



Housing Trust Fund & Bridges
Rental Assistance Training Module

1



Draw Request Form Part II
Monthly Log Tab Functions

2



MONTHLY LOG FUNCTIONS

- 6 tabs:
 - READ ME
 - INSTRUCTIONS
 - GENERAL INFO
 - **MONTHLY LOG (1)**
 - ADJUSTMENTS
 - RA FUNDING REQUEST

READ ME / INSTRUCTIONS / GENERAL INFO / **MONTHLY LOG (1)** / ADJUSTMENTS / RA FUNDING REQUEST

3



Monthly Log

1. GENERAL INFORMATION		
Participant Last Name	Participant First Name	LTH Household
LAST	FIRST	

← All Caps = Correct!

Incorrect! →
= DO NOT use lower case letters

1. GENERAL INFORMATION		
Participant Last Name	Participant First Name	LTH Household
last	first	

Upper Case Only

Please change your entry to all upper case.

Retry Cancel Help



Monthly Log

Previous Living Situation – Prior to program intake

2. INTAKE AND INCOME INFORMATION	
Previous Living Situation - prior to program intake	Extent of Homelessness prior to program intake
<ul style="list-style-type: none"> Emergency Shelter Transitional housing for formerly homeless persons Permanent housing for formerly homeless persons Psychiatric hospital or other psychiatric facility Substance abuse treatment center or detox center Hospital (non-psychiatric) Jail, prison, or juvenile detention facility Don't know 	



Monthly Log

Slight difference in 'Reason for Certification'

3. CERTIFICATION		
% of Gross Monthly Income	Reason for Certification	Effective Date
0.00	<ul style="list-style-type: none"> Admission Annual Transfer Termination Suspended Interim 	



For More Information

All Rental Assistance Draw Request submittals are due on the **15th of each month.**

Must be submitted using the LeapFILE Upload Software in the Partner Log-in.
(Draw Requests submitted via e-mail will be rejected.)

Please direct all questions or concerns to the Rental Assistance Team at:
mhfa.rental-assistance@state.mn.us

Thank you for viewing this training module.

