



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 MHTF application. Below is a general listing of questions and answers related to the process.

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

For technical questions regarding the application, please contact Sarah Parsons via phone, (816)759-7265 or via email, sparsons@mhdc.com.

General Questions

1. When is the Deadline for the Application?

The deadline to have applications to the MHDC Kansas City office is **September 11, 2009 at 4:30 p.m.** 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. The only acceptable means to receive an application is through mail (any means is acceptable) or manual delivery.

3. Can MHTF money be granted to individuals?

No. MHTFs may not be awarded to individuals. MHTF money may only be allocated to agencies. Individuals needing assistance should request assistance through funded agencies.

4. The hard covered three-ring binders labeled 1” actually measure more than one inch, should agencies use the binders labeled one inch or the binders that actually measure one inch.

Agencies need to use the binders that are labeled 1”. This label is associated with the diameter of the metal ring on the inside of the binder.

5. What is HMIS?

The Homeless Management Information System (HMIS) is a system set up by the U.S. Department of Housing and Urban Development (HUD) that tracks services given to households that are homeless or in danger of becoming homeless. The state of Missouri is split up into eight different continuum groups; each group has their own HMIS. MHTF requires all agencies applying for Homeless Prevention funds to be on the HMIS of their local continuum. For more information on this, contact Heather Bradley-Geary at (816)759-7201 or hgeary@mhdc.com.

6. How do I get proof I am on HMIS?

Each HMIS has their own certification that proves the agency is on the appropriate HMIS. If there are questions on what this is, the agency should contact their HMIS representative. If the agency is unaware of their HMIS representative, contact Heather Bradley-Geary at (816)759-7201 or hgeary@mhdc.com.



Technical Questions

7. 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.

8. 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).”

9. What information goes on the CD?

The completed Excel application and the Sources and Uses Statement (MHTF Form-116) must be included on the CD.

10. 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

11. 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)

12. 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.

Please note that allocations are awarded based on these sections, so if the application shows that the agency will be serving people in multiple MHTF regions, the agency will be awarded a separate allocation for each region based on the percentages. Please refer to the allocation plan (MHTF Form-110) for a full listing of the counties in each region.

13. What are leveraged funds?

Leveraged fund metrics detail the amount of money that an agency anticipates to be retained from other sources. This metric allows MHTF to understand the need of the agency and the sustainability of the agency if MHTF(s) are not granted.

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

MHTF is able to understand how the requested funding will be utilized and ensure compliance with the Allocation Plan approved by the MHDC Commission.



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

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

16. What are outcomes?

Outcomes measure the impact/benefit/change of clients due to the services provided. Outcomes are more than counting the number of clients served; this is looking at how programs changed the lives of the agency’s clients. There are many ways to track these impacts; some could include client surveys, follow-up calls, pre/post tests, HMIS tracking, regulatory agreement filings, program completion rates, etc.

17. Our agency is not applying for Construction/Rehabilitation funds, how should we answer the question about using funds toward minority and women owned businesses?

Agencies should take into account retail stores that are used for supply costs, landlords, contractors, etc. when answering this question. There is list of women and minority owned businesses on the Missouri Office of Administration website, <http://www.directory.oswd.oa.mo.gov/>.

18. Why does the application ask for our (the agency’s) hours of operation?

Every grant year, compliance officers must do at least one unannounced site visit. The staff will use this section to determine when it is appropriate to complete that visit.

19. How should the tabs be labeled in the application binders?

- A. General Information
- B. Proposal Information
- C. County Demographics
- D. Representative Demographics
- E. Senator Demographics
- F. Agency Information Narrative
- G. Program/Project Narrative
- H. Agency Collaboration
- I. Outcomes Measure Narrative
- J. Exhibit – Homeless Prevention, Construction/Rehabilitation, Operating/Match, Home Repair, or Rental Assistance

20. Should there be any green boxes in the completed excel application?

No. The application is not complete until there are no green shaded boxes.

Review Process

21. Can my application be automatically rejected?

Yes. Rejection will occur if the application is not received prior to the deadline, September 11, 2009 at 4:30 pm.

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

Each application is reviewed a minimum of two times by a core team within the MHTF department who will score each application. The score will then be ranked by score, priorities and allocation regions. Recommendations will be presented to the MHDC Commission for final approval in December.



Form #: MHTF-120

23. When will I be notified if my application has been accepted or rejected for MHTF?

Rejection letters will be sent in January 2010 to agencies detailing the reasons why the application was rejected. If the application was approved for funding, an email will be sent in January of 2010 to your agency. Grant agreements will be handed out during mandatory training sessions in January of 2010. In addition to letters and emails, all agencies and granted amounts that are approved by the MHDC Commission will be posted on the internet.

http://www.mhdc.com/housing_trust_fund/index.htm

After Approval

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

If approved, Grant Funds will be available in April of 2010. However, prior to receiving funds, the Grant agreement and all the required additional paperwork must be completed by the Agency and returned to MHDC.

25. How can I find out where our application lost points?

Agencies have until March 31st, 2010 to request information on application scores. After March 31st, 2010 applications will be disposed of; therefore, MHDC will no longer be able to answer application requests. Agencies need to contact Heather Bradley-Geary at (816)759-7201 or hgeary@mhdc.com regarding application scoring questions.

26. 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 total grant award.

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

MHDC requires 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 MHTFs.