



North Dakota-500 Statewide Continuum of Care Lived Experience Compensation Policy

ND CoC Board Approval: April 2025
ND CoC Membership Approval: May 2025

Next Review: April 2026

I. Compensation Policy

- A. The North Dakota Continuum of Care (ND CoC) compensation policy applies to youth participating in the ND Youth Action Board (YAB) and persons with lived experience participating in the ND CoC. Eligible participants include those who participate in ND CoC or YAB activities and have lived experience of homelessness or housing instability.
- B. The compensation rate is \$30 per hour. Participants may also receive reimbursements for mileage, food, and lodging when applicable and approved by the ND CoC. Compensation may be in the form of a check or direct deposit.

II. Reimbursement Policy

A. Participant Responsibility

- 1. For a participant to get reimbursed, a W9 Tax Form must be completed and submitted to the ND CoC. This information includes but is not limited to, first and last name, address, and social security number.
- 2. A direct deposit form must be completed and submitted to the ND CoC if direct deposit is the preferred payment method.
- 3. Participants must complete an electronic Compensation Form to receive reimbursement for time and activities. The form will serve as supporting documentation for all expenses. The form includes:
 - a. First and last name (required)
 - b. Email address (required)
 - c. Phone number
 - d. Payment preference (required)
 - e. Address (if requesting payment via check)
 - f. Date(s) of ND CoC/YAB activities (required)
 - g. Number of hours (required)
 - h. Type of activity (required)
 - i. Mileage (if applicable), including number of miles and to/from locations
 - j. Meal expenses (if applicable)
 - k. Lodging (if applicable), including lodging location and cost of lodging

B. Travel Expenses

- 1. Mileage will be reimbursed at the federal rate of 70 cents per mile when a personal vehicle is used for ND CoC or YAB activities. A valid driver's license and insurance must be on file to be reimbursed for mileage. The number of miles and to/from locations must be included on the electronic form.
- 2. Meals will be reimbursed according to the ND Office of Management and Budget policy at a per diem rate. Participants will not be reimbursed for meals provided at the activity. To be reimbursed for meals, the date and time of travel must be included on the electronic form.
 - a. First quarter, 6 a.m. to 12 noon, \$9
 - b. Second quarter, 12 noon to 6 p.m., \$14

- c. Third quarter, 6 p.m. to 12 midnight, \$22
- d. Fourth quarter, 12 midnight to 6 a.m., \$0
- 3. Lodging will be reimbursed at a reasonable rate, and a receipt is required. The location and cost must also be included on the electronic form.
- 4. Travel reimbursement must be pre-approved by the ND CoC. If a participant cannot purchase the item, an agency may purchase on behalf of the participant and be reimbursed through the process detailed in this policy.

B. ND CoC Responsibility

- 1. Once completed, the form must be submitted electronically. If receipts are required, those must be sent to the ND CoC coordinator (smwiller@nd.gov). The ND CoC coordinator will access the information for review and approval. Compensation requests will be reviewed and approved every other week, and payment requests will be submitted to the Fargo-Moorhead Coalition to End Homelessness (FM Coalition) or other responsible entities by the ND CoC coordinator. Participants will be paid every other week. The FM Coalition or other responsible entity shall remit payment to the participant.
- 2. For the FM Coalition or other responsible entity to be reimbursed from available funds set aside for people with lived experience, an invoice shall be submitted to the responsible fiscal agency (ND Housing Finance Agency) for processing and reimbursement.