

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.

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Applicant: Ken Ken Wright ken.wright@mhdc.com 316-759-6614 920 Main, Suite 1400 Kansas City, MO 64105 United States	Organization: Missouri Housing Development Commission 99999999 816-759-6614 920 Main, Suite 1400 Contact Email History Kansas City, MO 64105
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Process: 2021 Application Sample Process Application Submitted 03/27/2020 Decision Undecided	View Application
Follow Up Forms	ASSIGNED TO AWARD / INSTALLMENT DUE DATE STATUS EDIT/VIE
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FORM NAME Payment Request- 2021 Application Sample Process	Ken Wright Overall Award 05/01/2020 Assigned Ed

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.

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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.

Add New Question	Add Shared Question	Add GuideStar Question		
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Name of the organization.				
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Homelessness Prevention Request Total*				
Total Homelessness Prevention request for the	his submission.			
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Rapid Rehousing Request Total*				
Total Rapid Rehousing request for this subm	ission.			
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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 sul	bmission
\$	
Payment Request Submission Upload*	
Upload the organization's expense detail for	orms and HMIS.
Upload a file [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

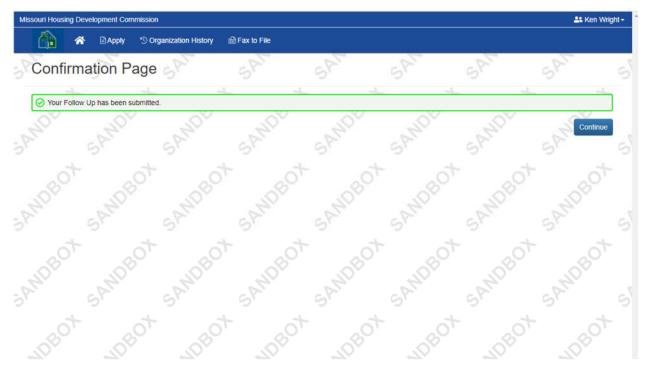
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Save Follow Up: Submit Follow Up	() (Due on 05/01	/2020.			V
						Save Follow Up Submit Follow Up

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.

🚹 👫 🗟 Apply " Organization History 💼 Fax to File	
 Fields with an asterisk (*) are required. 	
Question Group	
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20-644-c	
Amount Awarded	
\$ 25,000	
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Upload a file [5 MiB allowed]	
Bill.docx [15.9KiB] Control Delete File	\/
Due on 05/01/2020.	V
	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.

Fri 3/27/2020 11:57 AM Missouri Housing Development Co Payment Request Received To Ken Wright	ommission <administrator@grantinterface.com></administrator@grantinterface.com>
	Dear Ken, Thank you for submitting your Payment Request- 2021 Application Sample Process. It was successfully received. You will be contacted if any additional information is required. Sincerely, Missouri Housing Development Commission Applicant Information Ken Wright 920 Main, Suite 1400 Kansas City, MO 64105 816-759-6614 kenwright@mhdc.com Organization: Missouri Housing Development Commission Form Name: Payment Request- 2021 Application Sample Process Process Name: 2021 Application Sample Process Project Name: 20-644-c

You will also receive an email notification similar to the one above that confirms the submission.

Corrections and Status

souri Housing Developm	ent Commission							🎎 Ken Wrig
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Applicant D	ashboard		SAT	SAT	SAT	SP	5	AT
Public Profile	BOT	sot	S	54	-sot		BOT	BOT
Applicant: Ken Ken Wright ken.wright@mhdc.com 816-759-6614 920 Main, Suite 1400 Kansas City, MO 64103			Contact Email	Miss 99-9 816- 920	anization: iouri Housing Developme 999999 759-6614 Main, Suite 1400 sas City, MO 64105	ent Commission		
Ransas Gity, MO 0410.	o United States		Contact Lindi	nistory Rail	303 Oky, mo 04100			
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If your organization Active Requests Active Requests Active Requests O Active Req Active Requests	n information does not a Historical Requests (ation Sample Process Submitted	03/27/2020	ease contact the f		u. A	1999	STATUS Submitted	EDIT/VIE/W

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.

2 * Public Profile	SOF -	20 ¹ 2	or i	301	20
ypplicant: ten Ken Wright en wright@mhdc.com 16-759-6614 20 Main, Suite 1400 (ansas City, MO 64105 United States	Contact Email History	Organization: Missouri Housing Development Co 99-9999999 816-759-6614 920 Main, Suite 1400 Kansas City, MO 64105	mmission		
 If your organization information does not appear correct 	ct, please contact the funder. The	ank you.	c.X	C.X)
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Follow Up Forms				$\mathbf{\vee}$	
FORM NAME Payment Request- 2021 Application Sample Process	ASSIGNED 1 Ken Wright		DUE DATE 05/01/2020	STATUS Draft	EDIT/VIEW Edit
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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."

Grant Number	
20-644-c	
Amount Awarded	
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Please indicate how much is being requested or backed up with this submission.	
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Expense Detail*	
Complete and upload the Expense Detail forms. Blank form templates can be found here:	
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Please upload an MIS, HMIS, or non-HMIS report of clients served during the time period being submitte	ted.
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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	SA' SI	SA	SA	SA
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Applicant: Ken Ken Wright ken.wright@mhdc.com 816-759-6614 920 Main, Suite 1400 Kansas City, MO 64105 United States		Drganization: Missouri Housing Development C 99-9999999 816-759-6614 920 Main, Suite 1400 Kansas City, MO 64105	ommission	
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Once the submission has been approved the status of your Follow Up will show a status of "Complete."

If you have any questions or issues with the process please contact the appropriate Grant Administrator.

Disaster Related Programs

William Hawkins Disaster Response Coordinator (816) 648-0547 William.hawkins@mhdc.com

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

Lisa Moler State Program Administrator (816) 759-7228 Lisa.moler@mhdc.com