



# Due Diligence Training

Bridges and Bridges Regional Treatment Center (RTC) Rental Assistance Program

May 4, 2023

# Agenda

## TOPICS

Welcome and Congratulations

Introductions

Due Diligence

- General Due Diligence
- Program-Specific Due Diligence

Submission and Deadline

Questions



# General Due Diligence

Merideth Mayrand | Business Operations

# Due Diligence Items For All Grants

- Grant Contract Agreement (signing will be initiated by Minnesota Housing via DocuSign once all due diligence items have been submitted and approved)
- Board Resolution
- Proof of Insurance: Certificate of Liability
- Electronic Funds Transfer (EFT) Authorization Form, W-9 and SWIFT Vendor Number
  - Only for new grantees or if banking information has changed

# Grant Contract Agreement

- Review the entire Grant Contract Agreement and all exhibits to ensure accuracy and understand compliance
- Electronic signing of contracts via DocuSign will be initiated by Minnesota Housing once all due diligence items have been approved
- Submit the name(s), email address(es), and routing order (if applicable) of the authorized signer(s)

# Grant Contract Agreement

Note the following important dates on your Grant Contract Agreement:

Effective Date, Grant Period, and Expiration Date

**Effective Date** (either July 1, 2023, or when the contract is fully executed, whichever is later):

- The date when all parties have executed the document (this includes the signer(s) for the grantee and the signer for Minnesota Housing)
- The date when you can start incurring costs under the terms of the Grant Contract Agreement; expenses incurred prior to the execution of the Grant Contract Agreement by both parties cannot be reimbursed

# Grant Contract Agreement

## **Grant Period:**

- The effective date of the contract is from the date the Grant Contract Agreement is executed through June 30, 2025
- The time period in which grant proceeds must be incurred and expended; no funds can be used prior to or after this time

## **Expiration Date:**

- The expiration date is September 30, 2025
- The date by which all final reports, documents, and other requirements must be submitted by the grantee to Minnesota Housing, and any unexpended funds be returned to Minnesota Housing

# Board Resolution

- From your organization's board of directors
- Must be a signed and dated original board resolution
- Should be specific to the grant and include the awarded amount
- Must include the name(s) of individual(s) who are authorized to sign the Grant Contract Agreement



# Proof of Insurance

## Must be **Employee Dishonesty/Crime Coverage**

- At least 1/8 the amount of the total grant award
- Employee theft coverage will not be accepted

## Submit as a **Certificate of Liability**

- Must list Minnesota Housing as certificate holder
- Policy must be current with expiration after the start of the grant term

# Electronic Funds Transfer (EFT) Form

- **If you are a new grantee or if you have a change** to your banking information, you must submit an EFT form allowing direct deposit of funds directly to your agency's financial institution
- Important to update immediately if banking information changes; forms can be accessed on the Minnesota Management and Budget (MMB) [website](#)
- [EFT Authorization Form](#)
- [EFT Bank Change Form](#)
- If you have not registered as a vendor with the State of Minnesota, this will need to be completed prior to receiving payment
- Visit <https://mn.gov/admin/business/vendor-info/> to complete this process
- Submit a completed and signed copy of your [W-9](#) and your SWIFT vendor number



# Program-Specific Due Diligence

Ellie Miller | Program Manager

# Bridges and Bridges RTC Due Diligence

- Bridges Waiting List Selection Plan (only for Bridges grantees)
- Cooperative Agreement
- Contact Form

# Waiting List Selection Plan

Must give priority to the following populations:

- Bridges grantees must give priority to the following populations, with highest priority given to people in Priority Population 1.
  - **Priority Population 1:** People living in an institution, segregated setting, or under correctional supervision who will be homeless upon exit
  - **Priority Population 2:** People experiencing homelessness who are assessed as high priority homeless (HPH) through the Coordinated Entry (CE) system, including households of individuals, families with children, or youth (age 18+)
  - **Priority Population 3:** People who are experiencing homelessness or at imminent risk of homelessness

# Waiting List Selection Plan

- Submit your Waiting List Selection Plan by the Due Diligence submission deadline along with the other required items
- If changes to your Waiting List Selection Plan are required, you will be notified by Minnesota Housing staff no later than Tuesday, June 13, 2023
- A final version of the Waiting List Selection Plan will be due back to Minnesota Housing by Tuesday, June 20, 2023

# Cooperative Agreement

The Cooperative Agreement must contain:

- Each organization's roles and responsibilities
- A schedule of meetings
- A plan to ensure housing, behavioral health service, and Housing Stability service access and choice for participants
- Identified resources available for Bridges participants in the service area
- A plan for housing and behavioral health crisis response to support participants

# Cooperative Agreement

- A plan to reach out to and engage with people currently in institutions, segregated settings, and under correctional supervision who are eligible for Bridges
- A plan to receive referrals from Coordinated Entry (CE) for households experiencing homelessness
- Ensure that housing access, policies and procedures are in compliance with the Fair Housing Act and Rehabilitation Act of 1973
- Signatures by executives from each organization participating in the Cooperative Agreement



# Cooperative Agreement

- Submit a draft, unexecuted copy of the **Cooperative Agreement** between the Housing Authority and Local Mental Health Entity
- If changes are required, you will be notified directly by Minnesota Housing staff no later than Tuesday, June 13, 2023
- A fully executed copy of the Cooperative Agreement will be due to Minnesota Housing by Tuesday, June 20, 2023

# Contact Form

- Complete the contact form in the format provided to you
- Two contacts to receive all grant related communication
- Contact information for your partner local mental health entity
- Contact information that can be provided to households seeking rental assistance in your service area
  - This information will be posted on [Minnesota Housing's website](#) as a community resource

# Thank you!

Ellie Miller, Bridges and Bridges RTC Program Manager

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Merideth Mayrand, Business Operations

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# Submission and Deadline

# Submission

- Send items to [mhfa.grants@state.mn.us](mailto:mhfa.grants@state.mn.us); include in the subject line the **Project name-grantee name(s)**
- Name all documents by **grantee name-due diligence item name**
- All general items can be submitted as a PDF; program-specific items must be submitted in their original format

# Deadline

- All due diligence items must be received and approved prior to the execution of the Grant Contract Agreement
- Reimbursement of expenses incurred prior to Minnesota Housing's execution of the Grant Contract Agreement will not be allowed
- All items must be submitted and received by 4:30 p.m. Central Time on Wednesday, June 7, 2023
- Questions related to due diligence can be directed to [mhfa.grants@state.mn.us](mailto:mhfa.grants@state.mn.us)

# Questions?