



## Bring It Home RFP Support and Policy Options

Greetings from Minnesota NAHRO. Minnesota NAHRO is excited to support our members as they complete the RFP. We plan to provide samples and templates in two phases. The first phase will help our members apply for the RFP. This phase will have suggestions for program design under Option 2. These amended procedures are the bolded items listed on the chart below and represent about 30 items for consideration. Phase 1 resources are available to Minnesota NAHRO members at no charge.

### Phase 1 Overview – RFP Support

The following document provides some suggestions to help you complete the RFB for the Bring It Home program. The list below includes items under Option 2 which represent the many amended procedures to consider for your RFP. We have also provided a number of suggestions to consider.

First, it is recommended that each Program Administrator (PA) select Option 1. This indicates that your program will use your existing HCV procedures to administer the program unless otherwise modified.

Second, under Option 2 Amended Procedures (Attachment A), there are several items each HRA should consider selecting. By selecting these amended procedures, your agency will build in some flexibility and local control during the first contract period. Please note that your PA is not required to implement these procedures. Rather, as you determine what works best for your program, you will have these modifications available to help serve the households in need without amending your contract.

Finally, the list includes 3 approaches under Option 2. These three approaches have been identified as important modifications that will give your PA local flexibility once this new program is rolled out and we learn what works. The focus of these 3 approaches will help each PA to quickly deploy the BIH funds once awarded, create administrative efficiencies and allow for streamlined project-based vouchers. The three approaches include:

1. Amended procedures for BIH project-based vouchers
2. Amended procedures to prevent displacement and serve households in their current unit under their current lease (lease in place)
3. Amended procedures to allow for flat rent subsidy with streamlined administration (this may be more difficult to implement)

Minnesota NAHRO will provide examples for each of the bolded items on this list to help our members apply for the BIH program. The remaining policy issues, forms and local procedures will be provided during the implementation phase once BIH contracts are signed.

## Phase 2 Overview – Program Implementation Package

The second phase will be made available once the BIH contracts are signed sometime this fall. Phase 2 will provide templates and samples including forms, program check lists and implementation guidance including the remaining items on the list. Phase 2 will not be invoiced until after the contracts are signed so the expense can be included in the start-up budget. We ask each PA to include the Minnesota NAHRO Phase 2 program implementation package in the start-up budget. Minnesota NAHRO’s board has determined a cost of \$1000 per PA. Minnesota Housing is aware of this work and expects to see this item in the proposed budgets.

### List of Policy Options to Consider for Bring It Home RFP Option 2

**Bold items represent items to be considered for including in the RFP.**

**Red items represent modifications listed under Option 2 (Attachment A opt in)**

Remaining items will be addressed during the program implementation phase once contracts have been signed.

Subject Area	Issue	Policy Summary
BIH Households to be served	<b>Eligibility Criteria (those that differ from HCV)</b>	<ul style="list-style-type: none"> <li>• <b>Serve HHs with annual income up to 50% AMI</b></li> <li>• <b>Serve HH In place to prevent displacement (lease in place)</b></li> <li>• Other possible local preferences for BIH</li> </ul>
	BIH Priority Populations per statute	HH with children 18 and under with income below 30% AMI
	<b>Additional Priority Populations</b>	<ul style="list-style-type: none"> <li>• <b>Demonstration of local need &amp; evidence provided</b></li> <li>• <b>Serve HH In place to prevent displacement (in place)</b></li> </ul>
Residency & Portability	MOU & Service Area	<ul style="list-style-type: none"> <li>• <b>Residency: option to remove work or school</b></li> <li>• Options within service area subject to MOU</li> <li>• Otherwise Portability not allowed</li> <li>• Amount of time living in service area per HRA discretion (6 months, 1 year, etc)</li> </ul>
Initial Application & Waiting List	Initial application for Waiting List	Online options or portal (software providers)
	<b>Waiting List for BIH</b>	<ul style="list-style-type: none"> <li>• Use HCV waiting list to identify BIH priority population HH</li> <li>• <b>Create separate list with option for HH to remain on HCV list</b></li> <li>• Procedure/methodology to select BIH priority population HH</li> </ul>
BIH Application	To be provided by Minnesota Housing	

Household Characteristics & Eligibility	<b>Citizenship &amp; Immigration Status</b>	<ul style="list-style-type: none"> <li>• <b>Various forms of identification allowed</b></li> <li>• <b>Self-certification permitted &amp; options</b></li> <li>• Impact immigration status on household determination</li> </ul>
	Criminal History & Background Checks	<b>Options available differ from HCV (i.e. recently incarcerated)</b>
	<b>Household Options</b>	<b>Policy may differ HCV program now or in future</b>
	Income Verification	Types of Documentation required at discretion of HRA
<b>Voucher Issuance</b>	<b>Eligibility determination</b>	<b>Allow based on other income-based programs (state or federal)</b>
	<b>Search Period</b>	<b>Additional time allowed</b>
	<b>Briefing</b>	<b>Virtual/online briefing allowed</b>
Unit characteristics	<b>Inspection Alternative to HQS &amp; NSPIRE</b>	<ul style="list-style-type: none"> <li>• <b>Use Habitability Standards for BIH</b></li> <li>• <b>Use MN Health &amp; Human Services Habitability Inspection Standards</b></li> <li>• <b>Allow other government inspection standards (i.e. local)</b></li> </ul>
	<b>Landlord Incentives</b>	<ul style="list-style-type: none"> <li>• <b>To be paid out of HRA admin fee (include in budget)</b></li> <li>• Options available</li> </ul>
<b>Lease</b>	<b>Lease Terms</b>	<b>Permit shorter lease terms and periodic leases</b>
	Lease addendum	Sample
	HAP contract with Landlord	Sample
<b>Rent Reasonableness</b>	<b>Determination</b>	<ul style="list-style-type: none"> <li>• <b>Required considerations and optional considerations</b></li> <li>• <b>At least one similar unit is sufficient to support reasonableness</b></li> <li>• <b>May be determined by other programs such as RD or LIHTC</b></li> </ul>
<b>Rent Determination</b>	<b>Rent Relief/Flat Rent Subsidy option</b> (currently allowed under HCV PBV MTW & streamlines administration)	<ul style="list-style-type: none"> <li>• <b>Allow flat rent subsidy (tiered rent schedule by HH size)</b></li> <li>• <b>Allow rent burden up to 50% HH income</b></li> <li>• <b>Address utility allowance (not included?)</b></li> </ul>
<b>Rent Calculation</b>	<b>Deduction Considerations &amp; Streamlining</b>	<ul style="list-style-type: none"> <li>• <b>Adopt streamlined rent calculation including no income deductions for students, elderly, disabled, children, etc.</b></li> <li>• <b>Address unreimbursed expenses such as child care and medical</b></li> <li>• <b>Adopt an assistance schedule with set amounts by program</b></li> </ul>

Rent Calculation	Utility Allowance Options Available	<ul style="list-style-type: none"> <li>No utility allowance reimbursement including no check to tenant</li> <li>Create utility allowance based on bedroom size, fuel type or unit location (simplified schedule compared to HCV)</li> <li>Rely on another utility allowance program for the property to determine amount</li> <li>Use utility allowance specific to BIH for tenant paid utilities based on utility data from state of MN</li> <li>Use utility allowance specific to multifamily dwellings</li> </ul>
Project Based Vouchers for BIH	Streamlined PBV for BIH	<ul style="list-style-type: none"> <li>Scaled down PBV application</li> <li>Selection, scoring &amp; methodology at HRA discretion</li> <li>Ownership options, no subsidy layering review, environmental review and Davis Bacon not required</li> <li>Separate utility schedule</li> <li>Difference payment standard for PBV than HCV or BIH voucher</li> </ul>
	<b>Inspections for BIH PBV</b>	<b>Use alternative to HQS &amp; NSPIRE</b>
	Serving Priority Populations in addition to BIH families with kids	Procedure/methodology to serve local priority populations
	<b>Eliminate PBV caps</b>	<ul style="list-style-type: none"> <li><b>100% of program can be PBV</b></li> <li><b>100% of project can be PBV</b></li> </ul>
	PBV Award	Upon PBV award, money considered obligated and committed
	PBV BIH contract	Sample
Income Recertification	Currently required annually	MNNAHRO is seeking legislative change to remove and align with the HCV program
	Change of Income/Interim	<b>Option not do them unless hardship change in income</b>
Revenue Recapture		Include policy on use