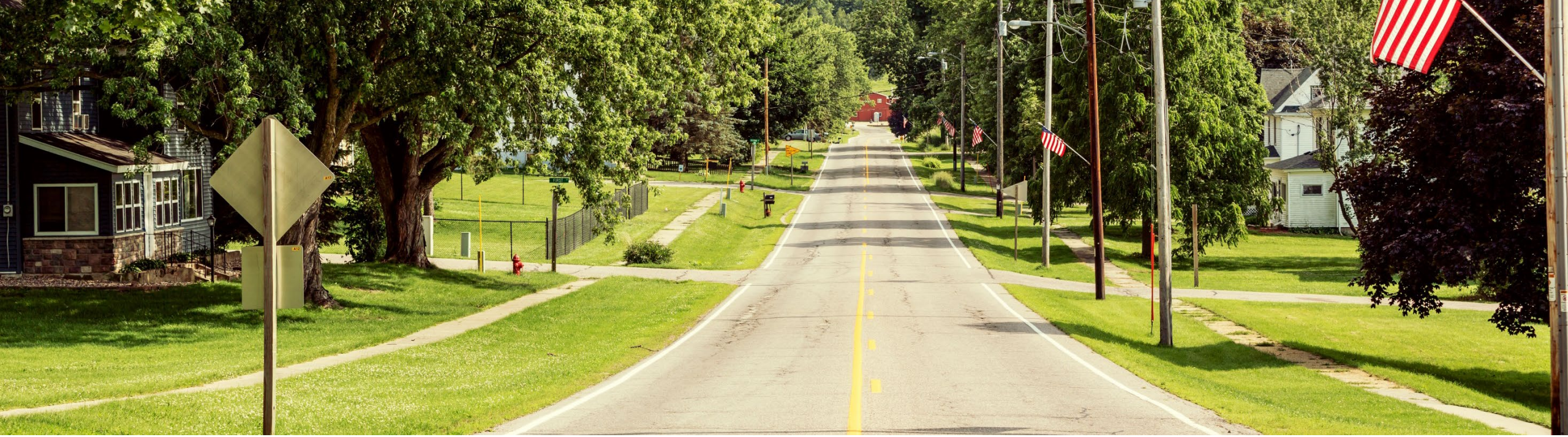


Compliance Quest:
Your Path Through Monitoring & Financial Reconciliation for the Bring It Home Rental Assistance Program

October 8, 2026

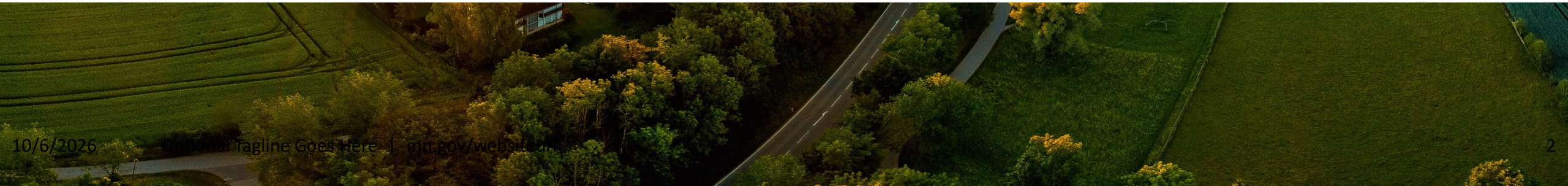
MINNESOTA HOUSING

mnhousing.gov

Our Vision & Mission

All Minnesotans live and thrive in a stable, safe and accessible home they can afford in a community of their choice.

Housing is foundational to a full life and a thriving state, so we equitably collaborate with individuals, communities and partners to create, preserve and finance housing that is affordable.



Bring It Home Rental Assistance Program Staff

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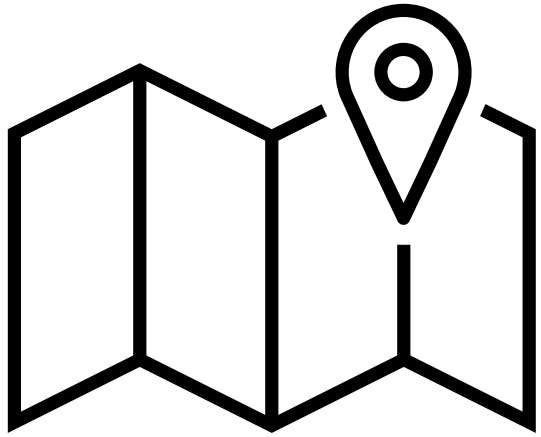
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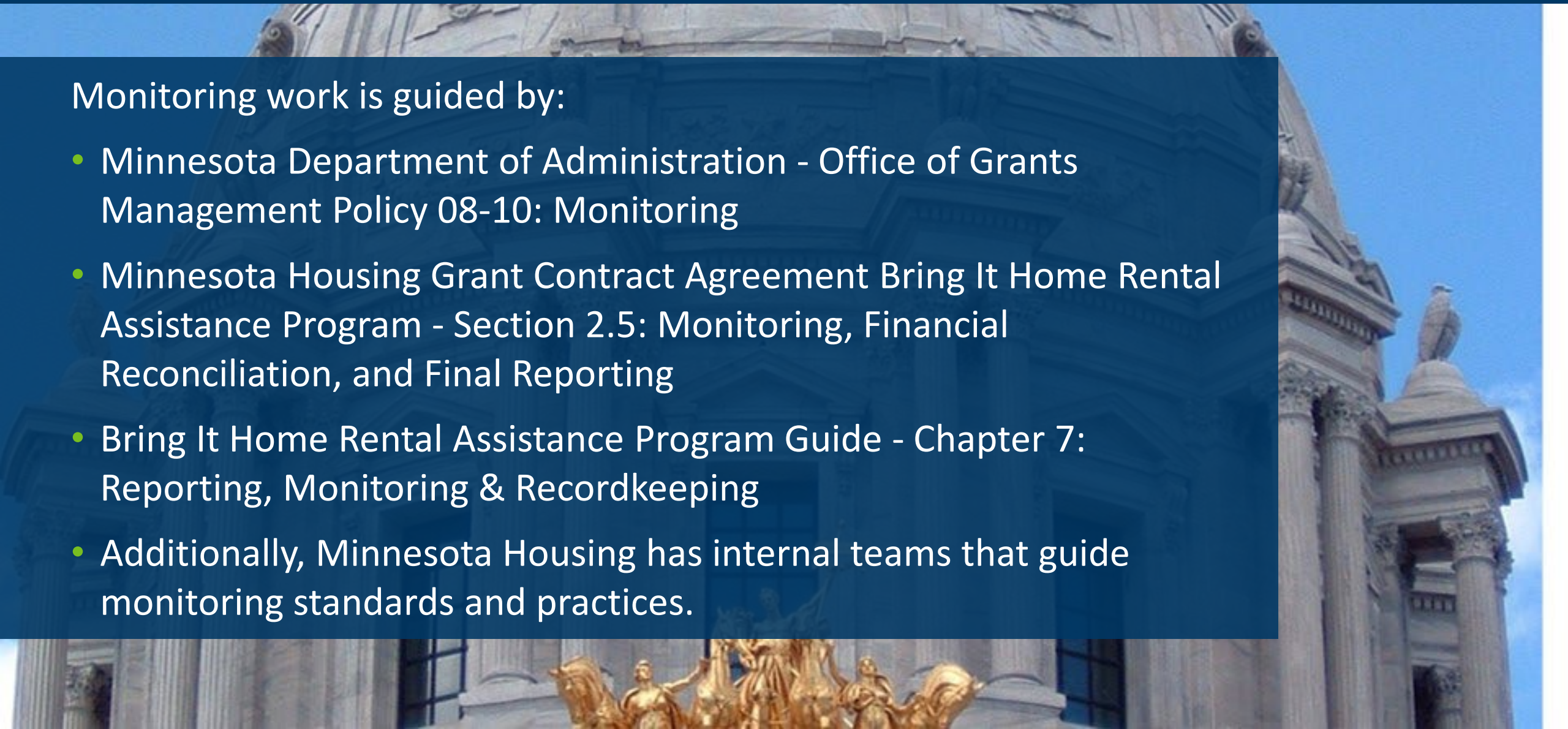
Shannon Fortune
Grants Monitoring Specialist

Agenda: Following the Path

- Welcome & Introductions
- Agenda & Orientation
- Knowledge Refresh
- Requirements & Examples from the Field
  - Participant File Review
  - Administrative Compliance Review
  - Financial Reconciliation
  - Monitoring Visit
- Questions
- Closing



Knowledge Refresh: Guiding Sources



Monitoring work is guided by:

- Minnesota Department of Administration - Office of Grants Management Policy 08-10: Monitoring
- Minnesota Housing Grant Contract Agreement Bring It Home Rental Assistance Program - Section 2.5: Monitoring, Financial Reconciliation, and Final Reporting
- Bring It Home Rental Assistance Program Guide - Chapter 7: Reporting, Monitoring & Recordkeeping
- Additionally, Minnesota Housing has internal teams that guide monitoring standards and practices.

Knowledge Refresh: Definitions

Monitoring

- Verifies compliance and alignment with program guidelines
- Includes review of participant files to verify completeness and accuracy
- Initial visit within the first quarter after funds are disbursed
- Regular quarterly monitoring conducted by program staff
- Program Administrators submit quarterly narrative progress reports

includes

Financial Reconciliation

- Compares payment requests for a given period with supporting documentation to ensure accuracy and proper use of funds
- After first HAP reimbursement is processed, may do an initial reconciliation
- Additional reconciliations conducted throughout the grant term, including prior to final payment

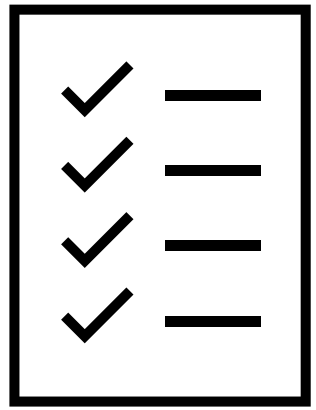
Knowledge Refresh: Monitoring Lifecycle

Monitoring Requirement	Timing
Program Progress Narrative	Quarterly
Administrative Compliance Review	Throughout Grant
Program Participant File Review	Throughout Grant
Financial Reconciliation	Annually
Monitoring Visit	Annual
Close Out Monitoring	End of Grant Cycle

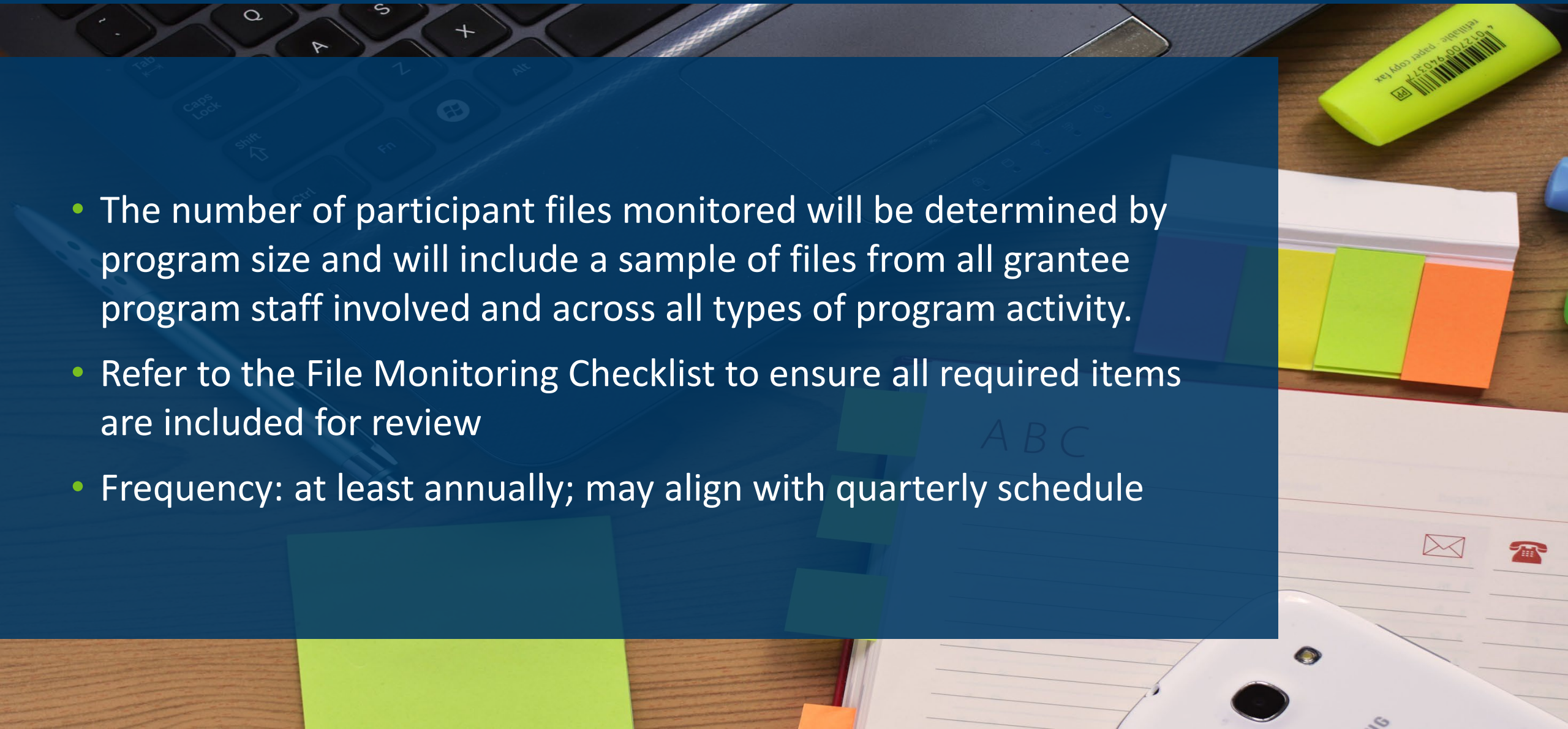
Knowledge Refresh: Resources & Tools

Available on the Bring It Home program webpage at:
https://mnhousing.gov/home/local-government/bring-it-home

- Program Guide (updated May 2026)
- Information & Forms for Program Administrators
  - Information Sharing Session Questions (updated monthly)
  - Participant File Documentation Checklist (April 2026)
- Monitoring, Fund Disbursement, and Data Reporting
  - File Monitoring Checklist
  - Administrative Compliance Checklist



Participant File Review: Requirement

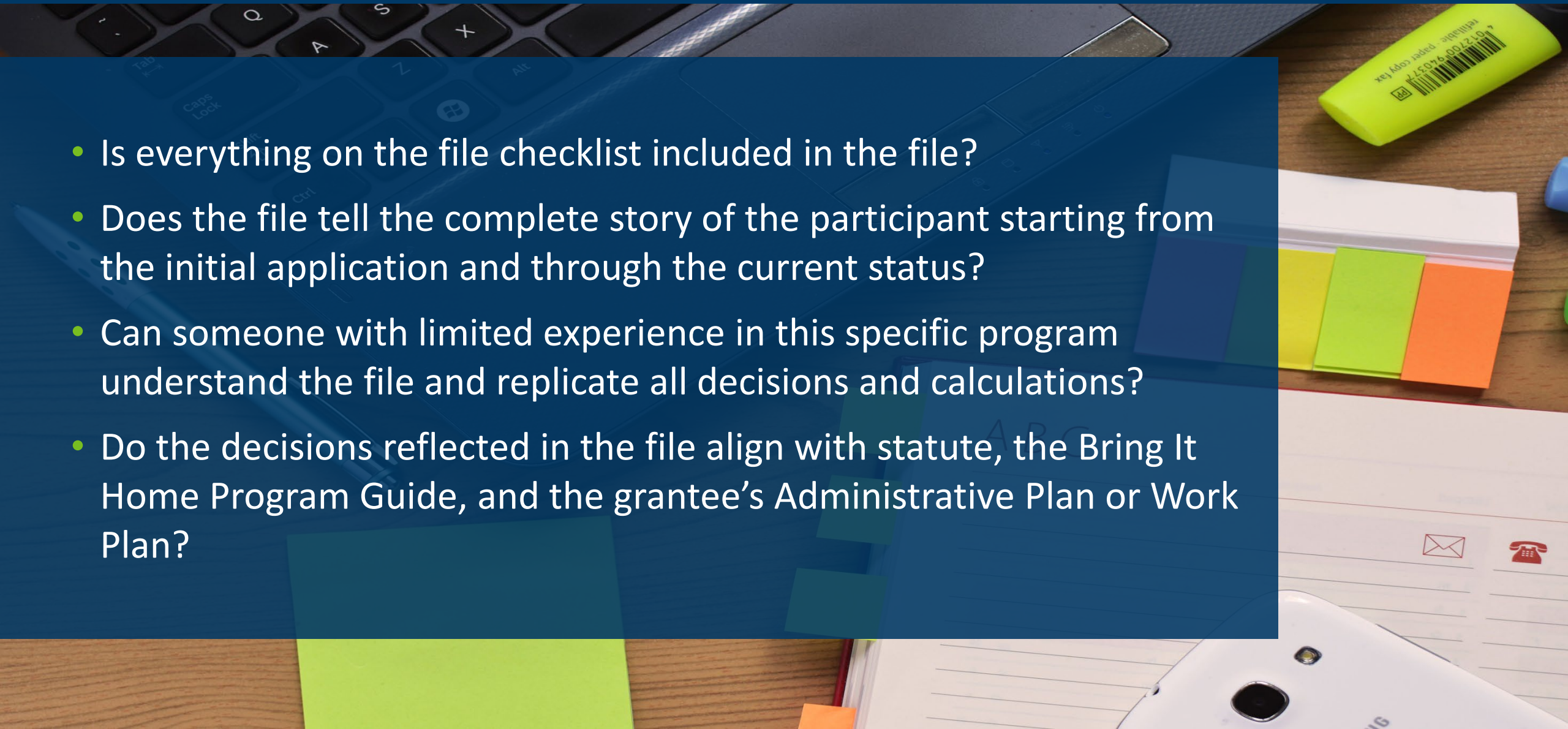


- The number of participant files monitored will be determined by program size and will include a sample of files from all grantee program staff involved and across all types of program activity.
- Refer to the File Monitoring Checklist to ensure all required items are included for review
- Frequency: at least annually; may align with quarterly schedule

Participant File Review: Process

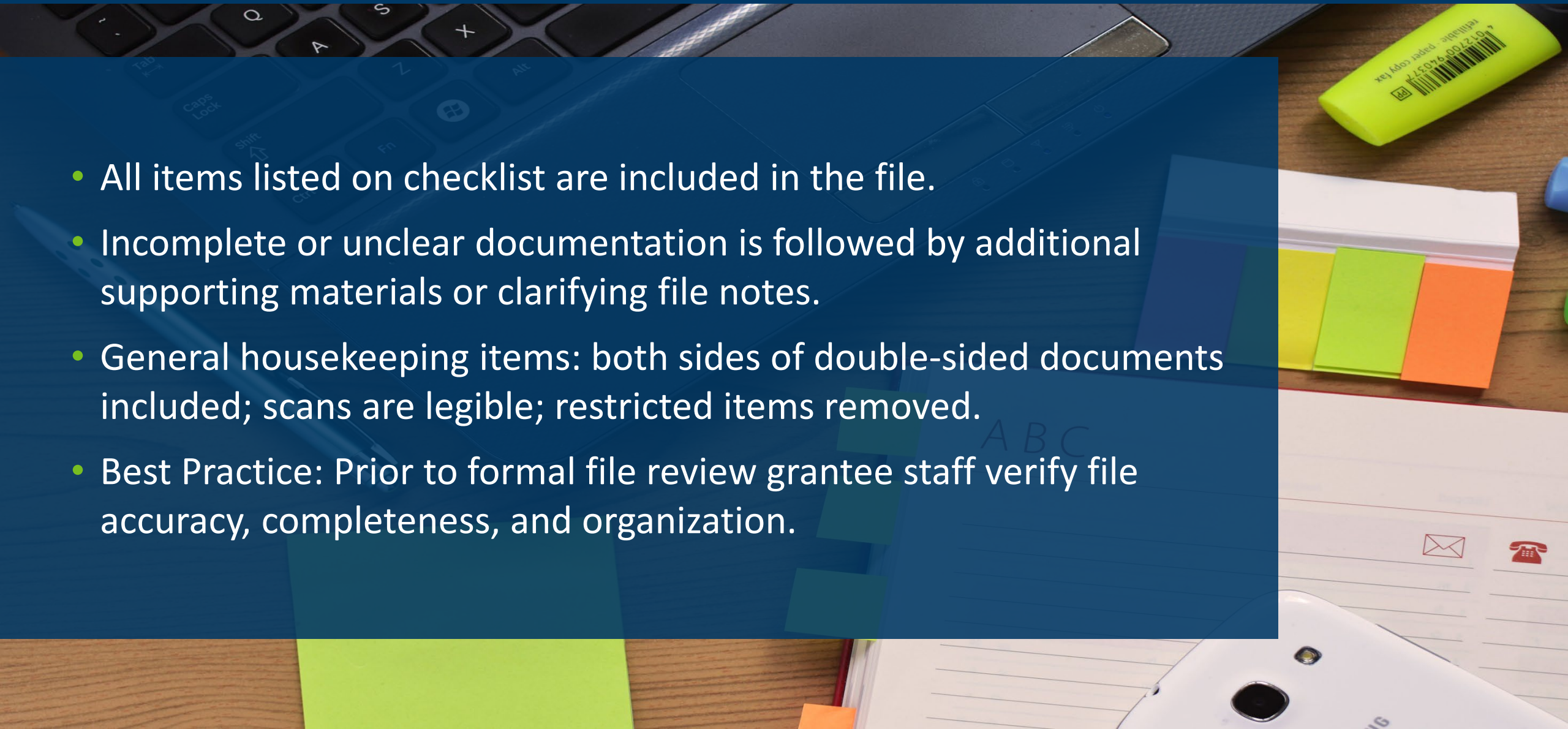
- File Selection
- Upload to Virtual File Viewing Space
- Monitoring Staff Review
- Clarifications
- Communication of Findings & Recommendations
- Correction Period for Findings
- Communication of Completion Status

Participant File Review: What Does This Actually Mean



- Is everything on the file checklist included in the file?
- Does the file tell the complete story of the participant starting from the initial application and through the current status?
- Can someone with limited experience in this specific program understand the file and replicate all decisions and calculations?
- Do the decisions reflected in the file align with statute, the Bring It Home Program Guide, and the grantee's Administrative Plan or Work Plan?

Participant File Review: Signs of Success



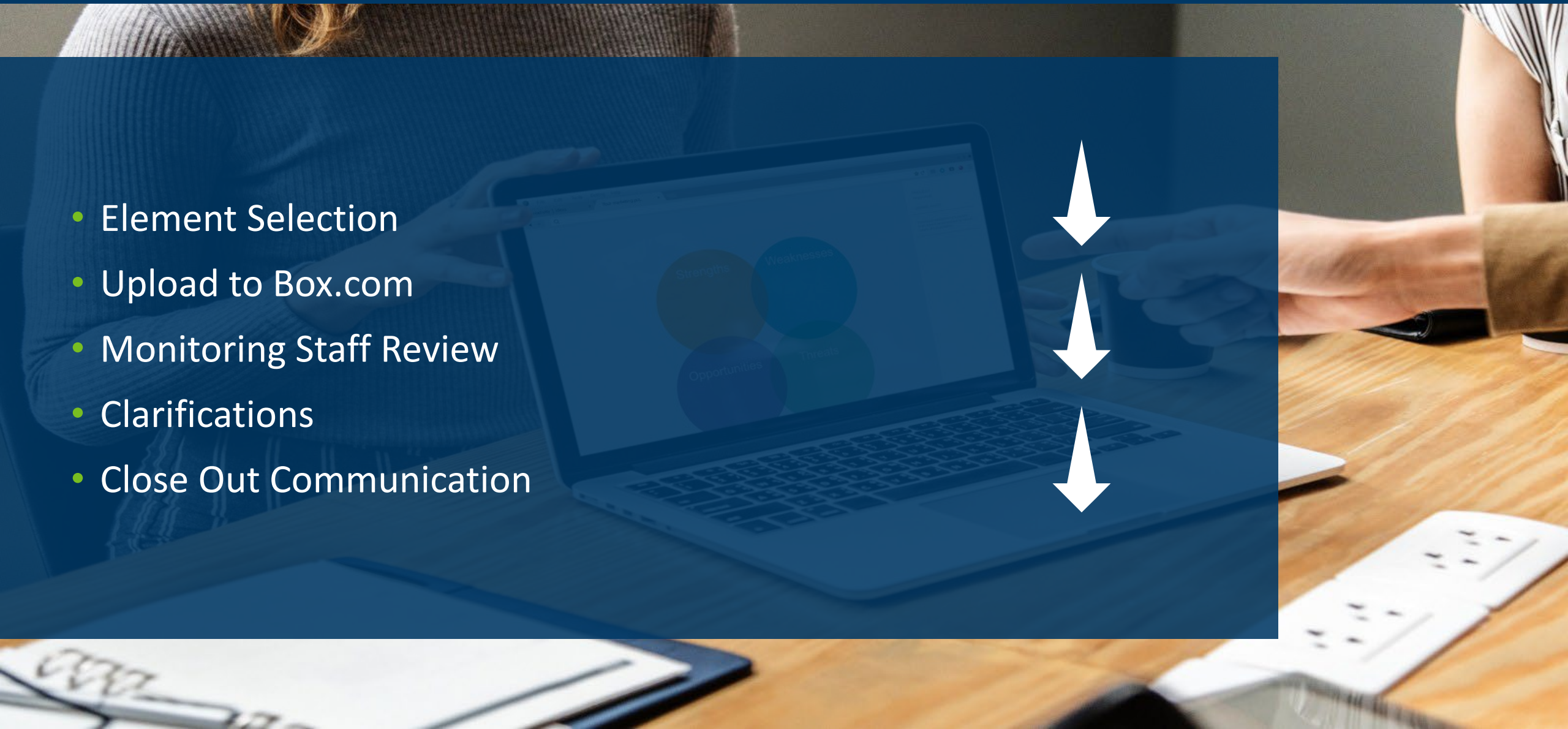
- All items listed on checklist are included in the file.
- Incomplete or unclear documentation is followed by additional supporting materials or clarifying file notes.
- General housekeeping items: both sides of double-sided documents included; scans are legible; restricted items removed.
- Best Practice: Prior to formal file review grantee staff verify file accuracy, completeness, and organization.

Administrative Review: Requirement



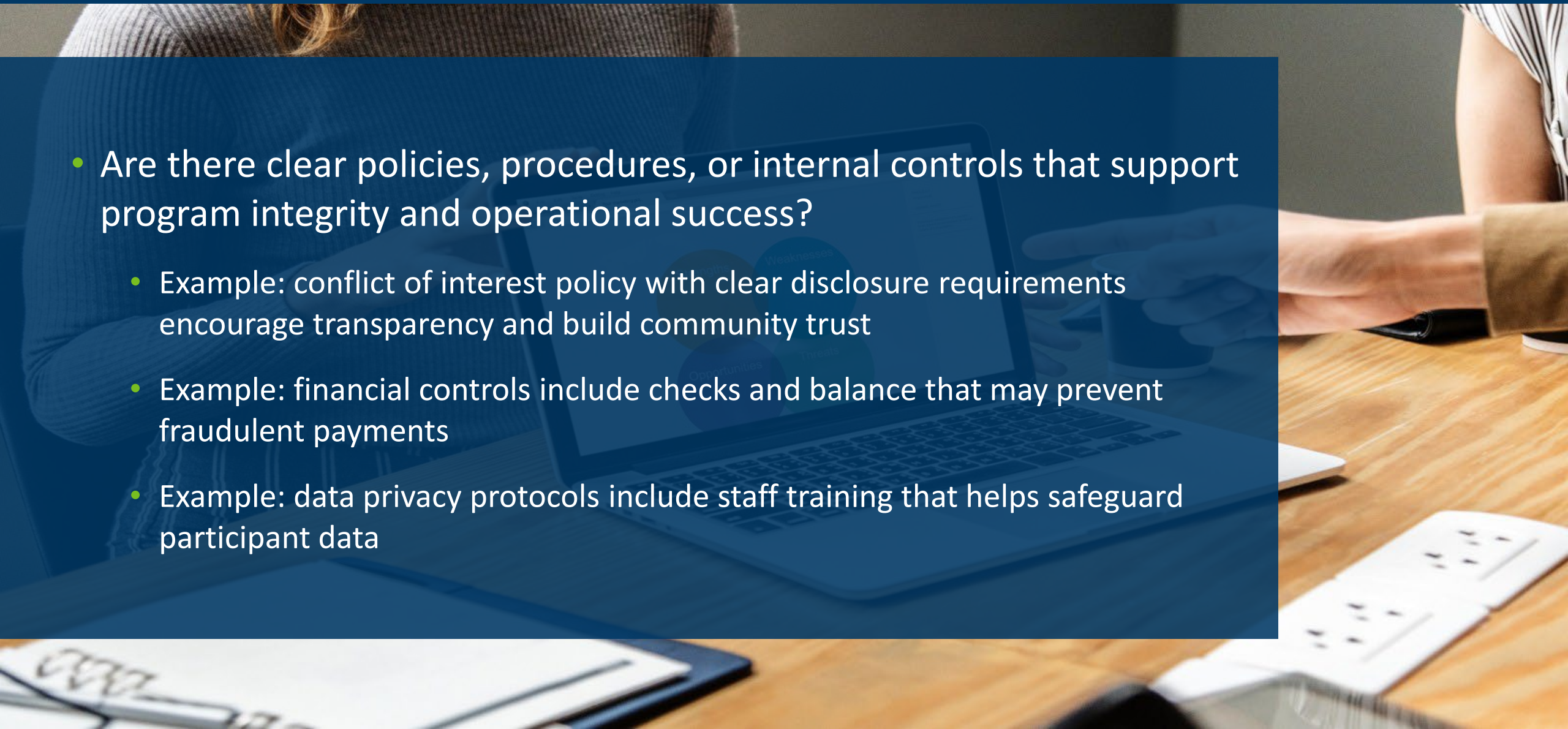
- Grantees will be asked to provide evidence of compliance with various contract elements and other administrative or policy items.
  - Examples: conflict of interest policy, record retention policy, bidding or procurement process, by-laws, internal fiscal control procedure
- The focus of this work is contract compliance and confirming grantee is following procedural requirements.

Administrative Review: Process



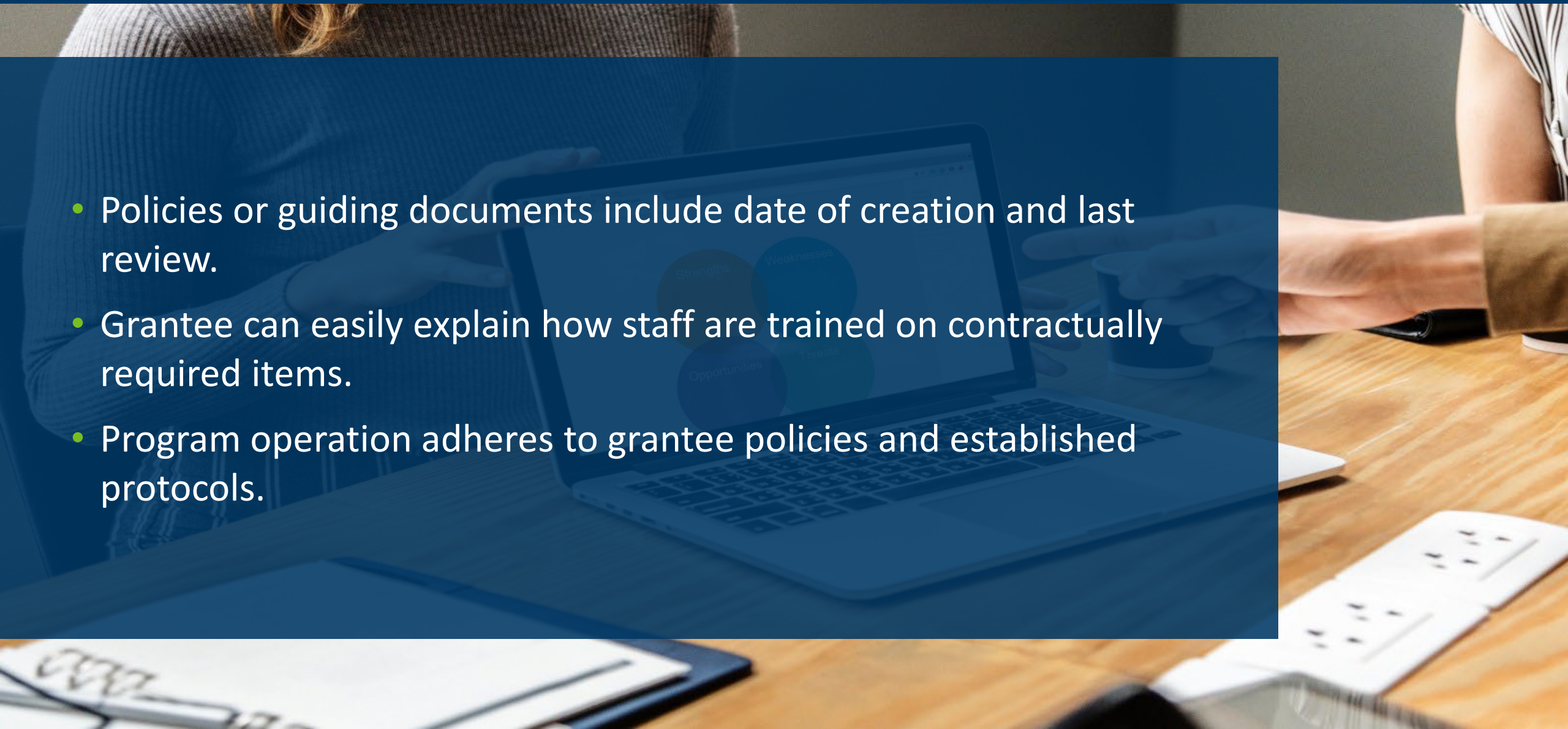
- Element Selection
- Upload to Box.com
- Monitoring Staff Review
- Clarifications
- Close Out Communication

Administrative Review: What Does This Really Mean



- Are there clear policies, procedures, or internal controls that support program integrity and operational success?
  - Example: conflict of interest policy with clear disclosure requirements encourage transparency and build community trust
  - Example: financial controls include checks and balance that may prevent fraudulent payments
  - Example: data privacy protocols include staff training that helps safeguard participant data

Administrative Review: Signs of Success



- Policies or guiding documents include date of creation and last review.
- Grantee can easily explain how staff are trained on contractually required items.
- Program operation adheres to grantee policies and established protocols.

Financial Reconciliation: Requirement

- Financial reconciliation will ensure consistency and accuracy by verifying funds are being used as intended and in compliance with the grant contract agreement.
- Financial program staff will provide grantee with a list of documentation needed and will make selections for further testing from items submitted.
- Frequency: after expiration of Start-Up Fund period; again at the end of the contract period.

Financial Reconciliation: Process

- Disbursement Selection
- Testing Samples Identified
- Financial Analyst Review
- Clarifications
- Communication of Findings & Recommendations
- Correction Period & Ineligible Expenses
- Communication of Completion Status



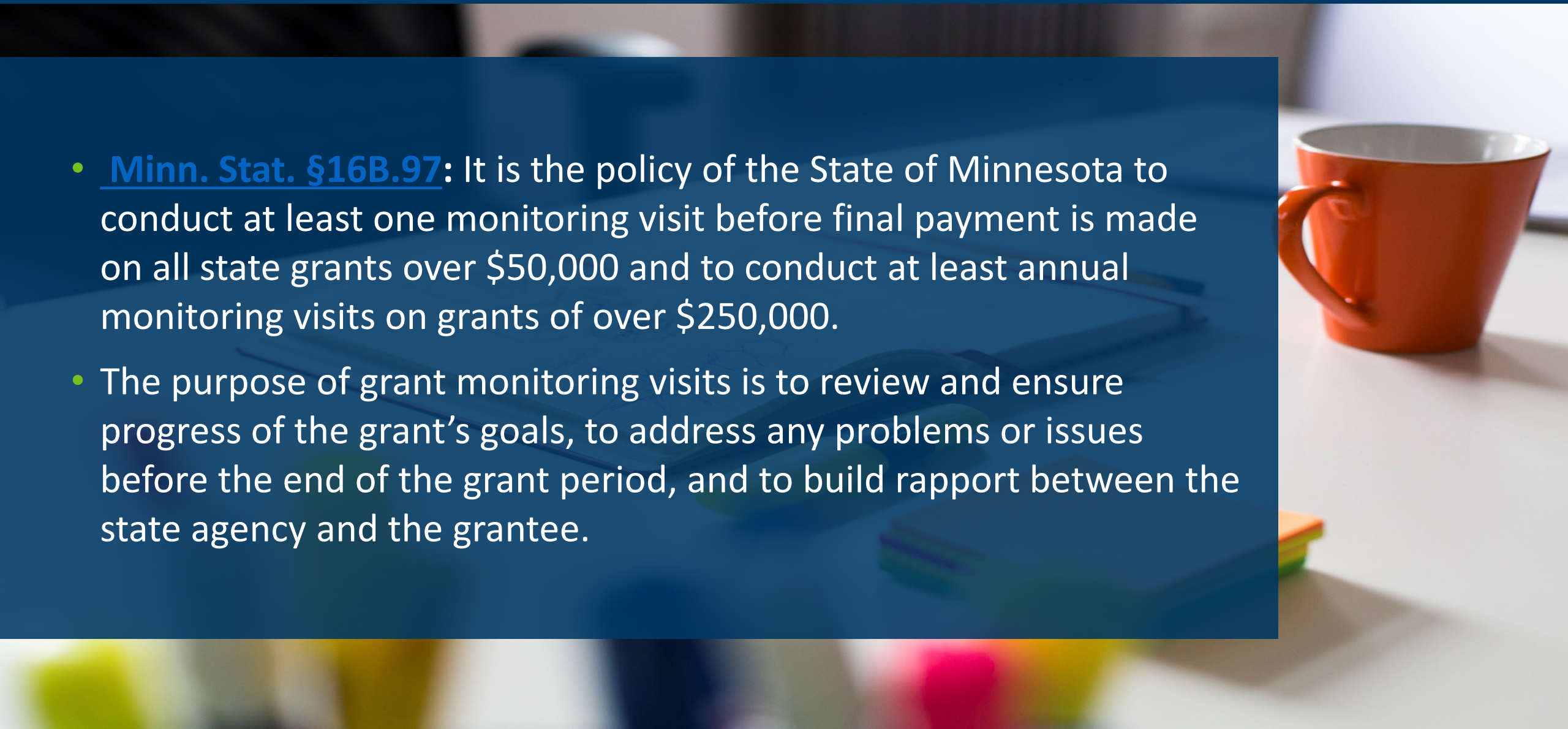
Financial Reconciliation: What Does This Really Mean

- This is the process of checking that invoices and proof of payment match. Think of this as “disbursement verification”.
- This may look different for each grantee depending on what documentation was submitted with disbursement requests.
  - Example: salary expense may be verified by timesheets, payroll ledger, pay stubs, and transaction record confirming payment.
  - Example: a selected Housing Assistance Payment matches file documentation and is confirmed by ledger and payment verification (i.e. EFT documentation or cancelled check).

Financial Reconciliation: Signs of Success

- Disbursement documentation includes additional notes and clarifications accompany disbursement documentation.
- Expenses shared across programs clearly note the amount charged to Bring it Home as well as justification for the amount.
- Supporting documentation matches request amount and all calculations are accurate.

Monitoring Visit: Requirement



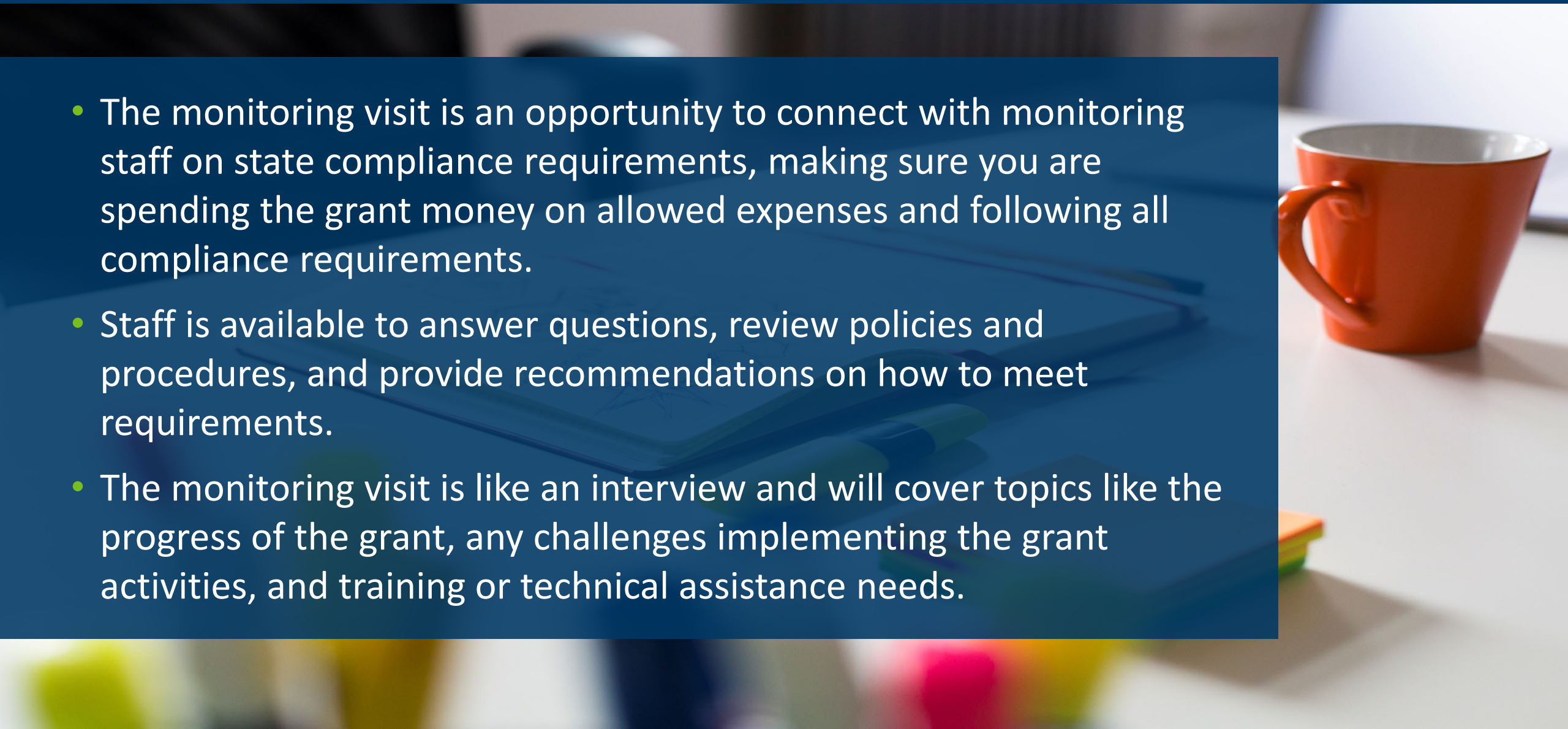
- **Minn. Stat. §16B.97: It is the policy of the State of Minnesota to conduct at least one monitoring visit before final payment is made on all state grants over $50,000 and to conduct at least annual monitoring visits on grants of over $250,000.**
- The purpose of grant monitoring visits is to review and ensure progress of the grant's goals, to address any problems or issues before the end of the grant period, and to build rapport between the state agency and the grantee.

Monitoring Visit: Process

- Schedule
- Communicate Items For Review
- Meet & Discuss
- Communication of Findings & Recommendations
- Correction Period
- Monitoring Visit Closeout



Monitoring Visit: What Does This Really Mean



- The monitoring visit is an opportunity to connect with monitoring staff on state compliance requirements, making sure you are spending the grant money on allowed expenses and following all compliance requirements.
- Staff is available to answer questions, review policies and procedures, and provide recommendations on how to meet requirements.
- The monitoring visit is like an interview and will cover topics like the progress of the grant, any challenges implementing the grant activities, and training or technical assistance needs.

Monitoring Visit: Signs of Success

- Grantee staff that are best able to discuss performance and compliance questions are involved in the meeting to:
  - clearly explain all activities and progress towards grant goals
  - provide documentation of progress and activities
  - demonstrate compliance with the grant contract requirements
- Shared files and documentation are organized and clearly labeled.
- Best Practice: grant contract, including all attachments and amendments, is accessible to all staff working on the grant.




Questions?

Thank You!

Additional questions:

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