



# Housing Stability Services 2022 Due Diligence Training

Tuesday, April 26, 2022

# Our Mission

## The Core Purpose

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

# Agenda

## Topic

Welcome and Congratulations

Housing Stability Services Program Overview

Due Diligence

Submission and Deadlines

Questions

# Meetings Scheduled

- All awardees are attending this full group Due Diligence meeting
- In addition, separate meetings with Minnesota Housing staff and the individual organizations have been scheduled



# Housing Stability Services Program Overview

# Core Principles and Values

- **Human centered** – Use intentional strategies to reach those who, because of geography, ability and/or language, are least likely to know about the housing opportunity.
- **Anti-racist and race equity** – Use intentional strategies to avoid perpetuating the conditions that create and maintain racial disparities
- **Customer experience that minimizes stress and uncertainty**
- **Transparency, timeliness, and flexibility**
- **Organizations by and for communities most impacted are critical partners for equitable outcomes**

# Eligible Households

- Renter households in Minnesota
- Household income is at or no more than 80% of area median income (AMI)
- Household is at risk of housing instability or homelessness
- Household member qualified for unemployment or had a decrease in income or increase in expenses

# Additional Requirements

- Agencies agree to provide eligible supportive services to any household that meets program requirements in your geographic service area until program capacity is reached.
- Agencies agree to accept referrals from all community sources. Enrollment cannot be limited to households engaged with your agency.
- Agencies agree not to add additional eligibility requirements, including further limiting income requirements below 80% AMI for your location, as set by HUD.
- All supportive services expenses must be directly tied to an eligible household.
- Funds are for supportive services only and cannot be used for direct assistance, including gift cards.

# Scope of Work

- Provide Eviction Prevention services, including support of households to resolve the housing crisis through activities such as outreach and engagement, assessment, connection, coordination, housing counseling, conflict mediation, personal and legal advocacy, and follow-up.
- Provide Housing Navigation services that help households find or obtain stable housing, including assistance identifying potential housing opportunities, application assistance, and landlord outreach and engagement.
- Provide culturally specific services as appropriate, including language translation.
- Create awareness by marketing the program.

# Scope of Work – Reporting/Invoicing

- Reports and invoices will be due to Minnesota Housing no later than the 10<sup>th</sup> of every month
- Minnesota Housing uses these reports and invoices to submit a federal report by the 15<sup>th</sup> of every month
- The turnaround time on reports is short, with little flexibility
- Timeliness for provider reports and invoices is necessary

# Eligible Expenses

- Direct Eviction Prevention and/or Housing Navigation services
- Other program costs including:
  - Travel/mileage
  - Office/computer/phone (directly related to staff providing services to households)
  - Training
  - Marketing/outreach (materials, advertising)
  - Technology
  - Personal protective equipment (PPE)

# Eligible Expenses – Administration

- Administration costs are limited to 15% of the total grant and may include the following:
  - Audit/accounting
  - Human resources
  - Office/computer/phone for administrative staff
  - Other direct costs associated with administering the program (financial, program management, data/reporting costs)



# Due Diligence

# Due Diligence Items

- Work Plan
- Budget
- Unique Entity Identifier (UEI)
- SWIFT vendor number
- W-9
- Electronic Funds Transfer (EFT) Authorization Form
  - Only for new grantees

# Due Diligence Items continued

- Electronic Bank Change Request Form
  - Only for existing grantees if banking information has changed
- Documentation of delegated signing authority
- Name(s), email address(es), and routing order (if applicable) of the authorized signer(s)
- Grant Contract Agreement (signing will be initiated by Minnesota Housing via DocuSign once all due diligence items have been submitted and approved)

## Submit your Work Plan

- Include changes from the submitted application as a result of the final award amount and conditions in your selection letter – required
- Program staff must approve, and may request revisions prior to approving, this item (allow enough time for this review when submitting)

## Submit your Budget

- Adjust the budget allocations (includes subgrantees)
- Program staff must approve, and may request revisions prior to approving, this item (allow enough time for this review when submitting)

# Unique Entity ID (SAM) – Federal Requirement

## Submit your Unique Entity ID

- The Unique Entity ID is a unique 12-character alphanumeric identifier for businesses provided by SAM.gov (transitioned on April 4, 2022 from the Data Universal Numbering System (DUNS) number).
- If you have an entity registration in SAM.gov (even if your registration has expired), you already have a Unique Entity ID. You can find it by signing into SAM.gov and selecting the 'Entities' widget in your Workspace or by signing in and searching entity information to locate your organization.
- If you have used the DUNS number with your previous federal contracts or grants, check the following interactive guide to determine what action you need to take to get your Unique Entity ID. Once you select the guide link, look for the document in your downloads:  
[https://www.fsd.gov/sys\\_attachment.do?sys\\_id=af05f8fb1b44851006b09796bc4bcb6d](https://www.fsd.gov/sys_attachment.do?sys_id=af05f8fb1b44851006b09796bc4bcb6d)
- Go to [FSD.gov](https://www.fsd.gov) and select the green Help on the UEI Transition button at the top of the page to learn more.

# SWIFT Vendor Number

## Submit your SWIFT vendor number

- If you have not registered as a vendor with the State of Minnesota, this will need to be completed prior to receiving payment
- Visit the [Vendor Registration Link](#) to complete this process

## Submit a completed and signed copy of your W-9

- Refer to the example form here:

<https://www.irs.gov/forms-pubs/about-form-w-9>

# Electronic Funds Transfer (EFT) Form

## Submit your Electronic Funds Transfer Form

- Only for new grantees
- EFT allows direct deposit of funds directly to your agency's financial institution
- [EFT Authorization Form](#)
- 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 along with a copy of your [W-9](#) so that payments will not be delayed

# Electronic Bank Change Request Form

## Submit your Electronic Bank Change Request Form

- Only for existing grantees who need to report a change of banking institution
- [EFT Bank Change Request Form](#)

# Delegated Signing Authority

## **Submit documentation of delegated signing authority**

- Documentation should specifically outline the person(s) authorized to execute the Grant Contract Agreement
- This documentation can be a board resolution, bylaws, or another organizational document
- The Grant Contract Agreement must be signed by the person(s) indicated in the document that was submitted

# Name and Email of Authorized Signer

**Submit the name(s), email address(es), and routing order (if applicable) of the authorized signer(s)**

- This information will be used to route the document for electronic signature via DocuSign

# Grant Contract Agreement

## The Grant Contract Agreement will be signed via the DocuSign process

- This item **will not** be submitted using [mhfa.grants@state.mn.us](mailto:mhfa.grants@state.mn.us)
- **Very important:** Review the entire Grant Contract Agreement and all exhibits to ensure accuracy and to understand compliance
- Electronic signing of Grant Contract Agreements via DocuSign will be initiated by Minnesota Housing once all due diligence items have been approved
- You will have received the Grant Contract Agreement as an attachment to your award letter, but this version is informational and should not be signed and returned to Minnesota Housing; the Grant Contract Agreement must be signed via DocuSign and signing will be initiated by Minnesota Housing

# Grant Contract Agreement

Note the following important dates on your Grant Contract Agreement:

Effective Date; Grant Period; Expiration Date

**Effective Date:** June 15, 2022, or the date 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)
- 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 grant period of the contract is from the date the Grant Contract Agreement is executed through June 30, 2023
- 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 August 31, 2023
- The date by which all final reports, documents, and other requirements must be submitted by the grantee to Minnesota Housing, any final payments made by Minnesota Housing to your organization, and any unexpended funds be returned to Minnesota Housing



# Submission and Deadlines

# Submission

- Submit all items, EXCEPT the signed Grant Contract Agreement, to [mhfa.grants@state.mn.us](mailto:mhfa.grants@state.mn.us); include in the subject line the “**Project name – grantee name(s)**”
  - (ex. “ERA Housing Stability Services – Wonderful Agency”)
- You do not need to wait for all items to be complete before submitting documents; submit the Work Plan and Budget as soon as possible
- Name all documents by “**Grantee name(s) – due diligence item name**”
  - (ex. “Wonderful Agency – Work Plan;” “Wonderful Agency – W-9”)
- **EXCEPTION:** Minnesota Housing will initiate signing of the Grant Contract Agreement via DocuSign
- Submit items as soon as possible to allow enough time for documents to be reviewed (revised, if needed) and approved

# Deadline

- All 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. on **Friday, May 20, 2022**
- Questions related to due diligence can be directed to [mhfa.grants@state.mn.us](mailto:mhfa.grants@state.mn.us)

# Questions?

# Thank you!

**Teresa Vaplon**

[Teresa.vaplon@state.mn.us](mailto:Teresa.vaplon@state.mn.us)

651.296.0957

**Merideth Mayrand**

[Merideth.mayrand@state.mn.us](mailto:Merideth.mayrand@state.mn.us)

651.296.9822