



# Homework Starts with Home (HSWH) Due Diligence Training

November 3, 2021

# 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.

- Welcome and Congratulations
  - Introductions
  - Due Diligence
    - General Due Diligence
    - Program-specific Due Diligence
  - Submission and Deadlines
  - HSWH Learning Community
  - Questions



# General Due Diligence

# General Due Diligence Items

- 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
- SWIFT vendor number and W-9
- Electronic Funds Transfer (EFT) Authorization Form
  - 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 will have received the Grant Contract Agreement as an attachment to your award letter, but this is informational 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** (either January 1, 2022, 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)
- 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 September 30, 2024
- 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, 2024
- 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 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
- Submitted 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

# SWIFT Vendor Number and W-9

- 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 <https://mn.gov/admin/business/vendor-info/> to complete this process
- Submit a completed and signed copy of your [W-9](#)

# Electronic Funds Transfer (EFT) Form

- Allows direct deposit of funds directly to your agency'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 your vendor number to us and send in 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](#)



# Homework Starts with Home

## Program-specific Due Diligence

# Program-specific Due Diligence

- Executed Memorandum of Understanding (MOU)
- Final Work Plan
- Final Budget
- County Board Resolutions (only for those receiving FHPAP funds)

# Memorandum of Understanding

- An **executed Memorandum of Understanding (MOU)** signed by the authorized representative of each collaborative member is required
- The MOU must include:

# Memorandum of Understanding

- Identification of the collaborative partners, which, at a minimum, must include the grantees of the Family Homeless Prevention and Assistance Program (FHPAP) and/or Housing Trust Fund (HTF) funds
- The roles and responsibilities of each collaborative partner
- A description of how the collaboration and communication will take place throughout the grant term, including regular meetings that will be scheduled between the collaborative partners
- The shared eligibility criteria and any additional eligibility criteria required by each partner
- Identification of the entity or entities responsible for Homeless Management Information System (HMIS) data entry
- Identification of the entity responsible for reporting expenditures, households served, and the annual narrative report, all in the approved Minnesota Housing format

# Final Work Plan

A **Work Plan** that describes changes from the submitted application as a result of the final award amount is required.

**NOTE:** Minnesota Housing approval is required. Staff may request revisions prior to approving the Work Plan.

# Final Budget

A **final budget** reflecting all funding sources and amounts as well as amounts allocated to any collaborative partners receiving funding is required.

- Budget should be adjusted proportionately from the original application. If the amounts are not reduced proportionately, provide reasonable explanation for the adjustment in the Work Plan.
- Do not include funds in line items that were not requested in the original application.
- If you use the “Other” categories, you must specify which expenses will be covered or arrange a meeting with Minnesota Housing staff to discuss.
- The grantees of FHPAP and HTF must be listed on the budget even if they are not using program funds directly.

**NOTE:** Minnesota Housing program staff must approve, and may request revisions prior to approving, this item.

# County Board Resolutions

**FHPAP grantees outside of the metro** area are required to submit:

- A county board resolution from each county in the service area designating authority to the grantee to receive FHPAP funds on behalf of the county or counties
  - Tribal nations are exempt from this requirement



# Submission and Deadlines

# Submission

- Send items to [mhfa.grants@state.mn.us](mailto:mhfa.grants@state.mn.us); include in the subject line “**Project name-grantee name(s)**”
- Name all documents by “**Grantee name-due diligence item name**”

# 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. on Tuesday, November 30, 2021
- Due diligence questions can be directed to Merideth Mayrand at [merideth.mayrand@state.mn.us](mailto:merideth.mayrand@state.mn.us)
- Program specific questions can be directed to both Erin Menne at [erin.menne@state.mn.us](mailto:erin.menne@state.mn.us) and Nancy Urbanski at [nancy.urbanski@state.mn.us](mailto:nancy.urbanski@state.mn.us)

# Execution Deadline

- Due to the holidays and the potential for signers to be unavailable, we would like all Grant Contract Agreements fully executed by December 17, 2021, if possible
  - Effective date will still be January 1, 2022; no expenses can be incurred prior to this date
  - Alert your authorized signer about this deadline and to watch for an email from us via DocuSign once all due diligence is approved
  - If you will be unable to meet this deadline, please let us know immediately



# HSWH Learning Community

# What is the HSWH Cohort Learning Community?

## Key ingredients:

- Grantees view themselves as a group or community with a shared interest in learning from each other
- Grantees agree to carve out time and space for this learning to occur (e.g., quarterly, virtual meetings)
- Other allies (program participants, funders, researchers, etc.) could play a supporting role

## Potential benefits:

- Learn from each other
- Borrow and apply approaches from one project to another
- Engage with others who have first-hand knowledge of challenges and opportunities

# Envisioning the HSWH Cohort Learning Community

- Meetings will occur quarterly.
- What would you like to learn/focus on?
- What role would you be willing to play in facilitating?
- What role might participating students or families play in the HSWH learning community?
- What are your data needs?
- How could our research partners enhance the HSWH program?

# Questions?

# Thank you!

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