
MISSOURI HOUSING TRUST FUND DESK GUIDE FY2019



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Introduction

Purpose

The purpose of the Missouri Housing Trust Fund (MHTF) is to provide funding for housing-related activities serving low-income individuals and families in the state of Missouri.

History

The MHTF was created by the RSMo 215.034 Statute set forth by the 1994 Missouri State Legislature in order to help meet the housing needs of low-income households and is supported by a three dollar recording fee on all real estate documents filed in the state of Missouri. The Community Initiatives Department of the Missouri Housing Development Commission (MHDC) administers the Missouri Housing Trust Fund (MHTF).

Eligibility Requirements

Income

As set forth in the RSMo 215.034 Statute, all MHTF funds must be used to serve households at or below 50 percent of the Area Median Income (AMI). At least 50 percent of funds awarded throughout Missouri must be used for persons or families at or below 25 percent of AMI. The AMI for each county in Missouri is defined by the Department of Housing and Urban Development (HUD). The MHTF AMI limits are adjusted for household size and can be obtained from MHDC's website at www.mhdc.com.

Description of Grant Types

The MHTF is intended to serve low-income households in Missouri with their housing-related needs. MHDC has identified the following grant types in order to meet these needs:

Housing Assistance

Housing assistance is intended for individuals and families who are literally homeless or fleeing domestic violence, as defined below, in order to achieve stability in permanent housing. There is no limit on the amount of rental assistance that grantees can provide to households during the grant period, however, grantees should have a consistent assessment process in place along with policies and procedures to determine the extent of a household's need and how the housing intervention determination is being applied to all clients.

- Literally homeless
 - Residing in emergency shelter, transitional housing, hotel/motel paid for by government or charity

- Residing on the street or other place not meant for human habitation (e.g., car, park, abandoned building)
- Living in an institution (e.g., jail, hospital, etc.) that the client has resided for 90 days or less and was literally homeless prior to entering that institution.
- Fleeing/attempting to flee domestic violence
 - Must have no other safe, alternative housing, resources or support networks to maintain or obtain permanent housing.

Operating Funds

MHTF may be used to pay for the salaries and benefits for employees performing housing-related activities including, but not limited to, providing emergency shelter, home repair/weatherization, housing search and relocation services, and housing stabilization case management.

Emergency Assistance

May be used to provide housing services to individuals and families that are experiencing a housing crisis. In order to address those with the greatest housing needs these funds are intended for individuals and families who are at imminent risk of homelessness and/or fleeing/attempting to flee domestic violence as defined below.

- At risk of homelessness

An individual or family who:

- Has an annual income at or below 50% of area median income; AND
- Does not have sufficient resources or support networks immediately available to prevent them from moving to an a publicly or privately operated shelter designated to provide temporary living arrangements or place not meant for human habitation; AND
- Meets one of the following conditions:
 - Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; OR
 - Is living in the home or another because of economic hardship; OR
 - Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; OR
 - Lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals; OR
 - Lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room; OR
 - Is exiting a publicly funded institution or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); OR
 - Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved Con Plan

- Fleeing/attempting to flee domestic violence
 - Must have no other safe, alternative housing, resources or support networks to maintain or obtain permanent housing.

Home Repair or Modifications

Payments for the costs associated with necessary repairs or modifications of homeowner-occupied single family homes. Homeowners assisted through this grant must lack resources and supports to pay for the costs of these repairs on their own.

Construction/Rehabilitation

MHTF may be used to pay for costs associated with new construction, modifications, or rehabilitation of existing facilities owned by the organization that provide housing and services to individuals and families at or below 50 percent of AMI.

MHTF Regions

MHDC has designated five regions in which MHTF funds are allocated. Determination of need within each of these regions is based on estimated population, poverty, housing cost burden and Point-in-Time Count data. Grantees are restricted to utilizing MHTF in the region(s) in which funds were approved by MHDC. Grantees can spend the funds in any county in the region(s) in which funds were awarded.

Allocation Area	Distribution Percentage
St. Louis Metropolitan Area: Franklin, Jefferson, Lincoln, St. Charles, St. Louis City, St. Louis County, and Warren Counties	21%
South Region: Barry, Barton, Butler, Carter, Cedar, Christian, Dade, Dallas, Dent, Douglas, Dunklin, 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	28%
Kansas City Metropolitan Area: Caldwell, Cass, Clay, Clinton, Jackson, Lafayette, Platte, and Ray Counties	14%
Central Region: Audrain, Bates, Benton, Bollinger, Boone, Callaway, Camden, Cape Girardeau, Cole, Cooper, Crawford, Gasconade, Henry, Howard, Iron, Johnson, Madison, Maries, Miller, Moniteau, Montgomery, Morgan, Osage, Perry, Pettis, Phelps, Pulaski, Saline, St. Clair, St. Francois, Ste. Genevieve, and Washington Counties	20%
North Region: Adair, Andrew, Atchison, Buchanan, Carroll, Chariton, Clark, 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	17%

General Information

Contacts

Below are the MHTF contacts for FY2019 funded agencies. Please direct all questions, concerns, updates and submission of documents to the MHTF & MoHIP Administrator, with the exception of Payment Requests and Back-Up forms which shall be submitted electronically to the Community Initiatives Accounting email (ci.accounting@mhdc.com). Payment Requests and Back-Up submissions sent to any other email will not be accepted.

Please direct questions, concerns, and updates to:

Caty Field
 MHTF & MoHIP Administrator
 920 Main, Suite 1400
 Kansas City, MO 64105
catherine.field@mhdc.com
 (816) 759-7228

Please submit Payment Requests and Back-Up forms electronically to:

Community Initiatives Accounting: ci.accounting@mhdc.com

Website

All information and forms pertaining to the FY2019 MHTF grant year can be found under “FY 2019 Items” on the MHDC website at: http://mhdc.com/housing_trust_fund/index.htm

Timeline – FY2019

The following timeline lists the key dates for the FY2019 grant year, and are also detailed in the grant agreement. Grantees are responsible for knowing these dates as well as communicating them to all applicable staff.

Grant Year Begins:	April 1, 2019
Quarter 1 (Q1):	April 1, 2019-June 30, 2019
Q1 Payment Request Deadline:	June 30, 2019, 5:00 p.m.
Quarter 2 (Q2):	July 1, 2019-September 30, 2019
Q2 Payment Request Deadline:	September 30, 2019, 5:00 p.m.
Quarter 3 (Q3):	October 1, 2019-December 31, 2019
Q3 Payment Request Deadline:	December 31, 2019, 5:00 p.m.
Quarter 4 (Q4):	January 1, 2020- March 31, 2020
Q4 Payment Request Deadline:	March 31, 2020, 5:00 p.m.
Last Day to Expend Funds:	March 31, 2020
Final Payment Request Deadline:	March 31, 2020, 5:00 p.m.
Final Back-Up/Close Out Deadline:	April 30, 2020, 5:00 p.m.

Financial Processes

Request for Payment

Before any funds can be released for FY2019 grants, the following criteria must be met:

1. All previous MHTF grants must be completely closed out:
 - a. All previous MHTF grant funds expended and fully backed up; and
 - b. Close out documentation received.
2. All current year grant documents are completed and received.
3. All previous compliance issues are resolved (i.e., grantee is “in compliance”).

Once all of the above criteria are met, grantee may request FY2019 funds using the Request for Payment form (MHTF-211). Since MHTF operates as an advancement grant grantees may request payment and provide back up of expenses separately. A grantee may request an advance for Payment of up to 25% of the grant award amount which may be processed without Back-Up of expenses. However, before any additional funds may be requested or paid out, all back up of expenses for advanced funds must be submitted and processed. Subsequent Requests may be advanced in an amount up to 25 percent, but each paid request must be backed up before another request can be submitted and approved. At no time can a grantee request more than 25 percent of the grant unless it is accompanied by Back-Up of expenses at the time of Request.

Request for Payment Example

Grantee’s total grant award is \$25,000. Twenty-five percent of the total grant award is \$6,250, therefore this is the maximum amount that MHDC will advance to grantee upon receipt of the Payment Request without back-up of expenses. Once advanced these funds, grantee will need to submit back-up of expenses totaling \$6,250 before submitting any subsequent Payment Requests.

Incomplete/Ineligible Requests for Payment

If the grantee submits a Request for Payment that is incomplete/ineligible, MHDC will notify both the program and financial contacts listed on the Site Contact Form (CI-102) via email that the submission is incomplete/ineligible and that it is being discarded. Grantee will need to submit a new and complete Request for Payment.

Common Reasons for Discarded Payment Requests

- Certificate of insurance has expired
- Previous payment request not fully backed up
- Missing signatures from authorized signatories

Quarterly Draws

Grantees must have a minimum of one disbursement per quarter. Requests for Payment that result in discard do not fulfill the Quarterly Draw requirements. MHTF quarters and submission deadlines are detailed above under Timeline – FY2019. In the event the quarterly draw deadline falls on a weekend or state/federal holiday, the deadline will default to the next business day.

Back-Up

Grantee is required to submit Back-Up to account for all MHTF spending during the grant funding period. Back-Up of expenses must be submitted after any advance of funds is made and before additional funds can be requested. MHDC requires grantees to use a Back-Up form to account for all spending. The Back-Up forms differ by grant type (Housing Assistance: MHTF-212, Operating Funds: MHTF-213, Home Repair: MHTF-214, Construction/Rehabilitation: MHTF-215, Emergency Assistance: MHTF-216).

Supporting Documentation

Along with the back-up form, MHTF Housing Assistance and Emergency Assistance grantees are also required to submit supporting documentation for financial assistance provided to households (i.e., HMIS or comparable database reports). Grantees are not required to submit supporting documentation for operating and administrative expenses billed to the MHTF. Please see [Administrative Expenses](#) for a list of eligible activities and documentation required to be kept on-site for review by MHDC's Compliance Officer.

Back-Up Example

Grantee's total grant award is \$25,000. Grantee requests its first advance of funds for \$6,250 which is 25 percent of grant award. Once the initial advance is fully expended, grantee can submit back-up totaling \$6,250. Once the back-up is received and processed by MHDC, grantee can submit another Request for Payment of to 25 percent of the total grant award.

Incomplete/Ineligible Back-Up

If the grantee submits Back-Up that is incomplete/ineligible, MHDC will notify both the program and financial contacts as stated on the Site Contact Form (CI-102) via email that the submission is incomplete/ineligible and that it is being discarded. Grantee will need to submit new and complete Back-Up.

Common Reasons for Discarded Back-Up

- Expenses paid outside of the funding period
- Reported AMI of households served does not total 100 percent
- Expenses paid outside of designated region

- Ineligible activities reported
- HMIS reports were not included with the Back-Up or there is missing information on the report
- Electronic submission is illegible
- Missing signatures from authorized signatories

Funding Period

All MHTF funding provided to grantees must be used for expenses that are incurred, paid, and submitted for payment to MHDC after April 1, 2019 and before March 31, 2020 with the exception of payroll taxes and/or insurance for administrative expenses. MHTF Housing Assistance, Emergency Assistance, and Home Repair grantees may request a prorated payment for payroll taxes and/or insurance which covers any portion of the funding period but which was paid outside of the funding period.

Submission Requirements

Funded agencies should submit Requests for Payment and/or any Back-Up forms electronically by emailing the documents to the Community Initiatives Accounting email address:

ci.accounting@mhdc.com.

Housing Assistance

Eligible Activities

Rental assistance

Grantees may provide monthly rental assistance payments on behalf of eligible households. The purpose of these funds is to provide short-to medium-term assistance in order to stabilize households that have no other resources or supports to pay their monthly rent amount.

Rental arrears

A one-time payment of up to six months of rental arrears may be provided on behalf of households in need. Arrears can include late fees accrued by the household. Late fees resulting from grantee's failure to pay rent on behalf of a household by the deadline is not considered an eligible use of the Rental Assistance grant. Grantees are encouraged to assist participants to establish payment plans and negotiate reduced arrears if possible.

Security deposits

Funds may be used to pay for a security deposit that is less than or equal to two months' rent. The intention of this grant type is to be used to assist households in achieving long-term permanent housing stability, therefore households needing only a security deposit and no other rental assistance are not eligible to receive assistance through this grant type.

Last month's rent

If necessary to obtain housing for a program participant, the last month's rent may also be paid on behalf of the household at the time the first month's rent is paid. The last month's rental assistance cannot exceed one month's rent.

Utility assistance

Grantees may provide monthly utility assistance for gas, electric, water, and sewage on behalf of eligible households. The purpose of these funds is to provide short-to medium-term assistance in order to stabilize households that have no other resources or supports to pay their monthly utility costs.

Utility deposits

MHTF funds may be used to pay for standard utility deposits for gas, electric, water, or sewage.

Utility arrears

Up to six months of arrears for unpaid gas, electric, water, and sewage may be provided to households in need. Arrears can include late fees accrued by the household. Late fees resulting from grantee's failure to pay utilities on behalf of a household by the deadline is not considered an eligible use of the Housing Assistance grant. Grantees are encouraged to assist participants establish payment plans and negotiate reduced arrears if possible.

Hotel/Motel Voucher

Where no appropriate emergency shelter is available for a homeless individual or family, grantee may provide hotel or motel voucher. It is the expectation that grantee work with household to create a housing stabilization plan as well as to ensure household's service and housing needs are addressed.

Administrative activities

Grantees may use up to ten percent of its total MHTF grant for the payment of administrative costs related to the implementation of MHTF activities. Please see [Administrative Expenses](#) section for a list of eligible activities and records to maintain.

Ineligible Housing Assistance Activities

Rental arrears in excess of six months

Utility arrears in excess of six months

Expenses that are non-necessities (e.g., telephone, cable television, internet etc.)

Late fees

Household contribution

Grantees are allowed to require the households it assists with MHTF Housing Assistance to contribute 30 percent of their gross monthly income towards their total monthly rent amount. Grantees that choose to require households contribute towards their monthly income while assisted must require contribution from all households assisted with the grant. If a grantee chooses not to charge they must not charge anyone.

Households with Rental Subsidies

Households that receive a tenant-based or project-based rental subsidy are eligible to be assisted with their portion of their monthly rent amount one time if they have no other resources, they are literally homeless or at risk of homelessness, and the financial assistance for this use is non-recurring.

Households with rental subsidies can be assisted with arrears, security deposits, and utility payments/deposits regardless of the aforementioned criteria.

Program Participant Housing Status

Participants that are receiving on-going Missouri Housing Trust Fund (MHTF) assistance maintain their housing status for the purpose of eligibility for additional MHTF assistance or other permanent housing programs dedicated to serving those that are literally homeless, at risk of homelessness, or fleeing/attempting to flee domestic violence (so long as they meet any other additional eligibility criteria for these programs). Program participants maintain their housing status during the time period that they are receiving the MHTF assistance and/or continued case management services. MHTF is intended to assist

individuals and families obtain and maintain permanent housing, and it can be appropriate to use as a bridge or back-stop to other permanent housing programs.

Lease Sharing

Individuals and/or families that are sharing the same unit, but with separate leases should be evaluated independently for eligibility for MHTF assistance. It is the responsibility of the MHTF grantee to ensure and document that the members of the unit are considered separate households with separate leases. If individuals and/or families are sharing a unit and a lease with other individuals and/or families, then they are considered one household and should be evaluated as such when determining MHTF eligibility.

90-Day Recertification

The purpose of the MHTF Housing Assistance grant is to provide ongoing support to participants in order to achieve housing stability. The Income Verification Worksheet (MHTF-204) and verification of sources of income should be completed at initial intake and updated every 90 days thereafter. At recertification, the sources of income should be current within 30 days. At recertification, grantees need to evaluate households assisted for both need and eligibility, including:

1. Determination of whether or not the household composition has changed; and
2. Verification that household's annual gross income does not exceed 50 percent of AMI; and
Verification that the household lacks sufficient resources and support networks to retain housing without MHTF assistance.

Client Recordkeeping Requirements – Housing Assistance

Record	Criteria	Acceptable Forms of Documentation
Consent Form	<ul style="list-style-type: none"> This signed form gives MHDC the right to review files and verifies safe, decent and sanitary housing 	<ul style="list-style-type: none"> MHTF Consent Form (CI-102) signed by the head of the household within 30 days of first instance of assistance The form only needs to be signed once per household per grant year
Income Verification Worksheet	<ul style="list-style-type: none"> Used to calculate household's income eligibility 	<ul style="list-style-type: none"> Income Verification Worksheet (MHTF-204)
Verification of Sources of Income	<ul style="list-style-type: none"> Third-party verification of proof of gross income is required for all members of the household age 18 and over 	<ul style="list-style-type: none"> Must be dated within 30 days of first instance of assistance, every 90 days thereafter Pay stubs, SSI/SSDI award letter/printout, child support statement, EBT statement for TANF No income (18 and older): Certification of Zero Income (CI-109) If income source documents are unobtainable, third-party written verification (e.g., employer, benefits administrator) will be accepted ((CI-112) If participant is self-employed, Self-declaration of Income(CI-103) will be accepted. It is preferable to obtain third-party source documentation to accompany the form.
Photo Identification	<ul style="list-style-type: none"> Needed for all members of the household age 18 and over 	<ul style="list-style-type: none"> Driver's license, state ID, temporary ID/license, 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 Identification	<ul style="list-style-type: none"> Card/number needed for all members of the household 	<ul style="list-style-type: none"> Social Security Card, printout from social security office
Case Management Documentation	<ul style="list-style-type: none"> Assessing, arranging, coordinating, and monitoring delivery of services to facilitate housing stability 	<ul style="list-style-type: none"> Case notes or other documentation of services provided
Proof of participant housing status/ Proof of Need	<ul style="list-style-type: none"> Proof of household's current living situation Documentation of the amounts/types of assistance needed for the household to gain stability in permanent housing as well as lack of other supports/resources to assist 	<ul style="list-style-type: none"> Written certification by service provider (CI-104), self-certification by head of household(CI-105); only acceptable if attempt has been made for third party verification) , or case notes; and Copy of bill, current lease agreement or eviction notice
Lease	<ul style="list-style-type: none"> Households assisted must have a written lease for the rental unit 	<ul style="list-style-type: none"> Copy of current lease agreement signed by household and landlord
Proof of Payment	<ul style="list-style-type: none"> Payment must be made on or before deadlines stated in the lease 	<ul style="list-style-type: none"> Copy of cleared check; and Bank statement showing payment cleared highlighted and/or returned checks log
Proof of Client Contribution (if applicable)	<ul style="list-style-type: none"> Grantees requiring households to contribute towards monthly rent 	<ul style="list-style-type: none"> Copy of check Copy of money order

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	must document that household's payment	<ul style="list-style-type: none">• Copy of receipt from landlord showing amount/date paid
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Operating Funds

Eligible Activities

Funds may be used to pay for the salaries and benefits for staff providing housing-related activities to households at or below 50 percent of area median income. The amount charged to MHTF for staff activities must be prorated according to the extent to which the activities benefit the MHTF grant. Eligible housing-related activities performed by programs/projects include providing housing location and stabilization services, home improvement, emergency shelter, transitional, permanent housing, and/or supportive services, and administration of the program.

For employees working on multiple activities or cost objectives in addition to providing housing services, distribution of their salaries or wages will be supported by personnel activity reports that:

- i. Reflect an after-the-fact distribution of the actual activity reimbursable under the MHTF of each employee, and;
- ii. Account for the total activity for which each employee is compensated; and
- iii. Are prepared monthly or at least quarterly and coincide with one or more pay periods;
OR
- iv. Are supported by a statistical sampling system or other substitute system. *[If the cost will be supported by a statistical sampling system or other substitute system, a detailed description of the allocation methodology must be provided upon request by MHDC.]*

Ineligible Activities

- Staff time spent serving individuals and families above 50 percent of area median income
- Conference costs
- Training costs
- Food purchases
- Emergency shelter and/or office supplies
- Travel costs

Recordkeeping Requirements – Operating Funds

Acceptable Forms of Documentation (both Cost Incurred and Proof of Payment are required)	
Cost Incurred	Proof of Payment
<ul style="list-style-type: none"> • Timesheet and effort/activity report reflecting time spent on eligible activities • Pay stub listing pay periods, employee listed, last four digits of SSN 	<ul style="list-style-type: none"> • Check register or bank statement with payments made and charged to MHTF highlighted and/or returned checks log • Copy of check

Emergency Assistance

Eligible Activities

Rental assistance

Grantees may provide monthly rental assistance payments on behalf of eligible households. The purpose of these funds is to provide short-to medium-term assistance in order to stabilize households that have no other resources or supports to pay their monthly rent amount.

Rental arrears

A one-time payment of up to six months of rental arrears may be provided on behalf of households in need. Arrears can include late fees accrued by the household. Late fees resulting from grantee's failure to pay rent on behalf of a household by the deadline is not considered an eligible use of the Emergency Assistance grant. Grantees are encouraged to assist participants to establish payment plans and negotiate reduced arrears if possible.

Security deposits

Funds may be used to pay for a security deposit that is less than or equal to two months' rent.

Last month's rent

If necessary to obtain housing for a program participant, the last month's rent may also be paid on behalf of the household at the time the first month's rent is paid. The last month's rental assistance cannot exceed one month's rent.

Utility assistance

Grantees may provide monthly utility assistance for gas, electric, water, and sewage on behalf of eligible households. The purpose of these funds is to provide short-to medium-term assistance in order to stabilize households that have no other resources or supports to pay their monthly utility costs.

Utility deposits

MHTF funds may be used to pay for standard utility deposits for gas, electric, water, or sewage.

Utility arrears

Up to six months of arrears for unpaid gas, electric, water, and sewage may be provided to households in need. Arrears can include late fees accrued by the household. Late fees resulting from grantee's failure to pay utilities on behalf of a household by the deadline is not considered an eligible use of the Emergency Assistance grant. Grantees are encouraged to assist participants establish payment plans and negotiate reduced arrears if possible.

Hotel/motel voucher

Where no appropriate emergency shelter is available for a homeless individual or family, grantee may provide hotel or motel voucher. It is the expectation that grantee work with household to create a housing stabilization plan as well as to ensure household's service and housing needs are addressed.

Emergency home repairs under \$1,000

Owner-occupied single-family homes with emergency home repair needs can be assisted through MHTF up to \$1,000. Uses must reasonable and necessary, such as:

- 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 grantee 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)

Mortgage Assistance

Homeowners at imminent risk of foreclosure may receive up to six months of mortgage assistance.

Administrative Expenses

Grantees may use up to ten percent of the total MHTF grant for the payment of administrative costs related to the implementation of MHTF activities. Please see [Administrative Expenses](#) for a list of eligible activities and records to maintain.

Ineligible Emergency Assistance Activities

Utility arrears in excess of six months

Rental arrears in excess of six months

Expenses that are non-necessities (e.g., telephone, cable television, internet, etc.)

Property Taxes

Households with Rental Subsidies

Households that receive a tenant-based or project-based rental subsidy are eligible to be assisted with their portion of their monthly rent amount one time only if they have no other resources, they are literally homeless or at risk of homelessness, and the financial assistance for this use is non-recurring. Households with rental subsidies can be assisted with arrears, security deposits, and utility payments/deposits regardless of the aforementioned criteria.

Lease Sharing

Individuals and/or families that are sharing the same unit but with separate leases should be evaluated independently for eligibility for MHTF assistance. It is the responsibility of the MHTF grantee to ensure and document that the members of the unit are considered separate households with separate leases. If individuals and/or families are sharing a unit and a lease with other individuals and/or families, then they are considered one household and should be evaluated as such when determining MHTF eligibility.

Program Participant Housing Status

Participants that are receiving on-going Missouri Housing Trust Fund (MHTF) assistance maintain their housing status for the purpose of eligibility for additional MHTF assistance or other permanent housing programs dedicated to serving those that are literally homeless, at imminent risk of homelessness, or fleeing/attempting to flee domestic violence (so long as they meet any other additional eligibility criteria for these programs). Program participants maintain their housing status during the time period that they are receiving the MHTF assistance and/or continued case management services. MHTF is intended to assist individuals and families obtain and maintain permanent housing, and it can be appropriate to use as a bridge or back-stop to other permanent housing programs

90-Day Recertification

The purpose of the MHTF Housing Assistance grant is to provide ongoing support to participants in order to achieve housing stability. The Income Verification Worksheet (MHTF-204) and verification of sources of income should be completed at initial intake and updated every 90 days thereafter. At recertification, the sources of income should be current within 30 days. At recertification, grantees need to evaluate households assisted for both need and eligibility, including:

1. Determination of whether or not the household composition has changed; and
2. Verification that household's annual gross income does not exceed 50 percent of AMI; and Verification that the household lacks sufficient resources and support networks to retain housing without MHTF assistance.

Client Recordkeeping Requirements – Emergency Assistance

Record	Criteria	Acceptable Forms of Documentation
Consent Form	<ul style="list-style-type: none"> This signed form gives MHDC the right to review files and verifies safe and decent housing 	<ul style="list-style-type: none"> MHTF Consent Form (CI-102) signed by the head of household within 30 days of first instance of assistance The Consent Form only needs to be signed once per household per grant year
Income Verification Worksheet	<ul style="list-style-type: none"> Used to calculate household's income eligibility 	<ul style="list-style-type: none"> Income Verification Worksheet (MHTF-204)
Verification of Sources of Income	<ul style="list-style-type: none"> Third-party verification of proof of gross income is needed for all members of the household age 18 and over Must be dated within 30 days of first instance of assistance 	<ul style="list-style-type: none"> Pay stubs, SSI/SSDI award letter/printout, child support statement, EBT statement for TANF No income (18 and older): Certification of Zero Income (CI-109) If income source documents are unobtainable, third-party written verification (e.g., employer, benefits administrator) will be accepted (CI-112) If participant is self-employed, Self-declaration of Income (CI-103) will be accepted. It is preferable to obtain third-party source documentation to accompany the form.
Photo Identification	<ul style="list-style-type: none"> Needed for all members of the household age 18 and over 	<ul style="list-style-type: none"> Driver's license, state ID, temporary ID/license, 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 Identification	<ul style="list-style-type: none"> Card/number needed for all members of the household 	<ul style="list-style-type: none"> Social Security Card, printout from social security office
Services/Case Management Documentation	<ul style="list-style-type: none"> Assessing, arranging, coordinating, and monitoring delivery of services to facilitate housing stability 	<ul style="list-style-type: none"> Case notes or other documentation of services provided
Proof of participant housing status/ Proof of Need	<ul style="list-style-type: none"> Proof of household's current living situation Documentation of the amounts/types of assistance needed for the household to gain stability in permanent housing as well as lack of other supports/resources to assist 	<ul style="list-style-type: none"> Written certification by service provider, eviction notice, self-certification by head of household(only acceptable if attempt has been made for third party verification) , or case notes; and Copy of bill, current lease agreement or eviction notice CI-104 Housing Status Certification CI-105 Self-declaration of Housing Status
Proof of Payment	<ul style="list-style-type: none"> Payment must be made on or before deadlines stated in the lease 	<ul style="list-style-type: none"> Copy of check; and Check register showing payment cleared highlighted and/or returned checks log

Home Repairs/Modifications

All home repair or rehabilitation activities and costs must be performed to assist low-income homeowners at or below 50 percent AMI and must be performed on eligible owner-occupied, single-family properties.

Eligible Uses

Costs to meet local codes

Repair, replacement, or updating of items such as roof, electrical wiring, GFCI and AFCI outlets, installation of vinyl siding, installation of smoke & radon detectors.

Remediation of environmental hazards including lead-based paint, radon, asbestos, and removal of underground oil tanks.

Costs may include activities such as capping/painting of window trim and sashes, interior wood trim, and exterior; removal and disposal of asbestos pipe insulation or siding; testing and clearance reports; and termite/pest control.

Accessibility improvements

Costs may include activities such as installation or repair of ramps, handrails and grab bars, replacement of bathtubs with wheel-in showers, lowering of items such as sinks, electrical switches, and cupboards, widening doorways, repair of existing attached garages when incidental to other code required work or to achieve reasonable accommodation of a disabled person, and provision of bathroom or bedroom space on the first floor level of the dwelling.

Energy Improvements

- Installation of heating or cooling systems
- Caulking, weather-stripping and other methods of reducing air infiltration
- Storm or thermal windows and doors, thermal shades or shutters
- Thermal insulation for ceilings, walls, floors, roofs. Foundations, pipes, ducts and water heaters including interior vapor barrier and ventilation
- Heating/cooling system modifications
 - Furnace maintenance and improvements to increase energy efficiency
 - Automatic clock thermostats
 - Replacement burners which reduce the amount of fuel used
 - Flue opening modifications
 - Electrical or mechanical ignition systems which replace gas or pilot light
 - Replacement furnace boiler
- Foundation or structural repairs
- Chimney repair/replacement

- Hot water systems
- Any other improvement which is demonstrated by a residential energy audit performed by an energy auditor licenses under state law to have a payback period of not more than fifteen (15) years (energy efficiency savings)
- Chimney repair/replacement

Septic Repair/Replacement

Rehabilitation or replacement of failed or failing septic systems for single-family residences is allowed if located on the property. These monies may also be used to replace “straight pipe” systems. Licensed engineers must design the system and must comply with all applicable state and local codes and regulations.

Repair, replacement or upgrade of existing wells

On-site infrastructure costs (such as electrical wiring and connections and sewer and water piping) and off-site utility connections from the property line to an adjacent street

Soft Costs

In addition to the hard costs of repairing or rehabilitating a house specified above, actual reasonable and necessary soft costs are also eligible for MHTF use, including:

- Testing/inspection fees
- Inspections from a third party inspector not currently on the agency’s payroll
- Architectural/engineering services
- Building permits
- Flood letters
- Dumpster rentals, etc.

Costs associated with hard or soft cost items that are provided by the grantee and not by a third party shall be treated as part of the administrative costs and shall not be considered hard or soft costs.

Administrative Expenses

Grantees may use up to ten percent of its total MHTF grant for the payment of administrative costs related to the implementation of MHTF activities. Please see [Administrative Expenses](#) for a list of eligible activities and records to maintain.

Agency Inspections

Agencies may be reimbursed for lead inspections performed by their own qualified staff inspectors. Reimbursement is capped at \$400 and will be a soft cost. Any additional inspections (walk through, code verifications, etc.) will be paid out of the agency’s administration cost allowance. The agency may still opt for using a third party inspection service. The agency will then be reimbursed for the actual charges incurred. Invoice copies must be retained in the files.

Contractor Requirements

All contractors that work on MHTF home repair projects should meet the following criteria:

- They should be a licensed contractor or equivalent locally issued license
- Be in good standing with the state of Missouri
- Carry a minimum of \$150,000 in liability insurance
- Carry proof of worker's compensation insurance as required by Missouri law
- Carry proof of automobile insurance

Ineligible Home Repair Uses

Ineligible costs include those repairs that are not "reasonable and customary" and are considered luxurious in nature. Listed below are ineligible uses. This is not an all-inclusive list; items not appearing are not automatically eligible. For any questions regarding allowable improvements **prior** to work please contact Caty Field with any questions: catherine.field@mhdc.com or (816) 759-7228.

- Appliances
- Additions to home
- Installing public infrastructure where none previously existed
- Kitchen updates and other décor
- Furniture, personal property
- Carpet and linoleum replacement
- Attached greenhouses
- New construction of garages
- Projects for barns, sheds, outbuildings
- Construction of new home or a shell home
- Construction of a new deck or patio
- Fences
- Fire Extinguishers
- Reimbursement for repairs/materials paid for by homeowner(s)
- Non-essential fireplace improvements
- Generators
- Heating fuel
- Hot tub, Jacuzzi, whirlpool bath, sauna, bath house
- Landscaping (unless accessibility issues occur)
- Pier, steps to lake or water, etc.
- Portable heaters
- Steam cleaning of exterior surface
- Tree surgery or removal
- Unfinished structures
- Paying debts of the homeowner such as mortgages or delinquent taxes
- Vacuum cleaner central systems

Owner-Occupied Homes

Funds can only be used for owner-occupied homes, defined as:

- A home occupied by one or more persons having ownership in fee simple title subject only to mortgages, deeds of trust, liens or instruments securing debt on the property, or other restrictions that do not impair the good and marketable nature of title to the ownership interest and such person(s) occupy the home as a principal residence; or
- A home that is inherited with multiple owners in which title has been passed to several persons by inheritance and in which at least one of the heirs with a divided ownership interest occupies the house as his or her principal residence; or
- A home involving a life estate (life estate property) in which the occupant has the right to live in the housing for the remainder of his or her life, does not pay rent and resides in the home as his or her principal residence; or
- A home held in an inter vivos trust (living trust property) which holds legal title, but in which the occupant is the beneficiary of the trust, holds equitable title and resides in the home as his or her principal residence.

Ownership under a contract for deed, installment contract, or land sales contract is not considered homeownership.

Improvements to Manufactured Housing

Manufactured housing must meet the following criteria to be eligible for assistance:

- The home must be permanently attached to the land by means of poured concrete foundation (e.g., poured concrete, mortared concrete/cinder blocks on poured concrete, etc.), the adequacy of which shall be determine by MHDC in its discretion
- The home must be permanently connected to water, sewer, electric, fuel, and similar facilities or utilities
- The wheels, axles, and hitch must be removed
- MHTF dollars cannot be used for improvements if the manufactured house is located on leased/rented land

Client Recordkeeping Requirements – Home Repairs/Modifications

Record	Criteria	Acceptable Forms of Documentation
Consent Form	<ul style="list-style-type: none"> This signed form gives MHDC the right to review files and verifies safe and decent housing 	<ul style="list-style-type: none"> MHTF Consent Form(CI-102) signed by the head of household within 30 days of date of intake The Consent Form only needs to be signed once
Income Verification Worksheet	<ul style="list-style-type: none"> Used to calculate household's income eligibility 	<ul style="list-style-type: none"> Income Verification Worksheet (MHTF-204)
Verification of Sources of Income	<ul style="list-style-type: none"> Third-party verification of proof of gross income is needed for all members of the household age 18 and over Proof of income must be dated within 30 days of instance of assistance Benefit documentation must be dated within the current year 	<ul style="list-style-type: none"> Pay stubs, SSI/SSDI award letter/printout, child support statement, EBT statement for TANF No income (18 and older): Certification of Zero Income (CI-109) If income source documents are unobtainable, third-party written verification (e.g., employer, benefits administrator) will be accepted
Proof of Payment	<ul style="list-style-type: none"> Documentation that expenses billed to MHTF were paid All payments must be made within 90 days of date of intake 	<ul style="list-style-type: none"> Invoices/receipts AND Check register with payments made by MHTF highlighted and/or returned checks log
Photo Identification	<ul style="list-style-type: none"> Needed for all members of the household age 18 and over 	<ul style="list-style-type: none"> Driver's license, state ID, temporary ID/license, 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 Identification	<ul style="list-style-type: none"> Card/number needed for all members of the household to document number of individuals in the household 	<ul style="list-style-type: none"> Social Security Card Print out from social security office
Proof of homeownership	<ul style="list-style-type: none"> Proof of home ownership 	<ul style="list-style-type: none"> Copy of recorded warranty deed or quit claim deed
Proof of three bids	<ul style="list-style-type: none"> Bids must be obtained from separate contractors to allow for competitive pricing quotations 	<ul style="list-style-type: none"> Request for quotation showing that bids were solicited from a minimum of three parties, with returned bids
Work Write-Up	<ul style="list-style-type: none"> Detailed description of scope of work to be completed 	<ul style="list-style-type: none"> Approved bid, invoices or work order
Before and after pictures	<ul style="list-style-type: none"> Clear pictures showing improvements to home 	<ul style="list-style-type: none"> Before and after pictures of elements of rehabilitation; must be dated
Final Inspection (MHTF-219)	<ul style="list-style-type: none"> Final inspection to ensure work meets applicable standards 	<ul style="list-style-type: none"> Completed and signed by inspector/grantee
Certificate of Completion (MHTF-220)	<ul style="list-style-type: none"> Certification of proper completion of work to the satisfaction of the homeowner 	<ul style="list-style-type: none"> Completed and signed by homeowner and grantee
Regulatory Agreement (if applicable)	<ul style="list-style-type: none"> Legal contract between homeowner and MHDC for MHTF projects costing between \$2,000-\$10,000 	<ul style="list-style-type: none"> Recorded regulatory agreement (2 or 5 year)

Construction/Rehabilitation

Construction/Rehabilitation funds can be used by agencies for construction needs as well as rehabilitation of facilities to improve services in the community. Grantee must enter into a Land Use Restriction Agreement and certify annually for a period of 18 years that all clients served in the site where MHTF funds were used were at or below 50 percent area median income.

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 International Residential Code. All work will be inspected by an MHDC Compliance Officer to ensure proper building procedures and grant requirements are followed.

Eligible Activities

New Construction

Agencies may use MHTF dollars for new construction projects to broaden their reach and scope of housing services to their area.

Rehabilitation

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.

Administrative, Executive and Clerical

Employees or workers whose duties are primarily administrative, executive, or clerical are excluded from Prevailing Wage requirements and should not be paid through MHTF Construction funds. Examples include superintendents who do not perform physical construction labor, office staff, bookkeepers, and messengers.

Reporting

Contractor Invoice Documentation

Construction support will be submitted with all construction back-up. For each cost detailed (each line item) on the Construction Detail report, grantee should maintain Cost Incurred and Proof of Payment as detailed below.

Acceptable Forms of Documentation (both Cost Incurred and Proof of Payment are required)	
Cost Incurred	Proof of Payment
<ul style="list-style-type: none"> • Invoice • Payroll forms 	<ul style="list-style-type: none"> • Check register or credit card statement with payments billed to MHTF highlighted and/or returned checks log

Administrative Expenses

Housing Assistance, Emergency Assistance, and Home Repair grantees can use up to ten percent of the total grant awarded for expenses necessary to the administration of MHTF. Grantees do not need to use the full amount allotted for administrative expenses if they would prefer to provide more direct financial assistance instead.

Eligible Activities

- Salaries and benefits associated with staff engaged in grant and program administration
- Administrative services contracted to outside parties, including maintenance activities, general legal, accounting and auditing services. Maintenance activities include routine, necessary, and minor measures to upkeep office space equipment and fixtures, and/or preventative measures to keep the building and its property functioning properly.
- Office supplies and equipment
- Mileage costs associated with assisting clients with MHTF (e.g., transporting clients, meeting clients at home to conduct intakes, home repair inspections, etc.)

Ineligible Administration Activities

- Conference costs
- Training costs
- Food purchases
- Emergency shelter supplies
- Mileage costs when clients are not present and/or are not being assisted

Administrative Records to Maintain

Grantees requesting reimbursement for these types of expenses need to detail them in the Administrative Detail section of the Back-Up form. Supporting documentation for the expenses will be reviewed by MHDC's Compliance Officer at on-site compliance visits. The chart below details the documentation requirements for administrative costs billed to MHTF.

Activity	Acceptable Forms of Documentation (both Cost Incurred and Proof of Payment are required)	
	Cost Incurred	Proof of Payment
<ul style="list-style-type: none"> • Bills paid • Services performed • Office supplies/equipment 	<ul style="list-style-type: none"> • Invoice • Receipt 	<ul style="list-style-type: none"> • Check register or credit card statement with payments made by MHTF highlighted and/or returned checks log
<ul style="list-style-type: none"> • Mileage costs 	<ul style="list-style-type: none"> • Travel request which includes date(s) of travel, from/to, purpose of travel, number of miles, and total mileage costs 	<ul style="list-style-type: none"> • Check register or credit card statement with payments made by MHTF highlighted and/or returned checks log
<ul style="list-style-type: none"> • Salary/Benefits 	<ul style="list-style-type: none"> • Pay stub listing pay periods, employee listed, last four digits of SSN 	<ul style="list-style-type: none"> • Copy of pay stub • Bank statements showing cleared payroll

Income Eligibility

As set forth in the RSMo 215.034 Statute all households assisted through the MHTF are required to be at or below 50 percent of the Area Median Income (AMI). MHTF Housing Assistance, Emergency Assistance, and Home Repair grantees should use the MHTF Area Median Income Limits form (MHTF-206) in conjunction with the Income Verification Worksheet (MHTF-204) to determine households' income eligibility. If the AMI for the county of service is lower than the Missouri state AMI, grantee shall use the AMI for the state to determine eligibility. The Area Median Income Limits are to be used throughout the entire FY2019 grant year unless otherwise notified by MHDC. MHTF bases its income calculation method from HUD's Handbook 4350.3, Chapter 5, Section 5-5; grantees should refer to this guidance for the correct calculation of income.

Standard Forms of Income Grantees are expected to utilize the list below when calculating a household's income.

Inclusions:

- Income from all members of the household age 18 and over
- Gross wages from employment
- Full amount of periodic payments
- Unemployment Benefits, Worker's Compensation, Severance
- Entitlements (e.g., TANF, SSI, SSDI, etc.)
- Periodic and determinable allowances (alimony and child support)
- Net income from business operations
- Self-employment (e.g., child care, housekeeping, contracted work, etc.)
- Interest, dividends or other net income from personal property
- Unearned income from children under 18 years of age (i.e., benefits paid to adult member of household on behalf of a minor)

Exclusions:

- Earned 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 per year for full-time students 18 years and older (excluding Head of Household and spouse)
- Adoption assistance payments
- Amounts paid by state to household with a developmentally disabled child to keep them in the home
- Food Stamps, WIC Payments

Additional Forms of Income Grantees are expected to utilize the list below when calculating a household's assets. Income earned from the cash value of a household's assets should be included in the total income. If the net household's assets have a cash value of \$5,000 or over, annual income must include the greater of:

- The actual income from the assets; or
- Imputed income from the assets. (Impute income by multiplying total net household assets by the passbook rate specified by HUD. See HUD Handbook 4350.3: Chapter 5)

Inclusions:

- A mortgage or deed of trust held by an applicant
- 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 (e.g., clothing, furniture, antique cars, 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

- Assets not accessible to and that provide no income
- Term life insurance policies
- Assets that are part of an active business

Direct Assistance Timeframe

It is MHDC's expectation that MHTF Housing Assistance, Emergency Assistance, and Home Repair grantees serve eligible households in a timely manner. For Housing Assistance and Emergency Assistance, a timely manner is considered financial assistance paid on behalf of the household within 30 days of the date of intake. Home Repair grantees are expected to coordinate pre-inspections, acquire bids, and begin repairs within 90 days of the date of intake. In the event that grantee is unable to serve the household within the allotted timeframe, their file needs to be documented with an explanation of the factors that contributed towards not meeting this requirement as well as written approval from MHDC.

Termination and Grievance Procedures

All MHTF grantees must have written policies in place that address termination and grievance procedures for program participants that violate program requirements. The policies should detail the program requirements, the termination process, and the grievance procedure for all clients served with MHTF. The policies must also detail the timeline and method for notifying clients of their termination, as well as the process to allow clients to appeal the decision. When determining whether program violations merit termination, grantees should consider all extenuating circumstances in order to ensure that assistance is only terminated in the most severe situations. Termination does not prohibit the program from providing further assistance at a later date to the same individual or family. Policies should be retained by grantee and made available upon request by MHDC.

Prioritizing Assistance

MHTF Housing Assistance, Emergency Assistance, and Home Repair grantees should develop or update current written prioritization standards in relation to administration of its MHTF grant(s). Program Guidelines should clearly detail policies and procedures for assessing eligibility for assistance and determining and prioritizing which eligible individuals and families will receive assistance. Program Guidelines should address grantee's unique eligibility requirements for assistance as well as the priority given to those most vulnerable or with the most severe housing needs. Grantees should align themselves with its Continuum of Care's priorities and Coordinated Entry systems. Procedures should be retained by grantee and made available upon request by MHDC.

Homeless Management Information System

Homeless Management Information System (HMIS) is a database that records and stores client-level data regarding the delivery of housing and services to households who are homeless and/or at-risk of homelessness. All agencies providing Emergency Assistance and Housing Assistance are required to enter data into the HMIS of their Continuum of Care. Grantees serving victims of domestic violence are required to enter data into a comparable database. The data must be entered into the HMIS that represents the county of service. If the grantee provides MHTF assistance in multiple Continua, HMIS data must be entered into the appropriate HMIS. Grantees are responsible for ensuring that all data collection within HMIS and comparable databases are in compliance with HUD HMIS Minimum Data Standards, therefore grantees should work with HMIS providers to ensure they are trained on proper data entry, etc.

Continuum of Care 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 attend at least 75 percent of all Continuum of Care (CoC) meetings in the Continuum in which the majority of MHTF grant funds is allocated. These meetings bring together many different agencies working toward the improvement of housing and ending homelessness in the state of Missouri. The MHTF grantee will be required to submit an attendance tracking sheet for meetings attended at the close out of the grant. It is the grantee's responsibility to provide the CoC representative with an attendance tracking sheet within the requested timeframe to complete after each meeting that is attended. MHDC acquires feedback from each CoC chair regarding the agency's level of participation which may be assessed on future MHTF applications for funding. The list of Missouri Continua is located on the Missouri Governor's Committee to End Homelessness website at: <http://www.endhomelessnessmo.org>

Coordinated Entry System

All Missouri CoCs are required to develop a coordinated entry system in accordance with requirements established by HUD. A coordinated entry system should provide easy access for households seeking housing or services. Non-victim Housing Assistance and Emergency Assistance service providers within the Continuum of Care's area must use that assessment system to ensure consistent screening, assessment, prioritization and referral of program participants. Victim services providers may choose not to use the Continuum of Care's coordinated entry system.

Monitoring

In order to track a grantee's program compliance with Missouri state statute and MHDC regulations, ensure accurate spending of MHTF, prevent fraud and abuse, and identify technical assistance needs,

MHDC staff will monitor grantees' by conducting on-site compliance reviews as well as through review of all financial documentation submitted to MHDC.

On-Site Compliance Visits

On-site compliance visits will be conducted at a location designated by the grantee. The MHDC Compliance Officer will review instances of assistance for Housing Assistance, Home Repair and Emergency Assistance grants. Compliance Officer will review 50 percent of the instances of assistance with a minimum of ten and a maximum of twenty-five randomly chosen instances per visit. This information is gathered from the HMIS Client Detail Report submitted with grantee's back-up. The Compliance Officer will not provide the grantee 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 Operating Funds grants, Compliance Officer will review 50 percent of the amount of operating expenses that have been submitted to MHDC for payment.

The requested files are expected to be produced within fifteen (15) minutes of the Compliance Officer's arrival. Failure to produce requested files within fifteen (15) minutes will result in a compliance violation*. Therefore, it is vital that a grantee staff member is always available to assist the MHDC staff member as needed at the location and during the times provided by grantee.

* The only exception is if a staff member is assisting a client.

Announced Visit

The announced site visit is scheduled by the Compliance Officer with the grantee. If MHDC staff is unsuccessful in scheduling a site visit after three attempts have been made via telephone and/or e-mail, MHDC staff will notify the grantee informing them that they have 15 days to schedule a site visit, otherwise their funding will be suspended and grantee will be considered out of compliance until the visit is scheduled.

Unannounced Visit

MHDC staff members have the right to conduct unannounced visits at the location(s) and times furnished by the grantee on the Site Contact Form (CI-102)). It is the grantee's responsibility to notify MHDC if business hours change or if the grantee will be closed for an extended amount of time. Unannounced site visits are conducted based on certain factors, including but not limited to, agency's prior history with MHTF, outcome of announced visit, and fulfilling grant requirements such as timely and accurate submission of Requests for Payment and Back-Up. MHDC will not conduct site visits on state or federal holidays.

Electronic Files

If the grantee elects to maintain electronic files in lieu of paper files, the grantee will be required to print off all required documentation for compliance visits. As with all files, the time limit to produce these files is fifteen (15) minutes during a site visit.

Exit Interview

At the conclusion of the site visit, the Compliance Officer will discuss the findings of the visit with the appropriate grantee staff member(s). The Grantee will be given the opportunity to discuss the findings as well as any other questions and concerns with the Compliance Officer. The Compliance Officer will conduct a written exit interview in order to ensure that grantee representative is in agreement with the outcome of the visit, as well to documents any follow-up actions required by MHDC and/or grantee. The final compliance status is determined at the discretion of CI Management.

Monitoring Notification

After completing an on-site visit, MHDC staff will prepare a notification detailing the results of the review, including any minor or major findings, areas for improvement, corrective actions that need to be taken and the deadline to complete these actions.

Compliance Violations

Out of Compliance

If the MHDC staff member finds that the grantee is out of compliance, the MHDC staff member will record that the grantee is out of compliance. Until the MHDC staff member has verified that the issue(s) has/have been resolved, funding will be suspended.

If the grantee is found out of compliance they will need to submit a Corrective Action Plan (CAP) detailing the reason(s) for out of compliance status and how the findings will be corrected. Depending on the reason(s) for out of compliance status, grantee may also be subject to a follow-up site visit conducted by MHDC staff in order to ensure that the issues have been resolved.

If an agency is found out of compliance with a MHTF grant, funding will be suspended for all other MHTF grants that the agency has been awarded. Once the grantee is found back in compliance with the MHTF grant in which they were found out of compliance, funding will be reinstated for all MHTF grants that the agency administers.

If the issue(s) that caused the grantee to be out of compliance are resolved after the CAP and/or follow-up site visit review, the Compliance Officer will notify the grantee that their funding is no longer suspended. If the issue(s) that caused the grantee to be out of compliance are still not resolved after the CAP and/or follow-up site visit review, the Compliance Officer will notify the grantee of their findings

and funding will be suspended for all grants that the agency has been awarded through the Community Initiatives department.

Consequences for Non-Compliance

The following violations will be noted in grantee's records, and points may be assessed during future application cycles:

- Grant partially or fully recaptured (i.e., funds not fully expended by the end of the grant term)
- Less than half of files reviewed at an on-site visit had missing or incomplete information
- Funds not drawn quarterly
- Grant not fully closed out by deadline
- Grantee not within ten percent of Minority/Women-Owned business application projections at close out
- Grantee not within ten percent of 25/50 percent Area Median Income application projections at close out

The following violations will result in grantee being out of compliance, which will require MHDC to suspend funding for all MHTF grants, assess points for future applications, and in most instances, a Corrective Action Plan will be required in order to reinstate compliance:

- More than one-half of files reviewed during on-site compliance visit contained findings
- Files were unable to be reviewed during the site visit
- Files were not produced within 15 minute time frame
- Grantee will not schedule visit; after three attempts and no response from request sent within 15 days of date of request
- Grantee accommodations deemed to be unsafe or unsanitary; allegations of clients being put in danger by grantee

Grant Close Out

Once all funds have been expended, grantee is required to close out their grant. The close out process consists of several components:

1. Close Out form (MHTF-227)
2. Updated Sources and Uses (MHTF-209)
3. Continuum of Care Attendance form (CI-107)
4. All funds backed up

All complete and final close out information needs to be submitted electronically to Caty Field on or before 5:00 p.m. on April 30, 2020. Any funds that are not backed up by the deadline will be recaptured.

Appendix A – Initial Grant Documents

Before any funds can be released, all required initial grant documents must be completed and received by MHDC on or before 5:00 p.m. April 29, 2019. All documents must be submitted in hard-copy to MHDC’s Kansas City office. Grantees with multiple FY2019 MHTF grants must submit required documentation for each grant (i.e., agencies cannot submit one of each required document for multiple MHTF grants).

Authorized Signature Card (CI-101)

Description: This form designates all authorized signatories for each grant. All documents that are required to be signed by grantee must be signed by authorized signatories only. If an unauthorized person signs any MHTF document, the document will be rejected.

Completion Instructions: Form must designate at least two authorized signatories. The form must have original signatures from all designated signatories (i.e., no signature stamps should be used). Please note the Authorizing Official must sign in the Authorizing Official box as well as at the bottom of the form.

Grant Agreement

Description: The grant agreement is required for all grantees. The grant agreement specifically details the requirements and expectations for the administration of the grant. It is the grantee’s responsibility to know and adhere to all provisions set forth in the grant agreement.

Completion Instructions: There are three places where the Grant Agreement must be completed by grantee:

1. Signature page – requires signature and notary.
2. Workforce Eligibility Affidavit – requires signature and notary; and,
3. Rider B – requires signature.

All signatures must be original and by an authorized signatory as designated in the Authorized Signature Card (CI-101). The entire original signed, notarized agreement must be returned to MHDC to be considered complete. If any pages of the grant agreement are missing, the grant agreement will be considered incomplete. Failure to submit a fully complete, properly executed grant agreement before April 29, 2019 will result in recapture of the grant.

Site Contact Form (CI-102)

Description: This form ensures that MHDC has updated information for the upcoming grant year, including staff contact information, office location(s), hours of operation, and any other relevant information. Please note that the information provided will be used to conduct scheduled and unscheduled site visits.

Completion Instructions: Complete information pertaining to the grant indicated at top of form. If grant contact or hours of operation change, grantee is responsible for

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submitting an updated Site Contact Form (CI-102) to Caty Field via email.

Direct Deposit Form (CI-100) and Blank Check

Description: All disbursements from MHDC to grantee will occur using an Electronic Funds Transfer (EFT). The Direct Deposit Form provides MHDC with the grantee's banking information for the electronic transfer. A blank voided check from the indicated banking institution is also required to be submitted with the Direct Deposit form. If the agency does not have access to a blank voided check a letter from the bank confirming the account and routing number will be accepted. **Please note that by default your grantee's banking information will be updated for ALL MHDC accounts. If the banking information provided is for Missouri Housing Trust Fund or one grant ONLY – it must be indicated on the Direct Deposit Form.**

Completion Instructions: Form must be signed with original signatures by authorized signatory.

Sources and Uses - Updated (MHTF-209)

Description: The Sources and Uses details the program budget and how MHTF grant will be used for the grant funding period.

Completion Instructions: Grantee shall update the Sources and Uses from what was initially provided at time of application. The updated Sources and Uses should reflect the actual amount of MHTF funds awarded for this grant. If grantee received more than one MHTF grant that will be used in the same program, the funds should be designated in separate columns.

E-Verify Memorandum of Understanding (MOU)

Description: The E-Verify MOU is an agreement between the Department of Homeland Security (DHS) and Grantee stating that grantee agrees to participate in the Employment Eligibility Verification Program (E-Verify).

Completion Instructions: Grantees that have not previously been funded through MHDC CI Department shall submit a copy of the full and complete MOU generated from DHS' online E-Verify system.

Certificate of Liability Insurance

Description: The Certificate of Insurance is a one page summary of current Liability Insurance held by grantee. The insurance held by grantee may include: General Liability, Automobile Liability Umbrella Liability, Excess Liability, Worker's Compensation and Employers' Liability. The Certificate of Liability Insurance must be current. If coverage lapses during the grant year, grantee must provide MHDC with an updated Certificate.

United Way 2-1-1 Registration

Description: United Way 2-1-1 is a phone number that individuals can call in order to receive needed resources in their area. In order to be a reliable resource for households in need, organization's need to submit updated information as changes arise.

Completion Instructions: Grantees are required to register/update their organization's information on the United Way's website, and print the webpage showing the organization's information is available. Additional instructions are located on the United Way's website at: <http://www.211helps.org/agency/get-listed>

Housing Assistance Client Contribution Certification (MHTF-233)

Applicable Grant Type(s): Housing Assistance & Emergency Assistance

Description: This Certification designates whether or not grantees will require all households receiving rental assistance through MHTF to pay 30 percent of their gross monthly income towards their monthly rent amount. Grantee must implement designated selection for all households provided with MHTF assistance.

Completion Instructions: Grantee will check one of two boxes to specify if they will or will not require client contributions towards rent. Grantee must abide by the option designated on this Certification for the entire MHTF grant period.

Land Use Restriction Agreement (Construction)

Description: The Land Use Restriction Agreement (LURA) for construction grantees is an agreement between grantee and MHDC stating that the grantee will adhere to terms of the LURA for a period of eighteen (18) years following the date of the last disbursement of the grant. Terms of the LURA include but are not limited to 100 percent of persons served in building bound by the LURA are required to be at or below 50 percent AMI.

Completion Instructions: A LURA will be provided to the grantee to review, sign, and have notarized. Once complete, grantee will mail the hard-copy, original LURA to MHDC for recording.

Appendix B – Client File Forms

Income Verification Worksheet (MHTF-204)

Applicable Grant Type(s):	Housing Assistance, Home Repair, Emergency Assistance
Due Date:	Income eligibility must be certified at first instance of assistance with MHTF. If household is receiving ongoing MHTF financial assistance, income needs to be re-certified every 90 days thereafter. At each income eligibility certification, proof of income must be current within 30 days.
Required:	Yes
Submission / Retention:	Retained in client file
Description:	This form is intended to be used to verify income eligibility as well as to summarize all assistance details for instances of assistance.
Completion Instructions:	<ol style="list-style-type: none"> 1. Household Information: Complete Household information for all members of the household. The “Total Number of Members in Household” will automatically calculate depending on the number of persons listed in the Household Members section. The number of members in the household is used to automatically calculate the AMI for the household size; therefore, it is very important that all members of the household are included in that section. 2. Gross Annual Income: This section must be completed in order to calculate Area Median Income. Once all the members of the household are listed, gross income will need to be calculated for all adult members age 18 and older. There are ten lines in this section for income to be detailed. A separate line should be completed for each source of income received by household member. See HUD Handbook 4350.3 for complete instructions on calculating income. 3. Income from Assets: List the amounts of all assets received by each household member in the designated table. If one or more household members share assets, the respective asset only needs to be listed one time in this section. See HUD Handbook 4350.3 for complete instructions on calculating income from assets. 4. Area Median Income (AMI): Once the income and assets have been completed for all members of the household receiving income, the AMI can be calculated. Choose the county of service from the drop down. If the county of service is not listed then that county’s AMI is lower than the State AMI and the “MISSOURI - State” should be selected. If “MISSOURI – State” is selected, please also select the county of service from the drop down. Once the appropriate county is selected the AMI breakdown for that selection will populate. The total household income is automatically calculated from the individual income/asset calculation charts. The service provider can then compare the household income to the AMI breakdown for the county of service to determine if household meets income eligibility requirements.

- 5. Assistance Information:** This section summarizes the assistance information that is required to be kept for MHTF files. This is information that MHDC staff will look at in the client file during site visits.

Employer Verification Form (CI-112)

Applicable Grant Type(s): Housing Assistance, Home Repair, Emergency Assistance
 Due Date: Income eligibility must be certified at first instance of assistance with MHTF. If household is receiving ongoing MHTF financial assistance, income needs to be re-certified every 90 days thereafter. At each income eligibility certification, proof of income must be current within 30 days.
 Required: Yes, if client is employed but cannot provide documentation of income from employment
 Description: This form is intended to be completed by the employer to verify the individual's income.
 Completion Instructions: Grantee will complete the top section of the form detailing where the form should be returned. The individual seeking assistance will sign and date the form authorizing the employer to release the individual's employment information. The employer will then complete the bottom half of the form, listing the client's employment information, as well as the employer's contact information and signature.
 Submission Instructions: Retained in client file

Certification of Zero Income (CI-109)

Applicable Grant Type(s): Housing Assistance, Home Repair, Emergency Assistance
 Due Date: Completed at first instance of assistance, and re-certified every 90 days thereafter for households receiving ongoing MHTF financial assistance
 Required: Yes – All members of household without income, 18 and over
 Description: A Certification of Zero Income form must be completed and signed by all recipients of the household, age 18 and over, that does not have income. The current CI-109 form is the only acceptable form of certification of zero income and other versions or alterations of this form will not be accepted.
 Completion Instructions: All members of household without income, 18 and over must sign a Certification of Zero Income. The date of the form must be within 30 days of the instance of assistance. The original, signed form should be retained in the client file.

Consent Form (CI-108)

Applicable Grant Type(s): Housing Assistance, Home Repair, Emergency Assistance
 Description: The Consent Form authorizes MHDC to review the household's file and also certifies safe, decent, and sanitary housing. The consent form must be completed and signed by head of household before first instance of MHTF assistance. The MHTF Consent Form is the only acceptable consent form and other versions or alterations of this form will not be accepted.

Completion Instructions: The head of household must sign the Grant Recipient’s Consent to Release Information at intake. The head of the household only needs to sign the form one time during the grant year. The date of the form must be within 30 days of the first instance of assistance. The head of household must also check one of the boxes at the bottom of the consent form certifying whether or not housing is safe, decent, and sanitary. If a box is not checked then the form is not considered complete. If recipient checks the “IS NOT” box, please address agency’s efforts to remedy the housing conditions in the client’s file. The original signed form retained in client file.

Area Median Income Limits (MHTF-206)

Applicable Grant Type(s): Housing Assistance, Home Repair, Emergency Assistance
Description: The Area Median Income Limits designate the maximum income limits, by household size, allowable by MHTF for the grant funding period. This break out of AMI by household is calculated by MHTF statute. These income calculations should be referred to when determining household’s income eligibility. If specific county is not listed, grantee should refer to the “Missouri – State” section at the top of the document.

Fair Market Rents (MHTF-207)

Applicable Grant Type(s): Housing Assistance, Emergency Assistance
Required: Yes – If grantee owns property where rents are paid. It is strongly recommended that Fair Market Rent guidelines are followed when paying rent outside of grantee’s property.
Description: Fair Market Rents as determined by HUD. These will be in effect for the entire MHTF grant funding period. Adhering to Fair Market Rents is required for grantees paying rent on property owned by grantee.

Two-Year Regulatory Agreement / Five-Year Regulatory Agreement

Applicable Grant Type(s): Home Repair
Description: The Regulatory Agreement is between the homeowner receiving services and MHDC. The Agreements binds the homeowner to MHDC for two or five years to prevent home owner from selling property for profit. Any home repair grant given to an income-eligible owner expending less than \$2,000.00 of the MHTF dollars **does not** require a regulatory agreement. The maximum amount of MHTF dollars utilized for one home is \$10,000. If MHTF funds are matched with other funding sources, the grant recipient must identify the exact amount of MHTF dollars used per household in order to determine if a Two-Year or a Five-Year Regulatory Agreement should be completed.

<u>MHTF Home Repair Costs</u>	<u>Regulatory Agreement</u>
\$0 - \$1,999.99	Not Required
\$2,000 - \$4,999.99	Two-Year Regulatory Agreement
\$5,000 - \$10,000	Five-Year Regulatory Agreement

- Completion Instructions: If the MHTF portion of a project will cost \$2,000 or over, the following items must be sent via email to Caty Field for approval before any work can begin on the property:
1. Two-Year or Five-Year Regulatory Agreement – filled out and the agreement must be fully signed and notarized with original signatures
 2. Exhibit A - the legal description (found on the warranty deed/quit claim deed) must be copied verbatim to the Exhibit A section of the regulatory agreement
 3. Recorded copy of warranty or quit claim deed
- Submission Instructions: The above items must first be scanned and sent via email to Caty Field for approval before sending in the original documents. Once approved, the grantee will mail the hard-copy regulatory agreement, with live signature and notary, to MHDC. Work may not begin on any project until MHDC staff notifies the grantee that the original approved documents have been received. MHDC will record the regulatory agreement, mail a recorded copy to the homeowner, and email an electronic copy to the grantee for their records.

Home Repair Final Inspection Report (MHTF-219)

- Applicable Grant Type(s): Home Repair
- Description: This report indicates that, at minimum, the three criteria detailed on the report have been met for every home repair project.
- Completion Instructions: All blanks, including date must be completed. The report is signed by the grantee. This report should be completed for every home repair project after all repairs have been completed. All criteria indicated on report must be met for every project.
- Retention Instructions: The completed and signed original certificate is retained in client file for review during on site visit by MHDC staff.

Home Repair Completion Certificate (MHTF-220)

- Applicable Grant Type(s): Home Repair
- Description: This certification is signed by the homeowner as well as the grantee making repairs. This certification states that the Grantee and the Homeowner both agree that the repair have been completed satisfactorily.
- Completion Instructions: All blanks, including date must be completed. The certificate is signed by the homeowner and grantee. This certificate should be completed for every home repair project after all repairs have been completed.
- Retention Instructions: The completed and signed original certificate is retained in client file for review during on site visit by MHDC staff.

Appendix C – Construction/Rehabilitation Forms

Certificate of Continuing Compliance (MHTF-234)

Applicable Grant Type(s):	Construction
Due Date:	Due April 1 every year for a period of eighteen (18) years following the date of the last disbursement of the grant.
Required:	Yes
Submission / Retention:	Submitted to MHDC annually
Description:	This form certifies that grantee has abided by the Terms of the LURA included but not limited to 100 percent of persons served in building bound by the LURA are required to be at or below 50 percent AMI.
Completion Instructions:	The Certificate must be signed by Grantee and then notarized. Signature must be original and by an authorized signatory as designated in the Authorized Signature Card (CI-101). The entire original signed, notarized Certificate must be returned to MHDC to be considered complete.
Submission Instructions:	Hard copy, original signature to Denise Hoss