Homework Starts with Home (HSWH) Due Diligence Training

November 3, 2021
Housing is the foundation for success, so we collaborate with individuals, communities and partners to create, preserve and finance housing that is affordable.
• Welcome and Congratulations
  • Introductions
• Due Diligence
  • General Due Diligence
  • Program-specific Due Diligence
• Submission and Deadlines
• HSWH Learning Community
• Questions
General Due Diligence Items

- 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
- SWIFT vendor number and W-9
- Electronic Funds Transfer (EFT) Authorization Form
  - Only for new grantees or if banking information has changed
• 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 will have received the Grant Contract Agreement as an attachment to your award letter, but this is informational and should not be signed outside of DocuSign

• Submit the name(s), email address(es), and routing order (if applicable) of the authorized signer(s)
Note the following important dates on your Grant Contract Agreement:

- **Effective Date**
- **Grant Period**
- **Expiration Date**

**Effective Date** (either January 1, 2022, 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
Grant Contract Agreement

Grant Period:

• The grant period of the contract is from the date the Grant Contract Agreement is executed through September 30, 2024

• 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, 2024

• 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
• From your organization’s board of directors

• Must be a signed and dated original resolution

• Should be specific to the grant 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 1/8 the amount of the total grant award
  • Employee theft coverage **will not** be accepted

• Submitted 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
SWIFT Vendor Number and W-9

• Submit your SWIFT vendor number

• 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**
Electronic Funds Transfer (EFT) Form

• Allows direct deposit of funds directly to your agency’s financial institution

• If you have not registered as a vendor with the state of Minnesota, 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

• Important to update immediately if banking information changes

• EFT Authorization Form

• EFT Bank Change Request Form
Homework Starts with Home
Program-specific Due Diligence
Program-specific Due Diligence

- Executed Memorandum of Understanding (MOU)
- Final Work Plan
- Final Budget
- County Board Resolutions (only for those receiving FHPAP funds)
Memorandum of Understanding

• An **executed Memorandum of Understanding (MOU)** signed by the authorized representative of each collaborative member is required

• The MOU must include:
Memorandum of Understanding

- Identification of the collaborative partners, which, at a minimum, must include the grantees of the Family Homeless Prevention and Assistance Program (FHPAP) and/or Housing Trust Fund (HTF) funds
- The roles and responsibilities of each collaborative partner
- A description of how the collaboration and communication will take place throughout the grant term, including regular meetings that will be scheduled between the collaborative partners
- The shared eligibility criteria and any additional eligibility criteria required by each partner
- Identification of the entity or entities responsible for Homeless Management Information System (HMIS) data entry
- Identification of the entity responsible for reporting expenditures, households served, and the annual narrative report, all in the approved Minnesota Housing format
A **Work Plan** that describes changes from the submitted application as a result of the final award amount is required.

**NOTE:** Minnesota Housing approval is required. Staff may request revisions prior to approving the Work Plan.
A **final budget** reflecting all funding sources and amounts as well as amounts allocated to any collaborative partners receiving funding is required.

- Budget should be adjusted proportionately from the original application. If the amounts are not reduced proportionately, provide a reasonable explanation for the adjustment in the Work Plan.

- Do not include funds in line items that were not requested in the original application.

- If you use the “Other” categories, you must specify which expenses will be covered or arrange a meeting with Minnesota Housing staff to discuss.

- The grantees of FHPAP and HTF must be listed on the budget even if they are not using program funds directly.

**NOTE:** Minnesota Housing program staff must approve, and may request revisions prior to approving, this item.
County Board Resolutions

**FHPAP grantees outside of the metro area** are required to submit:

- A county board resolution from each county in the service area designating authority to the grantee to receive FHPAP funds on behalf of the county or counties
  - Tribal nations are exempt from this requirement
Submission

• Send items to mhfa.grants@state.mn.us; include in the subject line “Project name-grantee name(s)”

• Name all documents by “Grantee name-due diligence item name”
• Prior to the execution of the Grant Contract Agreement, Minnesota Housing must receive and approve all items

• Expenses incurred prior to Minnesota Housing’s execution of the Grant Contract Agreement will not be allowed

• All items must be submitted and received by 4:30 p.m. on Tuesday, November 30, 2021

• Due diligence questions can be directed to Merideth Mayrand at merideth.mayrand@state.mn.us

• Program specific questions can be directed to both Erin Menne at erin.menne@state.mn.us and Nancy Urbanski at nancy.urbanski@state.mn.us
Execution Deadline

• Due to the holidays and the potential for signers to be unavailable, we would like all Grant Contract Agreements fully executed by December 17, 2021, if possible
  
  • Effective date will still be January 1, 2022; no expenses can be incurred prior to this date
  
  • Alert your authorized signer about this deadline and to watch for an email from us via DocuSign once all due diligence is approved
  
  • If you will be unable to meet this deadline, please let us know immediately
What is the HSWH Cohort Learning Community?

Key ingredients:

• Grantees view themselves as a group or community with a shared interest in learning from each other

• Grantees agree to carve out time and space for this learning to occur (e.g., quarterly, virtual meetings)

• Other allies (program participants, funders, researchers, etc.) could play a supporting role

Potential benefits:

• Learn from each other

• Borrow and apply approaches from one project to another

• Engage with others who have first-hand knowledge of challenges and opportunities
Envisioning the HSWH Cohort Learning Community

• Meetings will occur quarterly.

• What would you like to learn/focus on?

• What role would you be willing to play in facilitating?

• What role might participating students or families play in the HSWH learning community?

• What are your data needs?

• How could our research partners enhance the HSWH program?
Questions?
Thank you!

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