



**Homework Starts with Home
Due Diligence Training**

Program and Planning Grants
June 2, 2020

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**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.

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Agenda

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

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General Due Diligence

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Due Diligence For All Grants

- Signed Grant Contracts (signing will be initiated by Minnesota Housing via DocuSign once all due diligence items have been submitted and approved)
- Certificate of Good Standing
- Board Resolution
- Proof of Insurance: Certificate of Liability
- Electronic Funds Transfer (EFT) Authorization Form
 - Only for new grantees or if banking information has changed

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Grant Contract

- Review the entire contract and all exhibits to ensure accuracy and compliance
- Electronic signing of contracts via DocuSign will be initiated by Minnesota Housing once all due diligence items have been approved
- Hard copies with “wet” signatures are no longer needed
- Must be signed by authorized staff listed in your submitted board resolution

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Grant Contract

- Submit the name, title and e-mail address of the individual(s) authorized to sign the Grant Contract
 - If there are multiple signers, include the routing order
 - This information will be used to route the contract for signature via DocuSign
- Signers will receive a fully executed copy via DocuSign
 - No hard copy will be mailed to your organization

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Certificate of Good Standing

- Only required for **non-governmental organizations**
- Can either submit:
 - A current Certificate of Good Standing; *OR*
 - A screenshot of current standing from the Minnesota [Secretary of State website](https://mblsportal.sos.state.mn.us/Business/Search) or <https://mblsportal.sos.state.mn.us/Business/Search>
 - Screenshot needs to show Business Record Details and must include all information above the Filing History section
 - Renewal due date must be after the start of the grant term

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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

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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
- 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

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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 Form](#)

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Program-specific Due Diligence

<p><u>Program Grants:</u></p> <ul style="list-style-type: none"> • Executed Memorandum of Understanding (MOU) • Final Work Plan • Final Budget • County Board Resolutions (only for those receiving FHPAP funds) 	<p><u>Planning Grants:</u></p> <ul style="list-style-type: none"> • Final Budget
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Memorandum of Understanding

- An **executed Memorandum of Understanding (MOU)** signed by the authorized representative of each collaborative member is required
- Note that program staff must approve this item; they may also request revisions prior to approving
- The MOU must include:

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Memorandum of Understanding

- Identification of the collaborative partners, which, at a minimum, must include the grantees of the FHPAP and/or Housing Trust Fund 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

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Final Work Plan

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

NOTE: Program staff must approve, and may request revisions prior to approving, this item.

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Final Budget

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

A **final budget** providing additional detail for designated expenses is required. **(Planning Grants)**

NOTE: Program staff must approve, and may request revisions prior to approving, this item.

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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 on behalf of the county or counties
- (Tribal nations are exempt from this requirement)

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TIMEX

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Submission and Deadlines

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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”**

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Deadline

- All items must be received and approved prior to the execution of the Grant Contract
- Reimbursement of expenses incurred prior to Minnesota Housing’s execution of the Grant Contract will **not** be allowed
- All items must be submitted and received by 4:30 p.m. on Friday, July 17, 2020
- Questions can be directed to Merideth Mayrand at merideth.mayrand@state.mn.us or 651.296.9822

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Cohort Learning Community

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What is a Cohort Learning Community?

Key ingredients:	Potential benefits:
<ul style="list-style-type: none"> • 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, in-person meetings) • Other allies (program participants, funders, researchers, etc.) could play a supporting role 	<ul style="list-style-type: none"> • Learn from each other • Borrow and apply approaches from one site to another • Engage with others who have first-hand knowledge of challenges and opportunities

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Gauging Interest in a Cohort Approach

- Meetings will occur quarterly.
- Would you be willing to share challenges and not just successes?
- What role would you be willing to play in facilitating?
- What role might participating students or families play in a cohort learning community?
- What other questions do you have?

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Questions?

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Thank you!

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