



Form #: MHTF-201

2008 Missouri Housing Trust Fund

Desk Guide



Introduction

Purpose –

The purpose of the Missouri Housing Trust Fund is to provide funding for any housing/service provider proposing housing/service activities, or related social services in the state of Missouri.

History –

The Trust Fund was created by the 215.034 Statute set forth by the 1994 Missouri State Legislature; it is supported by a three dollar recording fee on all real estate documents filed in the state of Missouri.

Eligibility Requirements –

Who can apply?

Any housing/service provider proposing housing/service activities, or related social services in the state of Missouri can apply for Trust Fund money. Applicants must demonstrate prior successful housing experience and have the financial capacity to successfully complete and operate the housing and/or service proposed. The provider of services must have qualified staff and a successful record of providing the proposed services.

Who can be served?

The Trust Fund Statute (215.034) states that all individuals served must be at or below 50% of the county Area Median Income (AMI). These numbers are defined by the Department of Housing and Urban Development, and can be obtained at the Missouri Housing Development Commission website under the Rental Production tab.

http://www.mhdc.com/rental_production/2008_FY_items/2008_docs/Maximum_Income_Maximum_Rents_HUD_Limits_10-1-2007.pdf

2008 Funding Priorities:

Homeless Prevention –

These funds can be used for emergency assistance to families, such as rent, utility, and mortgage payments, rent and utility deposits, and emergency home repairs not exceeding \$1,000.

Construction/Rehabilitation -

These funds can be used for the construction, rehabilitation, or acquisition of a facility for emergency shelters or transitional housing.

Rental Assistance -

These funds can be used to subsidize apartment complexes for low-income families; each application should reflect a request for a specific apartment community.

Home Repair-

Home Repair funds can be used to repair client-owned homes to increase the safety or accessibility in the home.

Operating/Match Funds –

These funds can be used for general operating expenses of a program or for a required match to leverage funds for a larger grant.



Funding Regions for 2008 Grant Cycle

St. Louis Metro 36%

Franklin, Jefferson, Lincoln, St. Charles, St. Louis City, St. Louis, Warren Counties, and Sullivan City

Kansas City Metro 20%

Clay, Cass, Clinton, Jackson, Lafayette, Platte, and Ray

South 15%

Barry, Barton, Butler, Carter, Cedar, Christian, Dade, Dallas, Dent, Douglas, Dunklin, Greene, Hickory, Howell, Jasper, Laclede, Lawrence, McDonald, Mississippi, New Madrid, Newton, Oregon, Ozark, Pemiscot, Polk, Reynolds, Ripley, Scott, Shannon, Stone, Stoddard, Taney, Texas, Vernon, Wayne, Webster and Wright

Central 15%

Audrain, Bates, Benton, Bollinger, Boone, Callaway, Camden, Cape Girardeau, Cole, Cooper, Crawford, Gasconade, Henry, Howard, Iron, Johnson, Madison, Maries, Miller, Moniteau, Montgomery, Morgan, Osage, Perry, Pettis, Phelps, Pulaski, Saline, St. Clair, St. Francois, Ste. Genevieve, and Washington

North 15%

Adair, Andrew, Atchison, Buchanan, Caldwell, Carroll, Chariton, Clark, Daviess, Decal, Gentry, Grundy, Harrison, Holt, Knox, Lewis, Linn, Livingston, Macon, Marion, Mercer, Monroe, Nodaway, Pike, Putnam, Ralls, Randolph, Schuyler, Scotland, Shelby, Sullivan, and Worth

2008 Timeline –

NOFA Posted	August 20, 2007
Proposal Deadline	October 5, 2007
Staff Recommendations	December 21, 2007
Awards Notifications	January 2008
Contracts Awarded	April 1, 2008
Deadline to use funds	April 30, 2009
Close-out and audited financials deadline	May 31, 2009

Homeless Prevention

Uses –

The Homeless Prevention grant can be used for rent, utility, and mortgage payments, utility and rent deposits, and emergency home repairs under \$1,000. An agency can use any or all of these types of assistance, as long as the anticipated use is specified in the original application. There is also a 10% Administration allocation that can be used, but again, only if it is specified in the original application.



Prohibited Uses –

The Homeless Prevention grant cannot be used to assist families with their bills that are not necessities such as telephone and cable television; additionally this grant cannot be used to pay any sort of taxes. Lastly, because of the nature of this grant type, it cannot be used for any shelter operating costs.

Administrative Uses –

With the Homeless Prevention grant, each awardee can use up to 10% of what was awarded for administration costs, as long as it was requested in the original application. Examples of what these funds can be used for include program staff salary, administration building utility bills, the program audit, supplies, maintenance, and travel when clients are present.

Prohibited Admin Uses –

Administration funds cannot be used for conference and training costs, travel when clients are not present, or any food purchases.

Records to Maintain –

All of the following should be kept on file, and should be easily accessible for compliance purposes. All of these are specified in the grant agreement and Rider “A.”

Record	Examples
Identification	Driver's License and Social Security Card
Proof of address	Driver's License or piece of mail
Income Verification	Pay stub, SSI award letter
Proof of need	Copy of bill, shut off notice, copy of lease
Number of Individuals in household	
Amount of assistance, to whom, address, and phone number	Copy of check, intent to pay
Evidence of a title, if applicable	Copy of title, letter from title company

Income Verification –

The Trust Fund statute states that Trust Fund money can only go to individuals and families at or below 50% of the Area Median Income, as defined by Department of Housing and Urban Development. As a result, it is required that all agencies take the necessary steps to ensure this is done. In each client file, it should be clear how many individuals live in the household; this can be as simple as a list of members with ages, birthdays, or social security numbers.



There also needs to be income verifications; examples of this include pay stubs, SSI, child support award letters, and/or verification of personal property value.

If the individual does not have an income, there must be documentation of this. In the Appendix are included a "Certification of Zero Income" form that can be used if agencies do not already have one in place. Additionally, that appendix has an example of the income verification forms compliance officers will be using when doing their visits.

Compliance –

During each grant year, a Missouri Housing Development Commission compliance officer will review the grant files at least twice a year. One of the visits will be unannounced; consequently, it is imperative that a staff member is always available to assist the officer as needed.

During each site visit, the compliance officer will review a minimum of five randomly chosen files, and check for the required maintained records. The officer will not give the agency the names of the files to be checked before-hand; this is to ensure that all files will be reviewed in the state they are normally kept.

The compliance officer will send a site visit report within two weeks after the visit.

If the officer finds that the agency is out of compliance for reasons such as the files have not been kept as the specified standard, individuals have been assisted that do not meet the income limits, or the facility is unsafe, the compliance officer will record that the agency is "out of compliance." Until the officer has verified that the issue(s) have been resolved, funding will be suspended. During this time, the compliance officer should be used as a resource to determine what needs to be corrected.

Payment Requests –

Before any request will be disbursed, all of the following must be returned to the Missouri Housing Development Commission:

- Signed grant agreement*
- Signed and notarized Certificate of Continuing Compliance*
- Completed Authorized Signature Card*
- Completed Direct Deposit forms*

Payment Request #1 – (required documents for the 25% initial disbursement)

- Request for Payment*
- Request for Payment Certification*

For each subsequent payment request:

- Request for Payment*
- Request for Payment Certification*
- Summary Report Form*
- Homeless Prevention Detail Report Form*

Additionally, if administration costs are claimed, please include:

- Administrative Detail Report Form*



All invoices, receipts, and employee printouts that correspond with MHTF claims. (Every dollar should be accounted for in the documentation. Also, it is not necessary to send in copies of the checks, the compliance officer will be looking for these during the visits.)

Regional Housing Team Meetings –

In an effort to encourage collaboration and knowledge of services within areas, all Trust Fund agencies will be required to attend at least 75% of all Regional Housing Team Meetings. These meetings bring together many different agencies working toward the improvement of housing in the state of Missouri.

In the rural communities, these meetings are held quarterly, and in urban areas, they occur monthly. The following is the contact information for each area. If you have any questions about which area you are in, please contact Heather Bradley-Geary at (816)759-7201 or hgeary@mhdc.com:

- North Region: Nathan Stock (816)759-7222
- Kansas City Metro: Cynthia Larcom (816) 924-7997
- St. Joseph: Bridget Supple (816) 364-2381
- Central Region: Mandy Fangmann (816)759-7203
- St. Louis Metro: Antoinette Triplett (314) 612-5933
- St. Louis County: Dana McAulffe (314) 615-0320
- St. Charles: Dottie Kastigar (636)936-8023
- Springfield: Michelle Garand (417) 888-2020
- Joplin: Dan Clark (417)-825-9700
- South Region: Jennifer Holtaway (816) 759-6614

Responsibility Chart –

<i>Agency</i>	<i>MHDC</i>
<ul style="list-style-type: none"> * Maintain files at specified level * Fill out all required documentation * Attend 75% of the Regional Housing Team Meetings in agency's area * Complete end of year grant audit by May 30, 2009 * Always have a staff member available for site visits. 	<ul style="list-style-type: none"> * Hold a file review at least twice a year - at least one surprise visit * Provide only necessary documentation * Hold all rural Regional Housing Team Meetings and provide useful information

Construction/Rehabilitation

Uses –

Construction/rehabilitation funds may be used by agencies for construction needs to facilities for improvement of services in the community.

Upon awarding of funds, agency must provide updated scope of work along with an updated schedule of anticipated work progress and targeted completion date.



All new construction needs to meet the appropriate locally adopted residential building codes or in the absence of locally adopted codes, the work must adhere to specifications contained in the 2000 Edition of the International Residential Code. All new construction must be done according to the awarded agency's written construction/rehabilitation standards, and will be inspected by Missouri Housing Development Commission staff to ensure proper building procedures and Rider "A" requirements are followed. Please provide contact information for at least two individuals from the agency who will work closely with the construction.

If the funds are matched with other sources, the grant recipient must identify the exact amount of MHTF dollars used for the project. If MHTF dollars finance only a part of the project, the agency must specifically identify exact MHTF uses.

Activities must fall under one of the following categories:

New Construction:

Agencies may use Trust Fund dollars for new construction projects to broaden their reach and scope of housing services to their area. At time of application, agency must provide estimates and architectural drawings for full consideration.

Rehabilitation:

Agencies may use Trust Fund dollars for rehabilitation efforts of existing agency building(s). These improvements include, but are not limited to: bathroom, roof, HVAC systems, office, sleeping quarters, kitchen, security features.

Site Acquisition:

Trust Fund dollars may be used for the purchase of buildings and/or land for housing trust fund approved services.

Prohibited Uses –

Construction/Rehabilitation money cannot be used for appliances or furniture.

Administrative Uses –

This grant does not allow for administrative costs.

Records to maintain –

For each construction/rehabilitation project, agencies should maintain all receipts, invoices, and records of time spent on the project.

Compliance –

During each grant year, a compliance officer will review the construction work as it progresses. Each time a payment request is submitted, a compliance officer will check the work that is being done. Only upon approval from the compliance officer of the outlined work as it pertains to the restrictions/specifications of the Rider "A" documents, will money be released.

Within two weeks of the site visit, the compliance officer will send a site visit summary report.



If the officer finds that the agency is out of compliance for reasons such as workmanship is poor, work is not following the original application, progress is not evident, files have not been kept as the specified standard, etc., the compliance officer will record that the agency is “out of compliance.” Until the officer has verified that the issue(s) have been resolved, funding will be suspended. During this time, the compliance officer should be used as a resource to determine exactly what needs to be corrected.

Land use agreements –

Shelter construction grant use agreements have 10 year terms. The property is to be dedicated to affordable housing and/or services for that time period.

Payment Requests –

Before any request will be disbursed, all of the following need to be returned to the Missouri Housing Development Commission:

- Signed grant agreement
- Signed use agreement
- Completed Authorized Signature Card
- Completed Direct Deposit forms

Payment Request #1:

- Request for Payment (25% of total request)
- Request for Payment Certification

For each subsequent payment:

- Request for Payment
- Request for Payment Certification
- All construction/payment receipts to verify MHTF spending
- Title Policy current within a day of the payment request.

Regional Housing Team Meetings –

In an effort to encourage collaboration and knowledge of services within areas, all Trust Fund agencies will be required to attend 75% of all Regional Housing Team Meetings. These meetings bring together many different agencies working toward the improvement of housing in the state of Missouri.

In the rural communities, these meetings are held quarterly, and in urban areas, they occur monthly. The following is the contact information for each area, if you have any questions about which area you are in, please contact Heather Bradley-Geary at (816)759-7201 or hgeary@mhdc.com:



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 Joplin: Dan Clark (417) 825-9700
 South Region: Jennifer Holtaway (816) 759-6614

Responsibility Chart –

<i>Agency</i>	<i>MHDC</i>
<ul style="list-style-type: none"> * Maintain files at specified level * Fill out all required documentation * Attend a minimum 75% of the Regional Housing Team Meetings in agency's area * Complete end of year grant audit by May 30, 2009 * Always have at least one staff member available for site visits. 	<ul style="list-style-type: none"> * Hold a site visit prior to each disbursement * Provide only necessary documentation * Hold all rural Regional Housing Team Meetings and provide useful information * Record use agreement.

Rental Assistance

Uses –

The Rental Assistance grant is unique among the other grant types; it is used for rent subsidies for single-family units, including houses and apartments. Residents are expected to pay 30% of their monthly income on rent, and this grant covers the remaining sum. The rent limits are posted on Missouri Housing Development Commission's website, and these are to be used when determining the subsidy payment. Also, because of the nature of this grant, it does not follow the general time-line of the other grant types; agencies are free to use and request the money until it is fully expended.

Prohibited Uses –

This grant cannot be used to cover emergency shelter costs or to financially assist families with utility bills.

Administrative Uses –

This grant does not allow for administrative costs.

Records to Maintain –

All of the following should be kept on file and should be easily accessible for compliance purposes. All of these are specified in the grant agreement and Rider "A:"



Record	Examples
Identification	Driver's License or Social Security Card
Proof of address	Lease, Driver's License, or piece of mail
Income verification	Pay stub, SSI award letter
Number of individuals in household with age and sex	Social Security numbers
Amount of assistance	Copy of check, ledger of payments

Income Verification –

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If the individual does not have an income, there must be documentation of this. Included in the appendix is a “Certification of Zero Income” form that can be used if agencies do not already have one in place. Additionally, that appendix has an example of the income verification forms compliance officers will be using when doing their visits.

Compliance –

During each grant year, a compliance officer will review the grant files at least twice. One of the visits will be unannounced; consequently, it is imperative that a staff member is always available to assist the officer as needed.

During each site visit, the compliance officer will review a minimum of five randomly chosen files, and check for the required maintained records. The officer will not give the agency the names of the files to be checked before-hand; this is to ensure that all files will be reviewed in the state they are normally kept.

Within two weeks after the site visit, the compliance officer will send a site visit summary report.

If the officer finds that the agency is out of compliance for reasons such as the files have not been kept as the specified standard, individuals have been assisted that do not meet the income limits, or the facility is unsafe, the compliance officer will record that the agency is “out of compliance.” Until the officer has verified that the issue(s) have been resolved, funding will be



suspended. During this time, the compliance officer should be used as a resource to determine what needs to be corrected.

Payment Requests –

Before any request will be disbursed, all of the following need to be returned to the Missouri Housing Development Commission:

- Signed grant agreement
- Signed and notarized Certificate of Continuing Compliance
- Completed Authorized Signature Card
- Completed Direct Deposit forms

Payment Request #1:

- Request for Payment
- Request for Payment Certification

For each subsequent payment:

- Request for Payment
- Request for Payment Certification
- Rental Assistance Detail Report Form

After the first disbursement, agencies must send in detail report form every month showing who was assisted. These reports must be sent in until all funds have been expended.

Regional Housing Team Meetings –

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Responsibility Chart –

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Home Repair

Uses –

Home Repair funds may be used to assist existing homeowners with the repair, rehabilitation or reconstruction of owner-occupied single-family home units.

All new construction must adhere to the appropriate locally adopted residential building codes or in the absence of locally adopted codes, the 2000 Edition of the International Residential Code. All new work must be done according to the awarded agency's written rehabilitation standards, and inspected by agency personnel to validate completed work.

Activities must fall under one of the following categories:

Any repair not indentified in this form must be approved by the Trust Fund Administrator prior to being completed.

- Weatherization
- Repair/Replacement
- Environmental
- Accessibility
- Emergency Home Repair

Eligible Uses –

- Costs to meet local codes:
 - a) repair/replace roof
 - b) upgrading of electrical wiring
 - c) install/update GFCI outlets
 - d) installation of vinyl siding
 - e) installation of smoke & radon detectors
- Remediation of environmental hazards including lead-based paint, radon, asbestos and removal of underground oil tanks. Costs may include such activities as:
 - a) capping/painting of window trim and sashes
 - b) capping/painting of interior wood trim
 - c) capping/painting of exterior



- d) removal and disposal of asbestos pipe insulation or siding
- e) testing and clearance reports
- Accessibility improvements such as:
 - a) ramps
 - b) installation of handrails and grab bars
 - c) replacement of bathtubs with wheel-in showers
 - d) lowering of items such as sinks, electrical switches, and cupboards
 - e) widening of doorways
 - f) repair of existing attached garages when incidental to other code required work or to achieve reasonable accommodation of a disabled person
 - g) provision of bathroom or bedroom space on the first floor level of the dwelling.
- Energy improvements such as:
 - a) installation of heating systems
 - b) caulking, weather-stripping, and other methods of reducing air infiltration
 - c) storm or thermal windows and doors, thermal shades or shutters
 - d) thermal insulation for ceilings, walls, floors, roofs, foundations, pipes, ducts and water heaters including interior vapor barrier and ventilation
 - e) heating system modifications:
 - furnace maintenance and improvements to increase energy efficiency
 - automatic clock thermostats
 - replacement burners which reduce the amount of fuel used
 - flue opening modifications
 - electrical or mechanical ignition systems which replace a gas or pilot light
 - replacement furnace or boiler
 - f) chimney repair/replacement
 - g) hot water systems
 - h) any other improvement which is demonstrated by a residential energy audit performed by an energy auditor licensed under state law to have a payback period of not more than 15 years (energy efficiency savings)
- Foundation and foundation repairs for single family home
- Repair, replacement or upgrade of existing septic systems
- Wells
- On-site infrastructure costs (such as electrical wiring and connections and sewer and water piping) and off-site utility connections from the property line to an adjacent street. (Installing public infrastructure where none previously existed is excluded.)

- *Improvements to Manufactured Housing:* Manufactured housing must meet the following criteria to be eligible for a loan:

- The home must be permanently attached to the land by means of a poured concrete foundation.



- The home must be permanently connected to water, sewerage, electric, fuel, and similar facilities or utilities.
- The wheels, axles, and hitch must be removed.
- Trust Fund dollars cannot be used for improvements if the manufactured house is located on leased/rented land.

- *Septic Repair/Replacement:* Rehabilitation or replacement of failed or failing septic systems for single-family residences is allowed. These monies may also be used to replace “straight pipe” systems. Licensed engineers must design the system and must comply with all applicable state and local codes and regulations

Prohibited Uses –

Ineligible costs include those repairs that are not “reasonable and customary” and are considered luxurious in nature.

Contact the Missouri Housing Development Commission Trust Fund Administrator for questionable improvements prior to work: Heather Bradley-Geary (816)759-7201.

Listed below are ineligible improvements. This is not an all-inclusive list; items not appearing are not automatically eligible.

- Appliances
- Updating kitchens and other decor
- Furniture, personal property
- Carpet & Linoleum Replacement
- Attached greenhouses
- New construction of garages
- Projects for barns, sheds, outbuildings
- Construction of new home or a shell home
- Completion of a new home or a shell home
- Construction of a new deck or patio
- Fences
- Fire extinguishers
- Non essential fireplace improvements
- Generators
- Heating fuel
- Hot tub, Jacuzzi, whirlpool bath, sauna, bath house
- Landscaping (unless used for diversion of drainage ditches or lead interim controls)
- Paving driveways & sidewalks (unless accessibility issues occur)
- Pier, steps to lake or water, etc
- Portable kerosene heaters
- Steam cleaning of exterior surface
- Tree surgery or removal
- Unfinished structures
- Vacuum cleaner central systems



Regulatory Agreements –

Regulatory agreements should be utilized in home repair programs:

- (1) Any home repair grant given to an income eligible owner expending less than \$2,000.00 of MHTF dollars **DOES NOT** require a regulatory agreement.
- (2) The maximum amount of Trust Fund dollars utilized for one home is \$10,000.00.
- (3) The following schedule must be used to determine the regulatory agreement term for home repair programs:
 - 2 years for MHDC expenditures between \$ 2,000.00 - \$ 4,999.99*
 - 5 years for MHDC expenditures between \$ 5,000.00 - \$10,000.00*

Note: The above amounts refer to MHTF dollars only. If the funds are matched with other sources, the grant recipient must identify the exact amount of MHTF dollars used per household and record with the proper regulatory agreement form.

Costs –

- *Eligible Costs:*

Both the actual cost of rehabilitating the house and related soft costs are eligible for Trust Fund money use.

- *Hard Costs:* These include the actual costs of constructing or rehabilitating a housing unit. They include making essential improvements including energy-related repairs or improvements, improvements necessary to permit the use by persons with disabilities, and the testing and abatement of lead-based paint hazards, and to improvements repair or replace major housing systems in danger of failure.

- *Soft Costs:* These include all reasonable and necessary costs incurred with the financing or development for rehabilitation.

NOTE: *Administrative costs of the Sub-Grantee may not be reimbursed as a “soft cost.”

- *Examples of Allowable Soft Costs:* Lead Testing/Inspections, Inspections from a third party inspector not currently on the agency’s pay role, recording fees, building permits, flood letters, dumpster rentals, etc.

- *Non Allowable Soft Costs:* Utility and phone bills, insurance, postage, office supplies, reimbursement for agency salaries, mileage reimbursement, license fees, etc. are considered Administrative Costs and are not reimbursed as a “soft cost.”

- *Agency Inspections:* Agencies may be reimbursed for lead inspections performed by their own qualified staff inspectors. Reimbursement is capped at \$400 and will be a soft cost. Any additional inspections (walk through, code verifications, etc.) will be paid out of the Agency’s administration they receive for each project. The agency may still opt for using a third party inspection service. The agency will then be reimbursed for the actual charges incurred. Invoice copies must be retained in the files.



- *Costs Paid to the Agency:* The awarded agency will receive 10% of the grant allocation. Administrative costs may not be added onto the project in the form of “soft costs.”

Emergency Home Repair –

A situation may be declared an emergency when either:

1. A code enforcement inspector declared the situation an emergency under City Code; or
2. The water, electrical or gas has been Red Tagged; or
3. The sewer is backed up; or
4. The Sub-Grantee Program coordinator determines the situation is an immediate threat to the safety of the occupants or to the structure of the house (these repairs must be “natural hazards” and must be pre-approved by MHDC).

Administrative Uses –

With the Home Repair grant, each award can use up to 10% of what was awarded for administration costs, as long as it was requested in the original application. Examples of what these funds can be used for include program staff salary, administration building utility bills, the program audit required at the end of the grant cycle, supplies, maintenance, and travel when clients are present.

Prohibited Admin Uses –

Administration funds cannot be used for conference and training costs, travel when clients are not present, and any food purchase.

Income Verification –

The Trust Fund’s statute states that Trust Fund money can only go to individuals and families at or below 50% of the Area Median Income, as defined by the Department of Housing and Urban Development. As a result, it is required that all agencies take the necessary steps to ensure this is done. In each client file, it should be clear how many individuals live in the household; this can be as simple as a list of members with ages, birthdays, or social security numbers. There also needs to be actual income verifications; examples of this include pay stubs, SSI or child support award letters, verification of personal property value.

If the individual does not have an income, there must be documentation of this. Included in the appendix is a “Certification of Zero Income” form that can be used if agencies do not already have one in place. Additionally, that appendix has an example of the income verification forms that compliance officers will be using when doing their visits.

Compliance –

During each grant year, a compliance officer will review the grant files at least twice a year. One of the visits will be unannounced; consequently, it is imperative that a staff member is always available to assist the officer as needed.

During each site visit, the compliance officer will review a minimum of three randomly chosen files, and check for the required maintained records. The officer will check income verification files for three homeowners and drive by three randomly selected home repair sites to validate locations and submitted pictures.



Within two weeks after the site visit, the compliance officer will send a site visit summary report.

If the officer finds that the agency is out of compliance for reasons such as workmanship is poor, work is not following along the agreed plan, progress is not evident, files have not been kept as the specified standard, etc., the compliance officer will record that the agency is “out of compliance.” Until the officer has verified that the issue(s) have been resolved, funding will be suspended. During this time, the compliance officer should be used as a resource to determine what needs to be corrected.

Payment Requests –

Before any request will be disbursed, all of the following need to be returned to the Missouri Housing Development Commission:

- Signed grant agreement
- Signed and notarized Certificate of Continuing Compliance
- Completed Authorized Signature Card
- Completed Direct Deposit forms

Payment Request 1:

- Request for Payment
- Request for Payment Certification

For each subsequent payment:

- Request for Payment
- Request for Payment Certification
- All construction/payment receipts and invoices for each home repair site.
- Before and after pictures of detailed work completed
- Home Repair Detail Report Form
- Administrative Detail Report Form

All invoices, receipts, and employee printouts that correspond with MHTF claims.

(Every dollar should be accounted for in the documentation. Also, it is not necessary to send in copies of the checks, the compliance officer will be looking for these during the visits).

Regional Housing Team Meetings –

In an effort to encourage collaboration and knowledge of services within areas, all Trust Fund agencies will be required to attend 75% of all Regional Housing Team Meetings. These meetings bring together many different agencies working toward the improvement of housing in the state of Missouri.

In the rural communities, these meetings are held quarterly, and in urban areas, they occur monthly. The following is the contact information for each area, if you have any questions about which area you are in, please contact Heather Bradley-Geary at (816)759-7201 or hgeary@mhdc.com:



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 Joplin: Dan Clark (417) 825-9700
 South Region: Jennifer Holtaway (816) 759-6614

Responsibility Chart –

<i>Agency</i>	<i>MHDC</i>
<ul style="list-style-type: none"> * Maintain files at specified level * Fill out all required documentation * Attend 75% of the Regional Housing Team Meetings in agency's area * Complete end of year grant audit by May 30, 2009 * Always have at least one staff member available for site visits. 	<ul style="list-style-type: none"> * Hold a file review at least twice a year - at least one surprise visit * Provide only necessary documentation * Hold all rural Regional Housing Team Meetings and provide useful information

Operating Match Funds

Uses –

The Operating/Match Funds grant can be used for the operating costs of a program; these claims can include staff salaries, utility bills for the administration building or shelter, maintenance, program supplies, and the end-of-year audit. This grant can also be used as a match for a larger grant.

Prohibited Uses –

Operating/Match Funds cannot be used for expenses such as conferences and trainings, food, and expenses unrelated to the specific program.

Admin Uses –

Because of the nature of this grant, there is no allocated Administrative allotment.



Records to Maintain –

All of the following should be kept on file and should be easily accessible for compliance purposes. All of these are specified in the grant agreement and Rider “A.”

For each salary claim - Verification the amount was paid.

For each service performed (ex. Maintenance) – Invoices and verification the amount was paid.

For all purchased supplies and bills paid – Invoices and verification the amount was paid.

Compliance –

During each grant year, a compliance officer will review the grant files at least twice. One of the visits will be unannounced; consequently, it is imperative that a staff member is always available to assist the officer as needed.

During each site visit, the compliance officer will review a minimum of five randomly chosen expenses, and check for the required maintained records. The officer will not give the agency the list of files to be checked before-hand; this is to ensure that all files will be reviewed in the state they are normally kept.

Within two weeks of the visit, the compliance officer will send a summary report.

If the officer finds that the agency is out of compliance for reasons such as, the files have not been kept as the specified standard or the facility is unsafe, the compliance officer will record that the agency is “out of compliance.” Until the officer has verified that the issue(s) have been resolved, funding will be suspended. During this time, the compliance officer should be used as a resource to determine what needs to be corrected.

Payment Requests –

Before any request will be disbursed, all of the following need to be returned to the Missouri Housing Development Commission:

Signed grant agreement

Signed and notarized Certificate of Continuing Compliance

Completed Authorized Signature Card

Completed Direct Deposit forms

Payment Request #1:

Request for Payment form

Request for Payment Certification

For each subsequent payment:

Request for Payment form

Request for Payment Certification

Operating Support (Match Fund) Report

All invoices, receipts, and employee printouts that correspond with MHTF claims.

(Every dollar should be accounted for in the documentation. Also, it is not necessary to send in copies of the checks, the compliance officer will be looking for these during the visits.)



Regional Housing Team Meetings –

In an effort to encourage collaboration and knowledge of services within areas, all Trust Fund agencies will be required to attend at least 75% of all Regional Housing Team Meetings. These meetings bring together many different agencies working toward the improvement of housing in the state of Missouri.

In the rural communities, these meetings are held quarterly, and in urban areas, they occur monthly. The following is the contact information for each area, if you have any questions about which area you are in, please contact Heather Bradley-Geary at (816)759-7201 or hgeary@mhdc.com:

- North Region: Nathan Stock (816)759-7222
- Kansas City Metro: Cynthia Larcom (816) 924-7997
- St. Joseph: Bridget Supple (816) 364-2381
- Central Region: Mandy Fangmann (816)759-7203
- St. Louis Metro: Antoinette Triplett (314) 612-5933
- St. Louis County: Dana McAulffe (314) 615-0320
- St. Charles: Dottie Kastigar (636)936-8023
- Springfield: Michelle Garand (417) 888-2020
- Joplin: Dan Clark (417) 825-9700
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