

1. Funds are intended to support the rehabilitation of existing single-family housing programs. Funds may not be used for an organization's general operating expenses.
2. The allocation plan does not represent an entitlement to funds. Eligible Helping HAND recipients must submit an application for an allocation of funds.
3. Only one application from each Habitat, Reservation, CAA or Rebuilding Together will be approved.
4. Helping HAND funds must be used to address housing needs of families or individuals with household incomes that do not exceed 80 percent of the HUD median income for the county in which the property is located.
5. Matching funds, from a non-NDHFA source, of at least 25 percent of the total project costs are required.
6. Helping HAND funds may be used only for the purpose stated in the Helping HAND recipient's application for approval, unless a change is approved by NDHFA.
7. Community Action Agencies and Native American grantees are encouraged to use funding to benefit the largest number of households.
8. Grantees may request reimbursement for costs incurred on a **monthly** basis by submitting a Request for Reimbursement form (SFN 52025) available on our website, [www.ndhfa.org](http://www.ndhfa.org). Before final disbursement is completed grantees must submit a narrative description of their project(s).
9. NDHFA reserves the right to audit the use of Helping HAND funds.
10. Helping HAND funds must be expended (Request for Reimbursement received by the Agency) for eligible projects within twelve months of receiving notice of the award.
11. Final total project costs must be submitted upon project completion.