





## Tip Sheet

### Bring It Home Rental Assistance Online Application

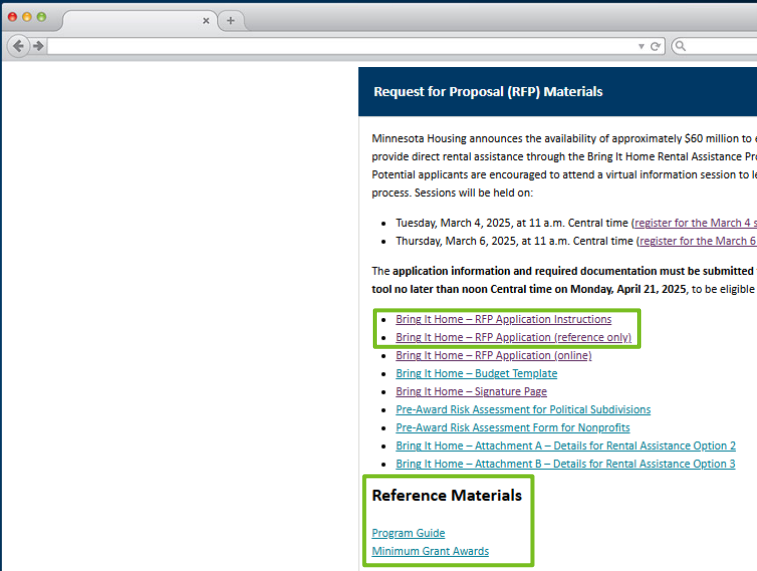


Housing is the foundation for success. | [mnhousing.gov/local-government/bring-it-home](https://mnhousing.gov/local-government/bring-it-home)

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## Application Reference Materials

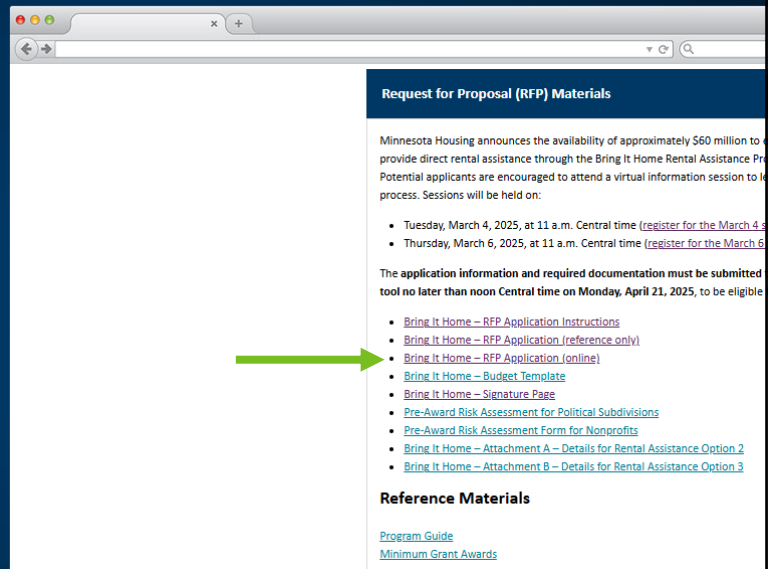
- Use Application Instructions & Reference Materials for guidance
- Reference copy of application available for review



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## How to complete the Application

- Application is online only
- Linked on website



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## How to complete the Application

- Progress will save automatically
- To resume enter information on page 1

**BRING IT HOME HOUSING**

**Bring It Home Rental Assistance Request for Proposals (RFP) Application**

Anticipated Contract Period: January 2026 – January 2028

**Instructions:** Before completing the Bring It Home Rental Assistance Request for Proposals (RFP) Application, please review the [Bring It Home Rental Assistance RFP Instructions](#) for program details, eligibility requirements, eligible uses, definitions, and related program information.

Your progress will be saved automatically. To resume your application, enter your name and email on the first page, then click "Next" to access your saved work.

Potential applicants are encouraged to attend a virtual information session to learn more about the application 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](#))

Both sessions will cover the same materials, so attendees only need to register for one.

Submit the application and all required documentation by noon Central time on Monday, April 21, 2025 to be considered for funding.

\* Primary Contact Person First Name

\* Primary Contact Person Last Name

\* Primary Contact Person Email Address

\* Primary Contact Person Title

\* Primary Contact Person Telephone Number

**Next**

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## Section A Application Information

- *Program Administrator Name* is your agency or organization
- Under *Country* select “USA”

Bring It Home Rental Assistance Request for Proposals (RFP) Application

### A. Application Information

\* Program Administrator Name:

Legal Organizational Name (if different from above):

Program Administrator Address:

\* Address 1:

Address 2:

\* Country:

\* City:

\* State/Province:

\* ZIP/postal code:

Secondary Contact Person Name (if applicable):

Secondary Contact Person Title (if applicable):

Secondary Contact Person Telephone Number (if applicable):

Secondary Contact Person Email Address (if applicable):

\*Are you an eligible Program Administrator?

☐ Housing Choice Voucher (HCV) administrator: A Housing and Redevelopment Authority (HRA) or other local government agency or authority that administers federal tenant-based or project-based assistance under Section 8 of the United States Housing Act of 1937

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## Section A Application Information

- Select only one for eligible Program Administrator type
- Select only one for experience administering rental assistance

Secondary Contact Person Title (if applicable):

Secondary Contact Person Telephone Number (if applicable):

Secondary Contact Person Email Address (if applicable):

\*Are you an eligible Program Administrator?

☐ Housing Choice Voucher (HCV) administrator: A Housing and Redevelopment Authority (HRA) or other local government agency or authority that administers federal tenant-based or project-based assistance under Section 8 of the United States Housing Act of 1937

☐ Tribal Entity: A Tribal government or Tribal Designated Housing Entity

☐ Nongovernmental Organization: If there is no entity in either category above with the capacity or authority to administer the program.

☐ None of the above

\*What is your experience administering rental assistance?

☐ HRA, other local government agency or authority, or NGO with experience administering Housing Choice Vouchers (HCV)

☐ A Tribal entity with experience in affordable housing and/or rental assistance

☐ HRA, other local government agency or authority, or NGO with experience administering other rental assistance

☐ HRA, other local government agency or authority, or NGO with no experience administering rental assistance

☐ None of the above

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## Section B Service Area Information

- B.1. visible based on Section A response
- Select one option for where you will serve households
- Use circle arrows to reset selection

**HOUSING**

Bring It Home Rental Assistance Request for Proposals (RFP) Application

**B. Service Area Information**

Tribal governments or Tribally Designated Housing Entities should complete Part B.1. HRAs, local government agencies managing federal rental assistance, or Nongovernmental Organizations should complete Part B.2.

**B.1. Tribal Governments or Tribally Designated Housing Entities**

Where will you serve households?

☐ Exclusively on Tribal land

☐ Outside of Tribal land

☐ Both on Tribal land and outside Tribal land

See [Minimum Grant Amounts by Program Administrator](#) for a list of Service Areas.

If you are proposing to serve more than one Service Area, please identify if there are any other eligible Program Administrators in that Service Area and if you will be partnering with them to administer the Bring It Home Rental Assistance program. A partnership is an agreement between two or more eligible Program Administrators designating one Program Administrator as the sole administrator for the Bring It Home vouchers for the Program Administrators combined geographic Service Area. The Program Administrator administering the program on behalf of the other(s) will be designated as the Grantee for the Bring It Home Program. The proposed Grantee is required to submit an RFP application; the partnering Program Administrators are not. The partnership must be formalized in a Memorandum of Agreement (MOA) between the partnering Program Administrators and must be included with the application. Note that subgrantees are not permitted.

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## Section B Service Area Information

- B.2. Visible based on Section A response
- Enter the proposed Service Area(s)
- For a list of defined Service Areas select "Minimum Grant Amounts by Program Administrators"

**HOUSING**

Bring It Home Rental Assistance Request for Proposals (RFP) Application

**B. Service Area Information**

Tribal governments or Tribally Designated Housing Entities should complete Part B.1. HRAs, local government agencies managing federal rental assistance, or Nongovernmental Organizations should complete Part B.2.

**B.2. Eligible Program Administrators that are Current HCV Administrators or HRAs or Nongovernmental Organizations**

Proposed Service Area(s):

See [Minimum Grant Amounts by Program Administrator](#) for a list of Service Areas.

If you are proposing to serve more than one Service Area, please identify if there are any other eligible Program Administrators in that Service Area and if you will be partnering with them to administer the Bring It Home Rental Assistance program. A partnership is an agreement between two or more eligible Program Administrators designating one Program Administrator as the sole administrator for the Bring It Home vouchers for the Program Administrators combined geographic Service Area. The Program Administrator administering the program on behalf of the other(s) will be designated as the Grantee for the Bring It Home Program. The proposed Grantee is required to submit an RFP application; the partnering Program Administrators are not. The partnership must be formalized in a Memorandum of Agreement (MOA) between the partnering Program Administrators and must be included with the application. Note that subgrantees are not permitted.

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## Section B Service Area Information

- If partnering with another eligible Program Administrator designate one as the sole administrator for the combined area
- Only the designated Grantee will submit an RFP application
- Upload Memorandum of Agreement (MOA) at the end of the application
- An executed MOA is preferred, but a draft will be accepted

**B. Service Area Information**

Tribal governments or Tribally Designated Housing Entities should complete Part B.1. HRAs, local government agencies managing federal rental assistance, or Nongovernmental Organizations should complete Part B.2.

**B.2. Eligible Program Administrators that are Current HCV Administrators or HRAs or Nongovernmental Organizations**

Proposed Service Area(s):

See [Minimum Grant Amounts by Program Administrator](#) for a list of Service Areas.

If you are proposing to serve more than one Service Area, please identify if there are any other eligible Program Administrators in that Service Area and if you will be partnering with them to administer the Bring It Home Rental Assistance program. A partnership is an agreement between two or more eligible Program Administrators designating one Program Administrator as the sole administrator for the Bring It Home vouchers for the Program Administrators combined geographic Service Area. The Program Administrator administering the program on behalf of the other(s) will be designated as the Grantee for the Bring It Home Program. The proposed Grantee is required to submit an RFP application; the partnering Program Administrators are not. The partnership must be formalized in a Memorandum of Agreement (MOA) between the partnering Program Administrators and must be included with the application. Note that subgrantees are not permitted.

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## Section C Project Information

- Complete the Bring It Home – Budget Template before
- Use cells in rows 42-44

**C. Project Information**

All applicants must complete Part C.

Before beginning Part C, complete the [Bring It Home - Budget Template](#).

Minnesota Housing has established an estimated range of vouchers and a Minimum Grant Award for each Program Administrator. See [Minimum Grant Amounts by Program Administrator](#) for estimated range of vouchers and Minimum Grant Awards.

To answer the questions below, use the [Bring It Home - Budget Template](#).

\*Total Startup Costs (see cell B42):

\*Total Estimated Annual Rental Assistance (see cell B43):

\*Total Estimated Annual Administrative Fees (see cell B44):

If the amounts provided in response to these questions differ from those listed in the Bring It Home - Budget Template, the amounts from the Bring It Home - Budget Template will take precedence.

**D. Rental Assistance Options & Workplans**

Program Administrators may choose from one of three options to administer the Bring It Home Rental Assistance Program: Option 1: Existing Procedures, Option 2: Amended Procedures, and Option 3: Alternative Plans.

A Program Administrator may pick one or more options in administering their grant and operating the program. Minnesota Housing must approve the Program Administrator's Option 2: Amended Procedures or Option 3: Alternative Plan.

Under all options, the following Bring It Home Rental Assistance Program statutory requirements must be met:

- Maximum household income of 50% AFI, as determined at the time of initial receipt of rental assistance and recertified annually;
- Households are paying more than 30% of the household's annual income on rent;
- Priority for households with children under the age of 18 and annual incomes below 30% AFI;
- Housing Assistance Payments are made directly to the Housing Provider; and
- Eligible ongoing grant expenses (after Startup Costs) are Housing Assistance Payments and Administrative Fees.

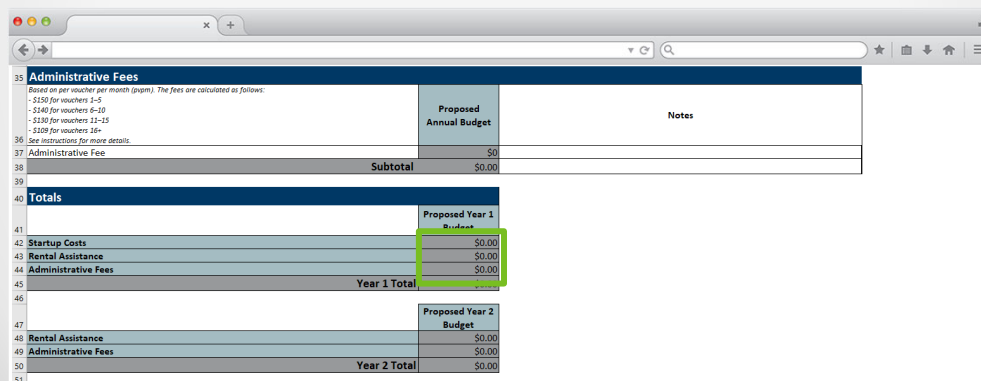
Select all options that apply:

Program 1: Existing Procedures

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## Section C Project Information

- From the *Budget Template* use information from cells in rows 42-44 to complete Section C
- These cells will auto calculate after you complete the sections above

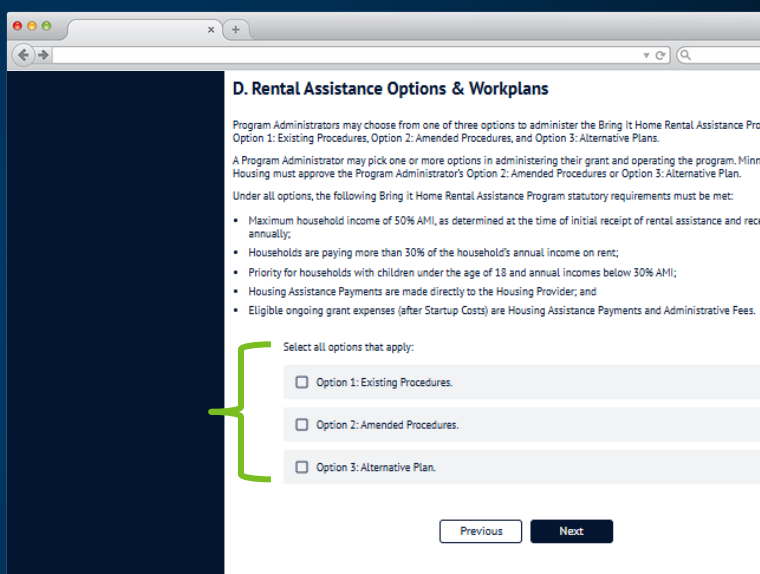


Administrative Fees		Proposed Annual Budget	Notes
<small>Based on per voucher per month (ppm). The fees are calculated as follows:</small>			
<small>- \$150 for vouchers 1-5</small>			
<small>- \$140 for vouchers 6-10</small>			
<small>- \$130 for vouchers 11-15</small>			
<small>- \$120 for vouchers 16+</small>			
<small>See instructions for more details.</small>			
Administrative Fee		\$0	
Subtotal		\$0.00	
<b>Totals</b>			
	Proposed Year 1 Budget		
Startup Costs		\$0.00	
Rental Assistance		\$0.00	
Administrative Fees		\$0.00	
Year 1 Total		\$0.00	
	Proposed Year 2 Budget		
Rental Assistance		\$0.00	
Administrative Fees		\$0.00	
Year 2 Total		\$0.00	

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## Section D Rental Assistance Options & Workplans

- Select all the administrative options that apply
- Additional information will be required for each



### D. Rental Assistance Options & Workplans

Program Administrators may choose from one of three options to administer the Bring It Home Rental Assistance Program: Option 1: Existing Procedures, Option 2: Amended Procedures, and Option 3: Alternative Plans.

A Program Administrator may pick one or more options in administering their grant and operating the program. Minn Housing must approve the Program Administrator's Option 2: Amended Procedures or Option 3: Alternative Plan.

Under all options, the following Bring It Home Rental Assistance Program statutory requirements must be met:

- Maximum household income of 50% AMI, as determined at the time of initial receipt of rental assistance and recertified annually;
- Households are paying more than 30% of the household's annual income on rent;
- Priority for households with children under the age of 18 and annual incomes below 30% AMI;
- Housing Assistance Payments are made directly to the Housing Provider; and
- Eligible ongoing grant expenses (after Startup Costs) are Housing Assistance Payments and Administrative Fees.

Select all options that apply:

- ☐ Option 1: Existing Procedures.
- ☐ Option 2: Amended Procedures.
- ☐ Option 3: Alternative Plan.

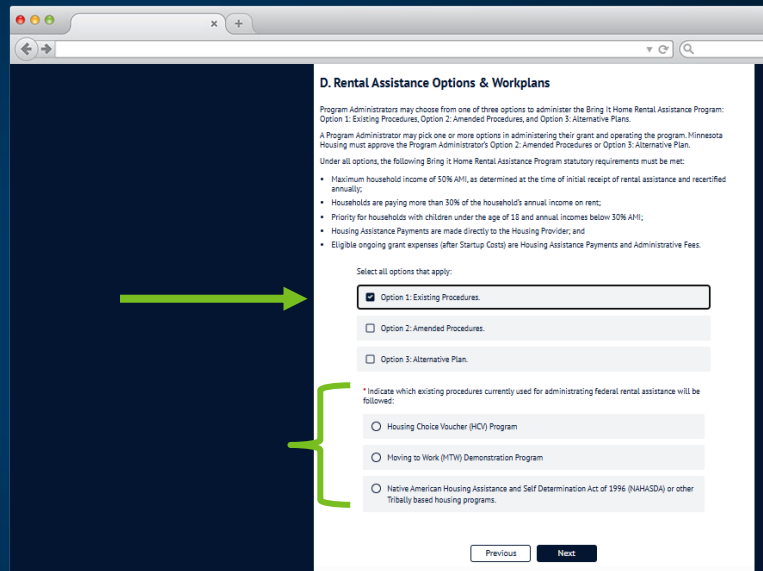
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## Section D

### Option 1: Existing Procedures

- May use existing procedures from HCV or similar federal rental programs
- No Approval Needed from Minnesota Housing
- Select the Program your existing procedures are based on



**D. Rental Assistance Options & Workplans**

Program Administrators may choose from one of three options to administer the Bring It Home Rental Assistance Program: Option 1: Existing Procedures, Option 2: Amended Procedures, and Option 3: Alternative Plans.

A Program Administrator may pick one or more options in administering their grant and operating the program. Minnesota Housing must approve the Program Administrator's Option 2: Amended Procedures or Option 3: Alternative Plan.

Under all options, the following Bring It Home Rental Assistance Program statutory requirements must be met:

- Maximum household income of 50% AFI, as determined at the time of initial receipt of rental assistance and recertified annually;
- Households are paying more than 30% of the household's annual income on rent;
- Priority for households with children under the age of 18 and annual incomes below 30% AFI;
- Housing Assistance Payments are made directly to the Housing Provider; and
- Eligible ongoing grant expenses (after Startup Costs) are Housing Assistance Payments and Administrative Fees.

Select all options that apply:

☒ Option 1: Existing Procedures.

☐ Option 2: Amended Procedures.

☐ Option 3: Alternative Plan.

\* Indicate which existing procedures currently used for administering federal rental assistance will be followed:

☐ Housing Choice Voucher (HCV) Program

☐ Moving to Work (MTW) Demonstration Program

☐ Native American Housing Assistance and Self Determination Act of 1996 (NAHASDA) or other Tribally based housing programs.

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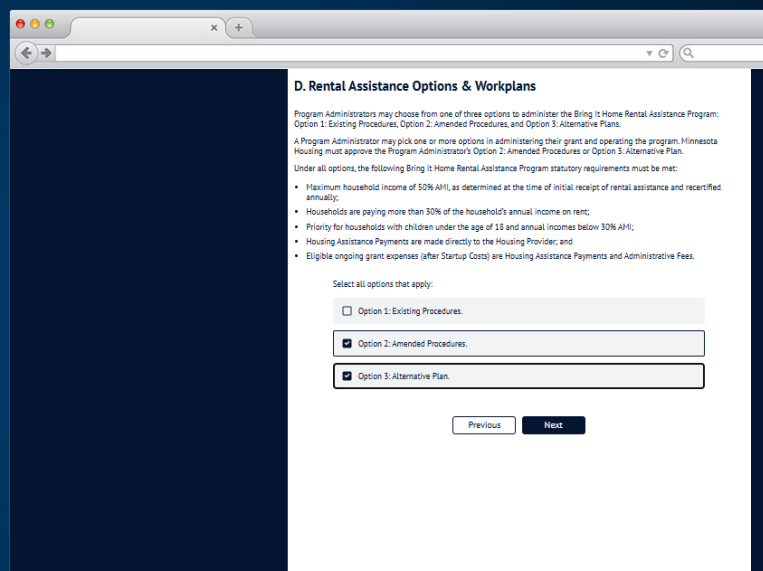
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## Section D

### Option 2: Amended Procedures

### Option 3: Alternative Plan

- Both options require additional information
- Option 2 - complete Attachment A
- Option 3 - complete Attachment B
- Upload Attachments at the end of the application



**D. Rental Assistance Options & Workplans**

Program Administrators may choose from one of three options to administer the Bring It Home Rental Assistance Program: Option 1: Existing Procedures, Option 2: Amended Procedures, and Option 3: Alternative Plans.

A Program Administrator may pick one or more options in administering their grant and operating the program. Minnesota Housing must approve the Program Administrator's Option 2: Amended Procedures or Option 3: Alternative Plan.

Under all options, the following Bring It Home Rental Assistance Program statutory requirements must be met:

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- Housing Assistance Payments are made directly to the Housing Provider; and
- Eligible ongoing grant expenses (after Startup Costs) are Housing Assistance Payments and Administrative Fees.

Select all options that apply:

☐ Option 1: Existing Procedures.

☒ Option 2: Amended Procedures.

☒ Option 3: Alternative Plan.

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## Section E Required Documents

- Download and complete the Signature Page
- Upload Signature Page and Budget
- Download and complete the appropriate Pre-Award Risk Assessment
- Ensure the Pre-Award Risk Assessment documentation is fully completed. Incomplete submissions may cause significant delays
- NOTE: Tribal Nations do not need to fill out a Pre-Award Risk Assessment

**E. Required Documents**

Submit the application and all required documentation via this Grant application tool and the secure [Upload Portal](#). Pre-Award Risk Assessment financial documents for Nonprofit applicants only by noon p.m. Central time on Monday, April 14, 2020 to be considered for funding.

**\* Download the [Signature Page](#)**  
All applicants must complete and submit the Signature Page. If an electronic signature is not used, print, sign, and scan the completed signed document.  
Upload as a PDF using the document title format: "Signature Page\_Program Administrator Name."  
[Upload or drop files](#)

**\* Upload the completed [Budget Worksheet](#)** in Excel format using the document title format: "Budget Worksheet\_Program Administrator Name."  
[Upload or drop files](#)

**Pre-Award Risk Assessment**  
**NOTE:** Tribal Nations do not need to fill out a Pre-Award Risk Assessment.  
**For Political Subdivisions:**  
• [Download Pre-Award Risk Assessment Form for Political Subdivisions](#)  
• Certification of no convictions of Money Financial crimes by a principal, along with a list of principals being verified.  
Upload the Pre-Award Risk Assessment for Political Subdivisions using the document title format: "Pre-Award Political Subdivisions\_Program Administrator Name."  
[Upload or drop files](#)

**For Nonprofits:**  
• [Download Pre-Award Risk Assessment Form for Nonprofits](#)  
• Financial documents related to the applicant organization and detailed on the Risk Assessment Form  
• Internal Controls Certification-Nonprofit Organizations, if applicable  
• Evidence of good standing with the Internal Revenue Service of State  
• Certification of no convictions of Money Financial crimes by a principal, along with a list of principals being verified.  
**NOTE:** Nonprofit organizations only must upload financial and other documents required for the Pre-Award Risk Assessment to the secure [Upload Portal](#). The Pre-Award Risk Assessment tool will send you to send items to the following email: [bringhome@nycgdnyc.org](#). Review the [Upload Portal Instructions](#) for more information.  
Upload the Pre-Award Risk Assessment Form for Nonprofits using the document title format: "Pre-Award Nonprofits\_Program Administrator Name."  
[Upload or drop files](#)

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## Section E Required Documents

- Upload additional documents (if needed):
  - MOA
  - Attachment A
  - Attachment B
- Select "Finish"

**If applicable:**

Upload the **Memorandum of Agreement (MOA)** (if partnering with another entity). An executed MOA is preferred; however, we will accept a draft MOA using the document title format: "MOA\_Program Administrator Name."  
[Upload or drop files](#)

Supported file types: .xl, .bmp, .doc, .docx, .eps, .gif, .jpg, .jpeg, .m4g, .out, .pdf, .png, .pot, .ppt, .pptx, .tif, .tiff, .txt, .xls, .xlsx. Upload 1 file up to 10 MB.

Upload the **Attachment A: Details of Amended Procedures** (if using Option 2: Amended Procedures) using the document title format: "Amended Procedures\_Program Administrator Name."  
[Upload or drop files](#)

Supported file types: .xl, .bmp, .doc, .docx, .eps, .gif, .jpg, .jpeg, .m4g, .out, .pdf, .png, .pot, .ppt, .pptx, .tif, .tiff, .txt, .xls, .xlsx. Upload 1 file up to 10 MB.

Upload the **Attachment B: Alternative Plan Program Narrative** (if using Option 3: Alternative Plan) using the document title format: "Alternative Plan\_Program Administrator Name."  
[Upload or drop files](#)

Supported file types: .xl, .bmp, .doc, .docx, .eps, .gif, .jpg, .jpeg, .m4g, .out, .pdf, .png, .pot, .ppt, .pptx, .tif, .tiff, .txt, .xls, .xlsx. Upload 1 file up to 10 MB.

[Previous](#) [Finish](#)

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# Questions?

The Bring It Home team is here to help:  
[BringItHome.MHFA@state.mn.us](mailto:BringItHome.MHFA@state.mn.us)