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**GRANT INTERFACE LOG ON INSTRUCTIONS**

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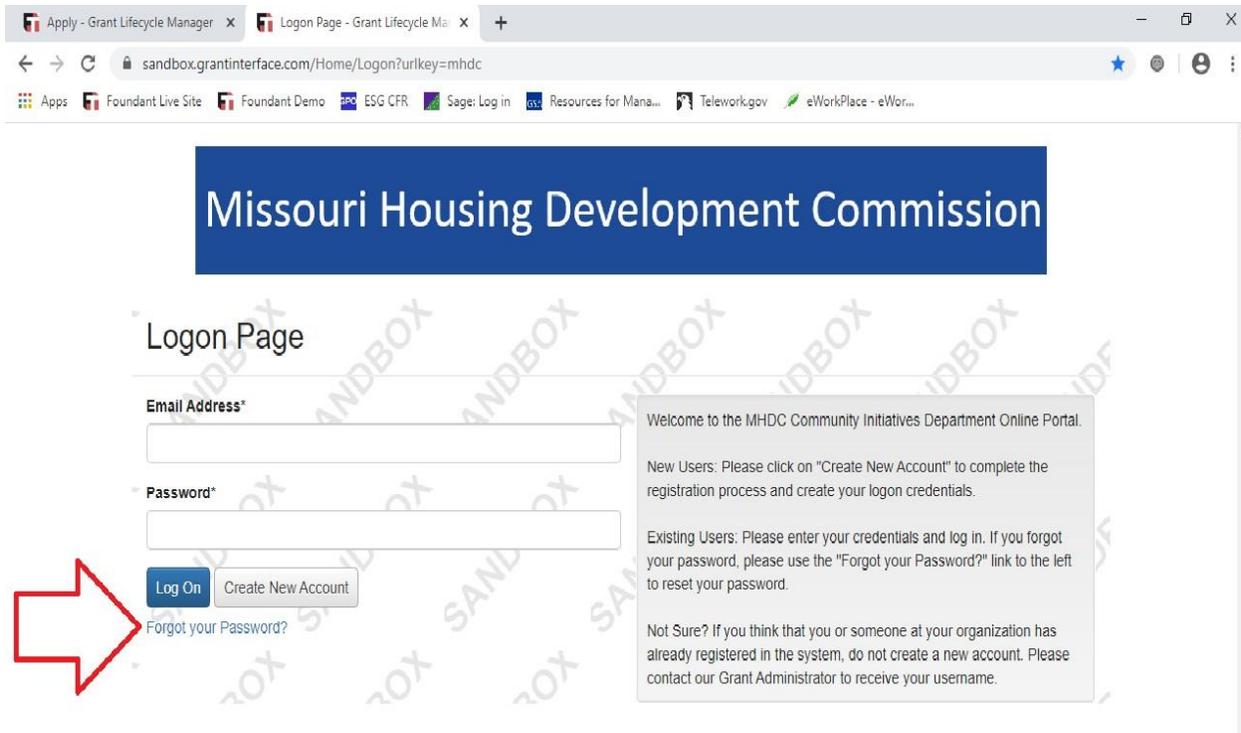
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## Log On Page

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



- 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>



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

- “Forgot your Password”
  - You will be promoted to enter your email address to reset your password
  - Please communicate with staff 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.

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.

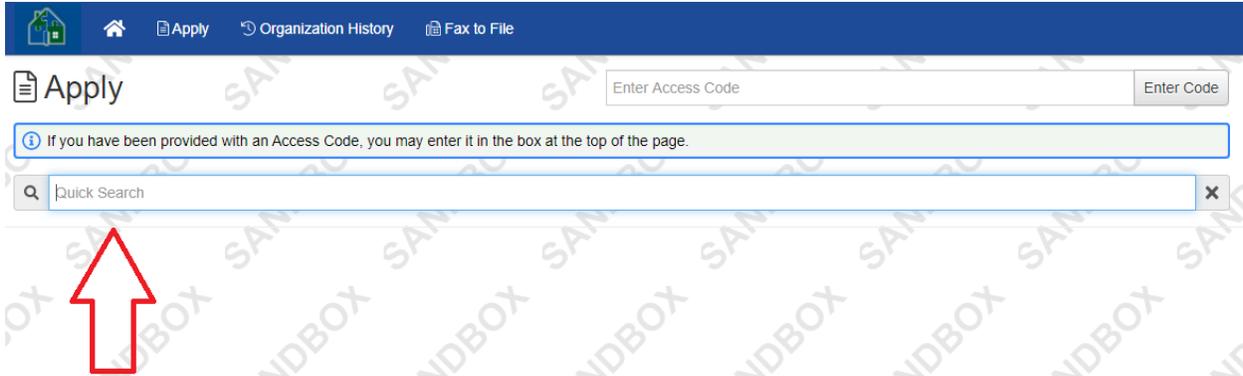
Not Sure? If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact our Grant Administrator to receive your username.

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

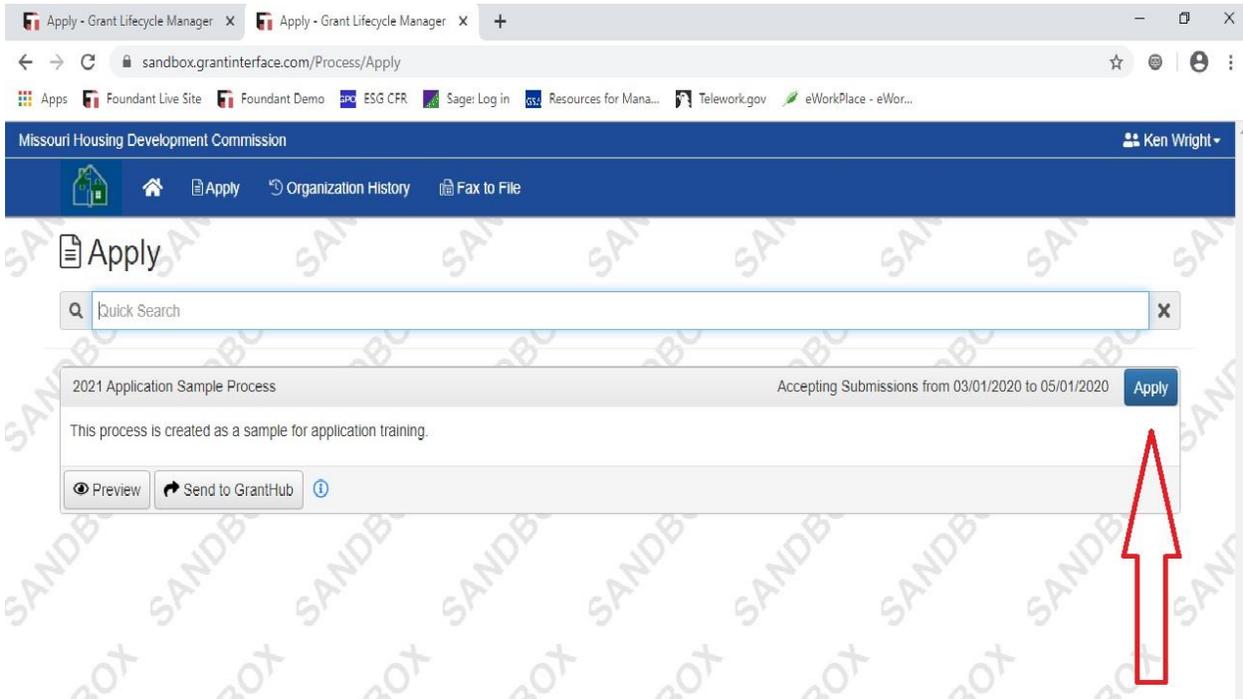
- Create New Account
  - You will be prompted to create a user and organization profile

# 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 HUD and State program applications will be visible for completion.



On the “Apply page” there is a search box. Enter the name of the MHDC Grant Program you would like to apply for” The application and apply button should appear down below.



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

# Letter of Intent

A Letter of Intent allows MHDC to view intended requests for a program prior to an application period. If a Letter of Intent is in place, it must be completed prior to the application. The Letter of Intent will have to be approved by MHDC staff before the application will become available.

Some applications will not require a Letter of Intent.

The screenshot shows the MHDC website's 'Apply' interface. At the top, there is a navigation bar with icons for 'Home', 'Apply', and 'Fax to File'. Below this is a header area with the 'Apply' title and an 'Enter Access Code' field. A message box states: 'If you have been provided with an Access Code, you may enter it in the box at the top of the page.' Below the message is a 'Quick Search' field. The main content area is titled 'CARES Act - ESG Program Letter of Intent' and includes a date range 'Accepting Submissions from 04/01/2020 to 08/20/2020' and an 'Apply' button. The 'Purpose' section explains that the CARES Act was signed into law on March 27, 2020, and provides emergency supplemental appropriations. It also describes the Emergency Solutions Grant (ESG) program, which aims to engage homeless individuals, improve emergency shelters, provide essential services, rapidly re-house homeless individuals, and prevent homelessness. The 'Establishment of Funds' section states that these funds are established by the Stewart B. McKinney-Vento Homeless Assistance Act (Public Law 100-77, Public Law 100-628) as amended by the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act). A red arrow points to the 'Apply' button.

From the “Apply Screen” click Apply to begin, and complete all steps to submit the Letter of Intent.

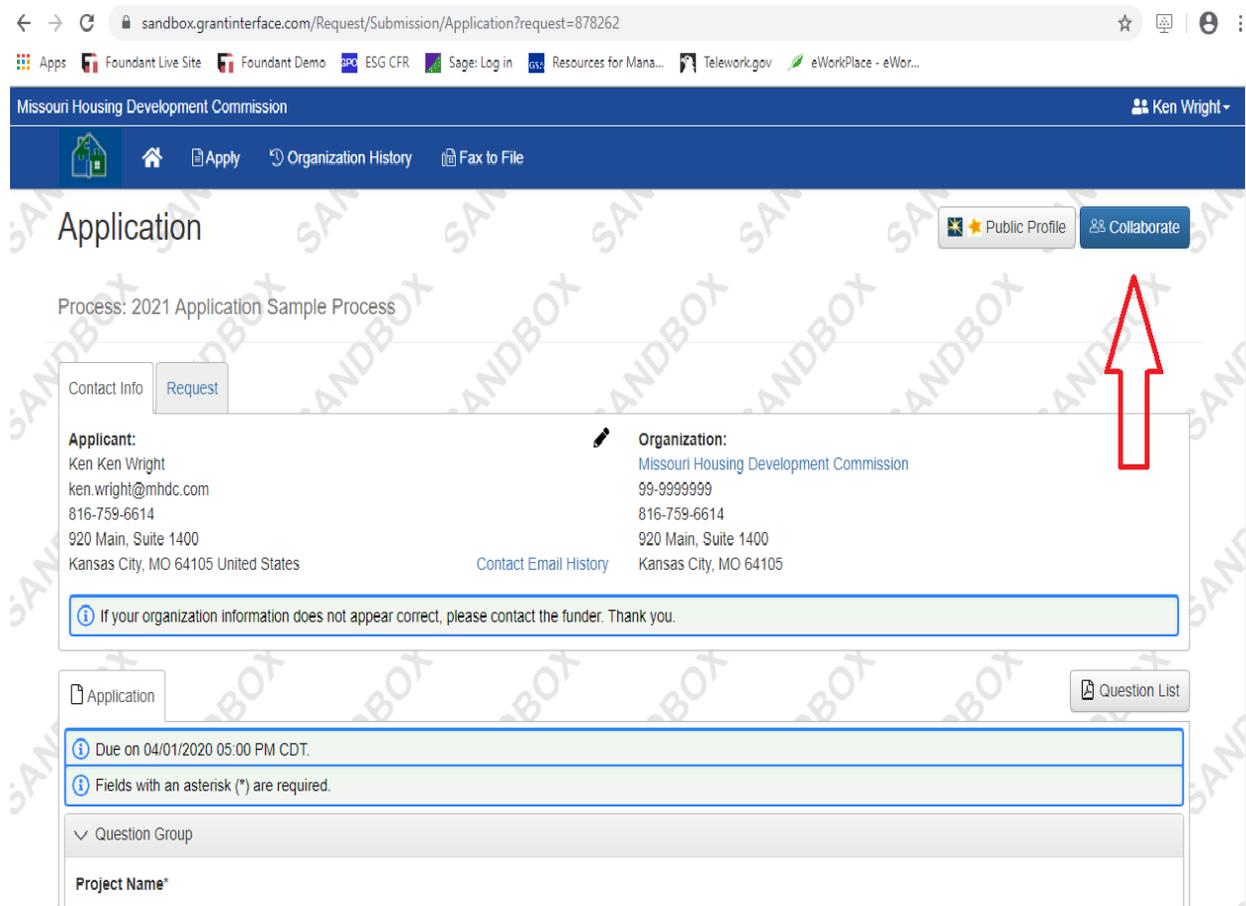
## Application

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

The screenshot shows a web-based application form. At the top, there is a header bar with 'Application' on the left and 'Question List' on the right. Below the header, there are two informational banners: 'Due on 04/01/2020 05:00 PM CDT.' and 'Fields with an asterisk (\*) are required.' The main form area is titled 'Sample Application Question Group'. It contains a 'Project Name\*' field with the label 'Name of Project.' Below this is a 'Sample Question 1\*' field with the label 'Instructions for answering question.' A green bar indicates '255 characters left of 255'. Below the question field is a 'Total Request Sample\*' field with the label 'Enter your total request' and a dollar sign icon. At the bottom of the form, there is a 'Due on 04/01/2020 05:00 PM CDT.' banner, an 'Abandon Request' button, a 'Save Application' button, and a 'Submit Application' button. Red arrows point to the 'Abandon Request' button, the 'Submit Application' button, and the character count bar.

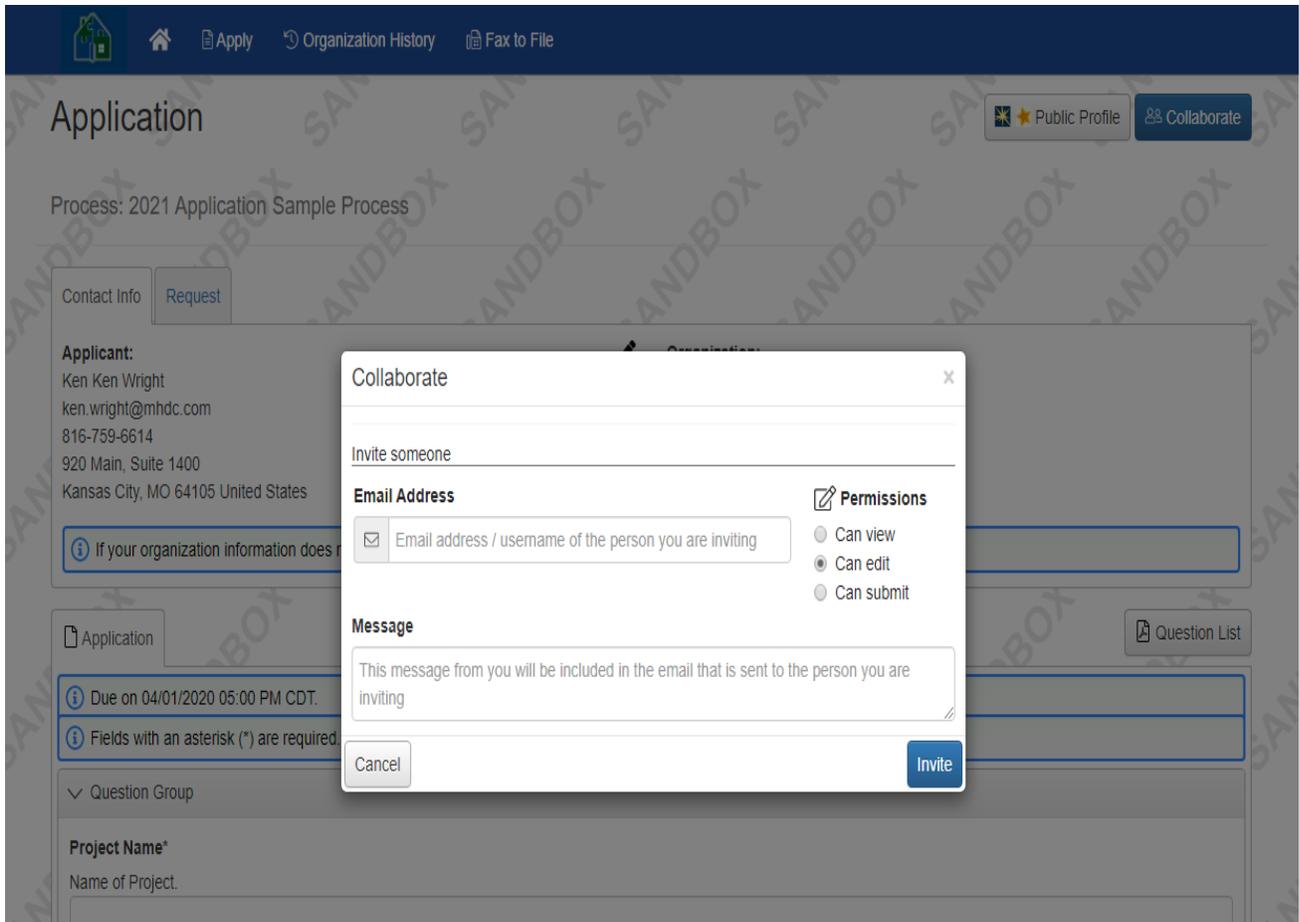
- An application does not have to be completed immediately, it may be started and saved to resume later by clicking the “Save Application” button.\*
- You may also delete an application by clicking “Abandon Request.” This feature is **permanent**. If “Abandon Request” is selected the application will 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.

**\*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.



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

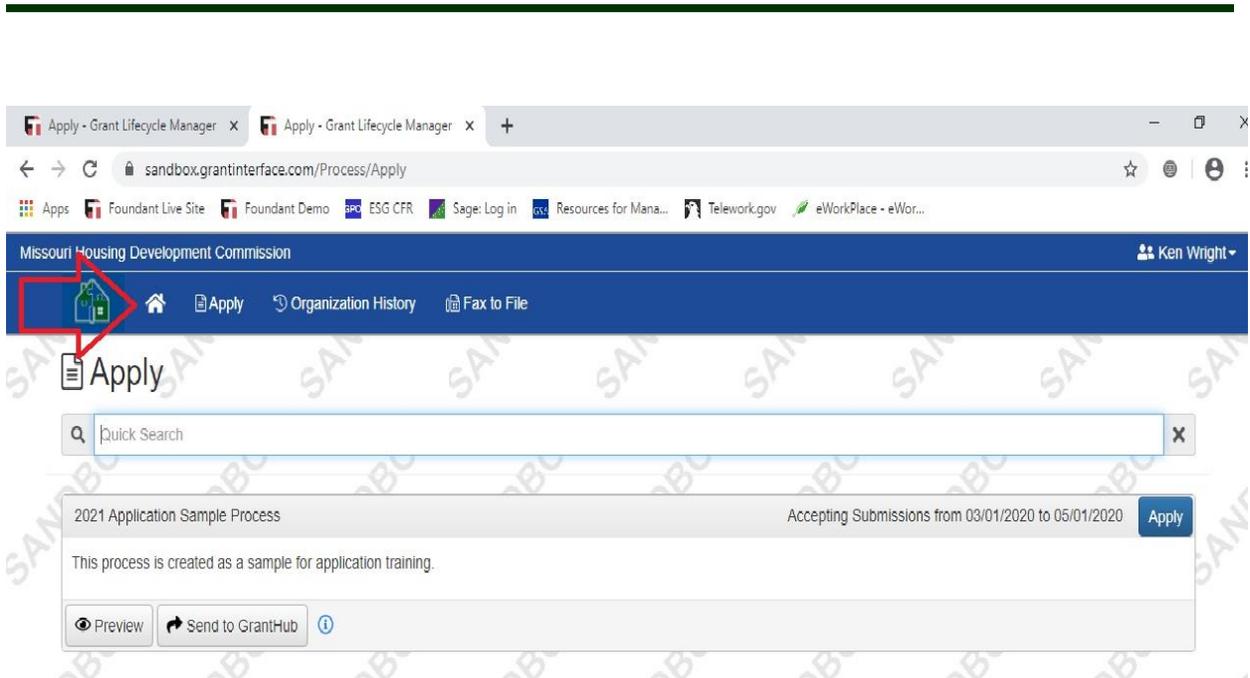


When adding collaborators you may adjust their permission levels to be able to:

- 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.

# 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 HUD and State programs. It is from this page that payment requests may be submitted\*.

Apply - Grant Lifecycle Manager x Applicant Dashboard - Grant Life x +

sandbox.grantinterface.com/Dashboard/Applicant

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

Missouri Housing Development Commission Ken Wright

Apply Organization History Fax to File

## Applicant Dashboard

Public Profile

|   |  |
|---|--|
| <b>Applicant:</b><br>Ken Ken Wright<br>ken.wright@mhdc.com<br>816-759-6614<br>920 Main, Suite 1400<br>Kansas City, MO 64105 United States | <b>Organization:</b><br>Missouri Housing Development Commission<br>99-9999999<br>816-759-6614<br>920 Main, Suite 1400<br>Kansas City, MO 64105 |
|---|--|

Contact Email History

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

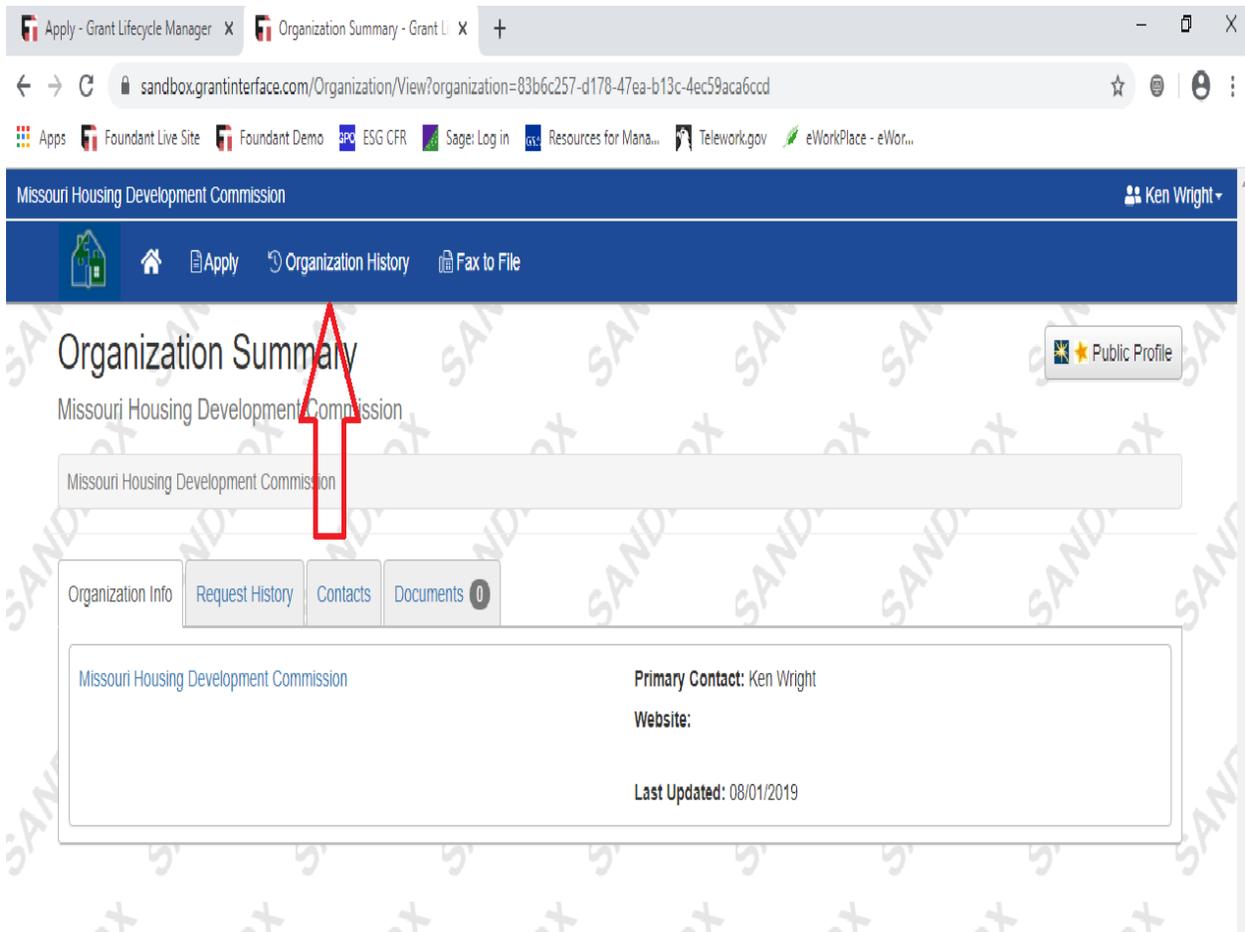
Active Requests 0 Historical Requests 0

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

**\*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.



Apply - Grant Lifecycle Manager X Organization Summary - Grant L X +

sandbox.grantinterface.com/Organization/View?organization=83b6c257-d178-47ea-b13c-4ec59aca6ccd

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

Missouri Housing Development Commission Ken Wright

Home Apply Organization History Fax to File

### Organization Summary

Missouri Housing Development Commission

Public Profile

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:

### **Disaster Related Programs**

William Hawkins  
Disaster Relief Coordinator  
(816) 648-0547  
[William.hawkins@mhdc.com](mailto:William.hawkins@mhdc.com)

### **Missouri Housing Innovation Program (MoHIP) Missouri Housing Trust Fund (MHTF)**

Lisa Moler  
State Program Administrator  
(816) 759-7228  
[lisa.moler@mhdc.com](mailto:lisa.moler@mhdc.com)

### **Emergency Solutions Grant (ESG)**

Cassie Sipos-Haas  
ESG Administrator  
(816) 759-6630  
[cassie.sipos-haas@mhdc.com](mailto:cassie.sipos-haas@mhdc.com)