



April 26, 2024

Renee Theese
Planning Specialist II: Prevention and FHPAP Coordinator
Ramsey County
121 E 7th Place Ste 4200
Saint Paul, MN 55101

Sent via email

Re: Family Homeless Prevention and Assistance Program (FHPAP) Funding

Dear Renee,

We are pleased to inform you that your proposal was approved for funding by the Minnesota Housing board on April 25, 2024. Your application was one of 24 that were selected for approval, representing a total of \$ 27,952,000.00, which will be used to help households statewide who are homeless or at imminent risk of homelessness to retain their housing or obtain housing.

Your organization will be awarded up to \$3,005,633.00 of Standard Grant Proceeds and \$282,385.00 of Fast Track Grant Proceeds for a total contract amount of \$3,288,018.00 for a Grant Period of June 1, 2024, or the date the contract is signed by all parties, to September 30, 2025. Funding is contingent upon satisfactory completion of all due diligence items, approval of which is at the sole discretion of Minnesota Housing. In addition to the standard requirements stated in the Grant Contract Agreement, the following conditions apply to your specific grant:

Enclosed with this letter are the Due Diligence Checklist and the Grant Contract Agreement with Exhibits. All items listed in the Due Diligence Checklist must be returned to and approved by Minnesota Housing prior to the execution of the Grant Contract Agreement. The deadline for Due Diligence items is May 31, 2024. **NOTE:** Expenses incurred prior to the execution of the Grant Contract Agreement are not allowed and will **not** be reimbursed.

A mandatory due diligence information session will be held on Tuesday, April 30, 2024, from 10:00 a.m. to 11:30 a.m. Central Time via [Microsoft Teams](#) (click on this link to join the session). The information session will provide an overview of the program, Grant Contract Agreement provisions and next steps on submitting the required due diligence items. The session will also allow time for questions.

If you have program-specific questions, please contact Minnesota Housing FHPAP staff at:

Diane Elias
diane.elias@state.mn.us
651.284.3176

Nancy Urbanski
nancy.urbanski@state.mn.us
651.296.3683

Thank you for your continued commitment in serving homeless and low-income households and partnering with Minnesota Housing as we work to affordably house Minnesotans.

Sincerely,

Rinal Ray
Assistant Commissioner, Housing Stability Division

Enclosures:
Due Diligence Checklist
Grant Contract Agreement and Exhibits

Equal Opportunity Employer

Family Homeless Prevention and Assistance Program (FHPAP) Due Diligence Checklist

All items listed below must be submitted no later than 4:30 p.m. Central Time on Friday, May 31, 2024.

Expenses incurred prior to the execution of the Grant Contract Agreement by both parties cannot be reimbursed. Reach out to mhfa.grants@state.mn.us or 651. 297.5231 with any questions related to due diligence.

Submit the following items electronically to mhfa.grants@state.mn.us. Once all due diligence items have been submitted and approved, Minnesota Housing will initiate electronic signing of the Grant Contract Agreement via DocuSign.

- ☐ A signed original, or signed and certified, **Board Resolution** specific to the grant that includes the award amount and the employee authorized to execute the Grant Contract Agreement. Also provide the name(s), title(s), and email address(es) of the individual(s) authorized to sign. If there is more than one signer of your Grant Contract Agreement, list the routing order of the signatures. This information will be used to route the document for electronic signature via DocuSign. Once fully executed, your signer(s) will automatically receive a copy through DocuSign. A hard copy will not be mailed.
- ☐ A **Certificate of Liability Insurance with Employee Dishonesty/Crime Coverage** in the amount of at least one-eighth of the total grant amount. The expiration date of the policy must be after the start of the grant term. Minnesota Housing must be named as a certificate holder. Employee theft coverage will not be accepted.
- ☐ **Exhibit B**, part one: A **Work Plan** that describes changes made to the original application as a result of the final Standard Grant Proceeds award amount.
- ☐ **Exhibit B**, part two: A **Budget**, reflecting all funding sources and amounts as well as amounts allocated to any subgrantees receiving Standard Grant Proceeds. The budget includes a tab for contact information.
- ☐ **Exhibit C**, part one: A **Fast Track Work Plan** that includes narrative (as needed) as result of the final Fast Track Grant Proceeds award amount.
- ☐ **Exhibit C**, part two: A **Fast Track Budget**, reflecting all funding sources and amounts as well as amounts allocated to any subgrantees receiving Fast Track Grant Proceeds. The budget includes a tab for contact information.

New Grantees or if changes have occurred:

- ❑ An **Electronic Funds Transfer (EFT) Form**, which is available from Minnesota Housing upon request. More information is available on Minnesota Management and Budget's website at: [EFT Forms and Information](#). 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 Minnesota Housing your **SWIFT vendor number**, and send a copy of your [W-9](#) so that payments will not be delayed.