

## 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

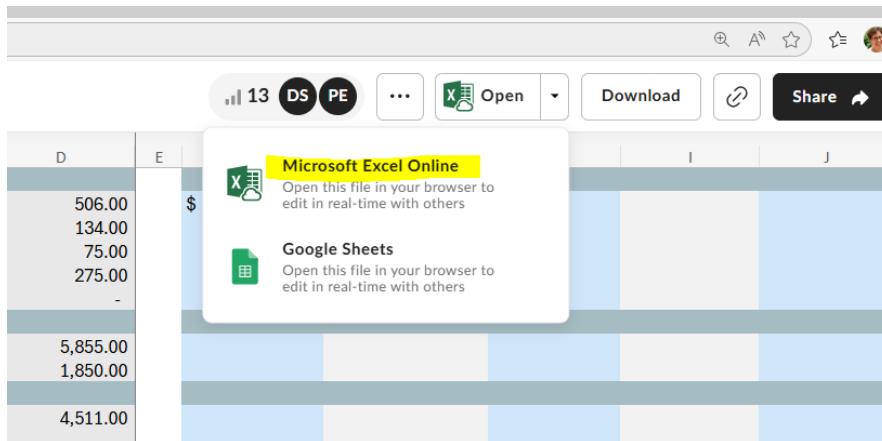
For Advance Payment tracking, please complete the following steps:

**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.

1	Bring It Home Rental Assistance Program
2	Startup Costs Tracking
3	Amazing Housing & Redevelopment Authority of Minnesota
4	Amount Awarded: \$ 66,608.00
5	50% Advanced
6	Approved Supporting Documents \$ -
7	Balance of Advance Needing Documentation \$ -

**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

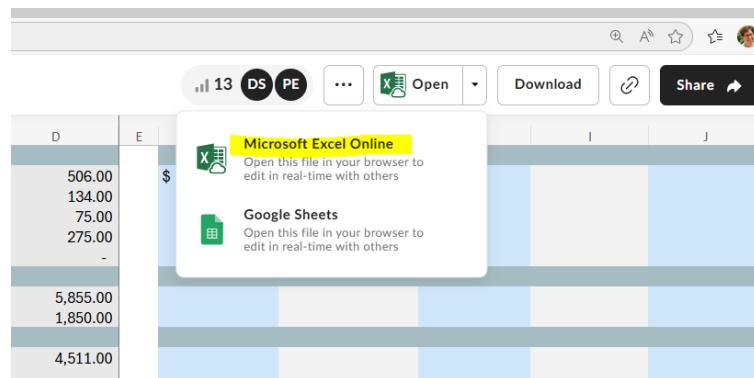
After your initial advance, follow the same steps 1-3 above. After you have completed those steps, follow steps 4-6 below.

**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	E	F	G
<strong>Startup Costs</strong>							
<strong>Initial Staffing</strong>							
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				
<strong>Marketing &amp; Outreach</strong>							
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		\$ -	\$ -				
<strong>Equipment &amp; Technology</strong>							
Software updates and licensing fees		\$ 5,855.00	\$ 5,855.00				
Purchase of office equipment, furniture and technology		\$ 1,850.00	\$ 1,850.00				
<strong>Other Startup Costs</strong>							
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)		\$ -	\$ -				
<strong>Startup Costs</strong>		\$ 66,608.00	\$ -	\$ 66,608.00			
<strong>Expenditure Tracking</strong>							
Submitted Documentation		Expenditure Documentation Approved					
10/27/2025							
\$ 1,000.00							
\$ 200.00							
\$ 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		Expenditure Tracking					
		Budget	Budget Modifications	Updated Budget	Submitted Documentation	Expenditure Documentation Approved	Documentation Pending
2	<b>Startup Costs</b>				10/27/2025	10/29/2025	
3	<b>Initial Staffing</b>				\$ 1,000.00	\$ 1,000.00	
4	Advertising and recruitment for program staff	\$ 500.00	\$ 500.00				
5	Onboarding, orientation and training for program staff	\$ 18,326.00	\$ 18,326.00				
6	Initial salaries and benefits for program staff (# of staff _____)	\$ 33,576.00	\$ -	\$ 33,576.00			
7	<b>Marketing &amp; Outreach</b>				\$ 200.00	\$ 100.00	
8	Materials for advertising and outreach (printing, website updates, social media, etc.)	\$ 506.00	\$ 506.00				
9	Educational outreach for landlords	\$ 134.00	\$ 134.00				
0	Educational outreach for service agencies	\$ 75.00	\$ 75.00				
1	Educational outreach for potential participants	\$ 275.00	\$ 275.00				
2	Translation and interpretation services	\$ -	\$ -				
3	<b>Equipment &amp; Technology</b>						
4	Software updates and licensing fees	\$ 5,855.00	\$ 5,855.00				
5	Purchase of office equipment, furniture and technology	\$ 1,850.00	\$ 1,850.00				
6	<b>Other Startup Costs</b>						
7	Accounting and audit expenses	\$ 4,511.00	\$ 4,511.00				
8	Legal fees related to the program	\$ -	\$ -				
9	Other (please describe in notes)	\$ 1,000.00	\$ 1,000.00				
0	Other (please describe in notes)	\$ -	\$ -				
1	<b>Startup Costs</b>	<b>\$ 66,608.00</b>	<b>\$ -</b>	<b>\$ 66,608.00</b>	<b>\$ 1,200.00</b>	<b>\$ 1,100.00</b>	<b>\$ 32,204.00</b>
2							
3							

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.

1	Bring It Home Rental Assistance Program
2	Startup Costs Tracking
3	Amazing Housing & Redevelopment Authority of Minnesota
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	
31	
32	
33	
34	
35	
36	
37	
38	
39	
40	
41	
42	
43	
44	
45	
46	
47	
48	
49	
50	
51	
52	
53	
54	
55	
56	
57	
58	
59	
60	
61	
62	
63	
64	
65	
66	
67	
68	
69	
70	
71	
72	
73	
74	
75	
76	
77	
78	
79	
80	
81	
82	
83	
84	
85	
86	
87	
88	
89	
90	
91	
92	
93	
94	
95	
96	
97	
98	
99	
100	
101	
102	
103	
104	
105	
106	
107	
108	
109	
110	
111	
112	
113	
114	
115	
116	
117	
118	
119	
120	
121	
122	
123	
124	
125	
126	
127	
128	
129	
130	
131	
132	
133	
134	
135	
136	
137	
138	
139	
140	
141	
142	
143	
144	
145	
146	
147	
148	
149	
150	
151	
152	
153	
154	
155	
156	
157	
158	
159	
160	
161	
162	
163	
164	
165	
166	
167	
168	
169	
170	
171	
172	
173	
174	
175	
176	
177	
178	
179	
180	
181	
182	
183	
184	
185	
186	
187	
188	
189	
190	
191	
192	
193	
194	
195	
196	
197	
198	
199	
200	
201	
202	
203	
204	
205	
206	
207	
208	
209	
210	
211	
212	
213	
214	
215	
216	
217	
218	
219	
220	
221	
222	
223	
224	
225	
226	
227	
228	
229	
230	
231	
232	
233	
234	
235	
236	
237	
238	
239	
240	
241	
242	
243	
244	
245	
246	
247	
248	
249	
250	
251	
252	
253	
254	
255	
256	
257	
258	
259	
260	
261	
262	
263	
264	
265	
266	
267	
268	
269	
270	
271	
272	
273	
274	
275	
276	
277	
278	
279	
280	
281	
282	
283	
284	
285	
286	
287	
288	
289	
290	
291	
292	
293	
294	
295	
296	
297	
298	
299	
300	
301	
302	
303	
304	
305	
306	
307	
308	
309	
310	
311	
312	
313	
314	
315	
316	
317	
318	
319	
320	
321	
322	
323	
324	
325	
326	
327	
328	
329	
330	
331	
332	
333	
334	
335	
336	
337	
338	
339	
340	
341	
342	
343	
344	
345	
346	
347	
348	
349	
350	
351	
352	
353	
354	
355	
356	
357	
358	
359	
360	
361	
362	
363	
364	
365	
366	
367	
368	
369	
370	
371	
372	
373	
374	
375	
376	
377	
378	
379	
380	
381	
382	
383	
384	
385	
386	
387	
388	
389	
390	
391	
392	
393	
394	
395	
396	
397	
398	
399	
400	
401	
402	
403	
404	
405	
406	
407	
408	
409	
410	
411	
412	
413	
414	
415	
416	
417	
418	
419	
420	
421	
422	
423	
424	
425	
426	
427	
428	
429	
430	
431	
432	
433	
434	
435	
436	
437	
438	
439	
440	
441	
442	
443	
444	
445	
446	
447	
448	
449	
450	
451	
452	
453	
454	
455	
456	
457	
458	
459	
460	
461	
462	
463	
464	
465	
466	
467	
468	
469	
470	
471	
472	
473	
474	
475	
476	
477	
478	
479	
480	
481	
482	
483	
484	
485	
486	
487	
488	
489	
490	
491	
492	
493	
494	
495	
496	
497	
498	
499	
500	
501	
502	
503	
504	
505	
506	
507	
508	
509	
510	
511	
512	
513	
514	
515	
516	
517	
518	
519	
520	
521	
522	
523	
524	
525	
526	
527	
528	
529	
530	
531	
532	
533	
534	
535	
536	
537	
538	
539	
540	
541	
542	
543	
544	
545	
546	
547	
548	
549	
550	
551	
552	
553	
554	
555	
556	
557	
558	
559	
560	
561	
562	
563	
564	
565	
566	
567	
568	
569	
570	
571	
572	
573	
574	
575	
576	
577	
578	
579	
580	
581	
582	
583	
584	
585	
586</td	