

**Missouri Housing Development Commission**  
**Homeless Management Information System (HMIS)**  
**FY 2016 Notice of Funding Availability (NOFA)**

**NOFA Date: 6/29/2015**

**Purpose:**

The Missouri Housing Development Commission (MHDC) hereby notifies interested organizations of the availability of funds for Homeless Management Information System (HMIS) services in the state of Missouri.

**\$50,000 from Missouri Housing Development Commission Fund Balance**

**Deadline:**

Applications for funding will be accepted by MHDC until **4:30 p.m. CDT on September 4, 2015**. All applications received after the deadline will be rejected. Decisions regarding funding of proposals are scheduled to be made by the Commission in December 2015.

**Requirements:**

- Applicants must be a nonprofit or for profit corporation or partnership entity formed pursuant to applicable Missouri law, must be an entity in good standing with the state of Missouri and provide HMIS administrative services. **MHDC Fund Balance monies will not be awarded to individuals or HMIS agency users.**
- **All proposals must be submitted on the 2016 application** form included on the MHDC website (<http://www.mhdc.com/ci/index.htm>).
- Funds must be used to support HMIS services in the state of Missouri.

**Homeless Management Information System (HMIS)**

A Homeless Management Information System (HMIS) is a software application designed to record and store client-level information on the characteristics and service needs of homeless persons. A HMIS is typically a web-based software application that homeless assistance providers use to coordinate care, manage their operations, and better serve their clients.

A HMIS allows homeless assistance providers within a community to establish a more coordinated and effective housing and service delivery system. In Missouri, several HMIS providers serve the homeless assistance programs. Missouri Housing Development Commission (MHDC) depends on these providers to support the data for the Missouri Housing Trust Fund, Housing First Program, and the bi-annual Homeless Study.

**Eligible Uses of Funds:**

- Administrative costs associated with:
  - Staff time/salary for completing data reports to MHDC
  - Creating queries and building/editing of the HMIS
  - Creating forms and reports for MHDC's housing assistance programs
  - Generating and sharing data for the MHDC statewide homeless study
  - Providing support to users of the HMIS

**Program Specifications:**

- HMIS providers will:
  - Provide data to MHDC or appointed agency in a timely manner
  - Support homeless provider agencies in their use of HMIS in order to record and track accurate data
  - Collaborate with each continua in their service area and attend housing meetings on a regular basis
  - Build reports and forms for MHDC's housing assistance programs upon request

**Submission Requirements:**

Both a hard copy and an electronic copy are required to be submitted.

*Please send hard copy applications to:*

Missouri Housing Development Commission  
Community Initiatives Department  
920 Main, Suite 1400  
Kansas City, MO 64105

*Please send electronic applications to:*

[ci.applications@mhdc.com](mailto:ci.applications@mhdc.com)

**Contact Information:**

If there are any questions, please contact:

Joselyn Pfliegier, Community Initiatives Coordinator  
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Email – [jpfliegier@mhdc.com](mailto:jpfliegier@mhdc.com)