



Housing Stability and Eviction Diversion FY2023 Application Guidance

DUE DATE:

Applications will be accepted on a rolling basis from:

February 21, 2023 to
August 1, 2023 at 5:00 p.m.

Applications received after August 1, 2023 at 5:00 p.m. will not be considered for HSED funding.

HSED applications can be submitted through MHDC's Grant Interface:

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



HOUSING STABILITY AND EVICTION DIVERSION (HSED) FY2023 APPLICATION GUIDANCE

Purpose

The Missouri Housing Development Commission (MHDC) hereby notifies interested organizations of the availability of Housing Stability and Eviction Diversion (HSED) funds. The funds will be allocated to support programs within Missouri communities that work to prevent evictions and help ensure long-term housing stability by providing case management and legal services, along with direct assistance related to eviction relief.

Deadline

Completed applications for funding will be accepted by MHDC on a rolling basis beginning **Tuesday February 21, 2023 through Tuesday, August 1, 2023 at 5:00pm**, in accordance with the parameters of the American Rescue Plan Act and U.S. Department of the Treasury guidelines. Funding determinations will be made as applications are received.

Requirements

- Applicants must be a non-profit, not for profit, governmental entity, or other community organization that provides housing related case management and legal services to eligible recipients, and must be an entity in good standing with the state of Missouri.
- All intended recipients assisted by the HSED program must have incomes **at or below 80 percent of the area median income** for the geographic area adjusted for family size, and assistance should be prioritized to households **below 50 percent of the area median income** for the geographic area adjusted for family size.
- All intended recipients assisted by the HSED program must self-attest that one or more individuals within a household has qualified for unemployment benefits or experienced a reduction in household income, incurred significant costs, or experienced other financial hardship during or due, directly or indirectly, to the coronavirus pandemic.
- All intended recipients assisted by the HSED program must self-attest that one or more individuals within a household must have experienced/are experiencing homelessness or housing instability during or due, directly or indirectly, to the coronavirus pandemic.
- Funding will not be awarded to individuals.
- Funding may not be sub-granted.

Eligible Activities

- **Eviction Relief:** available for organizations to provide direct assistance to eligible individuals and households to support eviction-related housing stabilization.
- **Case Management:** available for organizations that provide housing or housing services for paying salaries and benefits necessary for providing housing stability case management services to eligible recipients.

- **Legal Services:** available for organizations to provide legal services regarding pending tenant eviction action. Legal services may be provided directly by a legal service applicant or indirectly via private attorneys.
- **Administrative Funds:** available to organizations that apply for supporting the administration of the program. *Administration expenses may not exceed 10% of 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 necessary housing services to low-to-moderate-income individuals and families in the state of Missouri. Applications will be scored for completeness of the grant application, past performance in existing MHDC programs, experience and expertise in providing programs and services which result in increased housing stability for clients, capacity to provide services (including remote services), and other relevant factors that show how effectively the project addresses the goals of the HSED program.

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 **Tuesday, August 1, 2023 at 5:00 pm**, the HSED application will close and there will not be another opportunity to submit within FY2023 ending December 31, 2023.

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. Awards resulting from this application will begin as early as March 1, 2023 and run until August 1, 2023 at 5:00 pm.

Scoring Criteria

The following items will be assessed:

1. Agency Information
2. Proposal Information
3. Supplemental Documents/Attachments
4. Grant Component Information
5. Prior MHDC funding history for the most recent funding period

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 and Proposal Information:

- Agency Information
- Executive Director and Grant Contact Information
- Agency Service Area
- Anticipated HSED Spending
- Need and Data Explanation
- Program Overview

Attachments:

- Board of Directors
- Certificate of Good Standing
- 501(c)(3) Verification
- Sources and Uses
- Audit/Financials

Grant Component Questions:

- HSED FY2023 Budget Projection for all Grant Component's
- Clients Served per Component
- Program Overview per Component

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. 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 annual budget projection and counties served with HSED funding **through FY2023 ending December 31, 2023**.

- **HSED Service Area:** Mark all counties your organization will serve (both directly and remotely) with HSED funds.
- **Requests by Grant Component:** Enter the amount of funding your organization is requesting for each funding category. If you are not requesting funds for a grant type, put a "0" in the field.

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- **Administration:** HSED applicants are eligible to request up to ten percent (10%) of the total grant award/expenditure.
- **Total Amount of Funding Requested:** Enter your total HSED FY2023 funding request. This dollar amount should equate to the combined total of projected spending listed in the *Requests by Grant Components*.
- **Need and Data Explanation:** Applicants should demonstrate the need for HSED funding by utilizing quantifiable data. This can be accomplished by presenting local, state, national and internal data regarding populations experiencing housing instability.
- **Housing Stability History:** Applicants should outline your organization's history of addressing the needs of populations experiencing housing instability related to the COVID-19 pandemic.
- **Program Timelines:** Applicants should provide a narrative explaining how your organization will ensure that demographic reporting and spending deadlines will be met, along with how you plan to expend all funds by December 31, 2023.
- **Remote Services:** Applicants should outline your organization's history of providing remote services, along with your plan to provide remote services under the HSED grant.
- **Translation Services:** Applicants should list all language options/translation services you will offer those seeking HSED assistance.
- **Participant Eligibility:** Applicants should explain how your organization will determine participant eligibility within the parameters outlined in the HSED FY2023 Desk Guide.
- **Program Requirements:** Applicants should outline any agency specific requirements that clients must meet to receive HSED assistance and/or services (i.e., employment, sobriety, program participation, etc.).

Attachments

- **Board of Directors:** The applicant must submit a complete list of the organization's current board or governing members.
- **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 the most recent Certificate AND a print out from the Secretary of State website that states the organization is in good standing with a date within 60 days of the 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.
- **Sources and Uses (File Size Limit: 1 MiB):** Applicant will detail the projected program budget showing the HSED FY2023 funding request and the total program budget. All sources of funding

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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”. Please enter the total dollar amount from your Sources and Uses into the “Sources and Uses Total Amount” box.

- **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.**

Grant Components

Component Information should only be completed for each component in which funds are being requested:

- Eviction Relief
- Case Management
- Legal Services
- Administration

Budget and Detail: The total proposed budget amount should match the amounts reflected in the Proposal Information. Please fill out the budget breakdown per component and the detail for each breakdown section.

Clients Served: Applicants should estimate the number of HSED eligible individuals/families who are anticipated to be served during the 2023 grant year, ending December 31, 2023.

Narrative: Applicants should fully address each item specified – any narrative throughout the application that does not clearly address each question or repeats answers will result in a loss of points.

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 by the date determined by the Program Administrator.

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 agency submission of the grant agreement and all required additional paperwork. Additionally, all previous SAFHR-HSED grants must be fully closed out and your organization must be in compliance with MHDC programs.

Contact Information:

For all HSED questions, please contact:

Amanda Eisenmann

Housing Program Administrator

Phone: (816) 759-6698

Email: amanda.eisenmann@mhdc.com

For more information regarding the HSED FY2023 program, please review the Desk Guide at:

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