**HOME**

**CHDO Operating Grant Program**

**Application**



Planning and Housing Development Division
2624 Vermont Ave
PO Box 1535
Bismarck, ND 58502-1535
[www.ndhfa.org](http://www.ndhfa.org/) • hfainfo@nd.gov

**This recipient does not discriminate in admission or access to, or treatment or employment in, its federally assisted programs and activities. Accommodations: Individuals who require accommodations including translated documents, an alternate format, or to request a copy of the plan may contact:**

**504 Coordinator:**

**Wayne Glaser**

**North Dakota Housing Finance Agency**

**2624 Vermont Avenue**

**Bismarck ND 58504**

**800-292-8621 or 701-328-8080**

**800-435-8590 (Spanish)**

**711 (Voice or TTY)**

****

**NOTICE OF INTENT TO APPLY**

This page must be submitted to NDHFA to express your intent to submit a formal application. Once received and processed, the Primary Contact will be given instructions for submitting a fully electronic application package.

|  |
| --- |
| Applicant Name      |
| Contact(s)      |
| Telephone Number(s)      |
| Email Address(es)      |
| NDHFA programs the applicant intends to apply for[ ]  HOME CHDO Operating Grant (HCOG) |

**Email this page to NDHFA Planning and Housing Development at** **hfaplan@nd.gov****.**

**COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO)
 OPERATING GRANT APPLICATION**PLANNING AND HOUSING DEVELOPMENT DIVISIONSFN 62392 (08/23)

**APPLICATION TYPE (check one)**

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  Initial Application | [ ]  Final Application | HOME Grant Year      | Application Date      |

The Applicant must fully complete all applicable sections of this application form fully, including any applicable Exhibits and include all documents and supplementary materials required. North Dakota Housing Finance Agency (“NDHFA") will not accept incomplete and/or unsigned or undated applications for consideration of funding. NDHFA staff is available to assist you prior to the submission of an Initial Application.

# CHDO INFORMATION

## Applicant

NDHFA issues **ALL** awards to the **CHDO**. Awards are not transferable.

|  |
| --- |
| [ ]  Limited Partnership [ ]  Limited Liability Co [ ]  Non-Profit Corporation [ ]  General Partnership [ ]  Corporation[ ]  Local Government [ ]  Housing Authority [ ]  Tribal Government [ ]  Other (specify)        |
| Legal Name of Applicant      | Federal Taxpayer ID      |
| Mailing Address      | City      | State   | ZIP Code      |
| Primary Contact      | Sam.gov Unique Entity Identifier      |
| Telephone Number      | Email Address      |

## Community Housing Development Organization ([ ]  Same as Applicant)

|  |
| --- |
| [ ]  Limited Partnership [ ]  Limited Liability Co [ ]  Non-Profit Corporation [ ]  General Partnership [ ]  Corporation[ ]  Local Government [ ]  Housing Authority [ ]  Tribal Government [ ]  Other (specify)        |
| Legal Name of Final Ownership Entity      | Entity Federal Taxpayer ID      |
| Mailing Address      | City      | State   | ZIP Code      |
| Primary Contact      | Sam.gov Unique Entity Identifier      |
| Telephone Number      | Email Address      |
| CHDO fiscal year? (ex: “Calendar Year”; “July 1 to June 30”; etc.)      | Geographic Service Area      |

## Contact throughout Application Process ([ ]  Same as Applicant)

|  |
| --- |
| Name      |
| Company      |
| Mailing Address      | City      | State   | ZIP Code      |
| Telephone Number      | Email Address      |
| Capacity (i.e. Sponsor, Consultant, etc.)      |

# Program Eligibility

|  |  |  |
| --- | --- | --- |
| 1. **Community Housing Development Organization**
 | **Yes** | **No** |
| CHDO is currently a Certified CHDO with NDHFA | **[ ]**  | **[ ]**  |
| CHDO is not currently in default to any obligation or agreement with NDHFA | **[ ]**  | **[ ]**  |
| CHDO has an Active Registration with Sam.gov | **[ ]**  | **[ ]**  |
| CHDO anticipates acting as a HOME Subrecipient or Contractor for any Participating Jurisdiction | **[ ]**  | **[ ]**  |
| CHDO anticipates receiving pass-through HOME funding from a technical assistance intermediary | **[ ]**  | **[ ]**  |
| CHDO has filed for bankruptcy protection | **[ ]**  | **[ ]**  |
| CHDO’s financial position has been, or anticipates being, in material decline | **[ ]**  | **[ ]**  |

## Current CHDO Set-Aside Project(s)

|  |  |  |
| --- | --- | --- |
| CHDO has active project(s) funded with CHDO Set-Aside Funds (IDIS “CR” Funds) | **[ ]**  | **[ ]**  |

If “Yes”, list below the most recently committed project(s) information.

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name(s)** | **IDIS Number** | **Commitment Date** | **Amount** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
| 1. **Anticipated CHDO Set-Aside Project(s):**
 | **Yes** | **No** |
| CHDO anticipates a commitment of CHDO Set-Aside Funds (IDIS “CR” Funds) within 24-months | **[ ]**  | **[ ]**  |

If “Yes”, list below anticipated project(s) information believed to be closest to receiving a commitment.

|  |  |  |  |
| --- | --- | --- | --- |
| **Anticipated Project Name(s)** | **Project Type** | **Anticipated Commitment Date** | **Anticipated Amount** |
|       |  |       |       |
|       |  |       |       |
|       |  |       |       |
|       |  |       |       |

# BUDGET INFORMATION

## Fully complete an HCOG Exhibit A

# Applicant Certifications

## The Undersigned hereby acknowledges the following:

1. The undersigned hereby makes application to the State of North Dakota (State), for a commitment of funding for the program(s) indicated in the application. The undersigned agrees that the North Dakota Housing Finance Agency will at all times be indemnified and held harmless against all losses, costs, damages, expenses, and liabilities of whatsoever nature or kind (including, but not limited to attorney's fees, litigation and court costs, amounts paid in settlement, and amounts paid to discharge judgment, any loss from judgment from Internal Revenue Service) directly or indirectly resulting from, arising out of, or related to acceptance, consideration and approval or disapproval of such reservation request.
2. That this application and all Exhibits provided by NDHFA to applicants for funding, including all sections herein relative to operating costs and determinations of the amount of assistance, is provided only for the convenience of NDHFA in reviewing applications; that completion hereof in no way guarantees eligibility for the funding; and that any notations herein describing the requirements are offered only as general guides and not as legal authority.
3. That the undersigned is responsible for ensuring that the applicant and Community Housing Development Organization will, in all respects, satisfy all applicable requirements of the HCOG program and any other requirements imposed upon it by NDHFA at the time of commitment, should one be issued.
4. That NDHFA may request or require changes in the information submitted herewith and may substitute actual figures for any estimated figures provided therein by the undersigned and may commit assistance, if any, in an amount different from the amount requested.
5. That a commitment is not transferable without prior approval by NDHFA.
6. That the requirements for applying for assistance and the terms of any commitment thereof is subject to change at any time by federal or state law, federal, state or NDHFA regulation, or other binding authority.
7. That a commitment will be subject to certain conditions to be satisfied prior to closing and disbursement of funds.
8. That the undersigned provides NDHFA the right to exchange information with other parties as deemed appropriate by NDHFA.
9. The undersigned applicant and any of its employees, agents, or sub-contractors in doing business with the North Dakota Housing Finance Agency understands and agrees that it is the total responsibility of the applicant to adhere to and comply with all Internal Revenue Code, Federal Civil Rights legislation inclusive of the Fair Housing Laws, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act, the Violence Against Women Reauthorization Act of 2013, as well as any State and local Civil Rights legislation along with any required related codes and Laws. It is the Applicant’s responsibility to be aware of and comply with all non-discrimination provisions relating to race, color, religion, sex, handicap, familial status, national origin and any other classes protected in the State. This includes design requirements for construction or rehabilitation, Equal Opportunity in regard to marketing and tenant selection and reasonable accommodation and modification for those tenants covered under the Laws.
10. The undersigned has read and understands any applicable Allocation Plan and is aware that any CHDO selected to receive an operating subsidy will be subject to all requirements of the Plan including, but not limited to, compliance monitoring and the CHDO will be responsible to pay a reasonable fee to the NDHFA for their compliance monitoring activities.

## Further, the Undersigned Hereby Certifies the Following

1. The applicant shall not, in the provision of services, or in any other manner, discriminate against any person on the basis of race, color, creed, religion, sex, national origin, age, familial status or handicap.
2. The applicant shall ensure that all construction complies with the accessible and adaptive design and construction requirements of the Fair Housing Act.
3. That, to the best of its knowledge and belief, all information provided herein or in connection herewith is true and correct and all estimates are reasonable and can be obtained from any source named herein.
4. That it will at all times indemnify and hold harmless NDHFA against all losses, costs, damages, expenses, and liabilities of any nature or indirectly resulting from, arising out of or relating to NDHFA’s acceptance, consideration, approval, or disapproval of this request and the issuance or non-issuance of LIHTC assistance in connection herewith.
5. That all budgets and expenses are properly disclosed and conform to the Allocation Plan.
6.

**That the applicant, developer, sponsor, contractor, or any other member of the Development Team, including any of their owners, partners, or board members have not been convicted of, entered an agreement for immunity from prosecution for, or pleaded guilty, including a plea of nolo contendere, to a crime of dishonesty, moral turpitude, fraud, bribery, payment of illegal gratuities, perjury, false statement, racketeering, blackmail, extortion, falsification or destruction of records, nor are they currently debarred from contracting opportunities by any agency of the federal or state of North Dakota governments.**

IN WITNESS WHEREOF, the undersigned, being a duly authorized agent of the Applicant, has caused this document to be executed in its name on the date listed below.

|  |
| --- |
| Date      |

The undersigned, being duly authorized, hereby declares and affirms under the penalties of perjury that the information contained in this application is, to the best of his/her knowledge and belief, in all things complete, true, and correct, and accurately describes the proposed project. Misrepresentations of any kind will be grounds for denial or loss of the tax credits and may affect future participation in the tax credit program in the State.

|  |  |  |
| --- | --- | --- |
| Legal Name of Applicant      | By (Name of Authorized Representative)      | Title      |
| Signature | Date      |

|  |  |  |
| --- | --- | --- |
| Legal Name of Co-Applicant (if applicable)      | By (Name of Authorized Representative)      | Title      |
| Signature | Date      |

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines, and requirements, including 2 CFR 200; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally assisted project.

Also, the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant’s governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 PL 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants (5 USC 1501, et. seq.)
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.
8. It will ensure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency’s (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234-, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase “Federal Financial Assistance”, includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et. seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
12. It will comply, and all its contractors will comply, with: Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972 and the Age Discrimination Act of 1975.
13. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.
14. It will provide an Equal Employment Opportunity Program if required to maintain one where the application is for $500,000 or more.
15. It will comply with the provisions of the Coastal Barrier Resources Act (P.L 97-348), dated October 19, 1982, (16 USC 3501 et. seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

|  |  |  |
| --- | --- | --- |
| Legal Name of Applicant      | By (Name of Authorized Representative)      | Title      |
| Signature | Date      |

|  |  |  |
| --- | --- | --- |
| Legal Name of Co-Applicant (if applicable)      | By (Name of Authorized Representative)       | Title      |
| Signature | Date      |

The North Dakota Housing Finance Agency ("NDHFA"), under regulations from the U.S. Department of Housing and Urban Development (HUD), requires that each applicant for HOME funds signs the “Equal Opportunity Certification Form” which indicates that neither the applicant nor its contractors for which these funds are being granted have any pending fair housing or civil rights legal proceedings against them “for fair housing or for equal opportunity violations in community planning and development programs and/or service: (as defined by HUD, and described in the attached information), and is responsible for any and all costs associated with implementing and maintaining records to comply with and allow for NDHFA monitoring. Applicants receiving financial assistance from NDHFA need to be knowledgeable of all pertinent fair housing and equal opportunity laws and regulations which affect the execution of their activities.

**Statement of Certification:**

The undersigned certifies to NDHFA that it has read and understands all of its obligations under the Equal Opportunity requirements. The undersigned acknowledges that this certification will be relied upon by NDHFA in its review and approval of proposals for funding, and any misrepresentation of information or failure to comply with any conditions proposed in this certification could result in penalties, including the disbarment of Applicant for a period of time from participation in NDHFA administered programs.

|  |  |  |
| --- | --- | --- |
| Legal Name of Applicant      | By (Name of Authorized Representative)      | Title      |
| Signature | Date      |

|  |  |  |
| --- | --- | --- |
| Legal Name of Co-Applicant (if applicable)      | By (Name of Authorized Representative) | Title      |
| Signature | Date      |

**Definition of Laws (For Information Purposes Only)**

**TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 (TITLE VI)** – prohibits discrimination on the basis of race, color or national origin in programs and activities receiving “Federal financial assistance.” Complaints must be filed within 180 days of the alleged act of discrimination. Complaints received from a program participant or service recipient will be forwarded to the Fair Housing Equal Opportunity division at the U.S. Department of Housing and Urban Development. **Legal Authority**: Title 42 USC 2000d; 24 CFR Part 1.

**EXECUTIVE ORDER 11063, NON-DISCRIMINATION** – (Non-Discrimination and Equal Opportunity in Housing) - directs HUD and all other executive departments and agencies to take appropriate action to promote the abandonment of discriminatory practices with respect to property or facilities owned or operated by the Federal Government or provided with Federal financial assistance in the sale, leasing, rental, or other disposition of such property or facilities. **Legal Authority**: Issued Nov. 20, 1962, 27 FR 11527; 24 CFR Part 107.

**AGE DISCRIMINATION ACT OF 1975** – prohibits (1) discrimination on the basis of age in **programs or activities receiving Federal financial assistance** directly or through contractual, licensing, or other arrangements, and (2) use age distinctions or actions which have the effect, on the basis of age, of:

 Excluding individuals from, denying them the benefits of, subjecting them to discrimination under, a program or activity receiving federal financial assistance; or

 Denying or limiting individuals their opportunity to participate in any program or activity receiving Federal financial assistance. **Legal Authority**: 42 USC 6101 et seq. (24 CFR Part 146).

**SECTION 109, HOUSING & COMMUNITY DEVELOPMENT ACT OF 1974** – requires that no person in the United States shall on the grounds of race, color, national origin, religion, or sex be excluded from participation in, be denied benefits of, or be subjected to discrimination under **any program or activity receiving Federal financial assistance** made available pursuant to the Act. Section 109 also directs that the prohibitions against discrimination on the basis of age under the Age Discrimination Act and the prohibitions on the basis of disability under Section 504 shall apply to programs or activities receiving Federal financial assistance under Title I programs. **Legal Authority**: 24 CFR Part 6.

**EXECUTIVE ORDER 11246**, as amended, bars discrimination in federal employment because of race, color, religion, sex, or national origin. This order was superseded by Executive Order 11478 (Sec 401:1101), which called for affirmative-action programs for equal opportunity at the agency level under general supervision of the Civil Service Commission. **Legal Authority**: 41 CFR Chapter 60 (DOL)

|  |  |
| --- | --- |
| **Activity** | **Applicable Civil Rights Laws** |
| Benefits, ServicesMethods of Administration | • Title VI, Civil Rights Act of 1964• Section 109, Housing and Community Development Act of 1974, as amended• Section 504, Rehabilitation Act of 1973, as amended• Age Discrimination Act of 1975, as amended• Section 104, Housing and Community Development Act of 1974, as amended |
| Housing and Related Facilities | • Title VIII, Civil Rights Act of 1968, as amended (Federal Fair Housing Law)• Executive Order 11063, as amended• Section 104, Housing and Community Development Act of 1974, as amended |
| Employment | • Section 109, HCD Act of 1974, as amended• Section 3, Housing and Urban Development Act of 1968, as amended• Executive Order 11246, as amended• Section 504, Rehabilitation Act of 1973, as amended |
| Contracting(Business Opportunities) | • Section 3, Housing and Urban Development Act of 1968, as amended |
| Displacement / Relocation | • Title VI, Civil Rights Act of 1964• Section 109, Housing and Community Development Act of 1974, as amended• Title VIII, Civil Rights Act of 1968, as amended |

The North Dakota Housing Finance Agency ("NDHFA"), under regulations from the U.S. Department of Housing and Urban Development (HUD), requires that each applicant for federal and NDHFA’s HOME funds sign the “Section 504 Certification Form” which indicates the organization's acceptance to:

1. Comply with all applicable regulations; and
2. Incur all costs required for compliance with the applicable regulations; and
3. Be subject to Fund monitoring for compliance; and
4. Accept any applicable penalties for noncompliance.

**STATEMENT OF CERTIFICATION**

The undersigned certifies to NDHFA that he/she has read and understands all of its obligations under the Section 504 requirements. The undersigned acknowledges that this certification will be relied upon by NDHFA in its review and approval of proposals for funding, and any misrepresentation of information or failure to comply with any conditions proposed in this certification could result in penalties, including the disbarment of Applicant for a period of time from participation in NDHFA administered programs.

|  |  |  |
| --- | --- | --- |
| Legal Name of Applicant      | By (Name of Authorized Representative)      | Title      |
| Signature | Date      |

|  |  |  |
| --- | --- | --- |
| Legal Name of Co-Applicant (if applicable)      | By (Name of Authorized Representative) | Title      |
| Signature | Date      |

 **Definition of Laws (For Information Purposes Only)**

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits discrimination against persons with disabilities in the operation of programs receiving Federal financial assistance. It states, “No otherwise qualified individual with a disability in the United States … shall, solely by reason of her or his disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, service or activity receiving Federal financial assistance or under any program or activity conducted by any Executive agency or by the United States Postal Service”.

The U.S. Department of Housing and Urban Development (HUD) regulations, at 24 CFR Part 8, sets a mandate for the North Dakota Housing Finance Agency ("NDHFA") to monitor projects funded with federal funds for compliance with various federal regulations.

NDHFA requires that the accessibility requirements of Section 504 be incorporated into the design and construction of all new construction and/or rehabilitation projects. The Uniform Federal Accessibility Standards (UFAS) are the appropriate standards required under Section 504.

**HOUSING AND NON-HOUSING FACILITIES**

All of Section 504’s nondiscrimination, program accessibility, and reasonable accommodation requirements that apply to housing facilities also apply to the operation of non-housing facilities and programs. New non-housing facilities must be designed and constructed to be readily accessible to and usable by persons with disabilities.

NOTE: Each applicant must sign and submit with the application the “Section 504 Certification Form” indicating the agreement to comply with the regulations, to be subject to NHDFA’s monitoring for compliance, and to accept any applicable penalties for noncompliance. After reviewing the information in this document please review the Section 504 attachment and fill out the Certification Form.

**PROGRAM ACCESSIBILITY**

Under Section 504 federal fund recipients must ensure that their programs are accessible to qualified individuals with disabilities. These programs must also be provided in the most integrated setting possible. To achieve program accessibility, it is not required to alter or construct new buildings, the program itself must be made accessible; it is only when programmatic changes to the program are insufficient that alterations or construction to buildings must occur.

* The recipient has to make sure they make effective communication with applicants, beneficiaries, and other members of the public.
* The recipient must provide the necessary means so that disabled individuals are able to benefit from their program. This is determined by the need of the disabled in the area of the program. Providing these auxiliary aides to the disability must be done in a collective manner and not on a personal level where devices are individually prescribed.
* Where communication is made through telephone with the applicants and beneficiaries telecommunication devices for deaf people (TDD) must be used or a device that is just as effective.

Recipients must make sure that all interested people, including those with vision and hearing impairments are able to be informed about the existence and location about accessible services, activities, and facilities. However, the recipient does not have to take any action that the recipient can demonstrate would change the nature of the program or activity or if the action would cast an unnecessary financial or administrative burden, but the recipient must take other means that would not result in such problems. It must be ensured to the maximum extent possible that people with disabilities get the benefits and services from the program or activity receiving HUD funding.

The instances should be undertaken by a case-by-case basis because the needs of those with disabilities could differ thus, they would require different means to accommodate them under the existing program.

**HINTS FOR ACHIEVING 504 COMPLIANCE (PROGRAMS)**

When dealing with program accessibility make sure that all means of communication are covered in order to ensure equal chances of accessibility to those with disabilities.

In the event of a person with a disability showing up for the goods and services being delivered, make sure he/she is able to participate in the activities that are being given to the public whether it is through auxiliary aids or an interpreter.

It is not always necessary to alter your facility in order to comply with the program accessibility; one may move their program to a place that is accessible to the disabled.

When a disabled person has a service animal the recipient has to accommodate this individual and not attempt to make the person discard his/her service animal when receiving services from the facility.

It may be possible that renovations will be required if programmatic and nonstructural changes are not possible, but look to nonstructural changes before moving to costly renovations, including:

* For the visually impaired use large letter signs; remove displays or other objects in the path of travel; allow an individual with a visual impairment to bring a service animal into public accommodation; use talking calculators or computers; raise low-hanging signs or lights; increase frequency of existing oral announcements; make optical magnifiers available; install entrance indicators such as strips of textured material near doorways, elevators, etc.; tape texts/menus.
* For those with hearing impairments provide written notices of oral announcements; encourage employees without speech impairments to speak clearly and at an audible level (without shouting) and pace (not rapid-fire) and instruct employees to repeat themselves, when necessary, in a professional manner; provide small amplifiers for telephones; purchase TDD (telecommunication devices for the deaf); improve sight lines by replacing oval tables with roundtables; improve acoustics by lowering volume of background music, but raising volume for announcements.
* For those with mental/cognitive impairments use large-letter signs; use simple words or illustrations on signs; encourage employees to repeat themselves, when necessary for them to be understood, in a professional manner; color-code materials.

For those with mobility impairments remove displays or other objects in the path of travel; install paper cup dispensers at a water fountain; provide alternative services if barrier removal is not readily achievable.

As part of the North Dakota CHDO Operating Grant application package, the following items will be required to be electronically submitted to NDHFA through an NDHFA-assigned portal.

If an item is not available, provide an explanation and an estimated date for when the item will be available for submission.

**Board Resolution(s) related to the CHDO Operating Grant Program**

**[ ]**  Submission of application

**[ ]**  to receive “up to amount” (Example: “up to $25,000”)

**[ ]**  authorized signatory and capacity for contracts and other documents

**Operating Expense Actuals & Budgets**

**[ ]**  Copy of previous fiscal year Operating Budget

**[ ]**  Copy of previous fiscal year Income & Expense Statement

**[ ]**  Copy of current fiscal year Operating Budget

**[ ]**  Copy of current fiscal year to-date Income & Expense Statement

**[ ]**  Copy of board-approved next fiscal year Operating Budget

**Application Exhibits & Attachments**

[ ]  Completed CHDO Operating Grant Application, signed by legally authorized individual

**Completed CHDO Operating Grant Application Exhibits**

[ ]  Exhibit A: Financials (Excel)

[ ]  Exhibit B: Assurances Certification (below)

[ ]  Exhibit C: Equal Opportunity Certification (below)

[ ]  Exhibit D: Section 504 Certification (below)

[ ]  Current NDHFA CHDO Certification letter

[ ]  Travel Reimbursement Policy (if applicable)

**For each employee of the CHDO for which expense reimbursement will be sought**

[ ]  Job Description(s)

[ ]  Resume(s)

[ ]  Sample timesheet: Must breakdown actual hours among all program(s) worked on daily basis

[ ]  Current to-date CHDO Proceeds Report