

ANNUAL PLAN
ND DIVISION OF COMMUNITY SERVICES
SFN 54239 (1/08)

HOME

Investment Partnerships Program Grant Recipient's Annual Plan For the State of North Dakota



Homeowners/Homebuyers

- * Acquisition
- * Down payment Assistance
- * New Construction
- * Rehabilitation

Rental Units

- * TBRA
- * New Construction
- * Acquisition
- * Rehabilitation

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Revised January 2008

A. Allowable Activities

The Division of Community Services supports the concept of locally developed plans for addressing the needs of low income people, resulting in considerable discretion in developing and implementing the HOME program. As long as the agency can clearly demonstrate the below five criteria, the plan will be awarded.

The five criteria are:

1. Demonstrate a need for the activity;
2. Consistent with the State Wide Housing Needs Assessment;
3. Activity(s) are clearly eligible under 24 CFR Sec. 92.205;
4. Costs are eligible under 24 CFR Sec. 92.206
5. The activities are listed as a priority in the States or Entitlement's Consolidated Plan.

B. Eligibility

Client eligibility for the HOME program must comply with 24 CFR Sec. 92.216 for rental units and Sec 92.217 for homeowner projects. Appropriate income levels for the HOME Program can be found in the HOME Administrative/Program Manual with updates available when published by HUD. You should verify that you have the most recent income levels prior to starting any new project. Eligible activities by agency are listed in the HOME Program Description.

C. Distribution of Funds

Funds are available based on that Fiscal Years HOME Program Description and the Performance Based Measures.

D. Annual Plan Process

Each sub-recipient must complete the following annual plan by the deadline found in the HOME Program Description. **Complete only the section appropriate to your project(s):**

Section 1: Cover Page (*Each Agency Must Complete*)

Section 2: Homeowner and Homebuyer Assistance

Section 3 TBRA

Section 4: Rental Production

Section 5: Transfer of Funds to another Agency

Section 6: ADDI Funds

Section 7: Performance Set-Aside

Section 8: Budget Page (*Estimated when a CHDO, the City of Bismarck or the City of Grand Forks will be submitting a full application for a rental project i.e. Section 4*)

An agency can transfer funds to another agency if it can demonstrate a higher need than needed in their specific set-aside. The attached plan must indicate the amount to be transferred to the agency with a brief description of the project and tentative timetable for the project. Rental Project applications must be submitted by December 1st of the FY in which this plan is developed.

SECTION 1

**NORTH DAKOTA HOME PROGRAM
ANNUAL PLAN**

Applicant		Address	
Region			
Person Completing Form	Phone Number	Date	

Applicant Certifies That:

To the best of my knowledge and belief, data in this application is true and correct, and the document has been duly authorized by the governing body of the applicant.

Signature of Authorized Official: _____	Title
	Date

Brief Description of Project:

Application Summary

	Homeowner Rehabilitation	Homebuyer Program	TBRA Program	Rental Production	Agency Transfer
Estimated # of Units To Be Completed					
HOME Project Funds Requested					
HOME Performance Funds Requested					
ADDI Project Funds Requested					
HOME Soft Costs Requested					
HOME Administrative Funds Requested					
HOME Operating Funds Requested					
Total HOME Funds Requested					
Other Project Funds Requested (Include other estimated local, federal or private funds)					
TOTAL PROJECT COSTS					

SECTION 6 - AMERICAN DREAM DOWNPAYMENT INITIATIVE (ADDI)

1. Provide a description of the use of and need for the grant fund. Indicating that recipients of these grant funds will be first-time home buyers, will have an annual income that does not exceed 80% of the area median income, and the amount of the assistance provided to any eligible family will not exceed 6 percent of the purchase price of a single family housing unit, or \$10,000, which ever is greater.

2. Provide a description of your eligible service area and the number of units you expect to complete.

3. Describe how you will conduct targeted outreach to residents and tenants of public housing, trailer parks, and manufactured housing, and to other families assisted by public housing agencies, for the purpose of ensuring that grant amounts provided under this section to an eligible recipient are used for downpayment assistance for such residents, tenants, and families.

4. Describe the services that you will provide to families to assist them in undertaking and maintaining homeownership.

5. Describe a project work plan and timetable.

6. If any match will be generated, describe it, and how it will be documented.

7. Describe if any program income will be generated and how it will be used.

8. Additional information you think will be useful.

9. Attach a letter of consistency with your consolidated plan (**Bismarck & Grand Forks Only**)

SECTION 7 – Performance Measure Set-Aside

1. Briefly describe the overall project(s) that you are requesting additional funding for and the unmet need for the project.
2. Providing documentation of waiting list of applicants you have for the above listed activity(s).
3. If any match will be generated, describe it, and how it will be documented.
4. Describe if any program income will be generated and how it will be used.
5. Additional Information that you think will be useful.

SECTION 8

BUDGET PAGE					
Activity Description	HOME Funds	Performance HOME Funds	Local Funds	Other Funds	Total Funds
Homeowner Assistance					
Homebuyer Assistance					
Security/Utility Deposits					
TBRA (Rental Assistance)					
Rental Production					
Hard Costs Subtotal					
Processing/Counseling					
Inspections (initial & final)					
Work Write-ups					
Construction Oversight					
Filing Fees					
Other					
Soft Costs Subtotal					
Salaries					
Fringe					
Travel					
Supplies					
Third Party Contracts					
Other					
Admin/Operating Subtotal					
GRAND TOTAL					

Specify all source of funding and include letters of commitment