



GRANT INTERFACE FOLLOW-UP INSTRUCTIONS

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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/back-up and expense information through the platform.

Missouri Housing Development Commission Ken Wright

Apply Organization History Fax to File

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

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

Contact Email History

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 | Assigned | Edit |

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, back-up, or expense information.

Follow Up Forms are to be completed sequentially. 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. Once a due date has passed, grantee will need to submit all documentation on the next available form.

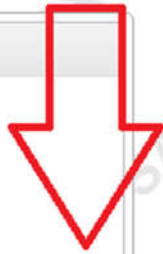
 **Organization:**
Missouri Housing Development Commission
99-9999999
816-759-6614
920 Main, Suite 1400
Kansas City, MO 64105

[Contact Email History](#)

Please 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/Back Up Form

Once grantee clicks the “edit” button they will be brought to a blank request for payment or back up form. It will look very similar to the images below.

The screenshot shows a form with five main sections, each with a title, a description, and a set of buttons. Red arrows point to the input fields in each section:

- Organization Name:** Title "Organization Name", description "Name of the organization.", buttons "Add New Question", "Add Shared Question", "Add GuideStar Question".
- Grant Number:** Title "Grant Number", description "Grant Number", buttons "Add New Question", "Add Shared Question", "Add GuideStar Question".
- Continuum of Care:** Title "Continuum of Care", description "Continuum of Care", buttons "Add New Question", "Add Shared Question", "Add GuideStar Question".
- Award Type:** Title "Award Type", description "Award Type", buttons "Add New Question", "Add Shared Question", "Add GuideStar Question".
- Total Amount Awarded:** Title "Total Amount Awarded", description "Total Amount Awarded", buttons "Add New Question", "Add Shared Question", "Add GuideStar Question".

The "Payment Request Information" section contains the following fields:

- Submission Date*:** A date picker field.
- Street Outreach Request Total*:** Description "Total Street Outreach request for this submission." followed by a monetary input field.
- Emergency Shelter Request Total*:** Description "Total Emergency Shelter request for this submission." followed by a monetary input field.
- Homelessness Prevention Request Total*:** Description "Total Homelessness Prevention request for this submission." followed by a monetary input field.
- Rapid Rehousing Request Total*:** Description "Total Rapid Rehousing request for this submission." followed by a monetary input field.

HMIS Request Total*

Total HMIS request for this submission.

Admin Request Total*

Total Admin request for this submission.

Total Request*

Total request for all components on this submission.

Payment Request Submission Upload*

Upload the organization's expense detail forms and HMIS.

 [10 MiB allowed]

On the initial "Payment Request/Back Up" drop down, all fields will automatically populate, so grantees will not need to input any information in those fields.

On the second "Payment Request/Back Up" drop down, input the total amount of funding being requested or backed up for each grant type (these will vary based on the program) on the current submission, or the total amount of expense detail included on the current submission (non-reimbursement organizations only).

The "Total Request" amount should equal the total amount requested or backed up from all grant types on this submission.

Under the "Payment Request Submission Upload" or "Back Up Submission Upload" field you will need to upload the completed Back-Up form, Expense Detail forms and HMIS reports for the current submission. The expense detail forms can be found on the MHDC website. Click "Upload a file" and locate the correct file on your computer.

Submitting and Saving

Fields with an asterisk (*) are required.

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%20202019.htm>

Upload a file [5 MiB allowed]

Bill.docx [15.9KiB]

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]

Due on 05/01/2020.

Save Follow Up Submit Follow Up

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.

Home Apply Organization History Fax to File

Fields with an asterisk (*) are required.

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>

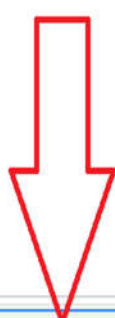
Upload a file [5 MIB allowed]
Bill.docx [15.9KIB] Delete File

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

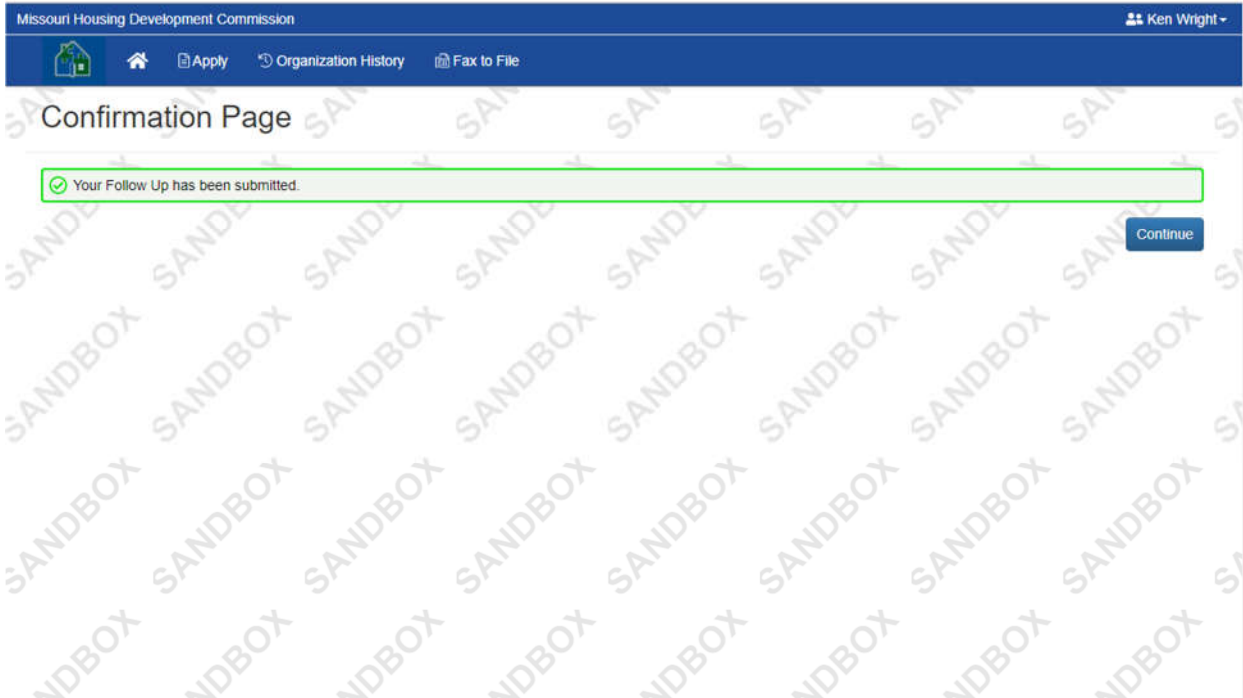
Upload a file [5 MIB allowed]
Bill.docx [15.9KIB] Delete File

Due on 05/01/2020.

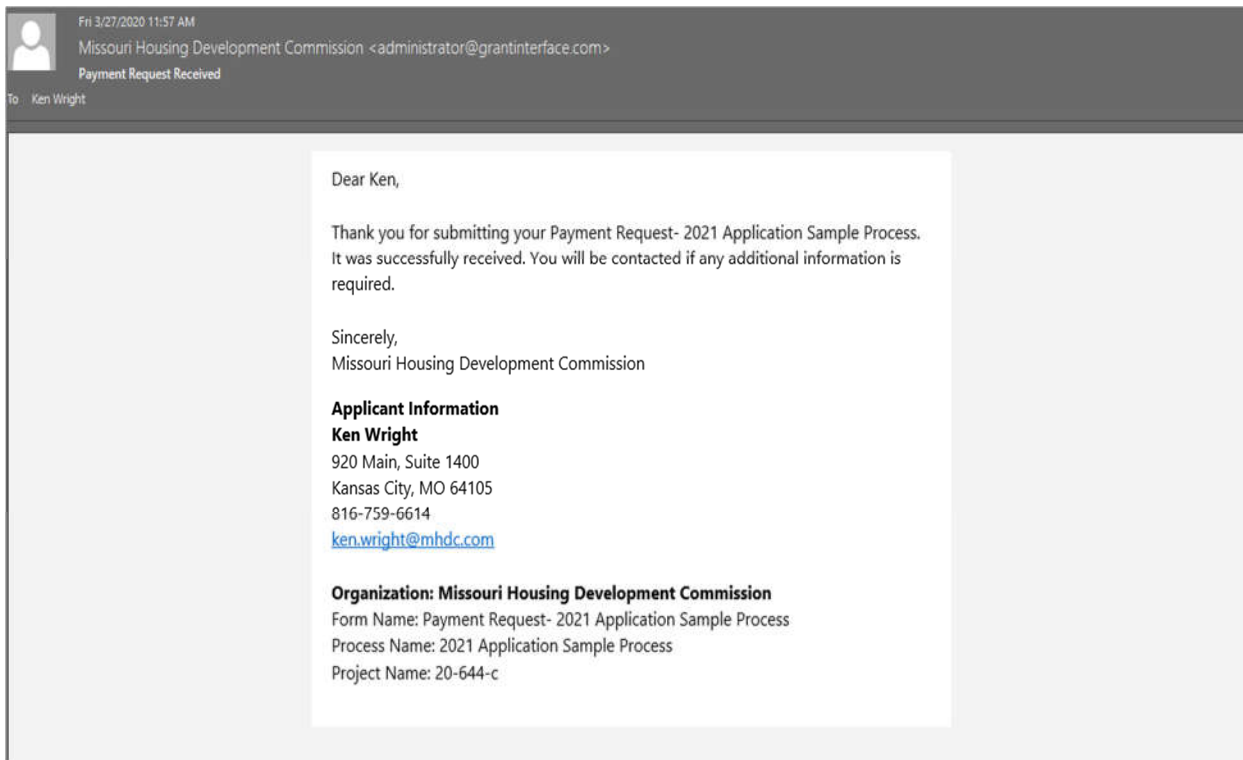
Save Follow Up Submit Follow Up



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

Missouri Housing Development Commission Ken Wright

Apply Organization History Fax to File

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Active Requests **1** Historical Requests **0**

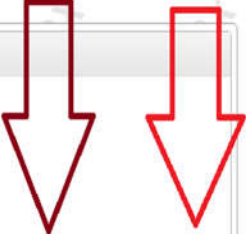
20-644-c

Process: 2021 Application Sample Process

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Follow Up Forms

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|--|-------------|---------------------|----------|-----------|----------------------|
| Payment Request- 2021 Application Sample Process | Ken Wright | Overall Award | | Submitted | View |



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

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Follow Up Forms

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|--|-------------|---------------------|------------|--------|----------------------|
| Payment Request- 2021 Application Sample Process | Ken Wright | Overall Award | 05/01/2020 | Draft | Edit |

Grant Management Software provided by Foundant Technologies © 2020

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."

[Home](#)
[Apply](#)
[Organization History](#)
[Fax to File](#)

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.

\$ 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]

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]

Due on 05/01/2020.

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

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Historical Requests **0**

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

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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 appropriate Grant Administrator.

Disaster Related Programs

William Hawkins
Disaster Response Coordinator
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William.hawkins@mhdc.com

Missouri Housing Innovation Program (MoHIP) Missouri Housing Trust Fund (MHTF)

Lisa Moler
State Program Administrator
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Lisa.moler@mhdc.com