





Tip Sheet

Bring It Home Rental Assistance Budget Template

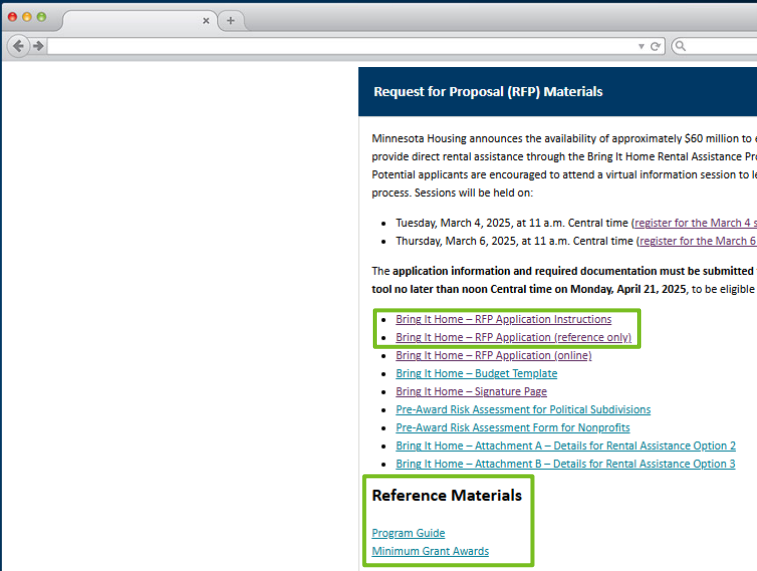


Housing is the foundation for success. | mnhousing.gov/local-government/bring-it-home

1

Application Reference Materials

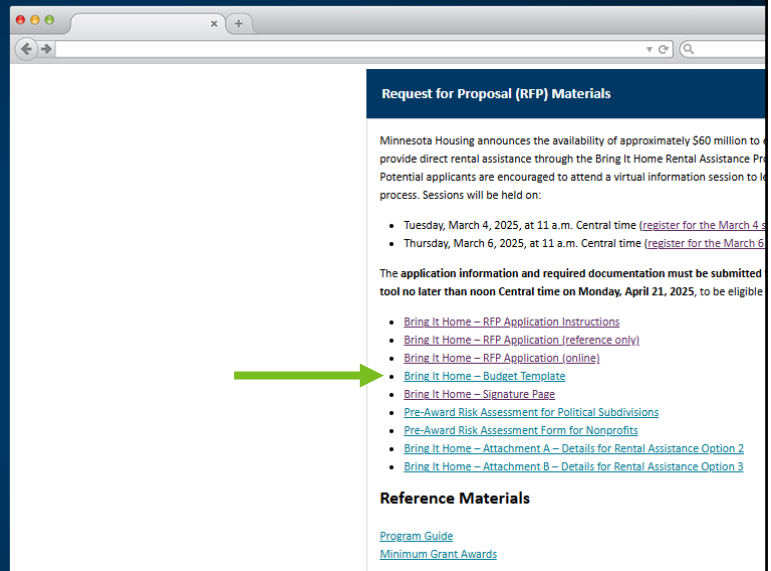
- Use Application Instructions & Reference Materials for guidance
- Reference copy of application available for review



2

Budget Template

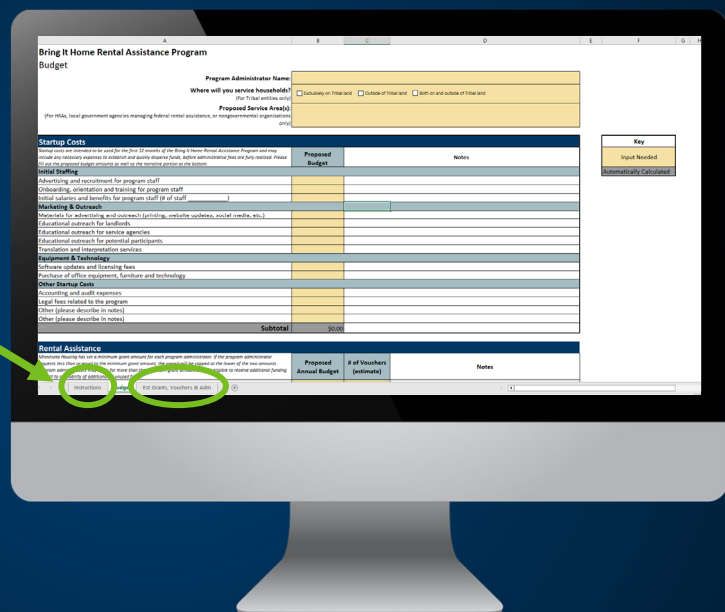
- Download the Excel template
- Save on your computer
- Upload at the end of the application



3

Budget Template

- Instructions on Tab 1
- Estimated range of vouchers and a Minimum Grant Award for each Program Administrator on Tab 3



4

Budget Template

- Yellow Cells: Enter required information
- Gray Cells: Auto-calculate values
- Notes Cells: Use for detailed descriptions

Bring It Home Rental Assistance Program Budget

Program Administrator Name: _____

Where will you service households? ☐ Exclusively on this site ☐ Outside of this site ☐ Both on and outside of this site

Proposed Service Area(s): _____

(For HHS, local government agencies managing federal rental assistance, or nongovernmental organizations only.)

| Startup Costs | Proposed Budget | Notes |
|---|-----------------|-------|
| Initial Staffing | | |
| Advertising and recruitment for program staff | | |
| Onboarding, orientation and training for program staff | | |
| Initial salaries and benefits for program staff (if at staff) | | |
| Marketing & Outreach | | |
| Materials for advertising and outreach (posting, website updates, social media, etc.) | | |
| Educational outreach for landlords | | |
| Educational outreach for service agencies | | |
| Educational outreach for potential participants | | |
| Translation and interpretation services | | |
| Equipment & Technology | | |
| Software updates and licensing fees | | |
| Purchase of office equipment, furniture and technology | | |
| Other Startup Costs | | |
| Accounting and audit expenses | | |
| Legal fees related to the program | | |
| Other (please describe in notes) | | |
| Other (please describe in notes) | | |
| Subtotal | 20,000 | |

Rental Assistance

Programs offering up to a maximum grant amount for each program administrator. If the program administrator requests less than the maximum grant amount, the grant will be capped at the level of the request amount. Program administrators are responsible for ensuring that the maximum grant amount does not exceed the maximum allowable grant amount. If the maximum grant amount is exceeded, the grant will be capped at the maximum allowable grant amount.

| Proposed Annual Budget | # of Vouchers (estimate) | Notes |
|------------------------|--------------------------|-------|
| | | |

Key:
 Yellow: Input Required
 Gray: Automatically Calculated

5

Budget Template

- Complete program information matching your online application

Bring It Home Rental Assistance Program Budget

Program Administrator Name: _____

Where will you service households? ☐ Exclusively on this site ☐ Outside of this site ☐ Both on and outside of this site

Proposed Service Area(s): _____

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| Proposed Annual Budget | # of Vouchers (estimate) | Notes |
|------------------------|--------------------------|-------|
| | | |

Key:
 Yellow: Input Required
 Gray: Automatically Calculated

6

Budget Template - Startup Costs

- Cover setup & fast fund distribution
- Intended for first 12 months
- Funded in first round only
- Separate from Housing Assistance & Admin Fee

Bring It Home Rental Assistance Program Budget

Program Administrator Name: _____

Where will you service households? ☐ Exclusively on Tribal land ☐ Outside of Tribal land ☐ Both on and outside of Tribal land

Proposed Service Area(s): _____

(For HHA, local government agencies managing federal rental assistance, or nongovernmental organizations only)

Startup Costs

Startup costs are intended to be used for the first 12 months of the Bring It Home Rental Assistance Program and may include any necessary expenses to establish and quickly disburse funds, before administrative fees are fully realized. Please list all the proposed budget amounts in red in the respective portion of the form.

| | Proposed Budget | Notes |
|--|-----------------|-------|
| Initial Staffing | | |
| 8) Advertising and recruitment for program staff | | |
| 9) Onboarding, orientation and training for program staff | | |
| 10) Initial salaries and benefits for program staff (# of staff) | | |
| Marketing & Outreach | | |
| 12) Materials for advertising and outreach (printing, website updates, social media, etc.) | | |
| 14) Educational outreach for landlords | | |
| 15) Educational outreach for service agencies | | |
| 16) Educational outreach for potential participants | | |
| 17) Translation and interpretation services | | |
| Equipment & Technology | | |
| 18) Software updates and licensing fees | | |
| 19) Purchase of office equipment, furniture and technology | | |
| Other Startup Costs | | |
| 20) Accounting and audit expenses | | |
| 21) Legal fees related to the program | | |
| 22) Other (please describe in notes) | | |
| 23) Other (please describe in notes) | | |
| Subtotal | \$0.00 | |

7

Budget Template – Startup Costs

- Complete Startup Costs using line items
- Provide a description of each line item under Notes

Bring It Home Rental Assistance Program Budget

Program Administrator Name: _____

Where will you service households? ☐ Exclusively on Tribal land ☐ Outside of Tribal land ☐ Both on and outside of Tribal land

Proposed Service Area(s): _____

(For HHA, local government agencies managing federal rental assistance, or nongovernmental organizations only)

Startup Costs

Startup costs are intended to be used for the first 12 months of the Bring It Home Rental Assistance Program and may include any necessary expenses to establish and quickly disburse funds, before administrative fees are fully realized. Please list all the proposed budget amounts in red in the respective portion of the form.

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| 16) Educational outreach for potential participants | | |
| 17) Translation and interpretation services | | |
| Equipment & Technology | | |
| 18) Software updates and licensing fees | | |
| 19) Purchase of office equipment, furniture and technology | | |
| Other Startup Costs | | |
| 20) Accounting and audit expenses | | |
| 21) Legal fees related to the program | | |
| 22) Other (please describe in notes) | | |
| 23) Other (please describe in notes) | | |
| Subtotal | \$0.00 | |

8

Budget Template – Startup Costs

- Complete the Startup Costs Narrative at the bottom
- Describe how Startup Costs align with # of vouchers, service area, and capacity

| Proposed Year 1 Budget | |
|------------------------|---------------------|
| 41 | Startup Costs |
| 42 | Rental Assistance |
| 43 | Administrative Fees |
| 44 | Year 1 Total |

| Proposed Year 2 Budget | |
|------------------------|---------------------|
| 45 | Rental Assistance |
| 46 | Administrative Fees |
| 47 | Year 2 Total |

| Grand Total (Year 1-2) | |
|------------------------|------------------------------|
| 48 | Grand Total (Year 1-2) |
| 49 | Proposed Total # of Vouchers |

49 Startup Costs Narrative

50

51

52

53

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9

Budget Template – Rental Assistance

- Fill in Annual Budget & Estimated Vouchers for each proposed option
- May request more than Minimum Grant (subject to availability)
- See Tab 3 for Voucher Ranges & Minimum Grant Guidance

| Rental Assistance | | Proposed Annual Budget | Estimated Vouchers | Notes |
|-------------------|---------------------|------------------------|--------------------|-------|
| 57 | Rental Assistance | | | |
| 58 | Administrative Fees | | | |
| 59 | Subtotal | | | |

| Totals | | Proposed Year 1 Budget | Proposed Year 2 Budget | Grand Total (Year 1-2) | Proposed Total # of Vouchers |
|--------|------------------------------|------------------------|------------------------|------------------------|------------------------------|
| 60 | Startup Costs | | | | |
| 61 | Rental Assistance | | | | |
| 62 | Administrative Fees | | | | |
| 63 | Year 1 Total | | | | |
| 64 | Year 2 Total | | | | |
| 65 | Grand Total (Year 1-2) | | | | |
| 66 | Proposed Total # of Vouchers | | | | |

67 Instructions Budget Est Grants Vouchers & Admin

10

Budget Template – Administrative Fees

- Automatically calculates based on the total # of Vouchers (estimate)
- Based on a per voucher, per month fee schedule

| | Proposed Annual Budget | # of Vouchers (estimate) | Notes |
|---|------------------------|--------------------------|-------|
| Rental Assistance | | | |
| 25 Rental Assistance (see instructions for details) | | | |
| 26 Subtotal | \$0.00 | 0 | |
| Administrative Fees | | | |
| 27 Administrative Fees (see instructions for details) | | | |
| 28 Subtotal | \$0.00 | 0 | |
| Totals | | | |
| 42 Startup Costs | \$0.00 | | |
| 43 Rental Assistance | \$0.00 | | |
| 44 Administrative Fees | \$0.00 | | |
| Year 1 Total | \$0.00 | | |
| Proposed Year 2 Budget | \$0.00 | | |
| 45 Rental Assistance | \$0.00 | | |
| 46 Administrative Fees | \$0.00 | | |
| Year 2 Total | \$0.00 | | |
| Grand Total (Year 1-2) | \$0.00 | | |
| Proposed Total # of Vouchers | | 0 | |

11

Budget Template – Totals

- Automatically calculates Totals
- Rows 42-44 used in the Application - Section C
- Startup Costs included *only* in Year 1
- Grand Total includes Year 1 (Startup Costs, Rental Assistance, Admin Fees) and Year 2 (Rental Assistance, Admin Fees)
- # of Vouchers per year

| | Proposed Year 1 Budget | Proposed Year 2 Budget | Notes |
|-------------------------------------|------------------------|------------------------|-------|
| Totals | | | |
| 42 Startup Costs | \$0.00 | | |
| 43 Rental Assistance | \$0.00 | | |
| 44 Administrative Fees | \$0.00 | | |
| Year 1 Total | \$0.00 | | |
| Proposed Year 2 Budget | | | |
| 45 Rental Assistance | | \$0.00 | |
| 46 Administrative Fees | | \$0.00 | |
| Year 2 Total | | \$0.00 | |
| Grand Total (Year 1-2) | \$0.00 | \$0.00 | |
| Proposed Total # of Vouchers | | 0 | |

12

Questions?

The Bring It Home team is here to help:
BringItHome.MHFA@state.mn.us