

#### Due Diligence Training Bridges and Bridges Regional Treatment Center (RTC) Rental Assistance Program

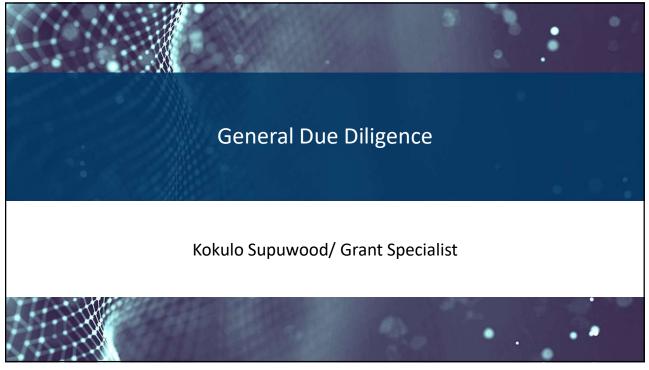
Ellie Miller | Program Manager

Kokulo Supuwood | Grant Specialist

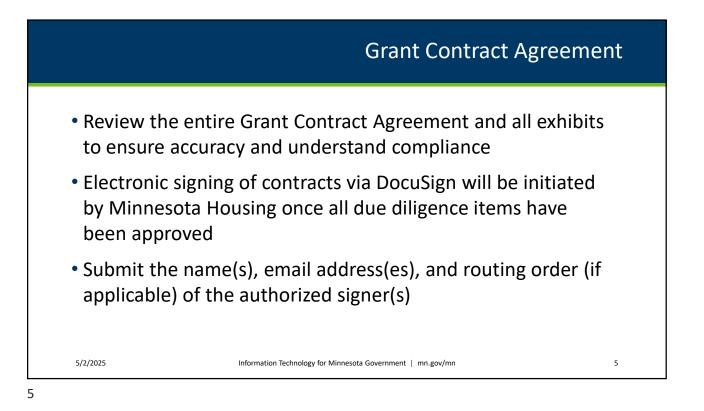


https://www.mnhousing.gov

Agenda11:00 - 11:05 a.m.Welcome and Congratulations!<br/>Introductions11:05 - 11:30 a.m.General Due Diligence11:30 - 11:45 a.m.General Due Diligence Questions11:45 - 11:55a.m.Program- Specific Due Diligence11:55 - 12:00All Questions









Note the following important dates on your Grant Contract Agreement:

Effective Date, Grant Period, and Expiration Date

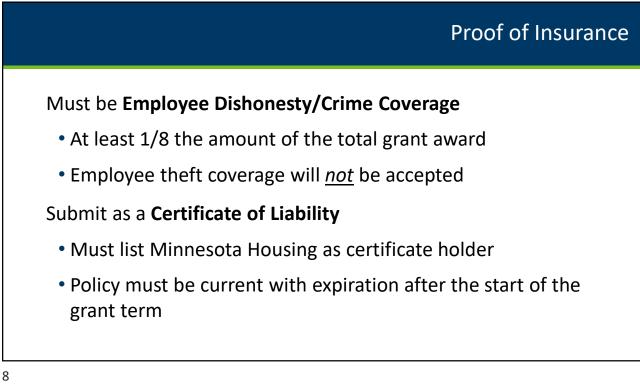
**Effective Date** (either July 1, 2025, or when the contract is fully executed, whichever is later):

- The date when all parties have executed the document (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 cannot be reimbursed

### **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 name(s) of individual(s) who are authorized to sign the Grant Contract Agreement





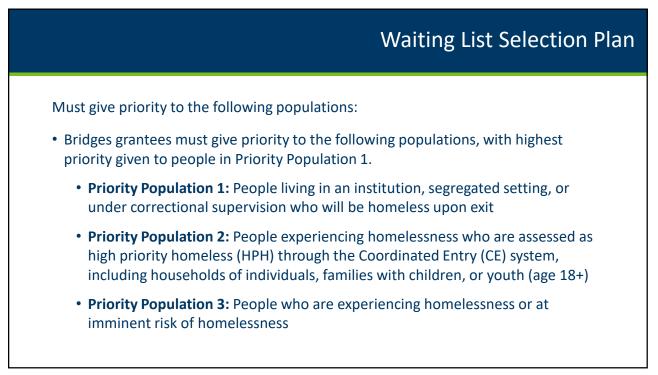
# Electronic Funds Transfer (EFT) Form

- If you are a new grantee or if you have a change to your banking information, you must do the following
- Important to update immediately if banking information changes; forms can be accessed on the Minnesota Management and Budget (MMB) <u>website</u>
- EFT Authorization Form
- EFT Bank Change Form
- If you have not registered as a vendor with the State of Minnesota, this will need to be completed prior to receiving payment
- Visit <a href="https://mn.gov/admin/business/vendor-info/">https://mn.gov/admin/business/vendor-info/</a> to complete this process
- Submit a completed and signed copy of your <u>W-9</u> and your SWIFT vendor number- ONLY



### Bridges and Bridges RTC Due Diligence

- Bridges Waiting List Selection Plan (only for Bridges grantees)
- Cooperative Agreement
- Contact Form



## Waiting List Selection Plan

- Submit your Waiting List Selection Plan by the Due Diligence submission deadline along with the other required items
- If changes to your Waiting List Selection Plan are required, you will be notified by Minnesota Housing staff no later than Friday, June 13, 2025
- A final version of the Waiting List Selection Plan will be due back to Minnesota Housing by Friday, June 20, 2025

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