



## Tip Sheet Bring It Home Rental Assistance Online Application

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## 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](#)

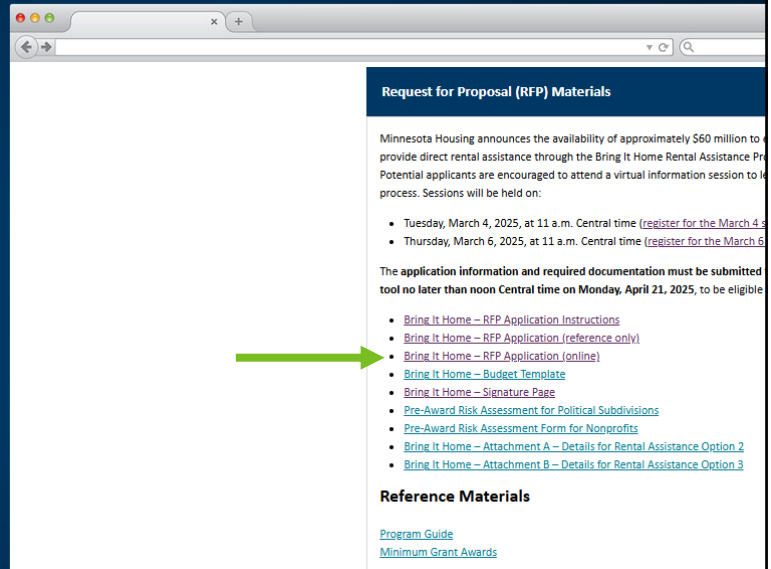
**Reference Materials**

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

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## How to complete the Application

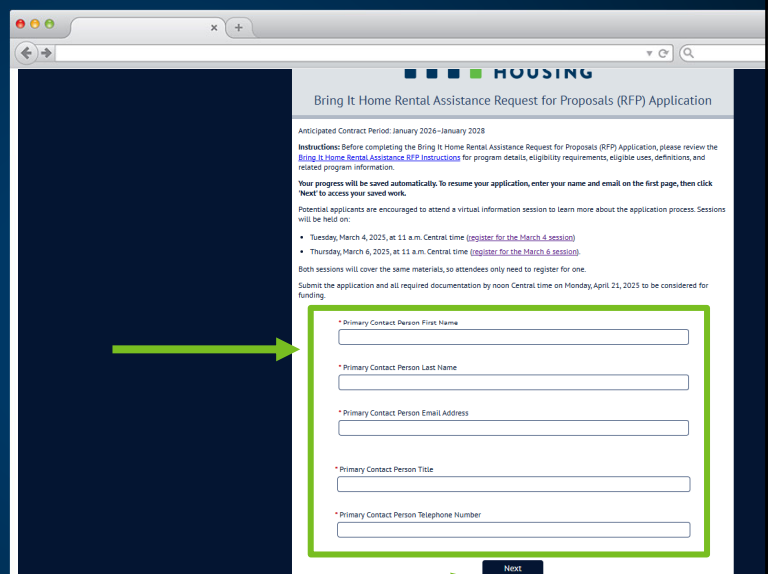
- Application is online only
- Linked on website



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## How to complete the Application

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



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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

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 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

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"

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

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 C Project Information

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

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

### 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 30% AHI, 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% AHI;
- 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

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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: - \$150 for vouchers 1-5 - \$140 for vouchers 6-10 - \$130 for vouchers 11-15 - \$100 for vouchers 16+</small>			
37	Administrative Fee	\$0	
38	Subtotal	\$0.00	
<b>Totals</b>			
		Proposed Year 1 Budget	
42	Startup Costs	\$0.00	
43	Rental Assistance	\$0.00	
44	Administrative Fees	\$0.00	
45	Year 1 Total		
		Proposed Year 2 Budget	
48	Rental Assistance	\$0.00	
49	Administrative Fees	\$0.00	
50	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.

Previous Next

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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

The screenshot shows a web browser window displaying the 'D. Rental Assistance Options & Workplans' form. The form title is 'D. Rental Assistance Options & Workplans'. Below the title, there is a paragraph of text: '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:'. This is followed by a bulleted list of requirements: 'Maximum household income of 50% AHI, 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% AHI; 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.' Below the list, there is a section titled 'Select all options that apply:' with three radio button options: 'Option 1: Existing Procedures.', 'Option 2: Amended Procedures.', and 'Option 3: Alternative Plan.'. The 'Option 1: Existing Procedures.' option is selected. Below this, there is a note: '\* Indicate which existing procedures currently used for administering federal rental assistance will be followed:' followed by three radio button options: 'Housing Choice Voucher (HCV) Program', 'Moving to Work (MTW) Demonstration Program', and 'Native American Housing Assistance and Self Determination Act of 1996 (NAHASDA) or other Tribally based housing programs.'. At the bottom of the form, there are 'Previous' and 'Next' buttons. A green arrow points from the text on the left to the 'Option 1: Existing Procedures.' radio button, and a green bracket highlights the 'Housing Choice Voucher (HCV) Program' radio button.

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## Section D Option 2: Amended Procedures Option 3: Alternative Plan

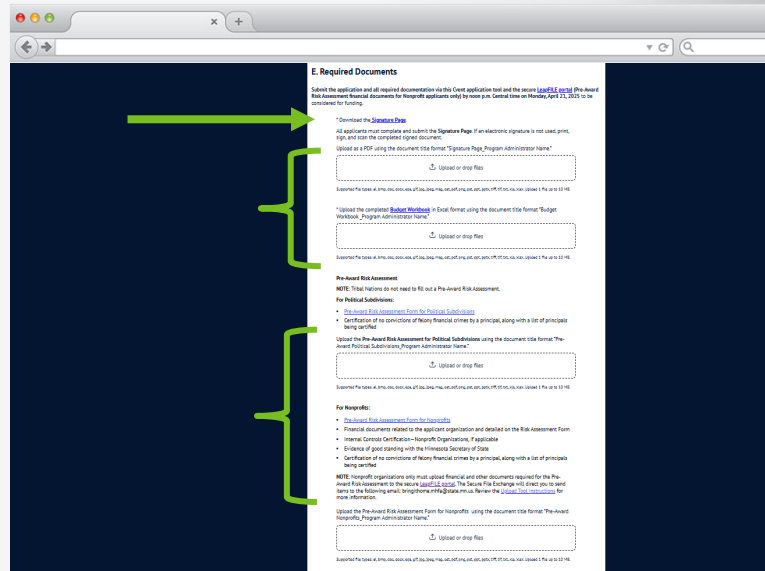
- Both options require additional information
- Option 2 - complete Attachment A
- Option 3 - complete Attachment B
- Upload Attachments at the end of the application

The screenshot shows a web browser window displaying the 'D. Rental Assistance Options & Workplans' form. The form title is 'D. Rental Assistance Options & Workplans'. Below the title, there is a paragraph of text: '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:'. This is followed by a bulleted list of requirements: 'Maximum household income of 50% AHI, 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% AHI; 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.' Below the list, there is a section titled 'Select all options that apply:' with three radio button options: 'Option 1: Existing Procedures.', 'Option 2: Amended Procedures.', and 'Option 3: Alternative Plan.'. Both the 'Option 2: Amended Procedures.' and 'Option 3: Alternative Plan.' options are selected. At the bottom of the form, there are 'Previous' and 'Next' buttons.

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## Section E Required Documents

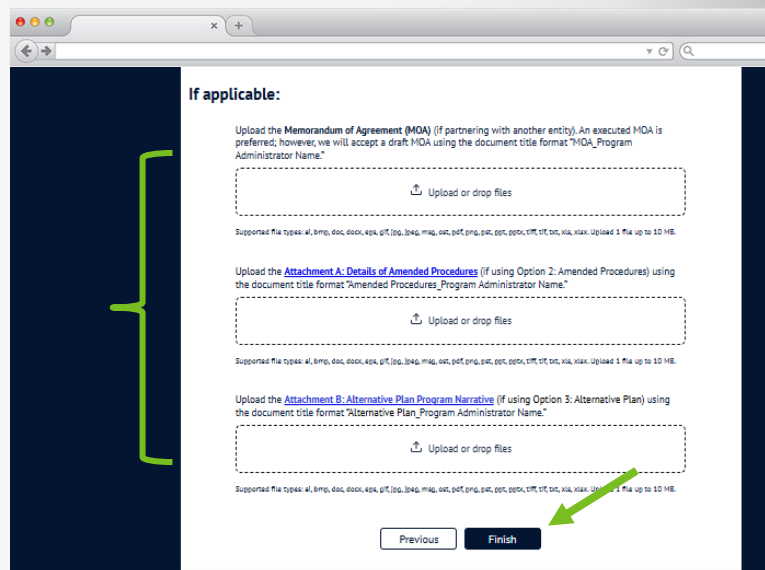
- Download and complete the Signature Page
- Upload Signature Page and Budget
- Download and complete the appropriate Pre-Award Risk Assessment
- Ensure the Pre-Award Risk Assessment documentation is fully completed. Incomplete submissions may cause significant delays
- NOTE: Tribal Nations do not need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



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## Section E Required Documents

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