



# ND Department of Emergency Services

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*"Ensuring a safe and secure homeland for all North Dakotans"*

December 14, 2011

## **HOUSING REHABILITATION AND CITIZEN RETENTION GRANTS**

The Legislative Assembly and Governor Dalrymple approved Senate Bill 2371, which was effective November 14, 2011. The law includes a provision for a grant program to help communities with rehabilitation or replacement of flood-damaged homes and to retain homeowners in the community. Section 9 of the bill stated:

There is appropriated out of any moneys in the state disaster relief fund in the state treasury, not otherwise appropriated, the sum of \$10,000,000, or so much of the sum as may be necessary, to the adjutant general for the purpose of providing funds to the Bank of North Dakota's rebuilders loan program fund and to cities and counties for flood-impacted housing rehabilitation, for the period beginning with the effective date of this Act and ending June 30, 2013. Funds made available to cities and counties under this section must be used by the city or county as deemed most effective in that community to assist homeowners in rehabilitation or replacement of their flood-damaged homes and to retain homeowners in the community.

### **Funding Availability**

Initial funding will be available to those jurisdictions that have received an Individual Assistance designation by the Federal Emergency Management Agency (FEMA) as a result of the 2011 flood event. Those jurisdictions include: Barnes, Benson, Burleigh, McHenry, Morton, Ramsey, Renville, Richland, and Ward Counties along with the respective incorporated cities, and the Spirit Lake Nation.

For the initial allocation, funds will be available for approved applications to jurisdictions in direct proportion to the number of Individual Assistance registrants of that jurisdiction as of November 23, 2011, the final report date for FEMA Individual Assistance registrations.

Accordingly, the following amounts will be allocated:

<b>Jurisdiction</b>	<b>Approved FEMA Individual Assistance (IA) Registrants</b>	<b>Percent of Total Registrants</b>	<b>Initial State \$ Allocation</b>
Barnes County	70	0.009390931	\$93,909.31
Benson County	52	0.00697612	\$69,761.20
Burleigh County	782	0.104910115	\$1,049,101.15
McHenry County	188	0.025221358	\$252,213.58
Morton County	234	0.031392541	\$313,925.41
Ramsey County	60	0.008049369	\$80,493.69
Renville County	74	0.009927556	\$99,275.56
Richland County	46	0.006171183	\$61,711.83
Ward County	5,932	0.795814328	\$7,958,143.28
Spirit Lake Nation	16	0.002146499	\$21,464.99
<b>TOTAL</b>	<b>7,454</b>	<b>100.00%</b>	<b>\$10,000,000.00</b>

### **Evaluation Criteria**

In addition to each proposal demonstrating that the program or project has been vetted across political subdivisions within the county, the following criteria will be used to evaluate the proposals:

- Number of flood-damaged homes that could be rehabilitated or replaced.
- Confirmation of funds from the tribal nation, county, city, or other individuals, or organizations that would match the state funds. (While local cost share is not required, projects that leverage local funds for cost share will receive more favorable consideration.)
- Rehabilitation or rebuilding affordable housing.
- Entity that will be responsible for rehabilitation or replacement of flood-damaged homes (e.g., if the tribal nation, county, or city delegates the project to a housing authority or other non-profit organization).
- Anticipated project(s) completion date; or, projected timelines if project(s) is large and segmented.
- Tribal, county, or city official who would be responsible for managing the programs or projects.
- Strategy for public outreach, program/project marketing and/or awareness to the affected area and community.
- Measures that would be taken to mitigate future flood damage to the rehabilitated or replacement homes.
- Resolution of support from the tribal, county, or city governing body.
- Retention of homeowners in the community.
- Completion date of program or project.

## **Application Proposal**

The jurisdictions identified above may submit proposals for programs or projects “to assist homeowners in rehabilitation or replacement of their flood-damaged homes and to retain homeowners in the community.” Proposals must take into account the evaluation criteria stated above. The initial deadline for submitting proposals is January 15, 2012. Proposals must be submitted to: The Adjutant General, Attn: DES-Recovery, PO Box 5511, Bismarck, ND 58506-5511. Proposals will be evaluated and prioritized and grants will be awarded as soon as possible. Subsequent grant applications will be considered based upon remaining funds and will be accepted until September 30, 2012.

Questions concerning this request for proposals may be referred to Ms. Kathleen Donahue, Deputy Chief for Recovery and Mitigation, at (701) 328-8100 or by email [kdonahue@nd.gov](mailto:kdonahue@nd.gov).

## **Disbursement and Return of Funds**

Funds will be disbursed based upon agreement between the DES and the applicant. Recipients may provide routing information for an automatic bank transfer of funds; or, request disbursement of funds by check. Authorization for disbursement of funds will be based on the scope of work identified in the request for proposals. Changes from the original scope of work must be submitted to DES for review and approval prior to executing. Unauthorized changes in scope will result in recoupment of program or project funds.

Funds not expended; or, projected to be expended in the life of the programs or projects, as of September 30, 2012, based on efficiencies, economy of scales, or under-bids, will be returned to DES no later than October 30, 2012 for reallocation. Any unexpended funds previously allocated for approved programs or projects that have been terminated will also be returned to DES no later than October 30, 2012 for reallocation.

## **Reporting and Accounting**

Approved programs or projects receiving funds will be required to submit quarterly reports no later than 20-days past each reporting quarter; March 30, June 30, September 30, and December 30, beginning the quarter after funding award. Inability to submit timely quarterly reports may jeopardize fund allocation. Quarterly reports will identify, at a minimum, goals and milestones achieved during the reporting quarter, objectives and goals targeted for the next reporting quarter, total amount of allocated funds expended for the reporting quarter, total amount of allocated funds expended for the project to date, and total amount of local/match funds committed to date, if applicable.

Copies of all approved program or project expenses, invoices, and proof of payment incurred during each quarter will be submitted to DES with each respective quarterly report.

## Closeout or Termination

A written summary report will be submitted to DES within 60-days of approved programs or projects completion/termination. This written summary report will provide, with supporting documentation: initial scope of work, completed scope of work (if approved change in scope was obtained), determined best practices from the program or project, stated unforeseen challenges, identified partnerships and/or collaborations, showcased physical/structural impacts or successes, shared perceived emotional and/or secondary impacts/successes, confirmed mitigation successes, a review of program or project timeline/benchmarks, documented outreach, and summary of expenses and applicable cost shares.

Sincerely,

A handwritten signature in black ink, reading "David Sprynczynatyk". The signature is written in a cursive, flowing style with a large initial "D".

MG David A. Sprynczynatyk  
Director  
Department of Emergency Services