Fees	
Damage Claims		Damage Claims	
Vacancy Payment		Vacancy Payment	
Utility Connection Fees		Utility Connection Fees	
Tenant Advocacy Fee		Tenant Advocacy Fee	
Other allowed expenses - with MH approval		Other allowed expenses - with MH approval	

• #1 Housing Related Expense

• #2 Housing Related Expense



Reporting Excess Utilities

- Excess Utilities over and above 30% of tenant income are highlighted in red.

1. GENERAL INPE & RENTAL ASSISTANCE

Participant Last Name	Participant First Name	Contract Rent	Utility Allowance	Local Payment Standard	LPS Adjustment	Gross Rent	Program Subsidy Cap	Participant Rent to Property	RA payment to Property	Excess Utility Expense	RA Payment for Utility to Participant	RA Payment for Utility to Participant
JONES	JOSEPH	600.00	130.00	790.00	-30.00	760.00	30.00	630.00	630.00	0.00	0.00	0.00
MARTIN	MARY	500.00	75.00	600.00	0.00	575.00	0.00	500.00	500.00	14.00	14.00	14.00



Reporting Excess Utilities

- Example I: Utility allowance exceeds both 30% of the tenant portion of the rent, and the Local payment standard

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MARTIN	MARY	500.00	75.00	600.00	0.00	575.00	0.00	500.00	500.00	14.00	14.00	14.00



Reporting Excess Utilities

- Example II:

Participant Last Name	Participant First Name	Contract Rent	Utility Allowance	Local Payment Standard	IPS Adjustment	Gross Rent	Program Subsidy Cap	Participant Rent for Property	RA payment to Property	Excess Utility Expense	RA Payment for Utility Participant	RA Payment for Utility to Participant
JONES	JOSEPH	600.00	180.00	750.00	-300.00	750.00	0.00	0.00	630.00	14.00	644.00	14.00
MARTIN	MARY	500.00	75.00	600.00	0.00	575.00	0.00	500.00	0.00	0.00	500.00	0.00



Adjustments

RENTAL ASSISTANCE MONTHLY PARTICIPANT LOG

Administrator/Agency Name:

Print

Delete a line

For the month of , 0

Total Adjustments

\$0.00

Participant Last Name	Participant First Name	Head of Household Date of Birth	Type of Adjustment	Effective Month of Adjustment	Adjustment Amount	Notes



Submit via Secure Upload: Rental Assistance Draw Request Submission

Multi-Family Services Upload Portals

Property-Level Reporting

- **Income Online Reporting Tool (ICORT)**: Beginning with 2014 reporting, the ICORT Reporting Program (used for deferred loan reporting), the Electronic Reporting Program (used for deferred loan reporting), and the Compliance Planning System (used for MOFA reporting) will be replaced with ICORT. [Read more...](#)
- **Property Online Reporting Tool User Manual**
- **Installation of Data Tools**
- **ICORT System Overview and Multi-Family Compliance Data**

MIF and PFI Reporting Applications Submittals

- **Multi-Family Rental Fee Change (MIFC) Upload**: This tool allows applicants to submit MIF and PFI/pipe Common Application materials (tax credits and deferred loan compliance reporting).
- **Income Online Tool**: This tool allows managing systems to easily upload their annual tax credits and deferred loan reports.

Rental Assistance

- **Rental Assistance Draw Request Submission**: This tool allows rental assistance grant administrators the ability to submit a draw request form for reimbursement for the MIF, MIF (LAD), Bridges, Bridges BPH and Bridges NYC programs. [Read document for MIF and MIF \(LAD\) here: acmhrreportingdata.xls](#)

Multi-Family Developers

- **Default Request Check Your Loan Application Status Online**



Our Mission:

Minnesota Housing finances affordable housing for low- and moderate-income households while fostering strong communities.

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For More Information

All Rental Assistance Draw Request submittals are due on the **15th of each month.**

Must be submitted using the LeapFILE Upload Software in the Partner Log-in.
(Draw Requests submitted via e-mail will be rejected.)

Please direct all questions or concerns to the Rental Assistance Team at:
mhfa.rental-assistance@state.mn.us

Thank you for viewing this training module.

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