



Strength, Dignity, Quality of Life

MISSOURI HOUSING

DEVELOPMENT COMMISSION

Missouri Housing Trust Fund & Housing First Program FY2017 Funded Training

Andrea Jenkins
Community Initiatives Coordinator



Introductions

Agenda

I. General Community Initiatives Information

II. General Program Information

III. Grant Documents

IV. Grant Administration

V. Program Administration

i. Income Eligibility


ii. MHTF Eligible Activities

iii. HFP Eligible Activities

iv. Administrative Fee

v. Records to Maintain

VI. Compliance



General Community Initiatives Information

General Information

Missouri Housing Development Commission

- Housing Finance Agency for the state of Missouri
- Missouri Low Income Housing Tax Credit (LIHTC)
- HOME funds
- First Place Loans
- Affordable Housing Assistance Program (AHAP)
Tax Credit Program
- Community Initiatives

General Information

Community Initiatives Department

- Balance of State Continuum of Care Lead Agency
- Disaster Relief
- Emergency Solutions Grant
- HMIS Fund
- Homeless Study
- Housing First Program
- Project Homeless Connect
- Missouri Housing Trust Fund

General Information

Community Initiatives Department

**Sarah
Parsons**

Manager

**Jenni
Miller**

Assistant
Manager

**Joselyn
Pflieger**

ESG
Coordinator

**Dustin
Allen**

BoS CoC
Coordinator

**Alyssa
Murphy**

BoS CoC
Coordinator

**Andrea
Jenkins**

MHTF/HFP
HMIS
Coordinator

**Samantha
Gamble-
Kintz**

Information
Specialist

**Bashir
Hassan**

Accountant

**Denise
Hoss**


Compliance
Officer

**Geneva
Feuerborn**

Admin.
Assistant

**Remona
Miller**

Special Needs
Housing
Coordinator



General Program Information

General Information

Missouri Housing Trust Fund	Housing First Program
Established in 1994	Established in 2012
Help meet the housing needs of low-income households	Address the housing & housing service needs of homeless & chronically homeless persons
\$3.00 recording fee on real estate documents	MHDC Fund Balance
Households must be at or below 50 percent of area median income	Households must be at or below 50 percent of area median income

General Information

	Missouri Housing Trust Fund	Housing First Program
Total Amount Requested	\$10,359,740	\$904,000
Total Applications Received	132	14
Total Amount Funded	\$3,119,079	\$420,000
Total Grants Funded	51	8

General Information

FY2017 Timeline

- Grant Year Begins
April 1, 2017
- **Quarter 1**
April 1– June 30, 2017
- Q1 Payment Request Deadline
June 30, 2017, 5:00 p.m.
- **Quarter 2**
July 1– September 30, 2017
- Q2 Payment Request Deadline
October 2, 2017, 5:00 p.m.
- **Quarter 3**
October 1 – December 31, 2017
- Q3 Payment Request Deadline
January 2, 2018, 5:00 p.m.
- **Quarter 4**
January 1 – March 31, 2018
- Q4 Payment Request Deadline
April 2, 2018, 5:00 p.m.
- Final Back-Up Submission
April 30, 2018, 5:00 p.m.
- Grant Close Out Deadline
April 30, 2018

Grant Documents

Grant Documents

Agreements

- **Grant Agreement**
 - Workforce Eligibility Affidavit
 - Rider A
 - Rider B
- **Land Use Restriction Agreement**
 - Construction/Rehabilitation
 - Rental Assistance- if paying rent on grantee-owned property

Grant Documents

Agreements

- Grant Agreement
 - Terms and requirements for grant
 - Grantee is responsible for reviewing, understanding and adhering to this grant agreement
 - Must be signed and notarized with original signatures

Grant Documents

Exhibit A

- **Exhibit A: Workforce Eligibility Affidavit**
 - **Confirms grantee's enrollment in E-Verify**
 - **One of the two boxes must be checked**
 - **Must be signed and notarized with original signatures**

Grant Documents

Riders

- **Rider A: Additional Representations, Covenants and Warranties by Grantee**
 - Differs by grant type
 - Outlines documents that must be submitted prior to distribution of funds
 - Outlines documentation that must be maintained
 - No signature required
- **Rider B: Identity of Interest Restrictions**
 - Conflict of Interest statement
 - County field needs to be completed
 - Signed with original signature

Grant Documents

Additional Items

- **Required forms:**
 - **Authorized Signature Card**
 - Signatures for MHTF documents
 - **Direct Deposit Form**
 - Bank account information
 - **Sources and Uses**
 - Program budget for the FY2017 grant year
 - **Site Contact Form**
 - Grant and Financial Contacts for the grant year
 - All correspondence will be sent to these contacts
 - Submit updated form if any information changes during the grant year
 - **Rental Assistance Client Contribution Certification**
 - MHTF Rental Assistance grantees only

Grant Documents

Additional Items

- Required documents to be provided by grantee:
 - Blank, Voided Check
 - Verification of account and routing numbers
 - Certificate of Liability Insurance
 - Applicable only to agencies that have not received any CI funds in 2015 and/or 2016
 - Current liability insurance coverage
 - Must submit new Certificate if coverage lapses
 - E-Verify Memorandum of Understanding (MOU)
 - Applicable only to agencies that have not received any CI funds in 2015 and/or 2016
 - Full MOU packet
 - United Way 2-1-1 Registration
 - Printout of agency profile from website showing agency's up-to-date information

Grant Documents

Reminders

- Before submitting grant documents:
 - Live signatures required on grant documents
 - The signee of any grant document must also be a signee on the Authorized Signature Card
 - The notary of any grant document should not be a signee on that same grant document
 - Review grant checklist to ensure all required documents are completed
- Grantee is responsible for reviewing and understanding contents of grant agreement and attachments

Grant Documents

Submission Details

- Completed grant agreement packets must be received on or before 5:00 p.m. on March 17, 2017 or grant is subject to recapture
- Submit original documents by mail to MHDC-KC office:

Missouri Housing Development Commission
Attn: Community Initiatives Department
920 Main, Suite 1400
Kansas City, MO 64105



Grant Administration

Grant Administration Communication

- Direct questions, concerns, updates to:
 - Andrea Jenkins, Community Initiatives Coordinator
 - Phone: (816) 759-7228
 - Email: ajenkins@mhdc.com
- Submit Payment Requests and/or Back-Up to:
 - Community Initiatives Accounting:
ci.accounting@mhdc.com

Grant Administration Website

- **Links:**

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

<http://www.mhdc.com/ci/hfp/index.htm>

- **FY 2017 Items**

- **Funded Agency Documents**
- **Desk Guide Grantee's reference for administering grants**

Grant Administration

Payment Request Process

- Before funds can be released:
 - All previous grants must be completely closed out
 - All current year grant documents are complete and received
 - All previous compliance issues are resolved (i.e., grantee is “in compliance”)

Grant Administration

Payment Request Process

- Grantees can request up to 25 percent of total grant award at a time without back-up
 - MHTF Construction excluded
- Funds will not be disbursed unless grantees submits a Request for Payment
- Form requires one authorized signer
- Disbursed funds must be backed up before additional requests can be submitted

Grant Administration Payment Request Process

- Quarterly Draws
 - Grantees must submit at least one Request for Payment *leading to a disbursement of funds* per grant quarter

Missouri Housing Trust Fund	Housing First Program
Rental Assistance	All Grantees
Emergency Assistance	
Home Repair	
Operating	

Grant Administration

Payment Request Process

- Due on or before 5:00 p.m. on the last day of each grant quarter
 - 1st Quarter: April 1, 2017 – June 30, 2017
 - 2nd Quarter: July 1, 2017 – September 30, 2017
 - 3rd Quarter: October 1, 2017 – December 31, 2017
 - 4th Quarter: January 1, 2018 – March 31, 2018
- If the last day of a quarter falls on a weekend or holiday, payment requests will be due no later than 5:00 p.m. the next business day
- Requests can be submitted at any time during the quarter to meet the requirement

Grant Administration

Back-Up Process

- Back-up is required to be submitted to account for all funds disbursed throughout the grant year
 - Back-Up form differs by grant type
 - Must be submitted after initial advance of funds, and before disbursement of additional funds
- Agencies that request less than 25 percent of grant are still required to back up the initial request before requesting additional funds

Grant Administration

Back-Up Process

- All expenses must be incurred and paid within funding period (April 1, 2017-March 31, 2018)
- Supporting documentation
 - HMIS report is required for all direct assistance
 - Non-HMIS reports allowed only if grantee receives prior approval from MHDC
 - Please note: Administrative expense documentation no longer needs to be submitted with back-up; maintain on-site for compliance visits

Grant Administration

Back-Up Process

Back-Up Forms

Missouri Housing Trust Fund	Housing First Program
Rental Assistance (MHTF-212)	Back-Up Form (HFP-103)
Operating (MHTF-213)	
Home Repair (MHTF-214)	
Construction (MHTF-215)	
Emergency Assistance (MHTF-216)	

Grant Administration

Accounting Submission Details

- Requests for Payment and Back-Up should be submitted electronically to:
ci.accounting@mhdc.com
- Beginning with the FY2017 Grant Year only electronic submission will be accepted
- Electronic submission must be legible in order to be processed. Illegible submission will be discarded

Grant Administration

Compliance

- **MHDC Compliance Officer will conduct one or more site visits during grant year**
 - **Scheduled visits**
 - Agency will be contacted to schedule first visit
 - Third time unavailable for scheduling will be compliance issue
 - **Unscheduled visits**
 - Conducted based on Risk Factor Analysis
 - Visit will be conducted based on information on Site Contact Form
 - **Construction Visits**
 - Always scheduled
 - Conducted after Back-Up form is received

Grant Administration Compliance

- Information to be reviewed at visits:
 - Client Files
 - Financial Documentation
 - Payments made on behalf of clients
 - Administrative/Operating Funds expenses
 - Cleared checks, receipts, invoices, payroll, bank statements
 - Fifty percent (50%) of expenses backed up will be reviewed
 - Minimum of 10, maximum of 25
- Technical Assistance is available to grantees that need further guidance

Grant Administration

Compliance

- Out of Compliance Status
 - Reasons for non-compliance:
 - Half or more files reviewed have one or more findings:
 - Missing forms or information, clients assisted are not eligible to receive assistance, financial documentation is missing, use of funding is ineligible
 - If agency is found out of compliance:
 - Funding is frozen until issues are remedied
 - Agency must submit Corrective Action Plan documenting steps taken to address compliance findings

Grant Administration

Minority and Women-Owned Businesses

- MHDC encourages agencies to utilize businesses that are Minority-Owned or Women-Owned Businesses (MBE/WBE)
- Grantees are held to within ten percentage points of the projections in application regarding MBE/WBE utilization
 - Percent of agency budget that utilized MBE/WBE is reported at the close out of the grant
- Refer to Office of Equal Opportunity website for lists of MBE/WBE businesses in your area

Grant Administration

Continuum of Care Meetings

- All grantees required to attend 75 percent of local meetings held
- CoC Meeting Attendance Form Required to be submitted with other Close Out documents
- Grantee participation information is provided by CoC to MHDC and is included in application scoring
- Attendance at meetings, participation on committees and other activities (Point-In-Time Count)

Grant Administration

Coordinated Entry System

- Grantees are required to participate in their Continuum of Care's Coordinated Entry System or in the development of their Continuum of Care's Coordinated Entry System

Missouri Housing Trust Fund	Housing First Program
Rental Assistance	All Grantees
Emergency Assistance	

Grant Administration

Homeless Management Information System

- Use of HMIS or comparable database is required for Emergency Assistance and Rental Assistance grantees to document persons served
- Training provided by HMIS lead agencies
- Grantee must ensure that all required data is compliant with HMIS Data Standards

<https://www.hudexchange.info/resource/3826/hmis-data-standards-manual/>

Grant Administration

Homeless Management Information System

- Additional data entry
 - Services and enrollments
- Consolidated Annual Performance Evaluation Report (CAPER)
 - Annual information on program results such as maintaining housing stability, preventing homelessness

Grant Administration

Habitability Standards

- Shelter and Housing Standards
 - All emergency shelters and any grantee-owned unit or property assisted with MHTF or HFP must meet basic habitability standards (4 CSR 170-7.500(5)(B))
 - Structure and materials
 - Access
 - Space and security
 - Interior air quality
 - Water supply
 - Sanitary facilities
 - Thermal environment
 - Illumination and electricity
 - Food preparation
 - Sanitary conditions
 - Fire safety

Grant Administration

Close Out

- All Close Out documents must be received by April 30, 2018
 - Close Out Form
 - Updated Sources and Uses
 - CoC Meeting Attendance
 - All expended funds backed up
 - CAPER
- Submit to Andrea Jenkins at ajenkins@mhdc.com

Grant Administration

Recapture

- Funding left unspent at end of grant term is considered recaptured
- History of recapture is tracked and referred to in scoring future funding applications
- Recaptured funds are reallocated per MHTF 4 CSR 170.7400



Program Administration

Program Administration

Income Eligibility

- All Missouri Housing Trust Fund & Housing First Program monies must serve persons at or below 50 percent AMI
 - Additionally, 50 percent of MHTF monies must serve persons at or below 25 percent AMI
- Grantees should refer to the Maximum Income Limits form to determine maximum income eligibility by county and household size
- Grantees serving counties not specifically listed should refer to “Missouri-State” row on the form

Program Administration

Income Eligibility

- Income eligibility

	MHTF	HFP
Income Certification	At first intake	At first intake
Recertification	Every 90 days if receiving ongoing assistance	At six (6) months if household is still receiving HFP assistance

- Proof of income must be current within 30 days of each certification
- Direct Assistance Summary Income Worksheet
 - Used to calculate household's annual income

Program Administration

Income Eligibility

- Calculation of income
 - Calculation method based on HUD's Handbook 4350.3, Chapter 5, section 5-5
 - Supporting documentation is required for all income
 - Check stubs, employer verification, award letter, Certification of Zero Income Form
 - Clients served that are determined to be over income by MHDC's Compliance Officer are not eligible for reimbursement



**Missouri Housing Trust
Fund
Eligible Activities**

Program Administration

Rental Assistance

- Goal is to assist *literally homeless* households to *obtain and sustain* long-term permanent housing
- Rental Assistance eligible recipients
 - HEARTH Definition of Homeless
 - Category One
 - Literally homeless
 - Category Four
 - Fleeing/Attempting to flee domestic violence

Program Administration

Rental Assistance

- Eligible uses
 - Rental assistance, arrears & deposits
 - Utility assistance, arrears & deposits
- MHTF RA Grantees must designate if requiring households served to pay 30 percent of household's gross monthly income towards rent amount
 - Rental Assistance Client Contribution Certification (MHTF-233)- should be submitted with MHTF grant documents
- Cannot be used for hotel/motel stays

Program Administration

Emergency Assistance

- Goal is to provide assistance for households at imminent risk of homelessness, eviction or foreclosure
- Emergency Assistance eligible recipients
 - HEARTH Definition of Homeless
 - Category Two
 - Imminent Risk of Homelessness (14 days or less)
 - Category Four
 - Fleeing/Attempting to flee domestic violence

Program Administration

Emergency Assistance

- **Eligible uses**
 - Rental assistance, arrears, deposits & Last Months Rent
 - Utility assistance, arrears, and deposits
 - Hotel/Motel
 - Emergency Home Repair (up to \$1,000)
 - Mortgage Assistance (up to six months)
- **Case management and other supports should be paired with financial assistance to prevent future housing instability**

Program Administration

Fair Market Rents

- Rental Assistance, Emergency Assistance
 - Must adhere to Fair Market Rent (FMR) rates for rents paid on properties owned by grantee
 - Highly encouraged to abide by FMR for rental assistance on properties not owned by grantee
- Fair Market Rents chart

Program Administration

Home Repair

- Repairs for owner-occupied single-family units up to \$10,000
- Eligible activities:
 - Weatherization
 - Repair or replacement of major systems
 - Environmental
 - Accessibility
 - Code Violations

Program Administration

Operating Funds

- Eligible activities
 - Staff salaries/benefits
 - Logged duties associated with MHTF Operating grant and time spent working on housing-related programs serving households at or below 50 percent AMI

Program Administration

Construction/Rehabilitation

- Used for construction, modification, renovation of new or existing buildings
- Individuals and families served/living in building must be at or below 50 percent AMI
- Eighteen (18) year Land Use Restriction Agreement
- Certificate of Continuing Compliance

Program Administration

Construction/Rehabilitation

- **Prevailing Wage**
 - Paid to any person performing labor on-site and being paid with MHTF funds
 - Wage Determination
 - Designate classifications
 - Paid Weekly
 - WH-347 Form

Program Administration

Prioritization

- Individuals and families with the greatest need receive priority for any type of assistance available
- Grantees should have prioritization policy in place which outlines the process by which the agency will prioritize those most in need of services
- Policies should be in place in order to ensure that MHTF funding is being utilized in the most effective service provision methods

Program Administration

Low Barriers

- Reduce barriers that are adversely impacting the ability of programs to serve persons that need assistance the most
- Eligibility criteria should not screen people out for assistance because of perceived barriers to housing or services, including, but not limited to, lack of employment or income, drug or alcohol use, or criminal record



Housing First Program Eligible Activities

Program Administration

Housing First Program

- Goal is to relieve homeless persons of stipulations and barriers to immediate access to permanent housing
- Housing First Program eligible recipients
 - HEARTH Definition of Homeless
 - Category One
 - Literally homeless
 - Category Four
 - Fleeing/Attempting to flee domestic violence
 - Refer to Desk Guide

Program Administration

Housing First Program

- Eligible Uses
 - Rent/Rent Deposit/Rental Arrears
 - Utility Payments/Utility Deposit/Utility Arrears
 - Hotel/Motel
- Case management, services, and treatment should be offered when appropriate, but are not required in order to remain in program and housing
- Clients must abide by standard lease agreement
- Collaboration with wide variety of providers, landlords, and community resources

Program Administration

Prioritization

- Individuals and families with the greatest need receive priority for any type of assistance available
- Grantees should have prioritization policy in place which outlines the process by which the agency will prioritize those most in need of services
- Policies should be in place in order to ensure that HFP funding is being utilized in the most effective service provision methods

Program Administration

Low Barriers

- Reduce barriers that are adversely impacting the ability of programs to serve persons that need assistance the most
- Eligibility criteria should not screen people out for assistance because of perceived barriers to housing or services, including, but not limited to, lack of employment or income, drug or alcohol use, or criminal record

Administrative Fees

Program Administration

Eligible Activities

- **Administrative Fee**
 - Grantees are eligible to use up to ten percent of grant for administrative expenses

MHTF	HFP
Rental Assistance	All Grantees
Emergency Assistance	
Home Repair	

- General management, oversight, coordination
 - Staff/overhead costs directly related to grant
 - Not required to use full ten percent for administrative expenses but expenses cannot exceed ten percent
- **Regions**
 - Funds can only be spent in regions specified in grant agreement



Records to Maintain

Program Administration

Records to Maintain

- Grantees will be required to maintain records pertaining to clients assisted and expenses billed to the grant
 - Records to Maintain Charts for each grant type in Desk Guide
 - Records should be kept on-site and will be reviewed by MHDC's Compliance Officer

Program Administration

Records to Maintain

- All Grant Types
 - Consent Form
 - Gives MHDC the right to review household's file
 - Verifies safe, decent, and sanitary housing
 - Signed at first intake by the head of the household
 - Needs to be signed once per grant year
 - Photo Identification for all household members age 18 and over
 - Social Security number for all household members

Program Administration

Records to Maintain

- All Grant Types
 - Documentation of annual income
 - Documentation of household need for assistance
 - Documentation of assistance provided
 - Documentation of services provided to household
 - Documentation of re-certification of household eligibility
 - Documentation of living situation
 - Supporting documentation for all expenses billed to the grant

Program Administration

Records to Maintain

- Rental Assistance, Emergency Assistance
 - Rental assistance payments
 - Copy of current lease signed by landlord and tenant
 - Lease should state the amount of rent
- Grantees requiring household contributions per MHTF-233
 - Proof of household's contribution towards monthly rent amount

Program Administration

Records to Maintain

- Home Repair/Modifications
 - Regulatory Agreements
 - Two year Regulatory Agreement: \$2,000 - \$4,999
 - Five year Regulatory Agreement: \$5,000-\$10,000
 - Email electronic drafts to Andrea Jenkins for approval before mailing original agreement
 - Regulatory Agreements must be approved and received by MHDC before work can begin on project
 - Copy of recorded warranty or quit claim deed

Program Administration

Records to Maintain

- Home Repair/Modifications
 - Detailed description of work to be completed
 - Proof of three bids
 - Inspection Report (MHTF-219)
 - Verification by Grantee/home inspector that home meets certain standards
 - Home Repair Completion Certification (MHTF-220)
 - Certification by homeowner and grantee that repairs are completed satisfactorily
 - Before and after photos

Program Administration

Termination/Grievance

- Grantees should have written policies in place which outlines the process by which the agency termination of program participants that violate program requirements as well as process for allowing clients to appeal the decision

Compliance

Contact Information

Andrea Jenkins

Community Initiatives Coordinator

920 Main, Suite 1400

Kansas City, MO 64105

Phone: (816) 759-7228

Email: ajenkins@mhdc.com

Questions



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MISSOURI HOUSING

DEVELOPMENT COMMISSION