



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 it 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)

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:

Allocation Area:	Distribution Percentage
St Louis Metropolitan Area: Franklin, Jefferson, Lincoln, St. Charles, St. Louis City, St. Louis, Warren, and Washington Counties	35%
Kansas City Metropolitan Area: Cass, Clay, Jackson, Platte and Ray Counties	18%
South Region: 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	22%
Central Region: 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	17%
North Region: 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	8%



Emergency Assistance

An agency can use any or all types of assistance listed below, as long as the anticipated use is specified in the original application. There is also a 10% administration allocation that can be used, if it is specified in the original application. Please refer to the Rider “A” for more specific uses laid out in the grant agreement.

Eligible Uses:	Ineligible Uses:
<ul style="list-style-type: none"> • Rent payments, utility payments, mortgage payments, utility and rent deposits, hotel/motel voucher, and emergency home repairs under \$1,000 <p>Emergency Home Repair uses are when:</p> <ul style="list-style-type: none"> • A code enforcement inspector has declared the situation an emergency under city code • The water, electrical, or gas has been red tagged • The sewer is backed up • The Sub-Grantee Program Coordinator determines the situation is an immediate threat to the safety of the occupants or to the structure of the house (These repairs must be “natural hazards” and must be pre-approved by MHDC). <p><i>See Home Repair Desk Guide for further requirements and guidance.</i></p>	<ul style="list-style-type: none"> • Appliances • Kitchen updates and other décor • Furniture, personal property • Carpet & linoleum replacement • Attached greenhouses • New construction of garages • Projects for barns, sheds, outbuildings • Construction of a new home or shell home • Completion of a new home or a shell home • Construction of a new deck or patio • Fences • Fire extinguishers • Non-essential fireplace improvements • Generators • Heating fuel • Hot tub, Jacuzzi, whirlpool bath, sauna, bath house • Landscaping (unless used for diversion of drainage ditches or lead interim controls) • Paving driveways and sidewalks (unless accessibility issues occur) • Pier, steps to lake or water, etc. • Portable kerosene heaters • Steam cleaning of exterior surface • Tree surgery or removal • Unfinished structures • Vacuum cleaner central systems



	<p>Situations that are not declared emergencies and are ineligible under emergency assistance:</p> <ul style="list-style-type: none"> • Individuals or families needing assistance with bills that are not necessities. Examples: telephone, cable television, internet, etc. • Individuals or families needing assistance to pay any sort of taxes • Using funds for any shelter operating costs <p><i>See Home Repair Desk Guide for further requirements and guidance.</i></p>
<p>Eligible Administrative Costs:</p>	<p>Ineligible Administrative Costs:</p>
<ul style="list-style-type: none"> • Each sub-grantee can use up to 10% of what was awarded for administration costs as long as it was requested in the original application <p>Examples: Program staff salary, administration building; utility bills, program audits, office supplies, maintenance and travel when clients are present</p>	<ul style="list-style-type: none"> • Funds cannot be used for conference and training costs, travel when clients are not present or any food purchases

Records to Maintain: All of the following should be kept on file and should be easily accessible for compliance purposes: These items are specified in Rider “A” of the grant agreement.

Record	Acceptable forms of Documentation
<p>Proof of Residence</p>	<ul style="list-style-type: none"> • Piece of mail, copy of lease, letter from landlord
<p>Income Verification-</p> <ul style="list-style-type: none"> • Must be current within 30 days of each instance of assistance. • Proof of gross monthly income needed for all members of the household age 18 and over • If any member(s) of the household age 18 and over do not have an income they must fill out a “Certification of Zero Income” form found at www.mhdc.com 	<ul style="list-style-type: none"> • Pay stub, SSI/SSDI award letter/printout, tax form, child support statement • Certification of Zero Income- Form # MHTF 246
<p>Proof of Payment-</p> <p>Needs to include basic contact information:</p> <ul style="list-style-type: none"> • Documentation of whom assistance was paid to, address, and phone number 	<ul style="list-style-type: none"> • Copy of check or bank ledger



<ul style="list-style-type: none"> Amount of assistance and verification that payment was made 	
Proof of Requested Need	<ul style="list-style-type: none"> Copy of bill, disconnect notice, eviction notice, or letter from the landlord
Photo Identification- <ul style="list-style-type: none"> Needed for all members of the household age 18 and over <p>AND</p> <ul style="list-style-type: none"> Proof of Social Security card/number needed for all members of the household to document number of individuals in the household 	<ul style="list-style-type: none"> Driver’s license, state ID, school ID with photo, passport-U.S. or foreign, U.S. passport card, permanent resident card, employment authorization document, U.S. citizen ID card, military ID, Native American tribal card Social Security Card or print out from social security office
Evidence of a title- <ul style="list-style-type: none"> Only needed if providing mortgage assistance 	<ul style="list-style-type: none"> Copy of title or letter from the title company, mortgage payment receipt
Consent Form- Form provided by MHDC and can be found on MHDC’s website at www.mhdc.com **This signed form gives MHDC the right to review files and verifies “safe and decent housing”. This form needs to be filled out within 30 days of each instance of assistance	<ul style="list-style-type: none"> Consent form-Form # MHTF 250

Income Verification

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. Currently the MHTF program bases its calculation method from HUD’s Part 5 definition; however, there are minor differences. Agencies are expected to utilize the list below when calculating their client’s income.

In calculating income for MHTF Emergency Assistance grants, the verification must be current within 30 days of the date of assistance. The only exception is the entitlement letters such as TANF or SSI; these are to be current within one year of the date of assistance.

The following types of earned income are **included** when calculating income:

- Income from all members of the household age 18 and over



- Gross wages
- Full amount of periodic payments
- Unemployment, Worker's Compensation, Severance
- Entitlements (TANF, SSI)
- Periodic and determinable allowances (alimony and child support)
- Net income from business operations
- Interest, dividends or other net income from personal property

The following are **excluded** when calculating income:

- Income from children under 18 years of age
- Foster care payments
- Lump sum payments
- Reimbursement or payment of medical expenses
- Income of live-in aide
- Financial Aid
- Resident service stipend (part-time work that enhances the quality of life – not to exceed \$200/month)
- Temporary, non-recurring income (gifts)
- Earnings over \$480/years for full time students 18 years and older (excluding Head of Household)
- Adoption assistance payments
- Amounts paid by state to household with a developmentally disabled child to keep them in the home
- Food Stamps
- LIHEAP Earned Income Tax Credit
- WIC Payments

Additionally, when a household's assets have a value of \$5,000 or over, that should be included as income. The agency will determine the income from the assets and separately, multiply the value of the assets by .02; the greater of the two numbers is added to the earned income section to determine the total annual income. Below is a list of inclusions and exclusions.

Inclusions:

- Cash held in savings and checking accounts, safe deposit boxes, home, etc.
- Cash value of revocable trusts
- Equity in rental property
- Cash value of stocks, bonds, treasury bills, CDs and money market accounts
- Individuals Retirement and Keogh Accounts
- Retirement and pension funds
- Cash value of life insurance policies



- Personal property held as an investment
- Lump sums not intended as periodic payments

Exclusions

- Necessary personal property (clothing, furniture, cars, primary residence, etc.)
- Interest in Indian Trust Lands
- Assets not effectively owned by applicant
- When assets are held in an individual's name, but the benefit is to someone that is not in the household
- Equity in co-operations in which the family lives
- Assets not accessible to and that provide no income
- Term life insurance policies
- Assets that are part of an active business

Refer to MHTF Form # 245 for step-by-step instructions.

Compliance: During each grant year, a Missouri Housing Development Commission staff member will review the grant files at least twice. One of the visits will be announced and one will be unannounced. Therefore, it is vital that an agency staff member is always available to assist the MHDC staff member as needed during regularly scheduled business hours. If no staff person is available within 15 minutes of the MHDC staff members' arrival (during normal business hours as noted in agency's original grant application) the agency will be considered out of compliance until the MHDC staff member can complete the visit. It is the agency's responsibility to notify MHDC if business hours change or if the agency will be closed for an extended amount of time.

During each site visit, the MHDC staff member will review 20% of the MHTF files with a minimum of five and a maximum of 20 randomly chosen files per visit to check for the required maintained records. The MHDC staff member will not give the agency the names of the files to be checked prior to the visit; this is to ensure that all files will be reviewed in the state in which they are normally kept. For a list of the required maintained records, refer to Rider "A" of the grant agreement.

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

If the MHDC staff member finds that the agency is out of compliance for reasons such as the files have not been kept to the specified standard, individuals have been assisted who do not meet the income limits or the facility is unsanitary or unsafe, 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 grants 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 another 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 a compliance officer 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 a MHDC staff member will wait no longer than 15 minutes for a staff person to be available for a site visit.

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 your agency should attend please refer to the grant agreement. The following is the contact information for each area.

Area:	Contact Person:
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 Pliker-(417) 623-0059
South Region (Balance of State)	Jennifer Miller-(816) 759-6614



Form #: MHTF230 (EA)

Homeless Management Information System Requirements (HMIS): All agencies providing Emergency Assistance are required to enter data into the HMIS system of their continuum. The following is the contact information for each area.

Area:	Contact Person:
Balance of State and Springfield	Sandy Wilson- (573) 634-2567
St. Louis City, St. Louis County, & St. Charles	Deb Little -(314) 533-2320
Joplin	Jackie Dorsey-(417) 499-3144
Kansas City and St. Joseph	John Rich-(816) 561-2727