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# MISSOURI HOUSING INNOVATION PROGRAM

## DESK GUIDE

FY2022

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## Introduction

### Purpose

The Missouri Housing Innovation Program (“MoHIP”) has been designed as a flexible funding source in order to address evolving community needs. The program is designed to assist Missouri communities create the capacity to:

- Quickly identify and engage people experiencing homelessness and those at risk of experiencing homelessness
- Intervene to prevent the loss of housing and divert people from entering the homelessness service system
- When homelessness does occur, quickly connect people to housing assistance and services – tailored to their unique needs and strengths – to help them achieve and maintain stable housing
- Address service gap needs as they appear within a community’s systematic response to homelessness

### History

To recognize the increased emphasis on coordination and Continuum of Care (CoC) driven performance, the Missouri Housing Innovation Program (MoHIP) is a consolidation of the Community Initiatives Housing First, Homeless Management Information System and Coordinated Entry Network Initiative Programs. The consolidation is an effort to streamline programs and decrease administrative burden on applicants. The consolidation is also intended to assist Continua in meeting HUD Coordinated Entry requirements, and to provide HMIS support for Missouri Continua.

### Description of Grant Types

#### ***Coordinated Entry System***

Coordinated Entry System funds are intended to assist grantees with the operations of their CoC Coordinated Entry System. This includes providing pre-screening, access, assessment, and referral services for those experiencing a housing crisis upon entry to the homeless service delivery system.

#### ***HMIS***

Homeless Management Information System (HMIS) funds are intended to assist CoC HMIS Lead Agencies in providing support to homeless provider agencies in their use of HMIS in order to record and track accurate data, build reports & forms, and provide data to MHDC or appointed agency.

**MoHIP Funding by CoC Region**

MoHIP Continuum of Care Regions
<p><b>Balance of State CoC</b>                      Franklin, Jefferson, Crawford, Washington, Iron, St. Francois, Ste. Genevieve, Perry, Madison, Bollinger, Cape Girardeau, Lewis, Shelby, Marion, Monroe, Ralls, Pike, Putnam, Schuyler, Scotland, Clark, Sullivan, Adair, Knox, Linn, Macon, Chariton, Randolph, Atchison, Nodaway, Worth, Gentry, Harrison, Mercer, Holt, Daviess, Grundy, Livingston, Carrol, Caldwell, Clinton, Clay, Platte, Ray, Howard, Boone, Audrain, cooper, Moniteau, Cole, Callaway, Montgomery, Morgan, Miller, Osage, Gasconade, Camden, Pulaski, Phelps, Maries, Stoddard, Scott, Dunklin, New Madrid, Mississippi, Pemiscot, Reynolds, Carter, Wayne, Ripley, Butler, Laclede, Texas, Dent, Wright, Shannon, Douglas, Howell, Oregon, Ozark, Vernon, Cedar, Hickory, Polk, Dallas, Barton, Dade, Lawrence, McDonald, Barry, Stone, Taney, Cass, Lafayette, Saline, Johnson, Pettis, Bates, Henry, Benton, St. Clair</p>
<p><b>Joplin CoC</b>                      Jasper, Newton</p>
<p><b>Kansas City CoC</b>                      Jackson</p>
<p><b>Springfield CoC</b>                      Green, Webster, Christian</p>
<p><b>St. Charles CoC</b>                      St. Charles, Lincoln, Warren</p>
<p><b>St. Joseph CoC</b>                      Andrew, DeKalb, Buchanan</p>
<p><b>St. Louis City and County CoC</b></p>

## General Information

### Contacts

Below are the Missouri Housing Innovation Program contacts for FY2022 funded agencies. Please direct all questions, concerns, updates and submission of documents to the State Program Administrator, with the exception of Back-Up forms, which shall be submitted electronically via your agency portal on MHDC’s Online Grant Interface. Back-Up submissions submitted anywhere else will not be accepted.

**Please direct questions, concerns, and updates to:**

Lisa Moler  
 State Program Administrator  
 920 Main, Suite 1400  
 Kansas City, MO 64105  
[Lisa.moler@mhdc.com](mailto:Lisa.moler@mhdc.com)  
 (816) 759-7228

**Please submit Back-Up forms electronically to:**

<https://www.grantinterface.com/Home/Logon?urlkey=mhdc>

## Website

All information and forms pertaining to the FY2022 MoHIP grant year can be found under “FY2022 Funded Agency Documents” on the MHDC website at: <http://www.mhdc.com/ci/mohip/index.htm>

## Online Grant Interface

All information regarding MHDC’s Online Grant Interface, including Log On Instructions and Follow-Up Form Submission Instructions can be found on the Community Initiatives homepage on the MHDC website at: <http://mhdc.com/ci/index.htm>.

Grant Interface homepage log on link: <https://www.grantinterface.com/Home/Logon?urlkey=mhdc>

## Timeline

The following timeline lists the key dates for the grant funding period, and are also detailed in the grant agreement. Grantees are responsible for knowing these dates as well as communicating them to all applicable staff.

Grant Year Begins:	January 1, 2022
Quarter 1 (Q1):	January 1, 2022-March 31, 2022
Q1 Back-Up Deadline:	April 1, 2022, 5:00 p.m.
Quarter 2 (Q2):	April 1, 2022-June 30, 2022
Q2 Back-Up and <b>25% Back-Up</b> Deadline:	July 1, 2022 5:00 p.m.
Quarter 3 (Q3):	July 1, 2022-September 30, 2022
Q3 Back-Up:	October 1, 2022, 5:00 p.m.
Quarter 4 (Q4):	October 1, 2022- December 31, 2022
<b>75% Back-Up Deadline</b>	<b>December 1, 2022, 5:00 p.m.</b>
Q4 Back-Up Deadline:	January 3, 2023, 5:00 p.m.
Final Back-Up/Close Out Deadline:	January 31, 2023, 5:00 p.m.

## Financial Processes

Before any funds can be released for FY2022 grants, the following criteria must be met:

1. All previous MoHIP grants must be completely closed out:
  - a. All previous MoHIP grant funds expended and fully backed up; and
  - b. Close out documentation received.
2. All current year grant documents are completed and received.
3. All previous compliance issues are resolved (i.e., grantee is “in compliance”).

Once all of the above criteria are met, MHDC will automatically disburse 25 percent of the total grant award amount to the Grantee upon execution of the grant agreement. Grantee may back up disbursed funds using the Back-Up Form (MoHIP-402). To submit, funded agencies must log into their Agency Profile on MHDC’s Online Grant Interface and fill out the Back-Up Follow-Up form for the respective

submission month. All fields must be fully filled out on the online form. Grantees must submit at least one Back-Up form per quarter but may not submit more than one Back-Up form per month. Any further submissions will need to be resubmitted the following month. Due to the nature of the monthly submission deadlines, monthly submissions will be accepted from the 2<sup>nd</sup> through the 1<sup>st</sup> of the following month. For example, a submission between April 2<sup>nd</sup> and May 1<sup>st</sup> would count as your April submission and no further submissions would be allowed between those dates.

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. MHDC may advance funds in increments greater than 25 percent at its discretion if sufficient back-up is provided. Please see the sample disbursement chart below.

***Disbursement and Back-Up Example***

<b>Percent of Total Grant Award Amount Disbursed</b>	<b>25% (initial advance)</b>	<b>50%</b>	<b>75%</b>	<b>100%</b>
<b>Percent Backed Up Approved</b>	0-24%	25-49%	50-74%	75-100%

**Example 1:**

Grantee A is awarded \$50,000.00 therefore \$12,500.00 (25%) is advanced to Grantee A upon execution of the grant agreement. Once the grantee has expended those funds and is ready to submit back-up for the next installment of funds. Grantee A submits back-up of expenses totaling \$12,500.00 (25%), once it is approved Grantee A will automatically be advanced a second installment of \$12,500.00 (25% of the grant award amount). Grantee has now been disbursed a total of 50% of their total grant award amount.

**Example 2:**

Grantee B is awarded \$50,000.00 therefore \$12,500.00 (25%) is advanced to Grantee B upon execution of the grant agreement. Once the grantee has expended those funds and is ready to submit back-up for the next installment of funds. Grantee B submits back-up of expenses totaling \$25,000.00 (50% of the grant award amount), once it is approved Grantee B will automatically be advanced a second installment of \$25,000.00 (50% of the grant award amount). Grantee has now been disbursed a total of 75% of their total grant award amount.

**Example 3:**

Grantee C is awarded \$50,000.00 therefore \$12,500.00 (25%) is advanced to Grantee C upon execution of the grant agreement. Once the grantee has expended those funds and is ready to submit back-up for the next installment of funds. Grantee C submits back-up of expenses totaling \$41,000.00 (82% of the grant award amount), once it is approved Grantee B will automatically be advanced a second installment

of \$37,500.00 (75% of the grant award amount). Grantee has now been disbursed a total of 100% of their total grant award amount.

## ***Incomplete/Ineligible Back-Up***

If the grantee submits Back-Up that is incomplete/ineligible, MHDC will notify the program contact as stated on the Site Contact Follow-Up Form via email that there is feedback regarding their submission in their agency profile. In the event there is feedback, Grantee will need to resolve all feedback and re-submit the Back-Up for a second review.

## ***Common Reasons for Feedback on Back-Up Submissions***

- Certificate of insurance has expired
- Expenses incurred or paid outside of the funding period
- Expenses paid outside of designated region
- Ineligible activities reported
- Missing/Incorrect files uploaded
- Uploaded PDFs are illegible
- Submission signed by someone who is not on the signature card

## ***Quarterly Submissions***

Grantees must have a minimum of one back up submission per quarter. Back Up submissions that result in discard do not fulfill the Quarterly Back Up requirements. MoHIP quarters and submission deadlines are detailed above under *Timeline*. In the event the quarterly submission deadline falls on a weekend or state/federal holiday, the deadline will default to the next business day.

## ***Supporting Documentation***

Along with the back-up form, MoHIP Coordinated Entry Grantees are required to submit a Client Detail Report, showing the number of persons entered on the Coordinated Entry list during the billing period listed on the back-up form.

## **Funding Period**

All MoHIP funding provided to grantees must be used for expenses that are incurred, paid, and submitted for payment to MHDC after January 1, 2022 and before December 31, 2022 with the exception of payroll taxes and/or insurance for administrative expenses. If billing for salary, pay periods must also incur completely within the funding period.

## **Submission Requirements**

Funded agencies may submit Back-Up electronically through their agency profile at the following link:

<https://www.grantinterface.com/Home/Logon?urlkey=mhdc>

## Coordinated Entry System

All Missouri CoC's are required to develop a Coordinated Entry System (CES) in accordance with requirements established by HUD. A CES should provide easy access for households seeking housing or services. All MoHIP-funded non-victim services providers within the CoC's area must use that assessment system to ensure consistent screening, assessment, prioritization and referral of program participants (24 CFR 576.400(d)). Each provider must also work with its CoC to ensure that the screening, assessment, and referral of program participants are consistent with the required written standards. Victim services providers may choose not to use the CoC's CES.

### Eligible Activities

#### ***Salaries and benefits***

The salary and benefits for those staff members conducting CES activities (i.e., access, assessment, prioritization, and referral) are eligible for reimbursement.

#### ***Supplies***

Supplies purchased for the sole use of the CES are eligible for reimbursement.

#### ***Equipment – hardware***

The purchase of hardware of for the sole use of the CES is eligible for reimbursement. Hardware purchases with a cost of \$5,000.00 or more, per unit, are considered ineligible.

#### ***Equipment – software***

The purchase of software associated with the continued operations of the CES is eligible for reimbursement.

#### ***Mileage associated with Coordinated Entry***

Mileage costs incurred by staff for the purpose of the continued operations of the CES are eligible for reimbursement. This includes mileage to regional CES meetings, case conferencing meetings, etc.

#### ***Administrative Costs***

***(10% of overall award)***

Funds may be used for administrative costs such as purchasing or leasing of office equipment (less than \$5,000.00), leasing office space, and paying for utilities (including phone and high-speed internet).



Recordkeeping Requirements – Coordinated Entry System

Activity	Acceptable Forms of Documentation (both Cost Incurred and Proof of Payment are required)	
	Cost Incurred	Proof of Cleared Payment
<ul style="list-style-type: none"> <li>• Bills paid</li> <li>• Supplies purchased</li> <li>• Equipment purchased</li> <li>• Leasing office space</li> <li>• Software Costs</li> </ul>	<ul style="list-style-type: none"> <li>• Invoice</li> <li>• Receipt</li> </ul>	<ul style="list-style-type: none"> <li>• Canceled checks, bank statement with MoHIP payments highlighted</li> </ul>
<ul style="list-style-type: none"> <li>• Mileage costs</li> </ul>	<ul style="list-style-type: none"> <li>• Travel request which includes date(s) of travel, from/to, purpose of travel, supporting documentation</li> </ul>	<ul style="list-style-type: none"> <li>• Canceled checks, bank statement with MoHIP payments highlighted</li> </ul>
<ul style="list-style-type: none"> <li>• Employee Compensation</li> </ul>	<ul style="list-style-type: none"> <li>• Timesheets</li> <li>• Effort report</li> <li>• Pay stub listing pay periods, employee listed, last four digits of SSN</li> <li>• Client Detail Report</li> <li>• Statement on time sheet stating time billed was used solely for Coordinated Entry responsibilities; signed by employee and manager</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of pay stub or third party payroll report</li> <li>• Bank statement with MoHIP payments highlighted</li> </ul>

Compliance Expectations

Coordinated Entry grantees are expected to place clients on the Coordinated Entry list, complete with the name of the agency responsible for placing them on there. Reports of those clients placed on the CE list will need to be printed out quarterly, and may be asked for with more specific dates from the Compliance Officer on a visit.

Ineligible Activities

- Any expense not directly related to Coordinated Entry System activities

Homeless Management Information System

Eligible Activities

**Salary & Benefits**

Funds may be used to pay salaries and/or benefits for operating HMIS, including:

- i. Completing data entry;
- ii. Monitoring and reviewing data quality;
- iii. Completing data analysis;
- iv. Training staff on using the HMIS; AND
- v. Implementing and complying with HMIS requirements

**Travel Costs**

Funds may be used to pay the costs associated with HMIS related travel, including:

- i. Mileage

**HMIS Software Costs**

Funds may be used for the purchase of software or software licenses.

**Hosting & Technical Services**

Funds may be used to pay the costs of:

- i. Hosting and maintaining HMIS software or data;
- ii. Backing up, recovering, or repairing HMIS software or data;
- iii. Upgrading, customizing, and enhancing the HMIS;
- iv. Reporting to providers, the CoC, and MHDC; AND
- v. Conducting training on using the system

**Administrative Costs**

*(10% of overall award)*

Funds may be used for administrative costs such as purchasing or leasing of office equipment (less than \$5,000.00), leasing office space, and paying for utilities (including phone and high-speed internet).

Recordkeeping Requirements – HMIS Expenses

Activity	Acceptable Forms of Documentation (both Cost Incurred and Proof of Payment are required)	
	Cost Incurred	Proof of Cleared Payment
<ul style="list-style-type: none"> <li>• Bills paid</li> <li>• Software costs</li> <li>• Supplies purchased</li> <li>• Equipment purchased</li> </ul>	<ul style="list-style-type: none"> <li>• Invoice</li> <li>• Receipt</li> </ul>	<ul style="list-style-type: none"> <li>• Canceled checks, bank statement with MoHIP payments highlighted</li> </ul>
<ul style="list-style-type: none"> <li>• Mileage costs</li> </ul>	<ul style="list-style-type: none"> <li>• Travel request which includes date(s) of travel, from/to, purpose of travel, supporting documentation</li> </ul>	<ul style="list-style-type: none"> <li>• Canceled checks, bank statement with MoHIP payments highlighted</li> </ul>

<ul style="list-style-type: none"> <li>Employee Compensation</li> </ul>	<ul style="list-style-type: none"> <li>Timesheets</li> <li>Effort report</li> <li>Pay stub listing pay periods, employee listed, last four digits of SSN</li> </ul>	<ul style="list-style-type: none"> <li>Copy of pay stub or third party payroll report</li> <li>Bank statement with MoHIP payments highlighted</li> </ul>
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## Continuum of Care Meetings

In an effort to encourage collaboration and knowledge of services within areas of the state, all Missouri Housing Innovation Program agencies will be required to attend at least 75 percent of all Continuum of Care (CoC) meetings in the Continuum in which MoHIP grant funds are allocated. These meetings bring together many different agencies working toward the improvement of housing and ending homelessness in the state of Missouri. The MoHIP grantee will be required to submit an attendance tracking sheet for meetings attended at the close out of the grant. It is the grantee’s responsibility to provide the CoC representative with an attendance tracking sheet within the requested timeframe to complete after each meeting that is attended. MHDC acquires feedback from each CoC chair regarding the agency’s level of participation which may be assessed on future MoHIP applications for funding. The list of Missouri Continua is located on the Missouri Interagency Council on Homelessness website at: <http://www.endhomelessnessmo.org>

## Coordinated Entry System

All Missouri CoCs are required to develop a Coordinated Entry system in accordance with requirements established by HUD. A Coordinated Entry system should provide easy access for households seeking housing or services. Once developed, non-victim service providers within the Continuum of Care’s area must use that assessment system to ensure consistent screening, assessment, prioritization and referral of program participants. Victim services providers may choose not to use the Continuum of Care’s Coordinated Entry system.

## Monitoring

In order to track a grantee’s program compliance with MHDC regulations, ensure accurate spending of MoHIP funds, participation in Coordinated Entry, prevent fraud and abuse, and identify technical assistance needs, MHDC staff will monitor grantees’ by conducting on-site or desk audit compliance reviews as well as a thorough review of all financial documentation submitted to MHDC.

### On-Site Compliance Visits

On-site compliance visits will be conducted at the location designated by the grantee. The MHDC Compliance Officer will review expenses billed to MoHIP and agencies’ participation in Coordinated Entry. The information reviewed is gathered from the HMIS reports, comparable database reports and Administrative Expense Detail forms submitted with the grantee’s Back-Up. The Compliance Officer will

not provide the grantee the names of the files to be checked prior to the visit; this is to ensure that all files will be reviewed in the state in which they are normally kept.

The requested files are expected to be produced within fifteen (15) minutes of the Compliance Officer's arrival. Failure to produce requested files within fifteen (15) minutes will result in a compliance violation\*. Therefore, it is vital that a grantee staff member is always available to assist the MHDC staff member as needed at the location and during the times provided by grantee.

\* The only exception is if a staff member is assisting a client.

## ***Electronic Files***

If the grantee elects to maintain electronic files in lieu of paper files, the grantee will be required to print off all required documentation for compliance visits. As with all files, the time limit to produce these files is fifteen (15) minutes during a site visit.

## ***Announced Visit***

The announced site visit is scheduled by the Compliance Officer with the grantee. If MHDC staff is unsuccessful in scheduling a site visit after three attempts have been made via telephone and/or e-mail, MHDC staff will notify the grantee informing them that they have 15 days to schedule a site visit, otherwise their funding will be suspended and grantee will be considered out of compliance until the visit is scheduled.

## ***Unannounced Visit***

MHDC staff members have the right to conduct unannounced visits at the location(s) and times furnished by the grantee on the Site Contact Follow-Up Form. If the information on the Site Contact Follow-up Form needs to be updated, the grantee will e-mail the State Program Administrator and they will reopen the follow-up in Grant Interface. It is the grantee's responsibility to notify MHDC if business hours change or if the grantee will be closed for an extended amount of time. Unannounced site visits are conducted based on certain factors, including but not limited to, agency's prior history with MoHIP, outcome of announced visit, and fulfilling grant requirements such as timely and accurate submission of Requests for Payment and Back-Up. MHDC will not conduct site visits on state or federal holidays.

## **Desk Audit Compliance**

MHDC may elect to conduct a desk audit in lieu of an on-site visit. The MHDC Compliance Officer will review electronically submitted expenses billed to MoHIP and agencies' participation in Coordinated Entry. The information reviewed is gathered from the HMIS reports, comparable database reports and Administrative Expense Detail forms submitted with the grantee's Back-Up. Please note that in the instances of a Desk Audit, files are expected to be uploaded within 24 hours of the file request time.

## ***Exit Interview***

At the conclusion of the site visit, the Compliance Officer will discuss the findings of the visit with the appropriate grantee staff member(s). The Grantee will be given the opportunity to discuss the findings

as well as any other questions and concerns with the Compliance Officer. The Compliance Officer will conduct a written exit interview in order to ensure that grantee representative understands the outcome of the visit, and to document any follow-up actions required by MHDC and/or grantee. The final compliance status is determined at the discretion of MHDC.

## ***Monitoring Notification***

After completing an on-site visit, MHDC staff will prepare a notification detailing the results of the review, including any minor or major findings, areas for improvement, corrective actions that need to be taken and the deadline to complete these actions.

## Compliance Violations

### ***Out of Compliance***

If the MHDC staff member finds the grantee to be out of compliance, the MHDC staff member will record the grantees out of compliance status. Until it has been verified that the issue(s) has/have been resolved, funding will be suspended.

If the grantee is found out of compliance they will be required to submit a Corrective Action Plan (CAP) detailing the reason(s) for out of compliance status and how the findings will be corrected. Grantee may also be subject to a follow-up site visit conducted by MHDC staff in order to ensure that the issues have been resolved.

If an agency is found to be out of compliance, funding will be suspended for all MoHIP grants that the agency has been awarded. Once the grantee is placed back into compliance with the MoHIP grant in which they were found to be out of compliance, funding will be reinstated for all MoHIP grants that the agency administers.

If the issue(s) that caused the grantee to be out of compliance are resolved after the CAP and/or follow-up site visit review, the Compliance Officer will notify the grantee that their funding is no longer suspended. If the issue(s) that caused the grantee to be out of compliance are still not resolved after the CAP and/or follow-up site visit review, the Compliance Officer will notify the grantee of their findings and funding will be suspended for all grants that the agency has been awarded through the State Initiatives department.

### ***Consequences for Non-Compliance***

The following violations will be noted in grantee's records, and points may be assessed during future application cycles:

- Grant partially or fully recaptured (i.e., funds not fully expended by the end of the grant term)
- More than half of files reviewed at an on-site visit had missing or incomplete information
- Funds not drawn quarterly
- Grant not fully closed out by deadline

The following violations will result in grantee being out of compliance, which will require MHDC to suspend funding for all MoHIP grants, assess point reductions for future applications, and in most instances, a Corrective Action Plan will be required in order to reinstate compliance:

- More than one-half of files or financial documentation reviewed during on-site compliance visit or desk audit contained findings
- Files were unable to be reviewed during the site visit
- Files were not produced within 15 minute time frame
- Grantee will not schedule visit; after three attempts and no response from request sent within 15 days of date of request
- Grantee accommodations deemed to be unsafe or unsanitary; allegations of clients being put in danger by grantee

## Grant Close Out

Once all funds have been expended, grantee is required to close out their grant. The close out process consists of several components:

1. Close Out form (MoHIP-427)
2. Updated Sources and Uses (MoHIP-411)
3. Continuum of Care Attendance form (MHDC-107)
4. All funds backed up

All complete and final close out information needs to be submitted electronically to the State Program Administrator on or before 5:00 p.m. on January 31, 2023. Any previously disbursed funds that are not backed up by the deadline will be subject to repayment.

## Appendix A – Initial Grant Documents

Before any funds can be released, all required initial grant documents must be completed and submitted on the MHDC Online Grant Interface on or before 5:00 p.m. January 1, 2022. All documents must be submitted on the MHDC Online Grant Interface. Grantees with multiple MoHIP grants must submit required documentation for each grant (i.e., agencies cannot submit one of each required document for multiple MoHIP grants).

### Site Contact Information (Grant Interface)

**Description:** This ensures that MHDC has updated information for the upcoming grant year, including staff contact information, office location(s), hours of operation, and any other relevant information. Please note that the information provided will be used to conduct scheduled and unscheduled site visits.

**Completion Instructions:** Complete information pertaining to the grant and submit via Grant Interface. If grant contact or hours of operation change, grantee is responsible for submitting an updated Site Contact Form (MHDC-102) or informing State Program Administrator via email.

### Authorized Signature Card (MHDC-101)

**Description:** This form designates all authorized signatories for each grant. All documents that are required to be signed by grantee must be signed by authorized signatories only. If an unauthorized person signs any MoHIP document, the document will be rejected.

**Completion Instructions:** Form must designate at least two authorized signatories. The form must have original signatures from all designated signatories (i.e., no signature stamps should be used). Please note the Authorizing Official must sign in the Authorizing Official box as well as at the bottom of the form.

### 2022 Grant Agreement

**Description:** The grant agreement is required for all grantees. The grant agreement specifically details the requirements and expectations for the administration of the grant. It is the grantee's responsibility to know and adhere to all provisions set forth in the grant agreement.

**Completion Instructions:** There are three places where the Grant Agreement must be completed by grantee:

1. Signature page – requires signature.
2. Workforce Eligibility Affidavit – requires signature and notary; and,
3. Rider B – requires signature.

All signatures must be original and by an authorized signatory as designated in the Authorized Signature Card (MHDC-101). The entire original signed, notarized agreement must be returned to MHDC to be considered complete. If any pages of the grant agreement are missing, the grant agreement will be considered incomplete. Failure to submit a fully complete, properly executed grant agreement before December 23, 2021 will result in recapture of the grant.

### Direct Deposit Form (MHDC-100) and Blank Check

**Description:** All disbursements from MHDC to grantee will occur using an Electronic Funds Transfer (EFT). The Direct Deposit Form provides MHDC with the grantee's banking information for the electronic transfer. A blank voided check from the indicated banking institution is also required to be submitted with the Direct Deposit form. If the agency does not have access to a blank voided check a letter from the bank confirming the account and routing number will be accepted. **Please note that by default your grantee's banking information will be updated for ALL MHDC accounts. If the banking information provided is for Missouri Housing Innovation Program or one grant ONLY – it must be indicated on the Direct Deposit Form.**

**Completion Instructions:** Form must be signed with original signatures by authorized signatory.

### Sources and Uses - Updated (MoHIP-411)

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**Description:** The Sources and Uses details the program budget and how MoHIP grant will be used for the grant funding period.

**Completion Instructions:** Grantee shall update the Sources and Uses from what was initially provided at time of application. The updated Sources and Uses should reflect the actual amount of MoHIP funds awarded for this grant. If grantee received more than one MoHIP grant that will be used in the same program, the funds should be designated in separate columns.

### **E-Verify Memorandum of Understanding (MOU)**

**Description:** The E-Verify MOU is an agreement between the Department of Homeland Security (DHS) and Grantee stating that grantee agrees to participate in the Employment Eligibility Verification Program (E-Verify).

**Completion Instructions:** All Grantees shall submit a copy of the full and complete MOU generated from DHS' online E-Verify system.

### **Certificate of Liability Insurance**

**Description:** The Certificate of Insurance is a one page summary of current Liability Insurance held by grantee. The insurance held by grantee may include: General Liability, Automobile Liability Umbrella Liability, Excess Liability, Worker's Compensation and Employers' Liability. The Certificate of Liability Insurance must be current. If coverage lapses during the grant year, grantee must provide MHDC with an updated Certificate.

### **United Way 2-1-1 Registration**

**Description:** United Way 2-1-1 is a phone number that individuals can call in order to receive needed resources in their area. In order to be a reliable resource for households in need, organization's need to submit updated information as changes arise.

**Completion Instructions:** All Grantees are required to register/update their organization's information on the United Way's website, and print the webpage showing the organization's information is available. Additional instructions are located on the United Way's website at: <http://www.211helps.org/agency/get-listed>