

**Due Diligence Requirements**

Minnesota Housing will require the following due diligence items from selected applicants by 4:30 p.m. on August 14, 2020:

- **Grant Contract**
- **Work plan with budget**
- **Electronic Funds Transfer (EFT) Authorization Form**
  - If you are a new grantee or if you have a change to your banking information, you must submit an [EFT form](#) allowing direct deposit of funds to your organization's financial institution.
  - If you have not registered as a vendor with the State, 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.

**Federal and Contractual Requirements**

Entities awarded funding under this RFP will be required to:

- Execute one or more Grant Contracts with Minnesota Housing outlining the scope of services to be provided. The selected applicants may also be responsible for completing proposal revisions or other exhibits that will become attachments to the Grant Contract.
- Maintain financial records that document the use of all COVID-19 Housing Assistance Program funds awarded for a minimum of six years after the Grant Contract has ended. Minnesota Housing, at its sole discretion, may request to review the accounting and documentation of such records at a site visit or at other times.
- Maintain client records for at least six years after the Grant Contract has ended. Minnesota Housing, at its sole discretion, may request to review the accounting and documentation of such records at the site visit or at other times.
- Complete and submit by the required due dates, all monthly and final COVID-19 Housing Assistance Program reports using a template provided and in a manner determined by Minnesota Housing.
- Maintain a complete and accurate record of the COVID-19 Housing Assistance Program funds received and expended.
- Have a written conflict of interest policy and take necessary steps to prevent individual and organizational conflicts of interest. All suspected, disclosed, or discovered conflicts of interest must be reported to Minnesota Housing in a timely manner.
- Comply with applicable contracting and bidding requirements noted in the Grant Contract.
- Comply with all affirmative action and non-discrimination requirements noted in the Grant Contract.
- Comply with Minn. Stat. §201.162 by providing voter registration services for employees and for the public serviced by the grantee.
- Comply with all applicable state statutes, rules and policies.

- Minnesota Housing reserves the right to impose a deadline on use of funds or to take other steps it deems necessary to ensure that resources are used in the area of greatest need within the short timeframe for use of these federal resources.
- Minnesota Housing reserves the right to establish and require use of a single state-wide intake form and system to provide streamlined access for potential program participants, process initial eligibility reviews, and connect potential participants to local grant administrators.
- Comply with applicable federal requirements, including those related to use of federal funds through the Coronavirus Relief Fund, and all applicable guidance as it may be updated.

Entities awarded funding under the COVID-19 Housing Assistance Program should be aware that these are federal dollars and must be used in a manner that complies with the requirements and guidance related to the Coronavirus Relief Fund. Entities should also be aware that funds may count toward the threshold of the Single Audit Act and 2 C.F.R. part 200, subpart F regarding audit requirements. Please consult your accountant or legal counsel with questions on compliance with applicable federal requirements.