

Certification Form for Requesting Bring It Home Funds

Instructions

To request funds from the Bring It Home Rental Assistance Program, this form needs to be completed and signed by an Authorized Signer. You will also need to complete the Bring It Home Start Up Cost Tracking Sheet and/or the HAP and Admin Tracking Sheet in Box.com and upload all supporting documentation to Box.com. **The amount requested on the Certification must match the amount on applicable tracking spreadsheet.**

After the tracking sheets are completed and this signed document is uploaded to Box.com, your request will be officially submitted. Review of documentation and forms will be completed and if any information is missing, MHFA staff will reach out for additional details.

Request for Funds Information

Grantee Organization Name:	
Authorized Signer Name:	
Authorized Signer Title:	

Start Up Cost Expenditures

Request Type:	<input type="checkbox"/> 50% Advanced	<input type="checkbox"/> Amount Spent from Advanced Payment
50% Advanced:	Enter amount from cell D6 from Start Up Costs Tracking \$	
Amount Spent from Advanced Payment:	Enter total from row 32 of corresponding date from Start Up Costs Tracking \$	
I understand that I will not receive a disbursement for these funds, but this will be applied to the advanced Start Up funds previously received.		

Housing Assistance Payments (HAP)

Request Type:	<input type="checkbox"/> Initial Advanced Funds (2 months)	<input type="checkbox"/> Monthly Reimbursement
Initial Advanced Funds (2 months)	Enter amount from cell C20 from HAP & Admin Reimbursement Tracking \$	
Monthly Reimbursement	Enter total from row 21 of corresponding month from HAP & Admin Reimbursement Tracking \$	

Administrative Fees

Monthly Reimbursement	Enter total from row 32 of corresponding month from HAP & Admin Reimbursement Tracking \$
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Signature of Authorized Representative	
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