



2015

NORTH DAKOTA HOMELESS GRANTS PROGRAM DISTRIBUTION STATEMENT

Prepared By

Division of Community Services
1600 East Century Avenue, Suite 2
PO Box 2057
Bismarck, ND 58502-2057
Phone: (701) 328-5300
Fax: (701) 328-2308
TTY: 800-366-6888
ND Relay Voice: 800-366-6889
ND Relay Spanish: 800-435-8590



ALTERNATIVE FORMATS FOR DISABLED
PERSONS ARE AVAILABLE UPON REQUEST

North Dakota's efforts to attract, retain and expand wealth.

TABLE OF CONTENTS

Program Overview	1
Application Deadline	2
Funding Levels	2
Eligible Applicants.....	3
Statutory Definitions.....	3
Activities.....	4
Matching Funds	7
Program Requirements	8
Selection Criteria.....	13
Grant Administration	14
Method of Payment.....	14

ATTACHMENTS

- At-Risk of Homelessness Definition - Attachment A
- Homelessness Definition – Attachment B
- NDHG Written Standards – Attachment C
- FY 2015 Allocation – NDHG Application - Attachment D

PROGRAM OVERVIEW

This document provides a brief overview of the North Dakota Homeless Grants (NDHG) Program and the **process to apply for funds from the FY 2015 NDHG** allocation. NDHG will follow all ESG program information along with the following along with the following additional activities.

1. **Transportation** – This activity will be included in the Shelter Operations, Homeless Prevention and Rapid Rehousing components. The transportation costs of travel by program participants to another state. This will be a one-time payment per program participant. In order to pay for transportation cost to relocate people to destination outside the state, the program participant must agree to:
 - a. Program participant must provide written documentation that they have housing in place at their destination.
 - b. Program participant must sign a form agreeing that this is a one-time assistance and acknowledge that they will not be eligible for the same assistance in the future (SFN 60465).
 - c. Program participant must agree to let us keep track of this assistance and allow us to share this information with other homeless service providers in the state.

2. **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 established by HUD, only if all other resources for finding rental assistance at the Fair Market Rent 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 form 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.

3. **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.

4. **Matching Requirement** – The subrecipient must match 25% of the NDHG funds provided. Matching contributions may be obtained from any non-state source, including any Federal other than the ESG Federal funding.

5. **Administrative Activities** – The Department of Commerce Division of Community Services will provide \$75,000 (5%) of the \$1,500,000 grant for use of salaries, wages and related costs of the subrecipient's staff, or other staff engaged in program administration.

6. **Award Limit** – The award limit will be set at \$150,000 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.

APPLICATION DEADLINE

Note: To be considered for funding from the FY 2015 NDHG allocation, Applications will be reviewed on a competitive basis, and preparation of an application does not guarantee that funding will be received.

Complete applications are due to the North Dakota Department of Commerce, Division of Community Services (DCS) by 5:00 p.m. Central Time, Friday, June 12, 2015. An original application form is to be submitted to:

North Dakota Department of Commerce
1600 East Century Avenue, Suite 2
PO Box 2057
Bismarck, ND 58502-2057
Contact Person: Adele Sigl
Telephone: (701) 328-2618

DCS 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. In particular, applicants intending to mail applications must provide sufficient time to permit delivery on or before the deadline date and hour. Acceptance by post office or private mailer does not constitute delivery. Facsimile (FAX), COD, and postage due applications will not be accepted.

A certification of local approval for non-profit organizations must be executed and returned with the completed application. All applications must be typed. **Hand written applications will not be accepted.**

2014 FUNDING LEVELS

For FY 2015, an amount of \$750,000 in state funding will be available, up to 60% or \$450,000 for street outreach and shelter operation activities, and \$262,500 for homeless prevention, rapid re-housing activities or participation in the Homeless Management Information System (HMIS) and \$37,500 for administrative activities. Requests for funds from the FY 2015 NDHG allocation are limited at \$150,000. Successful applicants may receive less NDHG funds than requested based on the Selection Criteria on page 11 and 12.

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 NDHG 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: adopt and consistently apply the State's written standards for the administration of the NDHG program; and 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, or DCS are not eligible NDHG applicants and will not be eligible to receive an allocation of NDHG funding. Applicants are encouraged to contact DCS to ensure no unresolved monitoring findings exist or to work to resolve any outstanding items.

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 HMIS and the Statewide Continuum of Care's centralized or coordinated assessment system. Domestic violence service providers must establish and operate a comparable database that collects client level data over time and can generate unduplicated aggregate reports based on the data.

Applicants are strongly encouraged to be active members of the North Dakota Continuum of Care and their local homeless coalition.

STATUTORY DEFINITIONS

North Dakota Homeless Grant will follow all Emergency Solutions Grant statutory definitions unless changed under page 1. Emergency Solutions Grant statutory definitions can be found at 24 CFR Part 576.2 and 24 CFR Part 91.5.

ACTIVITIES

North Dakota Homeless Grant will be utilized to provide services to homeless 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:

- Street Outreach;
 - Emergency Shelter;
 - Homelessness Prevention;
 - Rapid Re-housing Assistance; and
 - Homeless Management Information System.
1. **Street Outreach (24 CFR Part 576.101)** – Funds may be used for costs of providing essential services to reach out to unsheltered homeless; connect them with emergency shelter, housing, or critical services; and provide urgent non-facility-based care to unsheltered homeless who are unwilling or unable to access emergency shelter, housing or an appropriate health facility. Eligible activities include the following:
 - a. Engagement Activities;
 - b. Case Management;
 - c. Emergency Health Services;
 - d. Emergency Mental Health Services; and
 - e. Transportation.
 2. **Emergency Shelter Component (24 CFR Part 576.102)** – Funds may be used for 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:
 - a. Essential Services – Essential services provided to individuals and households who are in emergency shelters can include case management, child care, 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.
 - b. 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 DCS.
 - c. 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.

3. **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:

- a. Individuals or households who have an income below 50% of Area Median Income (AMI) 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 posted on the NDHG webpage found at:

<http://www.communityservices.nd.gov/communitydevelopment/Programs/NorthDakotaHomelessGrantNDHG/>

- b. Individuals or households who qualify as a homeless or at-risk of becoming homeless as specified in 24 CFR Part 576.103 and 576.2. See Attachments A and B.

4. **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 a homeless individual or household 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.

Housing Relocation and Stabilization Services (24 CFR Part 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 and medium-term rental assistance requirements in 24 CFR Part 576.106 and the written standards and procedures under 24 CFR Part 576.400, which states that NDHG funds may be used for payment of the following under both homelessness prevention and rapid re-housing components:

- Rental application fees.
- Security deposits equal to no more than 2 month’s rent.
- Last month’s rent. If necessary to obtain housing for a program participant, the last month’s rent may be paid from ESG 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.
- Standard utility deposits.
- 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.

- 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.
- Service costs - Housing search and placement, housing stability case management, mediation activities, legal services necessary to resolve housing issues, and credit repair/counseling services.

Short-Term and Medium-Term Rental Assistance (24 CFR Part 576.106) - NDHG funds may provide a program participant with up to 24 months of rental assistance during any 3 year period. Applicants may establish their own caps, conditions and time limits for rental assistance as long as they do not exceed the following parameters:

- Rental assistance –
 - Short-term – up to 3 months of rental assistance.
 - Medium-term – MORE than 3 months but not more than 24 months.
 - Tenant-based or project-based.
- 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.
- 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.
- Rental assistance will be included in the Homeless Prevention and Rapid Re-Housing components. This funding can be used to pay above the Fair Market Rent established by HUD, only if all other resources for finding rental assistance at the Fair Market Rent 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 form for rental assistance above FMR.
- 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).
- Each program participant receiving NDHG rental assistance must have a legally binding written lease for the rental unit.
- 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.
- 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.

5. **HMIS Component (24 CFR 576.107)** – NDHG funds may be used to pay the costs of participating in the Homeless Management Information System (HMIS). Costs include: hardware, software licenses or equipment; obtaining technical support; staff time for completing data entry and analysis; monitoring and reviewing data quality; HUD approved training; reporting; and coordinating and integrating the system. If applicant is a domestic violence service provider it may use NDHG funds to establish and operate a comparable database that collects client level data over time and generates unduplicated aggregate reports based on the data.
6. **Administrative Component** – Five (5%) percent of your funding (if approved) can be used for salaries, wages and related costs of the subrecipient’s staff, or other staff engaged in program administration.

MATCHING FUNDS

Each Applicant must match its North Dakota Homeless Grant amounts with a 25% of funds received from sources other than this program. Matching funds may be obtained from any source, including any Federal source other than the NDHG Program, as well as state, local and private sources. However, the applicant must ensure the laws governing any funds to be used as matching contributions do not prohibit those funds from being used to match NDHG funds. Other criteria for matching funds follow:

1. The matching funds must be provided AFTER the date that DCS signs the financial award.
2. Matching funds that have been or will be counted as satisfying a match requirement of another Federal grant or award may not count as satisfying the match requirement of this program.
3. To count as match, cash distributions must be expended and noncash contributions must be made within the term of the NDHG financial award.

Eligible Types of Matching Contributions: The matching requirement may be met by one or both of the following:

1. Cash Contributions
2. Non-Cash Contributions – The value of any real property, equipment, goods or services, as well as the purchase value of any donated building.

PROGRAM REQUIREMENTS

1. Applicants must coordinate and integrate, to the maximum extent practicable, NDHG funded activities with other programs targeted to homeless people. Services must be coordinated to provide a strategic, community-wide system to prevent and end homelessness for 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 and Healthcare for the Homeless, etc.
2. System and Program Coordination with Mainstream Resources – The applicant must coordinate and integrate, to the maximum extent practicable, ESG funded activities with mainstream housing, health, social services, employment, education, and youth programs for which individuals and households at risk of homelessness and homeless individuals and households may be eligible.
3. Centralized or Coordinated Assessment System – Once the Continuum of Care has developed a centralized assessment system or a coordinated assessment system in accordance with requirements to be established by HUD, each ESG-funded program or project within the Continuum of Care's area must use that assessment system. The recipient and subrecipient must work with the Continuum of Care to ensure the screening, assessment and referral of program participants are consistent with the written standards required by paragraph (e) of this section. A victim service provider may choose not to use the Continuum of Care's centralized or coordinated assessment system.
4. Written Standards and Procedures – Applicants shall adopt and consistently apply DCS's written standards for providing NDHG.
5. Participation in Homeless Management Information System (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 establish and operate a comparable database that collects client level data overtime and can generate unduplicated aggregate reports on the data.
6. Homeless participation:
 - a. Unless the recipient is a State, the recipient must provide for the participation of not less than one homeless individual or formerly homeless individual 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 North Dakota Homeless Grants (NDHG).
 - b. If the recipient is unable to meet requirement under paragraph (a), it must instead develop and implement a plan to consult with homeless or formerly homeless individuals in considering and making policies and decisions regarding any facilities, services, or other assistance that receive funding under North Dakota Homeless Grants (NDHG). The plan must be included in the annual action plan required under 24 CFR 91.220.

- c. To the maximum extent practicable, the recipient or subrecipient must involve homeless individuals and families 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.

7. Faith-based activities:

- a. 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.
- b. Organizations that are directly funded under the NDHG program 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.
- c. 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.
- d. 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.
- e. NDHG funds may not be used for the rehabilitation of structures to the extent that those structures are used for inherently religious activities. NDHG funds may be used for the rehabilitation of structures only to the extent that those structures are used for conducting eligible activities under the NDHG program. Where a structure is used for both eligible and inherently religious activities, NDHG funds may not exceed the cost of those portions of the rehabilitation that are attributable to eligible activities in accordance with the cost accounting requirements applicable to NDHG funds. Sanctuaries, chapels, or other rooms that an NDHG-funded religious congregation uses as its principal place of worship, however, are ineligible for funded improvements under the program. Disposition of real property after the term of the grant, or any change in use of the property during the term of the grant, is subject to government-wide regulations governing real property disposition (*see* 24 CFR parts 84 and 85).

8. 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 the centralized assessment system and DCS’s written standards.
9. 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 the 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.
10. Rent Reasonableness documentation – Applicants may use NDHG funds to pay over and above the Fair Market Rent established by HUD only if other resources for finding rental assistance at the Fair Market Rent have been exhausted. Subrecipients must complete and file a rent reasonableness form for rental assistance above Fair Market Rent. 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 Fair Market Rents, by area, is found at: 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 Fair Market Rent established by HUD, only if all other resources for finding rental assistance at the Fair Market Rent have been exhausted.
11. 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.
12. 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 also 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.
13. 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:

- Building must be structurally sound.
 - 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.
 - Each room or space must have a natural or mechanical means of ventilation.
 - Water supply must be free of contamination.
 - Individuals and households must have access to sanitary facilities that are in proper operating condition.
 - Must have necessary heating/cooling facilities in proper operating condition.
 - 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.
 - Food preparation areas must contain suitable space and equipment to store, prepare and serve food in a safe and sanitary manner.
 - Housing must be maintained in a sanitary condition.
 - 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.
14. Lead-Based Paint Requirements – 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 age of six or a pregnant woman resides in the unit.
15. Confidentiality – All applicants must develop and implement procedures to ensure the confidentiality of records pertaining to any individual or household provided with NDHG assistance.
16. 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:

- a. Recognize individual rights;
 - b. Allow termination in only the most severe case;
 - c. Provide a written notice to the program participant, with clear statement of reasons for termination;
 - d. 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; and
 - e. Provide a prompt written notice of the final decision to the program participant.
17. 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.
18. Sanctions – If DCS determines that an applicant is not complying with the requirements of the NDHG Plan or other applicable federal or state laws, DCS will take appropriate actions, which may include:
- a. Issue a warning letter that further failure to comply with such requirements will result in a more serious sanction;
 - b. Direct the applicant to cease incurring costs with grant funds;
 - c. Require that some or all of the grant amounts be repaid to DCS; or
 - d. Reduce (de-obligate) the level of funds the applicant would otherwise be entitled to receive; or
 - e. Elect to make the applicant ineligible for future DCS funding.

Any NDHG funds that become available to DCS 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.

19. 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 24 CFR Part 95.36 (for governments) and 24 CFR Part 84.42 (for private nonprofit organizations).

20. Monitoring - DCS is responsible for monitoring all NDHG activities to ensure program requirements established by HUD and DCS are met. Monitoring will consist of site visits to applicant's place of business, review of all reimbursement requests, and review of HMIS information. DCS will conduct site visits at least once every two years. DCS will also provide support and technical assistance, as needed.

SELECTION CRITERIA

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.

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

1. Need for the funding;
2. Plan for distribution of the funds in an effective, efficient, and timely manner;
3. Collaboration efforts with other targeted homeless services and mainstream resources;
4. The applicant's active involvement in the ND Continuum of Care and/or their local homeless coalition; and
5. The applicant's plan to involve, to the maximum extent practicable, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under NDHG, and in providing services for occupants of these facilities.

When making final selections, the DCS 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 DCS 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:

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

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 the DCS.

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 DCS.

The grant agreement will indicate the activities and the corresponding approved funding amounts by category. An approved Request for Amendment is needed from DCS 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 DCS funds for eligible activities within the grant period.

METHOD OF PAYMENT

Payment of NDHG funds will be completed as a reimbursement. Requests for payment must be received by DCS monthly. Requests must be submitted in a format approved by DCS, 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. Lack of documentation or explanation may result in a delay in payment.



At Risk of Homelessness

CRITERIA FOR DEFINING AT RISK OF HOMELESSNESS	Category 1	Individuals and Families	An individual or family who: <ul style="list-style-type: none"> (i) Has an annual income below <u>30%</u> of median family income for the area; <u>AND</u> (ii) 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> (iii) Meets one of the following conditions: <ul style="list-style-type: none"> (A) Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; <u>OR</u> (B) Is living in the home of another because of economic hardship; <u>OR</u> (C) 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> (D) 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> (E) 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> (F) Is exiting a publicly funded institution or system of care; <u>OR</u> (G) 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
	Category 2	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
	Category 3	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.



Homeless Definition

CRITERIA FOR DEFINING HOMELESS	Category 1	Literally Homeless	<p>(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:</p> <ul style="list-style-type: none"> (i) Has a primary nighttime residence that is a public or private place not meant for human habitation; (ii) 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> (iii) 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
	Category 2	Imminent Risk of Homelessness	<p>(2) Individual or family who will imminently lose their primary nighttime residence, provided that:</p> <ul style="list-style-type: none"> (i) Residence will be lost within 14 days of the date of application for homeless assistance; (ii) No subsequent residence has been identified; <u>and</u> (iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing
	Category 3	Homeless under other Federal statutes	<p>(3) 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"> (i) Are defined as homeless under the other listed federal statutes; (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application; (iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; <u>and</u> (iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers
	Category 4	Fleeing/ Attempting to Flee DV	<p>(4) Any individual or family who:</p> <ul style="list-style-type: none"> (i) Is fleeing, or is attempting to flee, domestic violence; (ii) Has no other residence; <u>and</u> (iii) Lacks the resources or support networks to obtain other permanent housing

**WRITTEN STANDARDS FOR PROVISION OF NDHG ASSISTANCE
IN NORTH DAKOTA**

1. Standard policies and procedures for evaluating individuals' and families' eligibility for Assistance under NDHG. (See 24 CFR Parts 91 and 576 of the Emergency Solutions Grant Interim Rule)

Per 24 CFR 576.401 NDHG sub-recipients must conduct an initial evaluation to determine each individual or family's eligibility for NDHG assistance and the amount and types of assistance the individual or family needs to regain stability in permanent housing. These evaluations must be conducted in accordance with the centralized or coordinated assessment requirements set forth under §576.400(d) which is pending development by the ND Continuum of Care (CoC).

NDHG sub-recipients must re-evaluate the program participant's eligibility and the types and amounts of assistance the participant needs; not less than once every 3 months for participants who are receiving homelessness prevention assistance, and not less than once annually for participants who are receiving rapid re-housing assistance.

At the sub-recipient's discretion, re-evaluations may be conducted more frequently than required by 24 CFR 576.401 and may also be incorporated into the case management process which must occur not less than monthly for homeless prevention and rapid re-housing participants – See 24 CFR 576.401(e) (i). Regardless of which timeframe is used, re-evaluations, must at minimum, establish that:

- The program participant does not have an annual income that exceeds 50 percent of median family income for the area, as determined by HUD; and the program participant lacks sufficient resources and support networks necessary to retain housing without NDHG assistance. To determine if an individual or family is income eligible, the sub-recipient must examine an individual or family's annual income to ensure that it does not exceed the most current area income limits posted on the Division of Community Service's webpage found at:

<http://www.communityservices.nd.gov/communitydevelopment/Programs/NorthDakotaHomelessGrantNDHG/>

Note: Annual income must be below 50% at the time of the initial evaluation.

- When the program participant's income or other circumstances change (*e.g.*, changes in household composition) that affects the program participant's need for assistance under NDHG, the sub-recipient must re-evaluate the program participant's eligibility and the amount and types of assistance the program participant needs.

Sub-recipients must assist each program participant, as needed, to obtain appropriate supportive services, including assistance in obtaining permanent housing, medical health treatment, mental health treatment, counseling, supervision, and other services essential for achieving independent living; housing stability case management; and other Federal, State, local, or private assistance available to assist the program participant in obtaining housing stability including;

- Medicaid
- Supplemental Nutrition Assistance Program
- Women, Infants and Children (WIC)
- Federal-State Unemployment Insurance Program
- Social Security Disability Insurance (SSDI)
- Supplemental Security Income (SSI)
- Child and Adult Care Food Program, and
- Other mainstream resources such as housing, health, social services, employment, education services and youth programs that an individual or family may be eligible to receive

2. Standards for targeting and providing essential services related to street outreach.

NDHG funds may be used for costs of providing essential services necessary to reach out to unsheltered homeless people; connect them with emergency shelter, housing, or critical services; and provide urgent, non-facility-based care to unsheltered homeless people who are *unwilling or unable* to access emergency shelter, housing, or an appropriate health facility. For the purposes of this section, the term “unsheltered homeless people” means individuals and families who qualify as homeless under paragraph (1) (i) of the “homeless” definition under 24 CFR Part 576.2.

As outlined in 24 CFR Part 576.101, essential services consist of:

- a) Engagement;
- b) Case management;
- c) Emergency health services – only when other appropriate health services are inaccessible or unavailable within the area;
- d) Emergency mental health services – only when other appropriate mental health services are inaccessible or unavailable within the area;
- e) Transportation; and
- f) Services for special populations.

NDHG Sub-recipients must determine an individual's or family's vulnerability and unwillingness or inability to access emergency shelter, housing, or an appropriate health facility, prior to providing essential services under this component to ensure that NDHG funds are used to assist those with the greatest need for street outreach assistance.

3. Policies and procedures for admission, diversion, referral, and discharge by emergency shelters.

a. Emergency Shelter Definition 24 CFR Part 576.2

Any facility, the primary purpose of which is to provide a temporary shelter for the homeless in general or for specific populations of the homeless and which does not require occupants to sign leases or occupancy agreements. This definition excludes transitional housing. However, projects that were funded as an emergency shelter (shelter operations) under the FY 2010 Emergency Shelter Grants program may continue to be funded under the emergency shelter component under the Emergency Solutions Grants program, regardless of whether the project meets the revised definition.

b. Admission, Diversion, Referral and Discharge

Consistent with Section (1) of this document, NDHG sub-recipients must conduct an initial evaluation of all individuals or families to determine if they should be admitted to an emergency shelter, diverted to a provider of other NDHG funded components (e.g. rapid re-housing or homeless prevention assistance) and/or referred for other mainstream resources.

NDHG sub-recipients must determine that individuals and families meet criteria (1), (2), (3), or (4) of the Homeless Definition (Attachment B) and rate the individual or family's vulnerability to ensure that only those individuals or families that have the greatest need for emergency shelter assistance receive NDHG funded assistance.

NDHG sub-recipients must also reassess emergency shelter participants, on an ongoing basis, to determine the earliest possible time that they can be discharged to permanent housing.

c. Safety and Shelter Needs of Special Populations

NDHG funds may be used to provide services for homeless youth, victim services, and services for people living with HIV/AIDS, so long as the costs of providing these services are eligible under the regulations for the emergency shelter component found at 24 CFR Part 576.102.

Consistent with NDHG recordkeeping and reporting requirements found at 24 CFR Part 576.500, NDHG sub-recipients must develop and apply written policies to ensure the safety of program participants through the following actions:

- All records containing personally identifying information (as defined in HUD's standards for participation, data collection, and reporting in a local HMIS) of any individual or family who applies for and/or receives NDHG assistance will be kept secure and confidential;
- The address or location of any domestic violence, dating violence, sexual assault, or stalking shelter project assisted under the NDHG will not be made public, except with written authorization of the person responsible for the operation of the shelter; and
- The address or location of any housing of a program participant, including youth, individuals living with HIV/AIDS, victims of domestic violence, dating violence, sexual assault, and stalking; and individuals and families who have the highest barriers to housing will not be made public, except as provided under a preexisting privacy policy of the sub-recipient and consistent with state and local laws regarding privacy and obligations of confidentiality.

In addition, NDHG sub-recipients must adhere to the following NDHG shelter and housing standards found at [24 CFR Part 576.403](#) to ensure that shelter and housing facilities are safe, sanitary, and adequately maintained:

- **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 NDHG sub-recipients 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 was built before 1978 and a child under age of six or a pregnant woman resides in the unit.
- **Structure and Materials.** The shelter building should be structurally sound to protect residents from the elements and not pose any threat to health and safety of the residents.
- **Access.** The shelter must be accessible, and there should be a second means of exiting the facility in the case of emergency or fire.
- **Space and Security.** Each resident should have adequate space and security for themselves and their belongings. Each resident must have an acceptable place to sleep.
- **Interior Air Quality.** Each room or space within the shelter/facility must have a natural or mechanical means of ventilation. The interior air should be free of pollutants at a level that might threaten or harm the health of residents.
- **Water Supply.** The shelter's water supply should be free of contamination.

- **Sanitary Facilities.** Each resident should have access to sanitary facilities that are in proper operating condition. These facilities should be able to be used in privacy, and be adequate for personal cleanliness and the disposal of human waste.
 - **Thermal Environment.** The shelter/facility must have any necessary heating/cooling facilities in proper operating condition.
 - **Illumination and Electricity.** The shelter/facility should have adequate natural or artificial illumination to permit normal indoor activities and support health and safety. There should be sufficient electrical sources to permit the safe use of electrical appliances in the shelter.
 - **Food Preparation.** Food preparation areas, if any, should contain suitable space and equipment to store, prepare and serve food in a safe and sanitary manner.
 - **Sanitary Conditions.** The shelter should be maintained in a sanitary condition.
 - **Fire Safety-Sleeping Areas.** There should be at least one working smoke detector in each occupied unit of the shelter facility. In addition, smoke detectors should be located near sleeping areas where possible. The fire alarm system should be designed for a hearing-impaired resident.
 - **Fire Safety-Common Areas.** All public areas of the shelter must have at least one working smoke detector.
4. Policies and procedures for assessing, prioritizing, and reassessing individuals' and families' needs for essential services related to emergency shelter.

NDHG funds may be used to provide essential services to individuals and families who are in an emergency shelter. Essential services for participants of emergency shelter assistance can include case management, child care, 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.

NDHG sub-recipients are responsible to assess an individual or family's initial need for emergency shelter and must re-assess their need on an ongoing basis to ensure that only those individual or families with the greatest need receive NDHG funded emergency shelter assistance.

Upon completion and implementation of the CoC's centralized or coordinated assessment system, NDHG recipients shall be required to use that system to help determine an individual or families need for emergency shelter or other NDHG funded assistance.

5. Policies and procedures for coordination among emergency shelter providers, essential service providers, homelessness prevention and rapid re-housing assistance providers, other homeless assistance providers, and mainstream service and housing providers. Coordination to assist the homeless and prevent homelessness will come from the leadership of the statewide Continuum of Care. Active engagement and membership in the statewide CoC or local homeless coalition is strongly encouraged. The CoC will further engage and coordinate resources amongst other entities to improve current programs and funding.
6. Policies and procedures for determining and prioritizing which eligible families and individuals will receive homelessness prevention assistance and which eligible families and individuals will receive rapid re-housing assistance.

The key to the success of any program is a screening and assessment process, which thoroughly explores a family's or individual's situation and pinpoints their unique housing and service needs. Based upon the assessment, families and individuals should be referred to the kinds of housing and services most appropriate to their situations and need.

Once in place, a centralized or coordinated assessment system will help to better match individuals and families with the most appropriate assistance. Under homelessness prevention assistance, funds are available to persons below 50% of Area Median Income (AMI), and are homeless or at risk of becoming homeless.

NDHG funds can be used to prevent an individual or family from becoming homeless and/or regain stability in current housing or other permanent housing. Rapid re-housing funding will be available to those who are literally homeless to ultimately move into permanent housing and achieve housing stability.

7. Standards for determining the share of rent and utilities costs that each program participant must pay, if any, while receiving homelessness prevention or rapid re-housing assistance.

Standards for both homelessness prevention and rapid re-housing for determining the share of rent and utilities costs that each program participant must pay, if any, will be based on the following:

- Rental assistance can be provided for a unit above the Fair Market Rent limit, established by HUD. A complete listing of Fair Market Rents for North Dakota counties can be found at: <http://www.communityservices.nd.gov/uploads/10/2015fmrs.pdf>
- The rent charged for a unit must be reasonable in relation to rents currently being charged for comparable units in the private unassisted market and must not be in excess of rents currently being charged by the owner for comparable unassisted units. See 24 CFR 574.320.
- The rental unit must meet minimum habitability standards found at 24 CFR 576.403.

- There must be a rental assistance agreement and lease between property manager and tenant as well as the owner of property and NDHG sub-recipient.
- No rental assistance may be made to an individual or family that is receiving rental assistance from another public source for the same time period, and
- Rental assistance may not be provided to a participant who is currently receiving replacement housing payments under Uniform Relocation Assistance

Per 24 CFR 576.106 (e), NDHG sub-recipients may make rental assistance payments only to an owner with whom the sub-recipient has entered into a rental assistance agreement. The rental assistance agreement must set forth the terms under which rental assistance will be provided, including the requirements that apply under this section. The rental assistance agreement must provide that, during the term of the agreement, the owner must give the sub-recipient a copy of any notice to the program participant to vacate the housing unit, or any complaint used under state or local law to commence an eviction action against the program participant.

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.

8. Standards for determining how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time.

Subject to the general conditions under 24 CFR 576.103 and 24 CFR Part 576.104, NDHG sub-recipients may provide a program participant with up to 24 months of rental assistance during any 3-year period. This assistance may be short-term rental assistance, medium-term rental assistance, payment of rental arrears, or any combination of this assistance.

Short-term rental assistance is assistance for up to 3 months of rent. Medium-term rental assistance is assistance for more than 3 months but not more than 24 months of rent. Payment of rental arrears may consist of a one-time payment for up to 6 months of rent in arrears, including any late fees on those arrears.

The maximum amount of rental assistance provided and, an individual or family's level of responsibility for rent payments, over time, shall be determined by the NDHG sub-recipient and shall be reflective of the individual or family's need for rental assistance and the level of financial resources available to the NDHG sub-recipient.

9. Standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide a program participant, including the limits, if any, on the homelessness prevention or rapid re-housing assistance that each program participant may receive, such as the maximum amount of assistance, maximum number of months the program participants receives assistance; or the maximum number of times the program participants may receive assistance.

Subject to the general conditions under 24 CFR 576.103 and 24 CFR Part 576.104, sub-recipients may use NDHG funds to pay housing owners, utility companies, and other third parties for some or all of the following costs, as allowed under 24 CFR 576.105:

- Rental application fees
- Security deposits
- Last month's rent
- Utility deposits
- Utility payments
- Moving costs, and
- Some limited services costs

Consistent with 24 CFR 576.105 (c), NDHG sub-recipients shall determine the type, maximum amount and duration of housing stabilization and/or relocation services for individuals and families who are in need of homeless prevention or rapid re-housing assistance through the initial evaluation, re-evaluation and ongoing case management processes.

Consistent with 24 CFR 576.105(d), financial assistance for housing stabilization and/or relocation services cannot be provided to a program participant who is receiving the same type of assistance through other public sources or to a program participant who has been provided with replacement housing payments under the Uniform Relocation Act (URA) during the period of time covered by the URA payments.

10. Homeless participation:

- a. Unless the recipient is a State, the recipient must provide for the participation of not less than one homeless individual or formerly homeless individual 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 North Dakota Homeless Grants (NDHG).
- b. If the recipient is unable to meet requirement under paragraph (a), it must instead develop and implement a plan to consult with homeless or formerly homeless individuals in considering and making policies and decisions regarding any facilities, services, or other assistance that receive funding under North Dakota Homeless Grants (NDHG). The plan must be included in the annual action plan required under 24 CFR 91.220.
- c. To the maximum extent practicable, the recipient or subrecipient must involve homeless individuals and families 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.

11. Faith-based activities:

- f. 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.
- g. Organizations that are directly funded under the NDHG program 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.
- h. 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.
- i. 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.
- j. NDHG funds may not be used for the rehabilitation of structures to the extent that those structures are used for inherently religious activities. NDHG funds may be used for the rehabilitation of structures only to the extent that those structures are used for conducting eligible activities under the NDHG program. Where a structure is used for both eligible and inherently religious activities, NDHG funds may not exceed the cost of those portions of the rehabilitation that are attributable to eligible activities in accordance with the cost accounting requirements applicable to NDHG funds. Sanctuaries, chapels, or other rooms that an NDHG-funded religious congregation uses as its principal place of worship, however, are ineligible for funded improvements under the program. Disposition of real property after the term of the grant, or any change in use of the property during the term of the grant, is subject to government-wide regulations governing real property disposition (*see* 24 CFR parts 84 and 85).

NORTH DAKOTA HOMELESS GRANTS (NDHG) APPLICATION
NORTH DAKOTA DEPARTMENT OF COMMERCE
DIVISION OF COMMUNITY SERVICES
 SFN 59285 (05/15)

APPLICATION FOR FY 2015 NDHG ALLOCATION FUNDING

GENERAL INFORMATION		
Name of Applicant	DUNS Number	
<input type="checkbox"/> Nonprofit Organization	<input type="checkbox"/> Unit of Local Government	
Street Address	PO Box	
City	State	ZIP Code
County	Contact Person	
Title	Telephone Number	
Fax Number	Email Address	
Total amount requested from FY 2015 ALLOCATION (MAX \$150,000)		\$
Application Deadline – See page 27 for deadline and submission instructions.		

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:

- 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, child care, 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 – 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 NDHG 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 50% 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 NDHG 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 HMIS designated by the North Dakota Coalition for Homeless People.

ADMINISTRATIVE ACTIVITIES

Eligible Expenses: Salaries for staff engaged in program administration.

PROJECT DESCRIPTION

What services will you administer with awarded NDHG 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 and/or Medium-Term Rental Assistance (Project Based Assistance)
- Short-Term and/or 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 and/or Medium-Term Rental Assistance (Project Based Assistance)
- Short-Term and/or 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

Administrative Component

- Salaries for staff engaged in program administration.

ESTIMATED NUMBER SERVED

List the Estimated Annual Numbers to be Served with NDHG 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.
(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)

HMIS Plans

Describe in detail your agency's current and proposed usage of HMIS.
(Attach additional pages if needed)

SUMMARY OF FY 2015 FUNDS REQUESTED (FY 2015 Allocation)	
Activity Type	Requested Amount
STREET OUTREACH COMPONENT	\$
EMERGENCY SHELTER COMPONENT	
Renovation	\$
Operations	\$
Essential Services	\$
RAPID RE-HOUSING COMPONENT	
Housing Relocation and Stabilization Services	\$
Tenant-Based Rental Assistance	\$
Project-Based Rental Assistance	\$
HOMELESS PREVENTION COMPONENT	
Housing Relocation and Stabilization Services	\$
Tenant-Based Rental Assistance	\$
Project-Based Rental Assistance	\$
HMIS COMPONENT	\$
ADMINISTRATIVE COMPONENT	\$
Total FY 2015 Request	\$

FY 2015 ALLOCATION MATCHING FUNDS (25%)	
Source of Match	Amount of Match
Volunteer hours (\$5 per hr.) or provide documentation for justification over \$5 per hour	\$
Private donations	\$
City government contribution	\$
County government contribution	\$
In-Kind (donations)	\$
Donated value/use of a building	\$
Other _____	\$
Other _____	\$
Other _____	\$
Total Match	\$
If funds from the city, county, state agency, or a private source are to be used to meet the match requirement, please attach a letter of commitment or award.	

Project Work Item Priority

In order to allocate NDHG funds, **please prioritize funds requested on page 17**. Prioritize using the number one (1) as your greatest need. Additional sheets may be used if needed.

Work Item	Budget Amount
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	

**CERTIFICATION OF BASIC STANDARDS FOR
EMERGENCY HOMELESS SHELTERS**

<p>INSTRUCTIONS: The following checklist outlines the minimum requirements for shelters requesting North Dakota Homeless Grant (NDHG) funds through DCS. 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.</p>	
GENERAL	
1. 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"/> Yes <input type="checkbox"/> No
2. Client records are secured in a locked area or locked filing cabinet.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. There are written policies for intake procedures and criteria for shelter admission.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. 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"/> Yes <input type="checkbox"/> No
5. 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"/> Yes <input type="checkbox"/> No
PERSONNEL	
1. 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"/> Yes <input type="checkbox"/> No
2. All shelter staff, including volunteers, has received at a minimum, training and orientation regarding:	
a. Fire and emergency evacuation procedures for the facility;	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Emergency procedures for medical, psychiatric, or other crisis situations;	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Special needs of homeless persons;	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. Client confidentiality requirements;	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Appropriate chains of authority or command within the shelter.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. 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"/> Yes <input type="checkbox"/> No
4. There are written personnel policies in affect which also include a Code of Conduct for all shelter personnel.	<input type="checkbox"/> Yes <input type="checkbox"/> No
FACILITY	
1. 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"/> Yes <input type="checkbox"/> No
2. Cooking or heating appliances in any room used for sleeping are prohibited.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. 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"/> Yes <input type="checkbox"/> No
4. 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"/> Yes <input type="checkbox"/> No

5. 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"/> Yes <input type="checkbox"/> No
6. There is a fire safety plan which includes at least the following: a. A posted evacuation plan b. Fire drills, conducted at least quarterly; c. Operating fire detection systems which are tested at least quarterly d. Battery operated alarms which are functional at all times; and e. Adequate fire exits.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
7. Provisions have been made for the following services: a. Pest control services b. Removal of garbage from interior premises; c. Properly functioning ventilation and heating systems; and d. Heat, electricity and water 24-hours a day.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
8. Entrances, exits, steps, and walkways are kept clear of garbage, debris, and other hazards such as ice and snow.	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Adequate natural or artificial illumination is provided to permit normal indoor activities and to support the health and safety of occupants.	<input type="checkbox"/> Yes <input type="checkbox"/> No
FOOD SERVICES (For shelters providing prepared meals for residents)	
1. Adequate provisions for the sanitary storage and preparation of food are made. Meals are nutritionally balanced, when provided.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Requirements of a licensed food service establishment under North Dakota Administrative Code 33-33-04.	<input type="checkbox"/> Yes <input type="checkbox"/> No
HEALTH	
1. First aid equipment and emergency medical supplies are available at all times.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Staff has access to a telephone while on duty. Emergency telephone numbers are posted conspicuously near the telephone	<input type="checkbox"/> Yes <input type="checkbox"/> No
OPERATIONS	
1. 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"/> Yes <input type="checkbox"/> No
2. Residents are furnished information about available services in the community.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. 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"/> Yes <input type="checkbox"/> No
4. The following are posted and distributed to residents in appropriate language: a. Rules of the shelter; b. Shelter residents' rights and responsibilities; c. A list of standards for conditions in shelters; and d. The shelter's internal grievance procedures.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No

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.

ADMINISTRATIVE COMPLIANCE

INSTRUCTIONS: Review the DCS 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 business hours:

Name

Telephone

- 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 North Dakota Homeless Grant funding.

Coordinated Assessment

- The applicant will assure the use of the Coordinated Assessment System. (Victim service providers choose not to participate.)

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 \$500,000 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 OMB Circular A-133 pursuant to the Single Audit Act Amendments of 1996.
- The grantee is a local government or nonprofit expected to expend less than \$500,000 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 DCS.
- The applicant recognizes that this provision does not limit DCS 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 NDHG funds, our organization is obligated to maintain both client services activity records and performance outcome measures utilizing HMIS in accord with standards published by DCS. If a recipient is a victim services provider or a legal services provider, it may use NDHG funds to establish and operate a comparable database that collects client-level data.

**EMERGENCY SOLUTIONS GRANTS PROGRAM
UNIT OF LOCAL GOVERNMENT CERTIFICATION
(SHELTERS ONLY)**

I, _____(Name and Title of City Official)

duly authorized to act on behalf of the _____

(Name of Jurisdiction) hereby approve the following shelter projects(s) proposed by

_____ (Name of Nonprofit)

which is (are) to be located in:

Name of Jurisdiction _____

Shelter Address(es)

Name (City Official)	Title (City Official)
Signature	Date

(NON-PROFITS ONLY)
REQUIRED ORGANIZATIONAL DOCUMENTS

Submit one copy of the following documents to the DCS 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 h(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 DCS 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 DCS is current
Articles of Incorporation	<input type="checkbox"/> I will/have mailed this attachment <input type="checkbox"/> Copy on file with DCS is current
Organizational Bylaws	<input type="checkbox"/> I will/have mailed this attachment <input type="checkbox"/> Copy on file with DCS is current
List of Board of Directors & Officers	<input type="checkbox"/> I will/have mailed this attachment <input type="checkbox"/> Copy on file with DCS is current
Current Organizational Chart	<input type="checkbox"/> I will/have mailed this attachment <input type="checkbox"/> Copy on file with DCS is current
Most recent available Fiscal Year Audit	<input type="checkbox"/> I will/have mailed this attachment <input type="checkbox"/> Copy on file with DCS is current
Fair Housing Policy	<input type="checkbox"/> I will/have mailed this attachment <input type="checkbox"/> Copy on file with DCS is current
Bids – at least 2 competitive bids for renovation/rehabilitation activities	<input type="checkbox"/> I will/have mailed this attachment <input type="checkbox"/> N/A

**(LOCAL UNITS OF GOVERNMENT ONLY)
REQUIRED ORGANIZATIONAL DOCUMENTS**

Submit one copy of the following documents to the DCS 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 DCS 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 DCS is current
Current Organizational Chart	<input type="checkbox"/> I will/have mailed this attachment <input type="checkbox"/> Copy on file with DCS 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 North Dakota Homeless 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

APPLICATION DEADLINE

One copy of your **FY 2015 Application** is due to the North Dakota Department of Commerce, Division of Community Services no later than 5 PM Central Time, Friday, June 12, 2015.

The application deadline is firm as to the date and hour.

DCS 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. In particular, applicants must provide sufficient time to permit delivery on or before the deadline date and hour. Acceptance by post office or private mailer does not constitute delivery. Facsimile (FAX), COD, and postage due applications will not be accepted.

All applications must be typed. **No hand-written applications will be accepted.**

Mail Completed Application to:

Adele Sigl
Department of Commerce (DCS)
1600 East Century Avenue, Suite 2
PO Box 2057
Bismarck, ND 58502-2057