




Missouri Housing
Development Commission

Disaster Relief Fund

Funded Agency Training

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MHDC.com

Agenda

- Grant overview
- Client eligibility
- Grant timeline
- Eligible activities
- Recordkeeping requirements
- Financial administration
- Reporting requirements

General Information

- **Direct questions, concerns, and updates to:**

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- **All Forms are available on our Website:**

<https://mhdc.com/programs/community-programs/disaster-relief/>



Grant Overview

- **Purpose:** to assist Missouri communities impacted by severe weather or other natural disasters in recovery efforts.
- DRF funds should be utilized to quickly identify and assist low-to-moderate income households that have either become homeless or are at risk of becoming homeless due to severe weather or other natural disasters.
- DRF funds become available in the instance of a state issued or federal disaster declaration by the Governor or President.

Client Eligibility

- DRF recipients must reside in a county affected by the declared disaster. Please reference the state or federal declaration for a list of eligible counties.
- Funds must be used to serve households at or below 100% of the Area Median Income (AMI). AMI can be determined using form DRF-213 which is available on the MHDC website.
- Those assisted with *Housing Assistance* must meet the HUD HEARTH Category 1, Category 2, or Category 4 definition of homelessness due to the effects of the declared disaster.
 - Category definitions can be found in the DRF Desk Guide.

Grant Timeline

- Each declared disaster has a set grant start and end date. Please refer to the DRF Desk Guide, which can be found in the link below:

<https://mhdc.com/programs/community-programs/disaster-relief/>

DRF Grant Components

- DRF funds can be used to assist impacted households with eligible services in the following categories:
 - Housing Assistance
 - Home Repair or Modifications
 - Operations (Case Management/Outreach)
 - Administration (cannot exceed 10% of the grant expenditure)

Housing Assistance

Eligible Activities

Housing Assistance can be used to assist individuals who are at risk of becoming homeless, are literally homeless or fleeing/attempting to flee Domestic Violence with the following eligible activities:

- Security Deposits
- Rental and Mortgage Arrears
- Application Fees
- Rental and Mortgage Assistance
- Utility Deposits
- Utility Arrears
- Utility Assistance
- Hotel/Motel Vouchers
- Essential Items

Carefully review the requirements for each eligible activity in the DRF Desk Guide **before providing services.

Housing Assistance

Ineligible Activities

- Security Deposits exceeding two months rent
- Rental arrears in excess of six months
- Mortgage arrears in excess of six months
- Rental assistance that occurs outside of the grant period
- Mortgage assistance that occurs outside of the grant period
- Utility Deposits that occur outside of the grant period
- Utility arrears in excess of six months
- Utility assistance that occurs outside of the grant period
- Expenses that are non-essential (e.g., cable television, internet, etc.)
- Essential Items assistance that exceeds one instance of assistance per household per month
- Late fees (when acquired by the service agency)

Home Repair

Eligible Activities

Home Repair funds can be used to assist low-income homeowners at or below 100% AMI and must be allocated to eligible, owner-occupied, single-family properties impacted by the severe weather or other natural disaster. Home Repair is limited to \$15,000.00 per household.

Eligible activities include:

- Costs to meet local codes
- Remediation of environmental hazards
- Accessibility improvements
- Energy improvements
- Septic repair/replacement
- Repair, replacement or upgrade of existing wells
- Soft costs
- Agency inspections

Carefully review the requirements for each eligible activity in the DRF Desk Guide **before providing services.

Home Repair

Ineligible Activities

- Appliances
- Additions to home
- Installing public infrastructure where none previously existed
- Kitchen updates and other décor
- Furniture, personal property
- Attached greenhouses
- New construction of garages
- Projects for barns, sheds, outbuildings
- Construction of new home or a shell home
- Construction of a new deck or patio
- Fences
- Fire Extinguishers
- Reimbursement for repairs/materials paid for by homeowner(s)
- Non-essential fireplace improvements
- Heating fuel
- Hot tub, Jacuzzi, whirlpool bath, sauna, bath house
- Landscaping (unless accessibility issues occur)
- Pier, steps to lake or water, etc.
- Portable heaters
- Unfinished structures
- Paying debts of the homeowner such as mortgages or delinquent taxes
- Vacuum cleaner central systems
- Reimbursement of home repair materials purchased directly by the agency

Home Repair

Contractor Requirements

- DRF Home Repair services must be completed by a contractor who meets the following requirements:
 - A licensed contractor or a contractor who holds an equivalent locally issued license
 - Contractor must be in good standing with the state of Missouri
 - Carry a minimum of \$150,000 in liability insurance
 - Carry proof of worker's compensation insurance as required by Missouri law
 - Carry proof of automobile insurance

Operations

Eligible Activities

■ Outreach

- Salaries and benefits associated with staff engaged in DRF-focused outreach efforts
- Mileage costs associated with assisting clients with DRF (e.g., transporting clients, meeting clients at home to conduct intakes, etc.)

■ Case Management

- Salaries and benefits associated with staff serving eligible DRF clients in Case Management services (detailed in DRF Desk Guide)
- Time spent making case notes that document client interactions
- Mileage costs associated with assisting DRF eligible clients (i.e., transporting clients or travel to and from meeting with clients)

Administration

Eligible Activities

- Salaries and benefits associated with staff engaged in grant and program administration
- Contracted services (i.e., general maintenance, accounting, auditing service etc.)
- Insurance, utilities, offices supplies, rent, etc.

Administrative expenses cannot exceed 10% of the Grantee's total expenditure/award amount.

Ineligible Activities

- Administrative services for activities not related to the DRF program
- Conference and training costs
- Food purchases
- Mileage costs
- Technology purchases/rentals
- Office furniture purchases/rentals
- Employee paid tax withholdings (when gross salary is reported)
- Client incentives (i.e., gift cards, bus passes, etc.)

Recordkeeping Requirements

Please review the DRF Desk Guide for a complete list of records to maintain

- General recordkeeping requirements include but are not limited to:
 - DRF client forms per grant component (i.e., MHDC-114, MHDC-103, DRF-202, DRF-203, DRF-212 etc.)
 - Head of Household (HOH) identification
 - Proof of income
 - Proof of residency
 - Proof of need
 - Invoices/receipts
 - Proof of cleared payment
 - Service engagement records (case notes)
 - Employee timesheets/paystubs

****All required DRF forms must be kept on-site and must be available to MHDC compliance officers during an audit.*

Grant Financial Administration

- MHDC will disburse 25 percent of the total grant award amount to the Grantee upon execution of the grant agreement
- Grantee will back-up disbursed funds using the back-up form (DRF-208)
- Disbursed funds must be backed up before additional funding will be disbursed
- MHDC will continue to disburse funds in 25 percent increments once sufficient back-up covering all previously disbursed funds has been received and approved

Grant Financial Administration

- Below is the chart used to calculate how much each agency will be disbursed:

% of Total Grant Award Amount Disbursed	25% Initial Advance	50%	75%	100%
Percent Backed Up and Approved	0-24%	25-49%	50-74%	75-100%

Grant Financial Administration

Back-Up Requirements

- Grantee is required to submit Back-Up to account for all DRF spending during the grant funding period.
- Grantees are limited to one back-up submission per month. Any further submissions will need to be resubmitted the following month.
 - Monthly submissions will be accepted from the 2nd through the 1st of the following month.
- DRF-208 must be uploaded as a single **PDF**.
- DRF-208 must be signed by an authorizing official.

Grant Financial Administration

Common Reasons for Discard

- Certificate of insurance has expired
- Expenses incurred or paid outside of funding period
- Expenses paid outside of designated region
- Ineligible activities reported
- Incorrect/Missing information fields
- Electronic submission is illegible
- Missing signatures from authorized signers

DRF-208 Back-Up Form



Disaster Relief Fund Back-Up Form (All Grant Types)

DRF-208

1. Complete highlighted fields. All other fields will auto-populate from other tabs

INSTRUCTIONS
Complete only the fields highlighted in yellow in the 'Back-Up Summary' tab. All other fields will autopopulate from date entered in other tabs.

Grant Number	24-000-D
Reporting Range	8/2/24-8/31/24
Agency Name	MHDC
Total Requested Amount	\$2,655.00

Funding Component	Request Amount
Housing Assistance	
Housing Assistance Expense Detail Total Amount:	\$1,970.00
# Housing Assistance Households Served	3.00
Home Repair	
Home Repair Expense Detail Total Amount	\$0.00
# Home Repair Households Served	
Operating	
Operating Expense Detail Total Amount	\$0.00
Administration (10%)	
Admin Expense Detail Total Amount	\$685.00
Total Requested Amount	\$2,655.00

CERTIFICATION
By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures are for the purposes and objectives set forth in the terms and conditions of the DRF award.

2. Summary must be signed by an authorized signer

Authorized Signature: _____

Printed Name: _____

Back-Up Summary

Housing Assistance

Home Repair

Operating Detail

Administration Detail

Demograph

DRF-208 Back-Up Form



Disaster Relief Fund Housing Assistance Expense Detail Form

DRF-208

Grant Number	24-000-D
Agency Name	MHDC
Reporting Range	8/2/24-8/31/24
Total Housing Assistance Expenses	\$1,970.00

Instructions:
Please complete all fields below for each Housing Assistance expense within the reporting range. If the Head of Household (HoH) received more than one Housing Assistance benefit, list each expense as a separate line item, with the HoH information completed for all expenses.

No.	Head of Household (HOH) Name/ ID	Payee or Vendor Name	Amount of Payment	Type of Assistance Covered by the payment	Check Number	Date of Payment
#	<i>(First, Last) name of the Head of Household who received assistance. Client IDs/Unique Identifiers can be used for clients fleeing DV</i>	<i>Name of payee that received payment</i>	<i>Amount Paid to Vendor</i>	<i>Select the type of assistance from the dropdown menu.</i>	<i>If paid via credit/debit card, insert last 4 digits of card number</i>	<i>Date payment was disbursed to payee (check/ACH date).</i>
1	Doug Smith	123 Property Management	\$ 1,200.00	Rental and Mortgage Assistance	1234	8/20/2024
2	Samantha Holly	Evergy	\$ 650.00	Utility Arrears	1235	8/25/2024
3	Jill Thompson	Walmart	\$ 120.00	Essential Items	1236	8/30/2024
4						
5						
6						
7						
8						
9						



DRF-208 Back-Up Form



Disaster Relief Fund Administration Expense Detail Form

DRF-208

Grant Number	24-000-D
Agency Name	MHDC
Reporting Range	8/2/24-8/31/24
Total Operating Administrative Expenses	\$685.00

Instructions:
Please include the last four digits of the SSN for employee salary within the detail description.

No.	Expense Type	Incurred Date(s) (i.e. Pay Period)	Paid Date	Check Number	Vendor	Total Amount	DRF %	Amount Paid by DRF	Detail Description
1	Salary/Benefits	8/15/24-8/31/24	9/15/2024	1237	Samantha Smith	\$ 1,500.00	10%	\$ 150.00	SSN #5555
2	Salary/Benefits	8/15/24-8/31/24	9/15/2024	1238	George Wright	\$ 850.00	50%	\$ 425.00	SSN #5556
3	Supplies	8/13/2024	8/13/2024	CC #0101	Office Max	\$ 110.00	100%	\$ 110.00	Office supplies
4						\$ -	0%		
5						\$ -	0%		



DRF-208 Demographic Report



DRF Demographic Report

DRF-208

Reporting Range	8/2/2024-8/31/2024
Grant Number	24-000-D
Agency Name	MHDC
Number of Households Served	3

Instructions
Complete each field below for all households served with DRF funds in the reporting range. List all services received by each household using the Service Received columns.

No.	HOH Name/ID	Household Size	County	Housing Status	Veteran Status	Service Received 1	Service Received 2	Service Received 3
#	<i>(First, Last) name of the Head of Household who received assistance. Client IDs/Unique Identifiers can be used for clients fleeing DV</i>	<i>Total number of people residing in household</i>	<i>County that household resides in</i>	<i>Household's housing status at intake</i>	<i>Are any household members Veterans?</i>	<i>Primary DRF service received by client.</i>	<i>Additional DRF service received by client. If none, leave blank.</i>	<i>Additional DRF service received by client. If none, leave blank.</i>
1	Doug Smith	3	Barry	Rent	Yes	Housing Assistance	Case Management/Outreach Case	
2	Samantha Holly	5	Butler	Rent	No	Housing Assistance	Case Management/Outreach Case	
3	Jill Thompson	1	Barry	Own	No	Housing Assistance	Case Management/Outreach Case	
4								
5								
6								
7								
8								

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