



Strength, Dignity, Quality of Life

MISSOURI HOUSING

DEVELOPMENT COMMISSION


2020 COVID-19 Relief Fund

Funded Training

CASSIE WILSON
GRANTS ADMINISTRATOR
MAY 2020



Agenda

- I. **CRF Funding Overview**
 - II. **Update from Sarah Parsons**
 - III. **CRF Grant FAQs and Resources**
 - IV. **Questions**
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CRF Funding Overview

- Community Action Agency Applications Received: **18**
 - Total Amount Requested: **\$890,780.00**
 - Total Amount Awarded: **\$428,448.49**

COVID-19 Update

- Sarah Parsons
 - Disaster Housing Manager
 - sparsons@mhdc.com

Grant FAQs and Resources

PROGRAM ADMINISTRATION AND FINANCIAL PROCESSES



What is the funding period?

Grant Funding Term	March 20, 2020 – September 30, 2020
Final Payment Request Deadline	September 30, 2020, 5:00 p.m.


Who is eligible for assistance through CRF funds?

Households at or below 140% AMI (CRF-213)

Financially impacted by COVID-19 Pandemic

Residing in Missouri

Housing Status:

- Currently homeless
 - At risk of becoming homeless
 - Fleeing or attempting to flee domestic violence
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What grant activities are eligible under housing assistance?

Security Deposits (less than or equal to 2 months' rent)

Rental Arrears (one-time payment, can't exceed 6 months)

Rental Assistance

Rental and Mortgage Arrears (one-time payment, can't exceed 6 months)

Last Month's Rent

Utility Deposits

Utility Arrears

Utility Assistance

Hotel/Motel Voucher

Essential Supplies (limit one instance of assistance per month per household)

*****Required Records to Maintain located in Desk Guide on Page 8**

What grant activities are eligible under operations?

Salaries and benefits

- Program Administration
- CRF-focused outreach efforts
- Casework

Administrative services contracted to outside parties

Mileage (Assisting clients)

*****Required records to maintain on Page 10 of the Desk Guide**

What MHDC documents should be in each client file?

MHDC Consent Form (CI-108 or CI-108DV)

Income Verification Worksheet (CRF-212)

- Use the following forms **IF** income cannot be verified:
 - Client is Self-Employed (CI-103)
 - Client has 0 income (CI-109)
 - Client is employed, but cannot provide documentation (CI-112)

Self-Declaration of Housing Status (CI-105)

COVID-19 Relief Eligibility Certification (CRF-203 or CRF-203DV)

What client ID documents should be in each client file?

- Photo Identification
 - Required for all members of the household age 18 & over
 - If client presents without any acceptable form of ID, please use CRF-203
- Social Security Identification
 - Required for all members of the household

What records should be obtained for proof of need in each client file?

- Proof of Need
 - Eviction notice
 - Copy of current lease (rental assistance)
 - Copy of proof of ownership (mortgage assistance)
 - Utility shut off notice

How will my agency receive payment?

Different payment process for:

Reimbursement Grantees vs. Non-Reimbursement Grantees



IF I am a reimbursement grantee?

Question Group

Grant Number
Name of the Organization.

Amount Awarded
\$

Amount Submitted*
Please indicate how much is being requested or backed up with this submission
\$

Expense Detail*
Complete and upload the Expense Detail forms. Blank form templates can be found here:
<http://mhdc.com/ci/Disaster%20Relief%202019.htm>
 [5 MiB allowed]

MIS Report*
Please upload an MIS, HMIS, or non-HMIS report of clients served during the time period being submitted.
 [5 MiB allowed]

- Submit payment request using the Grant Interface Platform
- One submission per month
- Submissions should include Expense Detail (CRF-208) if billing for non-direct service expenses
- Submissions should include MIS Report to verify direct assistance
- If approved, MHDC will disburse funds to agency via direct deposit.


IF I am a non-reimbursement grantee?

- Automatically disbursed 25% of overall award at beginning of grant year
- Submit back-up using the Grant Interface Platform
- One submission per month
- Submissions should include Expense Detail (CRF-208) if billing for non-direct service expenses
- Submissions should include MIS Report to verify direct assistance
- If approved, MHDC will disburse funds additional funds to agency via direct deposit.

*****Detailed outline of payment process for non-reimbursement grantees in Desk Guide- Appendix C**



What to expect for monitoring?

- Each agency will have either a site visit or a desk audit
 - Client files, proof of cleared payments, and check stubs will be monitored
 - Reference Rider A in your grant agreement for documents that will be checked during compliance
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What resources should I reference?

- **2020 CRF Desk Guide**
 - http://www.mhdc.com/ci/covid19_relief/2020%20CRF%20Desk%20Guide.pdf
 - Program regulations, documentation requirements, eligible expenses.
- **COVID-19 Relief Fund Documents**
 - http://www.mhdc.com/ci/covid19_relief/Covid19_relief.htm
 - All program documents, Payment Request Instructions
- **Agency Profile (Grant Interface)**
 - <https://www.grantinterface.com/Home/Logon?urlkey=mhdc>
 - Grant Financials, Requesting payment, Providing back-up documentation

Questions

Contact Information

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