

Emergency Solutions Grant

Application



Planning and Housing Development Division
2624 Vermont Ave
PO Box 1535
Bismarck, ND 58502-1535

800-292-8621 or 701-328-8080
800-435-8590 (Spanish)
711 (Voice or TTY)
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:
Jennifer Henderson
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)



One copy of your FY 2024 Application is due to the North Dakota Housing Finance Agency (NDHFA) no later than 5 PM Central Daylight Time, May 30, 2024. The application deadline is firm as to the date and hour. Email completed application to hfahomelessprograms@nd.gov with the subject "ESG 2024 Application" or mail to Attn: Homeless Programs, NDHFA, PO Box 1535, Bismarck ND 58502.

NDHFA will not consider any incomplete applications or applications received after the deadline. Applicants should take this into account and submit applications as early as possible to avoid risk brought about by unanticipated delays or delivery-related problems. Applicants must provide sufficient time to permit delivery on or before the deadline date and hour. Facsimile (FAX) or COD applications will not be accepted. All applications must be typed. **No handwritten applications will be accepted.**

GENERAL INFORMATION

Name of Applicant		Unique Entity ID (sam.gov)	
<input type="checkbox"/> Nonprofit Organization		<input type="checkbox"/> Unit of Local Government	
Address		City	State ZIP Code
County	Contact Person	Title	
Telephone Number	Fax Number	Email Address	
Total amount requested (minimum \$50,000)			

ELIGIBLE ACTIVITIES

STREET OUTREACH

DEFINITION: Activities to locate, identify and build relationships with **unsheltered homeless people** for the purpose of providing immediate support, intervention, and connections with homeless assistance programs and/or mainstream social services and housing program.

ELIGIBLE PARTICIPANTS: Unsheltered individuals and families.

ELIGIBLE EXPENSES: Engagement, case management, emergency health services, emergency mental health services, transportation; and services to special populations.

SHELTER ACTIVITIES

Eligible Activities are:

1. Renovation

Eligible Expenses: Labor, materials, tools, and other costs for renovation (including major rehabilitation of an emergency shelter or conversion of a building into an emergency shelter). The emergency shelter must be owned by a government entity or private nonprofit organization.

2. Operations

Eligible Expenses: Costs of maintenance (including minor or routine repairs), rent, security, fuel, equipment, insurance, utilities, food furnishing and supplies necessary for the operation of the emergency shelter. Where no appropriate emergency shelter is available for a homeless family or individual, eligible costs may also include a hotel or motel voucher for that family or individual.

3. Essential Services

- a. **Eligible Program Participants:** Individuals and families who are homeless.
- b. **Eligible Expenses:** Case management, childcare, education services, employment assistance, outpatient health services, legal services, life skills, mental health services, substance abuse assistance treatment services, transportation, services for special populations.

RAPID RE-HOUSING ACTIVITIES – HUD PRIORITY

DEFINITION: To help homeless individuals or households transition as quickly as possible into permanent supportive housing.

ELIGIBLE PARTICIPANTS: Literally homeless individuals and households currently living in an emergency shelter or a place not meant for human habitation.

Housing Relocation and Stabilization Services include: Moving costs, rental application fees, security deposit, last month's rent, utility deposit, utility payments, housing search and placement, housing stability case management, mediation, legal services and credit repair.

Tenant Based Rental Assistance – Program participants select a housing unit in which to live and receive rental assistance.

- a. Short-Term Rental Assistance: Up to 3 months
- b. Medium-Term Rental Assistance: 4 to 24 months

Project Based Rental Assistance – Applicants identify permanent housing units that meet ESG requirements and enter into a rental assistance agreement with the owner to reserve the unit and subsidize its rent so that eligible program participants have access to the units.

- a. Short-Term Rental Assistance: Up to 3 months
- b. Medium-Term Rental Assistance: 4 to 24 months

HOMELESS PREVENTION ACTIVITIES

DEFINITION: To PREVENT an individual or household from becoming homeless and moving into an emergency shelter or an unsheltered situation.

ELIGIBLE PARTICIPANTS: Individuals or households who are at risk of becoming homeless and who are extremely low income (household income BELOW 30% AMI).

Housing Relocation and Stabilization Services include: Transportation, moving costs, rental application fees, security deposit, last month's rent, utility deposit, utility payments, housing search and placement, housing stability case management, mediation, legal services and credit repair.

Tenant Based Rental Assistance – Program participants select a housing unit in which to live and receive rental assistance:

- a. Short-Term Rental Assistance: Up to 3 months
- b. Medium-Term Rental Assistance: 4 to 24 months

Project Based Rental Assistance – Applicants identify permanent housing units that meet ESG requirements and enter into a rental assistance agreement with the owner to reserve the unit and subsidize its rent so that eligible program participants have access to the units.

- a. Short-Term Rental Assistance: Up to 3 months
- b. Medium-Term Rental Assistance: 4 to 24 months

HMIS ACTIVITIES

Eligible Expenses: Hardware, equipment, software costs (license fees), staff salaries and training necessary to contribute data to the North Dakota approved HMIS system.

PROJECT DESCRIPTION

What services will you administer with awarded ESG funds? (Check all that apply)

Emergency Shelter Component

- Renovation
- Operations
- Essential Services – eligible activities include:
 - Case Management
 - Child Care, education, employment, and life skills services
 - Legal Services
 - Health, mental health, and substance abuse services
 - Transportation
 - Services for populations

Street Outreach Component

- Outreach – eligible activities include:
 - Engagement
 - Case Management
 - Emergency health and mental health services
 - Transportation
 - Services for populations

Homeless Prevention Component (At Risk of Homelessness Individuals and/or Households)

- Housing Relocation and Stabilization Services – eligible activities include:
 - Rental Application Fees
 - Security Deposits
 - Last Month's Rent
 - Utility Deposits
 - Utility Payments
 - Moving Costs
 - Housing Search and Placement
 - Housing Stability Case Management
 - Transportation
 - Mediation
 - Legal services
 - Credit Repair/Budgeting/Money Management
- Short-Term/Medium Term Rental Assistance (Project Based Assistance)
- Short-Term/Medium Term Rental Assistance (Tenant Based Assistance)

Rapid Re-Housing Component (Homeless Individuals and/or Households)

- Housing Relocation and Stabilization Services – eligible activities include:
 - Rental Application Fees
 - Security Deposits
 - Last Month's Rent
 - Utility Deposits
 - Utility Payments
 - Moving Costs
 - Housing Search and Placement
 - Housing Stability Case Management
 - Mediation
 - Legal Services

- Credit Repair/Budgeting/Money Management
- Short-Term/Medium Term Rental Assistance (Project Based Assistance)
- Short-Term/Medium Term Rental Assistance (Tenant Based Assistance)

HMIS Component

- HMIS – eligible activities include:
- Computer hardware, software, and software licenses
 - Office space, utilities, and equipment
 - Obtaining Technical Support
 - Salaries for HMIS operations
 - Staff travel for HUD sponsored/approved HMIS training and participant intakes
 - Participation fees charged by the HMIS Lead

ESTIMATED NUMBER SERVED

List the Estimated Annual Numbers to be Served with ESG Funds

	Number of Youths	Number of Single Individuals	Number of Families with Children	Number of Families without Children
Street Outreach				
Emergency Shelter				
Prevention				
Re-housing				

All applications should include the following information:

Target Population
Please describe the program target population (Attach additional pages if needed)

Need Narrative

Please describe what local needs and service gaps this program seeks to fill or currently fills. Be sure to note any supporting evidence for this need. This should be specific to the proposed service area. (Attach additional pages if needed)

Program Description

Please describe the proposed program. (Attach additional pages if needed). Be sure to include details on the following:

- Outreach methods;
- Details of the types of assistance and services that will be provided to the individuals/households in the program;
- Explain specific triage and screening processes that will be used;
- Details on the length of the program;
- Explain how the program will shorten the length of time that households are homeless (on streets, in emergency shelter, and/or transitional housing);
- How service will be coordinated with other programs within the agency and within the larger community (including mainstream services);
- Program outcomes (current and/or projected); and
- If applicable, explain how the program will prevent homelessness.

Collaboration

Please describe the key collaborations (current and/or proposed) specific to this program. Are you a member of the North Dakota Coalition for Homeless People? Are you a member of your local homeless coalition? Do you partner with any other organizations? (Attach additional pages if needed)

Organizational Capacity (Capacity is an abstract term that describes a wide range of capabilities, knowledge, and resources needed in order to be effective.) Please describe your agency's capacity to provide homeless and/or prevention services. (Attach additional pages if needed)

Housing First

Describe how your agency incorporates Housing First when providing homeless and/or prevention services. (Attach additional pages if needed) If your agency does not utilize Housing First, please explain.

HMIS and Coordinated Assessment Plans

Describe in detail your agency's current and proposed usage of HMIS. Describe in detail your agency's current and proposed usage of Coordinated Assessment. Describe in detail your agency's involvement and participation in the ND Continuum of Care. (Attach additional pages if needed)

Involve Homeless Individuals and Families

Does your agency involve, to the maximum extent practicable, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the grant, and in providing services for occupants of these facilities? If no, what is your agency's plan to implement this?

Plan for Distribution of the Funds

Explain your agency's plan for distribution of funds in an effective, efficient and timely manner.

Explain your agency's plan to expend funds by the following deadlines:

ESG Drawdown Schedule		
Quarter	Dates	Percentage Drawn
1	July 1 – September 30	Award Announced
2	October 1 – December 31	50%
3	January 1 – March 31	75%
4	April 1 – June 30	100%

SUMMARY OF FY 2024 FUNDS REQUESTED (FY 2024 ALLOCATION)

Activity Type	Requested Amount
Street Outreach Component	\$
Emergency Shelter Component	
Renovation	\$
Operations	\$
Essential Services	\$
Rapid Re-housing Component	
Housing Relocation and Stabilization Services	\$
Rental Assistance	\$
Homeless Prevention Component	
Housing Relocation and Stabilization Services	\$
Rental Assistance	\$
HMIS Component	
	\$
Total FY 2024 Request	\$

PROJECT WORK ITEM PRIORITY

In order to allocate ESG funds, please prioritize funds requested on page 10. Prioritize using the number one (1) as your greatest need. If funds are needed in each category, please specify in the (1) work item.

	Work Item	Budget Amount
1		
2		
3		
4		
5		
6		
7		

EMERGENCY SHELTER ADDENDUM

CERTIFICATION OF BASIC STANDARDS FOR EMERGENCY HOMELESS SHELTERS

INSTRUCTIONS: The following checklist outlines the minimum requirements for shelters requesting ESG funds through NDHFA. Please check the appropriate box for each question. If you answer 'No' to any of these questions, please add a brief narrative explanation at the end.

GENERAL	Yes	No
The agency assures non-discrimination on the basis of race, color, religion, gender, national origin, age of children or family size, disability, except where limited by the facility.	<input type="checkbox"/>	<input type="checkbox"/>
Client records are secured in a locked area or locked filing cabinet.	<input type="checkbox"/>	<input type="checkbox"/>
There are written policies for intake procedures and criteria for shelter admission.	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol, drugs, and weapons are prohibited in and around the premises. Persons who refuse to relinquish any of these are refused admittance to the shelter.	<input type="checkbox"/>	<input type="checkbox"/>
Clients are allowed to use the shelter as a legal residence for the purpose of voter registration and the receipt of public benefits.	<input type="checkbox"/>	<input type="checkbox"/>
PERSONNEL		
There is adequate on-site staff coverage during all hours the shelter is open. (During awake hours, there should be one (1) staff person to 30 residents for an adults-only facility, and one (1) staff person to 20 residents for a facility housing children).	<input type="checkbox"/>	<input type="checkbox"/>
All shelter staff, including volunteers, has received at a minimum, training and orientation regarding: Fire and emergency evacuation procedures for the facility;	<input type="checkbox"/>	<input type="checkbox"/>
Emergency procedures for medical, psychiatric, or other crisis situations;	<input type="checkbox"/>	<input type="checkbox"/>
Special needs of homeless persons;	<input type="checkbox"/>	<input type="checkbox"/>
Client confidentiality requirements;	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate chains of authority or command within the shelter.	<input type="checkbox"/>	<input type="checkbox"/>
There is a written position description for each type of position which includes, at a minimum, job responsibilities, qualifications and salary range.	<input type="checkbox"/>	<input type="checkbox"/>
There are written personnel policies in affect which also include a Code of Conduct for all shelter personnel.	<input type="checkbox"/>	<input type="checkbox"/>
FACILITY		
Emergency Shelter Address (list all locations if multiple)		
Complete the Minimum Habitability Standards for Emergency Shelters (SFN 62377) and attach one for each location.		
The agency complies with all state and local zoning, health, safety and fire codes and regulations that apply to the safe operation of the shelter.	<input type="checkbox"/>	<input type="checkbox"/>
Cooking or heating appliances in any room used for sleeping are prohibited.	<input type="checkbox"/>	<input type="checkbox"/>
The premises and equipment are maintained in a clean and sanitary condition, free of hazards and in good repair. Corrections are made within 30 days of notification of a problem.	<input type="checkbox"/>	<input type="checkbox"/>
A bed or crib is provided for each guest except in extenuating overflow conditions. Provisions for clean linen for each tenant are made. Procedures to provide for the sanitizing of all linens and sleeping surfaces are in place.	<input type="checkbox"/>	<input type="checkbox"/>
Sufficient showers/baths, wash basins and toilets are provided for personal hygiene and are in proper operating condition. Towels, soap and toilet tissues are available to each client.	<input type="checkbox"/>	<input type="checkbox"/>
There is a fire safety plan which includes at least the following: A posted evacuation plan	<input type="checkbox"/>	<input type="checkbox"/>
Fire drills, conducted at least quarterly;	<input type="checkbox"/>	<input type="checkbox"/>
Operating fire detection systems which are tested at least quarterly;	<input type="checkbox"/>	<input type="checkbox"/>
Battery operated alarms which are functional at all times; and	<input type="checkbox"/>	<input type="checkbox"/>
Adequate fire exits.	<input type="checkbox"/>	<input type="checkbox"/>
Provisions have been made for the following services: Pest control services;	<input type="checkbox"/>	<input type="checkbox"/>

Removal of garbage from interior premises;	<input type="checkbox"/>	<input type="checkbox"/>
Properly functioning ventilation and heating systems; and	<input type="checkbox"/>	<input type="checkbox"/>
Heat, electricity and water 24-hours a day.	<input type="checkbox"/>	<input type="checkbox"/>
Entrances, exits, steps, and walkways are kept clear of garbage, debris, and other hazards such as ice and snow.	<input type="checkbox"/>	<input type="checkbox"/>
Adequate natural or artificial illumination is provided to permit normal indoor activities and to support the health and safety of occupants.	<input type="checkbox"/>	<input type="checkbox"/>
FOOD SERVICES (for shelters providing prepared meals for residents)		
Adequate provisions for the sanitary storage and preparation of food are made. Meals are nutritionally balanced, when provided.	<input type="checkbox"/>	<input type="checkbox"/>
Requirements of a licensed food service establishment under North Dakota Administrative Code 33-33-04.	<input type="checkbox"/>	<input type="checkbox"/>
HEALTH		
First aid equipment and emergency medical supplies are available at all times.	<input type="checkbox"/>	<input type="checkbox"/>
Staff has access to a telephone while on duty. Emergency telephone numbers are posted conspicuously near the telephone.	<input type="checkbox"/>	<input type="checkbox"/>
OPERATIONS		
Daily attendance logs are maintained and include, at a minimum, the name, age, sex, social security number (if known by the client) and signature of each person residing in the shelter.	<input type="checkbox"/>	<input type="checkbox"/>
Residents are furnished information about available services in the community.	<input type="checkbox"/>	<input type="checkbox"/>
The shelter holds money or food stamps, if requested, by a resident and also keep adequate records of the residents' money and food stamps. The money and food stamps are available to the residents on request without unreasonable delay.	<input type="checkbox"/>	<input type="checkbox"/>
The following are posted and distributed to residents in appropriate language: Rules of the shelter;	<input type="checkbox"/>	<input type="checkbox"/>
Shelter residents' rights and responsibilities;	<input type="checkbox"/>	<input type="checkbox"/>
A list of standards for conditions in shelters; and	<input type="checkbox"/>	<input type="checkbox"/>
The shelter's internal grievance procedures.	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered 'No' to any of the above questions, please explain what actions you are taking in order to meet these shelter standards. If there are multiple addresses for shelter units, be sure to specify which address a 'No' was answered.

ADMINISTRATIVE COMPLIANCE

INSTRUCTIONS: Review the NDHFA and/or HUD requirements listed below and respond by checking the appropriate boxes. **Failure to adhere to these guidelines may result in findings, disallowed costs, and/or withdrawal of funding.**

Fair Housing (check all the following)

- The applicant will maintain and continuously update a listing of Fair Housing Resources
- The applicant will use the fair housing logo on all materials relating to their housing programs distributed to the general public.
- The individual (staff person or contractor) appointed as the fair housing contact person, who will be available during the following business hours:

Name

Telephone Number

- The fair housing contact person indicated above will maintain a running log to record fair housing issues, complaints, and distribution of fair housing materials.
- The applicant will conduct business and provide emergency housing from a barrier-free facility or make a reasonable accommodation for persons with impaired mobility.

Assurance of Equal Access to Program Benefits

- The applicant will assure equal access to program benefits through effective outreach and assessment.

Assurance of Fair Selection of Participating Households

- The applicant will assure that all eligible households will have fair and equal access to services and opportunities provided by the program.

Lead-Based Paint Requirements

- The grantee is aware of and will abide by lead-based paint requirements that are applicable to Emergency Solutions Grants funding. Provide copies of the Certification of completion HUD Visual Assessment Training for all staff who will perform LBP Visual Assessments.

Coordinated Assessment

- The applicant will assure the use of the Coordinated Assessment System. (Victim service providers must use the alternative database.)

Audit (Check all that apply. Note: only check one of the first two below)

- The grantee is a local government or nonprofit expected to expend more than \$750,000 annually in combined federal funds during the fiscal years covered by the grant and will have an audit conducted by an eligible CPA firm or local government audit organization in accordance with 2 CFR Part 200 Uniform Guidance.
- The grantee is a local government or nonprofit expected to expend less than \$750,000 annually in combined federal funds and is exempt from federal audit requirements for the fiscal years included in the grant period.
- Records will be available for review by appropriate officials of NDHFA.
- The applicant recognizes that this provision does not limit NDHFA to conduct or arrange for an audit (e.g., financial audit, performance audit, evaluation, inspection, and review).
- The grantee understands that costs of audits are not allowable.

Participation in Homeless Management Information System

- The applicant understands that, as a recipient of ESG funds, our organization is obligated to maintain both client services activity records and performance outcome measures utilizing HMIS in accord with standards published by NDHFA. If a recipient is a victim services provider or a legal services provider, it may use ESG funds to establish and operate a comparable database that collects client-level data.
- Environmental - See Section 6 in the ESG Administrative Manual

Compliance with Programs

- The applicant certifies that there are no outstanding monitoring or audit findings issued by the Internal Revenue Service, HUD, Department of Commerce, or NDHFA.

UNIT OF LOCAL GOVERNMENT CERTIFICATION (SHELTERS ONLY)

The city official named below, duly authorized to act on behalf of the jurisdiction hereby approve the following shelter projects proposed by the Nonprofit.

Name of City Official	Title of City Official
Name of Jurisdiction	Name of Nonprofit
Location(s)	
Shelter Address(es)	
Signature	Date

REQUIRED ORGANIZATIONAL DOCUMENTS (NONPROFITS ONLY)

Submit one copy of the following documents to NDHFA by the due date of the application.

Fiscal Year Operating Budget <input type="checkbox"/> I will/have mailed this attachment
Certificate of Good Standing or proof of good standing (date within the last 12 months) <input type="checkbox"/> I will/have mailed this attachment

If copies have been submitted in the past and there are no changes, there is no need to resubmit. Please check with NDHFA to make sure documents have been submitted.

IRS-501 (C) 3 Designation <input type="checkbox"/> I will/have mailed this attachment <input type="checkbox"/> Copy on file with NDHFA is current
Articles of Incorporation <input type="checkbox"/> I will/have mailed this attachment <input type="checkbox"/> Copy on file with NDHFA is current
Organizational Bylaws <input type="checkbox"/> I will/have mailed this attachment <input type="checkbox"/> Copy on file with NDHFA is current
List of Board of Directors and Officers <input type="checkbox"/> I will/have mailed this attachment <input type="checkbox"/> Copy on file with NDHFA is current
Current Organizational Chart <input type="checkbox"/> I will/have mailed this attachment <input type="checkbox"/> Copy on file with NDHFA is current
Most recent available Fiscal Year Audit <input type="checkbox"/> I will/have mailed this attachment
At least 2 competitive bids for renovations/rehabilitation activities <input type="checkbox"/> I will/have mailed this attachment <input type="checkbox"/> N/A
Lead Based Paint Visual Assessment Training Certification <input type="checkbox"/> Provide copies of training certificate for each staff who will conduct visual assessments.
Emergency Solutions Grant Operations Manual to Include
<input type="checkbox"/> Organization Mission
<input type="checkbox"/> Housing First
<input type="checkbox"/> Low Barrier Policy (meet client where they are approach, non-punitive)
<input type="checkbox"/> Fair Housing Policy (Affirmatively Furthering Fair Housing Policy)
<input type="checkbox"/> Anti-Discrimination Policy
<input type="checkbox"/> Equal Access Policy
<input type="checkbox"/> VAWA Policy and Transfer Policy
<input type="checkbox"/> Confidentiality Policy
<input type="checkbox"/> Record Keeping Policy
<input type="checkbox"/> HMIS/Alternative Database Use (data collection)
<input type="checkbox"/> Program Grievance and Appeals Policy
<input type="checkbox"/> Coordination (with agencies to provide services)
<input type="checkbox"/> Program Design Components and Policies including 1. Program Design or Overview (type of assistance offered) 2. Intake Procedures 3. Assistance Time Limit 4. Participant Eligibility Requirements 5. Specific Populations Served (if applicable) 6. Case Management Expectations 7. Procedures for Determining Rental Assistance 8. Procedures for Determining Participants Share of Rent 9. Program Rules for Participants

REQUIRED ORGANIZATIONAL DOCUMENTS (LOCAL UNITS OF GOVERNMENT ONLY)

Submit one copy of the following documents to NDHFA by the due date of the application.

Most recent available Fiscal Year Audit <input type="checkbox"/> I will/have mailed this attachment
Current Fiscal Year Operating Budget <input type="checkbox"/> I will/have mailed this attachment

If copies have been submitted in the past and there are no changes, there is no need to resubmit. Please check with NDHFA to make sure documents have been submitted.

Roster of Members of Governing Board <input type="checkbox"/> I will/have mailed this attachment <input type="checkbox"/> Copy on file with NDHFA is current
Current Organizational Chart <input type="checkbox"/> I will/have mailed this attachment <input type="checkbox"/> Copy on file with NDHFA is current
Fair Housing Policy <input type="checkbox"/> I will/have mailed this attachment

CERTIFICATION

The Applicant certifies that all information in this application and all information furnished in support of this application is given for the purpose of obtaining funds under the Emergency Solutions Grant Program and is true and complete to the best of the Applicant's knowledge and belief. The Applicant shall not, in the provisions 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. Verification of any of the information contained in this application may be obtained from any source named herein.

I certify that I am authorized to execute this application on behalf of the Applicant.

Signature	Date
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