



Due Diligence Training

Housing Trust Fund Program

Rental Assistance

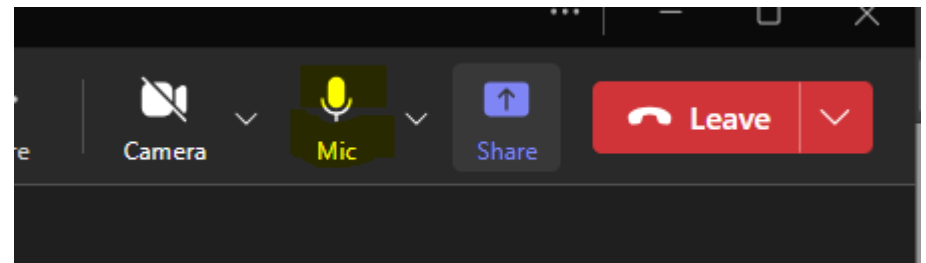
June 10, 2025

Meeting Logistics

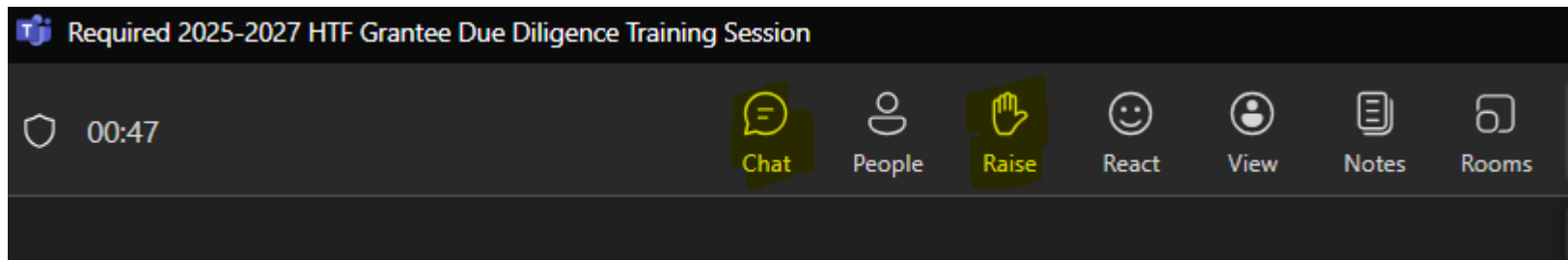
This session is being recorded and may be posted publicly.

We will leave time at the end for questions. Today's answers offered are preliminary. Final answers will be posted on Minnesota Housing's [Housing Trust Fund Program Rental Assistance](#) page.

- Please mute your line unless you are speaking.



Teams Toolbar



Agenda

TOPICS

Welcome and Congratulations

Introductions

Due Diligence

- General Due Diligence
- Program-Specific Due Diligence

Submission and Deadline

Questions



General Due Diligence

Due Diligence For All Grants

- Board Resolution
- Proof of Insurance: Certificate of Liability
- A completed Housing Trust Fund Program Summary (Exhibit B)
- A completed Housing Navigation Work Plan and Budget (Exhibit C)
- Signed current Memorandum of Understanding (MOU)
 - Only for Grantees using a Partnering Service Provider

New Grantees:

- SWIFT vendor number and W-9

Grant Contract Agreement

- Review the entire Grant Contract Agreement and all exhibits to ensure accuracy and understand requirements
- Electronic signing of contracts via DocuSign will be initiated by Minnesota Housing once all due diligence items have been approved
 - Signers automatically receive access to the fully signed agreement
 - No copies will be sent by mail

Grant Contract Agreement

Note the following important dates on your Grant Contract Agreement:

Section 1: Effective Date, Grant Period, and Expiration Date

Effective Date (either October 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

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
- The 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
- The date by which all final reports, documents, and other requirements must be submitted by the grantee to Minnesota Housing; all unexpended Housing Navigation funds (if applicable) must be returned to Minnesota Housing; **and** all final payments must be made by Minnesota Housing to the grantee

Board Resolution

- Official acceptance of your award from your organization's board
- Must be signed and dated
- Should name Housing Trust Fund and include the awarded amount
- Must include the names of individuals who are authorized to sign the Grant Contract Agreement

Proof of Insurance

Must be **Employee Dishonesty/Crime Coverage**

- At least 1/8th the amount of the total grant award
- Employee theft coverage will not be accepted

Submit as a **Certificate of Liability Insurance**

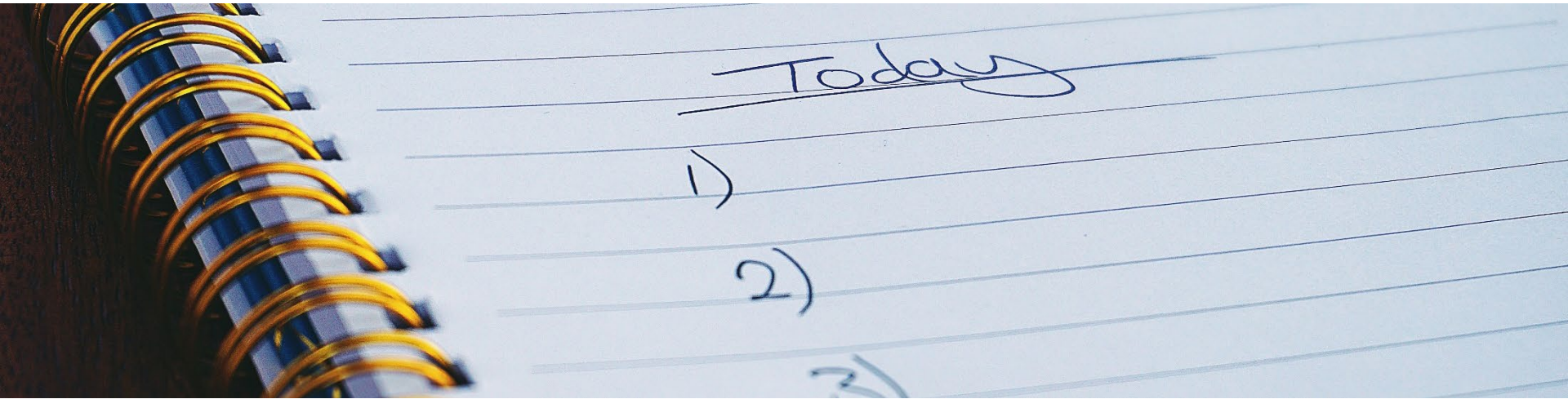
- Must list Minnesota Housing as certificate holder
- Policy must be current with expiration after the start of the grant term

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 and a copy of your W-9

Resources:

- [SWIFT Vendor Resources](#)
- [Supplier Portal Help](#)



Program-Specific Due Diligence

Deran Cadotte | Program Manager

HTF Program Due Diligence

- Housing Trust Fund Program Summary
 - Exhibit B
- Housing Navigation Work Plan and Budget
 - Exhibit C (if Housing Navigation Funds awarded)
- Memorandum of understanding (MOU) or other contractual agreement, if the primary service provider is an agency other than the grantee

Housing Trust Fund Program Summary (Exhibit B)

- Review and or/complete all relevant fields/review and confirm all information is accurate
- Development number (D#) and MRA (Minnesota Housing Rental Assistance) number – needed as reference for rental assistance draw requests

Housing Navigation Work Plan (Exhibit C)

Based on the awarded amount, revise the table to indicate the funding amount designated for each activity, the specific services that will be provided, designated staffing levels and what organization will provide the housing navigation services (if not to be provided by the Grantee).

Housing Navigation Budget (Exhibit C)

We have provided your originally proposed budget with a blank one immediately to its right to allow for easier budget adjustments. Your final budget must add up to your actual Housing Navigation award.

<u>Originally Proposed</u> Housing Navigation Budget October 1, 2025- September 30, 2027		Housing Navigation Budget October 1, 2025- September 30, 2027
The Proposed Housing Navigation Budget was submitted with your Application. It is included here for reference only and may need to be adjusted proportionately to reflect the final Housing Navigation amount awarded to your organization. Complete the Housing Navigation Budget in columns E-G to reflect the final Housing Navigation award amount.		Instructions: Complete the budget below to reflect the entire Housing Navigation budget for the Program based on the final award amount. For each line item identified, record the amount to be paid with Housing Navigation Funds and assigned FTEs, if applicable.

Housing Navigation Work Plan and Budget (Exhibit C)

- Minnesota Housing will review; program staff may require revisions
- Allow time for review, revision and approval

Primary Service Provider vs. Subgrantee

Primary Service Provider

- Required documentation: memorandum of understanding (MOU)

Subgrantee

- Required documentation: formal contract or agreement

Expectations

- Agreements remain in effect throughout the grant period
- Any changes must be communicated to and approved by Minnesota Housing at least 60 days prior
- Any pertinent communication is relayed to subgrantees

Memorandum of Understanding

Memorandum of understanding (MOU) or other contractual agreement

- If the primary service provider is not the grantee:
 - Submit an MOU clearly describing the responsibilities of each agency in effect through the term of the contract
 - Once reviewed and approved by Minnesota Housing, Minnesota Housing staff will notify you of the approval, and you can then submit the final, executed MOU to Minnesota Housing

Memorandum of Understanding

MOU must clearly identify:

- The roles and responsibilities of each service provider
- Target number of households to be served
- A description of services and outreach
- A description of how communication will take place
- Eligibility criteria
- Identification of the entity responsible for Homeless Management Information System (HMIS) data entry
- Identification of the entity responsible for other reporting requirements

Reporting and Meeting Expectations

- Annual Progress Report
- Annual grantee meeting
- HMIS Report – moved to federal fiscal year
 - Due November 1 (Oct. 1, 2025 – Sept. 30, 2026)
 - Due May 1 (April 1, 2025 – March 31, 2026)



Submission and Deadline

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**
- All general items can be submitted as a PDF; program-specific items must be submitted in their original format

Deadline

- All due diligence items must be received and approved by Minnesota Housing prior to the execution of the Grant Contract Agreement
- Reimbursement of expenses incurred prior to Minnesota Housing's execution of the Grant Contract Agreement will not be allowed
- All items must be submitted to and received by Minnesota Housing by 4:30 p.m. Central Time on Friday, August 1, 2025
- Questions related to due diligence can be directed to mhfa.grants@state.mn.us

Questions?

Thank you!

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