

Guidance On Bring It Home Project-Based Vouchers

1. **Program Administrators must have a competitive RFP for any project-based voucher contract that is \$10,000 or more.** The RFP can be streamlined but must be in accordance with the Office of Grants Management bidding requirements.
 - A. Any services and/or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process.
 - B. Services and/or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.
 - C. Services and/or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.
 - D. The Grantee must maintain supporting documentation of the purchasing or bidding process used to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.

For the purposes of Bring it Home, the term “services” refers to the amount of the project-based voucher contract and “bids” refers to applications to receive project-based vouchers from a Program Administrator. Verbal applications will not be allowed for project-based vouchers.

There are two exceptions to the bidding requirements. First, if a Program Administrator places Project Based vouchers in a project that they own and operate, they do not need to hold a competitive process. Second, a Program Administrator may select a proposal to project base vouchers without an RFP when that proposal has been selected through a competitive process within the last three years.

2. **Program Administrators must use the contract in the format provided by Minnesota Housing** on the [Bring it Home](#) webpage.
3. **Program Administrators that wish to encumber more than 25% of their vouchers or 25 vouchers, whichever is greater, for proposed but not yet started new construction properties should contact Minnesota Housing for approval.** In these instances, Minnesota Housing will work with Program Administrators to balance utilization of available resources in the timeframe of the grant contract with the goal to support new construction housing.
4. **Program Administrators may choose whether to allow households that are in project-based voucher units to receive a tenant-based voucher after living in the unit for a year or more.** If Program Administrators elect to allow this, the policy must be applied to all project-based units in that services area.