

MHTF-DR Frequently Asked Questions

MHTF-DR Application

How long will the application be open?

- The application is expected to be open until March 31, 2026, pending availability of funds and subsequent disaster events

Can I request feedback on my application?

- Yes. Grantees can request feedback on their application once a funding decision has been communicated. Submit feedback requests to cp.programs@mhdc.com.

How quickly will I receive a funding decision once I have submitted the application?

- Decisions should be made within 2 weeks of submission. If the application requires cures or additional information is requested, it will extend the timeline.

What will I need to do after I get approved?

- The grantee will receive a contract attached to their email funding notification. The funding notification email will contain instructions on how to submit Grant Agreement documents.

Can the public see who has been approved?

- Funding approvals will be updated regularly on MHDC's [website](#).

Who should letter(s) of support come from?

- The application requires the submission of two letters of support if your organization does not currently have standard MHTF funding. Letters should be created by collaborative organizations or elected officials.

Can independently reviewed financials be submitted if the organization is not required to have "audited" financials.

- Yes.

MHTF-DR Timeline and Grant Processes

How quickly will I get funds after I get approved?

- Grantees can expect to receive their first deposit of 25% of the award in approximately 2 weeks from the execution of the grant agreement.

What if I apply for admin or case management in my application but don't end up needing the full amount?

- Funds can be used in any eligible component that was included in the grantee's original grant application. If the 10% case management cap or the 3% admin cap are not going to be reached by the grantee, funds can be used in direct service categories instead.

What if I fully expend the awarded funds and need more?

- Once a Grantee has demonstrated that their grant is 75% expended, they can request a contract modification for additional funds to cp.programs@mhdc.com. MHDC will evaluate the grantee's request based on demonstrated need and program compliance. Modifications will be contingent on availability of funds.

What if additional disaster events occur?

- In the event of an additional disaster during the grant period, agencies must refrain from assisting those clients until a Federal Disaster Declaration has been requested by the Governor to the President.
- MHDC will reach out to funded agencies with further guidance in the event of an additional Declared Disaster.

Are there match requirements or spend down requirements?

- This program does not include match requirements. The expectation is that organizations are reporting expenditures a minimum of once per quarter to remain compliant with the program.

Do funds get paid directly to the landlord?

- Yes. Rental assistance funds will need to be paid directly to the landlord listed on the lease agreement. Payments for utilities, mortgage, etc. are expected to be paid directly to the utility company or mortgage provider.

Can organizations use the same contractors for this grant that we also used for the HERO grant?

- Please indicate on the Contract Pre-Screening sheet that the contractor has been approved to bid for HeRO. Staff will review the contractor's information and will reach out if anything additional is necessary.

Will MHDC consider disbursing funds in installments greater than 25%?

- The current standard is 25% of the total award will be disbursed to the agency upon back-up of the previous disbursement. However, if an agency submits a request to cp.programs@mhdc.com for a disbursement of up to 50% of the total award, this request will be considered at MHDC's discretion, not to exceed \$100,000 disbursed at one time.

Can agencies request a funding increase prior to submitting 75% back-up of their total award?

- Yes, MHDC will now accept funding increase requests once an agency has submitted 50% of approvable back-up.

MHTF-DR Client Files and Recordkeeping Requirements

Where can I find recordkeeping requirements for my grant?

- The easiest reference point for documentation requirements is going to be the program's [desk guide](#). Appendix B of the desk will break down the required forms, how to complete them, and when they should be used.

What happens if I am struggling to obtain 2 bids for home repair due to contractor shortages?

- Contact cp.programs@mhdc.com to request a waiver. Proof of attempts to obtain bids might be required.

How is "uninsured" or "underinsured" defined for this grant?

- MHTF-DR funding is intended for uninsured or underinsured households. To be determined underinsured, the household will need to be able to demonstrate a claim denial or proof of partial coverage of a claim related to the disaster event.

Does having a FEMA benefit or other disaster funding disqualify a household?

- If the household has received other benefits, it does not immediately disqualify them from receiving MHTF-DR assistance. It is understood that other forms of assistance might cover parts of property damage in the instance of home repair. The

household will be required to certify that the exact services received from MHTF-DR are not duplicated by any other funding source.

Are insurance deductibles an eligible use?

- No. this is currently not an eligible use of funds.

What is the allowable number of months of assistance?

- Households can receive up to 24 months of ongoing assistance. This timeframe accounts for if program extensions or subsequent disaster events if they were to occur. The 24 months applies to any ongoing assistance, including hotel/motel stays.

Can funding be used to cover shelter operations or repairs?

- No. The intention of the program is to serve individual households with housing services or home repairs.

If a social security card is not available for each household member (over age 18), what are other ways we can meet this requirement?

- Please reference page 21 of the MHTF-DR Desk Guide which states “If ID has become unavailable due to disaster event, case manager must document the reason and their attempts to obtain ID in client case notes.”

Are property management agreements required if the owner of the property is connected to the LLC or entity that is receiving payment?

- Proof of the landlord’s ownership of the rental property is required to ensure that rental payments are being issued to the owner. If the owner of the property has entered into a property management agreement with a third party who will accept payments on behalf of the owner, the property management agreement would be considered the proof of ownership.
- Property management agreements are not required if the property owner is also the owner of the LLC.

Can the 90-day recertification requirement for income be extended?

- MHDC will review this requirement and keep agencies informed if there is an extension. However, please note that income can be self-certified using form MHTF-DR-305 in instances where paystubs may not be available, as stated on page 21 of the MHTF-DR Desk Guide.

Will agencies who were in contract prior to the Social Security Card update be required to obtain social security cards for clients with intakes prior to this date?

- Grantees are not required to collect social security cards who's intake date was prior to December 17th, 2025. It is the expectation that all households with intake dates after December 17th provide social security cards for each household member over 18 years old. If social security cards are not available as a result of the disaster, case managers may document the reason and their attempts to obtain in the case notes of the client file.

What day do agencies need to submit payment requests by to ensure a timely disbursement?

- MHDC will be processing payments for MHTF-DR on Tuesdays and Thursdays. To be included in the Tuesday payment round, you must submit complete documents no later than 12:00 p.m. on Monday. To be included in the Thursday payment round, you must submit documents no later than 12:00 p.m. on Wednesday. (Note: This schedule may be impacted by holidays that fall upon those dates.)

Can the frequency for monthly demographic detail reporting be decreased?

- Currently, grantees are required to submit form MHTF-DR-303 reporting monthly (by the 10th of the month). If your agency was funded within one month of the reporting due date, then submissions are not required until the following month.