



*Strength, Dignity, Quality of Life*

**MISSOURI HOUSING**

DEVELOPMENT COMMISSION

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# COVID-19 RELIEF FUNDING

GRANT INTERFACE LOG ON INSTRUCTIONS

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# Table of Contents

Log On Page .....	3
Forgot Password.....	4
Creating a New Login.....	5
Apply Screen .....	6
Access Code.....	6
Starting an Application .....	7
Application.....	8
Submit Button .....	8
Save Button .....	8
Abandon Request .....	8
Collaborate Button .....	9
Collaborator Permissions.....	10
Applicant Dashboard .....	11
Applicant Dashboard Navigation.....	12
Organization Summary .....	13
Contact Information .....	14

# Log On Page

All MHDC Community Initiatives Department programs will be managed through the online Grant Interface. The online Grant Interface will allow organizations to complete Community Initiatives Department applications, submit documents, and make payment requests. In addition to submitting applications, the online Grant Interface will be accessed and used for the duration of the grant period for all organizations selected for funding.

Missouri Housing Development Commission

Logon Page

Email Address\*

Password\*

Log On Create New Account

Forgot your Password?

Welcome to the MHDC Community Initiatives Department Online Portal.

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials.

Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password?" link to the left to reset your password.

Not Sure? If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact our Grant Administrator to receive your username.

Grant Management Software provided by Foundant Technologies © 2020

- Creating a Login username and password
  - Navigate to [grantinterface.com/Home/Logon?URL=mhdc](http://grantinterface.com/Home/Logon?URL=mhdc) (Google Chrome is recommended). Link is also available on the MHDC website here: <http://mhdc.com/ci/index.htm>

Apply - Grant Lifecycle Manager x Logon Page - Grant Lifecycle Manager x

sandbox.grantinterface.com/Home/Logon?urlkey=mhdc

Apps Foundant Live Site Foundant Demo ESG CFR Sage: Log in Resources for Mana... Telework.gov eWorkPlace - eWor...

# Missouri Housing Development Commission

## Logon Page

Email Address\*

Password\*

Log On Create New Account

[Forgot your Password?](#)

Welcome to the MHDC Community Initiatives Department Online Portal.

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials.

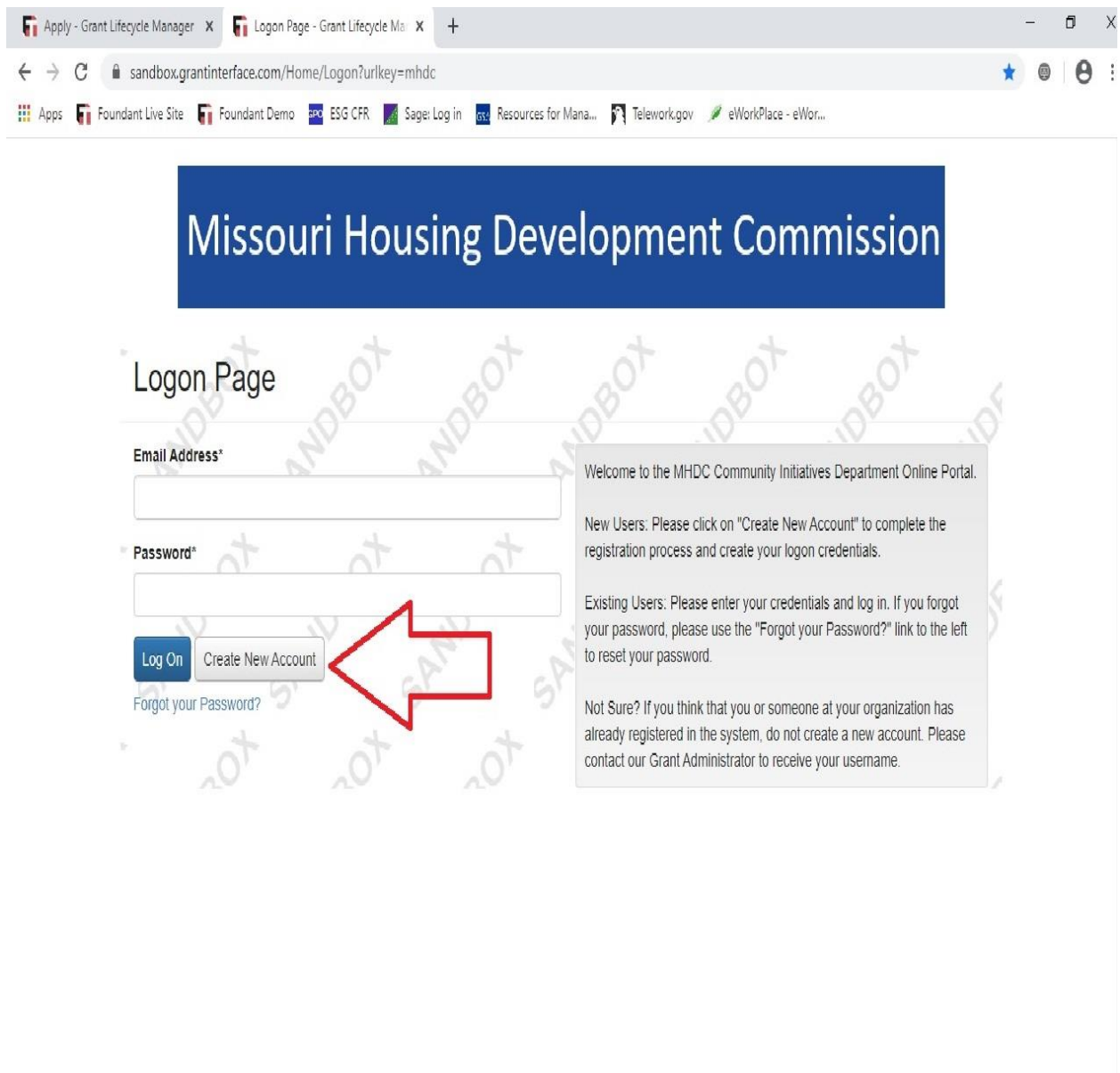
Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password?" link to the left to reset your password.

Not Sure? If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact our Grant Administrator to receive your username.

\*For organizations who were funded in 2020 with ESG, MoHIP, or MHTF please click:

- "Forgot your Password"
  - You will be prompted to enter your email address to reset your password.
  - Please communicate with Cassie Wilson if you have issues logging in.

**\*Note:** Many grantees do not currently have usernames or passwords. If your organization or username is not recognized you will need to create one.



For organizations who were not funded in 2020 or usernames not recognized please click:

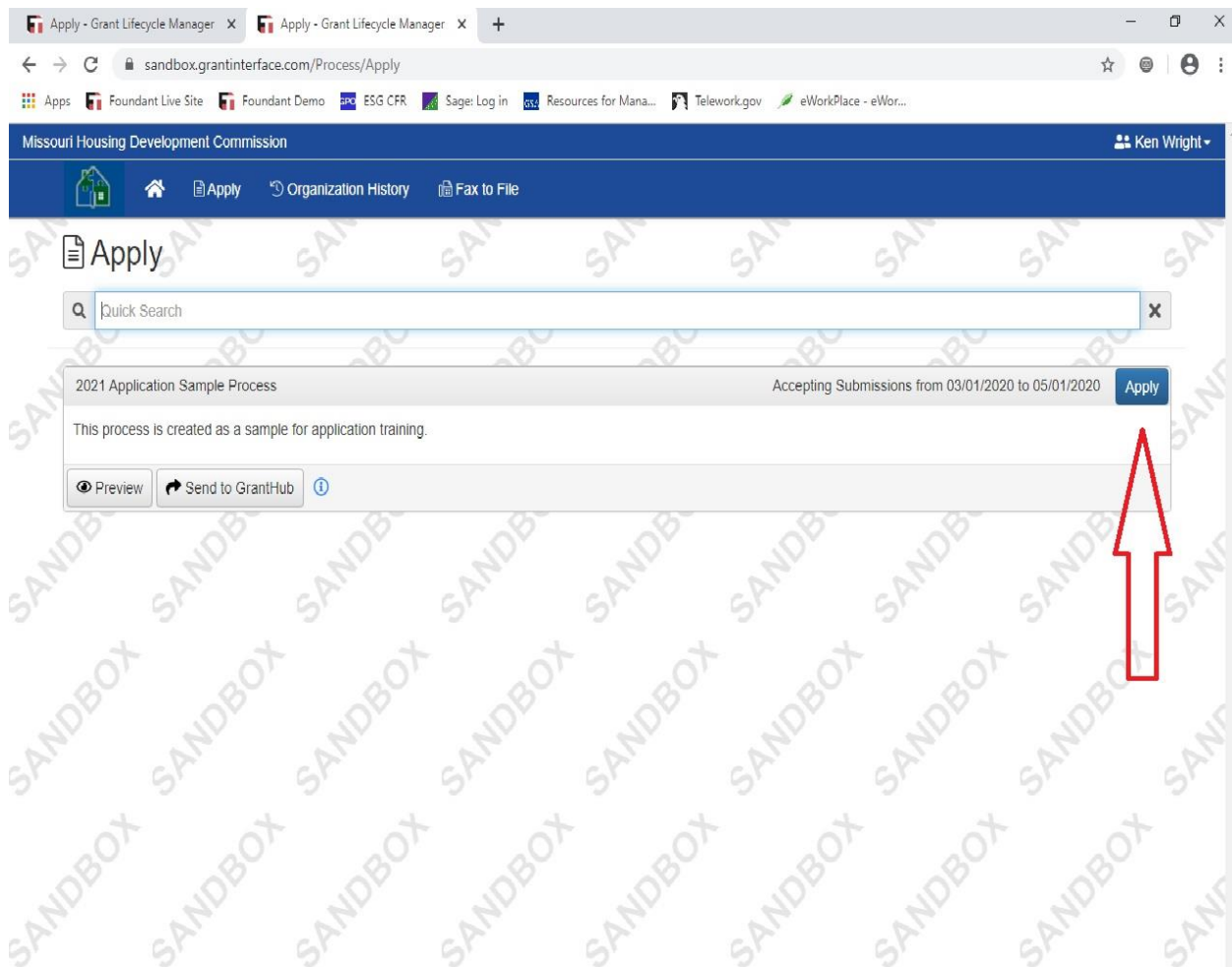
- Create New Account
  - You will be prompted to create a user and organization profile.

# Apply Screen

Once your password has been reset or a login has been created enter your username and password into the logon page and click “Submit”. Once you have successfully logged in you will be brought to the “Apply Screen” where all available MHDC Community Initiatives applications will be visible for completion.

At the top of the “Apply page” there is a box which says “Enter Access Code.” Enter your access code here and then click “Enter Code.” The application and apply button should appear down below.

**\*Note:** The application for COVID-19 requires an access code. This access code should have been provided to your organization by email. If you do not have an access code, please contact Cassie Wilson at [cassie.wilson@mhdc.com](mailto:cassie.wilson@mhdc.com) to obtain one.



An application can be started by clicking the “Apply Button.”

# Application

After clicking the “Apply” button you may begin the application.

The screenshot shows a web-based application form. At the top, there's a header bar with a 'Question List' button. Below it, a status bar indicates the deadline: 'Due on 04/01/2020 05:00 PM CDT.' and a note: 'Fields with an asterisk (\*) are required.' The main form area is titled 'Sample Application Question Group'. It contains a 'Project Name\*' field with a placeholder 'Name of Project.' Below this is a 'Sample Question 1\*' section with a text area and a character count '255 characters left of 255'. At the bottom of the form is a 'Total Request Sample\*' field with a placeholder 'Enter your total request' and a dollar sign icon. The footer of the form has three buttons: 'Abandon Request', 'Save Application', and 'Submit Application'. Red arrows are drawn on the image: one points to the 'Abandon Request' button, another points to the 'Total Request Sample\*' field, and a third points to the 'Submit Application' button.

- An application does not have to be completed immediately, it may be started and saved to resume later by clicking the “Save Application” button.\*
- You may also delete an application by clicking “Abandon Request.” This feature is **permanent**. If “Abandon Request” is selected the application will be deleted and will need to be started over in order to resume.
- Most questions are set to require an answer and the application will not allow submission if it is not complete. If an answer does not apply, simply put N/A.
- Narrative questions are limited to a certain set of characters.
- Once the application is complete and ready to be submitted, click “Submit Application.” Once an application is submitted it cannot be edited. You will receive an automated email confirmation of that application has been received.

**\*Note:** Applications are time sensitive and must be submitted before the deadline. The deadline for submission is viewable on the “Apply Screen” before clicking “Apply” and at the top of the application.



← → ↻ sandbox.grantinterface.com/Request/Submission/Application?request=878262 ☆ ⓘ 👤 ⋮

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Missouri Housing Development Commission Ken Wright

Apply Organization History Fax to File

## Application

Public Profile Collaborate

Process: 2021 Application Sample Process

Contact Info Request

**Applicant:**  
Ken Ken Wright  
ken.wright@mhdc.com  
816-759-6614  
920 Main, Suite 1400  
Kansas City, MO 64105 United States  
[Contact Email History](#)

**Organization:**  
Missouri Housing Development Commission  
99-9999999  
816-759-6614  
920 Main, Suite 1400  
Kansas City, MO 64105

ⓘ If your organization information does not appear correct, please contact the funder. Thank you.

Application Question List

ⓘ Due on 04/01/2020 05:00 PM CDT.

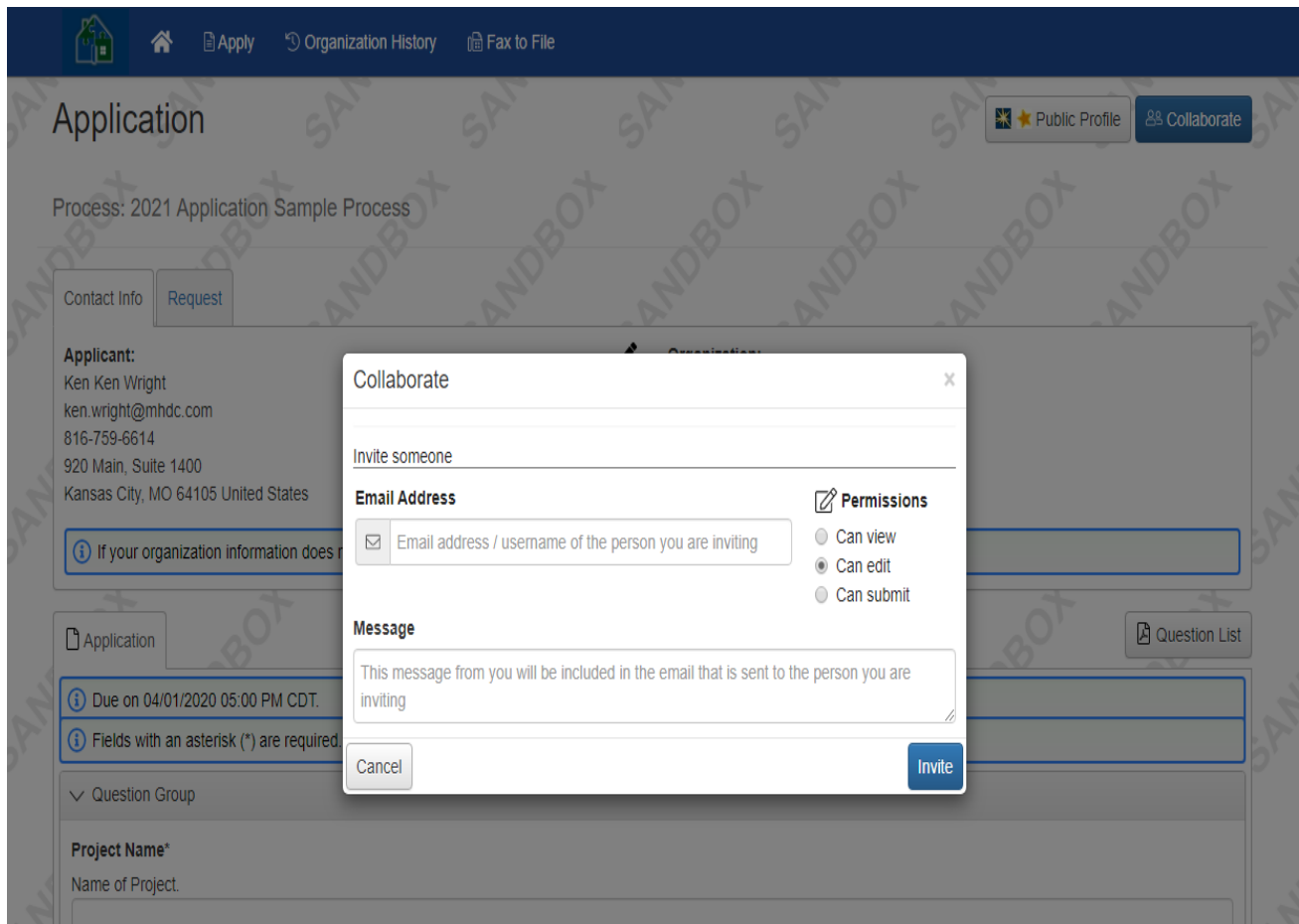
ⓘ Fields with an asterisk (\*) are required.

✓ Question Group

**Project Name\***

While working on the application, an applicant may choose to have other persons provide input or add information into the application.

- This can be done by clicking the “Collaborate” button at the top of the page.
  - This will allow an applicant to invite other users to log in and work on the same application.



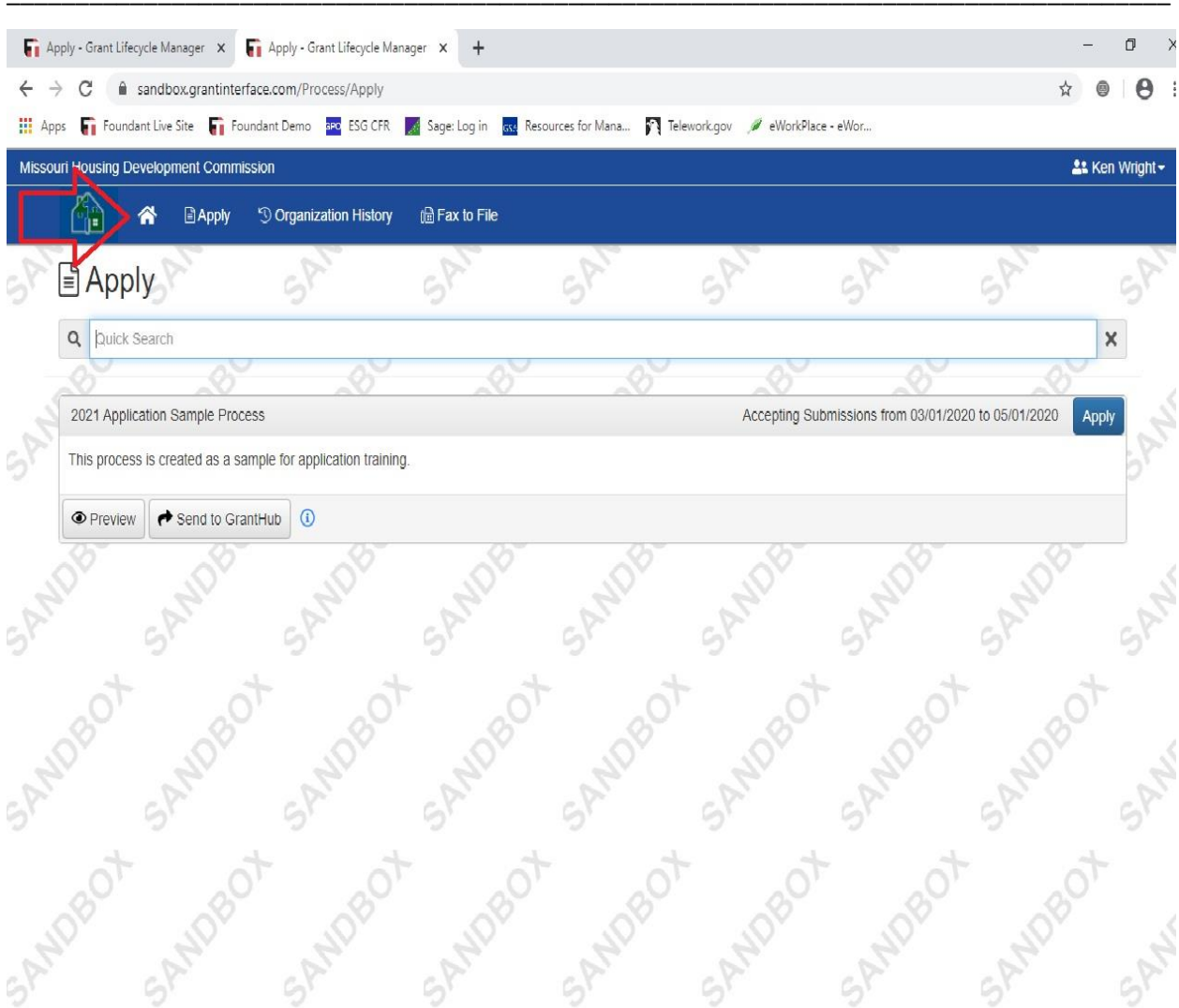
When adding collaborators you may adjust their permission levels to be able to:

- View only
- Edit the application without being able to submit
- Edit and submit

Simply enter the email address of the user you'd like to add to the application and a custom message. Once they receive the email they will need to create a login and then may begin working on the application.

Please refer to the section for creating a username and password.

## Applicant Dashboard



From the “Apply Screen” an applicant may click on the “home button” to view the “Applicant Dashboard.”

The “Applicant Dashboard” allows an organization to view all current requests under “Active Requests,” as well as any completed grant years under “Historical Requests.” From the “Applicant Dashboard” all organizations that are chosen for funding will be able to access all Community Initiatives programs. It is from this page that payment requests may be submitted.\*

The screenshot displays the 'Applicant Dashboard' within a web browser. The browser's address bar shows the URL 'sandbox.grantinterface.com/Dashboard/Applicant'. The page header includes the 'Missouri Housing Development Commission' logo and the user's name 'Ken Wright'. A navigation bar contains links for 'Apply', 'Organization History', and 'Fax to File'. The main content area is titled 'Applicant Dashboard' and features a 'Public Profile' section. This section is divided into two columns: 'Applicant' and 'Organization'. The 'Applicant' column lists 'Ken Ken Wright' with contact details: 'ken.wright@mhdc.com', '816-759-6614', '920 Main, Suite 1400', and 'Kansas City, MO 64105 United States'. The 'Organization' column lists 'Missouri Housing Development Commission' with contact details: '99-9999999', '816-759-6614', '920 Main, Suite 1400', and 'Kansas City, MO 64105'. A 'Contact Email History' link is present between the two columns. Below the profile information, a message box states: 'If your organization information does not appear correct, please contact the funder. Thank you.' At the bottom of the dashboard, there are two tabs: 'Active Requests' (0) and 'Historical Requests' (0). A message box below these tabs states: 'You do not have any Active Requests. Click [Apply](#) to begin the application process.' The footer of the page indicates 'Grant Management Software provided by Foundant Technologies © 2020' and shows the system time as '11:18 AM 3/24/2020'.

Applicant Dashboard

Public Profile

**Applicant:**  
Ken Ken Wright  
ken.wright@mhdc.com  
816-759-6614  
920 Main, Suite 1400  
Kansas City, MO 64105 United States

**Organization:**  
Missouri Housing Development Commission  
99-9999999  
816-759-6614  
920 Main, Suite 1400  
Kansas City, MO 64105

Contact Email History

If your organization information does not appear correct, please contact the funder. Thank you.

Active Requests 0 Historical Requests 0

You do not have any Active Requests. Click [Apply](#) to begin the application process.

Grant Management Software provided by Foundant Technologies © 2020

11:18 AM  
3/24/2020

**\*Note:** How to submit for payment and navigating within the Grant Interface is available in the Desk Guide.

# Organization Summary

By clicking on the “Organization History” button at the top of the page an organization can view its organization information, request history, contacts, and any documents MHDC has uploaded to be viewed by the applicant.

The screenshot shows a web browser window with the URL `sandbox.grantinterface.com/Organization/View?organization=83b6c257-d178-47ea-b13c-4ec59aca6ccd`. The page title is "Organization Summary" and the organization name is "Missouri Housing Development Commission". A red arrow points to the "Organization History" button in the top navigation bar. The page content includes a "Public Profile" button, a "Missouri Housing Development Commission" header, and a section with tabs for "Organization Info", "Request History", "Contacts", and "Documents" (0). The "Organization Info" tab is active, showing the organization name, primary contact (Ken Wright), website, and last updated date (08/01/2019).

Missouri Housing Development Commission

Ken Wright

Apply Organization History Fax to File

Organization Summary

Missouri Housing Development Commission

Missouri Housing Development Commission

Organization Info Request History Contacts Documents 0

Missouri Housing Development Commission

Primary Contact: Ken Wright

Website:

Last Updated: 08/01/2019

## Contact Information

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For questions about the application or application process, please contact:

Grants Administrator

Cassie Wilson

(816) 759-7236

[cassie.wilson@mhdc.com](mailto:cassie.wilson@mhdc.com)