MINNESOTA HOUSING

Procedure for Requesting Bring It Home Start Up Funds

Start Up Costs Tracking Sheet and Supporting Documents

Purpose: To provide guidance and instructions on how to request advance payment, track all Start Up Costs spent and provide supporting documentation.

Since Minnesota Housing is advancing Start Up Costs, you need to track all Start Up Costs spent as well as supporting documentation. You will use the Start Up Costs Tracking sheet in Box.com.
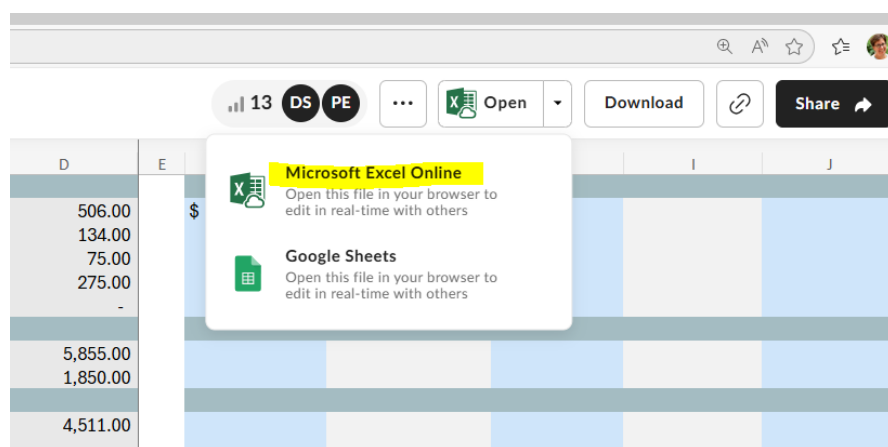
Advance Payment Request

For Advance Payment tracking, 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-Start Up Costs folder. Within that folder, there will be the following two items:

- Excel Spreadsheet—Start Up Costs Tracking
- A subfolder called "Supporting Documentation—Start Up Costs".

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.

Once you have it open in Microsoft Excel Online, you will be able to edit the spreadsheet.

Step 4: Enter information in all cells that are shaded blue.

- Your initial request will be for the advance of Start Up Costs. You can request up to 50% of your total Start Up Cost budget.
- On the spreadsheet, there is a line for 50% advance. Enter the amount of advanced funds for Start Up Costs.

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.**
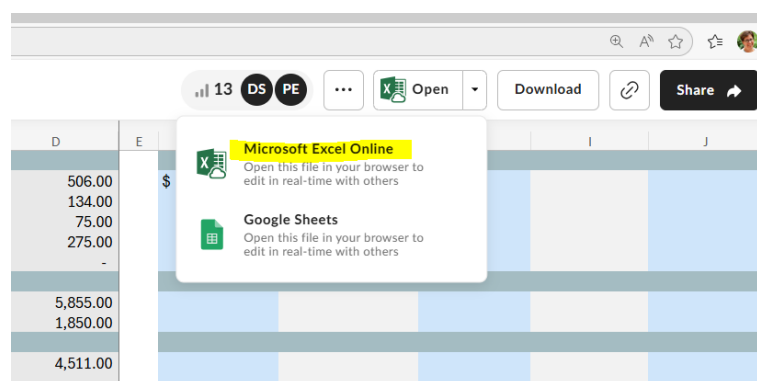
Requests after the Advance Payment

After your initial advance, follow the same steps 1-3 above. After you have completed those steps, follow steps 4-6 below.

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-Start Up Costs folder. Within that folder, there will be the following two items:

- Excel Spreadsheet—Start Up Costs Tracking
- A subfolder called "Supporting Documentation—Start Up Costs".

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.

Once you have it open in Microsoft Excel Online, you will be able to edit the spreadsheet.

Step 4: Enter information in all cells that are shaded blue. Your first entry will be in column F—Submitted Documentation. Enter all expenses that you have had for Start Up Costs.

Step 5: Enter the date that you are completing the spreadsheet and the amount(s) you have spent for each budget line in this column.

Budget	Budget	Budget Modifications	Updated Budget		Expenditure Tracking Submitted Documentation	Expenditure Documentation Approved
Startup Costs					10/27/2025	
Initial Staffing						
Advertising and recruitment for program staff	$ 500.00	$	$ 500.00		$ 1,000.00	
Onboarding, orientation and training for program staff	$ 18,326.00	$	$ 18,326.00			
Initial salaries and benefits for program staff (# of staff _____)	$ 33,576.00	$ -	$ 33,576.00			
Marketing & Outreach						
Materials for advertising and outreach (printing, website updates, social media, etc.)	$ 506.00	$	$ 506.00		$ 200.00	
Educational outreach for landlords	$ 134.00	$	$ 134.00			
Educational outreach for service agencies	$ 75.00	$	$ 75.00			
Educational outreach for potential participants	$ 275.00	$	$ 275.00			
Translation and interpretation services	$ -	$	$ -			
Equipment & Technology						
Software updates and licensing fees	$ 5,855.00	$	$ 5,855.00			
Purchase of office equipment, furniture and technology	$ 1,850.00	$	$ 1,850.00			
Other Startup Costs						
Accounting and audit expenses	$ 4,511.00	$	$ 4,511.00			
Legal fees related to the program	$ -	$	$ -			
Other (please describe in notes)	$ 1,000.00	$	$ 1,000.00			
Other (please describe in notes)	$ -	$	$ -			
Startup Costs	$ 66,608.00	$ -	$ 66,608.00		$ 1,200.00	$ -

Step 6: Upload supporting documentation for each budget line item where you have expended funds to the Supporting Documentation-Start Up Costs folder. If the amount on the documentation does not match the amount on the spreadsheet, please add a note to the documentation explaining the difference.

Step 7: Upload the signed Certification Form for Requesting Bring It Home Funds document to Box.com

After you have saved the spreadsheet and the documentation, Minnesota Housing will review. If Minnesota Housing has questions about the spreadsheet or supporting documentation, staff will reach out to you for clarification. If there are no questions, we will approve the expense line items and enter the date and amount approved in the gray column to the right of the blue column with your entries. If your supporting documentation does not substantiate the amount in the expense line item, we may enter a reduced amount in the "approved" column.

Budget

	Budget	Budget Modifications	Updated Budget
Startup Costs			
Initial Staffing			
Advertising and recruitment for program staff	$ 500.00	$	$ 500.00
Onboarding, orientation and training for program staff	$ 18,326.00	$	$ 18,326.00
Initial salaries and benefits for program staff (# of staff _____)	$ 33,576.00	$ -	$ 33,576.00
Marketing & Outreach			
Materials for advertising and outreach (printing, website updates, social media, etc.)	$ 506.00	$	$ 506.00
Educational outreach for landlords	$ 134.00	$	$ 134.00
Educational outreach for service agencies	$ 75.00	$	$ 75.00
Educational outreach for potential participants	$ 275.00	$	$ 275.00
Translation and interpretation services	$ -	$	$ -
Equipment & Technology			
Software updates and licensing fees	$ 5,855.00	$	$ 5,855.00
Purchase of office equipment, furniture and technology	$ 1,850.00	$	$ 1,850.00
Other Startup Costs			
Accounting and audit expenses	$ 4,511.00	$	$ 4,511.00
Legal fees related to the program	$ -	$	$ -
Other (please describe in notes)	$ 1,000.00	$	$ 1,000.00
Other (please describe in notes)	$ -	$	$ -
Startup Costs	$ 66,608.00	$ -	$ 66,608.00

Expenditure Tracking

Submitted Documentation	Expenditure Documentation Approved	D
10/27/2025	10/29/2025	
$ 1,000.00	$ 1,000.00	
$ 200.00	$ 100.00	
$ 1,200.00	$ 1,100.00	$

After Start Up Costs are reviewed and Minnesota Housing enters the approved amount, the summary box at the top of the spreadsheet will reflect approved expenses applied toward the advance.

Bring It Home Rental Assistance Program
Startup Costs Tracking
Amazing Housing & Redevelopment Authority of Minnesota

Amount Awarded:	$ 66,608.00
50% Advanced	$ 33,304.00
Approved Supporting Documents	$ (1,100.00)
Balance of Advance Needing Documentation	$ 32,204.00

Repeat this process in the next available blue column for the next month and going forward.

Budget Modifications—if you want to modify your budget, you need to submit this request in writing your Minnesota Housing contact—Peter Elwell @ Peter.Elwell@state.mn.us or Cassi Reissmann-Doring @ Cassi.Reissman-Doring@state.mn.us. Once Minnesota Housing has approved the modification, we will enter that information on this spreadsheet in the Budget Modification column.