

2022 Disaster Relief Fund

Financial Process & Required Documentation

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Disaster Response Coordinator
August 2022

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General Information

- Direct questions, concerns, and updates to:

William Hawkins

Disaster Response Coordinator

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- Submit Back-Up to:

Grant Interface

- All Forms are available on our Website:

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

DRF Funding Overview

- Community Action Agency Applications Received: 2
 - Total Amount Requested: **\$140,750**
 - Total Amount Awarded: **\$132,500**

General Information

FY2022 Timeline

Grant Funding Term & Details
Final Payment Request Deadline
Final Back-Up Submission

August 1, 2022 – February 1, 2023
February 1, 2023, 5:00 p.m.
March 1, 2023, 5:00 p.m.

Grant Type Description

Grant Type Description

Disaster Relief Fund

- Funding is to be used to provide housing assistance and home repair for households who are homeless or at risk of homelessness as a result of severe weather.
- For the purpose of this funding, homeless is defined as an individual and/or family that is:
 - Literally Homeless- lacks a fixed, regular and adequate nighttime residence.
 - In Imminent Risk of Homelessness- will imminently lose their primary nighttime residence.
 - Fleeing or Attempting to Flee Domestic Violence.
- Individuals and/or families must be at or below 100% Area Median Income (AMI) in order to be considered eligible for DRF assistance.

Financial Process

Financial Process

- MHDC will automatically 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 automatically disburse funds in 25 percent increments on a monthly basis once sufficient back-up covering all previously disbursed funds has been received and approved.

Financial Process

Common Reasons for Discard

- Certificate of Insurance (COI) has expired
 - If COI is expired, grantee will have 24 hours to submit current certificate. If that deadline is not met the payment request will be discarded.
- Missing signature from authorized signer
- Ineligible expenses or activities reported
- Incorrect or incomplete forms or reports attached
- Back-Up not submitted through Grant Interface

Back-Up Process

Back-Up Process

- Grantee is required to submit Back-Up to account for all DRF spending during the grant funding period (August 1, 2022 – February 1, 2023).
- DRF – grantees will submit back-up using the Back-Up Form (DRF-208).
- Agencies may not submit more than one back-up form 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.

Back-Up Process

- All expenses must be incurred and paid within funding period.
- Support documentation:
 - MIS Report is required for all direct housing assistance.
- Please note: It is not necessary to submit operating expense documentation with back-up; maintain on-site for compliance visits.
- Grantees must complete a back-up form to account for all spending, convert it to a pdf, sign, then upload into the next available follow-up form in the Grant Interface.

Payment Request Process

Request for Payment Form DRF-208

Date	
Grant Number	
Agency Name	
Total Requested Amount	\$0.00

1

Funding Component	Request Amount
Housing Assistance	
Direct HA Services Total (MIS Report)	
# Households Served	
Home Repair	
Homeowner(s) Names	Home Repair Total (billed to DRF)
Home Repair Expense Detail Total Amount	\$0.00

2

3

4

Operating: Street Outreach Casework	
SO/CW Expense Detail Total Amount	\$0.00
Operating: Administration (10%)	
Admin Expense Detail Total Amount	\$0.00
Total Requested Amount	\$0.00

4

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.

5

Authorized Signature: _____

Printed Name: _____

Back-Up Summary	Operating SO-CW	Operating Administration
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Payment Request Process

Request for Payment Form DRF-208



Disaster Relief Fund Street Outreach/Casework Operating Funds Expense Detail Form

DRF-208

Date	1/0/00
Grant Number	0
Agency Name	0
Reporting Range	
Total Operating Funds Expenses	\$0.00

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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							0%		
2						\$ -	0%	\$ -	
3						\$ -	0%	\$ -	
4						\$ -	0%	\$ -	
5						\$ -	0%	\$ -	
6						\$ -	0%	\$ -	
7						\$ -	0%	\$ -	
8						\$ -	0%	\$ -	
9						\$ -	0%	\$ -	

Back-Up Summary

Operating SO-CW

Operating Administration

Home Repair

+



Back-Up Process

Common Reasons for Feedback

- Certificate of insurance has expired
- Expenses incurred or paid outside of funding period
- Expenses paid outside of designated region
- Ineligible activities reported
- Missing/Incorrect files uploaded
- Incorrect/Missing information fields
- MIS reports were not included with the back-up or there is missing information on the report
- Electronic submission is illegible
- Missing signatures from authorized signatories

Grant Type Details

Housing Assistance

Grant Type Details: Housing Assistance

Eligible Activities

- Security Deposits
 - Less than or equal to two months' rent
- Rent and Mortgage Arrears
 - One-time payment of up to six months of rental or mortgage arrears
 - May include late fees accrued by the household and court costs incurred due to the eviction being filed
 - Households that have rental subsidies may receive help with arrears
- Rental and Mortgage Assistance
 - May be provided on behalf of eligible households; This category does not include arrears, deposits or last month's rent
 - Households with rental subsidies do not qualify for ongoing rental assistance

Grant Type Details: Housing Assistance

Eligible Activities

- Utility Assistance
- Utility Deposits
- Utility Arrears
 - Up to six months of arrears for unpaid gas, electric, water & sewage
 - May include late fees accrued by the household
 - Grantees are encouraged to assist participants in establishing payment plans & negotiating reduced arrears if possible
- Last's Month's Rent
 - Only if required to obtain housing
 - Paid at the same time as security deposit and first month's rent
- Hotel/Motel Voucher

Grant Type Details: Housing Assistance

Ineligible Activities

- Utility arrears in excess of six months
- Mortgage arrears in excess of six months
- Rental arrears in excess of six months
- Expenses that are non-necessities (e.g., telephone, cable television, internet, etc.)
- Late Fees (in the case of arrears, resulting from grantee's failure to pay rent or utilities on behalf of a household by the deadline)

Grant Type Details

Home Repair/ Modifications

Grant Type Details: Home Repair Eligibility

■ Owner- Occupied Homes

- A home occupied by one or more persons having ownership and such person(s) occupy the home as a principal residence; or
- A home that is inherited with multiple owners in which title has been passed to several persons by inheritance and in which at least one of the heirs with a divided ownership interest occupies the house; or
- A home involving a life estate (life estate property) in which the occupant has the right to live in the housing for the remainder of his or her life, does not pay rent and resides in the home as his or her principal residence; or
- A home held in an inter vivos trust (living trust property) which holds legal title, but in which the occupant is the beneficiary of the trust, holds equitable title and resides in the home as his or her principal residence.

Grant Type Details: Home Repair

Eligibility

- Manufactured Housing
 - The home must be permanently attached to the land by means of poured concrete foundation (e.g., poured concrete, mortared concrete/cinder blocks on poured concrete, etc.), the adequacy of which shall be determined by MHDC in its discretion.
 - The home must be permanently connected to water, sewer, electric, fuel, and similar facilities or utilities.
 - The wheels, axles, and hitch must be removed.
 - DRF dollars cannot be used for improvements if the manufactured house is located on leased/rented land.

Grant Type Details: Home Repair

Eligible Activities

Eligible Activities

- Costs to Meet Local Codes
- Remediation of Environmental Hazards
- Accessibility Improvements
- Energy Improvements
- Septic Repair/Replacement
- Repair or Replacement of Existing Wells

Grant Type Details: Home Repair

Eligible Activities

Eligible Activities

- Soft Costs
 - Testing/Inspection Fees
 - Architectural/Engineering services
 - Building Permits
 - Flood Letters
 - Dumpster rentals
- Agency Inspections

Grant Type Details: Home Repair

Contractor Requirements

Contractor Requirements

- It is required that a contractor is involved in all instances of home repair
- Contractors that work on DRF projects should meet the following criteria:
 - They should be a licensed contractor or equivalent locally issued license
 - 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

Grant Type Details: Home Repair Ineligible Activities

Ineligible Home Repair Uses

- Appliances
- Additions to home
- Installing public infrastructure where none previously existed
- Kitchen updates and other décor
- Furniture, personal property
- Carpet and linoleum replacement
- Attached greenhouses
- New construction of garages
- Projects for barns, sheds, outbuildings
- Construction of a new home
- Construction of a new deck or patio
- Fences
- Fire extinguishers
- Reimbursement for repairs/materials paid for by homeowner(s)
- Non-essential fireplace improvements
- Generators
- Heating fuel
- Hot tub, Jacuzzi, whirlpool bath, sauna, bath house
- Landscaping (unless accessibility issues occur)

Grant Type Details: Home Repair

Ineligible Activities

Ineligible Home Repair Uses

- Pier, steps to lake or water, etc.
- Portable heaters
- Steam cleaning of exterior surface
- Tree surgery or removal
- 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

Grant Type Details

Operation Expenses

Grant Type Details: Operation Expenses

Eligible Activities

- Program Administration Costs (cannot exceed 10% of overall award)
 - Salaries and benefits associated with staff engaged in grant and program administration
 - Administrative services contracted to outside parties
 - Office supplies and equipment
- 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.)
- Casework
 - Salaries and benefits associated with staff
 - Time spent making case notes that document client interactions

Grant Type Details: Operation Expenses

Ineligible Activities

- Conference costs
- Training costs
- Food purchases
- Emergency shelter supplies
- Mileage costs when clients are not present and/or are not being assisted

Client Recordkeeping Requirements

Client Recordkeeping Requirements

- Consent and Homeless Certification Form (MHDC-114)
 - Authorizes MHDC to review the household's file and also certifies safe, decent, and sanitary housing. The consent form must be completed and signed by head of households before first instance of DRF assistance.
 - This form also certifies the client's Housing Status and what proof was collected. Both the client and staff member must sign this form.
 - Only acceptable form of consent.
- Income Verification Worksheet (DRF-212)
 - Used to verify income eligibility for all members of the household over the age of 18.
 - Income must for the 30 days prior to intake and be recalculated every 90 days.
- DRF Maximum Income Limits (DRF-213)
 - AMI limits designate the maximum income limits, by household size, allowable by DRF for the PY2022 grant year.

Client Recordkeeping Requirements

- Verification of Sources of Income
 - Employer Verification Form (MHDC-112)
 - Used if client is employed but cannot provide documentation of income from employment
 - Intended to be completed by the employer to verify the individual's income
 - Self-Declaration of Income Form (MHDC-103)
 - Used if client is self-employed
 - Attempts to obtain third-party verification is unsuccessful

Client Recordkeeping Requirements

- Photo Identification
 - Required for all members of the household age 18 & over
 - If client presents without any acceptable form of ID, please use DRF-203
- Social Security Identification
 - Required for all members of the household
- Services/Case Management Documentation
 - Assessing, arranging, coordinating, and monitoring delivery of services to facilitate housing stability

Client Recordkeeping Requirements

- Proof of Current Living Situation
 - Disaster Relief Eligibility Certification (DRF-203)
 - Consent and Homeless Certification (MHDC-114)
 - Letter from Emergency Shelter, hospital, or other institution
- Proof of Need
 - Eviction notice
 - Copy of current lease agreement
 - Utility shut off notice
 - Disaster Relief Eligibility Certification (DRF-203)
- Proof of Payment
 - Copy of cleared check
 - Bank statement showing check as cleared

Other Recommended Resources

Other Recommended Resources

- DRF Desk Guide:
 - <https://mhdc.com/programs/community-programs/disaster-relief/>
- All resources available on the MHDC website:
 - <https://mhdc.com/programs/community-programs/>

Questions?

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