

## **PRE-QUALIFICATION**

An approved Participating Care Coordination Agency (PCCA) Provider determines if a Client is a good fit for the Opening Doors program. To be eligible, the Client must meet all the following guidelines:

- Be enrolled or eligible to enroll in Medicaid or Medicaid Expansion.
- Have an intellectual, developmental, physical, aging-related or behavioral health condition or be a youth exiting the foster care system.
- Have a housing barrier that would disqualify them under ordinary rental selection criteria (i.e. criminal record, rental history, or credit score deficiencies).
- Willing to actively participate in supportive services for the term of the coverage.

If the Client is a good fit, the Provider and the Client complete and submit a Client Coverage Application (SFN 61515) to the North Dakota Housing Finance Agency (NDHFA). In doing so:

- The Client agrees to receive supportive services from the Provider for the term of the Opening Doors Coverage (up to 18 months).
- The Provider agrees to offer supportive services for the term of the Opening Doors Coverage (up to 18 months).

## **COMMITMENT OF COVERAGE**

NDHFA reviews the Coverage Application submitted.

- If approved, the Agency issues a Commitment of Coverage (SFN 61513).
- If the Agency is unable to approve coverage, an explanation is provided.

Upon receipt of the Commitment of Coverage

- The Client, with assistance from the Provider, has 60 days to locate suitable housing.
- If the Client is unable to secure suitable housing, the Provider can contact NDHFA to request an extension of the coverage commitment.

## **HOUSING SECURED**

Once the Client and their Provider are able to locate a Landlord willing to rent to the Client within the expectations of the program, they will work with the Landlord to complete the required documents.

- The Landlord signs a Landlord Expectations Form (SFN 61528).
- The Landlord provides a copy of the lease agreement and their house rules and schedules an inspection of the unit.
- The Landlord, Provider, and Client complete a move-in inspection and Move-In Condition Report (SFN 61520) detailing the current conditions of the unit.
- The Landlord, Provider, and Client sign a Landlord-Tenant-PCCA Communication Agreement (SFN 61518) and a Release of Information (SFN 61524).
- The landlord and client sign a lease agreement.

The PCCA provider completes a Certificate of Coverage Application (SFN 61512) and submits it to NDHFA with the required documents within two weeks of the signing date.

## **COVERAGE OBTAINED**

NDHFA issues a Certificate of Coverage (SFN 61514) and provides copies to the tenant, landlord and PCCA provider.

The PCCA provider makes monthly visits to monitor tenancy and provide NDHFA with copies of the Quarterly Client Check-In form (SFN 61519) and Quarterly Landlord Check-In form (SFN 61523). When coverage ends, the PCCA provider completes a Final Inspection Report (SFN 61516)

## **QUESTIONS**

Contact NDHFA's Community Housing and Grants Management Division at (701) 328-8080, (800) 292-8262 or [hfainfo@nd.gov](mailto:hfainfo@nd.gov).