

## EMERGENCY SOLUTIONS GRANT (ESG) NORTH DAKOTA HOMELESS GRANT (NDHG) OPERATIONAL MANUAL CHECKLIST

COMMUNITY HOUSING AND GRANTS MANAGEMENT DIVISION (07/24)

OVERALL ORGANIZATIONAL ESG/NDHG PROGRAM DESIGN		NDHFA
1. Organization Mission		
2. Housing First		
3. Low Barrier Policy (meet client where they are approach, non-punitive)		
4. Fair Housing Policy (Affirmatively Furthering Fair Housing Policy)		
5. Anti-Discrimination Policy		
6. Equal Access Policy		
7. VAWA Policy and Transfer Policy		
8. Confidentiality Policy		
9. Record Keeping Policy		
10. HMIS/Alternative Database Use (data collection)		
11. Program Grievance and Appeals Policy		
12. Coordination (with agencies to provide services)		

PROGRAM DESIGN/COMPONENT POLICIES (STREET OUTREACH)		NDHFA
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. Program Rules for the Participant		

PROGRAM DESIGN/COMPONENT POLICIES (EMERGENCY SHELTER)		Agency	NDHFA
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.	Minimum Habitability Standards		
7.	Program Rules for the Participant		

PROGRAM DESIGN/COMPONENT POLICIES (RAPID REHOUSING)	Agency	NDHFA
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		

PROGRAM DESIGN/COMPONENT POLICIES (HOMELESS PREVENTION)	Agency	NDHFA
1. Program Design or Overview (type of assistance offered)		
2. Intake Procedures		
3. Assistance Time Limit		
4. Participant Eligibility Requirements		
5. Specific Populations Served		
6. Case Management Expectations		
7. Procedures for Determining Rental Assistance		
8. Procedures for Determining Participants Share of Rent		
9. Program Rules for Participants		