



2016

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



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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

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 2016 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 2016 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, April 15, 2016. 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.**

2016 FUNDING LEVELS

For FY 2016, 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 2016 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. Total points allotted equal up to 100 points.

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

1. Need for the funding (30);
2. Plan for distribution of the funds in an effective, efficient, and timely manner (15);
3. Collaboration efforts with other targeted homeless services and mainstream resources (20);
4. The applicant's active involvement in the ND Continuum of Care and/or their local homeless coalition; and (20)
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 (15).

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	(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: <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	(2) Individual or family who will imminently lose their primary nighttime residence, provided that: <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	(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: <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	(4) Any individual or family who: <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