



Missouri Housing Trust Fund Frequently Asked Questions (FAQ)

Purpose: The Missouri Housing Trust Fund (MHTF) offers introductory answers to frequently asked questions to clarify and guide applicants through the process and requirements for the completion of the Trust Fund application. Below is a general listing of questions and answers related to questions.

Should you have any further questions, please contact: Alissa Smet via phone, (816) 759-6696 or via email, asmet@mhdc.com.

1. When is the Deadline for the Application?

The deadline to have applications within the hands of MHTF is **October 5, 2007 at 4:30pm**. Any applications that do not reach MHDC prior to the deadline, will be rejected.

2. Can applications be emailed to MHTF?

No. Any applications that are emailed to MHDC will **not** be accepted as received. The only acceptable means to receive an application is through mail (any means is acceptable) or manual delivery.

3. Can my application be automatically rejected?

Yes. Rejection can occur for a variety of reasons. Some of the most common are listed below:

- A. The application is not received prior to the Deadline,
- B. The application is not **fully** completed, or
- C. The application and/or supporting information does not include all requested detail. See Application Guide (Form #: MHTF-115) for details on all criteria that will immediately eliminate an application when the application review is completed.

4. Can Trust Fund money be granted to individuals?

No. Trust Funds may not be awarded to individuals. Trust Fund money may only be allocated to agencies. Individuals needing assistance should request assistance through agencies.

5. How is the application reviewed and who approves the final Application?

The application is reviewed by a core team within the MHTF department who will rank each application. The ranking will then be compared and recommendations will be given to the Commission for final approval in December.

6. How do I generate a copy of my application onto a CD?

Utilize a writable CD, either a CD-R or CD-RW. Utilizing CD writing applications (Check your computer for applicable programs), insert the CD, select the application, and write the application file to the CD.



7. How do I print the application?

While the application is open, select the file option on the top menu and then the Print option from the drop down menu. When the Print box is generated, select “Entire Workbook” within the “Print What” section. This function will allow all tabs of the workbook to be printed. If only the active tab is desired when printing, select “Active Sheet(s).”

8. When will I (Agency) receive the Grant Funds?

If approved, Grant Funds will be available in April. However, prior to receiving funds, the Grant agreement must be signed by the Agency and returned to MHDC.

9. How much of the grant funding am I (Agency) able to obtain initially?

The maximum amount an agency is able to initially receive is 25% of the grant fund amount.

10. When will I be notified if I have been accepted or rejected for Trust Fund funds?

Grant Agreements or Rejection letters will be sent in January to Agencies detailing the total amount of funding that is being granted or reasons why the application was rejected. In addition to letters, all agencies and granted amounts that are approved by the Commission will be posted on the internet. (http://www.mhdc.com/housing_trust_fund/index.htm)

11. Are there any guidelines that can assist me in completing/understanding the application?

Yes. In addition to the FAQs, the Application Guide (Form #: MHTF-115) can be utilized for completion of the application. (http://www.mhdc.com/housing_trust_fund/index.htm)

12. Can direct deposit be utilized to receive granted funds once my Payment request form has been processed?

MHDC will be requiring direct deposit for all agencies. Therefore, a direct Deposit form, “Authorization Agreement for Preauthorized Payments” (Form #: MHTF-125) will be sent with the Grant agreement if the agency is granted trust fund dollars.

13. What are leveraged Funds and why does MHTC need to know?

Leveraged fund metrics detail the amount of money that an agency has retained from other sources. This metric allows MHTF to understand the need of the agency and the sustainability of the agency if trust funds are not granted.

14. Why Do I (Agency) need to provide multiple budgets?

MHTF is requiring multiple budgets to allow for a more informative process when granting funds. By reviewing multiple budgets, MHTF is able to understand how the requested funding will be utilized and ensure compliance with the Allocation Plan approved by the Commission.