Missouri Housing Development Commission

MHDC

Shelter Operations Support (SOS)

Application Guidance

2027

Due Date:

Applications will be accepted from:

November 23rd, 2026

to

December 21st, 2026, at 5:00 p.m.

Estimated Funding Availability:

$500,000.00

Applications will be accepted via
Missouri Housing Development Commission's Grant Interface:
https://www.grantinterface.com/Home/Logon?urlkey=mhdc

EQUAL HOUSING OPPORTUNITY

Contents

General Information 3
Purpose 3
Deadline 3
Requirements 3
Eligible Activities 3
Evaluation of Applications 3
Scoring Criteria 4
Submission 4
Application and Supplemental Document Checklist 4
Agency Information 4
Shelter Information 4
Proposal Information 4
Attachments 5
Application Detailed Instructions 5
Agency Information 5
Shelter Information 5
Proposal Information 5
Attachments 7
General Information 8
Submission Instructions 8
Award Notification 8
Availability of Grant Funds 8
Appendix A - Program Guidelines 9
Eligibility Requirements 9
Program Requirements 9
Termination Policy 9
Grievance Policy 9

If you or someone you know served in the U.S. Armed Forces, we encourage you to visit http://veteranbenefits.mo.gov or call (573) 751-3779 to learn about available resources.

General Information

Purpose

The Missouri Housing Development Commission (MHDC) hereby notifies interested organizations of the availability of Shelter Operations Support (SOS) funds for the program year of 2027. 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 from **Monday, November 23rd, 2026**, until **Monday, December 21st, 2026, at 5:00 p.m.** Applications will not remain open for submission after the deadline. Funding decisions are scheduled to be made by the Commission in July of 2027 for program year 2027 beginning July 1, 2027, and ending June 30, 2028.

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 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, conflict of interest, and serious, recurrent or outstanding findings of noncompliance.

If you or someone you know served in the U.S. Armed Forces, we encourage you to visit http://veteranbenefits.mo.gov or call (573) 751-3779 to learn about available resources.

If an application is not submitted by the deadline of **Monday December 21, 2026, at 5:00 p.m.,** the SOS application will close and there will not be another opportunity to apply for SOS 2027 funding.

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 2027.

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:

Basic Agency Information

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

Basic Shelter Information

- Shelter Name
- Shelter Program History
- Case Management Policies
- Supportive Services

Proposal Information

- Agency Fiscal Year
- Shelter Program Service Area
- Total Funding Request
- Estimated Households Served
- Proposal Narrative
- Salaries and Benefits Detail

If you or someone you know served in the U.S. Armed Forces, we encourage you to visit http://veteranbenefits.mo.gov or call (573) 751-3779 to learn about available resources.

- 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.

Basic 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, agency website and information pertaining to the organization's Executive Director.

Basic Shelter Information

This section collects general information about the shelter, case management policies, and supportive services offered by the organization. When providing information related to supportive services, the applicant should include all services offered by the organization, including MHDC supported projects.

Proposal Information

This section is intended to provide detailed information about the organization providing services, including the total funding request and counties served under SOS 2027, which will run from July 1, 2027, to June 30, 2028.

- **Agency Fiscal Year (Month/Day):** Enter the start and end of your agency's fiscal year in Month/Day format; (i.e. July 1st-June 30th)**.**
- **Shelter Program Service Area:** Mark all counties your organization will serve with SOS funds.

If you or someone you know served in the U.S. Armed Forces, we encourage you to visit http://veteranbenefits.mo.gov or call (573) 751-3779 to learn about available resources.

- **Total Funding Request:** Enter the amount of funding your organization is requesting for Operating and Administrative Funds. *Funding requests are capped at $50,000.00 for the 2027 program year.*
- **Estimated Households Served:** Enter the estimated number of households that will be served with SOS funds in program year 2027, ending June 30, 2028.
- **Proposal Narrative:** Applicants should detail the proposed eligible activities/services that will be provided using SOS funds, using specific examples from the SOS 2027 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 funds, through program year 2027 ending June 30, 2028. Applicants who will not use SOS funds to support salaries and benefits should follow the instructions provided in the application question to receive full points.
- **Administration Detail:** Applicants should detail the proposed eligible activities that will be used to administer the SOS grant, using specific examples from the SOS 2027 Desk Guide.
- **Populations Served:** Applicants should indicate the populations that will be served with SOS funding during the program year, ending June 30, 2028. If "Other" is selected, please detail the other populations your shelter program will serve in the following fields.
- **Populations Served (Continued):** Applicants should specify whether the services they provide are offered to Veterans, even if this is not the primary population served by the organization.
- **Other Populations Served:** If "Other" was selected under "Populations Served," applicants should detail the other populations served through their shelter program.
- **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 funding by utilizing quantifiable internal and regional 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 their 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 spending deadlines will be met in accordance with the SOS 2027 Desk Guide, along with full funding expenditure by June 30, 2028.

If you or someone you know served in the U.S. Armed Forces, we encourage you to visit http://veteranbenefits.mo.gov or call (573) 751-3779 to learn about available resources.

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 2027 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:** If awarded, agencies will be required to complete and certify their compliance with the MHDC Minimum Shelter Standards (SOS-100). Applicant must review the standards and verify compliance utilizing the drop down. If "no" is selected, applicant must provide additional information in the following section titled *Minimum Shelter Standards Cont.* SOS-100 can be found at: https://mhdc.com/programs/community-programs/shelter-operations-support-sos/ .
- **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 printout 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 organization's 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. If there are findings in the audit, please provide your organization's response to those findings.**

If you or someone you know served in the U.S. Armed Forces, we encourage you to visit http://veteranbenefits.mo.gov or call (573) 751-3779 to learn about available resources.

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 December 21, 2026.

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 contacts provided in the application upon the Commission's funding decision in July of 2027.

Availability of Grant Funds

If approved, grant funds will be available upon the Commission's funding decision in July of 2027, 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 funding can be disbursed.

If you or someone you know served in the U.S. Armed Forces, we encourage you to visit http://veteranbenefits.mo.gov or call (573) 751-3779 to learn about available resources.

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 the following:

- 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.

For all SOS related questions, please contact:

Email: cp.programs@mhdc.com

For more information regarding the SOS program, please review the Desk Guide at:
https://mhdc.com/programs/community-programs/shelter-operations-support-sos/

If you or someone you know served in the U.S. Armed Forces, we encourage you to visit http://veteranbenefits.mo.gov or call (573) 751-3779 to learn about available resources.