



Bring It Home Rental Assistance Minnesota NAHRO 2025 Annual Conference



Housing is the foundation for success. | 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

1:30 – 1:35 p.m.	Welcome & Overview
1:35 – 1:40 p.m.	Program Oversight and Key Processes
1:40 – 1:55 p.m.	Advance Payment and Disbursement procedures
1:55 – 2:00 pm	Financial Reconciliation
2:00 – 2:05 p.m.	Monitoring
2:05 – 2:20 p.m.	Reporting Procedures
2:20 – 2:30 p.m.	Required Program Forms
3:00 – 4:30 p.m.	Round Table Discussions

NOTE: All forms shown here are drafts and may be subject to change.

An aerial photograph of a suburban neighborhood. The image shows a mix of green fields, clusters of trees, and a winding road. The sky is a clear, deep blue. The overall scene is peaceful and represents a typical residential area.

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.

Program Oversight

- Large program with significant visibility and scrutiny, including from Legislature and Governor's Office
- Must comply with Office of Grants Management (OGM) requirements and guidance
- Work with Program Administrators through the grant lifecycle



Program Oversight: Key Processes

- **Disbursement Request** – the process and form through which a Program Administrator asks for funds
- **Financial Reconciliation** – compares grantee's request for payments for a given period with supporting documentation to verify accuracy and proper use of funds
- **Monitoring** – review progress against grant goals, ensure compliance, address challenges, and assess any training needs
- **Reporting** – grantees submit updates on programmatic outcomes on the larger scale



Overview of Advanced Payments & Disbursement Procedures

- We are separating what is needed for disbursements from what is required for reporting
- List of participants receiving HAP will not be required
- List of over/under payments will not be required for disbursements
- Goal is quick disbursement of HAP and Admin
- Supporting documentation requirements differ for Start Up Costs and HAP



Advanced Payments: Start Up Costs

- Request can be made only after grant contract execution
- Advance of up to 50% of Start Up Costs
- Expenses will be tracked against advance
- 75% of start up advance needs to be expended before more funds released



Supporting Documentation

Start Up Costs

- Receipts for expenditures like marketing, equipment, etc.
- Staff time calculation – need to show amount paid and proration



Expense Tracking Form for Start Up Costs

Bring It Home Rental Assistance Program

Startup Costs Tracking

Minnesota's Favorite Housing Redevelopment Authority

DRAFT

Amount Awarded:	\$	30,000.00
50% Advanced	\$	15,000.00
Approved Supporting Documents	\$	(750.00)
Balance of Advance Needing Documentation	\$	14,250.00

Budget

	Budget	Budget Modifications	Updated Budget
Startup Costs			
Initial Staffing			
Advertising and recruitment for program staff	\$ 5,000.00	\$ (1,000.00)	\$ 4,000.00
Onboarding, orientation and training for program staff	\$ 10,000.00	\$ 1,000.00	\$ 11,000.00
Initial salaries and benefits for program staff (# of staff _____)			\$ -
Marketing & Outreach			
Materials for advertising and outreach (printing, website updates, social media, etc.)	\$ 4,000.00		\$ 4,000.00
Educational outreach for landlords	\$ 2,000.00		\$ 2,000.00
Educational outreach for service agencies			\$ -
Educational outreach for potential participants	\$ 1,000.00		\$ 1,000.00
Translation and interpretation services			\$ -
Equipment & Technology			
Software updates and licensing fees	\$ 5,000.00		\$ 5,000.00
Purchase of office equipment, furniture and technology	\$ 3,000.00		\$ 3,000.00
Other Startup Costs			
Accounting and audit expenses			\$ -
Legal fees related to the program			\$ -
Other (please describe in notes)			\$ -
Other (please describe in notes)			\$ -
Startup Costs	\$ 30,000.00	\$ -	\$ 30,000.00

Expenditure Tracking

Submitted Documentation	Expenditure Documentation Approved
10/15/2025	11/1/2025
\$ 1,000.00	\$ 500.00
\$ 250.00	\$ 250.00
\$ 1,250.00	\$ 750.00

Advanced Payments: HAP

2 Months of HAP Advanced

- Start submitting reimbursement requests by the 15th of the first month you start making HAP payments
- Staff will prioritize HAP reimbursements
- Will not be dependent on Start Up Cost review



Supporting Documentation

HAP

- Report from accounting software showing check number, payment amount, recipient (landlord)
- Bank statement showing check number, payment amount



Disbursement Form for HAP & Admin

Bring It Home Rental Assistance Program

HAP/Admin Reimbursements

Minnesota's Favorite Housing Redevelopment Authority

2 Year HAP Amount	\$	200,000.00
Amount Advanced	\$	10,000.00
Total Approved and Disbursed	\$	5,000.00
Balance of HAP Grant	\$	185,000.00

2 Year Admin Amount	\$	75,000.00
Total Approved and Disbursed	\$	750.00
Balance of Admin Grant	\$	74,250.00

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Housing Assistance Payments

Reimbursement Tracking

Grant Amount		Initial Funds Disbursed--2 months	Month 1 Reimbursement Requested	Funds Approved and Disbursed	Month 2 Reimbursement Requested	Funds Approved and Disbursed	Month 3 Reimbursement Requested	Funds Approved and Disbursed
		10/1/2025	11/5/2025	11/15/2025	(enter date)	(enter date)	(enter date)	(enter date)
HAP	\$200,000.00	\$10,000.00	\$5,000.00	\$5,000.00				
HAP	\$200,000.00	\$10,000.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00

Administrative Fees

Reimbursement Tracking

Grant Amount		Month 1 Vouchers issued	Amount Requested	Funds Approved and Disbursed	Month 2 Vouchers issued	Amount Requested	Funds Approved and Disbursed
		10/1/2025		11/15/2025	(enter date)		(enter date)
Admin	\$75,000.00						
# of Tenant Based Vouchers		2	\$300.00	\$300.00			
# of Project Based Vouchers		3	\$450.00	\$450.00			
Admin	\$75,000.00	5	\$750.00	\$750.00		\$0.00	\$0.00

Financial Reconciliation

- Compares payment requests for a given period with supporting documentation to ensure accuracy and proper use of funds
- Initial reconciliation within the first quarter after disbursement
- Additional reconciliations conducted throughout the grant term, including prior to final payment



Financial Reconciliation

- Example documentation we will be looking at during reconciliation:
 - Purchase orders
 - Receipts
 - Payroll records



Monitoring

- Includes review of participant files to verify completeness and accuracy
- Verifies compliance and alignment with program guidelines
- Initial visit within the first quarter after funds are disbursed
- Regular monitoring conducted by program staff
- Program Administrators submit quarterly narrative progress reports



Monitoring: Record Keeping and File Management

Annual Recertification

Document	If applicable	MHFA form	50058 can substitute
Tenancy Addendum			
Rent Calculation form			X
Bring It Home Application (required annually)		X	
Minnesota Government Data Practices			
Income verifications	X		
Asset verifications	X		
Medical expense verifications	X		
Childcare expense verifications	X		
Reasonable Accommodation form/documentation	X		
Release of information			
Rent Increase documentation	X		
Inspection reports	X		
Unit approval or failed inspection notices (as required per Administrative Plan)	X		
Correspondence related to action			

Interim Recertification

Document	If applicable	MHFA form	50058 can substitute
Tenancy Addendum			
Rent Calculation form			X
Interim change trigger forms (e.g., changes in income, household composition, rent increase)			
Income verifications	X		
Asset verifications	X		
Medical expense verifications	X		
Childcare expense verifications	X		
Reasonable Accommodation form/documentation	X		
Rent Increase documentation	X		
Correspondence related to action			

Voucher and Lease Documents

Document	If applicable	MHFA form	50058 can substitute
Issued Bring It Home voucher document showing search dates		X	
Request for Tenancy Approval form			
Signed lease agreement			
Lead-based paint disclosure form	X		
Verification that the landlord owns the unit being rented			

Notices and Correspondence

Document	If applicable
Termination warnings or termination notices	X
Reasonable accommodation requests and approvals	X
Participant grievance or appeal documentation (as required per Administrative Plan)	X
Program Violation warnings	X

Monitoring: Record Keeping and File Management

Household Eligibility Documentation and Initial Certification

Document	If applicable	MHFA form	50058 can substitute
HAP or PBV contract		X	
Tenancy Addendum			
Verification that shows household was selected off waitlist properly			
Rent/Income Calculation form			X
Utility allowance schedule			X
Payment standard documentation			X
Rent reasonableness documentation	X		
Bring It Home Application		X	
Minnesota Government Data Practices Act Disclosure Statement			
Verifications			
Proof of Minnesota Residency			
Copy of photo identification			
Income verifications			
Asset verifications	X		
Medical expense verifications	X		
Childcare expense verifications	X		
Current lease or proof of cost-burdened status			
Reasonable Accommodation form and documentation	X		
Release of information			
Inspection reports			
Unit approval or failed inspection notices			
Letters sent to applicant to show when they were selected off waitlist			
Additional correspondence as needed	X		

Reporting

- Emphasis on ease for Program Administrators
- Ability to report outcomes to Legislature, Governor's Office and key stakeholders
- Focus on simple entry and export of required data elements



Reporting Procedures: Template

Bring It Home Rental Assistance Program

Household Reporting - Applicant Data Collection

[illegible]

Total number of households currently on waitlist

Bring It Home Rental Assistance Program

Household Reporting - Tenant Data Collection

[illegible]

Reporting Procedures: Process

- Quarterly report submission
- Data export supported by most software providers
- Manual reporting template available if needed



Required Program Forms

- Minnesota Housing will require Program Administrators to use standardized templates for:
 - Application
 - Voucher
 - HAP Contracts



Required Program Forms: Application

- Application is still actively being formatted
- Based off common HCV applications
- Can be uploaded into software for online applications



Bring It Home Rental Assistance Participant Application

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The Bring it Home Rental Assistance Program, also referred to as “Bring It Home,” is a new program created to provide rental assistance for low-income families across Minnesota.

To be eligible for this program, applicants must:

- Be a Minnesota resident
- Have an annual income of up to 50% of the area median income, adjusted for family size
- Household is paying more than 30% of the household’s income on rent or unhoused
- Household is not currently receiving federal tenant-based or project-based assistance under Section 8 of the United States Housing Act of 1937, as amended

Priority for rental assistance must be given to:

- Households with children 18 years of age and under
- Household annual incomes of up to 30% of area median income
- Other priority populations identified by the Program Administrator

Instructions

When filling out this application, use legal names for all household members. All household members above 18 must sign this application certifying that the information is true and accurate to the best of their knowledge.

Required Program Forms: Application

Head of Household (HOH) Information

- Full Name (First, Middle, Last)
- Address
- Phone Number
- Email
- Caseworker Information (if applicable)
- Primary Language
- Do you want an interpreter? (Y/N)
- Current Rent Amount (if renting)
- Are you in a current rental agreement with a signed lease?

Household Information

Current housing status:

- ☐ Own
- ☐ Rent
- ☐ Emergency shelter
- ☐ Hospital
- ☐ Living temporarily with friends/relatives
- ☐ Service provider
- ☐ Jail
- ☐ Hotel
- ☐ None
- ☐ Other

Is anyone in your household pregnant?

All Household Members (including head of household):

Full Name	Relationship to HOH	Date of Birth	Race	Ethnicity	Gender	Disability (Y/N)	Full-Time Student (Y/N)

Household Income

List the monthly amount of gross income that your household receives. Gross income is the total income received before subtracting taxes or other deductions. All income listed will require additional proof to be provided.

Source of Income	Monthly Amount	Household Member	Information (company name/case number)
Employment	\$		
Employment for other HH member	\$		
Employment for other HH member	\$		
Social Security	\$		
Social Security for other HH member	\$		
Social Security for other HH member	\$		
SSDI	\$		
SSDI for other HH member	\$		
SSDI for other HH member	\$		
Annuities	\$		
Insurance Policies	\$		
Retirement Funds	\$		
Pension	\$		
Unemployment	\$		
Workers Compensation	\$		
Severance Pay	\$		
TANF/MFIP/MSA/GA	\$		
Alimony	\$		
Child Support	\$		
Regular Contribution/Gifts	\$		
Other	\$		
Other	\$		
Other	\$		
Other	\$		

Required Program Forms: Application

Household Assets (as needed per Administrative Plan)

List all current amounts of assets in your household. All assets listed will require additional proof to be provided.

Source of Income	Current Amount	Household Member	Information (company name where assets are held)
Savings Account	\$		
<i>Savings for other HH member</i>	\$		
<i>Savings for other HH member</i>	\$		
Checking Account	\$		
<i>Checking for other HH member</i>	\$		
<i>Checking for other HH member</i>	\$		
Cash	\$		
Revocable Trust	\$		
Rental Property Equity	\$		
Stocks/Bonds/CD/Mutual Funds	\$		
Retirement/401(K)	\$		
Annuity	\$		
Pension	\$		
Life Insurance Policy	\$		
Personal Property	\$		
Other	\$		
Other	\$		
Other	\$		

Household Expense Information

Does your household have childcare expenses (daycare, before/after school care) that allows the head of household to work or go to school full-time? (Y/N)

If yes, enter monthly amount paid: _____

Does your household have out of pocket medical expenses? This is only considered if the head of household is elderly or disabled.

If yes, enter monthly amount paid: _____

Priority Population Verification* (PAs may use additional priority populations but not all listed here)

Does your household have children aged 18 or younger? (Y/N)

Is your household's annual income less than 30% of the Area-Median-Income? (Y/N)

Emergency Contact

Do you give permission to anyone outside of your household to help with this application process? (Before being able to speak with this individual, we will need a release of information.)

If yes, what is their name and contact information:

If you have a caseworker, please write that information here:

Signatures From All Adults

By signing this form, you are certifying that, to the best of your knowledge, the provided information is true and accurate.

Head of Household Signature: _____

Other Adult Signature: _____

Other Adult Signature: _____

Other Adult Signature: _____

Other Adult Signature: _____

Other Adult Signature: _____

Required Program Forms: Voucher

- Bring It Home Voucher is modeled after the Housing Choice Voucher
- Signature will be required by both Program Administrator and Head of Household



Bring It Home Rental Assistance Voucher **DRAFT**

Privacy Notice. The household and Minnesota Housing Finance Agency (MHFA) must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by MHFA under this agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the household under this agreement. The civil remedies of [Minn. Stat. 13.08](#) apply to the release of the data referred to in this clause by either the household or MHFA. If the household receives a request to release the data referred to in this Clause, the household must immediately notify MHFA. MHFA will give the household instructions concerning the release of the data to the requesting party before the data is released. The household's response to the request shall comply with applicable law.

Read entire document before completing and signing the form.		Voucher Number Identifier
1. Insert unit size in number of bedrooms		1. Unit Size
2. Insert actual date Voucher issued to the household		2. Voucher Issued Date
3. Insert date Voucher expires after the date issued.		3. Voucher Expiration Date
4. Insert date Voucher expires after the extension (if applicable)		4. Voucher Extension Expiration Date
5. Name of Head of Household	Signature of Head of Household	Date Signed
Name of Program Administrator (PA)		
Name and Title of PA Official	Signature of PA Official	Date Signed

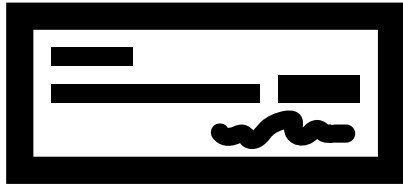
1. Bring It Home Rental Assistance Program

- The program administrator (PA) has determined that the above-named household (item 5) is eligible to participate in the Bring It Home Rental Assistance program. Under this program, the family chooses a decent, safe and sanitary unit to live in. If the owner agrees to lease the unit to the family under the Bring It Home Rental Assistance program, and if the PA approves the unit, the PA will enter into a housing assistance payments (HAP) contract with the owner to make monthly payments to the owner to help the family pay the rent.
- The PA determines the amount of the monthly housing assistance payment to be paid to the owner. Generally, the monthly housing assistance payment by the PHA is the difference between the applicable payment standard and 30 percent of monthly adjusted family income. In determining the maximum initial housing assistance payment for the family, the PHA will use the payment standard in effect on the date the tenancy is approved by the PHA. The family may choose to rent a unit for more than the payment standard, but this choice does not change the amount of the PHA's assistance payment. The actual amount of the PA's assistance payment will be determined using the rent calculation standard of the PA.

2. Voucher

- When issuing this voucher, the PA expects that if the family finds an approvable unit, the PA will have the money available to enter into a HAP contract with the owner. However, the PA is under no obligation to the family, to any owner, or to any other person, to approve a tenancy. The PA does not have any liability to any party by the

Ongoing Submission Schedule



Disbursement Requests

Monthly



**Narrative Progress
Reports and Monitoring**

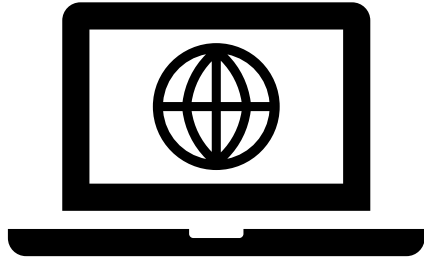
Quarterly



**Household Data
Reporting**

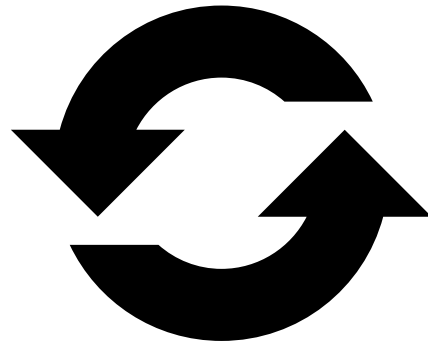
Quarterly

Next Steps



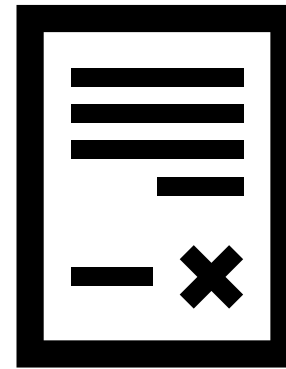
Submit Due diligence Documents

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



Batch Contract Routing

Contracts will be prepared in small batches and routed for electronic signature via DocuSign



Grant Contracts Begin

Once fully executed, you can start spending funds

A man in a grey jacket and white t-shirt is carrying a young child on his shoulders. The child is wearing a dark blue beanie with pom-poms and a dark jacket with a fur collar. 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 text "Round Table Discussions" in white.

Round Table Discussions

Thank you!

Additional questions:

BringItHome.MHFA@state.mn.us