Housing Related Expenses, Utility Expenses and Adjustments Tutorial Notes

Housing Trust Fund and Bridges Rental Assistance

Housing Related Expenses, Excess Utility Fees and Adjustments

Our Mission

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

Agenda

• Housing related expenses – reasons
• How to report housing related expenses for reimbursement
• How to enter excess utility expenses on the log
• How to report adjustments and use the ‘Adjustments’ tab on the draw request form
Housing Related Expenses, Utility Expenses and Adjustments Tutorial Notes

Housing Related Expenses

- #1 Housing Related Expenses
- #2 Housing Related Expenses

Reporting Excess Utilities

- Excess utilities over and above 30% of tenant income are highlighted in red on the draw request form

Example I – Ernie: Utility allowance exceeds both 30% of the tenant portion of the rent and the local payment standard
Reporting Excess Utilities

- **Example II – Sandy**: Utility allowance exceeds 30% of the tenant portion of the rent

```
<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Head of Household</th>
<th>Date of Birth</th>
<th>Type of Adjustment</th>
<th>Effective Month of Adjustment</th>
<th>Adjustment Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sandy</td>
<td></td>
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</tbody>
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Adjustments

```
Total Adjustments: $50.00
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More Tutorials
Submittal

- Payment requests due on the 15th of every month
- Secure Upload Tool
- Payment processed by Minnesota Housing
- Payment sent to MMB
- Submit payment requests by Minnesota Housing
- Payment sent to administrators via EFT, wire or check

Thank you!

Direct all questions or concerns to the Rental Assistance Team

mhfa.rental-assistance@state.mn.us
### Rental Assistance Team

<table>
<thead>
<tr>
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