



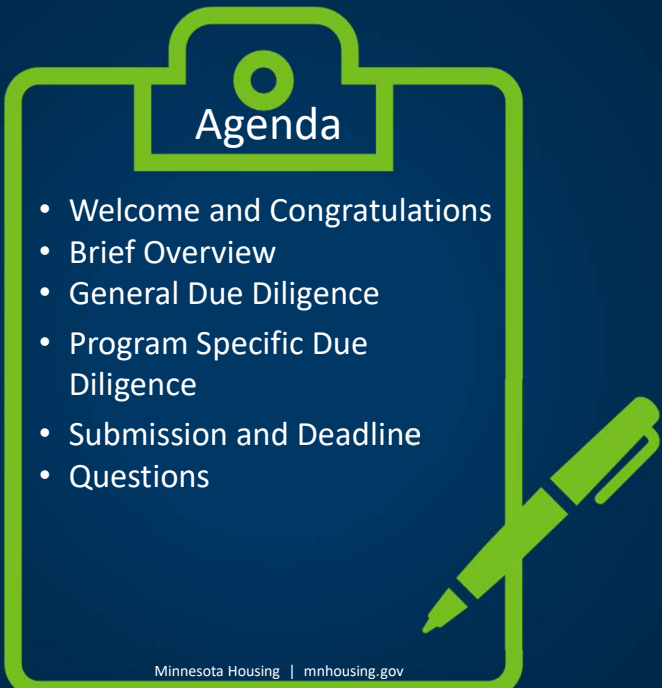
Homework Starts with Home (HSWH) Due Diligence Training

July 7, 2025

m MINNESOTA HOUSING

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1



Agenda

- Welcome and Congratulations
- Brief Overview
- General Due Diligence
- Program Specific Due Diligence
- Submission and Deadline
- Questions

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2

Congratulations!



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3



Brief Overview

Nancy Urbanski, Program Manager



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4

Our Mission and Why We're Here

Housing is the foundation for success. So, we collaborate with individuals, communities and partners to create, preserve and finance housing that is accessible for all.

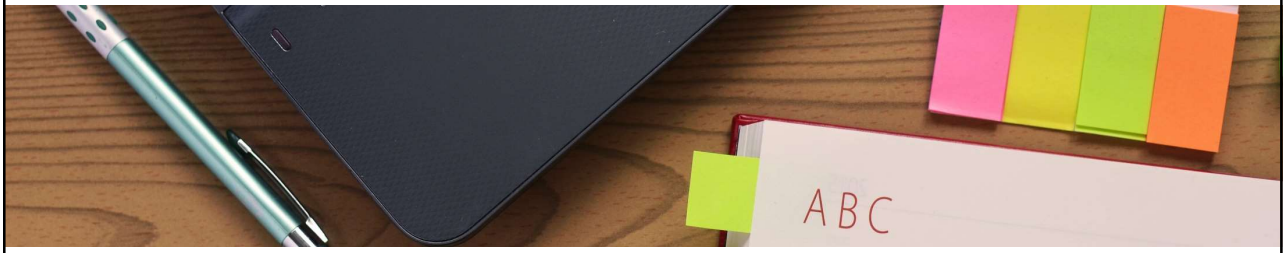
Housing is a basic human right. – [Minnesota Interagency Council on Homelessness \(MICH\) Crossroads to Justice Plan](#)

- Housing impacts Minnesotans of all backgrounds in all corners of the state
- Housing intersects all areas of life – education, health, jobs and more



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5



General Due Diligence

Rachel Mahon Bosman | Grants Specialist Coordinator

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6

General Due Diligence Items

- ✓ Board Resolution
- ✓ Proof of Insurance: Certificate of Liability
- ✓ Only for new grantees: SWIFT vendor number and W-9

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7

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 received the Grant Contract Agreement as an attachment to your award letter, but this **DRAFT** is for informational purposes only and should not be signed outside of DocuSign

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8

Grant Contract Agreement

 Note the following important dates on your Grant Contract Agreement: Effective Date; Grant Period; Expiration Date 

Effective Date

- October 1, 2025, 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**

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9

Grant Contract Agreement

Grant Period:

- The effective date of the contract is from the date the Grant Contract Agreement is executed through **September 30, 2027, or September 30, 2029**
- 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, 2027** (2-year term) or **December 31, 2029** (4-year term)
- 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

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10

Board Resolution

- Official acceptance of your award from your organization's board
- Must be a signed and dated
- Should name Homework Starts with Home and include the awarded amount
- Must include the names of individual(s) who are authorized to sign the Grant Contract Agreement

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11

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, need Employee **Dishonesty**

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

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12

New Grantees: SWIFT Vendor Number and W-9

- Payments are made through Minnesota's SWIFT system
 - [Supplier Registration Link](#)
- Once you have your vendor number, provide that a copy of your W-9
- Resources
 - [SWIFT Vendor Resources](#)
 - [Supplier Portal Help](#)

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13



Program-Specific Due Diligence

Diane Elias and Nancy Urbanski | Housing Stability Team

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14

Program-Specific Due Diligence

- Executed Memorandum of Understanding (MOU)
- Final Work Plan (Exhibit B)
- Final Budget (Exhibit E)

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15

Memorandum of Understanding

Steps to Finalize the MOU:

- Minnesota Housing staff will review the draft submitted with your application and provide feedback no later than July 15, 2025
 - This may require some back and forth so please respond with any requested changes as soon as possible to allow for ample time to execute the MOU
- Once your MOU is approved, proceed with obtaining signatures from an authorized representative of each collaborative member identified

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16

Work Plan and Budget

Work Plan

1. Eligibility and Selection*
2. Budget and Projected Households
3. Role of Participants in Program Design*
4. HTF Subsidy Structure
5. Monitoring*
6. Reporting and HMIS*

**Acknowledgement only (read thoroughly)*



Budget

- Instructions & Set Up (includes contact information)
- Household Projections
- Budget

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17

Work Plan

BUDGET AND PROJECTED HOUSEHOLDS

Expectation

2. If the budget and outputs have been adjusted proportionately but no change has been made to the anticipated services or activities, the Grantee does not need to respond in the section that follows. If adjustments have been made that differ from the initial application, describe:

- Details of any revisions to the proposed activities based on the award amount
- Details of any revisions to the proposed households served based on the award amount
- Rationale any budget items that have significantly higher cost per household than the initial application

Response: We received 75% of our request and are adjusting our HTF budget proportionately. FHPAP revisions are as follows:

1) We are reducing supportive services staffing from 2.0 FTE to 1.75 FTE. This level of staffing is the minimum needed to effectively implement the services and support to households as proposed on the application; 2) Administration was reduced from 15% of the total FHPAP budget to 13%. This difference is reflected in "All Other" administrative expenses, i.e., Accounting, HR and IT; 3) Direct assistance was reduced to 70% of our request to ensure supportive services could be staffed at 1.75 FTE. Our revised # of FHPAP projected households to be served is 53, including 13 Prevention and 40 Rapid Rehousing households, or 70% of our original proposal.

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18

HMIS

- Participation in Minnesota's Homeless Management Information System (HMIS) is required for all grantees who are not Victim Service Providers.
- [Sign up for the HMIS MN newsletter](#) for the latest information.

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21



Submission and Deadline

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22

Submission

- Send items to mhfa.grants@state.mn.us; include in the subject line the **Project name-grantee name(s)**
 - Copy [Diane](#) and [Nancy](#)
- Name all documents by **grantee name-due diligence item name**
- Work Plan (Word) and Budget (Excel) should be submitted in their original format; all other due diligence items may be submitted as a PDF
- Please submit as soon as possible to allow enough time for documents to be reviewed (revised if needed) and approved.

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23

Submission

- Submit your Work Plans(s) and Budget(s) as soon as you are able
- Minnesota Housing staff are available to meet with you to discuss due diligence items.
 - To request a meeting, reach out to Nancy at nancy.urbanski@state.mn.us

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24

Deadline

- Prior to the execution of the Grant Contract Agreement, Minnesota Housing must receive and approve all items
- Don't spend or start the program until you have fully signed Grant Contract Agreement
- All items must be submitted and received by 4:30 p.m. Central Time on Friday, August 29, 2025
- Due diligence questions can be directed to mhfa.grants@state.mn.us
- Program specific questions can be directed to either Diane Elias at diane.elias@state.mn.us or Nancy Urbanski at nancy.urbanski@state.mn.us

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25

Timeline

Date	Activity
August 29, 2025	Due diligence submission deadline for all items
October 1, 2025	Grant Contract Agreements fully executed and effective October 1, 2025, or later, depending on date Grant Contract Agreement is fully executed
October 24, 2025	HSWH Cohort Meeting 10 – 11:30 a.m.
February 10, 2025	1 st Expenditure and Outputs Report (10/1/25 – 12/31/25) due

Refer to Exhibit D, HSWH Reporting Timeline, for more detail

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26

Questions?



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27



Thank You!

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28