Missouri Housing Development Commission

GENERAL HOME REPAIR GRANT PROCESSES

MISSOURI HOUSING TRUST FUND - DISASTER RELEF

1

Contract executed by MHDC.

2

Initial disbursement sent to Grantee via ACH from MHDC.

3

Grantee follows internal processes to identify clients and complete intake and required paperwork.

4

Grantee emails completed Regulatory Agreement to MHDC when the project is ready to begin.

5

MHDC signs and e-files Regulatory Agreement with the recorder of deeds. MHDC notifies Grantee when this step is completed and it's okay to begin work on the project.

6

Grantee mails original copy of Regulatory Agreement to MHDC.

7

As Grantee begins incurring and paying costs for home repair projects, they submit them to MHDC via the Grant Interface portal using MHTF-DR-316 Expense Detail report.

Note: Expenses must be paid (cleared the bank) prior to reporting them on the MHTF-DR-316.

8

MHDC will disburse funds in intervals, proportionate to dollar amounts received in reported expenses.

Example: If Grantee submits expenses for $100,000; MHDC will send an additional $100,000 via ACH, up to the fully awarded amount.

MHDC

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