The 2022 MoHIP Funded Training will begin in a few minutes….

House Keeping

- Every participant's microphone will be muted during this webinar

- If you have any questions, please use the correct webinar platform to ask them and we will do our best to respond

- This will be recorded and posted to the website for future reference or for anyone who could not make it today

- If you have a question that applies directly to your agency, please reach out to me at the completion of the webinar with your question

Missouri Housing Innovation Program FY2022 Funded Training

Agenda

I. General Information

II. Grant Documents

III. Program Administration

IV. Grant Administration

V. Compliance

VI. Questions

General Program Information

General Information

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

General Information

Coordinated Entry System

HMIS

General Information

	FY2022 Missouri Housing Innovation Program
Total Amount Requested	$1,722,153.00
Total Applications Received	26
Total Amount Funded	$810,000
Total Applications Funded	25

Applications and grant numbers have been based on CoC, not grant types

General Information
FY2021 Timeline

Grant Year Begins	January 1, 2022
Quarter 1	January 1– March 31, 2022
Quarter 2	April 1– June 30, 2022
25% Back Up Deadline	July 1, 2022, 5:00pm
Quarter 3	July 1 – September 31, 2022
Quarter 4	October 1 - December 31, 2022
75% Back Up Deadline	December 1, 2022, 5:00pm
Grant Close Out Deadline	January 31, 2023

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
- 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

- Sources and Uses

  - Program budget for the FY2022 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 2**:00 p.m.** on **December 29, 2021** 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 required to attend **75 percent** of local meetings held

- CoC Meeting Attendance Form Required to be submitted with other Close Out documents

- Grantee participation information is provided by CoC to MHDC and is included in application scoring

- 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

Program Administration
Fair Housing

You have an affirmative duty to comply with all local, state, and federal fair housing laws.

This includes:

- The federal Fair Housing Act
  - https://www.justice.gov/crt/fair-housing-act-2

- The State of Missouri Human Rights statutes (RSMo § 213.040.1 et seq.)
  - http://www.moga.mo.gov/mostatutes/stathtml/21300000401.html

You should determine if any local rules, regulations, ordinances, or laws exist related to fair housing and are applicable to the project.

Program Administration
Fair Housing

Additional information regarding compliance with fair housing may be located at the following:

1. The Department of Housing and Urban Development
   ◦ Website: https://portal.hud.gov/hudportal/HUD
   ◦ Fair Housing and Equal Opportunity for All Brochure: https://portal.hud.gov/hudportal/documents/huddoc?id=FHEO_Booklet_Eng.pdf
   ◦ Fair Housing Poster: https://portal.hud.gov/hudportal/documents/huddoc?id=Fair_Housing_Poster_Eng.pdf
   ◦ Outreach Tools: https://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp/marketing
   ◦ YouTube Channel: https://www.youtube.com/user/HUDchannel
      *Please be aware that not all videos may have been posted by HUD.

2. The Missouri Commission on Human Rights
   ◦ Website: https://labor.mo.gov/mohumanrights

3. Missouri Housing Development Commission
   ◦ Website: http://mhdc.com/
      *Information and links are available by clicking on the Equal Housing Opportunity logo on the webpage.

Program Administration
Fair Housing

Questions regarding fair housing or your obligations may be directed to the following organizations:

1. Kansas City Regional Office (HUD):
   400 State Avenue, Room 200
   Kansas City, KS 66101-2406
   Phone: (913) 551-5462

2. St. Louis Regional Office (HUD):
   1222 Spruce Street, Suite 3.203
   St. Louis, MO 63103-2836
   Phone: (314) 418-5400

3. Missouri Commission on Human Rights
   3315 W. Truman Blvd., Rm 212
   P.O. Box 1129
   Jefferson City, MO 65102-1129
   Phone: 573-751-3325
   mchr@labor.mo.gov

Program Administration
Fair Housing

- While some resource locations have been provided that assist in educating about the duty to comply with fair housing laws it is important that you consult with your legal counsel to ensure that any project remains in compliance with fair housing laws at all times

- MHDC does not represent or warranty that the resources provided are current or accurate, only that they represent information available from other government agencies who provide education on and/or monitor compliance with fair housing laws

- At no time does MHDC certify your compliance with fair housing laws, through this presentation of information or otherwise, and MHDC assumes no responsibility or liability for your failure to comply with any fair housing law

Grant Administration

Grant Administration
Communication

Direct questions, concerns, updates to:
- Lisa Moler, State Program Administrator
  - Phone: (816) 759-7228
  - Email: Lisa.moler@mhdc.com

Questions regarding grant financials (disbursements, back-up):
- Charla Sallee, Grants Administrator
  - Phone: (816) 759-6614
  - Email: Charla.sallee@mhdc.com

Questions regarding grant compliance:
- Denise Monroe, Compliance Officer
  - Phone: (816) 759-6642
  - Email: dmonroe@mhdc.com

Submit Back-Up on:
- MHDC Online Grant Interface- Follow-Up forms

2022 MoHIP Financial Process

CHARLA SALLEE HOUSING PROGRAM ADMINISTRATOR

Grant Administration
Release of Funds

Before funds can be released:

- All current year grant documents are complete and received
- If funded in FY2021, all 2021 grant funds must been fully expended and grant must be considered "closed out."
- All previous compliance issues are resolved (i.e., grantee is "in compliance")

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 (2nd-1st). Any further submissions will be discarded and will need to be submitted the following month.

Grant Administration
Financial Process

- ◦ 1st Quarter (Q1):   January 1 – March 31, 2022
- ◦ Q1 Back-Up Deadline: April 1, 2022, 5:00 p.m.
- • 2nd Quarter (Q2):   April 1 – June 30, 2022
- • Q2 Back-Up Deadline: July 1, 2022, 5:00 p.m.
- • **25% Back-Up Deadline:**   **July 1, 2022, 5:00 p.m.**
- • 3rd Quarter (Q3):   July 1 – September 31, 2022
- • Q3 Back-Up Deadline: October 1, 2022, 5:00 p.m.
- • 4th Quarter: January 1 – December 31, 2022
- • **75% Back-Up Deadline:**   **December 1, 2022, 5:00 p.m.**
- • Final Day to Receive Funds: January 1, 2023, 5:00 p.m.
- • Final Back-Up/Close Out: January 31, 2023, 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, 2022 - December 31, 2022)

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:

- **<u>IF</u>** 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 2nd 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
HMIS	
Expense Detail Total Amount	$0.00
Coordinated Entry	
Expense Detail Total Amount	$0.00
Total Requested Amount	$0.00

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

Grant Administration
Financial Process

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

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
• **Bills paid** • **Supplies purchased** • **Equipment purchased**	• Invoice • Receipt	• Canceled checks, bank statement with MoHIP payments highlighted
• **Mileage costs**	• Travel request which includes date(s) of travel, from/to, purpose of travel, supporting documentation	• Canceled checks, bank statement with MoHIP payments highlighted
• **Employee Compensation**	• Timesheets • Effort report • Pay stub listing pay periods, employee listed, last four digits of SSN • Client Detail Report • Statement stating time billed was used solely for Coordinated Entry responsibilities; signed by employee and manager	• Copy of pay stub or third party payroll report • Bank statement with MoHIP payments highlighted

Grant Administration
Close Out

All Close Out documents must be received by January 31, 2023, 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

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

2022 MoHIP Compliance

DENISE MONROE COMPLIANCE OFFICER

Compliance
Desk Audit Process

KANSAS CITY OFFICE
920 Main, Suite 1400
Kansas City, MO 64105
(816) 759-6600

ST. LOUIS OFFICE
505 N. 7th Street
20 Floor, Suite 2000
St. Louis, MO 63101
(314) 877-1350

Strength, Dignity, Quality of Life
MISSOURI HOUSING
DEVELOPMENT COMMISSION

www.mhdc.com

MHDC Desk Review Procedure

In the event that an onsite compliance visit cannot be conducted, an electronic desk review will be required as follows:

- Once a funded agency meets the minimum threshold of submitted and **approved backup**/invoices, a compliance desk review may be scheduled.

- The Compliance Officer (CO) will first (#1) email the agency grant contact and cc 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.

- The first (#1) 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.

- On the scheduled date and time of the review, the CO will send a second (#2) email to the agency grant contact, the financial contact and the executive director on file, with a detailed list of all required documentation i.e. client file documentation, forms, and financials. The items will be randomly selected from the approved back up or invoices submitted to date.

All requested documentation should be assembled in an orderly fashion, scanned, and submitted electronically uploaded to: www.mhdc.com/bigfile, attn. Denise Monroe **within 24 hours.**

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 must be redacted prior to scanning and sending the documents.

FY2022 Funded Agency Forms may be found at:

- Missouri Housing Trust Fund (MHTF)
  http://www.mhdc.com/housing_trust_fund/funded_agencies_documents/FY2022/default.htm

- Missouri Housing Innovation Program (MoHIP)
  http://www.mhdc.com/ci/mohip/2022/default.htm

- Emergency Solutions Grant (ESG)
  http://www.mhdc.com/ci/esg/fad/documents.htm

Compliance
Records to Maintain

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- 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
• **Bills paid** • **Supplies purchased** • **Equipment purchased**	• Invoice • Receipt	• Canceled checks, bank statement with MoHIP payments highlighted
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• **Employee Compensation**	• Timesheets • Effort report • Pay stub listing pay periods, employee listed, last four digits of SSN • Client Detail Report • Statement stating time billed was used solely for Coordinated Entry responsibilities; signed by employee and manager	• Copy of pay stub or third party payroll report • Bank statement with MoHIP payments highlighted

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

Questions?

Additional Resources

- FY2022 Funded Agency Documents
  - http://www.mhdc.com/ci/mohip/index.htm

- Compliance
  - http://www.mhdc.com/ci/compliance/index.htm

- HUD – Housing First Assessment Tool
  - https://www.hudexchange.info/resource/5294/housing-first-assessment-tool/

- USICH – Housing First Check List
  - https://www.usich.gov/resources/uploads/asset_library/Housing_First_Checklist_FINAL.pdf
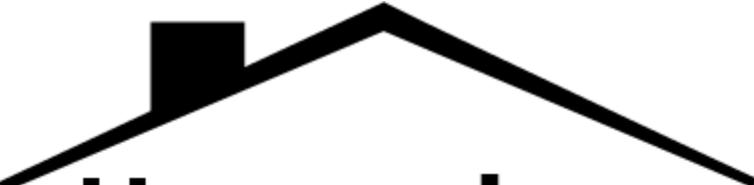
Contact Information

Lisa Moler

State Program Administrator

920 Main, Suite 1400

Kansas City, MO 64105

Phone: (816) 759-7228

Email: Lisa.moler@mhdc.com