



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.

General Questions

1. When is the Deadline for the Application?

The deadline to have applications within the hands of MHTF is **September 12, 2008 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 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.

Technical Questions

4. 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.

5. 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)."

6. What information goes on the CD?

It is only necessary to include the actual Excel document on the CD.

7. The green boxes on the County/Representative/Senator Demographic tabs will not disappear. I have calculated all my percentages to reach 100%, so why is the green box still visible?

This part of the application is formatted to accept whole digit numbers and will not calculate decimal numbers. Check all entries as you may have included a decimal point somewhere, and round that number to the nearest whole number.



Content Questions

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

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

9. How do I (Agency) complete the County/Representative/Senator Demographic tabs?

In this section, agencies should break down how they anticipate disbursing their funds. For Homeless Prevention, Home Repair, and Rental Assistance this will mean where the clients live. Because it is impossible to know exactly what counties or districts clients will come from in the upcoming year, agencies should use their best estimates through numbers from previous years, office locations, nature of the program, etc. For Operating/Match Funds and Construction/Rehabilitation, this will mean where the facility is or will be located.

10. What are leveraged Funds and why does MHDC 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.

11. 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.

12. What does it mean when the application asks for “supporting documentation that the mission statement is being completed?”

This is a section that gives agencies a chance to show what they are doing; it can include, but is not limited to, pamphlets, newspaper articles, community or client letters of support, or charts detailing certain successes.

Review Process

13. 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;
- C. Application information does not coincide with the requested grant type; or
- D. 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.

14. 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.

15. 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 and February 2009 to Agencies detailing the total amount of funding that is being granted or reasons why the application was



Form #: MHTF-120

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)

After Approval

16. 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.

17. 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.

18. 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.