

Bring It Home Rental Assistance Program Frequently Asked Questions – Addendum 3.24.2025

Bring It Home was established under [Minnesota Statute 462A.2095](#) as a statewide rental assistance program that provides tenant-based and project-based rental assistance through Program Administrators.

The information in this Frequently Asked Questions (FAQ) document is supplementary to the [Bring It Home Program Guide](#) and the FAQ document posted on February 25th, 2025.

In the event of any conflicts between the information in this document and the Bring It Home Program Guide, the information in the Bring It Home Program Guide will govern and control.

Please review the [Local Government Housing Programs](#) webpage and [Bring It Home Program Guide](#) for additional details, including program eligibility requirements, eligible uses, definitions and related information:

- 1. If we are project-basing vouchers, do we need to keep issuing Request for Proposals (RFP) until we fill all the units with the statutory priority population?**

Program Administrators may establish additional priority populations for your project-based voucher RFP based on local need. If the RFP has additional priority populations, then you can select projects that ~~if your RFP stated a priority for~~ provide units for households with children 18 and under AND income below 30% AMI or projects that serve the additional priority population.; selected Program Administrators must first award units to eligible proposals meeting the prioritization. After that, selected Program Administrators may make awards to secondary preference populations or other submitted proposals.

- 2. Are Program Administrators able to meet with Minnesota Housing before submitting an application to review an Option 3 proposal?**

Now that the Request for Proposals has been released, Minnesota Housing cannot meet with Program Administrators or applicants one-on-one. The application asks some questions about Option 3 proposals that are conceptual in nature; If selected for funding, Minnesota Housing will work with you on the details of an Option 3 implementation. Minnesota Housing cannot review budgets before submission of an application.

3. Will monthly reconciliation be required to submit reimbursements requests?

We anticipate the reimbursement request process will not involve the level of monthly Housing Assistance Payment reconciliation that other grant programs require. However, we will request back-up documentation to substantiate start-up cost reimbursements and Housing Assistance Payments. Program Administrators must maintain records and documentation to track grant utilization during the grant period.

4. How do we know if our service area will be covered if there is more than one HCV administrator in the area?

You will need to check directly with the other HCV administrators in your service area to see if they are applying to the program.

5. Can we use our public housing waitlist along with our HCV waitlist?

If your waitlists ~~have include~~ the statutory priority population ~~as the first preference~~ and allows for households up to 50% AMI, selected Program Administrators can use both waitlists to serve households with Bring It Home vouchers.

6. Are we required to use Housing Choice Voucher rent and subsidy calculations for Bring It Home?

Program Administrators are required to use your current Housing Choice Voucher calculation processes if you are applying under Option 1. If applying under Option 2 or 3, Program Administrators can propose changes to those calculations.

7. Do Program Administrators need to provide supportive services to families receiving rental assistance?

No. Program Administrators are not required to provide supportive services under the Bring It Home program. Supportive services are not an eligible use of Bring It Home program funds.

8. Has this program been attractive to developers in the creation of affordable housing?

Minnesota Housing has not had any direct conversations with developers regarding the Bring It Home program as it was created with the intentional choice to give local control to Program Administrators to meet their communities' needs.

9. Is there a requirement to use coordinated entry?

No. Bring it Home does not require Program Administrators to use coordinated entry.

10. Is the priority group 18 AND under or under 18?

The priority is for households with children 18 and under and that are at or below 30% AMI.

11. For start-up costs, if Program Administrators stay within the estimated range of annual administrative cost per administrator on an annual basis, will that be automatically approved?

No start-up cost requests will be automatically approved through the RFP. Minnesota Housing will use the scoring criteria as listed in the RFP Instructions and the narrative and explanation provided in your budget to determine reasonable administrative costs for each selected program administrator.

12. What do you see as the future of this funding? Has the legislature made a commitment to re-fund the program over a longer period of time?

This is a program with ongoing funding with a mix of sales tax and general fund resources. Funding for this program was added to Minnesota Housing's base budget for future biennia. Future legislatures could change the funding levels or mechanisms, as with any program, but Minnesota Housing is operating this as a permanent program.

13. Is AMI based on household size?

Yes, AMI for Bring It Home is the same calculation as HUD.

14. If we administer vouchers to multiple different service areas, do we need a Memorandum of Agreement (MOA)?

If you're already the HCV administrator for multiple different service areas, that would be covered in your minimum grant amount calculation and an MOA would not be

required. However, if you are partnering with other HCV administrators, a draft MOA will be required as part of the Bring It Home application.

15. Will there be additional, follow-up RFP training?

No. The information session recording will be posted on the [webpage](#) as well as tip sheets on how to fill out the application and the budget template.

16. How will Program Administrators know the FAQ was updated?

Minnesota Housing will send out an eNews when the FAQ is updated with additional information. If you have not signed up for eNews updates, we would encourage you to go to our [webpage](#) and sign up.

17. Are utility reimbursements allowable under this program?

Selected Program Administrators must provide utility allowances. Program Administrators are able to provide utility reimbursements if they choose. The amount of the reimbursement will be required to be capped at the amount of the utility allowance for that unit.

18. Is covering utility payments or deposits through Bring It Home HAP/Rental Assistance an option?

Utility payments, if included in rent, can be covered, as can utility reimbursements (see question 17). However, the statute does not allow for utility deposits or hookup fees. Program Administrators may create landlord incentives with administrative fees for deposits under option 2 or 3 requests.

19. What are the reporting requirements? What data is required and how often do we need to report?

Minnesota Housing is in the process of developing the reporting requirements, but the intent is to ask for information that is similar to what is collected on the HUD 50058.

20. Do you know which system we'll be reporting to?

Minnesota Housing's intent is that selected Program Administrators will be able to use your existing software for Bring It Home; you may work with your software company to

set up a module for the program. We will ask for reporting data to be exported out of your existing software in an excel format.

21. When Program Administrators submit their budget, should they submit the budget for the entire program when it's in use or a budget based on what they think we can use during the next two years?

That is up to the Program Administrator to decide. Once an application has been submitted, the dollar amount applied for is the maximum grant amount that can be considered for two years. Less is allowable but more is not. If the Program Administrator is under-utilized, the Program Administrator will be required to return unexpended funds.

22. Has Minnesota Housing been in communications with software companies and will reporting requirements easily integrate with existing reports?

We haven't had a lot of communication with software companies. We are hoping that whatever reporting you use in your current software, selected Program Administrators will be able to use for this program as well and that your software company could assist and advise on how to use your existing system for Bring It Home.

23. If we choose Option 2 for this first grant cycle, are we able to convert to Option 1 or Option 3 with the next grant cycle? And are changes allowed during a two-year grant cycle?

If your organization submits an application for the next grant period, you may change your selection at that time. If a selected Program Administrator wishes to change which Option is being used during the two-year grant period, it must be approved at Minnesota Housing's sole discretion and would require an amendment to the Grant Contract Agreement.

24. If awarded for the current application, will the next funding cycle be a competitive application process or auto awarded?

Currently the statute creating the program requires a competitive RFP process.

25. Will we need to change all forms from the federal forms? What forms will the program require?

Details are still being determined regarding what forms will be required for the program. Minnesota Housing will develop some forms while other forms will be developed by the selected Program Administrators. Minnesota NAHRO has discussed the possibility of offering templates to Program Administrators for a fee.

26. How will applicants be notified that their application has been successfully submitted?

Minnesota Housing will send an email to notify you that your application has been submitted.

27. Are there any requirements on the usage for administrative fees?

Administrative expenses covered by Administrative Fees are a fee for service on a per voucher per month basis and 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. Please see Section 2.30 of the Program Guide for additional information regarding administrative fees.

28. How should Program Administrators prioritize Project-Based Vouchers if the units are a mix of bedroom-size?

Program Administrators ~~are required to~~can-prioritize households with children 18 and under that are at or below 30% AMI and establish additional priority populations, regardless of bedroom size. ~~If no households of the priority population qualify for the open PBV units, Program Administrators can move onto the next priority population.~~

29. Because administrative fees are based on the number of vouchers issued, how does Minnesota Housing anticipate administrative fees to be distributed if there are more vouchers issued than vouchers allocated?

Minnesota Housing will cap the monthly administrative fees based on the number of vouchers that are allocated. If a selected Program Administrator proposed 100 vouchers and then issued 200 vouchers, the maximum monthly administrative fee amount that could be distributed is based on 100 vouchers.

30. For Program Administrators that currently have a Moving-To-Work HCV program where they allow developers to use a flat subsidy model, rather than having individual rent calculations, is there a threshold prohibition for a similar procedure under Bring It Home?

The program was designed to make housing affordable for households that are cost burdened. The statute states that a Program Administrator may provide tenant-based or project-based vouchers in amounts equal to the difference between 30% of household income and the rent charged. Therefore, Program Administrators should target tenant payment portions at 30% of a household's income. Minnesota Housing understands that some Administrative Plans allow tenant portions to go higher under certain circumstances (as noted in the Program Guide). If a Program Administrator wishes to use a flat subsidy model, the Program Administrator would have to ensure that a tenant's individual income is considered and that, unless necessary, does not cost burden the household.