



Tip Sheet Bring It Home Rental Assistance Budget Template

1

Application Reference Materials

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

Request for Proposal (RFP) Materials

Minnesota Housing announces the availability of approximately \$60 million to provide direct rental assistance through the Bring It Home Rental Assistance Program. Potential applicants are encouraged to attend a virtual information session to learn more about the process. Sessions will be held on:

- Tuesday, March 4, 2025, at 11 a.m. Central time ([register for the March 4 session](#))
- Thursday, March 6, 2025, at 11 a.m. Central time ([register for the March 6 session](#))

The application information and required documentation must be submitted to the [Bring It Home Application Portal](#) no later than noon Central time on Monday, April 21, 2025, to be eligible for consideration.

- [Bring It Home - RFP Application Instructions](#)
- [Bring It Home - RFP Application \(reference only\)](#)
- [Bring It Home - RFP Application \(online\)](#)
- [Bring It Home - Budget Template](#)
- [Bring It Home - Signature Page](#)
- [Pre-Award Risk Assessment for Political Subdivisions](#)
- [Pre-Award Risk Assessment Form for Nonprofits](#)
- [Bring It Home - Attachment A - Details for Rental Assistance Option 2](#)
- [Bring It Home - Attachment B - Details for Rental Assistance Option 3](#)

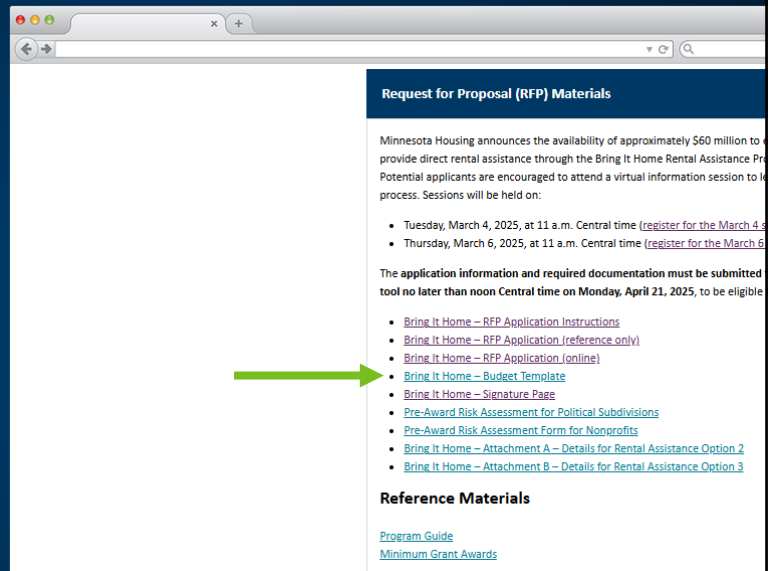
Reference Materials

- [Program Guide](#)
- [Minimum Grant Awards](#)

2

Budget Template

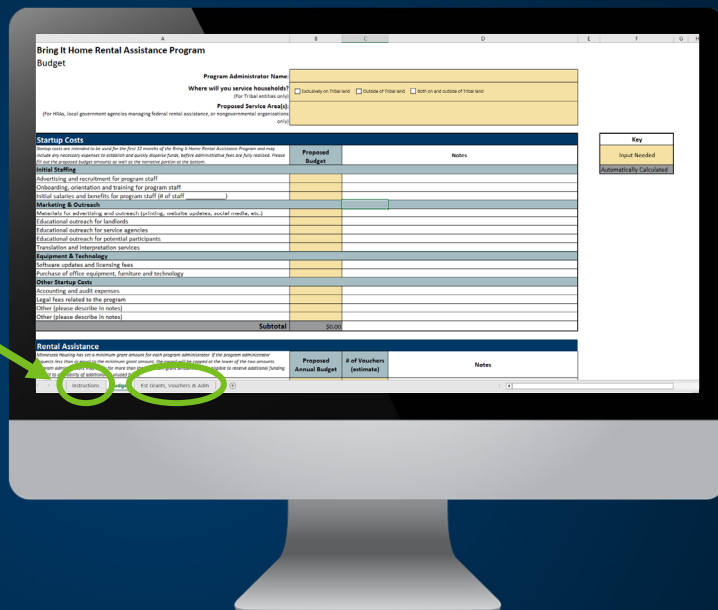
- Download the Excel template
- Save on your computer
- Upload at the end of the application



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Budget Template

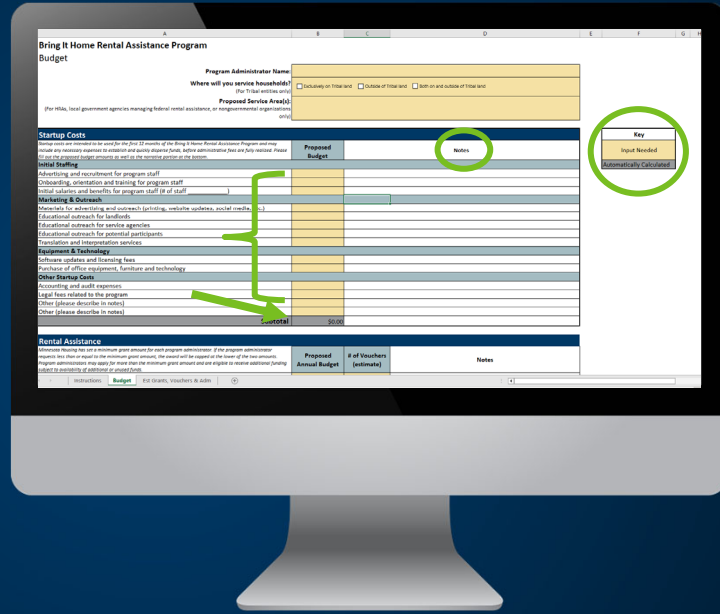
- Instructions on Tab 1
- Estimated range of vouchers and a Minimum Grant Award for each Program Administrator on Tab 3



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Budget Template

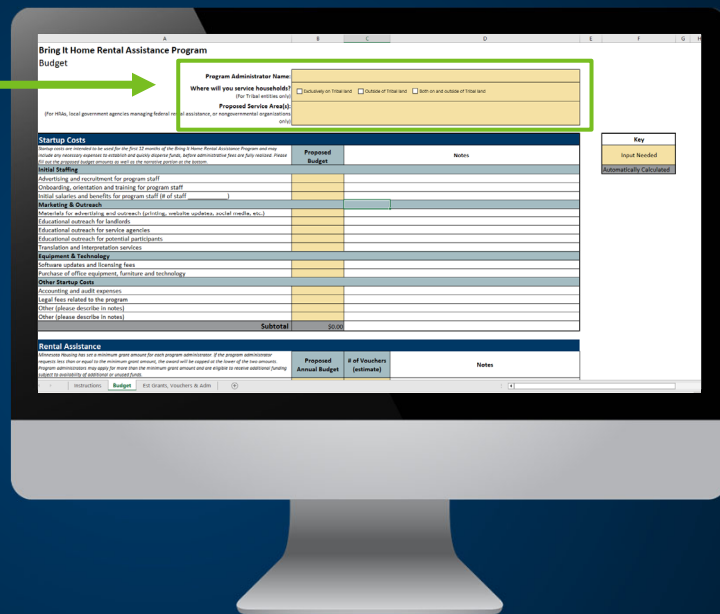
- Yellow Cells: Enter required information
- Gray Cells: Auto-calculate values
- Notes Cells: Use for detailed descriptions



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Budget Template

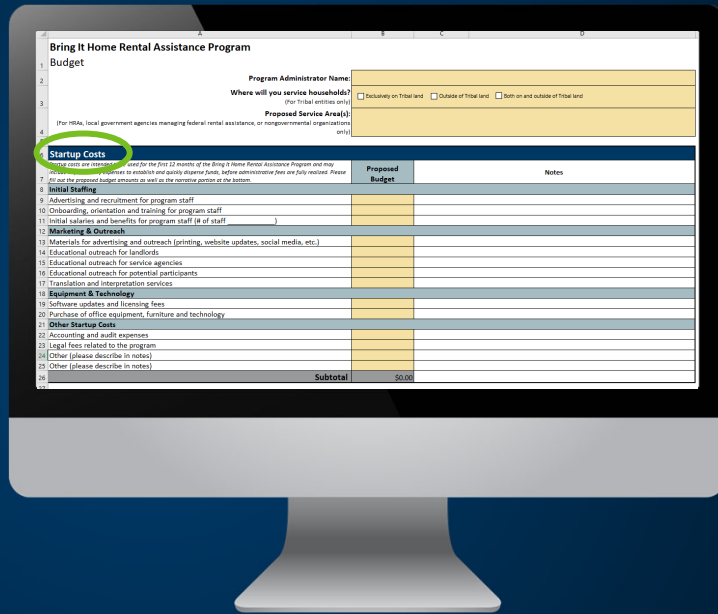
- Complete program information matching your online application



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Budget Template - Startup Costs

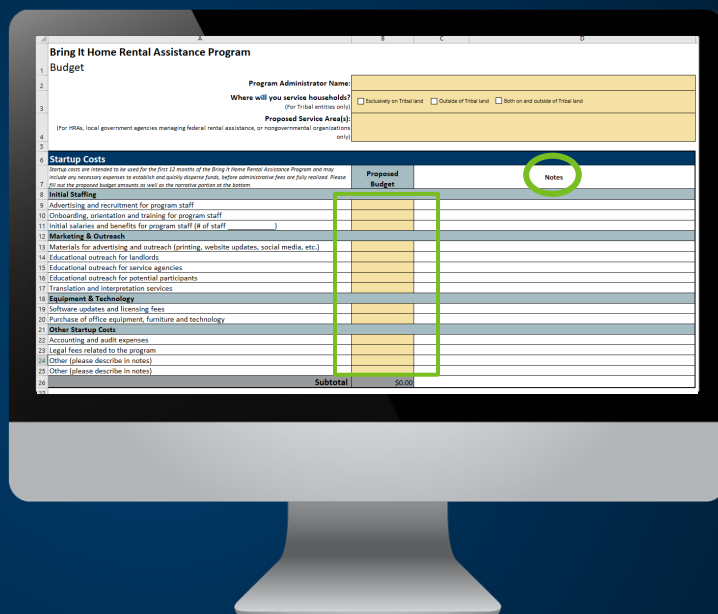
- Cover setup & fast fund distribution
- Intended for first 12 months
- Funded in first round only
- Separate from Housing Assistance & Admin Fee



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Budget Template – Startup Costs

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



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

The screenshot shows a spreadsheet with the following data:

Proposed Year 1 Budget	
41	
42	Startup Costs \$0.00
43	Rental Assistance \$0.00
44	Administrative Fees \$0.00
45	Year 1 Total \$0.00
Proposed Year 2 Budget	
46	
47	Rental Assistance \$0.00
48	Administrative Fees \$0.00
49	Year 2 Total \$0.00
50	
51	Grand Total (Year 1-2) \$0.00
52	
53	Proposed Total # of Vouchers 0
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The 'Startup Costs Narrative' section is highlighted with a green circle. Below it, there is a text area for the narrative.

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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

The screenshot shows a spreadsheet with the following data:

Rental Assistance		Proposed Annual Budget	# of Vouchers (estimate)	Notes
76				
77				
78				
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Budget Template – Administrative Fees

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

25	Rental Assistance	Proposed Annual Budget	# of Vouchers (estimate)	Notes
26	2020 for vouchers 1-6			
27	2020 for vouchers 7-12			
28	2020 for vouchers 13-18			
29	2020 for vouchers 19-24			
30	2020 for vouchers 25-30			
31	2020 for vouchers 31-36			
32	2020 for vouchers 37-42			
33	Subtotal	\$0.00	0	
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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

25	Rental Assistance	Proposed Annual Budget	# of Vouchers (estimate)	Notes
26	2020 for vouchers 1-6			
27	2020 for vouchers 7-12			
28	2020 for vouchers 13-18			
29	2020 for vouchers 19-24			
30	2020 for vouchers 25-30			
31	2020 for vouchers 31-36			
32	2020 for vouchers 37-42			
33	Subtotal	\$0.00	0	
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Questions?

The Bring It Home team is here to help:
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