



Due Diligence Training

Family Homeless Prevention and Assistance
Program (FHPAP)

August 9, 2021

Our Mission: The Core Purpose

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

TOPICS

Welcome and Congratulations

Introductions

Due Diligence

- General Due Diligence
- Program-specific Due Diligence

Submission and Deadline

Questions



General Due Diligence

Merideth Mayrand | Housing Stability Team

Due Diligence 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)
- Certificate of Good Standing
- 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

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) for the authorized signer(s)

Grant Contract Agreement

Note the following important dates on your Grant Contract Agreement:

Effective Date, Grant Period, and Expiration Date

Effective Date (either October 1, 2021, 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, 2023
- 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, 2023
- 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

Certificate of Good Standing

- Only required for non-governmental organizations
- Can either submit:
 - A current Certificate of Good Standing, OR
 - A screenshot of current standing from the Minnesota Secretary of State website:
<https://mblsportal.sos.state.mn.us/Business/Search>
 - Screenshot needs to show Business Record Details and must include all information above the Filing History
 - Renewal due date must be after the start of the grant term

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 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

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

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

- If you are a new grantee or if you have a change to your banking information, you must submit an EFT form allowing direct deposit of funds directly to your agency's financial institution
- 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](#)



Program-specific Due Diligence

Diane Elias | Program Manager

FHPAP Due Diligence

- Work plan
- Budget
- County board resolution(s)
- Advisory Committee contact information
- Grantee contact information
- Client contact information

Work Plan

- Budget and projected households
- Eligibility
- Monitoring
- Performance

Budget

- Total program budget
- Subgrantee budget(s)
- Grantee budget

County Board Resolution

- Nonprofits must submit a county board resolution authorizing the administration of FHPAP on behalf of each county in the grantee's service area.
- If anticipating a delay, please let us know.

Advisory Committee

Advisory Committee Membership List

- Member
- Organization
- Representation
- Attendance
- Contact information

Grantee Contact Information

FHPAP 22-23 Grantee Contact List

- Grantee/service area
- Main contact person(s)
- Contact information
- Advisory meeting schedule

Client Reference List

FHPAP 22-23 Client Reference List

- Grantee/service area
- List by agency and populations served
- Address and hours of operation
- Agency contact information



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 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 and received by 4:30 p.m. CT on Friday, September 3, 2021
- Questions related to due diligence can be directed to mhfa.grants@state.mn.us

Questions?

Thank you!

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