



## Introduction

**Purpose:** The purpose of the Missouri Housing Trust Fund (MHTF) is to provide funding for housing/service providers proposing housing/service activities, or related social services in the state of Missouri.

**History:** The MHTF was created by the RSMo 215.034 Statute set forth by the 1994 Missouri State Legislature, and is supported by the three dollar recording fee on all real estate documents filed in the state of Missouri.

### Eligibility Requirements:

#### *Who can apply?*

Any housing/service provider proposing housing/service activities or related social services in the state of Missouri can apply for Trust Fund money. **Applicants must demonstrate prior successful housing experience and have the financial capacity to successfully complete and operate the housing and/or service proposed.** The provider of services must have qualified staff and a successful record of providing the proposed services.

#### *Who can be served?*

THE MHTF (215.034) states that all individuals served must be at or below 50% of the Area Median Income (AMI). These numbers are defined by the Department of Housing and Urban Development (HUD), and can be obtained at the Missouri Housing Development Commission website ([www.mhdc.com](http://www.mhdc.com))

**2011 Funding Priorities:** For the 2011 grant year, the Community Initiatives staff recommended that the funding priorities are set according to the requests from the previous grant year. The MHDC Commissioners approved, so the following are the set priorities:

1. **Emergency Assistance:** available for organizations that provide assistance to recipients at immediate risk of becoming homeless; eligible uses of these funds include rent assistance and deposits, utility assistance and deposits, mortgage payments assistance, hotel/motel vouchers, and emergency home repair
2. **Operating Funds:** available for organizations that provide housing or housing services for the purpose of paying salaries, benefits, or overhead costs necessary for operation of the organization
3. **Construction/Rehabilitation:** available for organizations that provide emergency, transitional, or permanent housing for the purpose of payment costs of new construction, modification, or rehabilitation of existing facilities
4. **Transitional Housing:** available for organizations that provide transitional housing for rent assistance and utility assistance
5. **Home Repair or Modifications:** available to organizations that provide housing services for the payments of certain repairs or modifications of homeowner-occupied homes



6. **Rental Assistance:** available to organizations that provide rent assistance to individuals in a permanent low-income housing community

It is the purpose of the MHTF to serve the greatest housing and housing service needs in the state with attention given to the lowest-income residents in the areas where those needs exist.

**Funding Regions for the 2011 Grant Cycle:**

<b>Allocation Area:</b>	<b>Distribution Percentage</b>
<b>St Louis Metropolitan Area:</b> Franklin, Jefferson, Lincoln, St. Charles, St. Louis City, St. Louis, Warren, and Washington Counties	<b>35%</b>
<b>Kansas City Metropolitan Area:</b> Cass, Clay, Jackson, Platte and Ray Counties	<b>18%</b>
<b>South Region:</b> Barry, Barton, Butler, Carter, Cedar, Christian, Dade, Dallas, Dent, Douglas, Greene, Hickory, Howell, Jasper, Laclede, Lawrence, McDonald, Mississippi, New Madrid, Newton, Oregon, Ozark, Pemiscot, Polk, Reynolds, Ripley, Scott, Shannon, Stoddard, Stone, Taney, Texas, Vernon, Wayne, Webster, and Wright Counties	<b>22%</b>
<b>Central Region:</b> Audrain, Bates, Benton, Bollinger, Boone, Callaway, Camden, Cape Girardeau, Cooper, Crawford, Gasconade, Henry, Howard, Iron, Johnson, Lafayette, Madison, Maries, Miller Moniteau, Montgomery, Morgan, Osage, Perry, Pettis, Phelps, Pulaski, Saline, St. Clair, St. Francois and Ste. Genevieve Counties	<b>17%</b>
<b>North Region:</b> Adair, Andrew, Atchison, Buchanan, Caldwell Carroll, Chariton, Clark, Clinton, Daviess, DeKalb, Gentry, Grundy, Harrison, Holt, Knox, Lewis, Linn, Livingston, Macon, Marion, Mercer, Monroe, Nodaway, Pike, Putnam, Ralls, Randolph, Schuyler, Scotland, Shelby, Sullivan, and Worth Counties	<b>8%</b>

**Construction/Rehabilitation**

Construction/Rehabilitation funds can be used by agencies for construction needs, rehabilitation of facilities to improve services in the community, and acquisition costs for housing related services.

Upon the announcement of funding approvals, agencies must meet with the Missouri Housing Development Commission’s legal department to go through a formal closing. Through this process, MHDC’s attorneys will guide agencies through the requirements for this grant.

All new construction must meet the appropriate locally adopted residential building codes, or in the absence of locally adopted codes, the work must adhere to specifications contained in the 2000 Edition



of the International Residential Code. All new construction must be done according to the awarded agency's written construction/rehabilitation standards and will be inspected by Missouri Housing Development Commission staff to ensure proper building procedures and Firm Commitment requirements are followed. Contact information must be provided for at least two individuals from the agency who will work closely with the construction.

If the funds are matched with other sources, the grant recipient must identify the exact amount of MHTF dollars used for the project. If MHTF dollars finance only a part of the project, the agency must specifically identify exact MHTF uses.

**Activities must fall under one of the following categories:**

<b>New Construction</b>	Agencies may use MHTF dollars for new construction projects to broaden their reach and scope of housing services to their area.
<b>Rehabilitation</b>	Agencies may use MHTF dollars for rehabilitation efforts of existing agency building(s). These improvements include but are not limited to: kitchen, bathroom, roof, HVAC systems, office, sleeping quarters, and security features.
<b>Site Acquisition</b>	Agencies may use MHTF dollars for the purchase of buildings and/or land for MHTF approved services.

**Prohibited Uses:** Construction/rehabilitation funds cannot be used for administrative costs nor can it be used for appliances or furniture

**Records to Maintain:** Each construction/rehabilitation project should maintain all receipts, invoices, and records of time spent on the project.

Agencies that are allocated a Construction/ Rehabilitation grant are required to enter into an eighteen year recourse loan with Missouri Housing Development Commission. In accordance with an agency's eighteen year Land Use Restriction Agreement (LURA), the agency will be required to annually certify income for residents of the facility in which the construction and/or rehabilitation funding was originally allocated.

As stated in the Missouri Housing Trust Fund (MHTF) statute, all households assisted through the MHTF are required to be at or below 50% of the Area Median Income (AMI). To find a specific county's AMI information, please refer to MHTF Form # 251.

**Compliance:** During each grant year, a Missouri Housing Development Commission staff member will review the construction work as it progresses. Each time a payment is submitted, an MHDC staff member will check the work that is being done. Only upon approval from the MHDC staff member of the outlined work as it pertains to the restrictions/specifications of the Firm Commitment, will money be released.

The MHDC staff member will send a site visit summary report within two weeks of the site visit.



If the MHDC staff member finds that the agency is out of compliance for reasons such as poor workmanship, work is not following the original application, progress is not evident, files have not been kept at the specified standard, etc. the MHDC staff member will record that the agency is “out of compliance.” Until the MHDC staff member has verified that the issue(s) has/have been resolved, funding will be suspended for all grant types awarded to the agency. During this time, the MHDC staff should be used as a resource to determine what needs to be corrected.

If the agency is “out of compliance” it will not be until the next payment request is sent in that a MHDC staff member will conduct a follow-up site visit. The follow-up site visit will be based on the most recent payment request. This site visit will be completed within 30 days of receiving the request.

If the issue(s) that caused the agency to be out of compliance are resolved after the follow-up site visit review, the MHDC staff member will send the agency a letter informing them that their funding is no longer suspended. If the issue(s) that caused the agency to be out of compliance are still not resolved after the follow-up site visit review, the MHDC staff member will send the agency a letter informing them of their findings and funding will continue to be suspended.

**If the agency is determined to be an unclean or an unsafe environment:** The agency will be notified that their funding will be suspended until they have made the necessary accommodations to make the agency environment clean and safe. A MHDC staff member will return for another site visit to verify changes; upon the MHDC staff members’ approval, funding will be reinstated.

**If the agency is lacking files:** The agency will be notified that their funding will be suspended until they have an appropriate system for maintaining client information. Please utilize MHDC staff as a resource to assist in creating/maintaining a filing system.

Once another payment request has been received a follow-up site visit will take place.

If the files are in order after the follow-up site visit, the MHDC staff member will send the agency a letter informing them their funding is no longer suspended, but the next time the agency requests funds, a MHDC staff member will do one final file review with names from the new payment request before releasing funds.

If the files are not in order after the follow-up site visit, the MHDC staff member will send the agency a letter informing them of their findings, and funding will continue to be suspended.

\*\*If a third site visit must be conducted regarding the same compliance issue, agency funding will be subject to recapture.

**If the agency will not schedule a site visit:** If MHDC staff is unsuccessful in scheduling a site visit after 3 attempts have been made via telephone and e-mail, MHDC staff will send a letter to the agency informing them that they have 15 days to schedule a site visit, otherwise their funding will be suspended.

If the agency does not respond within 15 days, a letter will be sent stating funding will be recaptured.



**If no personnel are present at an unannounced visit:** The agency will be sent a letter notifying them of the attempted unannounced site visit and that the agency is out of compliance. Additionally, if the agency personnel refuse the site visit, the agency will be out of compliance. Both incidences will be considered in their future grant applications.

If no agency staff is available for the second attempt, funding will be suspended until an MHDC staff member is able to complete the site visit. On the third attempt, if no agency staff is available again the remaining grant will be recaptured.

**\*\*Note that an MHDC staff member will wait no longer than 15 minutes for a staff person to be available for a site visit.**

**Construction:**

- If the work is not complete: The request for payment will not be released until the MHDC staff has verified that the required work is complete,
- Unsafe work environment: If the MHDC staff determines that a work environment is unsafe, the Community Initiatives Manager will contact the agency reporting the findings,
- Poor Workmanship: If MHDC staff determines that project work is of poor quality, the officer will inform the agency of his/her findings, and funding will be suspended until situation is resolved,

If after the follow-up site visit the workmanship has improved and the MHDC staff member approves, funding will be released. Please note that agencies may not use MHTF dollars monies for clean-up.

If the agency does not address the suggested quality improvements and the workmanship is still considered to be of substandard quality, the grant will be recaptured after 30 days.

**Other:** If any allegations are made regarding employees putting clients in danger; an immediate site visit will take place and the Community Initiatives Manager will determine at that point if funds will be recaptured. If allegations are verified, at the very least, the incident will be noted in agency's future grant applications.

**Housing Team Meetings:** In an effort to encourage collaboration and knowledge of services within areas of the state, all Missouri Housing Trust Fund agencies will be required to sign in and attend at least 75% of all Continuum of Care (CoC)/Housing Team Meetings in their region. These meetings bring together many different agencies working toward the improvement of housing and homelessness in the state of Missouri. It is important to note that the attendance of these meetings are tracked and referred back to in scoring for future funding.

In the rural communities, these meetings are held quarterly. In urban areas they occur monthly. If you have any questions about which meeting you should attend please refer to the grant agreement. The following is the contact information for each area.



Form #: MHTF-230 (CR)

<b>Area:</b>	<b>Contact Person:</b>
North Region (Balance of State)	Mandy Fangmann-(816) 759-7203
Kansas City Metro	Vickie Riddle-(816) 924-7997
St. Joseph	Jodi Bloemker-(816) 238-4511
Central Region (Balance of State)	Mandy Fangmann-(816) 759-7203
St. Louis Metro	Antoinette Triplett-(314) 612-5933
St. Louis County	Lowry Finley-Jackson-(314) 615-4413
St. Charles	Dottie Kastigar-(636) 936-8023
Springfield	Michelle Garand-(417) 888-2020
Joplin	Jennifer Pliler-(417) 623-0059
South Region (Balance of State)	Jennifer Miller-(816) 759-6614