

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.**

Request for Funds Information

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

Start Up Cost Expenditures

<input type="checkbox"/>	50% Advanced:	Enter amount from cell D6 from Start Up Costs Tracking \$
<input type="checkbox"/>	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.

<input type="checkbox"/>	Reimbursement Request (did not receive an advance or advance has been spent):	Enter total from row 32 of corresponding date from Start Up Costs Tracking \$
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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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The completed tracking sheet(s), along with the signed Certification Form, should be uploaded to your Box.com folder for the Bring It Home program. This Form should be signed with either an electronic or wet signature. It would also be greatly appreciated if you could email us at LGHP.disbursements.mhfa@state.mn.us after you have uploaded your documents. Review of documentation and forms will be completed and if any information is missing, MHFA staff will reach out for additional details.

Signature of Authorized Representative		Date
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