



# Shelter Operations Support

FY2023 Pilot Program

## Application Guidance

### DUE DATE:

Applications will be accepted from:

May 1, 2023 to  
June 16, 2023 at 5:00 p.m.

Applications received after June 16, 2023 at 5:00 p.m. will not be considered for SOS-Pilot Program funding.

Estimated Funding Availability: \$350,000.00

SOS - Pilot Program applications can be submitted through MHDC's Grant Interface:

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



## General Information

### Purpose

The Missouri Housing Development Commission (MHDC) hereby notifies interested organizations of the availability of Shelter Operations Support (SOS) funds, which will operate as a Pilot Program in the Fiscal Year of 2023. The funds will be allocated to support the operation and administration of shelter programs within Missouri communities who work to provide shelter to Missouri residents facing a housing crisis. Priority will be given to programs who serve Missouri Veterans.

### Deadline

Completed applications for funding will be accepted by MHDC until **Friday, June 16, 2023 at 5:00pm**. Applications will not remain open for submission after the deadline. Funding decisions are scheduled to be made by the Commission in July of 2023, for FY2023 beginning July 1, 2023 and ending June 30, 2024.

### Requirements

- Applicants must be an established non-profit, not for profit, governmental entity, or other community organization that has operated a free-standing shelter program for at least 2 years, and must be an entity in good standing with the state of Missouri.
- Applicants must provide access to safe and adequate temporary shelter, as determined by MHDC, to Missouri residents.
- Priority will be given to shelter programs who serve Missouri Veterans.
- Funding will not be awarded to individuals.
- Funding may not be sub-granted

### Eligible Activities

- **Operating Funds:** available to organizations to support the operation of shelter programs.
- **Administrative Funds:** available to organizations to support the administration of shelter programs. *Administration expenses may not exceed 10% of the total grant award/expenditure.*

### Evaluation of Applications

MHDC wants to ensure that the limited pool of funding is used in the most effective way possible to help organizations provide shelter and shelter services to Missouri residents facing a housing crisis. Applications will be scored for completeness of the grant application, past performance in existing MHDC programs, experience and expertise in operating shelter programs, capacity to provide services, and other relevant factors that show how effectively the project addresses the goals of the SOS - Pilot Program. Priority will be given to programs who serve Missouri Veterans.

Additionally, there are certain conditions, which may result in an application being rejected without being reviewed. These threshold requirements include, but are not limited to, missing deadlines, incomplete applications, and serious, recurrent or outstanding finding of noncompliance.

If an application is not submitted by the deadline of **Friday, June 16, 2023 at 5:00 pm**, the SOS-Pilot Program application will close and there will not be another opportunity to submit within FY2023 ending June 30, 2024.

Submission of an application does not guarantee an applicant will receive funds. Grants will be awarded to those with the highest rankings as determined by an objective scoring process. Funding awards resulting from this application will be determined by the Commission in July of 2023.

## Scoring Criteria

The following items will be assessed:

1. Agency Information
2. Proposal Information
3. Supplemental Documents/Attachments
4. Prior MHDC funding history

## Submission

Only complete applications will be considered for review. If there is missing information, the grant contact will be notified. Corrections must be completed by the date determined by the Program Administrator. Applications containing corrections submitted after this date will not be considered for review. All applications are to be submitted via the MHDC 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 all applicants:

### Agency Information

- Agency Information
- Shelter Information
- Executive Director and Grant Contact Information

### Proposal Information

- Shelter Program Service Area
- Total Funding Request
- Estimated Households Served
- Proposal Narrative
- Salaries and Benefits Detail
- Administration Detail
- Populations Served
- Veteran Specific Services
- Need and Data Explanation
- Shelter Operation History
- Program Timelines

## Attachments:

- Board of Directors
- Sources and Uses
- Program Guidelines
- MHDC Minimum Shelter Standards
- Certificate of Good Standing
- 501(c)(3) Verification
- Audit/Financials

## Application Detailed Instructions

Detailed descriptions of all sections and supplemental documentation required in the application are below. Specific questions or topics within each section that require a more detailed narrative are listed under each section topic.

### Agency Information

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

### Proposal Information

This section is intended to provide detailed information about the organization providing services, including the total funding request and counties served with SOS-Pilot Program FY2023, which will run from July 1, 2023 to June 30, 2024.

- **Shelter Program Service Area:** Mark all counties your organization will serve with SOS-Pilot Program Funds.
- **Total Funding Request:** Enter the amount of funding your organization is requesting for operating expenses. Administrative Expenses will automatically be calculated at up to 10% of your total funding award/expenditure. *Funding requests are capped at \$50,000.00 for the FY2023 grant year.*
- **Estimated Households Served:** Enter the estimated amount of households that will be served with SOS-Pilot Program funds during FY2023, ending June 30, 2024.
- **Proposal Narrative:** Applicants should detail the proposed eligible activities/services that will be provided using SOS-Pilot Program funds, using specific examples from the FY2023 Desk Guide.
- **Salaries and Benefits Detail:** Applicants should list the organizations' anticipated staff positions, along with a brief description of each position that would (if approved) be partially or fully supported by SOS-Pilot Program funds, through FY2023 ending June 30, 2024.

- **Administration Detail:** Applicants should detail the proposed eligible activities that will be used to administrate the SOS-Pilot Program grant, using specific examples from the FY2023 Desk Guide.
- **Populations Served:** Applicants should indicate the populations that will be served with SOS-Pilot Program funding during FY2023, ending June 30, 2024. If “Other” is selected, please detail the other populations your shelter program will serve below.
- **Veteran Specific Services:** Applicants should provide a detailed description of any Veteran specific services offered by the shelter program.
- **Need and Data Explanation:** Applicants should demonstrate the need for SOS-Pilot Program funding by utilizing quantifiable data. This can be accomplished by presenting local, state, national and internal data regarding populations served by the shelter program.
- **Shelter Operation History:** Applicants should outline the organization’s history of operating a shelter program(s) and the history of providing shelter services to individuals/families facing a housing crisis.
- **Program Timelines:** Applicants should provide a detailed explanation of how the organization will ensure that expense reporting and spending deadlines will be met in accordance with the SOS-Pilot Program FY2023 Desk Guide, along with full funding expenditure by June 30, 2024.

## Attachments

- **Board of Directors:** The applicant must submit a complete list of the organization’s current board or governing members.
- **Sources and Uses (File Size Limit: 1 MiB):** Applicant will detail the projected program budget showing the SOS-Pilot Program FY2023 funding request and the total program budget. All sources of funding received by the organization should be listed in the “Sources” section at the top. The general uses of each funding source should be listed underneath “Revenue Uses.”
- **Program Guidelines:** Applicant must include robust Program Guidelines that detail how client eligibility is evaluated, the criteria to obtain assistance and remain in the program, and termination/grievance procedures. **Applicant should not include internal policies and procedures or the agency handbook.** Inclusion of internal agency policies and procedures in lieu of Program Guidelines will result in a loss of points. Please see Appendix A for further guidance.
- **MHDC Minimum Shelter Standards:** Applicant must complete and certify the program’s compliance with MHDC’s Minimum Shelter Standards (SOS Pilot-100). This document can be found at: <https://mhdc.com/programs/community-programs/>
- **Certificate of Good Standing:** 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 organization is in good standing with a date within 60 days of application due date.

- **501(c)(3) Verification:** Applicants should provide verification of the organization's 501(c)(3) status. If applicant does not have 501(c)(3) status, please upload a letter of explanation along with tax-status verification of your organization.
- **Audit/Financials (File Size Limit: 3 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 auditors report. Including all findings (if applicable). If an independent auditor's report is not available, please provide the organization's most recently completed financials, along with a letter of explanation for why an auditor's report is not available.

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

## General Information

### Submission Instructions

Only complete applications without missing information will be allowed for submission. If there is missing information, you will be notified and must fix any errors prior to the submission deadline of June 16, 2023.

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

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

### Award Notification

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

### Availability of Grant Funds

If approved, grant funds will be available upon the Commissions funding decisions in July of 2023, and upon the agency submission of the grant agreement and all required additional paperwork. Additionally, all other Community Programs grants in which the grant period has ended, must be closed out and in good standing with MHDC, before SOS Pilot Program funding can be disbursed.

**For all SOS Pilot Program related questions, please contact:**

Amanda Eisenmann  
Housing Program Administrator  
Phone: (816) 759-6698  
Email: [amanda.eisenmann@mhdc.com](mailto:amanda.eisenmann@mhdc.com)

For more information regarding the FY2023 SOS Pilot Program, please review the Desk Guide at:

<https://mhdc.com/programs/community-programs/>

## Appendix A - Program Guidelines

### Eligibility Requirements

Eligibility Requirements detail how program participants are evaluated and prioritized for entrance into the program. The eligibility requirements outlined in the Program Guidelines must include all eligibility requirements shelter residents must meet to participate in the shelter program.

### Program Requirements

Program requirements provide a clear picture of how the program operates and how participants navigate through the shelter program. The requirements should include:

- Policy for types of assistance provided.
- Direct Financial Assistance (if applicable):
  - Objective standards for determining the amount of financial assistance provided to a participant.
  - Clear and fair decision guidelines regarding the assessment and continuation of financial assistance provided to shelter participants.
- Case Management (if applicable):
  - Objective standards for determining when case management services should begin, continue and end.
  - Guidelines should provide information regarding other social service programs that can be offered via a partner referral, when appropriate.

### Termination Policy

- The termination policy outlined in the Program Guidelines should be highlighted and include;
  - Circumstances in which a program participant will terminate of and/or graduate from services.
  - Procedure detailing how a participant is notified of termination of and/or graduation from services.

### Grievance Policy

- The grievance policy outlined in the Program Guidelines should include:
  - Procedure detailing how participants are made aware of the program's grievance policy.
  - Detail clear guidelines for how a participant is to file a grievance.
  - Well-defined and objective standards for resolving a grievance.