

**Northern Marianas Housing Corporation**  
**Temporary Policy Supplement (TPS)**  
**Emergency Housing Voucher (EHVs) Policy**

**INTRODUCTION**

On March 11, 2021, President Biden signed the American Rescue Plan Act of 2021 (ARP) (P.L. 117-2). Section 3202 of the ARP appropriated \$5 billion for the creation, administration, and renewal of new incremental emergency housing vouchers (EHVs) and other eligible expenses related to COVID-19.

On May 5, 2021, HUD issued Notice PIH 2021-15, which described HUD's process for allocating approximately 70,000 EHVs to eligible PHAs and set forth the operating requirements for PHAs who administer them. Based on criteria outlined in the notice, HUD notified eligible PHAs of the number of EHVs allocated to their agency, and PHAs were able to accept or decline the invitation to participate in the program.

PHAs may not Project-Base EHVs; EHVs are exclusively tenant-based assistance. All applicable nondiscrimination and equal opportunity requirements apply to the EHV program, including requirements that the PHA grant reasonable accommodations to persons with disabilities, effectively communicate with persons with disabilities, and ensure meaningful access for persons with limited English proficiency (LEP).

This chapter describes HUD regulations and NMHC's policies for administering EHVs. The policies outlined in this chapter are organized into seven sections, as follows:

- Part I: Funding
- Part II: Partnering Agencies
- Part III: Waiting List Management
- Part IV: Family Eligibility
- Part V: Housing Search and Leasing
- Part VI: Use of Funds, Reporting, and Financial Records

Except as addressed by this chapter and as required under federal statute and HUD requirements, the general requirements of the HCV program apply to EHVs.

## PART I: FUNDING

### TPS-I.A. FUNDING OVERVIEW

The American Rescue Plan Act of 2021 (ARP) provides administrative fees and funding for the costs of administering emergency housing vouchers (EHVs) and other eligible expenses defined in Notice PIH 2021-15. These fees may only be used for EHV administration and other eligible expenses and must not be used for or applied to other NMHC programs or vouchers. The NMHC must maintain separate financial records from its regular HCV funding for all EHV funding.

#### **Housing Assistance Payments (HAP) Funding**

ARP funding obligated to the NMHC as housing assistance payments (HAP) funding may only be used for eligible EHV HAP expenses (i.e., rental assistance payments). EHV HAP funding may not be used for EHV administrative expenses or for the eligible uses under the EHV services fee.

The initial funding term will expire December 31, 2022. HUD will provide renewal funding to the PHAs for the EHVs on a calendar year (CY) basis commencing with CY 2023. The renewal funding allocation will be based on the NMHC's actual EHV HAP costs in leasing, similar to the renewal process for the regular HCV program. EHV renewal funding is not part of the annual HCV renewal funding formula; EHVs are renewed separately from the regular HCV program. All renewal funding for the duration of the EHV program has been appropriated as part of the ARP funding.

#### **Administrative Fee and Funding**

The following four types of fees and funding are allocated as part of the EHV program:

- **Preliminary fees** support immediate start-up costs that the NMHC will incur in implementing alternative requirements under EHV, such as outreach and coordination with partnering agencies:
  - \$400 per EHV allocated to the NMHC, once the consolidated annual contributions contract (CACC) is amended.
  - This fee may be used for any eligible administrative expenses related to EHVs.
  - The fee may also be used to pay for any eligible activities under EHV service fees (TPS-I.B).

- **Placement fees/expedited issuance reporting fees** will support initial lease-up costs and the added cost and effort required to expedite leasing of EHV:
  - \$100 for each EHV initially leased, if the PHA reports the voucher issuance date in Public Housing Information Center–Next Generation (PIC–NG) system within 14 days of voucher issuance or the date the system becomes available for reporting or as further defined by HUD.
  - Placement fees:
    - \$500 for each EHV family placed under a HAP contract effective within four months of the effective date of the ACC funding increment; or
    - \$250 for each EHV family placed under a HAP contract effective after four (4) months but less than six (6) months after the effective date of the ACC funding increment.
    - HUD will determine placement fees in the event of multiple EHV allocations and funding increment effective dates.
  - Placement/expedited issuance fees only apply to the initial leasing of the voucher; they are not paid for family moves or to turnover vouchers.
  
- **Ongoing administrative fees**, which are calculated in the same way as the standard HCV program:
  - PHAs are allocated administrative fees using the full column A administrative fee amount for each EHV under contract as of the first day of each month.
  - Ongoing EHV administrative fees may be subject to proration in future years, based on available EHV funding.
  
- **Services fees**, which are a one-time fee to support PHAs’ efforts to implement and operate an effective EHV services program in its jurisdiction (TPS-I.B):
  - The fee is allocated once the PHA’s CACC is amended to reflect EHV funding.
  - The amount allocated is \$3,500 for each EHV allocated.

## TPS-I.B. SERVICE FEES

Services fee funding must be initially used for defined eligible uses and not for other administrative expenses of operating the EHV program. Service fees fall into four categories:

- Housing search assistance
- Security deposit/utility deposit/rental application/holding fee uses
- Owner-related uses
- Other eligible uses such as moving expenses or tenant-readiness services

The PHA must establish the eligible uses and the parameters and requirements for service fees in the PHA's administrative plan.

### NMHC Policy

In coordination with the EHV participant, CoC case manager and NMHC's representative, a customized service fee allocation plan will be created to help each EHV participant successfully obtain and retain housing. If funds are identified from another resource in the community that resource will be utilized with no duplication of assistance. Generally, the allocation for each participant will not exceed \$3,500.

The eligible uses for service fees include the following and will be paid subject to funding availability:

**Housing search assistance**, which may include activities such as, but not limited to, helping a family identify and visit potentially available units during their housing search, helping to find a unit that meets the household's disability-related needs, providing transportation and directions, assisting with the completion of rental applications and NMHC forms, and helping to expedite the EHV leasing process.

**Security deposit assistance.** NMHC may assist with the security deposit payment. The amount of the security deposit assistance may not exceed \$2,000 to the owner, or the maximum security deposit allowed under applicable state and/or local law, or the actual security deposit required by the owner. Security deposit assistance will be for initial move-ins and paid directly to the owner on behalf of the family when other resources cannot. NMHC will not provide security deposit assistance for subsequent moves unless the family is required to move for reasons other than something the family did or failed to do. The owner refunds the security deposit balance, after deducting any amounts for repairs, to NMHC when the client vacates the unit in accordance with the terms of the lease. If paid to the family, the PHA will require documentation that the family paid the security deposit.

**Utility deposit assistance.** NMHC may provide a onetime of \$250 utility (power, water & sewer) deposit assistance for family's utility deposit expenses. Utility deposit assistance includes connection fees required for the utilities to be supplied by the tenant under the lease. NMHC may pay the utility deposit assistance directly to the utility company or may pay the assistance to the family when other resources cannot. If paid to the family, NMHC will require documentation the family paid the utility deposit. NMHC will not require the utility supplier or family to return the utility deposit assistance to the NMHC. NMHC will not provide utility deposit assistance for subsequent moves.

**Utility arrears.** Some families may have large balances with gas, electric, water, sewer, or trash companies that will make it difficult to establish services for tenant-supplied utilities. NMHC may provide the family with assistance of up to \$200 to help address these utility arrears to facilitate leasing when other resources cannot.

**Owner recruitment and outreach for EHV.** The NMHC may use the service fee funding to conduct owner recruitment and outreach specifically for EHV. In addition to traditional owner recruitment and outreach, activities may include conducting pre-inspections or otherwise expediting the inspection process, providing enhanced customer service, and offering owner incentive and/or retention payments.

**Owner retention payments.** NMHC may make retention payments to owners that agree to renew the initial lease of an EHV family. Payments will be made as a single payment at the lease renewal upon receipt of a new 12-month lease. Owner retention payments are not housing assistance payments, are not part of the rent to owner, and are not taken into consideration when determining whether the rent for the unit is reasonable. Retention payments will equal \$500 per lease renewal. Retention payments are only paid at renewal of the first lease term and owners are not eligible for a second retention payment.

**Moving expenses (including move-in fees and deposits).** NMHC may provide assistance for moving expenses when they initially lease a unit with the EHV program. NMHC will not provide moving expenses assistance for subsequent moves unless the family is required to move for reasons other than something the family did or failed to do (e.g., the PHA is terminating the HAP contract because the owner did not fulfill the owner responsibilities under the HAP contract or the owner is refusing to offer the family the opportunity to enter a new lease after the initial lease term, as opposed to the family choosing to terminate the tenancy in order to move to another unit), or a family has to move due to domestic violence, dating violence, sexual assault, or stalking. NMHC will reimburse families up to \$200 upon providing a receipt for the incurred cost when other resources cannot.

**Tenant-readiness services.** NMHC may use services fees to help create a customized plan to address or mitigate barriers that individual families may face in renting a unit with an EHV, such as negative credit, lack of credit, negative rental or utility history, or to connect the family to other community resources (including COVID-related resources) that can assist with rental arrears. NMHC may run full criminal background, rental, and credit history checks for adult family members at initial voucher issuance at a cost not to exceed \$50 per adult with the family member's permission.

**Essential household items.** NMHC may use service fee funding to assist the family with the costs of acquiring essential household items such as tableware, cooking equipment, beds or bedding, and essential sanitary products such as soap and toiletries. Upon initial lease-up, NMHC may provide \$300, payable to the EHV family, to purchase household items. This is only provided one-time to the family and not for subsequent moves.

Any services fee assistance returned to the NMHC after its initial or subsequent use may only be applied to the eligible services fee uses defined in Notice PIH 2021-15 (or subsequent notice) or other EHV administrative costs. Any amounts not expended for these eligible uses when the NMHC's EHV program ends must be remitted to HUD.

## **PART II: PARTNERING AGENCIES**

### **TPS-II.A. CONTINUUM OF CARE (CoC)**

PHAs that accept an allocation of EHV are required to enter into a Memorandum of Understanding (MOU) with the Continuum of Care (CoC) to establish a partnership for the administration of EHV.

#### NMHC Policy

NMHC has entered into an MOU with the Commonwealth Homelessness Prevention Coalition (CHPC).

See Exhibit TPS-1 for a copy of the MOU.

### **TPS-II.B. OTHER PARTNERING ORGANIZATIONS**

The PHA may, but is not required to, partner with other organizations trusted by persons experiencing homelessness, such as victim services providers (VSPs) and other community partners. If the PHA chooses to partner with such agencies, the PHA must either enter into an MOU with the partnering agency or the partnering agency may be added to the MOU between the NMHC and CoC.

#### NMHC Policy

NMHC may choose to enter into an MOU with other partnering agencies or add the agency to the MOU with Commonwealth Homelessness Prevention Coalition (CHPC) if it deems necessary to effectively serve the homeless.

### **TPS-II.C. REFERRALS**

#### **CoC and Partnering Agency Referrals**

The primary responsibility of the CoC under the MOU with the PHA is to make direct referrals of qualifying individuals and families to the PHA. The PHA must generally refer a family that is seeking EHV assistance directly from the PHA to the CoC or other referring agency for initial intake, assessment, and possible referral for EHV assistance. Partner CoCs are responsible for determining whether the family qualifies under one of the four eligibility categories for EHV. The CoC or other direct referral partner must provide supporting documentation to the PHA of the referring agency's verification that the family meets one of the four eligible categories for EHV assistance.

#### PHA Policy

The CoC agency must establish and implement a system to identify EHV-eligible individuals and families within the agency's caseload and make referrals to the PHA. The CoC must certify that the EHV applicants they refer to the PHA meet at least one of the four EHV eligibility criteria. The PHA will maintain a copy of the referral or certification from the CoC in the participant's file along with other eligibility paperwork. Homeless service providers may, but are not required to, use the certification form found in Exhibit TPS-2 of this chapter. Victim services providers may, but are not required to, use

the certification form found in Exhibit TPS-3 of this chapter when identifying eligible families who qualify as victims of human trafficking.

As part of the MOU, the PHA and CoC will identify staff positions to serve as lead EHV liaisons. These positions will be responsible for transmission and acceptance of referrals. The CoC must commit sufficient staff and resources to ensure eligible individuals and families are identified and determined eligible in a timely manner.

The NMHC liaison responsible for acceptance of referrals will contact the CoC or partnering agency liaison via email indicating the number of vouchers available and requesting an appropriate number of referrals. The CoC will submit referrals in a timely manner and in a method and format defined in the MOU.

### **Offers of Assistance with CoC Referral**

The NMHC may make an EHV available without a referral from the CoC or other partnering organization in order to facilitate an emergency transfer under VAWA in accordance with the NMHC's Emergency Transfer Plan (ETP).

The NMHC must also take direct referrals from outside the CoC if:

- The CoC does not have a sufficient number of eligible families to refer to the NMHC; or
- The CoC does not identify families that may be eligible for EHV assistance because they are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking or human trafficking.

If at any time the NMHC is not receiving enough referrals or is not receiving referrals in a timely manner from the CoC or other partner referral agency, HUD may permit the NMHC on a temporary or permanent basis to take EHV applications directly from applicants and admit eligible families to the EHV program in lieu of or in addition to direct referrals in those circumstances.

## **PART III: WAITING LIST MANAGEMENT**

### **TPS-III. A. HCV WAITING LIST**

The regulation that requires NMHC to admit applicants as waiting list admissions or special admissions in accordance with admission policies in Section 8 Administrative Plan for Rental Assistance Programs Part 400 does not apply to NMHCs operating the EHV program. Direct referrals are not added to the NMHC's HCV waiting list.

The PHA must inform families on the HCV waiting list of the availability of EHV's by, at a minimum, either by posting the information to their website or providing public notice in their respective communities in accordance with the requirements listed in Notice PIH 2021-15.

## NMHC Policy

The NMHC will post information about the EHV program for families on the NMHC's HCV waiting list on their website. The notice will:

Describe the eligible populations to which EHV's are limited

Clearly state that the availability of these EHV's is managed through a direct referral process

Advise the family to contact the CoC if the family believes they may be eligible for EHV assistance

NMHC will ensure effective communication with persons with disabilities, including those with vision, hearing, and other communication-related disabilities. NMHC will also take reasonable steps to ensure meaningful access for persons with limited English proficiency (LEP).

### **TPS-III.B. EHV WAITING LIST**

The HCV regulations requiring PHAs to operate a single waiting list for admission to the HCV program do not apply to PHAs operating the EHV program. Instead, when the number of applicants referred by the CoC or partnering agency exceeds the EHV's available, the PHA must maintain a separate waiting list for EHV referrals, both at initial leasing and for any turnover vouchers that may be issued prior to September 30, 2023.

Further, the EHV waiting list is not subject to PHA policies in Section 8 Administrative Plan for Rental Assistance Programs Part 400 regarding opening and closing the HCV waiting list. The PHA will work directly with its CoC and other referral agency partners to manage the number of referrals and the size of the EHV waiting list.

### **TPS-III.C. PREFERENCES**

#### **HCV Waiting List Preferences**

If local preferences are established by the PHA for HCV, they do not apply to EHV's. However, if the PHA has a homeless preference or a VAWA preference for the HCV waiting list, the PHA must adopt additional policies related to EHV's in accordance with Notice PIH 2021-15.

#### PHA Policy

NMHC has ceased its system of preferences for the selection of families admitted to the HCV Program and has opted to establish a system based on date and time of application as outlined in Section 8 Administrative Plan for Rental Assistance Programs Part 400 §100-90-405.

NMHC will refer any applicant on the waiting list who indicates they qualify for the NMHC's VAWA preference to the CoC or the applicable partnering referral agency. The CoC or partnering referral agency will determine if the family is eligible (based on the qualifying definition for EHV assistance for those fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking or another eligible category as applicable) for an EHV.



The PHA will refer any applicant on the waiting list that indicates they qualify for the homeless preference to the CoC. The CoC will determine whether the family is eligible for an EHV (based on the qualifying definition for EHV assistance for homelessness or another eligible category as applicable). The CoC will also determine if the family is eligible for other homeless assistance.

### **EHV Waiting List Preferences**

With the exception of a residency preference, the PHA may choose, in coordination with the CoC and other referral partners, to establish separate local preferences for EHV. The NMHC may, however, choose to not establish any local preferences for the EHV waiting list.

#### PHA Policy

No local preferences have been established for the EHV waiting list.

## **PART IV: FAMILY ELIGIBILITY**

### **TPS-IV.A. OVERVIEW**

The CoC or referring agency determines whether the individual or family meets any one of the four eligibility criteria described in Notice PIH 2021-15 and then refers the family to the PHA. The PHA determines that the family meets other eligibility criteria for the HCV program, as modified for the EHV program and outlined below.

### **TPS-IV.B. REFERRING AGENCY DETERMINATION OF ELIGIBILITY**

In order to be eligible for an EHV, an individual or family must meet one of four eligibility criteria:

- Homeless as defined in 24 CFR 578.3;
- At risk of homelessness as defined in 24 CFR 578.3;
- Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking (as defined in Notice PIH 2021-15), or human trafficking (as defined in the 22 U.S.C. Section 7102); or
- Recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability as determined by the CoC or its designee in accordance with the definition in Notice PIH 2021-15.

As applicable, the CoC or referring agency must provide documentation to the NMHC verifying that the family meets one of the four eligible categories for EHV assistance. The NMHC must retain this documentation as part of the family's file.

**(Exhibit TPS 2 & TPS 3: Eligible Category Certification Forms)**

## **TPS-IV.C. NMHC SCREENING**

### **Overview**

HUD waived 24 CFR 982.552 and 982.553 in part for the EHV applicants and established alternative requirement for mandatory and permissive prohibitions of admissions. Except where applicable, NMHC policies regarding denials on Section 8 Administrative Plan for Rental Assistance Programs Part 1500 of this policy do not apply to screening individuals and families for eligibility for an EHV. Instead, the EHV alternative requirement listed in this section will apply to all EHV applicants.

The mandatory and permissive prohibitions listed in Notice PIH 2021-15 and in this chapter, however, apply only when screening the individual or family for eligibility for an EHV. When adding a family member after the family has been placed under a HAP contract with EHV assistance, the regulations at 24 CFR 982.551(h)(2) apply. Other than the birth, adoption, or court-awarded custody of a child, the NMHC must approve additional family members and may apply its regular HCV screening criteria in Section 8 Administrative Plan for Rental Assistance Programs Parts 200 & 300.

### **Mandatory Denials**

Under alternative requirements for the EHV program, mandatory denials for EHV applicants include:

- 24 CFR 982.553(a)(1)(ii)(C), which prohibits admission if any household member has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing.
- 24 CFR 982.553(a)(2)(i), which prohibits admission to the program if any member of the household is subject to a lifetime registration requirement under a state sex offender registration program.

The PHA must deny admission to the program if any member of the family fails to sign and submit consent forms for obtaining information as required by 24 CFR 982.552(b)(3) but should notify the family of the limited EHV grounds for denial of admission first.

#### NMHC Policy

NMHC will deny admission to the program if any adult member (or head of household or spouse, regardless of age) fails to sign and submit consent forms. The NMHC will notify the family of the limited EHV grounds for denial of admission via email and mail.

### **Permissive Denial**

Notice PIH 2021-15 lists permissive prohibitions for which the NMHC may, but is not required to, deny admission to EHV families. The notice also lists prohibitions that, while allowable under the HCV program, may not be used to deny assistance for EHV families.

If the PHA intends to establish permissive prohibition policies for EHV applicants, the PHA must first consult with its CoC partner to understand the impact that the proposed prohibitions may have on referrals and must take the CoC's recommendations into consideration.

#### NMHC Policy

The NMHC will not adopt any permissive prohibitions for the EHV program.

In compliance with PIH 2021-15, the PHA **will not** deny an EHV applicant admission regardless of whether:

Any member of the family has been evicted from federally assisted housing in the last five years;

A PHA has ever terminated assistance under the program for any member of the family;

The family currently owes rent or other amounts to the PHA or to another PHA in connection with Section 8 or public housing assistance under the 1937 Act;

The family has not reimbursed any PHA for amounts paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease;

The family breached an agreement with the PHA to pay amounts owed to a PHA, or amounts paid to an owner by a PHA;

The family would otherwise be prohibited admission under alcohol abuse standards established by the PHA in accordance with 24 CFR 982.553(a)(3);

The PHA determines that any household member is currently engaged in or has engaged in during a reasonable time before the admission, drug-related criminal activity.

#### **TPS-IV.D. INCOME VERIFICATION AT ADMISSION**

##### **Self-Certification at Admission**

The requirement to obtain third-party verification of income in accordance with Notice PIH 2018-18 does not apply to the EHV program applicants at admission, and alternatively, PHAs may consider self-certification the highest form of income verification at admission. As such, PHA policies related to the verification of income in Section 8 Administrative Plan for Rental Assistance Programs Part 200 do not apply to EHV families at admission. Instead, applicants must submit an affidavit attesting to their reported income, assets, expenses, and other factors that would affect an income eligibility determination.

Additionally, applicants may provide third-party documentation that represents the applicant's income within the 60-day period prior to admission or voucher issuance but is not dated within 60 days of the PHA's request.

### PHA Policy

Any documents used for verification must be the original (not photocopies) and dated within the 60-day period prior to admission. The documents must not be damaged, altered, or in any way illegible.

Printouts from webpages are considered original documents.

Any family self-certifications must be made in a format acceptable to the PHA and must be signed by the family member whose information or status is being verified.

The PHA will incorporate additional procedures to remind families of the obligation to provide true and complete information in accordance with Section 8 Administrative Plan for Rental Assistance Programs **Part 1500** §100-90-1510. The PHA will address any material discrepancies (i.e., unreported income or a substantial difference in reported income) that may arise later. The PHA may, but is not required to, offer the family a repayment agreement in accordance with Section 8 Administrative Plan for Rental Assistance Programs Part 900 §100-90-930. If the family fails to repay the excess subsidy, the PHA will terminate the family's assistance in accordance with the Part 1500.

### **Recently Conducted Income Determinations**

PHAs may accept income calculations and verifications from third-party providers or from an examination that the PHA conducted on behalf of the family for another subsidized housing program in lieu of conducting an initial examination of income as long as:

- The income was calculated in accordance with rules outlined at 24 CFR Part 5 and within the last six months; and
- The family certifies there has been no change in income or family composition in the interim.

### PHA Policy

The PHA will accept income calculations and verifications from third-party providers provided they meet the criteria outlined above.

The family certification must be made in a format acceptable to the PHA and must be signed by all adult family members whose information or status is being verified.

At the time of the family's annual reexamination the PHA must conduct the annual reexamination of income as outlined at 24 CFR 982.516 and Section 8 Administrative Plan for Rental Assistance Programs Part 1200.

### **EIV Income Validation**

Once HUD makes the EIV data available to PHAs under this waiver and alternative requirement, the PHA must:

- Review the EIV Income and Income Validation Tool (IVT) reports to confirm and validate family-reported income within 90 days of the PIC submission date;

- Print and maintain copies of the EIV Income and IVT Reports in the tenant file; and
- Resolve any income discrepancy with the family within 60 days of the EIV Income or IVT Report dates.

Prior to admission, PHAs must continue to use HUD’s EIV system to search for all household members using the Existing Tenant Search in accordance with NMHC Section 8 Administrative Plan for Rental Assistance Programs Part 200.

If a PHA later determines that an ineligible family received assistance, the PHA must take steps to terminate that family from the program in accordance with Section 8 Administrative Plan for Rental Assistance Programs Part 1500.

**TPS-IV.E. SOCIAL SECURITY NUMBER AND CITIZENSHIP STATUS VERIFICATION**

For the EHV program, the PHA is not required to obtain and verify SSN documentation and documentation evidencing eligible noncitizen status before admitting the family to the EHV program. Instead, PHAs may adopt policies to admit EHV applicants who are unable to provide the required SSN or citizenship documentation during the initial eligibility determination. As an alternative requirement, such individuals must provide the required documentation within 180 days of admission to be eligible for continued assistance, pending verification, unless the PHA provides an extension based on evidence from the family or confirmation from the CoC or other partnering agency that the family has made a good-faith effort to obtain the documentation.

If a PHA determines that an ineligible family received assistance, the PHA must take steps to terminate that family from the program.

PHA Policy

The PHA will admit EHV applicants who are unable to provide the required SSN or citizenship documentation during the initial eligibility determination. These individuals must provide the required documentation in accordance with Section 8 Administrative Plan for Rental Assistance Programs Parts 200 & 300 within 180 days of admission. The PHA may provide an additional 60-day extension based on evidence from the family or confirmation from the CoC that the family has made a good-faith effort to obtain the documentation.

If the PHA determines that an ineligible family received assistance, the PHA will take steps to terminate that family from the program in accordance with policies in Section 8 Administrative Plan for Rental Assistance Programs Part 1500.

**TPS-IV.F. AGE AND DISABILITY VERIFICATION**

PHAs may accept self-certification of date of birth and disability status if a higher level of verification is not immediately available. If self-certification is used, the PHA must obtain a higher level of verification within 90 days of admission or verify the information in EIV.

If a PHA determines that an ineligible family received assistance, the PHA must take steps to terminate that family from the program.

### PHA Policy

The PHA will accept self-certification of date of birth and disability status if a higher form of verification is not immediately available. The certification must be made in a format acceptable to the PHA and must be signed by the family member whose information or status is being verified. If self-certification is accepted, within 90 days of admission, the PHA will verify the information in EIV or through other third-party verification if the information is not available in EIV. The PHA will note the family's file that self-certification was used as initial verification and include an EIV printout or other third-party verification confirming the applicant's date of birth and/or disability status.

If the PHA determines that an ineligible family received assistance, the PHA will take steps to terminate that family from the program in accordance with policies in Section 8 Administrative Plan for Rental Assistance Programs Part 1500.

### **TPS-IV.G. INCOME TARGETING**

The PHA must determine income eligibility for EHV families in accordance with 24 CFR 982.201 and PHA policy in Section 8 Administrative Plan for Rental Assistance Programs Part 300; however, income targeting requirements do not apply for EHV families. The PHA may still choose to include the admission of extremely low-income EHV families in its income targeting numbers for the fiscal year in which these families are admitted.

### PHA Policy

The PHA will not include the admission of extremely low-income EHV families in its income targeting numbers for the fiscal year in which these families are admitted.

## **PART V: HOUSING SEARCH AND LEASING**

### **TPS-V.A. INITIAL VOUCHER TERM**

Unlike the standard HCV program, which requires an initial voucher term of at least 60 days, EHV vouchers must have an initial search term of at least 120 days. PHA policies on extensions as outlined in Section 8 Administrative Plan for Rental Assistance Programs Part 800 §100-90-825 will apply.

### PHA Policy

All EHV's will have an initial term of 120 calendar days.

The family must submit a Request for Tenancy Approval and proposed lease within the 120-day period unless the PHA grants an extension.

## **TPS-V.B. HOUSING SEARCH ASSISTANCE**

The PHA must ensure housing search assistance is made available to EHV families during their initial housing search. The housing search assistance may be provided directly by the PHA or through the CoC or another partnering agency or entity.

At a minimum, housing search assistance must:

- Help individual families identify potentially available units during their housing search, including physically accessible units with features for family members with disabilities, as well as units in low-poverty neighborhoods;
- Upon availability may provide transportation assistance to potential units;
- Conduct owner outreach;
- Assist with the completion of rental applications and PHA forms; and
- Help expedite the EHV leasing process for the family

### PHA Policy

As identified in the MOU between the PHA and CoC, the following housing search assistance will be provided to each EHV family:

The PHA will:

Conduct landlord outreach.

Provide directions to potential units as part of the EHV briefing packet

Expedite the EHV leasing process for the family to the extent practicable and in accordance with policies in this chapter

Conduct proactive check-ins via email or telephone with families who are searching with an EHV and remind them of their voucher expiration date

Assign a dedicated landlord liaison for EHV voucher families

The CoC will:

Help families identify potentially available units during their housing search, including physically accessible units with features for family members with disabilities.

Upon availability will provide transportation assistance to potential units

Assist the family with the completion of rental applications and PHA forms

### **TPS-V.C. HQS PRE-INSPECTIONS**

To expedite the leasing process, PHAs may pre-inspect available units that EHV families may be interested in leasing in order to maintain a pool of eligible units.

#### PHA Policy

To expedite the leasing process, the PHA may pre-inspect available units that EHV families may be interested in leasing to maintain a pool of eligible units. If an EHV family selects a unit that passed a HQS pre-inspection (without intervening occupancy) within 45 days of the date of the Request for Tenancy Approval, the unit may be approved provided that it meets all other conditions under 24 CFR 982.305.

The family will be free to select his or her unit.

When a pre-inspected unit is not selected, the PHA will make every effort to fast-track the inspection process, including adjusting the normal inspection schedule for any required re-inspections.

### **TPS-V.D. INITIAL LEASE TERM**

Unlike in the standard the HCV program, EHV voucher holders may enter into an initial lease that is for less than 12 months, regardless of the PHA policy.

### **TPS-V.E. PORTABILITY**

The normal HCV portability procedures and requirements outlined in Section 8 Administrative Plan for Rental Assistance Programs Part 1000 generally apply to EHV. Exceptions are addressed below.

#### **Nonresident Applicants**

Under EHV, applicant families may move under portability even if the family did not have legal residency in the jurisdiction of the initial PHA when they applied, regardless of PHA policy in Section 8 Administrative Plan for Rental Assistance Programs §100-90-1005(b)(1)(ii).

#### **Billing and Absorption**

A receiving PHA cannot refuse to assist an incoming EHV family, regardless of whether the PHA administers EHV under its own ACC.

- If the EHV family moves under portability to another PHA that administers EHV under its own ACC:
  - The receiving PHA may only absorb the incoming EHV family with an EHV (assuming it has an EHV voucher available to do so).



- If the PHA does not have an EHV available to absorb the family, it must bill the initial PHA. The receiving PHA must allow the family to lease the unit with EHV assistance and may not absorb the family with a regular HCV when the family leases the unit.
- Regardless of whether the receiving PHA absorbs or bills the initial PHA for the family's EHV assistance, the EHV administration of the voucher is in accordance with the receiving PHA's EHV policies.
- If the EHV family moves under portability to another PHA that does not administer EHV under its own ACC, the receiving PHA may absorb the family into its regular HCV program or may bill the initial PHA.

### **Family Briefing**

In addition to the applicable family briefing requirements at 24 CFR 982.301(a)(2) as to how portability works and how portability may affect the family's assistance, the initial PHA must inform the family how portability may impact the special EHV services and assistance that may be available to the family.

The initial PHA is required to help facilitate the family's portability move to the receiving PHA and inform the family of this requirement in writing, taking reasonable steps to ensure meaningful access for persons with limited English proficiency (LEP).

#### PHA Policy

In addition to following PHA policy on briefings in Section 8 Administrative Plan for Rental Assistance Programs Part 100-90-810, as part of the briefing packet for EHV families, the PHA will include a written notice that the PHA will assist the family with moves under portability.

For limited English proficient (LEP) applicants, NMHC will provide reasonable steps to assure meaningful access by person with LEP in accordance with Title VI of the Civil Rights Act of 1964 and Executive Order 13166.

### **Coordination of Services**

If the portability move is in connection with the EHV family's initial lease-up, the receiving PHA and the initial PHA must consult and coordinate on the EHV services and assistance that will be made available to the family.

#### PHA Policy

For EHV families who are exercising portability, when the PHA contacts the receiving PHA in accordance with Section 8 Administrative Plan for Rental Assistance Programs §100-90-1005(b)(1)(ii). Preapproval Contact with Receiving PHA, the PHA will consult and coordinate with the receiving PHA to ensure there is no duplication of EHV services and assistance, and ensure the receiving PHA is aware of the maximum amount of services fee funding that the initial PHA may provide to the receiving PHA on behalf of the family.

## **Services Fee**

Standard portability billing arrangements apply for HAP and ongoing administrative fees for EHV families.

For service fees funding, the amount of the service fee provided by the initial PHA may not exceed the lesser of the actual cost of the services and assistance provided to the family by the receiving PHA or \$1,750, unless the initial PHA and receiving PHA mutually agree to change the \$1,750 cap. Service fees are paid as follows:

- If the receiving PHA, in consultation and coordination with the initial PHA, will provide eligible services or assistance to the incoming EHV family, the receiving PHA may be compensated for those costs by the initial PHA, regardless of whether the receiving PHA bills or absorbs.
- If the receiving PHA administers EHV, the receiving PHA may use its own services fee and may be reimbursed by the initial PHA, or the initial PHA may provide the services funding upfront to the receiving PHA for those fees and assistance.
- If the receiving PHA does not administer EHV, the initial PHA must provide the services funding upfront to the receiving PHA. Any amounts provided to the receiving PHA that are not used for services or assistance on behalf of the EHV family must promptly be returned by the receiving PHA to the initial PHA.

## **Placement Fee/Issuance Reporting Fee**

If the portability lease-up qualifies for the placement fee/issuance reporting fee, the receiving PHA receives the full amount of the placement component of the placement fee/issuance reporting fee. The receiving PHA is eligible for the placement fee regardless of whether the receiving PHA bills the initial PHA or absorbs the family into its own program at initial lease-up. The initial PHA qualifies for the issuance reporting component of the placement fee/issuance reporting fee, as applicable.

## **TPS-V.F. PAYMENT STANDARDS**

### **Payment Standard Schedule**

For the EHV program, HUD has waived the regulation requiring a single payment standard for each unit size. Instead, the PHA may, but is not required to, establish separate higher payment standards for EHV. Lower EHV payment standards are not permitted. If the PHA is increasing the regular HCV payment standard, the PHA must also increase the EHV payment standard if it would be otherwise lower than the new regular HCV payment standard. The separate EHV payment standard must comply with all other HCV requirements with the exception of the alternative requirements discussed below.

Further, if the PHA chooses to establish higher payments standards for EHV, HUD has provided other regulatory waivers:

- Defining the “basic range” for payment standards as between 90 and 120 percent of the published Fair Market Rent (FMR) for the unit size (rather than 90 to 110 percent).

- Allowing a PHA that is not in a designated Small Area FMR (SAFMR) area or has not opted to voluntarily implement SAFMRs to establish exception payment standards for a ZIP code area above the basic range for the metropolitan FMR based on the HUD published SAFMRs. The PHA may establish an exception payment standard up to 120 percent (as opposed to 110 percent) of the HUD published Small Area FMR for that ZIP code area. The exception payment standard must apply to the entire ZIP code area.
- The PHA must notify HUD if it establishes an EHV exception payment standard based on the SAFMR.

#### PHA Policy

The PHA will not establish a higher payment standard amount for EHV. The PHA will use the same payment standards for HCV and EHV.

### **Rent Reasonableness**

All rent reasonableness requirements apply to EHV units, regardless of whether the PHA has established an alternative or exception EHV payment standard.

### **Increases in Payment Standards**

The requirement that the PHA apply increased payment standards at the family's first regular recertification on or after the effective date of the increase does not apply to EHV. The PHA may, but is not required to, establish an alternative policy on when to apply the increased payment standard, provided the increased payment standard is used to calculate the HAP no later than the effective date of the family's first regular reexamination following the change.

#### PHA Policy

The PHA will not establish an alternative policy for increases in the payment standard. PHA policy in Section 8 Administrative Plan for Rental Assistance Programs Part 900 §100-90-905 governing increases in payment standards will apply to EHV.

### **TPS-V.G. TERMINATION OF VOUCHERS**

After September 30, 2023, a PHA may not reissue EHV when assistance for an EHV-assisted family ends. This means that when an EHV participant (a family that is receiving rental assistance under a HAP contract) leaves the program for any reason, the PHA may not reissue that EHV to another family unless it does so no later than September 30, 2023.

If an applicant family that was issued the EHV is unsuccessful in finding a unit and the EHV expires after September 30, 2023, the EHV may not be reissued to another family.

All EHV under lease on or after October 1, 2023, may not under any circumstances be reissued to another family when the participant leaves the program for any reason.

An EHV that has never been issued to a family may be initially issued and leased after September 30, 2023, since this prohibition only applies to EHV that are being reissued upon turnover after assistance to a family

has ended. However, HUD may direct PHAs administering EHV to cease leasing any unleased EHV if such action is determined necessary by HUD to ensure there will be sufficient funding available to continue to cover the HAP needs of currently assisted EHV families.

## **PART VI: USE OF FUNDS, REPORTING, AND FINANCIAL RECORDS**

EHV funds allocated to the PHA for HAP (both funding for the initial allocation and HAP renewal funding) may only be used for eligible EHV HAP purposes. EHV HAP funding obligated to the PHA may not be used for EHV administrative expenses or the other EHV eligible expenses under this notice. Likewise, EHV administrative fees and funding obligated to the PHA are to be used for those purposes and must not be used for HAP.

The appropriated funds for EHV are separate from the regular HCV program and may not be used for the regular HCV program but may only be expended for EHV eligible purposes. EHV HAP funds may not roll into the regular HCV restricted net position (RNP) and must be tracked and accounted for separately as EHV RNP. EHV administrative fees and funding for other eligible expenses permitted by Notice PIH 2021-15 may only be used in support of the EHV and cannot be used for regular HCVs. EHV funding may not be used for the repayment of debts or any amounts owed to HUD by HUD program participants including, but not limited to, those resulting from Office of Inspector General (OIG), Quality Assurance Division (QAD), or other monitoring review findings.

The PHA must comply with EHV reporting requirements in the Voucher Management System (VMS) and Financial Data Schedule (FDS) as outlined in Notice PIH 2021-15.

The PHA must maintain complete and accurate accounts and other records for the program and provide HUD and the Comptroller General of the United States full and free access to all accounts and records that are pertinent the administration of the EHV in accordance with the HCV program requirements at 24 CFR 982.158.

**Memorandum of Understanding (MOU)**

This Memorandum of Understanding (MOU) has been created and entered into on July 29<sup>th</sup>, 2021

Northern Marianas Housing Corporation (NMHC)  
 Micro Beach Road, Garapan  
 P.O. Box 500514  
 Saipan, MP 96950  
 (670)234-6866/9447  
 Email: [nmhc@nmhc.gov.mp](mailto:nmhc@nmhc.gov.mp)

CNMI Homeless Prevention Coalition  
 c/o: NMHC  
 Micro Beach Road, Garapan  
 P.O. Box 500514  
 Saipan, MP 96950  
 (670)234-6866/9447  
 Email:

**I. Introduction and Goals:**

1. NMHC (PHA) and the CNMI Homeless Prevention Coalition's (CoC) are committed to administering the EHV's in accordance with all program requirements.
2. NMHC's goals in administering the EHV program are as follows:
  - a. Effectively and efficiently lease up each EHV allocated to NMHC no later than September 2022, and ongoing lease up of any turnover vouchers through September 30, 2023, by receiving referrals from the CNMI Homeless Prevention Coalition;
  - b. Provide housing opportunities for people experiencing homelessness, including people experiencing literally homelessness, fleeing domestic violence, imminently at risk of homelessness, and people who were recently homeless, under definitions specified in the operating requirements;
  - c. Enable EHV participants to achieve housing quickly, creating both a short period of initial lease up and leaving no EHV's unused after that period;
  - d. Provide equitable access to EHV's for people fleeing domestic violence, which includes survivors of sexual assault and survivors of human trafficking;
  - e. Ensure that few EHV participants exit to a living situation other than permanent, self-sufficient housing.

The program's success will be measured by the number of voucher utilization and the housing stability and sustainability of each program participant.

3. Identification of staff position at the NMHC and CNMI Homeless Prevention Coalition who will serve as the lead EHV liaisons.

**Lead HCV Liaison:**

**David Chargualaf, Program and Housing Division Manager**

**Chris Heeb, Chairman, CNMI Homeless Prevention Coalition (CoC- MP500)**

**II. Define the Populations eligible for assistance to be referred by CoC:**

**In order to be eligible for an EHV, an individual or family must meet one of the four eligibility categories:**

- **Homeless**
- **At-risk of Homelessness**
- **Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking**
- **Recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability.**

**Refer to EXHIBIT A: PIH Notice 2021-15 (HA), Section 8 (a), (b), (c), & (d) for definition of each eligibility categories.**

**III. Services to be provided to eligible EHV families:**

1. **Partnering service providers will support individuals and families in completing applications and obtaining necessary supporting documentation to support referrals and applications for assistance; while aiding households in addressing barriers.**
2. **Partnering service providers will support NMHC in ensuring appointment notification to eligible individuals and families and may assist eligible households in getting to meetings with the PHA.**
3. **NMHC may establish windows of time for EHV applicants to complete intake interviews for EHV.**
4. **Partnering service providers will assess and refer individuals and families to benefits and supportive services, where applicable, including but not limited to: Housing search assistance, counseling in compliance with rental lease requirements, and assistance on security and utility deposits.**

**IV. PHA Roles and Responsibilities**

1. **Coordinate and consult with CNMI Homeless Prevention Coalition in developing the services and assistance to be offered under the EHV service fee.**
2. **Accept direct referrals for eligible individuals and families through the CNMI Homeless Prevention Coalition.**

3. Commit a sufficient number of staff and necessary resources to ensure that the application, certification, and voucher issuance processes are completed in a timely manner.
4. Commit a sufficient number of staff and resources to ensure that inspections of units are completed in a timely manner.
5. Designate a staff to serve as the lead EHV liaison.
6. Comply with the provisions of this MOU.

**V. CNMI Homeless Prevention Coalition Roles and Responsibilities**

1. Designate and maintain a lead EHV liaison to communicate with NMHC.
2. Refer to appropriate service providers eligible individuals and households in completing and applying for supportive documentation to accompany admissions application to the PHA (i.e., self-certifications, birth certificate, social security card, etc.).
3. Attend EHV participant briefings when needed.
4. Assess all households referred for EHV for mainstream benefits and supportive services available to support eligible individuals and families through their transition. While EHV participants are not required to participate in services, the CoC should assure that services are available and accessible.
5. Comply with the provisions of this MOU.

**VI. Third Party**

In the CNMI, state, local, philanthropic, faith-based organizations generally involved with the CoC will cooperate with the CoC in regards to the EHV program. This MOU may be amended should any third-party entities not be able to operate through the CoC.

Third party entities interested in referring individuals or families for the EHV program may refer their participants to the CoC or work with the CoC.

**VII. Program Evaluation**

The NMHC, and CNMI Homeless Prevention Coalition recipient agree to cooperate with HUD, provide requested data to HUD or HUD-approved contractor delegated the responsibility of program evaluation protocols established by HUD or HUD-approved contractor, including possible random assignment procedures.

Signed by:

  
\_\_\_\_\_  
Jesse S. Palacios  
Corporate Director  
Northern Marianas Housing Corporation (NMHC)

7/30/21

\_\_\_\_\_  
Date:



Chris Heeb  
Chairman  
CNMI Homeless Prevention Coalition  
(MP500)

07/29/2021

Date



**EMERGENCY HOUSING VOUCHER PROGRAM**  
**CATEGORY 1: HOMELESS**  
**CERTIFICATION**

To be completed by CoC: EHV Applicant Name: \_\_\_\_\_

- Household without dependent children (complete one form for each adult in the household)
- Household with dependent children (complete one form for household)

Number of persons in the household: \_\_\_\_\_

This is to certify that the above-named individual or household meets the following criteria based on the check mark, other indicated information, and signature, indicating their current living situation.

For Subcategory 1: CHECK ONE BOX AND COMPLETE ONLY THAT SECTION.

**SUBCATEGORY 1:**

- i. The person(s) named above is currently living in a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus station, or camping ground.

Description of current living situation:

\_\_\_\_\_

- ii. The person(s) named above is living in a supervised 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, or local government programs for low-income individuals).

*Type of shelter:* \_\_\_\_\_

*Program Name:* \_\_\_\_\_

- iii. The person(s) named above is exiting an institution (including hospital, substance abuse or mental health treatment facility, or jail/prison) where he/she stayed for 90 days or less AND was residing in an emergency shelter or place not meant for human habitation immediately before entering that institution.

*Type of Institution:* \_\_\_\_\_ *Length of stay:* \_\_\_\_\_

*Description of immediate residence prior to entering above named institution:*

\_\_\_\_\_

Referring Agency Name: \_\_\_\_\_

*(The referring agency must be recognized by the CoC.)*

Authorized Agency Representative Name: \_\_\_\_\_

Authorized Agency Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SUBCATEGORY 2:**

- i. The person(s) named above will lose his/her primary nighttime residence within 14 days of the date of application for homeless assistance. *Eviction Date:* \_\_\_\_\_
- ii. No subsequent residence has been identified
- iii. Person(s) lacks the resources or support networks (e.g., family, friends, faith-based or other social networks) needed to obtain other permanent housing.

*(MUST meet ALL criteria to meet subcategory 2)*

Referring Agency Name: \_\_\_\_\_

*(The referring agency must be recognized by the CoC.)*

Authorized Agency Representative Name: \_\_\_\_\_

Authorized Agency Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SUBCATEGORY 3:**

For 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 meet the following:

- i. The person(s) named above is defined as homeless under:
  - The Runaway and Homeless Youth Act (Section 387) |  Head Start Act (Section 637)
  - Violence Against Women Act of 1994 (Section 41403) |  Public Health Service Act (Section 330(h))
  - Food and Nutrition Act of 2008 (Section 3) |  Child Nutrition Act of 1966 (Section 17(b))
  - McKinney-Vento Homeless Assistance Act (Section 725)
- ii. Has not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60-days immediately preceding the date of application for homeless assistance.
- iii. Has experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; **and**
- iv. Can be expected to continue in such status for an extended period of time because of chronic disabilities; chronic physical health or mental health conditions; substance addiction; histories of domestic violence or childhood abuse (including neglect); the presence of a child or youth with a disability; or two or more barriers to employment, which include the lack of high school degree or GED, illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment.

*(MUST meet ALL criteria to meet subcategory 3)*

Referring Agency Name: \_\_\_\_\_

*(The referring agency must be recognized by the CoC.)*

Authorized Agency Representative Name: \_\_\_\_\_

Authorized Agency Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**EMERGENCY HOUSING VOUCHER PROGRAM**  
**CATEGORY 2: AT-RISK OF HOMELESSNESS**  
**CERTIFICATION**

To be completed by CoC: EHV Applicant Name: \_\_\_\_\_

Household without dependent children (complete one form for each adult in the household)

Household with dependent children (complete one form for household)

Number of persons in the household: \_\_\_\_\_

This is to certify that the above-named individual or household meets the following criteria based on the check mark, other indicated information, and signature, indicating their current living situation.

SUBCATEGORY 1:

i. The person(s) named above has annual income that is below 30 percent of the median family income, as determined by HUD.

ii. The person(s) named above does not have sufficient resources or support networks (e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to emergency shelter or another place described in paragraph (1) of the homeless definition above.

**AND meets one of the following:**

A. Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;

B. Is living in the home of another because of economic hardship;

C. Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days of the date of application for assistance;  
*Eviction Date:* \_\_\_\_\_

D. Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, State, or local government for low-income individuals;

E. Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons, or lives in a larger housing unit in which there reside more than 1.5 people per room, as defined by the U.S. Census Bureau;

F. Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution);  
*Name of institution or system of care:* \_\_\_\_\_  
*Date of Exit:* \_\_\_\_\_

G. Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipients approved consolidated plan.

Referring Agency Name: \_\_\_\_\_

*(The referring agency must be recognized by the CoC.)*

Authorized Agency Representative Name: \_\_\_\_\_

Authorized Agency Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**SUBCATEGORY 2 & 3:**

A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under:

The Runaway and Homeless Youth Act (Section 387) |  Head Start Act (Section 637)

Violence Against Women Act of 1994 (Section 41403) |  Public Health Service Act (Section 330(h))

Food and Nutrition Act of 2008 (Section 3) |  Child Nutrition Act of 1966 (Section 17(b))

McKinney-Vento Homeless Assistance Act (Section 725);

**OR**

A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434 a (2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

Referring Agency Name: \_\_\_\_\_

*(The referring agency must be recognized by the CoC.)*

Authorized Agency Representative Name: \_\_\_\_\_

Authorized Agency Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**EMERGENCY HOUSING VOUCHER PROGRAM**  
**CATEGORY 3: RECENTLY HOMELESS**  
**CERTIFICATION**

To be completed by CoC: EHV Applicant Name: \_\_\_\_\_

Household without dependent children (complete one form for each adult in the household)

Household with dependent children (complete one form for household)

Number of persons in the household: \_\_\_\_\_

This is to certify that the above-named individual or household meets the following criteria based on the check mark, other indicated information, and signature, indicating their current living situation.

---

The person(s) named above is/are currently receiving financial and supportive services for persons who are homeless (such as Rapid Rehousing, or other temporary rental assistance, etc.) Loss of such assistance would result in a return to homelessness or having high risk of housing instability.

Program Name: \_\_\_\_\_

Type of assistance: \_\_\_\_\_

Referring Agency Name: \_\_\_\_\_

*(The referring agency must be recognized by the CoC.)*

Authorized Agency Representative Name: \_\_\_\_\_

Authorized Agency Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_

---

**EMERGENCY HOUSING VOUCHER (EHV)**

**CATEGORY 4: CERTIFICATION FOR SURVIVORS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, STALKING, AND/OR HUMAN TRAFFICKING**

**Purpose of Form:**

The Violence Against Women Act (“VAWA”) 2013 protects applicants, tenants, and program participants in certain HUD programs from being evicted, denied housing assistance, or terminated from housing assistance based on acts of domestic violence, dating violence, sexual assault, or stalking against them. VAWA protection is available to victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation.

The Victims of Trafficking and Violence Protection Act of 2000 provides assistance to victims of trafficking making housing, educational health care, job training and other federally-funded social service programs available to assist victims in rebuilding their lives.

**Use of This Optional Form:**

Service providers may utilize this form to certify a family’s eligibility for EHV to document households who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, and/or human trafficking. In response to this request, the service provider may complete this form and submit it to the Northern Marianas Housing Corporation (NMHC) to certify eligibility for HUD’s Emergency Housing Voucher.

**Confidentiality:**

All information provided during the referral process concerning the incident(s) of domestic violence, dating violence, sexual assault, stalking, and human trafficking shall be kept confidential and such details shall not be entered into any shared database. Employees of the PHA will not have access to these details, and such employees may not disclose this information to any other entity or individual, except to the extent that disclosure is: (i) consented by you in writing in a time-limited release; (ii) required for use in an eviction proceeding or hearing regarding termination of assistance; or (iii) otherwise required by applicable law.

---

**TO BE COMPLETED ON BEHALF OF SURVIVORS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, STALKING, AND/OR HUMAN TRAFFICKING**

EHV Applicant Name: \_\_\_\_\_

The applicant named above is a survivor of (please check from the list all that apply):

- Domestic Violence
- Dating Violence
- Sexual Assault
- Stalking
- Human Trafficking

Immediately prior to entering the household’s current living situation, the person(s) named above was/were residing in:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This certifies that the above-named individual or household meets the definition for persons who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, and/or human trafficking under section 107(b) of the Trafficking Victims Protection Act of 2000. I certify that the information provided on this form is true and correct to the best of my knowledge and recollection. I acknowledge that submission of false information could jeopardize program eligibility and could be the basis for denial of admission, termination of assistance, or eviction.

**Authorized Agency Representative Name:** \_\_\_\_\_

**Authorized Agency Representative Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_