COVID-19 Relief Funding

Payment Request Process

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Follow Up Forms

All MHDC Community Initiatives grants are managed through MHDC's online Grant Interface. All grantees will submit requests for payment and expense information through the platform.

Once a grantee logs into the Grant Interface they will be taken to the Applicant Dashboard. From the Applicant Dashboard all active requests, historical requests, organization information, and organization history is viewable. Each "active request" will include a set of assigned "Follow Up Forms." Follow Up Forms are assigned by MHDC staff to the grantee to allow for the submission of documents, including requests for payment or expense information.

Follow Up Forms are to be completed sequentially and each form has a specific time period in which it is available, as well as a due date. The due date is the latest date in which a form may be submitted.

Organization:
Missouri Housing Development Commission
99-9999999
816-759-6614
920 Main, Suite 1400
Kansas City, MO 64105

Contact Email History

lease contact the funder. Thank you.

View Application

ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
Ken Wright	Overall Award	05/01/2020	Assigned	Edit

In order to submit a follow up form, select "edit" next to the appropriate form. It is important to note that Follow Ups are not all editable at the same time. Each Follow Up has a specific date range in which it can be completed.

Payment Request Form

_____

Once you click the "edit" button you will be brought to a blank request for payment form. It will look very similar to the image above.

The "Grant Number" field and "Amount Awarded" field will automatically populate, so you will not need to input any information in those fields.

In the "Amount Submitted" field input the total amount of funding being requested on the current submission or the total amount of expense detail included on the current submission (non-reimbursement organizations only).

Under the "Expense Detail" field you will need to upload the completed Expense Detail forms for the current submission. The forms can be found on the MHDC website. Click "Upload a file" and locate the correct file on your computer.

Under "MIS Report" you must upload an MIS Report or non-MIS report (available upon request) that shows the clients served during the appropriate date range. Click "Upload a file" and locate the appropriate file from your computer.

The due date is the final date in which a Follow Up Form may be submitted. After this due date, the Follow Up will no longer be available. Instead, you will need to submit on the next available form.

Submitting and Saving

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A Follow Up may be started and saved for completion later. Simply click "Save Follow Up" and you may resume later.

Please note that if you do not resume and submit prior to the due date then you will need to start over on the next available Follow Up.

✓ Question Group

Grant Number

20-644-c

Amount Awarded

$ 25,000

Amount Submitted*

Please indicate how much is being requested or backed up with this submission.

$ 1000

Expense Detail*

Complete and upload the Expense Detail forms. Blank form templates can be found here:

http://mhdc.com/ci.Disaster%20Relief%202019.htm

Upload a file [5 MiB allowed]

Bill.docx [15.9KiB] 👁 ✖ Delete File

MIS Report*

Please upload an MIS, HMIS, or non-HMIS report of clients served during the time period being submitted.

Upload a file [5 MiB allowed]

Bill.docx [15.9KiB] 👁 ✖ Delete File

ⓘ Due on 05/01/2020.

Save Follow Up   Submit Follow Up

Once your Follow Up is complete and ready for review by MHDC staff click "Submit Follow Up." Please note that this action cannot be undone.
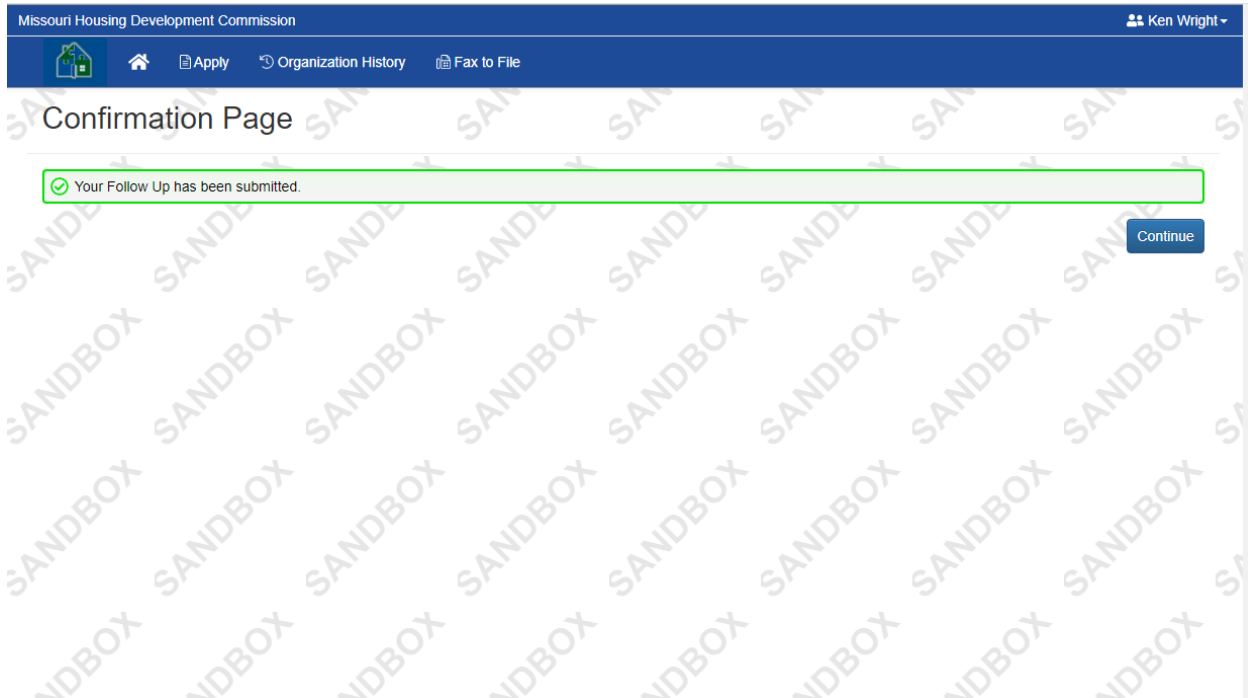
Once you click submit you should see this confirmation screen.
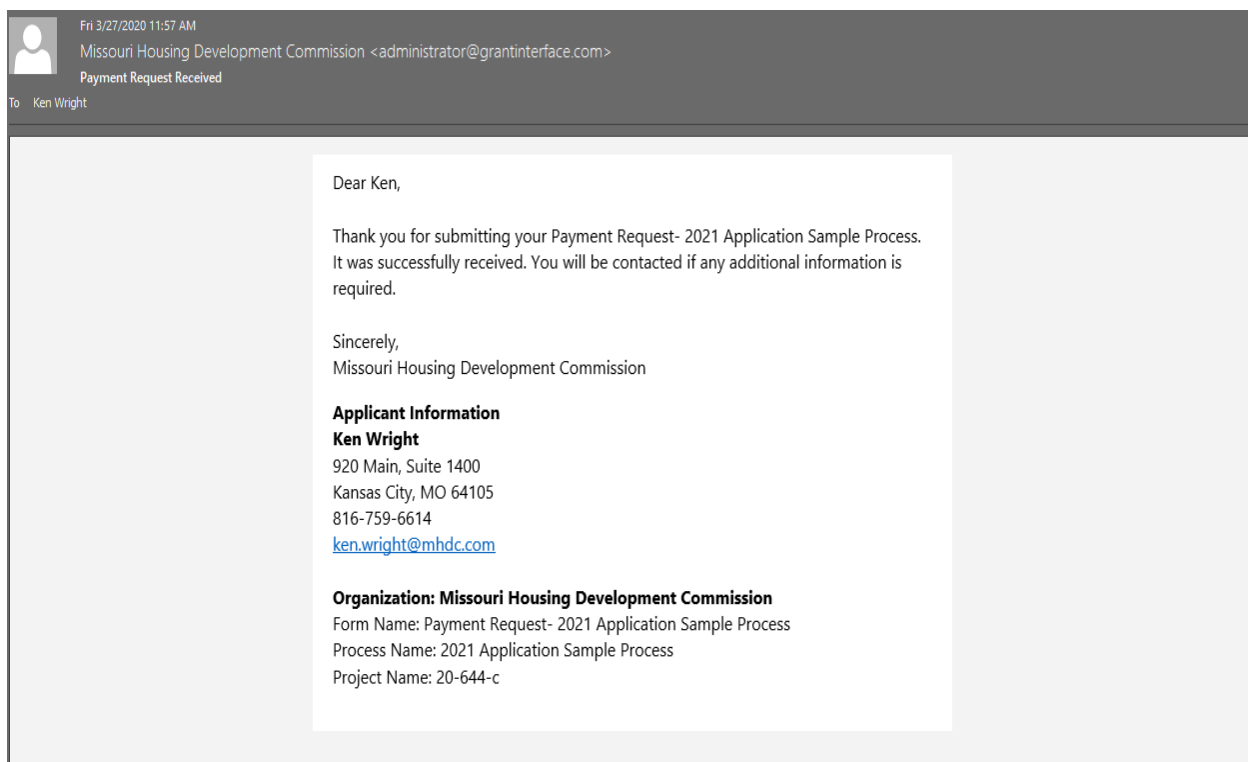
You will also receive an email notification similar to the one above that confirms the submission.

Corrections and Status

_____

Once a Follow Up has been submitted and is being reviewed by MHDC staff the status will show as "Submitted." Once the Follow Up is submitted you will only be able to view the submission but cannot make edits or changes.

Applicant Dashboard

⬛⭐ Public Profile

Applicant:
Ken Ken Wright
ken.wright@mhdc.com
816-759-6614
920 Main, Suite 1400
Kansas City, MO 64105 United States

✎

Contact Email History

Organization:
Missouri Housing Development Commission
99-9999999
816-759-6614
920 Main, Suite 1400
Kansas City, MO 64105

ⓘ If your organization information does not appear correct, please contact the funder. Thank you.

Active Requests 1   **Historical Requests** 0

⌄ 20-644-c

Process: 2021 Application Sample Process

| Application | Submitted | 03/27/2020 | View Application |
| Decision | Undecided | | |

Follow Up Forms

FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
Payment Request- 2021 Application Sample Process	Ken Wright	Overall Award	05/01/2020	Draft	Edit

If the MHDC Administrator discovers an issue with your submission it will be marked incomplete and you will receive an email notification asking you to review and resubmit. The status of you submission will revert to "Draft."

Grant Number

20-644-c

Amount Awarded

$ 25,000

Amount Submitted*

Please indicate how much is being requested or backed up with this submission.

$ 1,000.00

Expense Detail*

Complete and upload the Expense Detail forms. Blank form templates can be found here:

http://mhdc.com/ci.Disaster%20Relief%202019.htm

Upload a file   [5 MiB allowed]

Bill.docx   [15.9 KiB]   👁   ✖ Delete File

Administrator Comments
Incorrect document
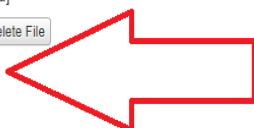
MIS Report*

Please upload an MIS, HMIS, or non-HMIS report of clients served during the time period being submitted.

Upload a file   [5 MiB allowed]

Bill.docx   [15.9 KiB]   👁   ✖ Delete File

ⓘ Due on 05/01/2020.

Save Follow Up   Submit Follow Up

In the Follow Up submission you will be able to see comments from the MHDC Administrator with instructions for corrections. Once you've made the appropriate corrections simply click "Submit Follow Up" again.

Applicant Dashboard

★ Public Profile

Applicant:
Ken Ken Wright
ken.wright@mhdc.com
816-759-6614
920 Main, Suite 1400
Kansas City, MO 64105 United States

Contact Email History

Organization:
Missouri Housing Development Commission
99-9999999
816-759-6614
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Kansas City, MO 64105

(i) If your organization information does not appear correct, please contact the funder. Thank you.

Active Requests 1	Historical Requests 0

∨ 20-644-c

Process: 2021 Application Sample Process

Application	Submitted	03/27/2020	View Application
Decision	Undecided		

Follow Up Forms

FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
Payment Request- 2021 Application Sample Process	Ken Wright	Overall Award		Complete	View

Grant Management Software provided by Foundant Technologies © 2020

Once the submission has been approved the status of your Follow Up will show a status of "Complete."

Contact Information

If you have any questions or issues with the process please contact the Grants Administrator.

Cassie Wilson
Cassie.wilson@mhdc.com
816-759-7236