



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

Anticipated Contract Period: January 2026–January 2028

Application Deadline: Monday, April 21, 2025, noon Central time

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Overview

Minnesota Housing is now accepting applications for the Bring It Home Rental Assistance Request for Proposals (“RFP”) in accordance with Minnesota Statute [462A.2095](#).

The Rental Assistance Program, also referred to as “Bring It Home,” is a new program to create rental assistance for low-income families across Minnesota. Funded by state appropriations and the new metro sales tax for housing, the program will provide grants to Program Administrators who will administer the program as direct assistance for renter households.

The program funds Tenant-Based and Project-Based Rental Assistance for cost-burdened households earning up to 50% area median income (AMI) or less. Cost-burdened means a household that is paying more than 30% of the household’s annual income on rent. Priority for rental assistance shall be given to households with children 18 years of age and under and annual incomes of up to 30% of the area median income.

A Program Administrator may provide Tenant-Based or Project-Based Rental Assistance in amounts equal to the difference between 30% of household income and the rent charged, plus an allowance for utilities if not included in rent. A Program Administrator may not provide assistance that is more than the difference between 30% of the tenant's gross income and 120% of the payment standard, plus utilities, as established by the local Public Housing Authority, unless otherwise authorized by Minnesota Housing. Minnesota Housing is providing authorization to use adjusted gross income instead of gross income to be consistent with the federal Housing Choice Voucher program. Like the federal Housing Choice Vouchers, households may continue to receive housing assistance as long as the household remains income-eligible and is compliant with Participant obligations.

Eligible Applicants

To be eligible for Bring It Home Rental Assistance Program funds, the Applicant must be a Program Administrator as defined in [462A.2095, Subd 2\(c\)](#). Program Administrators are:

- 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 Rental Assistance under Section 8 of the United States Housing Act of 1937. This includes Nongovernmental Organizations that currently administer Housing Choice Vouchers;
- Tribal entity: A Tribal government or Tribally Designated Housing Entity; or
- Nongovernmental Organization: If there is no entity in either category above with

the capacity or authority to administer the program, a Nongovernmental Organization determined by Minnesota Housing to have the capacity to administer the program.

Minnesota Housing will make every effort to ensure coverage of all geographies within Minnesota so that all low-income renter households can access assistance. If a current Housing Choice Voucher (HCV) administrator or Tribal entity declines or is unable to operate the program within its Service Area, Minnesota Housing will notify the adjacent HCV administrators and/or Tribal Nations to determine their interest in administering the program in that Service Area.

Program Administrators that choose to partner with another Program Administrator must enter into a Memorandum of Agreement (MOA) that describes how they will work together to achieve the agreed-upon goals and objectives. 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 their combined geographic Service Area. A partnership may be used to increase geographic coverage, reduce financial limitations placed on smaller housing authorities or fill gaps by Program Administrators that choose not to participate in the program.

The Program Administrator administering the program on behalf of the other(s) will be designated as the Grantee for the Bring It Home Program and would be eligible to receive the combined Grant Awards for all Service Areas under the MOA. The proposed Grantee is required to submit an RFP application; the partnering Program Administrators are not. The MOA between partners must be included with the RFP applications. For applicants wishing to serve an area smaller than the listed Service Area, contact Minnesota Housing prior to applying. Selected Grantees will be responsible for all requirements under the contract and the reporting requirements in Chapter 8 for the combined Service Areas.

Available Funding

The funding available annually for the Bring It Home Program is projected to be up to \$60 million: \$23 million in state appropriations and an estimated \$37-\$40 million generated from the new metro sales tax. Minnesota Housing is receiving 25 percent of the ¼ cent housing sales tax from the Department of Revenue for the Bring It Home Rental Assistance Program. The sales tax started in October of 2023 and Minnesota Housing receives notice of the monthly amount available approximately two months after the amount has been collected. Sales tax proceeds may only be used within the seven-county metro area. Appropriations are available statewide.

Of the projected \$63 million in annual funding available, approximately \$3 million will be set aside for Tribal Nations, \$58 million for the other eligible Program Administrators, and \$2 million in administrative fees for Minnesota Housing.

The authorizing statute (Minnesota Statutes, section [462A.2095](#)) requires that Minnesota Housing make grants statewide in proportion to Eligible Households. Minnesota Housing staff have developed a methodology to estimate an initial annual Minimum Grant Award per geographic Service Area along with establishing a set-aside for Tribal Nations.

Minimum Grant Awards are based on the Service Area covered by current Housing Choice Voucher administrators. Tribal entities can serve any area in Minnesota and are not restricted to specific geographies. Program Administrators that apply to operate in multiple Service Areas, either through a partnership or because there is no qualified Program Administrator, may apply for the total of all Minimum Grant Awards in those covered Service Areas. For details, view the [Minimum Grant Awards](#).

Program Administrators can request any funding amount. If the request is equal to the Minimum Grant Award established by Minnesota Housing, the award will be capped at that amount. Administrators can also request more than the Minimum Grant Award and may receive additional funds if extra or unused funds are available and the request is reasonable. Minnesota Housing makes no guarantees regarding projected funding amounts or whether extra or unused funds will be available.

Program Administrators that are awarded funding through the RFP will have an initial grant term of two years.

Eligible Uses

This program provides grants to Program Administrators for the purpose of providing Tenant- or Project-Based Rental Assistance directly to Housing Providers for Eligible Households. Eligible uses under this program are Startup Costs, Administrative Fees, and Housing Assistance Payments.

- **Start-up Costs**

Startup Costs shall include any necessary costs to establish and quickly disburse funds on behalf of Eligible Households. These are costs needed to expediently establish the program staff and infrastructure needed to operate the Bring It Home Rental Assistance Program as determined by the Program Administrator and approved by Minnesota Housing.

Start-up Costs should be adequate to establish program policies, hire and train staff, establish waitlists, and develop program procedures during the first 12 months of the program. Start-up Costs will be covered through the first 12 months of the grant period. The Start-up Costs are in addition to the Bring It Home Rental Assistance Program Minimum Grant Awards used for Housing Assistance Payments and Administrative Fees.

Examples of reasonable Startup Costs include but are not limited to:

- Advertising for program staff, hiring, and other recruitment activities;
- Hiring, onboarding, orientation, and training of program staff;
- Initial salary and benefits for program staff before Administrative Fees are fully realized;
- Accounting and audit expenses;
- Legal fees related to the program;
- Software changes and licensing costs to run an efficient and responsible program, including changes to Program Administrators' general software and accounting systems;
- Purchase of necessary office equipment, furnishings, and technology equipment;
- Advertising and outreach materials including printing, advertising, changes to websites, pamphlets, and social media;
- Educational outreach activities to Housing Providers, other service agencies, and potential Participants. Translation and interpretations costs included; and/or
- Funding for operating losses incurred prior to Administrative Fees being fully realized.

Start-up Costs must be directly related to the Bring It Home Rental Assistance Program. Unreasonable expenses may be rejected by Minnesota Housing. Approval or denial of Start-up Costs is at the sole discretion of Minnesota Housing.

- **Administrative Fees**

Administrative Fees are an eligible expense under the Bring It Home Program. Administrative Fees specifically for the Bring It Home Rental Assistance Program will be reimbursed on a monthly basis with submission of the disbursement request form provided by Minnesota Housing, based on the number of vouchers issued at the time of the submission.

Program Administrators may receive Administrative Fees based on a per voucher per month basis. Minnesota Housing has developed a schedule of Administrative Fees for this round of the Bring It Home Rental Assistance Program based on the Program Administrator's estimated number of vouchers. The fees are calculated as follows:

- \$150 for vouchers 1–5
- \$140 for vouchers 6–10
- \$130 for vouchers 11–15
- \$109 for vouchers 16+

The schedule will be reviewed and updated with each RFP.

Administrative expenses covered by Administrative Fees must be directly related to the Bring It Home Rental Assistance Program. A portion of a Program Administrator's Administrative Fee may be used for Landlord Incentive Programs.

- **Housing Assistance Payments/Rental Assistance**

A Program Administrator must use grant proceeds to provide Tenant-Based or Project-Based Rental Assistance payments in an amount equal to the difference between 30% of the tenant's adjusted gross income and up to 120% of the payment standard, plus utilities, as established by the local Public Housing Authority, unless otherwise authorized by Minnesota Housing.

This rental assistance payment made by the Program Administrator to the Housing Provider is known as a Housing Assistance Payment. Program Administrators will calculate payment amounts for each household and use grant proceeds to make payments directly to the Housing Provider.

Program Expectations

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 option 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, determined upon 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 in the first year) are Housing Assistance Payments and Administrative Fees.

In addition, under all options listed below, Program Administrators must comply with program eligibility requirements, and applicable state and federal laws.

Option 1: Existing Procedures

Program Administrators may follow Existing Procedures used to administer the federal Housing Choice Voucher (HCV) or other substantially similar federal rental assistance programs. Existing procedures do not require approval by Minnesota Housing. However, Program Administrators should consult with their legal counsel when adapting policies and procedures from other rental assistance programs to make sure they comply with the Bring It Home authorizing statute and other Minnesota law. These include the following federal programs:

- Housing Choice Voucher Program
- Moving to Work (MTW) Demonstration Program
- Native American Housing Assistance and Self Determination Act of 1996 (NAHASDA) or other Tribally based housing programs

Program Administrators may follow their HCV Administrative Plan or similar document in establishing requirements such as waitlists, leasing units, and making payments.

Under Option 1, Program Administrators may adopt the following changes to their Existing Procedures without further review by Minnesota Housing:

- Rental Assistance up to 120% of the payment standard

Option 2: Amended Procedures

Program Administrators may propose using their Existing Procedures as outlined in Option 1 with substantial modifications to reach households most in need and incentivize Landlord participation using Administrative Fees. The substantial modifications must be submitted for review and approval by Minnesota Housing.

Under Option 2, Program Administrators must submit an outline of what items will differ from the Program Administrator's HCV Administrative Plan or similar document (beyond the changes that are automatically approved under Option 1).

Minnesota Housing encourages the following modifications under Option 2 and will expedite approval for Program Administrators whose changes are limited to any or all of the modifications listed below:

- Additional time for the housing search so renters are more likely to find and secure housing.
- Alternatives to the HUD Housing Quality Standards/National Standards for the Physical Inspection of Real Estate (NSPIRE) inspections that achieve efficiencies for the renter, Housing Providers and Program Administrator while maintaining health and safety standards.
- Changes to the definitions of household or family for the purposes of determining eligibility.
- Project-Based Rental Assistance without limitations on the number of units receiving Rental Assistance per property or address.
- Issuance of Project-Based Rental Assistance for units that have already passed previous inspections or meet state and local occupancy requirements without HUD-required property reviews such as environmental reviews that are not otherwise required by state or local law.
- Allowing households to rent units above 120% of the payment standard and pay up to 50% of their income towards rent. The Program Administrator must demonstrate that choices are severely restricted, the alternative would be homelessness or housing instability and all other options have been exhausted.
- Allowing shorter-term leases including month-to-month or rental agreements that are not in a standard lease form where the Housing Provider would otherwise refuse to rent to the household.
- Allowing Eligible Households to apply for Bring It Home using various forms of identification.
- Allowing eligibility based on receipt of income-based state or federal benefits.

Program Administrators using Option 2 must submit Attachment A: Details for Rental Assistance Option 2 – Amended Procedures, which will require review and approval from Minnesota Housing prior to awarding funding.

Option 3: Alternative Plan

A Program Administrator may choose to submit an Alternative Plan for a Bring It Home Rental Assistance program that does not rely on existing procedures and differs substantially from Option 1: Existing Procedures or Option 2: Amended Procedures.

Minnesota Housing will review Alternative Plan proposals and procedures and, at its sole discretion, approve or deny the plans. Minnesota Housing encourages Program Administrators to operate at least some portion of each grant under Option 1 or Option 2 in order to expedite and increase Rental Assistance availability in all communities.

A Program Administrator may also develop an Alternative Plan where the proposed method of assisting renter households is in no way similar to an HCV, MTW, or NAHASDA Administrative Plan.

Program Administrators using Option 3 must include Attachment B: Alternative Plan Program Narrative application, which will require review and approval from Minnesota Housing prior to awarding funding.

Project-Based Rental Assistance

Program Administrators may choose to use all or a portion of grant proceeds for Project-Based Rental Assistance vouchers. Program Administrators that plan to fund Project-Based Rental Assistance are not required to follow HUD's Project-Based Voucher guidelines.

Equity

The Bring It Home Rental Assistance Program is designed to serve low-income families across Minnesota, including the eleven Tribal Nations, by providing vital rental assistance to those experiencing housing instability. The program prioritizes households with children under the age of 18 and annual incomes at or below 30% of the area median income (AMI), addressing critical disparities in housing access for the state's most vulnerable populations.

By making rental assistance available statewide, the program promotes equity across diverse geographic areas, ensuring that urban, suburban, rural, and Tribal communities have access to essential resources. Additionally, it supports racial and ethnic communities, Indigenous populations, individuals with disabilities, veterans, and other historically underserved groups experiencing inequities in stable housing opportunities.

Performance will be measured through data collection and analysis of program outcomes, including the number of households served, income levels, geographic distribution, and demographics of those receiving assistance. These efforts aim to address systemic inequities in housing, reduce disparities in access, and improve housing stability for Minnesota's most marginalized communities.

Review Criteria

This is a competitive application process. Applications will be reviewed and scored by a committee comprised of Minnesota Housing staff. Recommendations will be presented to the Minnesota Housing board for approval. Minnesota Housing's award decisions are final and are not subject to appeal.

Threshold Criteria

Threshold criteria are the basic requirements an application must meet to be considered for funding. The following **threshold criteria** must be satisfied for an application to be considered:

- The applicant must be an Eligible Applicant as defined above.
- The application must include all required application checklist items, be properly completed, and submitted by the published deadline via the specified submission method (refer to the Submission Instructions section of this document). **NOTE:** All required application items must be provided no later than the application deadline. **Any application that does not include all required items (threshold criteria) will not be eligible for funding consideration.**

Competitive Criteria

The following **competitive criteria** will be used to score only those applications that satisfy the minimum threshold criteria as stated in the Application Checklist section of this document:

Table 1: Scoring Criteria

Category	Criteria	Maximum Score
Eligibility	<p>The applicant is (select only one):</p> <ul style="list-style-type: none">• An HRA or other local government agency or authority that is an HCV administrator (this includes Nongovernmental Organizations that currently administer HCV) (45 points).• Tribal entity: A Tribal government or Tribally Designated Housing Entity (45 points).	45 points

	<ul style="list-style-type: none"> • An HRA or other local government agency or authority that is NOT an HCV administrator (35 points). • Nongovernmental Organization (NGO): If there is no entity in either category above with the capacity or authority to administer the program, a Nongovernmental Organization determined by Minnesota Housing to have the capacity to administer the program (30 points). 	
Capacity	<p>The applicant is (select only one):</p> <ul style="list-style-type: none"> • HRA, other local government agency or authority, or NGO with experience administering HCV (50 points). • A Tribal entity with experience in affordable housing and/or rental assistance (50 points). • HRA, other local government agency or authority, or NGO with experience administering other rental assistance (40 points). • HRA, other local government agency or authority, or NGO with no experience administering rental assistance (20 points). 	50 points
Budget	<p>The applicant proposes Startup Costs that are:</p> <ul style="list-style-type: none"> • Reasonable relative to the number of vouchers being administered, Program Administrator capacity and Service Area or community needs (5 points). • Somewhat reasonable relative to the number of vouchers being administered, Program Administrator capacity and Service Area or community needs (3 points). 	5 points

	<ul style="list-style-type: none"> • Very high compared to the number of vouchers being administered, Program Administrator capacity and Service Area or community needs (0 points). <p>Note: Reasonableness will be based off the Startup Costs budget and narrative explanation in the budget template.</p>	
	Total:	100 points

After the grant review committee has met and scores have been finalized, Minnesota Housing staff may incorporate the scores into final funding recommendations that may also be based on geographic distribution and the applicant’s history as a state Grantee. Funding recommendations will also incorporate the results of the Pre-Award Risk Assessment (noted below). Final funding amounts will be dependent on the amount requested, the number of applicants, and the funding amount available to distribute.

All funding decisions are at Minnesota Housing’s sole discretion and are not subject to appeal unless allowed for under Minn. Stat. §16B.981. Additionally, Minnesota Housing reserves the right to request proposal revisions during the due diligence phase, which is after Minnesota Housing board approval but before the Grant Contract Agreement is executed.

Pre-Award Risk Assessment

Per [Minn. Stat. §16B.981](#), Minnesota Housing is required to conduct a Pre-Award Risk Assessment of potential Grantees requesting grant awards of \$50,000 or more. The information submitted by potential Grantees will be used to assess the risk that a potential Grantee cannot or would not perform the required duties of the grant. Minnesota Housing will review the potential Grantee’s past performance, tax returns, audits, principals and standing with the Secretary of State.

Minnesota Housing will determine whether:

1. The potential Grantee would likely be able to perform the duties of the grant without additional conditions;
2. The potential Grantee would likely be able to perform the duties of the grant with additional technical assistance or conditions; or
3. There is a substantial risk that the potential Grantee cannot or would not perform the required duties of the grant.

The Pre-Award Risk Assessment will include the following components:

- A Risk Assessment Form with questions to be completed as part of the application.
- Financial information as applicable to the applicant organization and detailed on the Risk Assessment Form.
- 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.

To complete this assessment, Minnesota Housing may request additional information which must be provided by the potential Grantee. Minnesota Housing will notify a potential Grantee if it is unable to satisfy its concerns by working with the potential Grantee. This notification will include information on the decision and options to request reconsideration of the decision.

The submission of inaccurate or misleading information may be grounds for disqualification from a grant award and may subject an organization to suspension or debarment proceedings, as well as other remedies available to Minnesota Housing, by law.

The results of this Pre-Award Risk Assessment will not impact scoring of an organization's competitive application for grant funds.

Note: Tribal Nations are not subject to the Pre-Award Risk Assessment. Tribal- affiliated organizations with a nonprofit or for-profit business designation with the Minnesota Secretary of State are subject to the requirements.

Application Timeline

Table 2: Application Timeline

Date	Activity
Tuesday, February 18, 2025	RFP posted via the Minnesota Housing website, eNews, and State Register.
Tuesday, March 4, 2025	Minnesota Housing holds an RFP information Session/Technical Assistance Session for potential applicants.
Thursday, March 6, 2025	Minnesota Housing holds an RFP information Session/Technical Assistance Session for potential applicants.

Monday, April 21, 2025	Applications due by noon Central time (refer to the Submission Instructions section below).
Thursday, November 20, 2025*	Minnesota Housing staff recommends selections to Minnesota Housing's Board.
Friday, November 21, 2025	Minnesota Housing notifies all applicants of selection decisions.
January 2026 (estimated)	Upon Grant Contract Agreements being fully executed, Grant Contract Agreement term begins.
January 2028 (estimated)	Grant Contract Agreement term ends (no activities funded after this date).

NOTE: All dates and times are subject to change at the sole discretion of Minnesota Housing.

*Staff anticipates presenting selections to the board no later than November 2025, ensuring sufficient time to complete the required Pre-Award Risk Assessment process. However, Minnesota Housing reserves the right to present selections to the board earlier at its sole discretion.

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](#)) and 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.

The information sessions will provide an overview of RFP content and allow time for questions.

Frequently asked questions (FAQs) from the RFP Information/Technical Assistance Session, along with other questions, will be posted on or around Friday, March 14, 2025. All final questions must be submitted by Friday, March 7, 2025, with the final FAQ posted on or around Friday, March 14, 2025.

Application Checklist

Applicants must use the required application form and include all the required information/documentation. Applicants are encouraged to be clear and concise in the

presentation of information. Do not submit materials that are not requested (letter of support, photos, brochures, etc.). Unrequested materials will not be reviewed.

All the following checklist items must be completed properly and submitted to meet the threshold criteria. Only applications meeting the threshold criteria will be considered for funding:

1. ☐ Request for Proposals Application
2. ☐ Application Signature Page (wet, digital, or electronic signatures will be accepted)
3. ☐ Budget Template
4. ☐ Pre-Award Risk Assessment Form and accompanying documents detailed in the form. (Note: Tribal Nations do not need to submit a Pre-Award Risk Assessment Form).
 - A. Risk Assessment Form—Nonprofit Organizations
 - B. Risk Assessment Form—Political Subdivisions
 - C. Accompanying Documentation:
 - a. Financial documents related to the applicant organization and detailed on the Risk Assessment Form (Nonprofits Only)
 1. Internal Controls Certification—Nonprofit Organizations, if applicable
 - b. Evidence of good standing with the Minnesota Secretary of State (Nonprofits Only)
 - c. Certification of no convictions of felony financial crimes by a principal, along with a list of principals being certified (All applicants)
5. ☐ If partnering with another entity, include Memorandum of Agreement (MOA). An executed MOA is preferred; however, we will accept a draft MOA. MOAs must be executed prior to final release of funds.
6. ☐ Attachment A: Details for Rental Assistance Option 2 - Amended Procedures, if using Option 2: Amended Procedures
7. ☐ Attachment B: Alternative Plan Program Narrative, if using Option 3: Alternative Plan

NOTE: Applicants must understand the application components and what types of submission materials are required to satisfy each required component. Applications that do not contain all required components (completed and submitted properly) will be noted as incomplete and will not be eligible for further review, including scoring. Minnesota Housing is unable to provide notice if an application is incomplete.

If you have questions regarding checklist items listed above, contact the designated contact found at the end of this document. Allow enough time for staff to respond and help resolve issues so that a complete application can be submitted prior to the application submission

deadline. Also note that technical assistance does not guarantee that a complete application will be submitted.

Submission Instructions

Complete the RFP Application through [Cvent](#) and submit no later than **Monday, April 21, 2025:**

1. Complete all responses to application questions. It is recommended that you draft your answers on a separate document and copy and paste into the webpage.
2. Upload all required supporting application documents into Cvent where prompted.

Note: The Cvent website saves information that is entered, but not submitted. However, the webpage does time out after 20 minutes; information entered after the website has timed out will not be saved. You may want to draft your answers on a separate document and copy and paste into the website, so you do not lose your work.

3. Nonprofit organizations *only* must upload financial 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.

Application materials must be submitted **no later than noon Central time on Monday, April 21, 2025** in order to be considered for funding.

If you have questions regarding the checklist items, please contact the designated contact listed in the Questions section below.

NOTE: Submitted applications are considered final; late and incomplete applications will not be considered. Minnesota Housing may request additional information or clarification. The applicant will be responsible for all costs incurred with applying for this RFP. Award decisions are final and not subject to appeal.

Per the [Minnesota Government Data Practices Act](#), responses submitted by an applicant are private or nonpublic until the responses are opened. Once the responses are opened, the name and address of the applicant and the amount requested is public. All other data in a response is private or nonpublic data until completion of the evaluation process, which for the purposes of this grant, is when all grant agreements have been fully executed. After a granting agency has completed the evaluation process, all remaining data in the responses is public with the exception of trade secret data as defined and classified in [Section 13.37 of the Minnesota](#)

[Governmental Data Practices Act](#). A statement by an applicant that the response is copyrighted or otherwise protected does not prevent public access to the response.

Due Diligence Requirements

Due diligence refers to the documents that organizations must submit or actions that must be completed prior to contracting with Minnesota Housing. **If an applicant is selected for funding**, Minnesota Housing will require the following due diligence items be submitted at a minimum:

- **Signed Grant Contract Agreement** (provided by Minnesota Housing).
- **Board Resolution:** A signed original, or signed and certified, copy specific to the Grant Contract Agreement that designates authorized signatories, authority to enter into a Grant Contract Agreement, and that references the requested and/or awarded amount.
- **Organizational Documents** (such as bylaws) specifying authorized signatories.
- **Certificate of Insurance:** note the type and amounts needed. **Note Worker's Compensation is required by statute for all grants.**
- **W-9 and SWIFT vendor number** for a new potential Grantee that has been selected, or if the current information on file needs to be updated.
- **Approved Work Plan:** The selected potential Grantee will be required to complete and submit a work plan on a template provided by Minnesota Housing. The purpose of the work plan is to describe changes since application submittal as a result of the final award amount and requirements. This includes but is not limited to more detailed procedures for Options 2 and 3 and Project-Based Rental Assistance.
- **Final, Approved Budget:** A final budget reflecting the awarded amount and any allocation or amount changes to Grantee.
- **If partnering with another entity, executed Memorandum of Agreement (MOA).**

Potential Grantees that are awarded funding must have all due diligence submitted and approved and the Grant Contract Agreement fully executed, which includes both the potential Grantee's and Minnesota Housing's signatures, before costs can be incurred and reimbursed, or grant funds can be expended. Minnesota Housing will not reimburse costs incurred prior to the execution of the Grant Contract Agreement. Minnesota Housing will initiate the execution of the Grant Contract Agreement, including required signatures.

Contractual Requirements

A potential Grantee awarded funding under this proposal will be required to:

- Complete a Grant Contract Agreement with Minnesota Housing and comply with all

requirements listed therein.

- Comply with the [Bring It Home Program Guide](#).
- Maintain financial records that document the use of all grant funds for a minimum of six years after the Grant Contract Agreement has ended. Minnesota Housing, at its sole discretion, may request to review the accounting and documentation of such records at site visits or at other times.
- Complete and submit by due dates all interim and final program reports in a template provided by Minnesota Housing.
- Comply with all local, state and federal laws.
- Comply with monitoring and financial reconciliation audits. These include site visits and participation in evaluation and reporting by Minnesota Housing. (Standards are outlined in the [Bring It Home Program Guide](#); data is comparable to [HUD Form 50058](#).)
- Have a conflict-of-interest policy and take necessary steps to prevent individual and organizational conflicts of interest. All suspected, disclosed or discovered conflicts of interest must be [reported to Minnesota Housing](#) in a timely manner.
- Comply with applicable contracting and bidding requirements noted in the Grant Contract Agreement.
- Comply with all affirmative action and non-discrimination requirements noted in the Grant Contract Agreement.
- Comply with [Minn. Stat. §201.162](#) by providing voter registration services for its employees and for the public served by the Grantee.

NOTE: This is not an exhaustive list. All contractual obligations will be outlined in the Grant Contract Agreement sent to selected potential Grantees.

Questions

Questions can be directed to the designated contact for this RFP:

- Dani Salus, Manager, 651.284.3178, bringithome.mhfa@state.mn.us

No other staff are authorized to respond to questions from potential applicants related to this RFP. All questions and answers will be posted to [Minnesota Housing's website](#).

Appendix A – Definitions

Term	Definition
Administrative Fees	Funds provided to Program Administrators for the operation of the program.
Alternative Plan	A set of procedures developed by the Program Administrator to implement the Bring It Home Rental Assistance Program that are substantially different from their Existing Procedures.
Amended Procedures	A modified version of the procedures currently used in a Program Administrator's federal rental assistance program, such as the Housing Choice Voucher Program, Moving to Work demonstration program or Tribal rental assistance program.
Applicant	A Program Administrator as defined in 462A.2095, Subd 2(c). and in the definitions below.
Bring it Home Rental Assistance Program	State of Minnesota rent assistance program established under Minn. Stat. 462A.2095 .
Data Practices Act	References the Minnesota Government Data Practices Act (Minnesota Statutes, chapter 13)
Eligible Household	A household domiciled in Minnesota with an annual income of up to 50% of the area median income as determined by the United States Department of Housing and Urban Development, adjusted for family size, that is paying more than 30% of the household's annual income on rent. Eligibility is

Term	Definition
	determined at the time a household first receives rental assistance under this section.
Existing Procedures	Procedures currently used by a Program Administrator's federal rental assistance program, such as the Housing Choice Voucher program, Moving to Work demonstration program, or Tribal rental assistance program.
Grant Contract Agreement	The Grant Contract Agreement executed between Minnesota Housing and the Grantee for funds to administer the Bring It Home Rental Assistance Program.
Grantee	An entity awarded funding under the Bring It Home Rental Assistance Program. Also referred to as the Program Administrator.
Housing Assistance Payments (HAP)	Rental Assistance payments made on behalf of a Participant to a Housing Provider. Generally, these payments will be the difference between 30% of the Participant's income and the rent.
Housing Choice Voucher (HCV)	The Housing Choice Voucher program is the federal government's major program for assisting very low-income families, the elderly and the disabled to afford decent, safe and sanitary housing in the private market. Since housing assistance is provided on behalf of the family or individual, participants can find their own housing, including single-family homes, townhouses and apartments.

Term	Definition
Housing Provider	A property owner, manager or other authorized individual acting as a Landlord under Minnesota law.
Landlord	An owner of real property, a contract for deed vendee, receiver, executor, trustee, lessee, agent or other person directly or indirectly in control of rental property.
Landlord Incentive Programs	Programs developed to provide Housing Providers with resources — financial or otherwise — to encourage participation in the Bring It Home Rental Assistance Program.
Memorandum of Agreement (MOA)	A legally binding document between two parties that outlines the agreed upon terms to work cooperatively together on a project or program.
Minimum Grant Award	The minimum annual amount of funds a Program Administrator would receive that is in proportion to its share of households eligible for assistance and is provided by Minnesota Housing in a schedule.
Minnesota Housing	The Minnesota Housing Finance Agency
Nongovernmental Organization	A nonprofit organization that works independently from any government, typically with a humanitarian or charitable mission.
Participant	A family or individual who has received Bring It Home Rental Assistance
Program Administrators	Housing and redevelopment authority or other local government agency or authority

Term	Definition
	that administers federal Tenant-Based or Project-Based Rental Assistance under Section 8 of the United States Housing Act of 1937; A Tribal government or Tribal designated housing entity; or if there is no entity under clause (1) or (2) with the capacity or authority to administer the program, a nongovernmental organization determined by Minnesota Housing to have the capacity to administer the program. Also referred to as the Grantee.
Program Guide	This document developed by Minnesota Housing explaining the policies and procedures used to administer the Bring It Home Rental Assistance Program.
Project-Based Rental Assistance	A housing subsidy that connects rental assistance to a specific housing unit and remains project-based.
Rental Assistance	Financial assistance provided to Housing Providers on behalf of individuals or families who are unable to afford their rent.
Service Area	The geographic area in which a Program Administrator will be administering Tenant-Based or Project-Based Rental Assistance through the Bring It Home Rental Assistance Program.
Startup Costs	Necessary expenses in the first 12 months of a Grantee's contract to establish and begin administration of the Bring It Home Rental Assistance Program for the Grantee's Service Area.

Term	Definition
Tenant-Based Rental Assistance	A housing subsidy that connects rental assistance to an Eligible Household rather than a specific housing unit.
Tribal Designated Housing Entity	Entities that meet the requirements defined by Unites States Code, title 25, section 4103(22)
Tribal Nations	An American Indian or Alaska Native Tribe, Band, Nation, Pueblo, Village or Community that the Secretary of the Interior acknowledges as a federally recognized Tribe pursuant to the Federally Recognized Indian Tribe List Act of 1994, 25 U.S.C. 5130, 5131