



## Missouri Housing Trust Fund Frequently Asked Questions (FAQ)

**Purpose:** The Missouri Housing Trust Fund (MHTF) offers 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: Sarah Parsons at (816) 759-7265 or [sparsons@mhdc.com](mailto:sparsons@mhdc.com).

### *General Questions*

#### **When is the Deadline for the Application?**

The deadline to have applications to the Missouri Housing Development Commission (MHDC) Kansas City office is **September 30, 2011 at 4:30 p.m.** Any applications that do not reach MHDC prior to the deadline will be rejected.

#### **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.

#### **Can MHTF funds be granted to individuals?**

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

#### **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.

#### **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 its own HMIS. MHTF requires all agencies applying for Emergency Assistance, Transitional Housing and Rental Assistance funds to enter into the HMIS of their local continuum. For more information on this, contact Sarah Parsons at (816)759-7265 or [sparsons@mhdc.com](mailto:sparsons@mhdc.com).

#### **How do I (Agency) get proof that I enter data into HMIS?**

Each HMIS has its own certification that proves the agency is on the appropriate HMIS. If there are questions on what this is, the agency should contact its HMIS representative. If the agency is unaware of its HMIS representative, contact Sarah Parsons at (816)759-7265 or [sparsons@mhdc.com](mailto:sparsons@mhdc.com).



### *Technical Questions*

#### **How do I (Agency) generate a copy of my application and the Sources and Uses Statements onto a CD?**

Utilize a writable CD, either a CD-R or CD-RW. Utilize a CD writing application on your computer, insert the CD, select the application and write the application file and Sources and Uses Statement to the CD. Every program varies, so refer to the application instructions for further guidance.

#### **How do I (Agency) 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)**.”

#### **What information goes on the CD?**

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

### *Content Questions*

#### **Are there any guidelines that can assist in completing/understanding the application?**

Yes. In addition to the FAQs, the Application Proposal Guide (MHTF 115) can be utilized for completion of the application. ([http://www.mhdc.com/housing\\_trust\\_fund/index.htm](http://www.mhdc.com/housing_trust_fund/index.htm))

#### **How do I (Agency) complete the County Geographic tabs?**

In this section agencies should break down how they anticipate disbursing their funds. For Emergency Assistance, Transitional Housing, Home Repair/Modifications and Rental Assistance, this will mean where the clients reside. 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 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 stated percentages. Please refer to the Allocation Plan (MHTF110) for a full listing of the counties in each region.

#### **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 funds are not granted.

#### **Why Do I (Agency) need to provide multiple budgets?**

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

#### **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.



### **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; it 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.

### **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. The list of certified women and minority owned businesses is on the Missouri Office of Administration website, <http://www.directory.oswd.oa.mo.gov/>.

### **Why does the application ask for our (the agency's) hours of operation?**

Every grant year MHDC staff members conduct at least one unannounced site visit to monitor files. The staff will use this section to determine when it is appropriate to complete that visit.

### **How should the tabs be labeled in the application binders?**

- I. General Information
- II. Proposal Information
- III. County Geographic
- IV. Agency Information Narrative
- V. Program Information Narrative
- VI. Outcome Measures Narrative
- VII. Exhibit – Emergency Assistance, Operating Funds, Construction/Rehabilitation, Home Repair/Modifications, Transitional Housing or Rental Assistance

### **Should there be any green boxes in the completed Excel application?**

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

### **What are the guidelines for the Certificate of Good Standing?**

Agencies are required to submit a Certificate of Good Standing with the official seal of the Secretary of State current within six months of September 30, 2011. If the agency's certificate is older than six months from the application due date, the agency may submit an internet printout from the Secretary of State's website showing "good standing" status along with the outdated certificate.

### **If my agency is a for-profit organization, do we need to include by-laws and a Board of Directors list?**

No, there is a box to select "N/A" for the by-laws and Board of Directors list on the application checklist.

### **What if my agency's fiscal year does not line up with the MHTF fiscal year?**

It is only required that the agency submit one agency budget. Agencies should include the budget that most coincides with the MHTF 2012 grant year.



**Where are live signatures required on the application?**

A live signature of the Executive Director, Board President or Chief Executive Officer is required on the General Information tab and the Sources and Uses Statements.

*Review Process*

**Can an application be automatically rejected?**

Yes. Rejection will occur if the application is not received prior to the deadline, **September 30, 2011 at 4:30 pm.**

**How is the application reviewed and who approves the final application?**

Each application is reviewed a minimum of two times by the core team within the Community Initiatives department. The application is then ranked by score, priorities and allocation regions. It is anticipated that recommendations will be presented to the MHDC Commission for final approval in December 2011.

**When will I (Agency) be notified if my application has been accepted or rejected for MHTF?**

It is anticipated that a notification of funding will be sent to each agency by January 2012. At the conclusion of the December commission meeting, a post of approved funding will be located on the MHDC website. Grant agreements will be handed out during mandatory training sessions in February of 2012.

*After Approval*

**When will I (Agency) receive the Grant Funds?**

If approved, grant funds will be available April 1, 2012. However, prior to receiving funds, the grant agreement and all the required additional paperwork must be completed by the agency and returned to MHDC. Additionally, all previous grants must be fully closed.

**How can I (Agency) find out where our application lost points?**

Agencies have until March 1, 2012, to request information on application scores. After March 1, 2012, applications will be disposed of; therefore, MHDC will no longer be able to answer application requests. Agencies may contact Sarah Parsons at (816)759-7265 or [sparsons@mhdc.com](mailto:sparsons@mhdc.com) regarding application scoring questions.

**How much of the grant funding am I (Agency) able to request initially?**

The maximum amount an agency is able to initially request is 25% of the total grant award.

**Can direct deposit be utilized to receive granted funds once the payment request form has been processed?**

MHDC requires direct deposit for all agencies. Therefore, a direct deposit form, "Authorization Agreement for Preauthorized Payments," will be sent with the grant agreement if the agency is granted MHTF.