

The 2020 MHTF and MoHIP Compliance Webinar will begin in a few minutes....



Cassie Wilson- Grants Administrator

**Community Initiatives Department Contacts:** 

Denise Hoss- Compliance Officer

Caty Field- MoHIP/MHTF Administrator

Strength, Dignity, Quality of Life



**DEVELOPMENT COMMISSION** 

## House Keeping

- The microphone for every participant will be muted during this webinar
- Please use the correct webinar platform for questions and we will do the best to respond
  - We will be responding to questions that have to do with the overall group. If it is a question relating only to your agency, please reach out to one of us separately via phone or email
- This will be recorded and posted to the website for future reference or for anyone who could not make it today

## Financial Process

MHDC will automatically advance 25% of the total grant award amount upon receipt of all completed grant documents

MHTF Construction excluded

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

## 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%

## **Financial Process**

## **Quarterly Draws**

• Grantees must submit at least one approvable Back-Up Form per grant quarter:

Missouri Housing Innovation Program
Coordinated Entry System
Street Outreach
Housing Assistance & Services
HMIS

Missouri Housing Trust Fund	
Housing Assistance	
Emergency Assistance	
Home Repair	
Operating Funds	
Operating Funds	

• Grantees may only submit ONE approvable back-up form per month. Any further submissions will be discarded and will need to be submitted the following month.

## Financial Process

1st Quarter (Q1): April 1 − June 30, 2020

Q1 Back-Up Deadline: July 1, 2020, 5:00 p.m.

2nd Quarter (Q2): July 1 – September 30, 2020

• Q2 Back-Up Deadline: October 1, 2020, 5:00 p.m.

• 25% Back-Up Deadline: September 30, 2020, 5:00 p.m.

• 3rd Quarter (Q3): October 1 – December 31, 2020

• Q3 Back-Up Deadline: January 4, 2021, 5:00 p.m.

4th Quarter: January 1 – March 31,2021

• 75% Back-Up Deadline: March 1, 2021, 5:00 p.m.

• Final Back-Up/Close Out: April 30, 2020, 5:00 p.m.

 Back-Up forms can be submitted at any time during the quarter to meet the requirement

## **Financial Process**

All expenses must be incurred and paid within funding period (April 1, 2020-March 31, 2021)

## Supporting documentation

- HMIS report is required for all direct assistance
  - Non-HMIS reports allowed only if grantee receives prior approval from MHDC
- Please note: Administrative expense documentation does not need to be submitted with back-up; maintain on-site for compliance visits

## Financial Process

## Payment Schedule:

- <u>IF</u> 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.
  - $^{\circ}$  Submissions received on the 2<sup>nd</sup> of the month or later will be paid out on the following month.

## **Financial Process**

## MHTF and MoHIP Back-Up Forms

## **Missouri Housing Trust Fund**

Housing Assistance (MHTF-212)

Operating (MHTF-213)

Home Repair (MHTF-214)

Construction (MHTF-215)

Emergency Assistance (MHTF-216)

Missouri Housing Innovation Program

All Grant Types (MoHIP-402)

Date Grant Number

## Financial Process- MoHIP 2020 Back-Up Form



## Missouri Housing Innovation Program Back-Up Form

MoHIP-402

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Request Amount
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### ERTIFICATION

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.

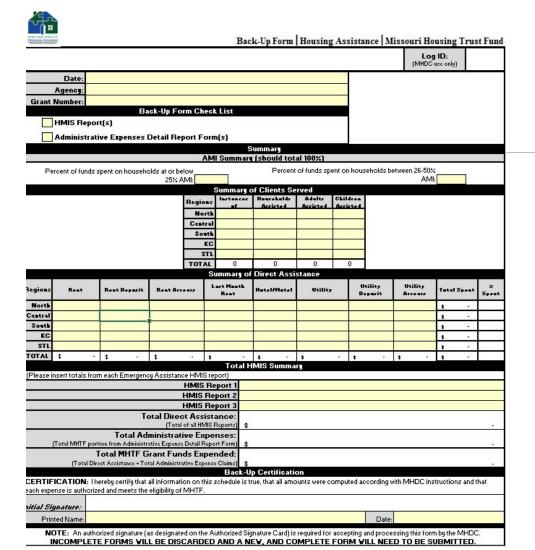
Authorized Signature
Printed Name

MHDC Personnel Use Only

Notes: Approval

Financial Process MoHIP-2020 Back-Up Form





Financial Process
MHTF-212 Housing
Assistance Back-Up Form

## Administrative Expense Detail | Housing Assistance | Missouri Housing Trust Fund

Date:		1/0/1900			Grant Num	ber:		0		
Agen	icy:	0			Grant Type			Housing Assistance		
No.	Expense Type	Invoice, Receipt, or Pay Period Date	Payee/Vendor/Retail er	Check Numbe r	Paid Date	Total Amount	MHTF %	Amount Paid by MHTF	Detail Description (e.g., list last four digits of SSN if Salary, provide description of "Other" expense type)	
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## Grant Administration Financial Process

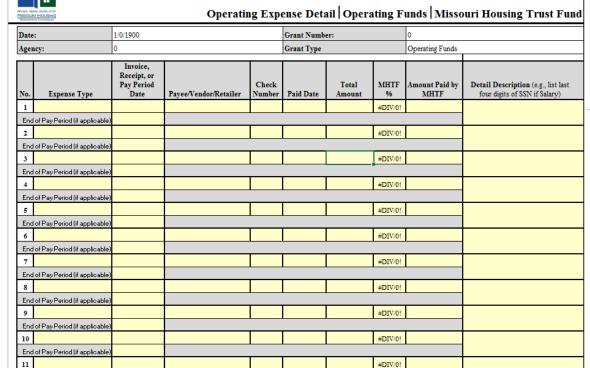
MHTF-212 Housing Assistance Back-Up Form Administrative Expense Detail

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Agency:						
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Kansas City						
North						
South						
St. Louis						
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Printed Name:				Date:		

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## Grant Administration Financial Process

Financial Process MHTF-213 Operating Back-Up Form



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End of Pay Period (if applicable

End of Pay Period (if applicable

# Grant Administration Financial Process MHTF-213 Operating Back-Up Expense Detail

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# Grant Administration Financial Process MHTF-214 Home Repair Back-Up Form



### Back-Up | Home Repair | Missouri Housing Trust Fund

Date:	1/0/1900	MHTF Grant Number:	0
Agency:	0	Homeowner Name:	
Homeowner Address:		County:	

No.	Expense Type	Invoice or Receipt Date	Payee/Vendor/Retailer	Check Number	Paid Date	Total Amount	MHTF	Amount Paid by MHTF	Detail Description
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## Form: MH IF-214 Grant Administration

Financial Process MHTF-214 Home Repair Back-Up Expense detail form

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Financial Process MHTF-216 Emergency Assistance Back-Up Form

## MHTF Construction/Rehabilitation

## Construction/Rehabilitation grantees will follow a different financial process

- This is a reimbursement grant
- Grantees will receive disbursements based on the amount reported on the Construction Rehabilitation Back-Up Form (MHTF-215)
- •Once an approvable Back-Up submission has been received, our Compliance Officer will perform a compliance visit
- •If the compliance visit passes, grantee will automatically be disbursed the amount provided on their back-up submission

## MHTF Construction/Rehabilitation

Grant Year Begins: April 1, 2020

Quarter 1 (Q1): April 1-June 30, 2020

Quarter 2 (Q2): July 1-September 30, 2020

Quarter 3 (Q3): Oct. 1-December 31, 2020

Quarter 4 (Q4): January 1-March 31, 2021

**75% Back Up Deadline**: March 1, 2021, 5:00 p.m.

Final Back-Up/Close Out Deadline: April 30, 2021, 5:00 p.m.

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Grant	Number:				
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Construc	tion Detail Report Forn	n			
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Central					
South					
Kansas City					
St. Louis					
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Initial Si	ignature:				
Printed Name:				Date:	
NOTE: A autho	rized signature (as designa	ated on the Authorize	d Signature	Card) is requ	ired for accepting and
processing this fo	rm by the MHDC. INCO	MPLETE FORMS	WILL BE	DISCARDI	ED AND A NEW,

AND COMPLETE FORM WILL NEED TO BE SUBMITTED.

## Grant Administration Financial Process

MHTF-215 Construction/Rehabilitation Back-Up Form



## Construction Detail Report | Missouri Housing Trust Fund

	Agency:			Grant Number: 0			0		
No.	Expense Type	Date of Invoice or Receipt	Payee/Vendor/Retailer	Check Numbe r	Paid Date	Total Amount	MHTF %	Amount Paid by MHTF	Detail Description
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## Grant Administration Financial Process MHTF-215 Construction/Rehabilitation Back-Up Expense detail form

## Accounting Submission Details

Back-Up should be submitted electronically to:

ci.accounting@mhdc.com

Electronic submissions must be legible in order to be processed.

## Please combine all documents into ONE pdf.

- Complete MoHIP submissions consist of:
  - MoHIP-402 (Back-up summary, relevant expense detail forms)
  - HMIS Report

## **Complete MHTF submissions consist of:**

- Relevant MHTF Back-up form and Admin Expense Details
- HMIS Report

## Contacts

## MHTF/MoHIP General Programmatic questions:

Caty Field: <u>catherine.field@mhdc.com</u>

Grant Financial Questions (regarding payment, back-up, grant balances, etc.)

Cassie Wilson: <a href="mailto:cassie.wilson@mhdc.com">cassie.wilson@mhdc.com</a>

## **Compliance Questions:**

Denise Hoss: dhoss@mhdc.com