



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

Ellie Miller | Program Manager  
Kokulo Supuwood | Grant Specialist

**mn MINNESOTA HOUSING**

<https://www.mnhousing.gov>

1

## Agenda

11:00 - 11:05 a.m.	Welcome and Congratulations!
	Introductions
11:05 - 11:30 a.m.	General Due Diligence
11:30- 11:45 a.m.	General Due Diligence Questions
11:45 - 11:55a.m.	Program- Specific Due Diligence
11:55- 12:00	All Questions

2



## General Due Diligence

Kokulo Supuwood/ Grant Specialist

3

## Due Diligence Items For All Grants

- 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
- W-9 and SWIFT Vendor Number
  - Only for new grantees or if banking information has changed

4

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

5/2/2025

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5

5

## Grant Contract Agreement

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

6

## 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



7

## 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

Submit 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

8

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

9

## Program- Specific Due Diligence

Ellie Miller/ Program Manager

10

## Bridges and Bridges RTC Due Diligence

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

11

## Waiting List Selection Plan

Must give priority to the following populations:

- Bridges grantees must give priority to the following populations, with highest priority given to people in Priority Population 1.
  - **Priority Population 1:** People living in an institution, segregated setting, or under correctional supervision who will be homeless upon exit
  - **Priority Population 2:** People experiencing homelessness who are assessed as high priority homeless (HPH) through the Coordinated Entry (CE) system, including households of individuals, families with children, or youth (age 18+)
  - **Priority Population 3:** People who are experiencing homelessness or at imminent risk of homelessness

12

## 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

13

## Cooperative Agreement

- Submit your Cooperative Agreement by the Due Diligence submission deadline along with the other required items
- If changes to your Cooperative Agreement 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

14

## Due Diligence Deadline

- All Due Diligence is due by 5:00 P.M. on Wednesday, June 4, 2025

5/7/2025

Optional Tagline Goes Here | [mn.gov/websiteurl](http://mn.gov/websiteurl)

15

15



# Thank You!

16