



Community Programs Division

Desk Audit Guidance

Overview:

The purpose of the desk review is to verify agency compliance with the terms of the Grant Agreement(s), Desk Guide(s) or regulations in place for the Missouri Housing Trust Fund (MHTF), Missouri Housing Innovation Program (MoHIP), Shelter Operations Support (SOS), and Disaster-Related grants remotely in lieu of an on-site compliance visit.

Documentation Requirements:

The Compliance Officer (CO) will examine client files, financial assistance, and administrative/operating expenses, to verify compliance with program rules and regulations. On the date of the desk review, the Compliance Officer will randomly choose a percentage of clients from the approved back up and demographic reports submitted as of the date of the review. This will include direct financial assistance listed on the HMIS or comparable database report(s) along with administration, operating, or other costs billed to the grant(s). All required grant documentation should be assembled in an orderly fashion, in electronic form, and be submitted to the Compliance Officer within 24 hours of the request. Agency staff directly involved with program operations and accounting should be available for questions either via email or phone at the time of submission.

Client File Documentation to be submitted: (DO NOT SEND ENTIRE CLIENT FILE, only the following documents)

- Program's Consent form
- Proof of Program Eligibility:
 - Household Homelessness Status and any supporting documentation
 - Income Verification Documentation
- Proof of Need for Financial Assistance (lease, letter from landlord, Invoice, bill, or print off from source, etc.)
- Proof of Cleared Payment of Financial Assistance (copy of cleared check or copy of payment and bank statement with payment highlighted)

Employee Salaries/Benefits (HMIS, CE, Admin, Operations, Case Management):

- Copy of payroll check or payroll report with employee name highlighted on report
- Employee benefits with dates, amounts, **and method of calculation(s) shown** along with back up documentation
- Time Sheets
- Copy of bank statement with payment highlighted OR direct deposit amount(s) highlighted
- Invoice, receipt, or bill

Exit Interview:

The Compliance Officer will discuss any observations made during the review with agency staff via either phone call or email. A formal report of the compliance outcomes will be prepared and sent to the agency within 30 days of the exit interview. The report will be sent to the agency contact and executive director listed on file with MHDC.

Compliance Report:

Once the compliance report has been sent to the agency, a written response is not required unless otherwise noted, or the agency is placed "out of compliance." MHDC requires that any agency placed out of compliance submit a Corrective Action Plan (CAP). The CAP should be a written response addressing each of the Compliance Officer's observations and/or findings sent to MHDC within 30 days. The CAP must also include indication of any corrective action taken or contemplated and a targeted specific date for completion. The agency will be notified once the CAP has been approved by MHDC and the compliance status has been amended to "in compliance." Funds will not be released to any agency found out of compliance until they submit a CAP and it is approved by MHDC.

The Compliance Officer and MHDC appreciate your assistance and cooperation during the desk review process. MHDC hopes to help each agency run a successful program that will assist clients with decent, safe and sanitary housing.