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## GRANT INTERFACE LOG ON INSTRUCTIONS

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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.

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

10:56 AM  
3/24/2020

- 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>

Missouri Housing Development Commission

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\*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.

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

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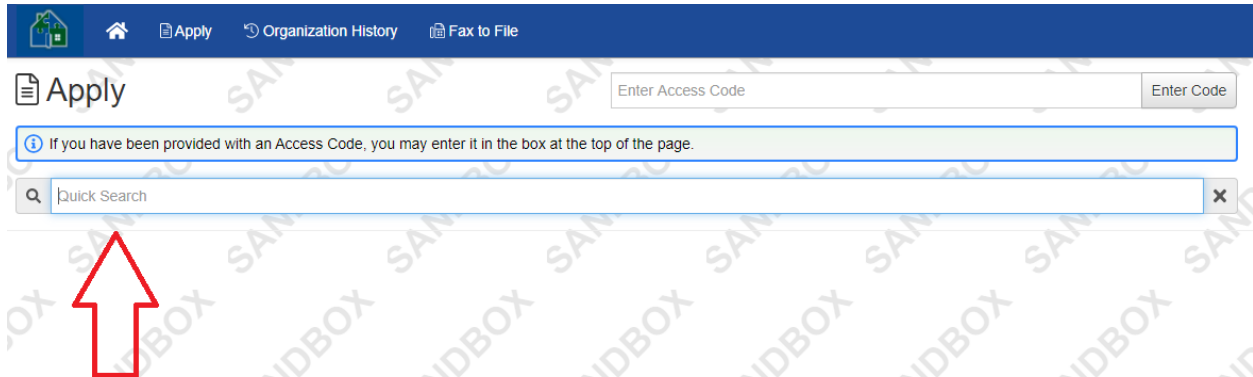
Not Sure? If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact our Grant Administrator to receive your username.

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

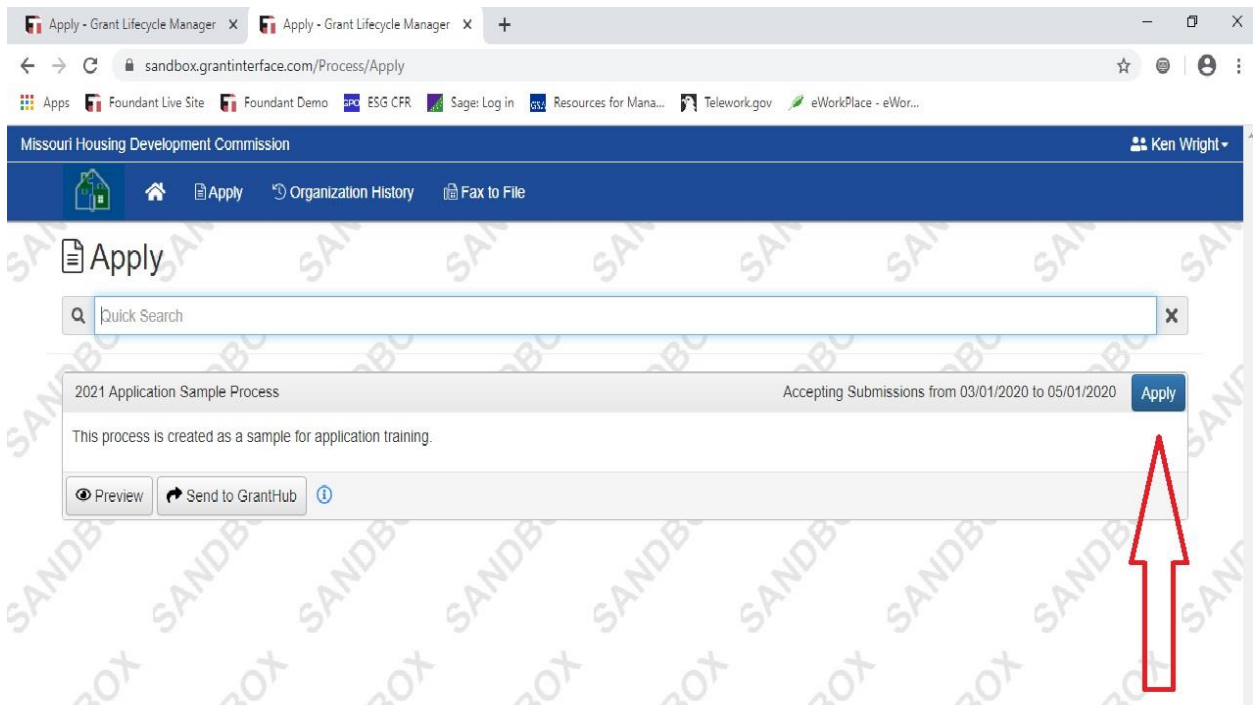
## Apply Screen

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.



The screenshot shows the top portion of the 'Apply' screen. At the top is a dark blue navigation bar with icons for Home, Apply, Organization History, and Fax to File. Below this is a white header area with the 'Apply' title and an 'Enter Access Code' field. A light green informational 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 this is a 'Quick Search' input field. A large red arrow points upwards towards the search field.

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.



This screenshot shows the search results on the 'Apply' screen. The browser address bar indicates the URL 'sandbox.grantinterface.com/Process/Apply'. The page header shows the user 'Ken Wright'. The search results list a '2021 Application Sample Process' with the status 'Accepting Submissions from 03/01/2020 to 05/01/2020'. Below the title is a description: 'This process is created as a sample for application training.' At the bottom of the result card are buttons for 'Preview', 'Send to GrantHub', and a blue 'Apply' button. A large red arrow points upwards towards the 'Apply' button.

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 'Apply' screen. At the top, there is a blue navigation bar with icons for a house, a document, and a fax, labeled 'Apply' and 'Fax to File'. Below this is a white header area with the 'Apply' logo on the left and an 'Enter Access Code' input field on the right. A light blue banner below the header contains an information icon and the text: 'If you have been provided with an Access Code, you may enter it in the box at the top of the page.' Below the banner is a 'Quick Search' input field with a magnifying glass icon on the left and a close 'X' icon on the right. The main content area has a grey header bar with the text 'CARES Act - ESG Program Letter of Intent' on the left and 'Accepting Submissions from 04/01/2020 to 08/20/2020' on the right. A blue 'Apply' button is located on the far right of this header bar. A red arrow points to this button. Below the header bar, the 'Purpose' section is displayed, followed by a paragraph of text. Below that is the 'Establishment of Funds' section, followed by another paragraph of text.

**Apply**

Enter Access Code  Enter Code

*i* If you have been provided with an Access Code, you may enter it in the box at the top of the page.

Quick Search

CARES Act - ESG Program Letter of Intent Accepting Submissions from 04/01/2020 to 08/20/2020 **Apply**

### Purpose

As of March 27, 2020 the Coronavirus Aid, Relief, and Economic Security Act, commonly referred to as the CARES Act was signed into law. The act provides emergency supplemental appropriations and other changes to help the Nation respond to the Coronavirus Outbreak.

The Emergency Solutions Grant (ESG) is intended to: (1) engage homeless individuals and families living on the street; (2) improve the number and quality of emergency shelters for homeless individuals and families; (3) help operate these shelters; (4) provide essential services to shelter residents, (5) rapidly re- house homeless individuals and families, and (6) prevent families and individuals from becoming homeless. ESG funds are intended to be used as part of a crisis response system using a low barrier, housing-focused approach to ensure that homelessness is rare, brief, and non-recurring.

### Establishment of Funds

These funds are established by Subtitle B of Title IV of 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) which authorized the Emergency Solutions Grant (ESG) Program for the purpose of providing assistance to persons who are homeless or at-risk of homelessness and the CARES Act. The Missouri Housing Development Commission (MHDC) is responsible for administering the Missouri State Allocation of the Department of Housing and Urban Development (HUD) Emergency Solutions Grant (ESG) Program funds granted to MHDC by the

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 application form titled "Application". At the top right is a "Question List" button. Below the title bar, there are two informational banners: "Due on 04/01/2020 05:00 PM CDT." and "Fields with an asterisk (\*) are required." Below these is a section titled "Sample Application Question Group". The first question is "Project Name\*", with a subtext "Name of Project." and an empty text input field. The second question is "Sample Question 1\*", with a subtext "Instructions for answering question." and a large text area. Below the text area is a green bar indicating "255 characters left of 255". The third question is "Total Request Sample\*", with a subtext "Enter your total request" and a currency input field showing "\$". At the bottom of the form are three buttons: "Abandon Request", "Save Application", and "Submit Application". Red arrows highlight the "Abandon Request" button, the "Total Request Sample\*" input field, and 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.



**\*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

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

**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.

Application Question List

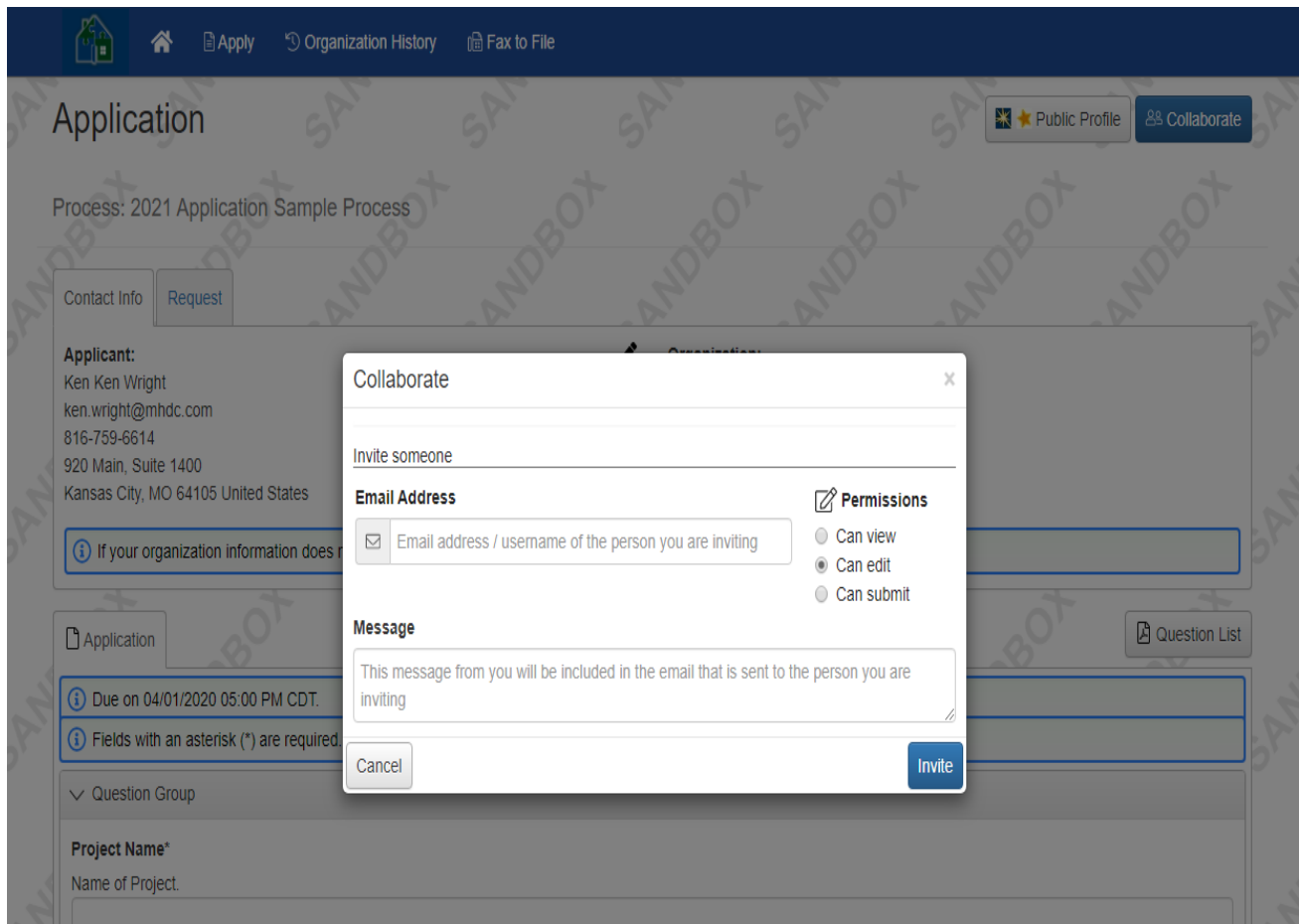
Due on 04/01/2020 05:00 PM CDT.  
Fields with an asterisk (\*) are required.

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

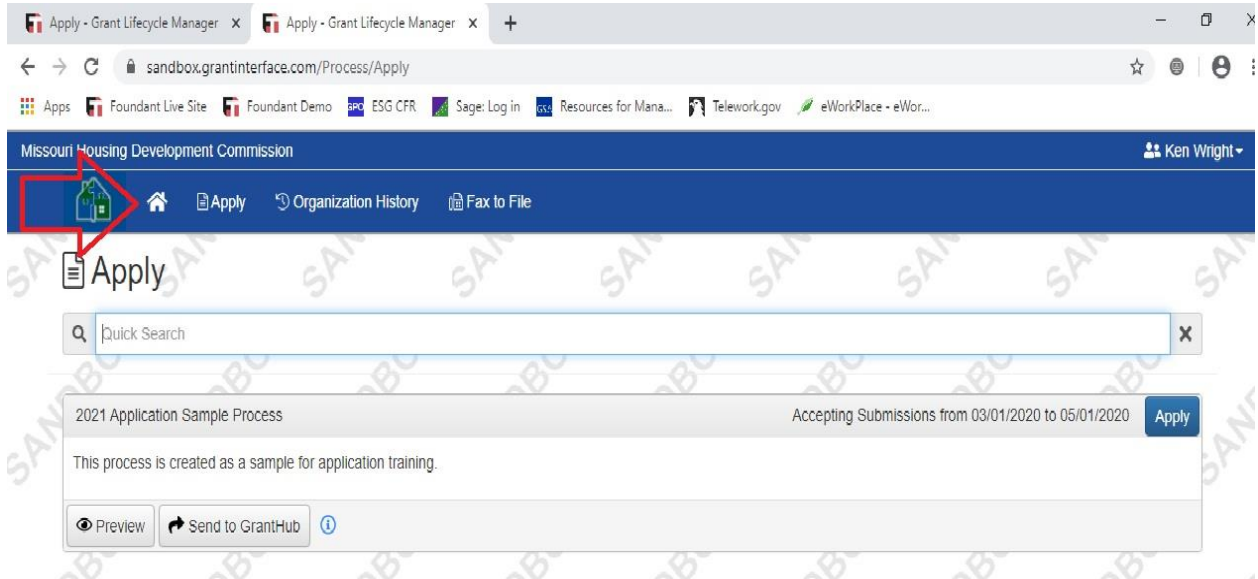


When adding collaborators you may adjust their permission levels to be able to:

- 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.

## 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> Ken Ken Wright ken.wright@mhdhc.com 816-759-6614 920 Main, Suite 1400 Kansas City, MO 64105 United States <a href="#">Contact Email History</a>	<b>Organization:</b> <a href="#">Missouri Housing Development Commission</a> 99-9999999 816-759-6614 920 Main, Suite 1400 Kansas City, MO 64105
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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.

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 "Missouri Housing Development Commission" and the user is logged in as "Ken Wright". The navigation bar includes icons for Home, Apply, Organization History, and Fax to File. The "Organization Summary" section is highlighted with a red arrow. Below the summary, there are tabs for "Organization Info", "Request History", "Contacts", and "Documents" (with a count of 0). The "Organization Info" tab is active, displaying the following information:

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)**

Aidan Rich  
HUD Programs Supervisor  
(816) 759-6632  
[aidan.rich@mhdc.com](mailto:aidan.rich@mhdc.com)