



# 2024 ALLOCATION PLAN

## North Dakota Homeless Grant



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## SECTION 1: PROGRAM OVERVIEW

This document provides a brief overview of the North Dakota Homeless Grant (NDHG) Program and the **process to apply for funds from the FY 2024 NDHG** allocation. NDHG will follow all Emergency Solutions Grant (ESG) program information along with the following additional activities.

- A. **Transportation** – This activity will be included in the Shelter Operations, Homeless Prevention, and Rapid Rehousing components. The transportation costs will cover travel costs for program participants to another state. This will be a one-time payment per program participant. In order to pay for transportation costs to relocate people to a destination outside the state, the program participant must agree to:
  1. Provide written documentation that they have housing in place at their destination.
  2. Sign NDHG Transportation Activity (SFN 60465) agreeing that this is a one-time assistance and acknowledge that they will not be eligible for the same assistance in the future.
  3. Agree to allow the State to keep track of this assistance and to share this information with other homeless service providers in the state.
- B. **Rental Assistance** – This activity will be included in the Homeless Prevention and Rapid Re-Housing components. This funding can be used to pay above the Fair Market Rent (FMR) established by the U.S. Department of Housing and Urban Development (HUD), only if all other resources for finding rental assistance at the FMR have been exhausted. Program participants should be encouraged to pay a portion of their rent if possible. Subrecipients **must** complete and file a Rent Reasonableness Checklist and Certification (SFN 59386) for **rental assistance above FMR**.
 

NOTE: Separate leases must be completed for each tenant if two or more are living together in an apartment and if one or more tenants are eligible for NDHG funding and the other tenants are not eligible for NDHG funding.
- C. **Income Limits** – Assistance may be provided to individuals and families who meet the criteria for at risk of homelessness and homeless definition according to the ESG rules and have an annual income below 50% of median family income for the area. This income limit is higher than ESG Rules.
- D. **Award Limit** – The minimum award available is \$50,000 per subrecipient per year.

Applicants should review the ESG Interim Rule found at [24 CFR Parts 91 and 576](#) for complete program information. To the extent that anything contained in this document does not meet the requirements of the final ESG Program rule, to be published at a later date, such final rule or regulation will take precedence over this document.

## SECTION 2: 2024 FUNDING LEVELS

For FY 2024, an amount of \$1,250,000 in state funding will be available. NDHFA will use a portion of the funds available to provide 100 percent of the ESG match liability. This total is approximately \$386,494 subject to the final FY2024 ESG allocation from HUD. Match is calculated based on the total ESG allocation minus \$100,000. Additionally, a total of \$43,200 HIF Homeless funds will be allocated under the NDHG application round.

FY 2024 Funding Estimate		
NDHG	\$ 1,250,000.00	
ESG Match Liability	(386,494.00)	*Estimated
HIF Homeless	43,200.00	
Total	906,706.00	

Applications will be reviewed and scored based on the selection criteria outlined in the Selection Criteria. The minimum award will be \$50,000, a maximum award level has not been established.

### SECTION 3: ELIGIBLE APPLICANTS

Applicants must be federally recognized non-profits or units of local government. Governmental organizations such as public housing agencies and local housing finance agencies are not eligible applicants under the NDHG Program. Applicants must be in compliance with the ESG Interim Rule (Final Rule when published), the State's Continuum of Care (CoC) and ESG written standards, and applicable state and federal policies and procedures, including compliance with federal and state non-discrimination laws.

By virtue of submitting an application, applicants agree to develop program-specific written standards based on the State's ESG and CoC written standards for the administration of the NDHG program, maintain standard accounting practices including internal controls and fiscal accounting procedures, track agency and program budgets by revenue sources and expenses, and have an available cash flow to effectively operate their programs since NDHG funding is provided on a reimbursement basis.

Applicants with outstanding monitoring or audit findings issued by the Internal Revenue Service, HUD, North Dakota Housing Finance Agency (NDHFA), Department of Commerce Division of Community Services, or under CoC funding are not eligible to apply.

Eligible applicants must be able to demonstrate prior experience serving individuals and households at risk of or experiencing homelessness. Also, applicants must have staff with demonstrated expertise in case management skills.

Applicants will be required to utilize the Homeless Management Information System (HMIS) and the Statewide CoC's coordinated entry system. Domestic violence service providers must establish and operate a CoC-approved comparable database that collects client-level data over time and can generate unduplicated aggregate reports based on the data.

Applicants are required to be active members of the North Dakota CoC.

### SECTION 4: STATUTORY DEFINITIONS

North Dakota Homeless Grant will follow all Emergency Solutions Grant statutory definitions unless specifically identified in this plan. Emergency Solutions Grant statutory definitions can be found at [24 CFR Part 576.2](#) and 24 CFR Part 91.5.

### SECTION 5: ACTIVITIES

The North Dakota Homeless Grant will be utilized to provide services to individuals and families experiencing homelessness and those at risk of becoming homeless in the following eligible activities. It is important for applicants to remember that NDHG funds are to be used for direct assistance, **only when there is no other assistance available for the individual or household**. Applicants should refer to [24 CFR Part 576.100-576.109](#) of the ESG Interim Rule for further clarification on the following eligible activities:

1. Street Outreach
2. Emergency Shelter
3. Homelessness Prevention
4. Rapid Re-housing Assistance
5. Homeless Management Information System

- A. **Street Outreach** ([24 CFR Part 576.101](#)). Funds may be used for costs of providing essential services to reach out to unsheltered individuals and families; connect them with emergency shelter, housing, or critical services; and provide urgent non-facility-based care to unsheltered individuals and families who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility. Eligible activities include the following:
1. Engagement Activities
  2. Case Management
  3. Emergency Health Services
  4. Emergency Mental Health Services
  5. Transportation
- A. **Emergency Shelter Component** ([24 CFR Part 576.102](#)). Funds may be used for the costs of providing essential services to individuals and households in emergency shelters, renovating buildings to be used as emergency shelters, and operating emergency shelters. Eligible activities include the following:
1. **Essential Services.** Essential services provided to individuals and households who are in emergency shelters can include case management, childcare, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment services, transportation, and services for special populations.
  2. **Renovation Activities.** Eligible costs include labor, materials, tools, and other costs for renovation (including major rehabilitation or conversion of a building into an emergency shelter). The emergency shelter must be owned by a government entity or private nonprofit organization. Note – this is a low funding priority for NDHFA.
  3. **Shelter Operations.** Eligible costs are the costs of maintenance (including minor or routine repairs), insurance, utilities, rent, food, furnishing/appliances, and supplies necessary for the operation of the emergency shelter.
- B. **Homelessness Prevention Component** ([24 CFR Part 576.103](#)). Funds may be used to provide relocation and stabilization assistance and rental assistance to prevent an individual or household from becoming homeless. Applicants can assist individuals and households who meet the following qualifications under homelessness prevention:
1. Individuals or households who have an income **below 50%** of Area Median Income (AMI) (Very Low Income) as determined by HUD, with adjustments for smaller and larger household size. An individual or family's annual income must be compared to area income limits by county published by HUD: <https://www.huduser.gov/portal/datasets/il.html#2022>.
  2. Individuals or households who qualify as homeless or at-risk of becoming homeless as specified in [24 CFR Part 576.103](#) and [576.2](#). See Attachments A and B.
- C. **Rapid Re-Housing Assistance Component** ([24 CFR Part 576.104](#)). NDHG funds may be used to provide relocation and stabilization assistance and rental assistance to help an individual or family experiencing homelessness move as quickly as possible into permanent housing and achieve stability in that housing. Rapid Re-Housing Assistance may be provided to individuals and households lacking a fixed, regular, and adequate nighttime residence or any individual or family who is fleeing or attempting to flee domestic violence, assault or other life-threatening conditions that relate to violence. **This component may also be used for individuals who meet the definition of being at risk of homelessness.**
1. **Housing Relocation and Stabilization Services** ([24 CFR Part 576.104](#)). Homelessness prevention and rapid re-housing are eligible NDHG activities that focus on serving different individuals or households.

Homelessness prevention and rapid re-housing provide assistance in accordance with the housing relocation and stabilization services requirements in [24 CFR Part 576.105](#), the short-term (up to 3 months) and medium-term (4-24 months) rental assistance requirements in [24 CFR Part 576.106](#) and the written standards and procedures under [24 CFR Part 576.400](#). **NDHG funds may be used for payment of the following under both homelessness prevention and rapid re-housing components:**

- a. Rental application fees.
  - b. Security deposits equal to no more than 2 month's rent.
  - c. Last month's rent. If necessary to obtain housing for a program participant, the last month's rent may be paid from NDHG funds to the owner of that housing at the time the owner is paid the security deposit and the first month's rent. This assistance must not exceed one month's rent and must be included in calculating the program.
  - d. Standard utility deposits.
  - e. Utility payment. NDHG funds may pay up to 24 months of utility payments per program participant, per service, including up to 6 months of utility payments in arrears per service. Total utility payment assistance to a program participant cannot exceed 24 months during any 3-year period.
  - f. Moving costs. Truck rental or hiring a moving company. Assistance may also include payment of temporary storage fees for up to 3 months. Payment of temporary storage fees in arrears is not eligible.
  - g. Service costs. Housing search and placement, housing stability case management, mediation activities, legal services necessary to resolve housing issues, and credit repair/counseling services.
  - h. If a program participant receiving short- or medium-term rental assistance under § 576.106 meets the conditions for an emergency transfer under 24 CFR 5.2005(e), ESG funds may be used to pay amounts owed for breaking a lease to effect an emergency transfer. These costs are not subject to the 24-month limit on rental assistance under § 576.106.
2. **Rental Assistance ([24 CFR Part 576.106](#))** - NDHG funds may provide a program participant with short-term (up to 3 months) or medium-term (4-24 months) of rental assistance. Applicants should base the time of rental assistance provided to households based on the household's needs, as long as they do not exceed the following parameters:
- a. Short-term (up to 3 months) or medium-term (4-24 months) of rental assistance in either a scattered site or site-based unit.
  - b. Rental Arrear Payments. Payment of rental arrears consists of a one-time payment for up to six months of rent in arrears, including any late fees on those arrears.
  - c. Rental assistance cannot be provided to a program participant who is receiving tenant-based or project-based rental assistance through other public sources or receiving replacement housing payments under the Uniform Relocation Act (URA).
  - d. Rental assistance will be included in the Homeless Prevention and Rapid Re-Housing components. This funding can be used to pay above the FMR established by HUD, only if all other resources for finding rental assistance at the FMR have been exhausted. Program participants should be encouraged to pay a portion of their rent if possible or develop a step-down approach to rental assistance with their case manager. Subrecipients **must** complete and file a Rent Reasonableness Checklist and Certification (SFN59386) for rental assistance above FMR.
  - e. Applicant must enter into a Rental Assistance Agreement with the landlord for each unit receiving NDHG rental assistance. Such agreement must meet the requirements of [24 CFR 576.106\(e\)](#).

- f. Each program participant receiving NDHG rental assistance must have a legally binding written lease for the rental unit.
- g. Separate leases must be completed for each tenant if two or more are living together in an apartment and if one or more tenants are eligible for NDHG funding and the other tenants are not eligible for NDHG funding.
- h. Use with other subsidies. Except for a one-time payment of rental arrears on the tenant's portion of the rental payment, rental assistance cannot be provided to a program participant who is receiving tenant-based rental assistance or living in a housing unit receiving project-based rental assistance or operating assistance, through other public sources. Rental assistance may not be provided to a program participant who has been provided with replacement housing payments under the URA during the period of time covered by the URA payments.

Evaluation and documentation of client eligibility for assistance is required to be re-assessed at least every three months for program participants receiving homelessness prevention assistance, and not less than once annually for program participants receiving rapid re-housing assistance to ensure that they continue to meet the eligibility criteria, review program and appropriateness standards, and to re-evaluate the need for continued NDHG assistance.

- D. **HMIS Component** – NDHG funds may be set aside to be used to administer HMIS. The current HMIS Lead Agency for North Dakota is the Institute for Community Alliances.

**Ineligible Activities** – mortgages, early termination fee (unless an emergency transfer is required), damages incurred by the program participant, costs that have been turned over to a collection agency, and payments that occurred outside of the grant year, except for arrears.

## SECTION 6: NDHG PROGRAM REQUIREMENTS

- A. Applicants must coordinate and integrate, to the maximum extent practicable, NDHG funded activities with other programs targeted to people experiencing homelessness. Services must be coordinated to provide a strategic, community-wide system to prevent and end homelessness in the area. Examples of targeted homeless services are: CoC programs, PATH programs, HUD-VASH, Programs for Runaway and Homeless Youth, Emergency Food and Shelter Programs, Healthcare for the Homeless, etc.
- B. System and Program Coordination with Mainstream Resources. The applicant must coordinate and integrate, to the maximum extent practicable, NDHG funded activities with mainstream housing, health, social services, employment, education, and youth programs for which individuals and households at risk of homelessness and individuals or families experiencing homelessness may be eligible.
- C. Coordinated Access, Referral, Entry, and Stabilization (CARES) System. CARES is the coordinated entry system for the ND CoC. NDHG-funded programs or projects within the Continuum of Care's area must use the CARES system. The recipient and subrecipient must work with the CoC to ensure the screening, assessment, and referral of program participants are consistent with the written standards required by paragraph (4) of this section. A victim service provider may use a CoC approved alternative database.
- D. Written Standards and Procedures. Applicants shall develop program-specific written standards based on ND CoC Written Standards for ESG and CoC Programs for providing NDHG.
- E. Participation in HMIS. Applicants are required to collect and enter data into the HMIS system for all individuals and households served with NDHG funds. Domestic violence service providers are exempt from participating in the HMIS system but must use a CoC approved comparable database that collects client level data overtime and can generate unduplicated aggregate reports on the data.
- F. Person(s) with lived experience participation



1. Unless the recipient is a State, the recipient must provide for the participation of not less than one person with lived experience (either current or within the past seven years) on the board of directors or other equivalent policy-making entity of the recipient, to the extent that the entity considers and makes policies and decisions regarding any facilities, services, or other assistance that receive funding under NDHG.
2. If the recipient is unable to meet the requirement under paragraph (a), it must instead develop and implement a plan to consult with persons with lived experience when considering and making policies and decisions regarding any facilities, services, or other assistance that receive funding under NDHG. The plan must be included in the annual action plan required under 24 CFR 91.220.
3. To the maximum extent practicable, the recipient or subrecipient must involve persons with lived experience in constructing, renovating, maintaining, and operating facilities assisted under NDHG, in providing services assisted under NDHG, and in providing services for occupants of facilities assisted under NDHG. This involvement may include employment or volunteer services.

G. Faith-based activities:

1. Organizations that are religious or faith-based are eligible, on the same basis as any other organization, to receive NDHG funds. Neither the Federal Government nor a State or local government receiving funds under NDHG shall discriminate against an organization on the basis of the organization's religious character or affiliation.
2. Organizations that are directly funded under NDHG may not engage in inherently religious activities, such as worship, religious instruction, or proselytization as part of the programs or services funded under NDHG. If an organization conducts these activities, the activities must be offered separately, in time or location, from the programs or services funded under NDHG, and participation must be voluntary for program participants.
3. Any religious organization that receives NDHG funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs, provided that the religious organization does not use direct NDHG funds to support any inherently religious activities, such as worship, religious instruction, or proselytization. Among other things, faith-based organizations may use space in their facilities to provide NDHG-funded services, without removing religious art, icons, scriptures, or other religious symbols. In addition, an NDHG-funded religious organization retains its authority over its internal governance, and the organization may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents.
4. An organization that receives NDHG funds shall not, in providing NDHG assistance, discriminate against a program participant or prospective program participant on the basis of religion or religious belief.

H. Evaluation of Program Participants. Applicants must conduct an initial evaluation to determine eligibility of each individual or household's eligibility for NDHG assistance and the type of assistance necessary to regain stability in permanent housing. These evaluations must be conducted in accordance with CARES and ND CoC Written Standards for ESG and CoC Programs.

I. Case Management. Each program participant receiving homelessness prevention or rapid re- housing assistance must be required to meet regularly, not less than once per month, with a case manager (except where prohibited by Victims Against Women Act (VAWA) and the Family Violence Prevention and Services Act (FVPSA)) and develop an individualized plan to assist the program participant to retain permanent housing after NDHG assistance ends, taking into account all relevant considerations, such as the program participant's current or expected income and expenses; other public or private assistance for which the program participant will be eligible and likely to receive; and the relative affordability of available housing in the area. Consistent with 24 CFR Part 576.401(e), housing stability case management can last no more than

30 days while the program participant seeks permanent housing and no more than 24 months once in permanent housing.

- J. Rent Reasonableness documentation. Applicants may use NDHG funds to pay over and above the FMR established by HUD only if other resources for finding rental assistance at the FMR have been exhausted. Subrecipients must complete and file a Rent Reasonableness Checklist and Certification (SFN59386) for rental assistance above FMR. Rent reasonableness means that the total rent charge, including utilities, for a unit must be reasonable in relation to the rents being charged during the same time period for comparable units in the private unassisted market and must not be in excess of rents being charged by the owner during the same time period for comparable non-luxury unassisted units. A complete listing of FMR, by area, is found at: <http://www.hud.gov/offices/cpd/affordablehousing/programs/home/limits/rent/index.cfm>. Applicants must ensure that NDHG funds used for rental assistance do not exceed the actual rental cost, which must be in compliance with HUD's standard of "rent reasonableness". Applicants may use NDHG funds to pay over and above the FMR established by HUD, only if all other resources for finding rental assistance at the FMR have been exhausted.
- K. Program Accessibility. Applicants must operate each existing program or activity receiving federal financial assistance so that the program or activity, when viewing in its entirety is readily accessible for persons with disabilities.
- L. Housing Standards for Emergency Shelters. Any building for which NDHG funds are used for conversion, rehabilitation, or renovation, must meet state or local government safety and sanitation standards as applicable. Shelters must be accessible in accordance with Section 504 of the Rehabilitation Act and implementing regulations at [24 CFR Part 8](#); Fair Housing Act and implementing regulations at [24 CFR Part 100](#) and [Title II of the Americans with Disabilities Act](#) and [28 CFR Part 35](#); where applicable.
- M. Housing Standards for Permanent Housing. Applicants cannot use NDHG funds to help a program participant remain or move into housing that does not meet the minimum habitability standards. Applicants must certify that the unit has passed habitability standards BEFORE any NDHG funds may be released (Habitability Standards Inspection Form). In addition, both emergency shelters and permanent housing must meet additional housing standards per [24 CFR Part 576.403](#) which includes the following:
  1. The building must be structurally sound.
  2. Except where a shelter is intended for day use only, the program participant must be provided with an acceptable place to sleep and adequate space and security for themselves and their belongings.
  3. Each room or space must have a natural or mechanical means of ventilation.
  4. The water supply must be free of contamination.
  5. Individuals and households must have access to sanitary facilities that are in proper operating condition.
  6. Must have necessary heating/cooling facilities in proper operating condition.
  7. Must have adequate natural or artificial illumination to permit normal indoor activities and support health and safety and sufficient electrical sources to permit the safe use of electrical appliances.
  8. Food preparation areas must contain suitable space and equipment to store, prepare, and serve food in a safe and sanitary manner.
  9. Housing must be maintained in a sanitary condition.
  10. Working smoke detectors must be located near sleeping areas, located on each occupied level of the unit, and there must be a second means of exiting the building in the event of fire or other emergency. Shelters must have a fire alarm system designed for hearing impaired residents.
- N. Lead-Based Paint Requirements. The Lead-Based Paint Poisoning Prevention Act applies to all shelters assisted under NDHG program and all housing occupied by program participants. All applicants are required

to conduct a Lead-Based Paint inspection on all units receiving assistance under the rapid re-housing AND homelessness prevention components if the unit is built before 1978 and a child under the age of six or a pregnant woman resides in the unit.

- O. Confidentiality. All applicants must develop and implement procedures to ensure the confidentiality of records pertaining to any individual or household provided with NDHG assistance.
- P. Termination of Housing Assistance (576.402). Applicants may terminate assistance to a program participant who violates program requirements. Applicants may also resume assistance to a program participant whose assistance was previously terminated. In terminating assistance to a program participant, applicants must provide a formal process that recognizes the rights of individuals receiving assistance to due process of law. This process, at a minimum, must:
  - 1. Recognize individual rights.
  - 2. Allow termination in only the most severe case.
  - 3. Provide a written notice to the program participant, with a clear statement of reasons for termination.
  - 4. Provide a review of the decision, in which the program participant is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination decision.
  - 5. Provide a prompt written notice of the final decision to the program participant.
- Q. Recordkeeping. All applicants must keep any records and make any reports (including those pertaining to race, ethnicity, gender, and disability status data) that HUD may require within the timeframe specified.
- R. Sanctions. If NDHFA determines that an applicant is not complying with the requirements of the NDHG Plan or other applicable federal or state laws, NDHFA will take appropriate actions, which may include:
  - 1. Issue a warning letter that further failure to comply with such requirements will result in a more serious sanction.
  - 2. Direct the applicant to cease incurring costs with grant funds.
  - 3. Require that some or all of the grant amounts be repaid to NDHFA.
  - 4. Reduce (de-obligate) the level of funds the applicant would otherwise be entitled to receive.
  - 5. Elect to make the applicant ineligible for future NDHFA funding.

Any NDHG funds that become available to NDHFA as a result of a sanction or voluntary return by the applicant, will be made available (as soon as practicable) to other eligible applicants for use within the NDHG Program.

- S. Conflicts of Interest. The availability of any type or amount of NDHG assistance may not be conditioned on an individual's or household's acceptance or occupancy of emergency shelter or housing owned by the applicant, or a parent or subsidiary of the applicant. No applicant may, with respect to individuals or households occupying housing owned by the applicant, or any parent or subsidiary of the applicant, carry out the initial evaluation required under [24 CFR Part 576.401](#) or administer homelessness prevention assistance under [24 CFR Part 576.103](#).

For procurement of goods and services, the applicant must comply with the codes of conduct and conflict of interest requirements under [2 CFR Part 200.112](#).

- T. Monitoring. NDHFA is responsible for monitoring all NDHG activities to ensure program requirements established by HUD and NDHFA are met. Monitoring will consist of site visits to applicant's place of business, review of all reimbursement requests, and review of HMIS information. NDHFA will conduct site visits at least once every two years. NDHFA will also provide support and technical assistance, as needed.

## SECTION 7: SELECTION CRITERIA

### Set-aside for HMIS

Funds will be prioritized to fund any financial gap for the approved HMIS Lead organization. The funding level will be determined based on gap financing. The HMIS lead organization should first be funded using available CoC awards and ESG funding, the remaining need from the current approved budget will be supported with NDHG funding.

Applications which show a concerted effort to coordinate services with other agencies and other funding sources to best serve the individuals and households will be given priority. Total points allotted equal up to 100 points.

Due to the demand for the funds, NDHG grants will be awarded based upon the following:

- A. Collaborative projects that incorporate street outreach/shelter, rapid rehousing (housing navigation/rental assistance, and case management/supportive services). ..... Up to 30 points  
To receive points under this category, the application must provide detailed program plan that includes MOUs or written agreements that support the rapid rehousing component requirements.
- B. Need for funding. .... Up to 20 points
- C. Plan for distribution of the funds in an effective, efficient, and timely manner. .... Up to 15 points
- D. The applicant’s active involvement in CoC, CARES, and HMIS, including signed partnership agreements and the use of CARES for housing referrals (if applicable to the funding component). .... Up to 15 points
- E. The applicant’s plan to involve, to the maximum extent practicable, persons with lived experience in constructing, renovating, maintaining, and operating facilities assisted under NDHG, and in providing services for occupants of these facilities. .... Up to 10 points
- F. The applicant included how the Housing First model is used within the agency. .... Up to 5 points
- G. Participation in CoC, NDHG, and ESG required training, including, but not limited to, monthly training and annual in-person HMIS training. .... Up to 5 points
- H. Timely expenditure of prior grant funding. .... Up to 5 points

When making final selections, the NDHFA review committee may make a grant award for less than the amount applied for or for fewer than all of the activities identified in the application, based on the demand for grant amounts, the extent to which the respective activities address the needs of the individuals and households, and the reasonableness of the costs proposed.

The NDHFA review committee reserves the right to award NDHG funds to any applicant or deny NDHG funds for any applicant if it determines, in its sole discretion, the project is unacceptable based on, but not limited to the following:

- A. Information regarding the fact that a particular market is saturated with emergency units and/or services.
- B. The applicant has not demonstrated capacity to administer the NDHG Program.
- C. The applicant’s (including any related party’s) insufficient prior administration of NDHFA programs, including NDHG, which may have resulted in monitoring findings.

## SECTION 8: GRANT ADMINISTRATION

Upon project selection, an award letter and financial agreement will be forwarded to each applicant detailing a description of the activities funded and award conditions. Execution of the financial agreement is to be completed by a representative of the applicant and NDHFA.

Grant funds will be considered obligated once the grant agreement has been signed by the applicant. A grant agreement will be sent under separate cover detailing the applicant’s requirements and responsibilities. The applicant will be required to sign and return the grant agreement to NDHFA.

The grant agreement will indicate the activities and the corresponding approved funding amounts by category. An approved Request for Amendment is needed from NDHFA to vary from the funding amounts and categories as specified in the executed grant agreement.

Grant agreements will be for a term not to exceed 12 months. Applicants must expend NDHG funds for eligible activities within the grant period.

**SECTION 9: METHOD OF PAYMENT**

Payment of NDHG funds will be completed as a reimbursement, in a chronological order of request for funds. Requests for payment must be received by NDHFA at least quarterly. Requests must be submitted in a format approved by NDHFA and must include a detailed breakdown of expenses incurred and NDHG funds requested. Copies of all expenses and documentation of payment must be submitted for verification purposes. It is preferred that requests for funds are over \$1,000. Lack of documentation or explanation may result in a delay in payment.

If your agency has not met the spending deadlines, NDHFA has the authority to de-obligate unused funds. On a case-by-case basis, a request for a waiver must be made to the Executive Director of NDHFA to prevent de-obligation of funds.

<b>NDHG Drawdown Schedule</b>		
<b>Quarter</b>	<b>Dates</b>	<b>Percentage Drawn</b>
1	July 1 - September 30	First Draw Required
2	October 1 – December 31	50%
3	January 1 – March 31	75%
4	April 1 – June 30	100%

**ATTACHMENT A**

At Risk of Homelessness



# At Risk of Homelessness

<b>CRITERIA FOR DEFINING AT RISK OF HOMELESSNESS</b>	<b>Category 1</b>	Individuals and Families	An individual or family who: <ul style="list-style-type: none"> <li>A. Has an annual income below <u>30%</u> of median family income for the area; <u>AND</u></li> <li>B. Does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place defined in Category 1 of the “homeless” definition; <u>AND</u></li> <li>C. Meets one of the following conditions:                         <ol style="list-style-type: none"> <li>1. Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; <u>OR</u></li> <li>2. Is living in the home of another because of economic hardship; <u>OR</u></li> <li>3. Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; <u>OR</u></li> <li>4. Lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals; <u>OR</u></li> <li>5. Lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room; <u>OR</u></li> <li>6. Is exiting a publicly funded institution or system of care; <u>OR</u></li> <li>7. Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient’s approved Con Plan.</li> </ol> </li> </ul>
	<b>Category 2</b>	Unaccompanied Children and Youth	A child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal statute.
	<b>Category 3</b>	Families with Children and Youth	An unaccompanied youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under section 725(2) of the McKinney-Vento Homeless Assistance Act, and the parent(s) or guardian(s) or that child or youth if living with him or her.

**ATTACHMENT B**  
Homeless Definition



# Homeless Definition

<b>CRITERIA FOR DEFINING HOMELESS</b>	<b>Category 1</b>	Literally Homeless	<p>A. Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:</p> <ul style="list-style-type: none"> <li>A. Has a primary nighttime residence that is a public or private place not meant for human habitation;</li> <li>B. Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, and local government programs); <u>or</u></li> <li>C. Is exiting an institution where (s)he has resided for 90 days or less <u>and</u> who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.</li> </ul>
	<b>Category 2</b>	Imminent Risk of Homelessness	<p>B. Individual or family who will imminently lose their primary nighttime residence, provided that:</p> <ul style="list-style-type: none"> <li>A. Residence will be lost within 14 days of the date of application for homeless assistance;</li> <li>B. No subsequent residence has been identified; <u>and</u></li> <li>C. The individual or family lacks the resources or support networks needed to obtain other permanent housing.</li> </ul>
	<b>Category 3</b>	Homeless under other Federal statutes	<p>C. Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:</p> <ul style="list-style-type: none"> <li>1. Are defined as homeless under the other listed federal statutes;</li> <li>2. Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;</li> <li>3. Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; and</li> <li>4. Can be expected to continue in such status for an extended period of time due to special needs or barriers.</li> </ul>