



FY2023

**Missouri Housing Innovation Program
Application Guidance**

DUE DATE:

**Friday, September 16, 2022
5:00 p.m.**

Missouri Housing Development Commission
Online Grant Interface

<https://www.grantinterface.com/Home/Logon?urlkey=mhdc>



MISSOURI HOUSING INNOVATION PROGRAM (MoHIP) APPLICATION GUIDANCE INTRODUCTION

Purpose:

The Missouri Housing Development Commission (MHDC) hereby notifies interested organizations of the availability of an estimated \$810,000 in Missouri Housing Innovation Program funds to support the Coordinated Entry System and Homeless Management Information System services (HMIS) in the state of Missouri. Missouri Housing Innovation Program monies will be allocated through a competitive application process.

Deadline:

Applications for funding will be accepted by MHDC until **5:00 p.m. CDT on Friday, September 16, 2022**. All applications received after the deadline will be rejected. The anticipated funding period for program year 2023 will run January 1, 2023 to December 31, 2023. Any funds recaptured will be reallocated at the discretion of MHDC.

Requirements:

- Applicants must be a nonprofit or for-profit corporation or partnership entity formed pursuant to applicable Missouri law, must be an entity in good standing with the state of Missouri and their Continuum of Care. **Missouri Housing Innovation Program monies will not be awarded to individuals.**
- All **proposals must be submitted on the current year's application** that is posted on the MHDC Online Grant Interface and in compliance with the Application Guidance.
- The HMIS component can only be requested by a designated HMIS lead agency.

Introduction to Missouri Housing Innovation Program:

The Missouri Housing Innovation program aims to provide flexibility to Continuums of Care to address their evolving needs and diminish the burden of coordination of care across large geographic areas and to implement or sustain Coordinated Entry to meet HUD deadlines.

Program Specifications:

- Coordinated Entry Network Initiative –
 - Provide pre-screening, access, assessment, and referral services for those experiencing a housing crisis upon entry to the homeless service delivery system
 - Collaborate and engage service providers within the CoC to maximize referral potential and quickly assist clients with the most appropriate housing services
 - Provide prevention, diversion, and housing search services to help clients quickly resolve homelessness
 - Progressive Engagement strategies to maximize community resources

- Homeless Management Information System (HMIS) –
 - Provide data to MHDC or appointed agency in a timely manner
 - Support homeless provider agencies in their use of HMIS in order to record and track accurate data
 - Collaborate with each Continuum of Care in their service area and attend housing meetings on a regular basis
 - Build reports and forms for MHDC's housing assistance programs upon request

Submission:

Applications will be submitted via:

<https://www.grantinterface.com/Home/Logon?urlkey=mhdc>

For more information, please refer to FY2023 Missouri Housing Innovation Program Notice of Funding Availability: <https://mhdc.com/about-us/nofa-approvals/mohip-program/>.

For instructions on how to submit the application, please reference the Log On Guide posted on the MHDC website: <https://mhdc.com/programs/community-programs/missouri-housing-innovation-program-mohip/>

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SECTION I – Applicant Requirements

Overview of Funds

Missouri Housing Innovation Program (MoHIP) monies shall be used to provide funding for coordinating and reporting housing services to address the needs of the Missouri homeless population.

Establishment of Funds

To recognize the increased emphasis on coordination and CoC driven performance, the Missouri Housing Innovation Program (MoHIP) is a consolidation of the Community Initiatives Housing First and Homeless Management Information System Programs. The consolidation is an effort to streamline programs and decrease administrative burden on applicants. The consolidation is also intended to assist Continua in meeting HUD Coordinated Entry requirements, and to provide HMIS support for Missouri Continua.

Uses of Funds

Grant Components include:

- Coordinated Entry
- Homeless Management Information System (HMIS)

Funding Caps

Grant Component	Maximum Request Per Applicant Per CoC
Coordinated Entry	\$100,000
HMIS	\$100,000
Available Combined Request	up to \$200,000

MoHIP Regions by County

Allocation Areas
<p>Balance of State CoC: Franklin, Jefferson, Crawford, Washington, Iron, St. Francois, Ste. Genevieve, Perry, Madison, Bollinger, Cape Girardeau, Lewis, Shelby, Marion, Monroe, Ralls, Pike, Putnam, Schuyler, Scotland, Clark, Sullivan, Adair, Knox, Linn, Macon, Chariton, Randolph, Atchison, Nodaway, Worth, Gentry, Harrison, Mercer, Holt, Daviess, Grundy, Livingston, Carrol, Caldwell, Clinton, Clay, Platte, Ray, Howard, Boone, Audrain, Cooper, Moniteau, Cole, Callaway, Montgomery, Morgan, Miller, Osage, Gasconade, Camden, Pulaski, Phelps, Maries, Stoddard, Scott, Dunklin, New Madrid, Mississippi, Pemiscot, Reynolds, Carter, Wayne, Ripley, Butler, Laclède, Texas, Dent, Wright, Shannon, Douglas, Howell, Oregon, Ozark, Vernon, Cedar, Hickory, Polk, Dallas, Barton, Dade, Lawrence, McDonald, Barry, Stone, Taney, Cass, Lafayette, Saline, Johnson, Pettis, Bates, Henry, Benton, St. Clair</p>

Joplin CoC: Jasper, Newton
Kansas City CoC: Jackson
Springfield CoC: Greene, Webster, Christian
St. Charles CoC: St. Charles, Lincoln, Warren
St. Joseph CoC: Andrew, Buchanan, DeKalb
St. Louis Region: St. Louis City, St. Louis County

Coordinated Entry Participation

MoHIP applicants are required to participate in the development and implementation of the Coordinated Entry (CE) System of their Continuum of Care (CoC). Each CoC is federally mandated by HUD to establish and operate a CE System. The CE System is intended to reduce barriers and difficulties that homeless households may experience when attempting to access housing and services. An effective CE System will assess homeless individuals and families for the most appropriate housing intervention in a consistent manner, prioritize households based on vulnerability and severity of needs, align housing resources within the system, and reduce the amount of time spent by households and agencies in determining which programs they are eligible to receive assistance from. Housing resources often do not fulfill the need, and implementation of a CE System is not intended to create new resources. However, streamlining resources and services through a CE System will effectively allow a community to target those resources to those who will benefit most from them. A CE System will also allow communities to analyze where there are needs that are not being met through the existing resources available in the community and adjust accordingly.

Each CE System will create and establish a prioritization list from which housing providers will receive its client referrals. The prioritization list will differ by CoC and established regions within the CoC, but generally it details the acuity level of literally homeless households who have been assessed by a designated service provider (i.e., “access point”) using a standardized assessment tool. Missouri Housing Innovation Program (MoHIP) projects in the community serving homeless households will collaborate with the CoC in order to fill all vacancies through referrals from the CE System as well as to make adjustments to the system as needed. Programs serving specific sub-populations need to accept referrals only for households that meet the specific eligibility requirements. Programs that do not serve households with a specific profile should only limit eligibility to those mandated by funding sources and local, state, or federal requirements.

MoHIP grantees providing assistance to populations entering through the local Coordinated Entry System must be receiving referrals for the program from their Continuum of Care’s prioritization list as outlined in the CoC’s policies and procedures. Because these funds are not a permanent

housing subsidy, recipients should ideally assist clients that meet the appropriate level of intervention. For example, after clients are assessed and scored for vulnerability, clients may need some level of intervention but not a permanent subsidy to quickly regain housing stability. Recipients should consult with the CoC to determine the appropriate methods for determining when a household should be referred to the agency's Missouri Housing Innovation Program, including funding available, eligibility requirements, veteran status, and vacancy information.

Continuum of Care Participation

MHDC encourages coordination and collaboration between the CoC and service providers. In order to determine applicants' participation in its CoC, MHDC will get feedback from each CoC for each agency that is applying.

SECTION II – Instructions

General Completion Instructions

- 1. Submit one application per CoC, for all grant types.** The FY2023 MoHIP application is designed to allow grantees to include all funding requests in one application. Applicants requesting funds for more than one grant type only need to submit one application for all MoHIP funding requests. If requesting funds for multiple grant types, only one set of supplemental documents will be required. Although all requests will be submitted in one application, each grant type request is still considered separately. If requesting funds in multiple CoCs, please fill out a separate application for each CoC request.
- 2. The application should be completed in sequential order.** The application has been designed with the ability to populate information based on entered detail.
- 3. Applicants must respond to each question on the application.** Each answer should be concise, self-supporting and not refer to any other area of the application. Applicants will not be able to submit the application until all questions have been answered.

Obtaining the Application

Use FY2023 Missouri Housing Innovation Program Application. All applicants are required to use the 2023 MoHIP Application Form provided by the Missouri Housing Development Commission (MHDC) on its Online Grant Interface:

<https://www.grantinterface.com/Home/Logon?urlkey=mhdc>

Application and Supplemental Document Checklist

Below are the required items to be completed/included by the applicant.

Proposal Information

- Agency Information
- Grant Contact Information

- Executive Director Information
- Applicant Type
- Funding Request by Grant Type
- Coordinated Entry
- Need and Data Explanation
- Timeline

Attachments

- Board of Directors/Decision Making Body
- Sources and Uses
- Letters of Support
- Certificate of Good Standing
- 501(c)(3) Verification
- Audit/Financials

Grant Type Information- Budget and Narrative Questions

- Coordinated Entry System
- Homeless Management Information System

Application Detailed Instructions

The descriptions of all sections and supplemental documentation required in the application are below. Specific questions or topics within each section that may need more detailed explanation are listed under each section topic.

Basic Agency Information

This section collects general information about the organization. This section should be completed based on information pertaining to the non-profit applicant, including a grant contact and the organization's Executive Director's information.

Proposal Information

The Agency Information section is intended to provide detailed information about the organization that will be providing the services, including fiscal year, and counties served with MoHIP funding.

Applicant Type – Please select whether you intend to apply as an HMIS Lead Agency. If you are not the CoC designated HMIS Lead Agency, select Coordinated Entry Point.

Continuum of Care – Select the CoC you are applying for MoHIP funds for. If your organization operates in multiple CoCs, you must submit separate applications for each CoC.

Requests by Grant Type – Enter the amount of funding you are requesting for each grant type. If you are not requesting funds for a grant type, put a “0” in the box. As a reminder, there is a funding cap of \$100,000 total per grant type and a cap of \$200,000 per CoC for all grant types combined.

Coordinated Entry – Explain how your organization’s program participates with the CoC’s Coordinated Entry system.

Need and Data Explanation – Applicants should clearly demonstrate the need for MoHIP funding within their service area by utilizing quantifiable data. This can be accomplished by presenting local, state, national, or internal data regarding literally homeless populations and/or the effectiveness of the use of MoHIP funding in the context of ending homelessness.

Attachments

Board of Directors/Decision Making Body

The applicant must submit a complete list of the organization’s current board or governing members. The list must be of the executive board or decision-making body, not an advisory board.

Sources and Uses (File Size Limit: 1 MiB)

Applicant will detail the projected program budget showing the MoHIP request for funds and the total program budget. All sources of funding that are used in the program with MoHIP funds should be listed in the “Sources” sections at the top. The general uses of each funding source should be listed underneath “Revenue Uses.” Please enter the total dollar amount from your Sources and Uses upload into the ‘Sources and Uses Total Amount’ box.

Letters of Support (File Size Limit: 1 MiB)

Applicant must provide two letters of support from elected officials and/or collaborative agencies. Letters of support should demonstrate support of homeless service activities as they relate to MoHIP.

Certificate of Good Standing (File Size Limit: 1 MiB)

Applicant must include a Certificate of Good Standing that is current within 60 days of the application due date. If applicant does not have a Certificate of Good Standing that is current within 60 days, applicant may include most recent Certificate AND a print out from the Secretary of State website that states that the organization is in good standing with a date within 60 days of application due date.

501(c) (3) Verification (File Size Limit: 1 MiB)

Applicant should provide verification of the organization’s 501(c) (3) status.

Audit/Financials (File Size Limit: 5 MiB)

Applicant must include the organizations' most recently completed and board approved independent auditor's report. If the most recent fiscal year audit is in progress and not complete yet, applicant should submit the last completed, board approved independent auditor's report in addition to unaudited financial statements (i.e., balance sheet, income statement, and statement of cash flows). The unaudited financial statements should cover the gap in time from when the last audit ended until at least 30 days before the application deadline.

***applicants only need to submit the Independent Auditor's Report, NOT the entire audit.**

Coordinated Entry Policies and Procedures (File Size Limit: 5 MiB) - CES applicants only

If applying for Coordinated Entry funds, applicant must upload their CoC's Coordinated Entry Policies and Procedures.

If you run into problems while trying to upload files, please feel free to contact me using the contact information at the end of this document.

Grant Components

Component Information should only be completed for each component in which funds are being requested.

Coordinated Entry System

Homeless Management Information Systems (HMIS) Information

Budget & Detail- The total proposed budget amounts should match the amounts reflected in the Proposal Information. Please fill out the budget breakdown per component and the detail for each breakdown section.

Narrative- Applicants should fully address each item specified- any narrative throughout the application that does not clearly address each question or repeats any part of the application will result in a loss of points.

SECTION III –Evaluation of Applications

Overview

MHDC wants to ensure that the limited pool of funding available is used in the most effective way possible to help organizations provide the necessary services to low income individuals and families in the state of Missouri who are literally homeless or at imminent risk of homelessness. In order to do this, funds awarded will be based on the Funding Regions, types and amounts of funding requests, and points awarded within various criteria. Individual scores by program may

be assessed for completeness of the grant application, past performance with community program grant funding, current spending, and composition of proposal. Applicants requesting funds for multiple grant components may receive funds for one, but not all grant components.

Applicants will be evaluated on the overall composition of the proposed program, types of assistance provided, collaboration with the CoC and other mainstream resources, and incorporation of housing first principles included in the application.

After the deadline of **September 16, 2022 at 5:00 p.m.** submissions of applications will not be available.

Preparation of an application does not guarantee the applicant will receive funds. Grants will be awarded competitively to those with the highest rankings as determined in an objective scoring process. Awards resulting from this application will begin January 1, 2023 and run until December 31, 2023.

Scoring Criteria

The following items will be assessed:

1. Prior MoHIP History for the two (2) previously completed funding periods
2. Non-Prior History
3. Application Submission
4. Proposal Information
5. Agency Information
6. Grant Type Information
7. Supplemental Documents
8. CoC Participation
9. FY2022 Grant Spending

SECTION IV– Submission Requirements

Submission Instructions

Only complete applications without missing information will be allowed to submit. If there are required boxes that have not been completed, you will be notified and must fix any errors prior to the submission date of **5:00 p.m. on Friday, September 16, 2022.**

All applications are to be submitted via the MHDC Online Grant Interface:

<https://www.grantinterface.com/Home/Logon?urlkey=mhdc>

SECTION V– General Information

FY2023 MoHIP Application Timeline*

NOFA Posted on the Website:	August 15, 2022
Application Training:	August 17, 2022 (posted on website).
Application Deadline:	September 16, 2022, 5:00 p.m.
Awards Notification:	October 2022
Funded Training:	October 2022
Funding Period Begins:	January 1, 2023
Funding Period Ends:	December 31, 2023
Grant Close Out Deadline:	January 31, 2024

*Timelines subject to change

Quiet Period

MHDC’s Standards of Conduct prohibits interested parties from contacting MHDC staff or commission during the seven calendar days prior to a vote on a Competitive Manner (“Quiet Period”). MoHIP applicants should not contact commissioners or MHDC staff members during the seven days leading up to MHDC’s scheduled commission meeting in regards to MoHIP funding decisions.

Award Notification

Notifications of approval or denial of funding will be sent via the MHDC Online Grant Interface to the person who completed the application.

Availability of Grant Funds

If approved, grant funds will be available January 1, 2023, however, prior to receiving funds, the grant agreement and all required additional paperwork must be completed by the agency and returned to MHDC by the deadline. Additionally, all previous MoHIP grants must be fully closed out.

Contact Information

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