



Missouri Housing Trust Fund Application/Proposal Guide

KEY INFORMATION

1. Applications must be received before the Deadline:
4:30 PM, October 15, 2010 at Missouri Housing Development Commission,
3435 Broadway, Kansas City, Missouri, 64111.
2. Applicants must respond to each question and supply documentation behind each corresponding tab when requested on the application and checklist. Each answer should be brief, self supporting and not refer to any other area of the application.
3. Applicants must submit **2 copies** of the application in its entirety (two complete binders). In addition, **1 copy** of the electronic application and the Sources and Uses Statement must be saved onto a **CD** and submitted with the application. Applicants must ensure that the CD is working, is virus-free and included within the inside cover of one of the submitted binders.
4. Applications must be submitted within a **three-ring 1 inch hard-covered binder** with tabs corresponding to the Application Checklist. Binders in excess of 1 inch will result in a deduction of points.
5. Proposals must be submitted utilizing the current year's application. Previous versions of Missouri Housing Trust Fund (MHTF) applications **will not** be accepted; this applies to what is included in the binders **AND** the CD.
6. Submission of the application and all supporting documentation must be sent to:
Missouri Housing Development Commission
ATTN: Missouri Housing Trust Fund
3435 Broadway
Kansas City, MO 64111
7. If you experience any issues with the technical aspect of the application (downloading the application, formulas are inaccurate etc.), please contact *Alissa Smet* at asmet@mhdc.com or (816) 759-6696.
8. If you have any questions about the information to be completed within the application please, refer to the FAQ (Form # MHTF-120), found at www.mhdc.com. If the question can not be answered by the FAQ then direct questions to *Sarah Parsons* at sparsons@mhdc.com or (816) 759-7265.



TIMELINE

NOFA Posted on the Website:	August 2010
Application Workshop	September 2010
Proposal Deadline:	October 15, 2010
Quiet Period:	December 10, 2010 – December 17, 2010
Staff Recommendations:	December 17, 2010
Awards Notification:	January 2011
“Funded, Now What?” Training:	February 2011
Last Day for Staff to Respond to Score Sheets:	March 1, 2011
Contracts Begin:	April 01, 2011
Deadline for MHDC to Disburse Funds:	April 30, 2012

APPLICATION GUIDANCE

Directions for printing, navigating and electronically copying the Application

1. To print the application, click on the **File** option on the top menu in Excel with the workbook open. Then click on the **Print** option. When the box appears on the screen showing print details, select the **Entire Workbook** option in the lower left portion of the screen showing print details. This will print each and every worksheet within the workbook. To print just a single worksheet within the workbook, follow the procedure described above but select **Active Sheet(s)** instead of **Entire Workbook**.
2. To navigate between the different tabs in the workbook, point the mouse cursor at the desired tab at the bottom of the screen. Also, the small black arrows at bottom left will assist in moving between the tabs.
3. To write file to CD, check your computer for applicable programs, utilize a writable CD, either a CD-R or CD-RW. To utilize CD writing functions, insert the CD into computer tower, select the application file and write the application file and Sources and Uses to the CD.

Instructions for obtaining, downloading and opening the Application

All applicants are required to use the **2011 MHTF Application Form** provided by the Missouri Housing Development Commission (MHDC) at its web site http://www.mhdc.com/housing_trust_fund/index.htm. Please note that every county library system in Missouri has at least one location with internet access that is free to the public.



To download the application, right-click on the link at the MHDC web site, select **Save File As** and choose a storage location on your computer.

Description of the Application and sections to be completed

The Application Checklist and the Document Checklist are intended to guide applicants in organizing their application and ensuring that all of the documentation requested by MHDC is included in both binders. Drop-down check boxes are provided for applicant use. There should be nine tabs in the application binder that corresponds with appropriate tabs from the Excel workbook. Applicants are encouraged to print out a blank version of each tab in Excel listed below for review prior to completing the application:

APPLICATION AND DOCUMENT CHECKLIST

- I. General Information
- II. Proposal Information
- III. County Demographics
- IV. Representative Demographics
- V. Senator Demographics
- VI. Agency Narrative
- VII. Program Project Narrative
- VIII. Outcome Measures Narrative
- IX. Emergency Assistance Data Form
- X. Operating/Match Funds Data Form
- XI. Construction/Rehabilitation Data Form
- XII. Home Repair and Modifications Data Form
- XIII. Transitional Housing Data Form
- XIV. Rental Assistance Data Form

The application has been designed with the ability to populate information based on entered detail. However, to take advantage of this feature, **the application should be completed in sequential order.**

In order to maintain the integrity of the electronic application, many cells are locked and inaccessible by the applicant. Any attempt to access or tamper with the formulas in those cells or modify the document will be a cause for automatic reduction of points.

When putting the application binders together it is only necessary to include the data form that corresponds with the requested grant type.

PROPOSAL GUIDANCE

Proposals must be for programs/projects which assist persons or families at or below 50% of the area median income, adjusted for family size. MHDC will award at least 50% of



funds to programs/projects that benefit persons or families at or below 25% of the area median income, adjusted for family size.

Proposals must be for one of the six grant types listed below. Note: Each proposal should be for only one grant type.

If an agency is applying for more than one grant type, an application must be created for each grant type request. If there are any questions regarding which grant type to apply for, please contact Sarah Parsons at sparsons@mhdc.com or (816) 759-7265.

GRANT TYPES (BY PRIORITY)

1. **Emergency Assistance** is available for organizations that provide assistance to recipients at immediate risk of becoming homeless.
 - Utility deposits and payments
 - Rental deposits and payments
 - Mortgage payments
 - Emergency home repairs not exceeding \$1,000
 - Hotel/ motel vouchers
2. **Operating Funds** are available for organizations that provide housing or housing services.
 - 25% program operations match required by Housing and Urban Development (HUD)
 - Staff salaries
 - Program operations
3. **Construction/Rehabilitation** is available for organizations that provide emergency, transitional or permanent housing.
 - Single room occupancy (SRO) rental units for very low income single persons (25% of average median income)
 - Permanent housing for people who are homeless
 - Shelters and transitional housing for people who are homeless
 - Related space and/or improvements to provide services for people who are homeless
4. **Transitional Housing** is available for organizations that provide transitional housing for rent assistance.
 - Direct rent assistance for qualified tenants in agency's transitional housing program
 - Direct utility assistance for qualified tenants in agency's transitional housing program



5. **Home Repair and Modifications** is available to organizations that provide housing services for the payment of certain repairs or modifications of homeowner-occupied homes.
 - Weatherization
 - Accessibility
 - Repair or replacement of major systems
 - Repairs for “life safety” issues
 - Environmental abatement

6. **Rental Assistance** is available to organizations that provide rent assistance to individuals in a permanent low-income housing community.
 - Project-based rental assistance for qualified tenants in newly constructed or rehabilitated affordable multifamily developments
 - Rental assistance for tenants of existing rural developments funded by USDA/Rural Development, HUD and/or MHDC
 - Project based assistance that is on a recurring or regular basis

In general, agencies should demonstrate a strong ability to sustain activity if funding is not granted by MHDC. Therefore, funding requests should not exceed 40% of the total funding for the project/program. Also, funding requests should not exceed 20% of the total funding budget for the agency. In the event that an agency requests more than the recommended 40% of program budget and 20% of agency budget, a deduction of points will occur.

Proposals requesting funds for emergency assistance, transitional housing and home repair will not be awarded more than 10% of the grant amount for administration. In the event an agency requests more than 10% for administration, a deduction of points will occur.

OUTCOMES

Outcomes-results or changes for individuals, groups, communities, organizations or systems

- Agencies are required to choose two pre-written outcomes for the grant type for which they are applying.
- Agencies are responsible for identifying the process and measurement tools that will be used to track the program’s success.
- Examples of collection tools may include: surveys, pre/post tests, follow up calls, HMIS reports, use agreement completion, program completion rates, job acquisition rates, income increases through paycheck stubs, etc.



SCORING PROCESS

Each application received for MHTF will be scored by MHDC staff. The following information is a guide for each applicant on available points.

Each application question is weighted; points can vary from negative to positive. The following is a range of the points possible for each section of the application:

- Prior History 24 to (-37)
- General Information 14 to (-44)
- Proposal Information 19 to (-14)
- Demographics 2 to (-13)
- Agency Information Narrative 3 to (-11)
- Program Project Narrative 2 to (-20)
- Outcome Measures Narrative 7 to (-14)
- Data Forms:
 - Sources and Uses 5 to (-15)
 - Emergency Assistance 15 to (-22)
 - Operating Match Funds 9 to (-14)
 - Construction/ Rehabilitation 6 to (-20)
 - Home Repair/Modifications 12 to (-20)
 - Transitional Housing 14 to (-23)
 - Rental Assistance 7 to (-14)

Any required documentation (attachment) applicable to the grant type request that is not included in your application will result in a deduction of 10 points per incomplete section in the application's final score. (Refer to required documentation in electronic application.)

GENERAL KNOWLEDGE AND GUIDANCE

Eligibility:

Sponsors or Providers

Any housing/service provider proposing housing/service activities or related social services in the state of Missouri is eligible to apply for an allocation of MHTF. A housing/service provider can be a municipal or county government entity or an organization and may be a for-profit or not-for-profit private entity. At least 30% of the funds disbursed must be allocated to housing/service provider organizations that qualify as not-for-profit organizations, as defined in chapter 355, RSMo, or section 42(h)(5)(C) of the Internal Revenue Code of 1986.



MHDC strongly encourages all housing service providers to meet with elected officials, neighborhood organizations and social service providers to make them aware of the program and to seek their suggestions and support. In the event that an agency does not include two letters of support from elected officials, a point deduction will occur.

HMIS Requirement:

All Emergency Assistance, Transitional Housing and Rental Assistance applicants are required to be registered with the HUD-approved Homeless Management Information System (HMIS) of their local Continuum. Verification must be included in the application to be considered for funding.

Application Process: Sponsors/Providers are advised that applications for MHTF funding are selected through a competitive process. MHDC's core Trust Fund team will review and rank all applications and required exhibits. Recommendations established by the MHDC core team will be presented to the Commission for approval. The Missouri Housing Development Commission reserves the right to approve or disapprove any or all applications. Notification of funding will be sent to each agency after commission approval.

Once determined, agencies will be able to review all approved funding on the internet at the following website: (http://www.mhdc.com/housing_trust_fund/index.htm).

Outreach to Minority-Owned and Women-Owned Businesses (MWOB)

All recipients of MHTF funds will be encouraged to obtain participation by minority-owned and women-owned businesses. A deduction of points will occur if an agency does not abide by this recommendation. Demonstrations of these efforts include the following:

- Qualified MWOB will be on bid solicitation lists and will be solicited whenever there are potential sources of material or services. Examples of where MWOB could be a resource include: auditing services, maintenance, janitorial services, marketing, security, landscaping, carpentry, vending, printing, Information Technology, or landlords.
- If subcontracts are let, the prime contractor will be encouraged to take affirmative steps to solicit bids from minority-owned and women-owned businesses.
- A complete list of MWOB's in Missouri is posted at <http://www.directory.oswd.ia.mo.gov/>.