



*Strength, Dignity, Quality of Life*

**MISSOURI HOUSING**

**DEVELOPMENT COMMISSION**

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**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	<a href="#">View Application</a>
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	<a href="#">Edit</a>

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	<a href="#">Edit</a>

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 sections, each with a red arrow pointing to the input field:

- Organization Name:** Name of the organization. (Arrow points to the text input field)
- Grant Number:** (Arrow points to the text input field)
- Continuum of Care:** (Arrow points to the dropdown menu)
- Award Type:** (Arrow points to the dropdown menu)
- Total Amount Awarded:** \$ (Arrow points to the currency input field)

Payment Request Information

**Submission Date\***

**Street Outreach Request Total\***

Total Street Outreach request for this submission.

\$

**Emergency Shelter Request Total\***

Total Emergency Shelter request for this submission.

\$

**Homelessness Prevention Request Total\***

Total Homelessness Prevention request for this submission.

\$

**Rapid Rehousing Request Total\***

Total Rapid Rehousing request for this submission.

\$

**HMIS Request Total\***

Total HMIS request for this submission.

**Admin Request Total\***

Total Admin request for this submission.

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**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]

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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%202019.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

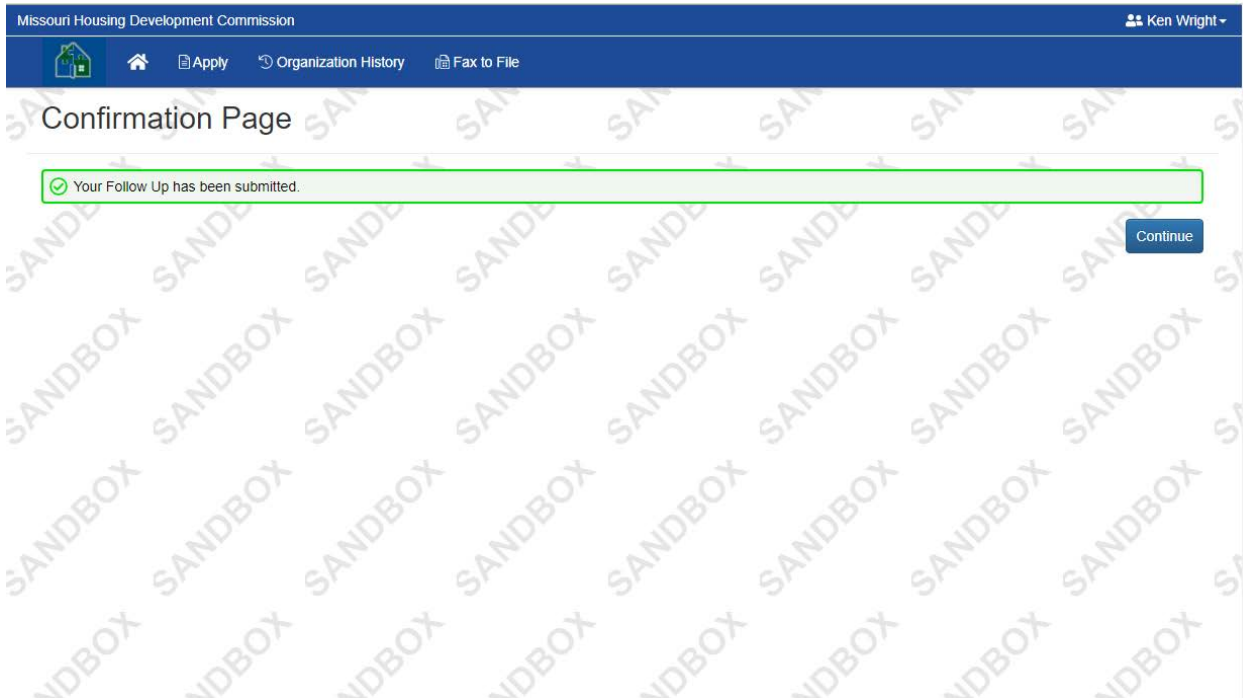
Due on 05/01/2020.

Save Follow Up Submit Follow Up

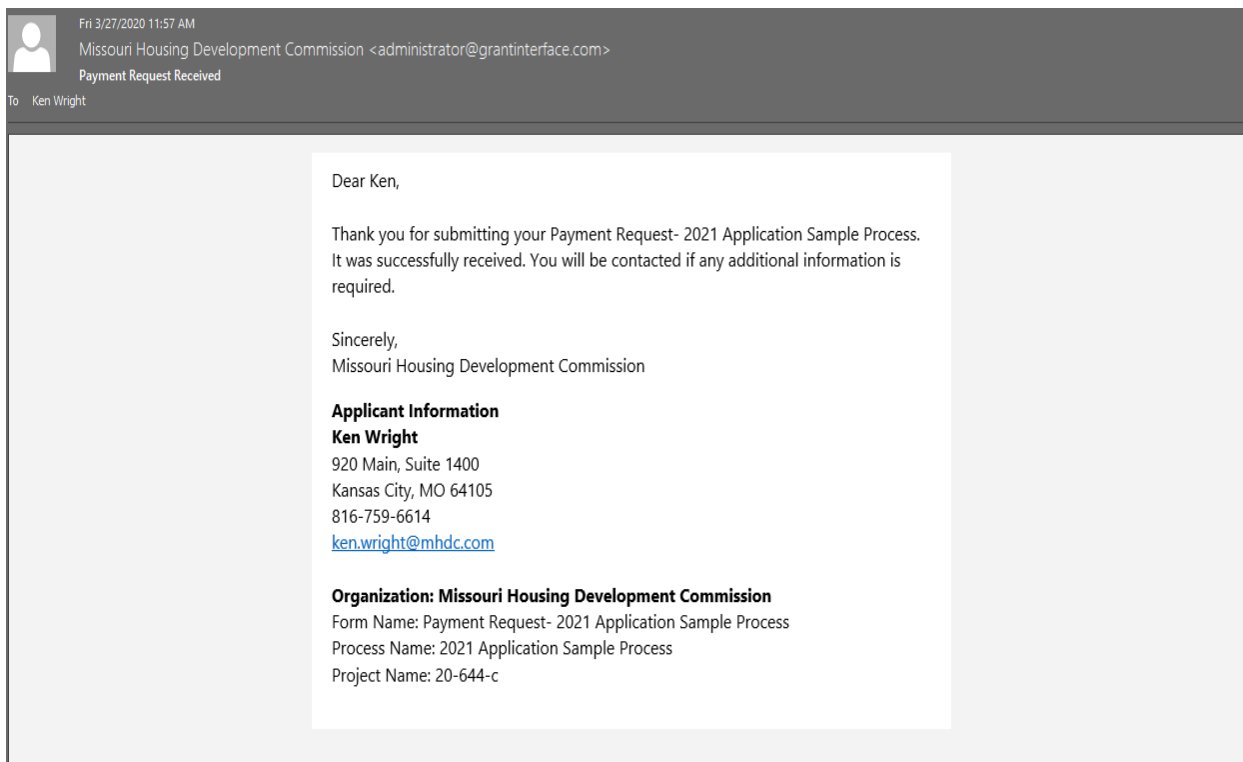


Once your Follow Up is complete and ready for review by MHDC staff click “Submit Follow Up.” Please note that this action cannot be undone.





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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[Contact Email History](#)

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

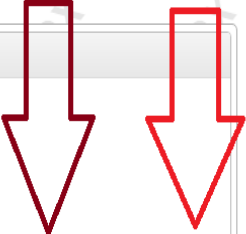
20-644-c

**Process:** 2021 Application Sample Process

Application	Submitted	03/27/2020	<a href="#">View Application</a>
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		Submitted	<a href="#">View</a>



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.

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Public Profile

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Active Requests **1**

Historical Requests **0**

20-644-c

**Process:** 2021 Application Sample Process

Application Submitted 03/27/2020  
Decision Undecided

[View Application](#)



**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	Draft	<a href="#">Edit</a>

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."

SA SA SA SA SA SA SA SA SA SA SA SA



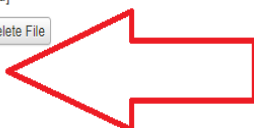
Question Group

**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.

Save Follow Up Submit Follow Up

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

<b>Applicant:</b> Ken Ken Wright ken.wright@mhdc.com 816-759-6614 920 Main, Suite 1400 Kansas City, MO 64105 United States	<b>Organization:</b> Missouri Housing Development Commission 99-9999999 816-759-6614 920 Main, Suite 1400 Kansas City, MO 64105
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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	<a href="#">View Application</a>
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		Complete	<a href="#">View</a>



Once the submission has been approved the status of your Follow Up will show a status of "Complete."

## Contact Information

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

### Disaster Related Programs

Cassie Wilson  
Grants Administrator  
(816) 759-7236  
[cassie.wilson@mhdc.com](mailto:cassie.wilson@mhdc.com)

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

Caty Field  
MHTF & MoHIP Administrator  
(816) 759-7228  
[catherine.field@mhdc.com](mailto:catherine.field@mhdc.com)

### Emergency Solutions Grant (ESG)

Cassie Sipos-Haas  
ESG Administrator  
(816) 759-6630  
[cassie.sipos-haas@mhdc.com](mailto:cassie.sipos-haas@mhdc.com)

### CARES Act Emergency Solutions Grant (ESG)

Aidan Rich  
Grants Administrator  
(816) 759-6632  
[aidan.rich@mhdc.com](mailto:aidan.rich@mhdc.com)