



Due Diligence Training

Family Homeless Prevention and Assistance
Program (FHPAP)

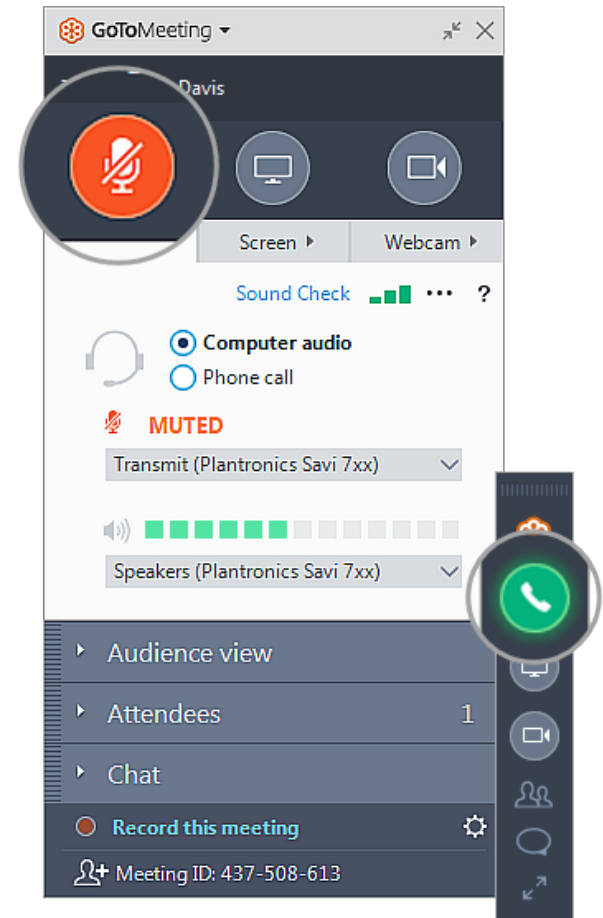
June 29, 2023

Meeting Logistics

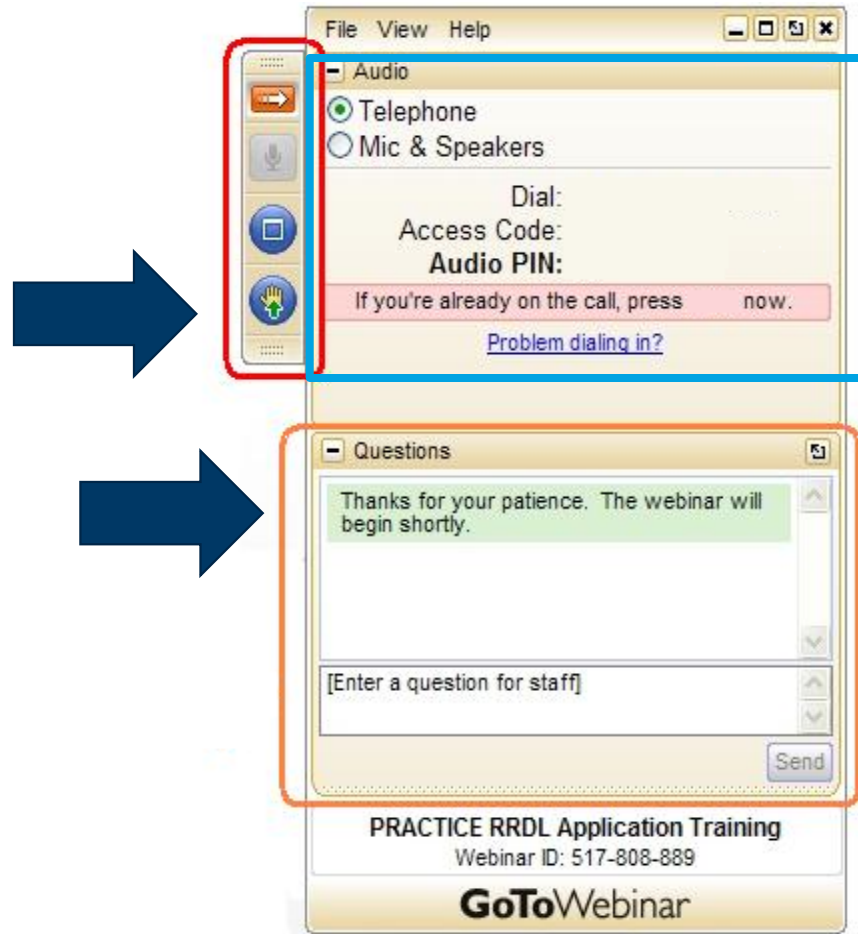
This session is being recorded and may be posted publicly.

We will leave time at the end for questions. Today's answers offered are preliminary. Final answers will be posted on Minnesota Housing's [Multifamily Grant Programs](#) page.

- Please mute your line unless you are speaking. Webinar audio controls are **orange** when muted.
- Please do not put your line on hold, as this may trigger hold music.



GoTo Toolbar



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

General Due Diligence Items

1. **Grant Contract Agreement** (signing will be initiated by Minnesota Housing via DocuSign once all due diligence items have been submitted and approved)
2. **Board Resolution**
3. Proof of Insurance: **Certificate of Liability**
4. If applicable: **Electronic Funds Transfer (EFT) Authorization Form, SWIFT vendor number and W-9**
 - 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
 - You received the Grant Contract Agreement as an attachment to your award letter, but this **DRAFT** is for informational purposes only and should not be signed outside of DocuSign
- 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; Expiration Date

Effective Date

- October 1, 2023, or when the Grant Contract Agreement is fully executed (whichever is later):
 - The date when all parties have executed the Grant Contract Agreement (this includes the signer(s) for the grantee and the signer for Minnesota Housing; Minnesota Housing will initiate signing)
 - 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 are not allowed**

Grant Contract Agreement

Grant Period:

- The effective date of the contract is from the date the Grant Contract Agreement is executed through September 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 December 31, 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 names of individuals 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, SWIFT Vendor Number and W-9

- Allows direct deposit of funds directly to your organization's financial institution
- If you have not registered as a vendor with the state of Minnesota, this will need to be completed prior to completing the EFT form; go to the [Vendor Registration Link](#) to complete this process
- Once the form is completed, provide to Minnesota Housing your vendor number and send us a copy of your [W-9](#) so that payments will not be delayed
- Important to update immediately if banking information changes
- [EFT Authorization Form](#)
- [EFT Bank Change Request Form](#)



Program-Specific Due Diligence

Diane Elias and Nancy Urbanski | Housing Stability Team

FHPAP Due Diligence

1. Work plan
2. Budget
3. Fast Track Funds Work Plan (if applicable)
4. Fast Track Funds Budget (if applicable)
5. Advisory Committee Contact Information
6. Grantee Contact Information
7. Client Reference List

Work Plan

- Budget and projected households
- Eligibility
- Monitoring
- Performance

Budget

- Total program budget
- Grantee budget
- Subgrantee budget(s)

Fast Track Funds Work Plan

Fast Track Funds Work Plan (if applicable)

- Budget and projected households
- Eligibility
- Monitoring
- Performance

Fast Track Funds Budget

Fast Track Funds Budget (if applicable)

- Total program budget
- Grantee budget
- Subgrantee budget(s)

Projecting Households

Households that carry over from the previous biennium should be included in your projection.

Households to be Served - Coordinated Entry	0
Households to be Served - Street Outreach	0
Households to be Served - Prevention	0
Households to be Served - Rapid Rehousing	0

Total All Households	Singles		Families		Total
	Adults	Youth	Adults	Youth	
	0	0	0	0	0

Advisory Committee Contact Information

Advisory Committee Membership List

- Member
- Organization
- Representation
- Attendance
- Contact information

Grantee Contact Information

FHPAP 24-25 Grantee Contact List

- Grantee/service area
- Main contact person(s)
- Contact information
- Advisory meeting schedule

Client Reference List

FHPAP 24-25 Client Reference List

- Grantee/service area
- List by agency and populations served
- Address and hours of operation
- Agency contact information



Submission and Deadline

Submission

- Send items to 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
- Submit as soon as possible to allow enough time for documents to be reviewed (revised, if needed) and approved

Submission

- You do not need to wait for all materials to be ready before submitting documents. Submit your Work Plans(s) and Budget(s) as soon as you are able
- Minnesota Housing staff are available to meet with you to discuss due diligence items. To request a meeting, reach out to Nancy at nancy.urbanski@state.mn.us

Deadline

- Prior to the execution of the Grant Contract Agreement, Minnesota Housing must receive and approve all items
- 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 Thursday, August 31, 2023
- Due diligence questions can be directed to mhfa.grants@state.mn.us
- Program specific questions can be directed to either Diane Elias at diane.elias@state.mn.us or Nancy Urbanski at nancy.urbanski@state.mn.us

Questions?

Thank you!

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Nancy Urbanski nancy.urbanski@state.mn.us

Merideth Mayrand merideth.mayrand@state.mn.us