

Procedure for Requesting Bring It Home HAP and Admin Funds

HAP & Admin Fees Sheet and Supporting Documents

Purpose: To provide guidance on how Program Administrators can request advance payment, record the amount of Housing Assistance Payment (HAP) funds paid out and request administrative fees.

Advance Payment Request

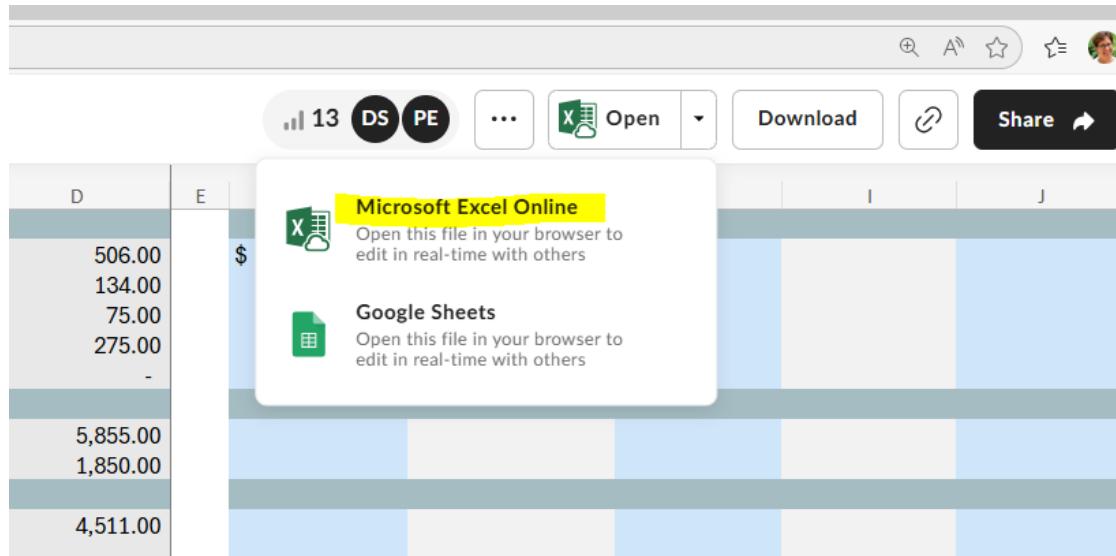
To request an advance payment, please complete the following steps:

Step 1: Open your Bring it Home folder in Box.com. There are two subfolders: Disbursements-Start Up Costs and Disbursements-HAP & Admin Fees.

Step 2: Open the Disbursements-HAP & Admin Fees folder. Within that folder, there will be the following two items:

- Excel Spreadsheet—HAP & Admin Reimbursement Tracking
- A Subfolder called “Supporting Documentation-HAP & Admin Fees”

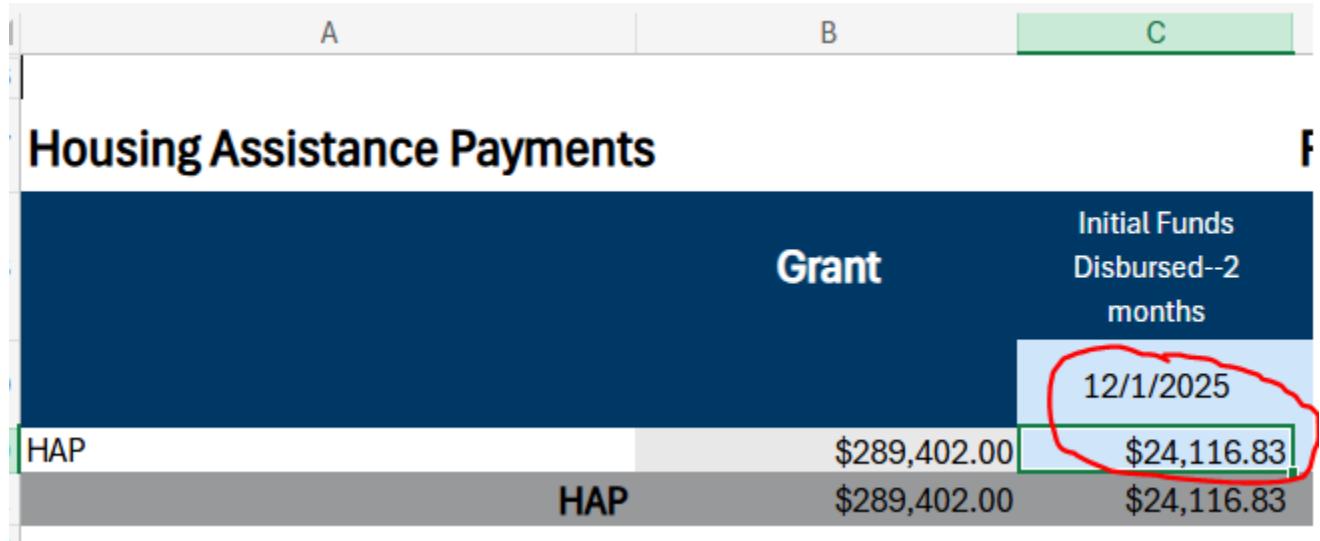
Step 3: Open the tracking spreadsheet in Box.com and then select “open with” and select Microsoft Excel Online. Opening the workbook in a different manner may prevent it from functioning properly.



D	E	F	G	H	I	J
506.00	\$					
134.00						
75.00						
275.00						
-						
5,855.00						
1,850.00						
4,511.00						
-						

Step 4: Once you have it open in Microsoft Excel Online, you will be able to edit the spreadsheet. All cells that are shaded blue are for Administrators to enter information.

Note: Initial Request--2 Months Advance HAP Funds (your first entry will be in column C—this will be the 2 months of advanced HAP funds.) This should be 1/12 of your total 2-year HAP amount (i.e. $\$289,402.00 / 12 = \$24,116.83$).



Grant	Initial Funds Disbursed-2 months	Disbursed Date
HAP	\$289,402.00	\$24,116.83
HAP	\$289,402.00	\$24,116.83

Step 5: Upload the signed Certification Form for Requesting Bring It Home Funds document to Box.com. **For funds to be disbursed, the certification must be signed by the authorized representative and match the amount entered in the Tracking spreadsheet.**

Requests for HAP and Administrative Fees After the Advance Payment

After the advance payment, you can then request the amount of HAP funds that you have disbursed for the next time period. Per the program guide, your request must be entered by the 15th of the month. The time period would be the period of time since your last request.

You must provide supporting documentation for the request. The supporting documentation should be saved in the Supporting Documentation-HAP & Admin fees. This documentation may include but is not limited to: bank statements, accounting reports, receipts, or invoices.

At this time, you also can request administrative fees.

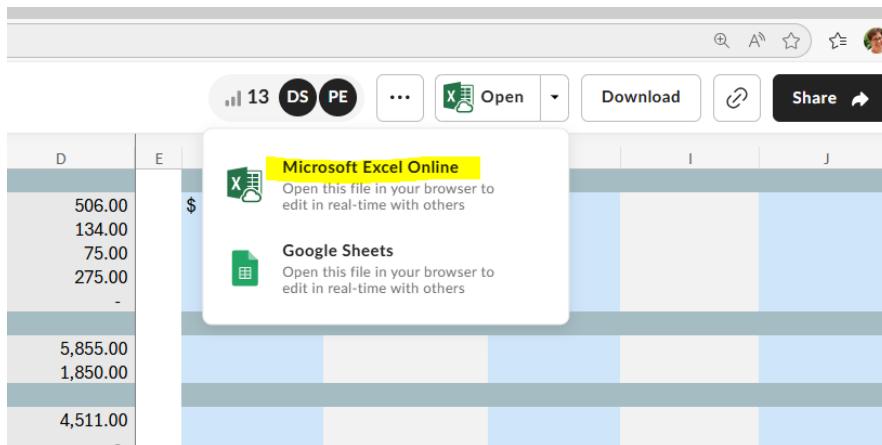
To request HAP funds after the Advanced Payments have been made, please complete the following steps:

Step 1: Open your Bring it Home folder in Box.com. There are two subfolders: Disbursements-Start Up Costs and Disbursements-HAP & Admin Fees.

Step 2: Open the Disbursements-HAP & Admin Fees folder. Within that folder, there will be the following two items:

- Excel Spreadsheet—HAP & Admin Reimbursement Tracking
- A Subfolder called “Supporting Documentation-HAP & Admin Fees

Step 3: Open the tracking spreadsheet in Box.com and then select “open with” and select Microsoft Excel Online. Opening the workbook in a different manner may prevent it from functioning properly.



Step 4: Once you have it open in Microsoft Excel Online, you will be able to edit the spreadsheet. All cells that are shaded blue are for Administrators to enter information.

Step 5: In the Month 1 column, enter the total of funds paid for HAP and, also for administrative fees, the number of vouchers issued. The spreadsheet will calculate the administrative fees to be disbursed. You do not need to include any supporting documentation for administrative fees.

Step 6: Upload the signed Certification Form for Requesting Bring It Home Funds document to Box.com. **For funds to be disbursed, the certification must be signed by the authorized representative and match the amount entered in the Tracking spreadsheet.**

After your request and supporting documentation is saved and uploaded, Minnesota Housing staff will review. If staff has questions, we will request additional information. Once we have approved your request, we will update the Funds Approved and Disbursed column on this spreadsheet. The funds will be disbursed and should be in your account within 10 business days of the date on this spreadsheet.

Housing Assistance Payments		Reimbursement Tracking			
	Grant	Initial Funds Disbursed--2 months	Month 1 Reimbursement Requested	Funds Approved and Disbursed	Reimbursement
HAP	\$289,402.00	\$24,116.83	\$2,000.00	\$2,000.00	
HAP	\$289,402.00	\$24,116.83	\$2,000.00	\$2,000.00	

Administrative Fees		Reimbursement Tracking			
	Grant	Month 1 Vouchers issued	Funds Approved and Disbursed	Vouchers	Reimbursement
Admin	\$81,792.00	12/5/2025	12/10/2025		
# of Tenant Based Vouchers		5			
Admin Amount Tenant Based Vouchers	\$750.00		\$750.00	\$750.00	
# of Project Based Vouchers					
Admin Amount Project Based Vouchers	\$750.00		\$750.00	\$750.00	
Admin	\$81,792.00		\$750.00	\$750.00	