



# Bring It Home Rental Assistance Due Diligence Session



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

# Staff

## **Local Government Housing Programs**

### Bring It Home Rental Assistance Program

Dani Salus – Manager

Peter Elwell – Program Policy Specialist

Cassi Reissmann-Doring – Program Manager

# Agenda

|                  |                     |
|------------------|---------------------|
| 1:00 – 1:05 p.m. | Welcome & Overview  |
| 1:05 – 1:30 p.m. | Due Diligence Items |
| 1:30 – 1:40 p.m. | Using Box (Demo)    |
| 1:40 – 1:45 p.m. | Next Steps          |
| 1:45 – 2:00 p.m. | Questions           |



# Our Vision & Mission

All Minnesotans live and thrive in a stable, safe and accessible home they can afford in a community of their choice.

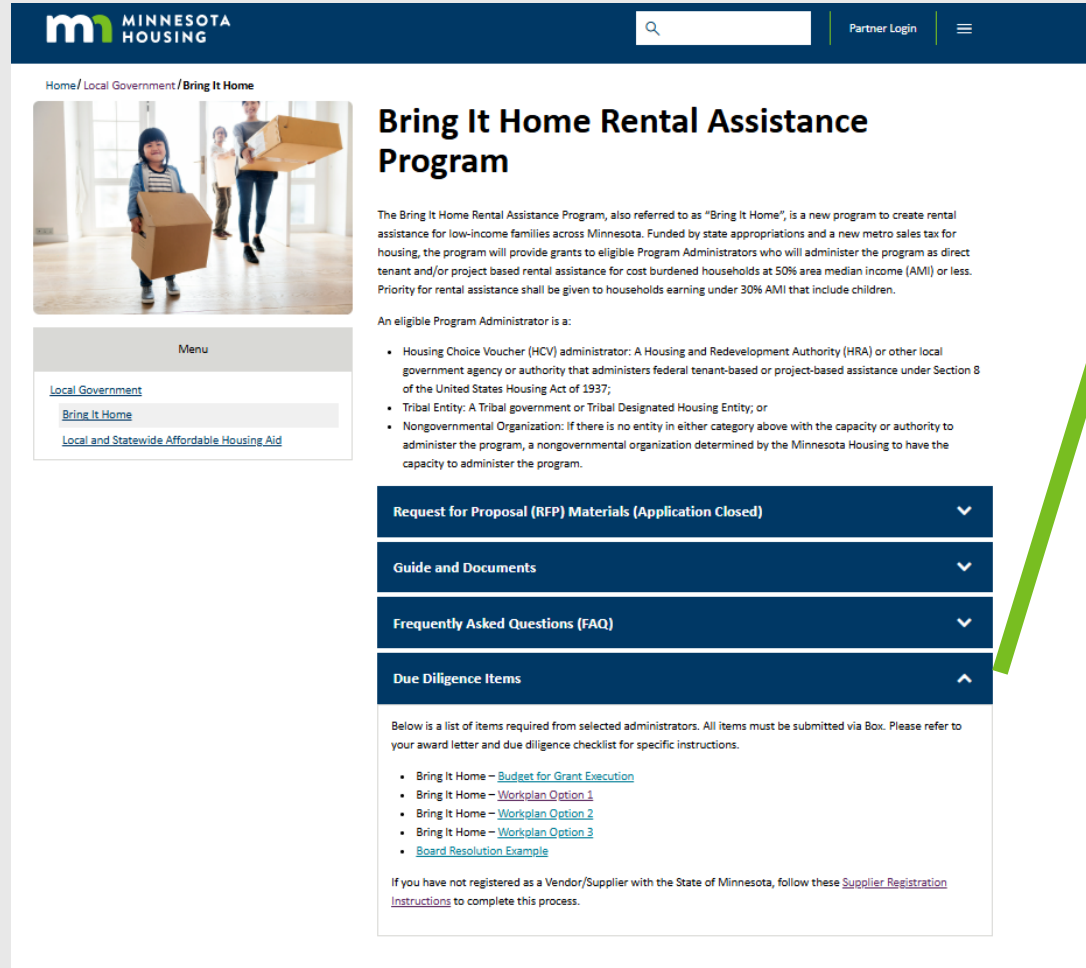
Housing is foundational to a full life and a thriving state, so we equitably collaborate with individuals, communities and partners to create, preserve and finance housing that is affordable.

# Due Diligence Overview

- Required before contract execution
- Grant contract must be executed before funds are expended or costs incurred
- We're here to support you through the process



# Where to find Due Diligence Materials



**m1 MINNESOTA HOUSING**

Home / Local Government / Bring It Home

## Bring It Home Rental Assistance Program

The Bring It Home 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 a new metro sales tax for housing, the program will provide grants to eligible Program Administrators who will administer the program as direct tenant and/or project based rental assistance for cost burdened households at 50% area median income (AMI) or less. Priority for rental assistance shall be given to households earning under 30% AMI that include children.

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**Request for Proposal (RFP) Materials (Application Closed)**

**Guide and Documents**

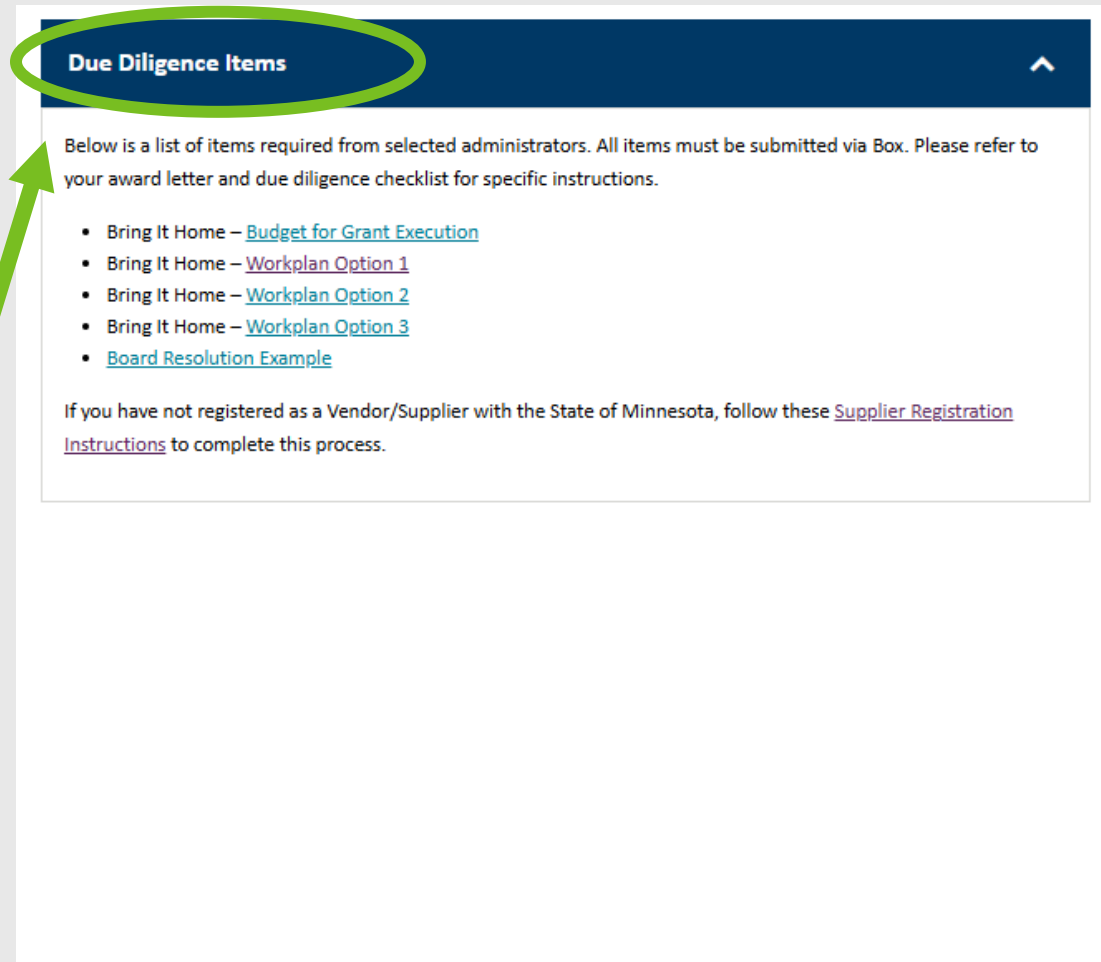
**Frequently Asked Questions (FAQ)**

**Due Diligence Items**

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- Bring It Home – [Budget for Grant Execution](#)
- Bring It Home – [Workplan Option 1](#)
- Bring It Home – [Workplan Option 2](#)
- Bring It Home – [Workplan Option 3](#)
- [Board Resolution Example](#)

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# Due Diligence Items: Board Resolution

- **Board Resolution:** Specific to the grant, including the grant amount and name of authorized person



# Due Diligence Items: Budget

- **Budget:**
  - Use the Bring It Home – Budget for Grant Execution template
  - Adjust your RFP budget to match your final award amount
  - Review and update: Start-Up Costs, HAP/Admin Fees, Number of Voucher

**Bring It Home Rental Assistance Program**  
Budget Exhibit B

Program Administrator Name:

SWIFT Vendor Number   
10 digit number with a 3 digit location (e.g. 0000000000 - 000)

| Startup Costs  |                 |
|--|-----------------|
| <i>Startup costs are intended to be used for the first 12 months of the Bring It Home Rental Assistance Program and may include any necessary expenses to establish and quickly disperse funds, before administrative fees are fully realized. Please fill out the proposed budget amounts as well as the narrative portion at the bottom.</i> | Proposed Budget |
| <b>Initial Staffing</b>  |                 |
| Advertising and recruitment for program staff  |                 |
| Onboarding, orientation and training for program staff   |                 |
| Initial salaries and benefits for program staff (# of staff _____)   |                 |
| <b>Marketing &amp; Outreach</b>  |                 |
| Materials for advertising and outreach (printing, website updates, social media, etc.)   |                 |
| Educational outreach for landlords   |                 |
| Educational outreach for service agencies  |                 |
| Educational outreach for potential participants  |                 |
| Translation and interpretation services  |                 |
| <b>Equipment &amp; Technology</b>  |                 |
| Software updates and licensing fees  |                 |
| Purchase of office equipment, furniture and technology   |                 |
| <b>Other Startup Costs</b>   |                 |
| Accounting and audit expenses  |                 |
| Legal fees related to the program  |                 |
| Other (please describe in notes)   |                 |
| Other (please describe in notes)   |                 |

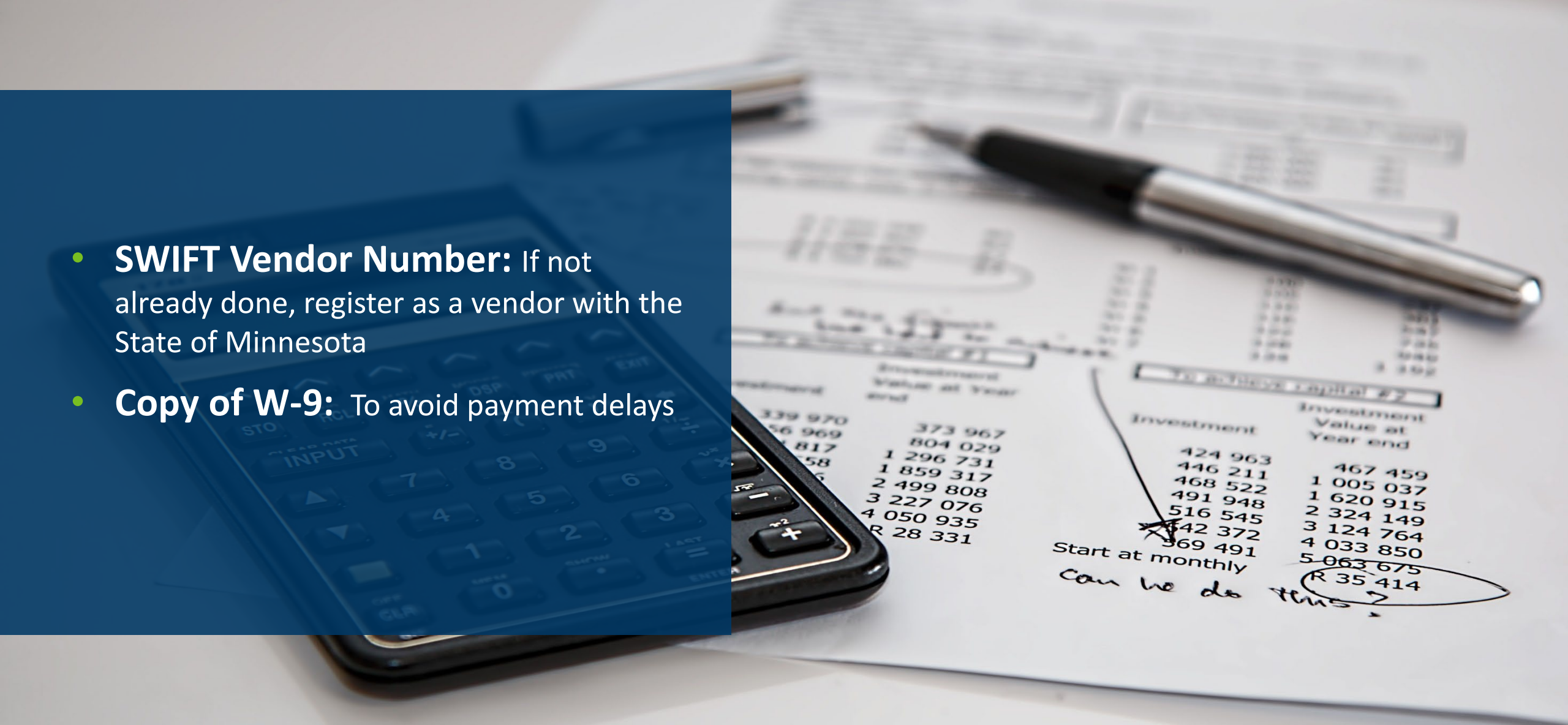
# Due Diligence Items: Budget

- **Budget:**
  - Awards (Minimum Grant Amounts) were based on past data - update estimates to reflect current rent levels
  - If you were awarded lower Start-Up Costs, contact us after this session
  - Use the bottom of budget to explain any revisions to Start-Up or HAP amounts

| <b>Totals</b>   |                               |
|---|-------------------------------|
|   | <b>Proposed Year 1 Budget</b> |
| Startup Costs   | \$0.00                        |
| Rental Assistance (HAP)   | \$0.00                        |
| Administrative Fees   | \$0.00                        |
| <b>Year 1 Total</b>   | <b>\$0.00</b>                 |
|   | <b>Proposed Year 2 Budget</b> |
| Rental Assistance (HAP)   | \$0.00                        |
| Administrative Fees   | \$0.00                        |
| <b>Year 2 Total</b>   | <b>\$0.00</b>                 |
| <b>Grand Total (Year 1-2)</b>   | <b>\$0.00</b>                 |
| <b>Proposed Total # of Vouchers</b>   | <b>0</b>                      |
| <b>Startup Costs Budget and Projected Households</b>  |                               |
| <p>Expectation: The Grantee must adjust its budget and proposed number of households to match the award provided by MHFA. intent of the initial application. If the budget and outputs have not been changed from your initial application, you may skip the originally proposed use of:</p> <ul style="list-style-type: none"> <li>•Details of any revisions to the Start Up Costs based on the award amount</li> <li>•Details of any revisions to the number of proposed households served based on the award amount</li> </ul> |                               |

# Due Diligence Items: Vendor ID Number

- **SWIFT Vendor Number:** If not already done, register as a vendor with the State of Minnesota
- **Copy of W-9:** To avoid payment delays




# Due Diligence Items: Workplan

- **Workplan:**

Submit a workplan for each administrative option you plan to use

Use applicable template(s)

RFP-submitted plans can serve as a helpful reference



**Due Diligence Items**

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# Due Diligence Items: Workplan Option 1



## Bring It Home Rental Assistance (BIH) Option 1 Existing Procedures Work Plan [Exhibit A]

The purpose of this BIH Work Plan is to outline the basic parameters that will be used in administering Option 1. The BIH Work Plan must be submitted and approved by Minnesota Housing Finance Agency (MHFA) prior to the execution of the Grant Contract Agreement.

Grantees must follow the state eligibility criteria for households allowable by the program (see section 2.02 of the [Program Guide](#)). Households are eligible to apply for the BIH Rental Assistance Program if they:

- Are a Minnesota resident;
- Have an annual income of up to 50% of the area median income as determined by the United States Department of Housing and Urban Development (HUD), adjusted for family size;
- Pay more than 30% of the household's annual income on rent;
- Are not receiving federal tenant-based assistance under Section 8 of the United States Housing Act of 1937, as amended; and
- Are not currently in a unit receiving project-based assistance under Section 8 of the United States Housing Act of 1937, as amended.

| OPTION 1 INFORMATION   | PROGRAM ADMINISTRATOR RESPONSE |
|--|--------------------------------|
| Which rental assistance program (HCV, MTW, NAHASDA) will the BIH program be modeled after?   |                                |
| Which inspection procedures (HQS, NSPIRE) will the BIH inspection procedure be modeled after?  |                                |
| Are there any identified populations to be served that will receive preference points other than households with children under the age of 18 and incomes below 30%? |                                |
| Will the BIH program allow rental assistance at up to 120% of the payment standard?  |                                |
| Will a separate waitlist be established for BIH applicants?  |                                |
| Name of Software Provider (Yardi, MRI, PHAweb, etc.)   |                                |



# Due Diligence Items: Workplan Option 3



## Bring It Home Rental Assistance (BIH) Option 3 Alternative Work Plan and Program Guidelines [Exhibit A]

The purpose of the BIH Work Plan is to outline the guidelines and activities that will be used to administer Option 3. The BIH Work Plan must be submitted and approved by Minnesota Housing Finance Agency (MHFA) prior to the execution of the Grant Contract Agreement.

Program Guidelines can be in a format of your choosing, but must contain the following elements as applicable:

### Program Overview

- Populations Served
  - Target population
  - Additional priority populations identified (in addition to requirements in [statute](#))
- Overview of Program Basics
  - Payment standard being used (identified by zip code if service area spans multiple counties)
  - Utility allowance
  - Eligibility criteria
    - Factors outside of what is required in statute
    - Definition of family and/or household

### Applications, Waiting List, and Tenant Selection

- Application process
- Waiting list management
  - Procedure for opening and closing waiting list
- How will priority populations be ranked (preference points)?
  - How do interested households apply?
  - How are households selected off the waitlist?
- Application review, approval, and/or denial process
  - Eligibility verification guidelines (such as residency, cost burdened, etc.)
- Timeline from Request for Tenancy Approval to Housing Assistance Payment Contract

### Voucher Issuance Meeting

- Voucher Issuance meeting procedure (meeting with an eligible household and providing them with their voucher)
- Determining family unit size
- Voucher search time and procedure to request an extension

### Income Determinations

- Annual income determination
  - Counted vs. not-counted income
  - Adjustments for identified deductions
- Verification of income
- Calculation of income and subsidy determination

### Inspection and Rent Reasonableness Determinations

- Inspection process
  - Physical standards
  - Who performs inspections
  - Frequency of inspections
  - Inspection failure enforcement
- How rents will be determined to be reasonable (unit comparison, other method)
- Landlord eligibility or disqualifications
- Length of lease requirements

### Recertifications

- Annual recertification procedures and timeline
  - Recertifying annual eligibility
- Interim recertifications

### Termination of Rental Assistance

- Grounds for termination of rental assistance
- Termination procedure
  - Informal review/appeals procedure

### Partnerships

- Landlord responsibilities
- Community partnerships identified
  - Partner named and responsibilities listed
- Tenant outreach
- Property owner outreach and retention plan
- Marketing plan

### Program Integrity

- Preventing fraud and program abuse

### Program Administration

- Tenant file procedures
  - Electronic or physical
  - List of documents within file
- Applicant tracking procedure
- Tenant tracking procedure

# Due Diligence Items: Other

- **Signed MOA:** Between two partnered administrators (if applicable)
- **Organization's Bylaws:** States the legal name of the organization



# Submitting Documents Using Box

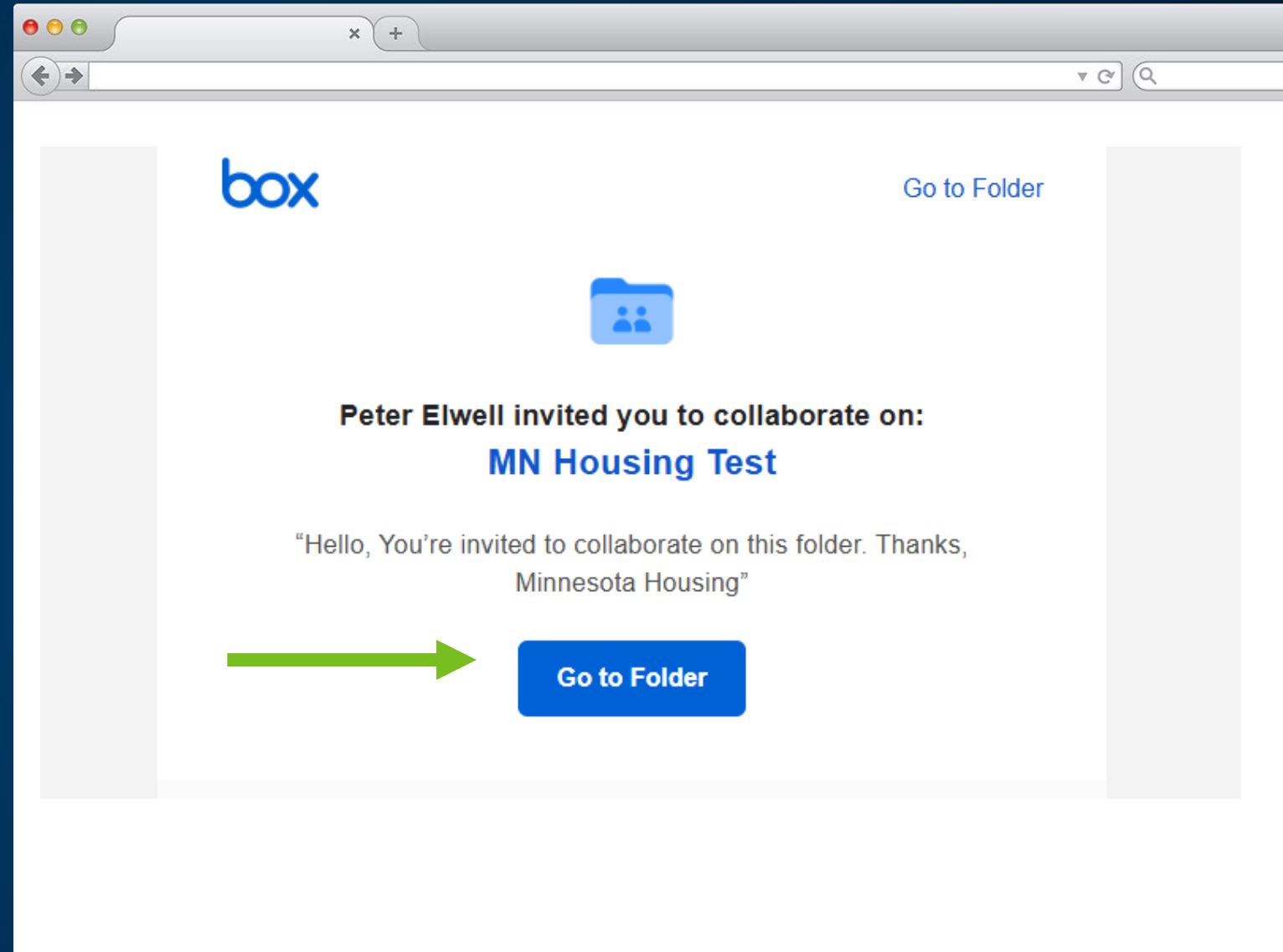
- Each grantee will use Box to upload all required due diligence items
- You'll receive a secure folder created just for your organization
- This section will walk you through the steps



# Submitting Documents

## Box Folder Invitation

- Receive an email invitation from Minnesota Housing staff via Box
- Email will include a link to your individual grantee folder
- Click the link to access the folder



# Submitting Documents

## Logging In or Signing Up

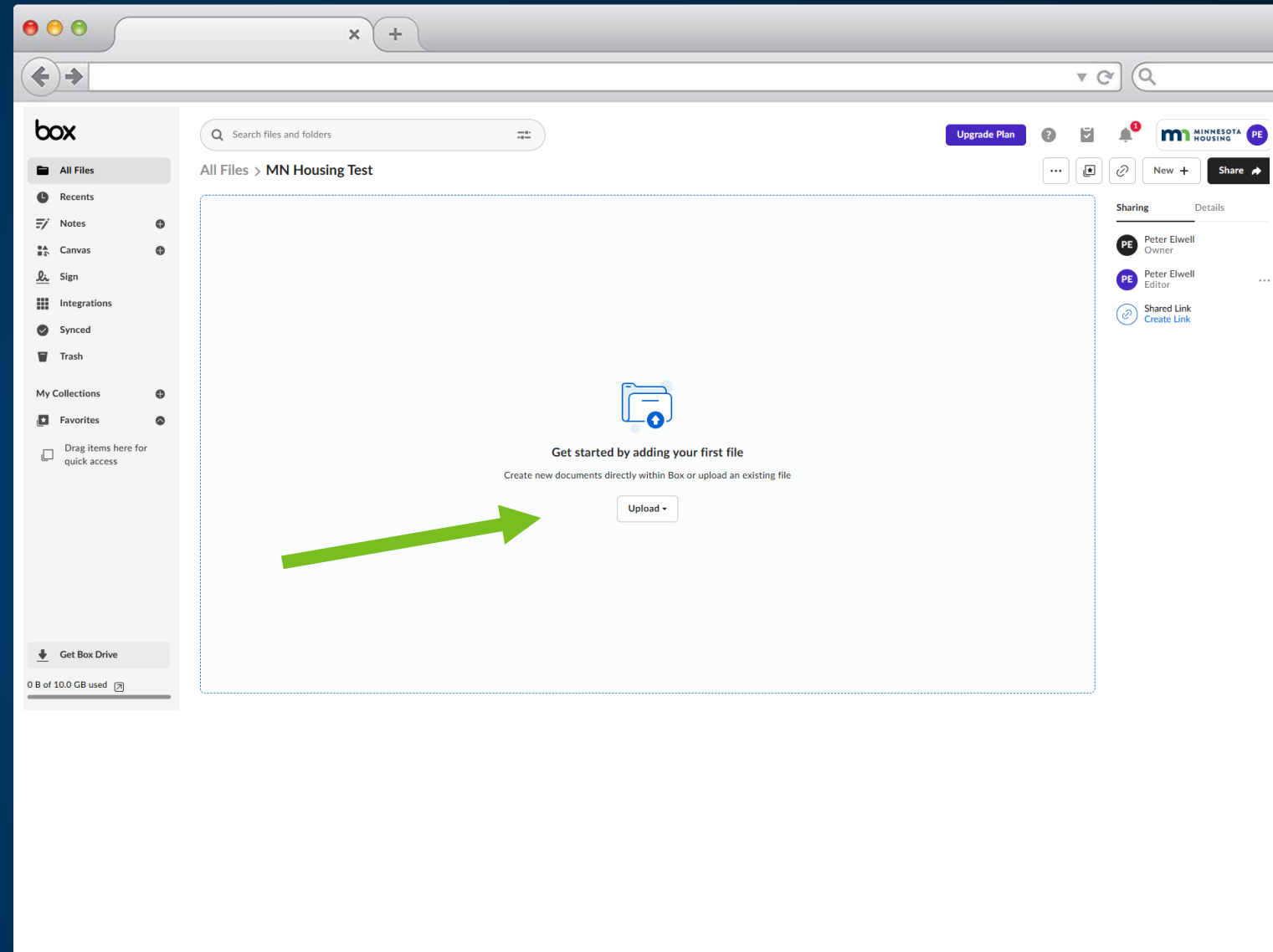
- If you already have a Box account, sign in
- If not, register for a free account using the invited email
- You must use the same email the invitation was sent to

The screenshot shows the Box website interface. At the top, there is a blue navigation bar with the 'box' logo, language settings (English (US)), a phone number (1-877-729-4269), and a 'Log In' button. Below the navigation bar, the main heading reads 'Start Using Your Box Account Today' with a sub-heading 'Tell us a bit about yourself'. On the left, there is a 'Sign In to Your Account' form with an 'Email Address' field containing the placeholder 'Enter Your Email', a 'Next' button, and a 'Reset Password' link. On the right, there is a registration form with a green border. This form includes fields for 'Full Name', 'Business Email Address', and 'Password'. Below these fields is a checkbox for 'I am human' and a 'Get Started' button. To the right of the registration form, there is a section titled 'Your Current Plan: Box Individual' which lists features: '10 GB Storage', '250 MB file upload limit', and '1 file version', along with a '+ Show More Features' link. At the bottom of this section, it says 'Today's Total Free'. A green arrow points from the 'Sign In to Your Account' form towards the 'Get Started' button on the registration form.

# Submitting Documents

## Uploading Your Files

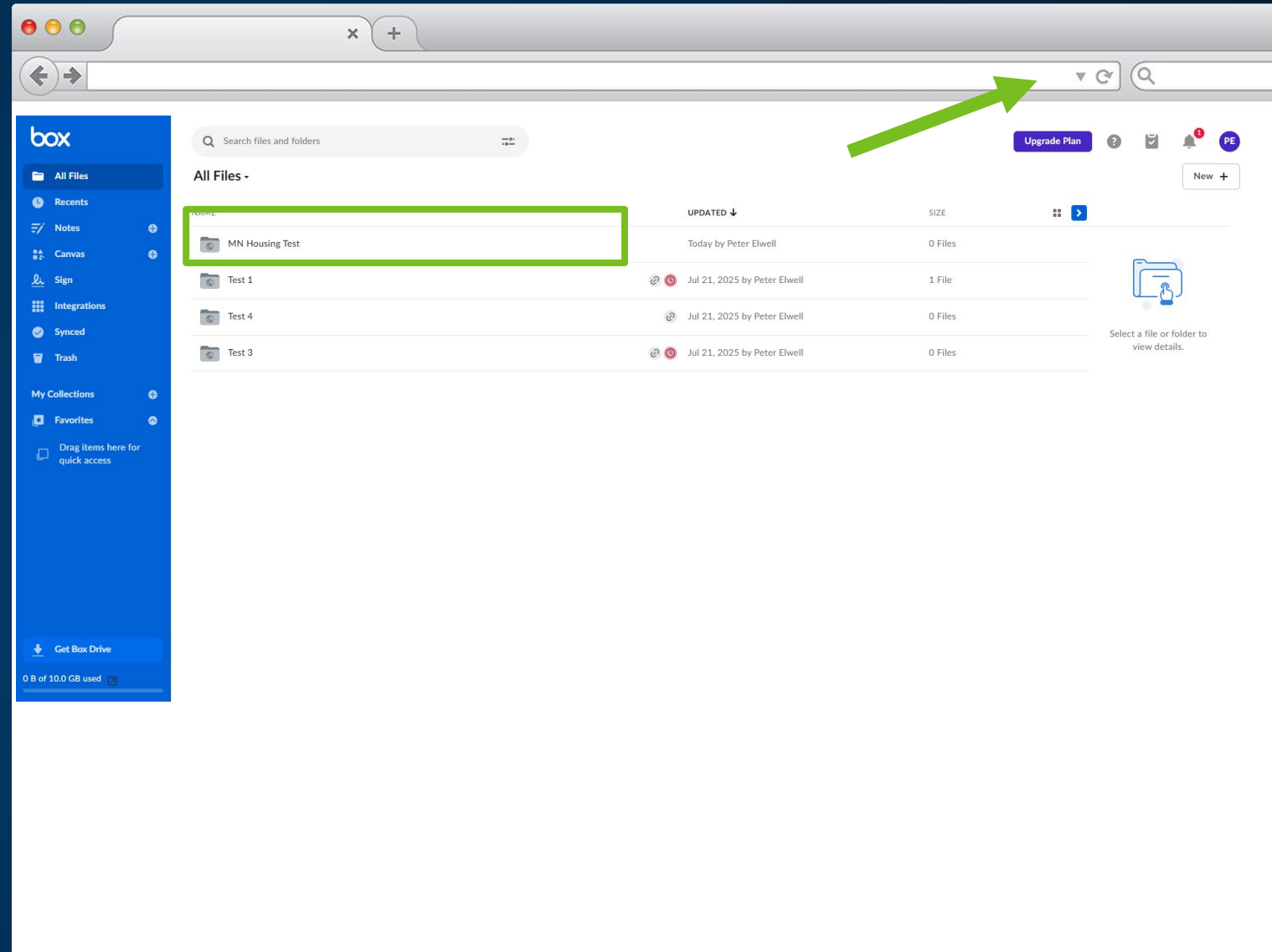
- Drag and drop files into the folder
- Or click “Upload” > “Files” to select from your computer
- Rename files clearly (“Board Resolution – Org Name”)
- Upload each document separately



# Submitting Documents

## Accessing Your Folder in the Future

- Bookmark the link to your folder for quick access
- Or log in to Box using your account
- You must be signed in to access your folder



# Submitting Documents

## Inviting Other Staff

- Select your folder in Box
- Click “Share” and enter their email address
- Set their permission level (Editor = can upload/edit)

The screenshot displays the Box web interface. On the left is a blue sidebar with navigation options like 'All Files', 'Recents', 'Notes', 'Canvas', 'Sign', 'Integrations', 'Synced', 'Trash', 'My Collections', and 'Favorites'. The main area shows a list of files and folders under 'All Files -'. A folder named 'MN Housing Test' is highlighted with a green box, and a green arrow points to its 'Share' button. Below this, a 'Share 'MN Housing Test'' dialog is open, showing an 'Upgrade Your Plan' message, an 'Invite People' section with a text input field for adding email addresses, and a 'Share Link' section with a 'Create shared link' toggle. A second, larger 'Share 'MN Housing Test'' dialog is overlaid on top, showing the same 'Upgrade Your Plan' message, the 'Invite People' section with 'staff@gmail.com' entered, and a 'Message (optional)' text area. A green arrow points to the 'Add names or email addresses' input field in the first dialog.

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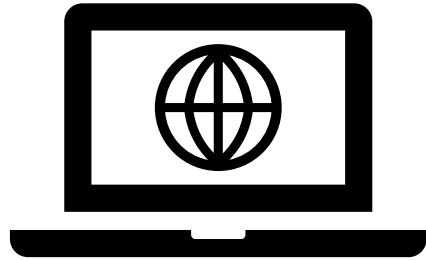
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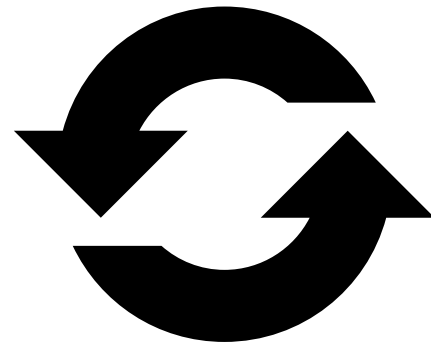
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# Next Steps



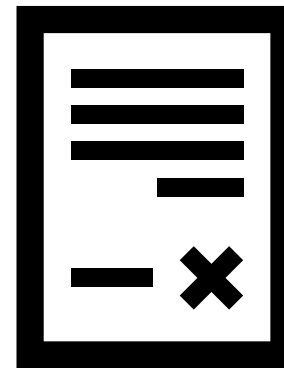
## Submit Documents

*Submit all due diligence documents via your Box*



## Review & Collaborative Follow-Up

*Minnesota Housing reviews submissions and follows up with any needed revisions or clarifications*



## Contract Routing

*Contract routed for electronic signature via DocuSign*



## Grant Contracts Begin

*Once fully executed, you can start spending funds*

A photograph of a man carrying a young child on his shoulders. The man is wearing a light blue t-shirt and a grey jacket with a yellow lining. The child is wearing a dark green beanie with pom-poms and a dark jacket. They are outdoors, with a blurred background of a path and greenery. A dark blue horizontal band is overlaid across the middle of the image, containing the word "Questions" in white text.

# Questions

# Thank you!

Additional questions:

[BringItHome.MHFA@state.mn.us](mailto:BringItHome.MHFA@state.mn.us)