

HOME Investment Partnership Program Grant Recipient's Annual Plan for the State of North Dakota



Homeowners/Homebuyers

- Acquisition
- Down payment Assistance
- Rehabilitation
- Acquisition

Rental Units

- TBRA
- New Construction
- New Construction
- Rehabilitation

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) 328-5320
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

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

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. Demonstrate sustainability of project;
3. Consistent with the Statewide Housing Needs Assessment;
4. Activity(s) are clearly eligible under 24 CFR Sec. 92.205;
5. Costs are eligible under 24 CFR Sec. 92.206; and
6. The activities are listed as a priority in the State'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: Performance Set-Aside

Section 7: 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		
City	State	ZIP Code	Region		
Person Completing Form		Phone Number	Date		
<p>Applicant Certifies That:</p> <p>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.</p>					
Name of Authorized Official			Title		
Signature of Authorized Official			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					
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 2
HOMEOWNER AND HOME BUYER ASSISTANCE

1. Briefly describe the overall project and the need for the project.

2. Describe a project work plan and timetable.

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. Describe how program meets the requirements of the 2013 HOME Final Rule.

6. Additional Information that you think will be useful.

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

8. Attach a copy of your agency's Homeowner Rehabilitation Guidelines **(CAA Rehabilitation Program Only)**

SECTION 3

TBRA

(Complete one for TBRA and one for a Security Deposit/Utility Deposit Program)

1. Briefly describe the overall project and the need for the project.
2. Describe a project work plan and timetable.
3. If any match will be generated, describe it, and how it will be documented.
4. Describe the form of HOME assistance (loan/grant) you will be providing. If the assistance is in the form of a loan, describe your procedure for tracking and using Program Income funds.
5. Additional Information that you think will be useful.
6. Attach a letter of consistency with your consolidated plan **(Bismarck & Grand Forks Only)**

SECTION 7

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