

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

Anticipated Contract Period: January 2026–January 2028

This document is for reference only. **The application information and required documentation must be submitted only through the online [Cvent application tool](#) no later than noon Central time on Monday, April 21, 2025**, to be eligible for funding.

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.

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 11:00 a.m. Central time ([register for the March 4 session](#))
- Thursday, March 6, 2025, at 11:00 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.

A. Application Information

Program Administrator Name:

Legal Organizational Name (if different from above):

Program Administrator Address:

Program Administrator City, State, ZIP:

Primary Contact Person Name:

Primary Contact Person Title:

Primary Contact Person Telephone Number:

Primary Contact Person Email Address:

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

- ☐ 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? Select only one.

- ☐ 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

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? Check all that apply.

☐ Exclusively on Tribal land ☐ Outside of Tribal land ☐ Both on and outside of Tribal land

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

Proposed Service Area(s):

See [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.

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 [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

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% 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.**

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, specific program:

☐ **Option 2: Amended Procedures.**

Submit Attachment A: Details for Rental Assistance Option 2 - Amended Procedures (see Required Documents).

☐ **Option 3: Alternative Plan.**

Submit Attachment B: Alternative Plan Program Narrative (see Required Documents).

E. Required Documents

Submit the application and all required documentation via the [Cvent application tool](#) by noon p.m. Central time on Monday, April 21, 2025 to be considered for funding.

Application Checklist

Completed	Items
<input type="checkbox"/>	Request for Proposals (RFP) Application (online)
<input type="checkbox"/>	Application Signature Page (upload)
<input type="checkbox"/>	Budget Template (upload)
<input type="checkbox"/>	<p>Pre-Award Risk Assessment (upload) – if applicable</p> <p>NOTE: Tribal Nations do not need to fill out a Pre-Award Risk Assessment.</p> <p>For Political Subdivisions:</p> <ul style="list-style-type: none"> • Pre-Award Risk Assessment Form for Political Subdivisions • Certification of no convictions of felony financial crimes by a principal, along with a list of principals being certified <p>OR</p> <p>For Nonprofits:</p> <ul style="list-style-type: none"> • 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 Minnesota Secretary of State • Certification of no convictions of felony financial crimes by a principal, along with a list of principals being certified <p>NOTE: Nonprofit organizations <i>only</i> must upload financial and other documents required for the Pre-Award Risk Assessment to the secure LeapFILE portal. The Secure File Exchange will direct you to send items to the following email: bringithome.mhfa@state.mn.us. Review the Upload Tool Instructions for more information.</p>
If necessary (upload):	
<input type="checkbox"/>	Memorandum of Agreement (MOA) (if partnering with another entity). An executed MOA is preferred; however, we will accept a draft MOA.
<input type="checkbox"/>	Attachment A: Details of Amended Procedures (if using Option 2: Amended Procedures)
<input type="checkbox"/>	Attachment B: Alternative Plan Program Narrative (if using Option 3: Alternative Plan)