

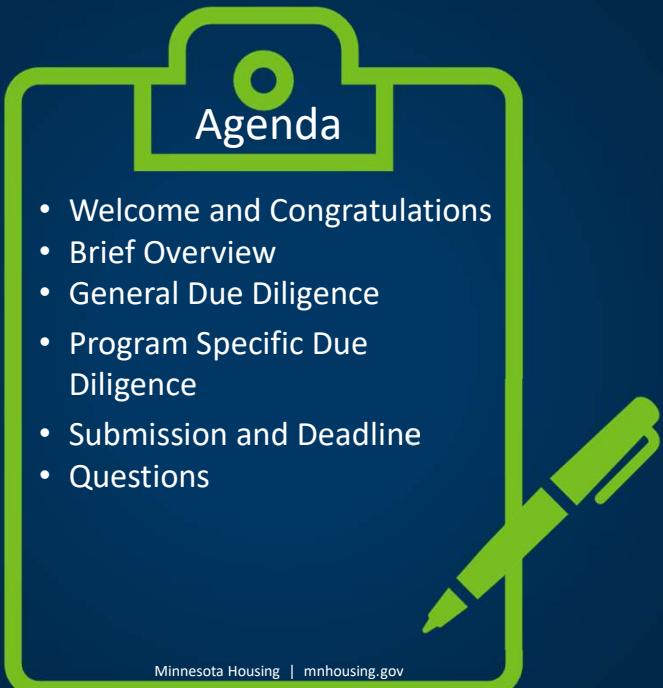
FHPAP Due Diligence Training

July 7, 2025

m MINNESOTA
HOUSING

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Agenda

- Welcome and Congratulations
- Brief Overview
- General Due Diligence
- Program Specific Due Diligence
- Submission and Deadline
- Questions

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Brief Overview

Diane Elias, Program Manager



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Our Mission and Why We're Here

Housing is the foundation for success. So, we collaborate with individuals, communities and partners to create, preserve and finance housing that is accessible for all.

Housing is a basic human right. – [Minnesota Interagency Council on Homelessness \(MICH\) Crossroads to Justice Plan](#)

- Housing impacts Minnesotans of all backgrounds in all corners of the state
- Housing intersects all areas of life – education, health, jobs and more



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2026-27 Request for Proposals

| Applicant Summary | Final Recommendations |
|-----------------------------------|-----------------------------------|
| # of Applications: 23 | # of Applications Selected: 20 |
| 21 existing administrators, 2 new | 20 existing administrators, 0 new |
| Amount Requested: \$89M | Amount Awarded: \$29M |

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General Due Diligence

Kokulo James Supuwood | Grants Specialist Coordinator

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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



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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



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Grant Contract Agreement



Note the following important dates on your Grant Contract Agreement:
Effective Date; Grant Period; Expiration Date



Effective Date

- October 1, 2025, 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**

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Grant Contract Agreement

Grant Period:

- The effective date of the contract is from the date the Grant Contract Agreement is executed through **September 30, 2027**
- 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, 2027**
- 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

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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

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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, need Employee **Dishonesty**

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

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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](#)

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Program-Specific Due Diligence

Diane Elias and Nancy Urbanski | Housing Stability Team

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FHPAP Advisory Committee

- Statute requires that the funds be directed by the community, in response to community need
- Committee or Continuum of Care

To provide their expertise to:

- Design or refocus the grantee's emergency response system
- Develop project outcome measurements
- Assess the short- and long-term effectiveness of the project

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Work Plan and Budget

Work Plan

- Budget and projected households
- Eligibility (checkbox)
- Monitoring (acknowledgement only)
- Conditions (if applicable)



Budget

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



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Work Plan - Tips

BUDGET AND PROJECTED HOUSEHOLDS

Expectation: The Grantee must adjust its budget and proposed households to match the award provided by MHFA. The final budget document, including the projected number of households to be served, must reflect spirit and intent of the initial application.

1. Submit copies of updated budget spreadsheets for the total budget, Grantee budget and subgrantee budgets.
2. If the budget and outputs have been adjusted proportionately but no change has been made to the anticipated services or activities, you may skip this question. If adjustments have been made that differ from the initial application, please describe here, and include rationale and guidance from advisory committee:
 - Details of any revisions to the proposed activities based on the award amount
 - Details of any revisions to the proposed households served based on the award amount
 - Details of any budget items that have significantly higher cost per household than the initial application
 - Describe any staff bonuses

Response: ABC Org requested \$500K and were awarded \$250K. In consultation and approval from our advisory committee on 5/16/2024, the submitted budget and projected outputs reflects these shifts:

Admin: increased from 10% (of total budget) to 15% to ensure ability to meet the administrative requirements

Support Services: decrease from 50% to 40% to cover 1 FTE for the grant term

Direct Assistance: increase from 40% to 45%

These shifts will allow us to comply with grant requirements and provide quality services while still prioritizing direct assistance to households. We have determined that we will decrease the projected average length of assistance for prevention households but maintain the prevention goal #s. We will reduce the number of Rapid Rehousing households by X. Minnesota Housing | mnhousing.gov

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Budget Costs - Tips

| Cost Category | Total |
|---|-------|
| Administration (list FTEs in cell C4) | 0.00 |
| Staffing | \$ |
| Travel | \$ |
| All Other Admin Expenses | \$ |
| Subtotal Administration | \$ |
| Supportive Services (list FTEs in cell C9) | 0.00 |
| Staffing | \$ |
| Travel | \$ |
| All Other Service Expenses | \$ |
| Subtotal Supportive Services | \$ |
| Direct Assistance | |
| Rent Assistance | \$ |
| Mortgage Payment Assistance | \$ |
| Utility Payment Assistance | \$ |
| Transportation Expense Assistance | \$ |
| Other: list: | \$ |
| Subtotal Direct Assistance | \$ - |

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Budget Outputs (households served) - Tips

| HOUSEHOLDS TO BE SERVED (OUTPUT)/Activity | |
|---|---|
| COORDINATED ENTRY | 0 |
| STREET OUTREACH | 0 |
| PREVENTION (Includes Doubled Up) | 0 |
| RAPID REHOUSING | 0 |
| TOTAL | 0 |

| HOUSEHOLDS TO BE SERVED (OUTPUT)/Population Type | Singles | | Families | |
|--|---------|-------|----------|-------|
| | Adult | Youth | Adult | Youth |
| | 0 | 0 | 0 | 0 |

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HMIS

- Participation in Minnesota's Homeless Management Information System (HMIS) is required for all grantees who are not Victim Service Providers.
- [Sign up for the HMIS MN newsletter](#) for the latest information.

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Submission and Deadline

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Submission

- Send items to mhfa.grants@state.mn.us; include in the subject line the **Project name-grantee name(s)**
 - Copy [Diane](#) and [Nancy](#)
- Name all documents by **grantee name-due diligence item name**
- Work Plan (Word) and Budget (Excel) should be submitted in their original format; all other due diligence items may be submitted as a PDF

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Submission

- 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 Diane at diane.elias@state.mn.us

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Deadline

- Prior to the execution of the Grant Contract Agreement, Minnesota Housing must receive and approve all items
- Don't spend or start the program until you have fully signed Grant Contract Agreement
- All items must be submitted and received by 4:30 p.m. Central Time on August 29, 2025.
- 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

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Questions?



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Thank You!

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