



**Missouri Housing**  
Development Commission



# FY2024 Missouri Housing Innovation Program Funded Training

Lisa Moler  
State Program Administrator

[MHDC.com](http://MHDC.com)

# Agenda

- I. General Information
- II. Grant Documents
- III. Program Administration
- IV. Grant Administration
- V. Compliance





  
**Missouri Housing**  
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# General Program Information

[MHDC.com](http://MHDC.com)

# Program Overview

## Missouri Housing Innovation Program

### Missouri Housing Innovation Program

Established in 2018

- Funding options for continued operations of CES
- Ensure coordination of client-focused care

Streamlines previous funding sources – HFP, HMIS & CENI

# MoHIP Grant Types

**Coordinated  
Entry System**

**HMIS**

# General Information

## FY2024 Timeline

- Grant Year Begins January 1, 2024
- **Quarter 1** January 1– March 31, 2024
- **25% Back Up Deadline** May 1, 2024, 5:00pm
- **Quarter 2** April 1– June 30, 2024
- **Quarter 3** July 1 – September 31, 2024
- **75% Back Up Deadline** October 1, 2024, 5:00pm
- **Quarter 4** October 1 - December 31, 2024
- Grant Close Out Deadline January 31, 2025

# Grant Documents

# Grant Documents - Agreements

- Grant Agreement
  - Workforce Eligibility Affidavit
  - Rider A
  - Rider B
  - Grant Agreement Checklist



# Grant Documents - Agreements

- Grant Agreement
  - Terms and requirements for grant
  - Grantee is responsible for reviewing, understanding, and adhering to this grant agreement
  - Must be signed
- Exhibit A: Workforce Eligibility Affidavit
  - Confirms grantee's enrollment in E-Verify
  - One of the two boxes must be checked
  - If you check the first box then you also need to check a circle to indicate which system you will be using.
  - Must be signed and notarized

# Grant Documents - Riders

- Rider A: Additional Representations, Covenants and Warranties by Grantee
  - Differs by grant type
  - Outlines documents that must be submitted prior to distribution of funds
  - Outlines documentation that must be maintained
  - No signature required
- Rider B: Identity of Interest Restrictions
  - Conflict of Interest statement
  - County field needs to be completed
  - Signed

# Grant Documents – Additional Items

- Required forms:
  - Authorized Signature Card
    - Signatures for MoHIP documents
  - Direct Deposit Form
    - Bank account information
    - Voided check
  - Sources and Uses
    - Program budget for the FY2024 grant year

# Grant Documents – Additional Items

- Required documents to be provided by grantee:
  - Blank, Voided Check
    - Verification of account and routing numbers
  - Certificate of Liability Insurance
    - Applicable only to agencies that do not have a Current liability insurance coverage on file from the previous grant year
    - Must submit new Certificate if coverage lapses
  - E-Verify Memorandum of Understanding (MOU)
    - Every agency will be required to upload this document even if you have been funded previously
    - Full MOU packet
  - United Way 2-1-1 Registration
    - Printout of agency profile from website showing agency's up-to-date information

# Grant Documents - Reminders

- Before submitting grant documents:
  - Signatures on grant documents
  - The signee of any grant document must also be a signee on the Authorized Signature Card
  - The notary of any grant document should not be a signee on that same grant document
  - Review grant checklist to ensure all required documents are completed
- Grantee is responsible for reviewing and understanding contents of grant agreement and attachments
  - The Site Contact form is now **only** a Follow-Up form. This will need to be completed before the Grant Agreement Follow-Up will become available.

# Grant Documents

## Submission Details

- Completed grant agreement packets must be received on or before **5:00 p.m.** on **December 8, 2023** or grant is subject to recapture
- Submit all documents into their appropriate files via the **MHDC Online Grant Interface**
  - **We will not accept Grant Agreements via any other platform**

# Program Administration

# Program Administration

## Continuum of Care Meetings

- All grantees are required to attend 75 percent of local meetings held
- CoC Meeting Attendance Form is required to be submitted with other Close Out documents
- Grantee participation information is provided by CoC to MHDC and is included in application scoring
- Information provided includes attendance at meetings, participation on committees and other activities (Point-In-Time Count)



# Program Administration

## Minority and Women-Owned Businesses

- MHDC encourages agencies to utilize businesses that are Minority-Owned or Women-Owned Businesses (MBE/WBE)
- Refer to Office of Equal Opportunity website for lists of MBE/WBE businesses in your area

# Grant Administration

# Grant Administration Communication

- Direct questions, concerns, updates to:
  - Lisa Moler, State Program Administrator
    - Phone: (816) 759-7228
    - Email: [Lisa.moler@mhdc.com](mailto:Lisa.moler@mhdc.com)
- Questions regarding grant financials (disbursements, back-up):
  - Mandy Gosney, Grants Administrator
    - Phone: (816) 648-0538
    - Email: [mandy.gosney@mhdc.com](mailto:mandy.gosney@mhdc.com)
- Questions regarding grant compliance:
  - Denise Monroe, Compliance Officer
    - Phone: (816) 759-6642
    - Email: [dmonroe@mhdc.com](mailto:dmonroe@mhdc.com)
- Submit Back-Up on:
  - MHDC Online Grant Interface- Follow-Up forms

# Grant Administration

## Release of Funds

### Before funds can be released:

- All current year grant documents are complete and received
- If funded in FY2023, all 2023 grant funds must be fully expended and grant must be considered “closed out.”
- All previous compliance issues are resolved (i.e., grantee is “in compliance”)

# 2024 MoHIP Financial Process

# Grant Administration

## Financial Process

- MHDC will automatically advance 25% of the total grant award amount at the receipt of completed grant documents
- Once advanced funds are backed-up, any following disbursements will be:
  - Automatically disbursed with no request for payment needed
  - Disbursed in 25% increments (25%, 50% or 75%) of the total grant award
  - Determined by the amount of back-up submitted by agencies
  - Paid out on a monthly basis
- **REMINDER:** All grant types are funded under one grant number

# Grant Administration

## Financial Process

- Below is the chart used to calculate how much each agency will be disbursed:

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

# Grant Administration

## Financial Process

- Quarterly Back Up

- Grantees must submit at least one **approvable** Back Up submission per grant quarter

Missouri Housing Innovation  
Program

Coordinated Entry System

HMIS

**Grantees may only submit ONE approvable back-up form per month (2<sup>nd</sup>-1<sup>st</sup>). Any further submissions will be discarded and will need to be submitted the following month.**

**New this year**, if an agency fails to submit back-up for 2 consecutive quarters that agency will be placed out of compliance. In order to get back into compliance the agency must submit an approvable back-up and Corrective Action Plan.



# Grant Administration

## Financial Process

- 1st Quarter (Q1): January 1 – March 31, 2024
  - Q1 Back-Up Deadline: April 1, 2024, 5:00 p.m.
  - **25% Back-Up Deadline: May 1, 2024, 5:00 p.m.**
  - 2nd Quarter (Q2): April 1 – June 30, 2024
  - Q2 Back-Up Deadline: July 1, 2024, 5:00 p.m.
  - 3rd Quarter (Q3): July 1 – September 31, 2024
  - Q3 Back-Up Deadline: October 1, 2024, 5:00 p.m.
  - **75% Back-Up Deadline: October 1, 2024, 5:00 p.m.**
  - 4th Quarter: October 1 – December 31, 2024
  - Final Day to Receive Funds: January 1, 2025, 5:00 p.m.
  - Final Back-Up/Close Out: January 31, 2025, 5:00 p.m.
- Back-Up forms can be submitted at any time during the quarter to meet the requirement

# Grant Administration

## Financial Process

- All expenses must be incurred and paid within funding period (January 1, 2024 - December 31, 2024)
- Supporting documentation
- CES grantees will be required to submit a client roster report or similar summary documentation with each Back-Up submission as proof of clients enrolled during the date range billed for
  - Please note: Administrative expense documentation no longer needs to be submitted with back-up; maintain on-site for compliance visits

**In addition, CES grantees must pull quarterly CE Roster Reports and save them on-site for compliance purposes**

# Grant Administration

## Financial Process

- Payment Schedule:
  - **IF** an agency appropriately backs up previous 25% disbursement no later than 5:00 p.m. on the first business day of the month; they should expect their next disbursement in 30-60 days.
    - Submissions received on the 2<sup>nd</sup> of the month or later will be paid out on the following month.

# Grant Administration

## Financial Process

**Back-Up Forms**

**ALL GRANT TYPES (MoHIP-402)**

# Grant Administration

## Financial Process



### Missouri Housing Innovation Program Back-Up Form

MoHIP-402

Date	
Grant Number	
Agency Name	
Total Requested Amount	\$0.00

Funding Component	Request Amount
<b>HMIS</b>	
Expense Detail Total Amount	\$0.00
<b>Coordinated Entry</b>	
Expense Detail Total Amount	\$0.00
<b>Total Requested Amount</b>	<b>\$0.00</b>

**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 MoHIP award.

Authorized Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

**MHDC Personnel Use Only**

Notes:	Approval
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# Grant Administration

## Financial Process



### Missouri Housing Innovation Program Coordinated Entry System Expense Detail Form

MoHIP-402

Date	1/0/1900
Grant Number	0
Agency Name	0
Reporting Range	
Total Coordinated Entry Expenses	\$0.00

**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	MoHIP %	Amount Paid by MoHIP	Detail Description
1						\$ -	0%	\$ -	
2						\$ -	0%	\$ -	
3						\$ -	0%	\$ -	
4						\$ -	0%	\$ -	
5						\$ -	0%	\$ -	
6						\$ -	0%	\$ -	
7						\$ -	0%	\$ -	
8						\$ -	0%	\$ -	
9						\$ -	0%	\$ -	
10						\$ -	0%	\$ -	
11						\$ -	0%	\$ -	
12						\$ -	0%	\$ -	



# Grant Administration

## Accounting Submission Details

- Back-Up should be submitted electronically on:
  - MHDC Online Grant Interface- Follow-Up Forms
- Electronic submissions must be legible in order to be processed
- Illegible submission will be discarded
- Submission to any other platform will not be processed
  - **Please combine all documents into ONE pdf**
- Complete submissions consist of:
  - MoHIP-402 (Back-up summary, relevant expense detail forms)
  - Client Detail Report

# Eligible Activities



# Eligible Activities Coordinated Entry System

- Salaries & benefits
  - Staff members conducting CES activities
- Supplies
  - Supplies purchased for the sole use of the CES
- Equipment
  - Includes both hardware and software, must be for the sole use of the CES
  - Hardware purchases with a **per unit cost of \$5,000** or more are considered **ineligible**
- Mileage
  - Mileage costs incurred by staff for the purpose of implementation or continued operations of the CES
    - Regional CE meetings
    - Case Conferencing
- Administrative Costs
- Software Licensing Costs

# Eligible Activities

## HMIS

- Salary and Benefits
- HMIS Software Costs
- Hosting & Technical Services
- Administrative Costs
- Project Management

# Records to Maintain

# Grant Administration Records to Maintain

- Grantees will be required to maintain records pertaining to clients assisted and expenses billed to the grant
  - Records should be kept on-site and will be reviewed by MHDC's Compliance Officer
  - Proof of both cost incurred AND cost paid must be maintained

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> </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 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>

# Grant Administration

## Close Out

- All Close Out documents must be received by January 31, 2025, 5:00 p.m.
  - Close Out Form (MoHIP-427)
  - Updated Sources and Uses
  - CoC Meeting Attendance
  - All expended funds backed up
- Submit to Lisa Moler at [Lisa.moler@mhdc.com](mailto:Lisa.moler@mhdc.com)

# Grant Administration

## Recapture

- Funding left unspent OR un-backed up at end of grant term is considered recaptured
- History of recapture is tracked and referred to in scoring future funding applications

# 2024 Compliance



#### Community Programs Division

#### MHDC Desk Review Procedure

In lieu of an on-site compliance visit, MHDC may choose to conduct a remote desk audit. Please find the general process flow for a standard MHDC desk audit below:

- o Once a funded agency meets the minimum threshold of submitted and approved backup, a compliance desk review may be scheduled.
- o The Compliance Officer (CO) will first email the agency grant contact and c.c. both the financial contact and the executive director on file to schedule a desk review. NOTE: *All grantees are responsible for ensuring that their listed grant contacts are up to date.*
- o The first email will include a proposed date in which agency staff responsible for administering the grant should be available to provide requested documentation electronically, as well as general information concerning how the electronic desk review will be conducted.
- o On the scheduled date of the review, the CO will send a second email to the agency grant contact, the financial contact, and the executive director on file, with a detailed list of all required documentation. This can include client file documentation, forms, and financials. The items will be randomly selected from the approved back up submitted to date.

All requested documentation should be assembled in an orderly fashion, scanned, and submitted electronically uploaded to: [www.mhdc.com/bigfile](http://www.mhdc.com/bigfile), Attn. Community Programs Division **within 24 hours**.

#### Tips for a Successful Upload:

- Please review scans before sending them to MHDC.
- Make sure that all pages are facing the same direction and are legible.
- Any sensitive or confidential information (full SSN) must be redacted prior to scanning and sending the documents.

All funded agency forms are available on the MHDC website on the Community Programs Division page. Each program's Desk Guide also includes an Appendix with all required program forms.





# Compliance Records to Maintain

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# Compliance Non-Compliance

## Common Errors

- Missing proof of need or receipts
- Missing complete time sheet, work sheets or effort reports
- Invoice/bill missing information or contains ineligible expenses
- Billing for services paid and incurred outside the grant period
  - Pay period includes wages for days worked outside the grant period

# Additional Resources

- FY2024 Funded Agency Documents

- <https://mhdc.com/programs/community-programs/missouri-housing-trust-fund-mhtf/mhtf-forms-and-resources/>



**Missouri Housing**  
Development Commission

**MHDC.com**

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