FAQ

ESG and NDHG Facts

Q 1. Do we need to establish separate checking accounts for NDHG and ESG programs?

A The administrative manual states that you do. If, however, you have an accounting system that tracks expenditures for each program using GLs, that is allowable and separate checking accounts are not required.

Q 2. What is the earliest date for which we can submit reimbursement requests?

A It depends on the Grant. NDHG recipients may request reimbursement for eligible expenditures to July 1, 2023. ESG recipients must have an environmental review completed prior to being reimbursed. We are working with grantees to get through those reviews.

HUD Guidance: "The environmental review must be completed before any ESG Program funds are expended (including costs incurred that will be reimbursed with ESG funding). Further, the environmental review must be completed before the commitment of funds results in a choice limiting action."

Q 3. What is the monthly APR reporting requirement for ESG recipients on page 20 for the administrative manual?

A This is a requirement that was left over from Commerce's administrative manual. We will use reimbursement requests and reports out of HMIS rather than monthly reporting at this time. We will work closely with ESG recipients to determine if additional reporting is required.

All recipients are required to submit a mid-term report and a final report. See page 84 and 85 of the administrative manual.

Q 4. If we are providing rental assistance for homeless prevention and the tenant already resides in the unit, must we conduct a habitability check on that unit?

A Yes.

NORTH DAKOTA housing FINANCE AGENCY

Q 5. Do we need to **track expenditures** for each program component and activity separately?

A **Yes.** You must be able to request and report the amount of funds expended by each grant, component and activity.

These are the separate categories you must be able to report expenditures under and tie the expenditures to a program participant.

- ▶ Homeless Prevention-Rental Assistance
- ▶ Homeless Prevention-Financial Assistance
- ▶ Homeless Prevention-Services
- ▶ Rapid Re-housing-Rental Assistance
- ▶ Rapid Re-housing-Financial Assistance
- ▶ Rapid Re-Housing-Services
- ▶ Emergency Shelter-Operations
- ▶ Emergency Shelter-Essential Services
- ▶ Street Outreach
- ▶ HMIS

ESG and NDHG Facts

Q   6. If we have a client who needs help with a security deposit, is that considered homeless prevention or rapid rehousing.

The only difference between rapid re-housing and homeless prevention services is who can be served. Homeless Prevention is for participants who meet the definition **A** of at risk of homeless. Rapid Rehousing is for participants who meet the definition of homeless. Refer to SNAP-shots for quick guides on Eligible Activities https://bit.ly/3P7oY0p or Eligible Participants: https://bit.ly/3YHYLIU

Q   7. What ESG funds can be used to pay for identification documents such as a driver's license, birth records, etc.? These documents are necessary to help individuals apply for SSI, SSDI, employment, housing, etc.

ESG funds may be used to pay for primary documents, such as driver licenses or birth records, only when the primary documents are necessary for a program participant to **A** obtain and/or maintain housing. The costs associated with obtaining primary documents for this purpose may be charged under the following activities: ‣ Emergency Shelter: essential services; case management ‣ Rapid Re-Housing: housing stability case management ‣ Homelessness Prevention: housing stability case management. However, please note that recipients and sub-recipients should use funds other than ESG program funds whenever possible to cover the cost of obtaining primary documents.

Q   8. Can I bill staff time for entering participant data into HMIS.

Staff time associated with intake and case management time associated with entering that participants information into HMIS are eligible expenses under the component you are serving the **A** client under such as homeless prevention or rapid rehousing staff time. HMIS component can be used for eligible costs under 24 CFR 576.107 to include HMIS license fees, staff training, etc.

Q   9. Can electronic signatures be used on participant file documents?

Yes, as long as your program policy and procedure manuals have an electronic signature **A** policy. NDHFA will be updating the ESG/NDHG administrative manual to reflect this allowance.

ESG, a federal program, and NDHG, a state program, are designed to provide financial assistance to facilities and programs within North Dakota. Their goal is to identify sheltered and unsheltered homeless persons, as well as those at risk of homelessness, and provide the services necessary to help those persons quickly regain stability in permanent housing .

Grant funds are awarded directly to emergency/homeless shelters and agencies throughout the state. These funds provide for activities such as operational expenses (utilities, insurance, furnishings/appliances, etc.) and essential services (case management, medical, laundry, transportation, etc.), homeless prevention, rapid re-housing and Homeless Management Information System (HMIS).

NORTH DAKOTA housing FINANCE AGENCY

ndhfa.org | 701-328-8080