

# Part II: Draw Request Functionality Monthly Log Tutorial Notes



**Housing Trust Fund and Bridges Rental Assistance**

Part II: Draw Request Form Functionality  
Monthly Log Details

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## Our Mission

Housing is the foundation for success, so we collaborate with individuals, communities and partners to create, preserve and finance affordable housing.

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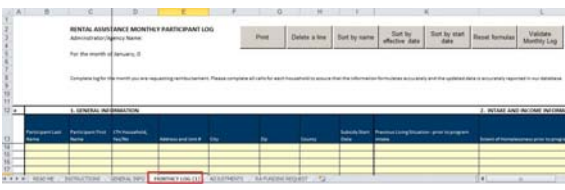
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## Agenda

- Draw Request Form: Monthly Log(1) Tab



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# Part II: Draw Request Functionality Monthly Log Tutorial Notes

## Monthly Log Functions

- 6 tabs (worksheets in the draw request form)
  - READ ME
  - INSTRUCTIONS
  - GENERAL INFO
  - **MONTHLY LOG (1)**
  - ADJUSTMENTS
  - RA FUNDING REQUEST

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

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## Monthly Log (1)

MINNESOTA HOUSING MONTHLY PARTICIPANT LOG

Administration Agency Name: ABC Administrator123

For the month of January, 2019

Complete log for the month you are requesting reimbursement. Please complete all cells for each household to ensure that the information furnished and the data is accurately reported.

Last Name	First Name	HHS or City	Address / Unit #	City	Zip	County	Subsidy	Rental Assistance	Rental of Home
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MINNESOTA HOUSING MONTHLY PARTICIPANT LOG

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

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## Button Functionality

Print Delete a line Sort by name Sort by effective date Sort by start date Reset formulas Validate Monthly Log

Errors

Print

Do you want to print the validation list?

Yes No

End of list. Please correct these errors.

Microsoft Excel

Validation Routine completed. No errors were found.

OK

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## Sections

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## Quick Tips

- All capitals required on some fields

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## Previous Living Situation – Prior to Program Intake

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# Part II: Draw Request Functionality Monthly Log Tutorial Notes

### Reason for Certification

3. CERTIFICATION		
Gross y	Reason for Certification	Effective Date
0.00		
0.0	Admission	
0.0	Annual	
0.0	Transfer	
0.0	Termination	
0.0	Suspended	
0.0	Interim	
0.00		
0.00		

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### Termination Data Entry

- Effective Date determines when the subsidy ends
- Required fields turn purple to indicate entry for terminations

3. CERTIFICATION		
Reason for Certification	Effective Date	
Termination	1/31/2018	

6. REASON PARTICIPANT DISCONTINUED		Comments
Reason Participant Discontinued Program Participation		
<ul style="list-style-type: none"> <li>New Receiving Section 8 or other permanent housing subsidy</li> <li>Changed type of temporary housing subsidy</li> <li>Transferred to unsubsidized housing</li> <li>Purchased a home</li> <li>Gross monthly income exceeds program limits</li> <li>Failure to report all income, additional adults, etc.</li> <li>Refusal to cooperate with annual re-cert or inspection (for Bridges) / Failure to apply, accept or use Section 8</li> </ul>		

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### Termination/Suspension = \$0.00 Subsidy

**EXAMPLE: Annual = \$645.00 subsidy**

Certification Reason	Effective Date	Next Recertification Date	Contract Rent	Utility Allowance	Local Payment Standard	US Adjustment	Gross Rent	Program Subsidy Cap	Participant Rent To Property	RA payments to Property
Annual	1/1/2018	1/1/2019	800.00	45.00	940.00	0.00	845.00		155.00	645.00
Termination	1/31/2018	1/1/2019	800.00	45.00	940.00	0.00	845.00		800.00	0.00

**NEW: TERMINATION = \$0.00 subsidy** ↑

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### Suspensions

- Effective the last day of the month
- Blue cells indicate the cell must be filled out

Reason for Certification	Effective Date
Suspended	1/31/2018

<b>6. REASON PARTICIPANT DISCONTINUED</b>	Comments: (e.g. ac
Reason Participant Discontinued Program Participation	Comments

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### Housing Related Expenses

**5. HOUSING RELATED EXPENSES (Reference the Instruction Tab for Program Eligibility)**

Type of Housing Related Expenses Paid On Behalf of Tenant	Amount of Housing Related Expenses Paid for Selected Type	Type of Housing Related Expenses Paid On Behalf of Tenant	Amount of Housing Related Expenses Paid for Selected Type
Security Deposit	650.00	Utility Connection Fees	65.75
Application Fees	45.00	Security Deposit	400.00

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### Housing Related Expenses

Fields auto-calculate to indicate the reimbursement amount.

The screenshot shows a table with columns for 'Type of Housing Related Expenses Paid On Behalf of Tenant', 'Amount of Housing Related Expenses Paid for Selected Type', and another set of the same columns. Arrows indicate that the 'Total' of the first two columns is calculated and placed in the 'Total' field of the second set of columns. A 'Total #' field also points to the total amount.

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### More Tutorials

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### Submittal

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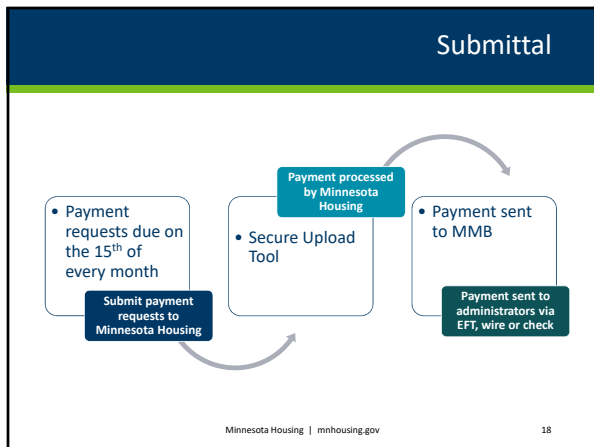
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**Thank you!**

Direct all questions or concerns to the  
Rental Assistance Team  
[mhfa.rental-assistance@state.mn.us](mailto:mhfa.rental-assistance@state.mn.us)

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