



NORTHERN MARIANAS HOUSING CORPORATION

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FOR RELEASE

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NMHC LAUNCHES CDBG-DR AFFORDABLE RENTAL HOUSING DEVELOPMENT PROGRAMS 5 PLUS UNITS (NON-LIHTC)

Application Intake FOR TINIAN APPLICANTS ONLY

Deadline March 30, 2022

As a result of the damages sustained in the 2018 storms – Typhoon Mangkhut and Super Typhoon Yutu, the Commonwealth of the Northern Mariana Islands received an allocation of Community Development Block Grant Disaster Recovery (CDBG-DR) funds, which is administered by the Northern Marianas Housing Corporation (NMHC). In order to address both the direct and indirect impacts of the two storms, the Commonwealth has developed the Rental Rehabilitation, Reconstruction, and New Construction Program to cover the eligible costs for repair or replacement of storm-related damage to individual site rental properties as well as to increase the stock of rental units with new construction or acquisition of individual units. Available rental units prior to the disaster were quickly rented, thus creating an even bigger shortage of available and affordable, safe, decent rental units.

On May 28, 2021 and July 28, 2021, the Board of Directors of the Northern Marianas Housing Corporation adopted the Rental Rehabilitation, Reconstruction and New Construction Program Policies and Procedures – under the CDBG-DR Affordable Rental Housing Development Program. The three (3) CDBG-DR Affordable Rental Housing Development Programs being made available to the public include – 1 to 4 Units, 5 Plus Units (Non-LIHTC) and GAP Filler to LIHTC.

Application Intake for Tinian applicants only, deadline is March 30, 2022

5 Plus Units (Non-LIHTC) Program - The program proposes to address the current housing rental shortage through the rehabilitation and development of affordable rental housing, including acquisition, demolition, rehabilitation and new construction, as it pertains to the development of subsidized and affordable units for Low-to-Moderate Income (LMI) individuals/families. Detailed information on program, please see: https://www.cnmi-cdbgdr.com/resources/policies_procedures/

Applications may be picked up at the CDBG-DR office in the Tinian Field Office (NMC Campus) from 8:00 a.m. to 4:00 p.m. or access our CDBG-DR website at www.cnmi-cdbgdr.com For additional information, please contact the NMHC CDBG-DR Division in Saipan at Tel. No. (670) 233-9447, Tinian Office at (670) 433-9213 or via email cnmi-cdbgdr@nmhc.gov.net.



“NMHC is an equal employment and fair housing public agency”

Tinian Field Office
Tel: (670)433-9213
Fax: (670)433-3690

CDBG-DR Office
Tel: (670)233-9447/9448/9449

Rota Field Office
Tel: (670)532-9410
Fax: (670)532-9441

AFFORDABLE RENTAL HOUSING DEVELOPMENT PROGRAM

5 PLUS UNITS (Non-LIHTC)

PROGRAM OVERVIEW

- The program seeks to redevelop and create new affordable rental housing stock including subsidized rental units.
- The program intends to enable the development of rental housing which prevents concentrations of poverty. NMHC defines affordable rent as rental costs (including utilities) that do not exceed 30% of renter's income.
- The program proposes to address the current housing rental shortage through the rehabilitation and development of affordable rental housing, including acquisition, demolition, rehabilitation and new construction, as it pertains to the development of subsidized and affordable units for LMI individuals.

NATIONAL OBJECTIVE:

- All projects must result in affordable housing units primarily occupied by LMI persons; therefore, the CDBG-DR funding provided to the project will qualify under the Low-to Moderate-Income Housing or LMH, National Objective.
- The program will obtain written commitment and source documentation from developers/partners showing that a minimum of 51% or more of the housing units will be rented to LMH tenants accordingly. The number of LMH tenants will be calculated as proportional to the CDBG-DR investment into the project.

ELIGIBLE ACTIVITIES:

1. Eligible activities include the rehabilitation and new construction of affordable housing as listed and described below:
 - a. Acquisition of real property subject to HUD's "Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs" (HCDA Section 105(a)(1));
 - b. Public Facilities and Improvements (HCDA Section 105 (a)(2));
 - c. Clearance, Rehabilitation, Reconstruction and Construction of Buildings (including Housing) (HCDA Section 105(a)(4));
 - d. Public Services (HCDA Section 105(a)(8)).
2. Developers must meet program minimum property standards; and may exceed the minimum property standards, as long as project costs funded by the program meet cost reasonableness requirements.
3. Program funds may be used for:
 - a. Acquisition, site preparation, construction and related soft costs (including environmental health hazard mitigation costs) required for the new construction and rehabilitation of affordable housing developments.
 - b. Reimbursement of eligible repair/replacement costs, acquisition, capital costs and related soft costs (including environmental health hazard mitigation costs) associated with the new construction or rehabilitation of affordable housing development related to the repair of disaster-impacted property.
 - c. When practical and warranted, reimbursement for cost of mitigating future damages (including elevation when practical and cost effective) for properties located within a 100-year floodplain.
 - d. "Gap financing" for Low Income Housing Tax Credit projects to reduce debt service and increase long term viability.
 - e. Assistance for cost-effective mitigation activities.

ELIGIBLE APPLICANTS:

1. Governmental or non-governmental entities and owners of multi-family housing rental developments dedicated to low-and moderate-income households
2. Individuals, Joint Ventures, Partnerships, Limited Partnerships, Trusts, Corporations, Limited Liability Companies, Other legal entity
3. Organized on for-profit, including limited profit, or nonprofit basis and
4. Must demonstrate experience relevant to owning and developing affordable rental housing through evidencing current capacity (including financial resources, an office and payroll) and one or both of the following: Successful prior ownership and development of affordable rental housing or Employment of a staff with demonstrated experience owning and developing affordable rental housing.
5. If the Owner entity is a joint venture and qualifies as an eligible Applicant Owner under 1. & 2. above based on the experience of only one joint venture partner, that partner must have a controlling interest in the joint venture and a substantial and continued role in the Project's ongoing operations, as evidenced in the documents governing the joint venture.

TOTAL ALLOCATION: \$39,407,033 overall rental housing funding

TIE-BACK TO THE STORM:

All projects must include a tie-back to the storms (Typhoon Mangkhut and/or Super Typhoon Yutu). CDBG-DR funds can only be spent to meet the recovery needs caused by disasters specifically stated in appropriation measures (Federal Register, Vol. 85, No. 17 issued January 27, 2020, as amended and effective February 3, 2020) and as declared a major disaster area pursuant to the Stafford Act (2).

ESTIMATE START AND END DATES: Acquisition, reconstruction and/or rehabilitation activities will occur between 2021 through 2026, and/or as detailed in CDBG-DR Action Plan and Amendments.

GEOGRAPHIC AREA(S) SERVED:

CNMI specifically for Saipan, Tinian and Rota with Saipan and Tinian earmarked as “most impacted and distressed” area. No less than 80% of the funding shall be allocated to Saipan and Tinian Municipalities.

MAXIMUM AWARD:

- The maximum award amount for multifamily program is \$31,120,667 and per unit construction cost cap up to \$200,000 has been set.
- The maximum award amount for the individual houses program used or to be used for rental housing of LMI residents is \$8,286,366. A cap of up to \$200,000 per unit has been set. Reimbursement of actual costs of rehabilitation must be provided and materials used must not be luxurious. New construction or reconstruction of individual houses to be used as rental housing is capped at \$250,000.
- To direct sufficient levels of assistance to those most in need, especially low- to moderate-income and minority households, a higher overall dollar cap amount may be applied to those properties that provide a significant number of units designated for Very Low Income (VLI) households (whose incomes do not exceed 30% AMI), special needs and other vulnerable populations or including Low Income Housing Tax Credits which do allow households up to 80% of AMI provided that the overall income for a project is at or less than 60% of AMI (through income averaging).
- Projects that combine other sources of financing (local, federal, private, etc.) will be evaluated to ensure that no more CDBG-DR funding than is necessary to ensure successful development of the affordable housing units. Documentation demonstrating that other activities financing sources have been maximized, resulting in the lowest amount of CDBG-DR funding necessary to assure project feasibility.
- Multi-family rental development of 8 units or more will be required to adhere to Davis Bacon requirements. Assistance will be provided as one of the following structures:
 - a. Forgivable Loans
 - i. Loan forgiveness may occur at one point in time (at the end of the affordability) or forgiven incrementally over time. This is typically applicable to projects with subsidized rents.
 - ii. A Deed of Trust will be secured for the length of the Affordability Period, or the term of the loan, whichever is longer.
 - b. Grants
 - i. Provided with no requirement or expectation for repayment. NMHC elects to provide grant funding as the first choice for all rental program developments.
 - ii. A Deed of Trust will be secured for the length of the Affordability Period, or the term of the loan, whichever is longer.

TIMING OF UNDERWRITING REVIEWS:

NMHC will review a project’s feasibility over the 15-20-year compliance period, based on the required Affordability Period (the Affordability Period for rehabilitation projects is a minimum 15 years; new construction projects require a minimum of 20 years Affordability). These reviews will occur at different stages.,

For more information, please see: https://www.cnmi-cdbgdr.com/resources/policies_procedures/

AFFORDABLE RENTAL HOUSING DEVELOPMENT PROGRAM

5 Plus Units (NON-LIHTC)

Responsibilities of DEVELOPER

PROGRAM ADMINISTRATION

- (1) NMHC will administer and oversee all activities and expenditures in connection with the CDBG-DR funds. NMHC employees, along with contractors procured to aid NMHC staff, will ensure that the activities undertaken meet all program requirements, including: the disaster threshold, eligibility, national objective, compliance, fair housing, labor standards, nondiscrimination, environmental regulations, and procurement regulations.
- (2) NMHC will monitor the activities in accordance with HUD, CDBG-DR and NMHC monitoring and compliance requirements so that each activity funded will meet the disaster threshold and one of HUD's national objectives, with emphasis on eligible activities achieving the rehabilitation or reconstruction of affordable housing units primarily benefiting low- and moderate-income persons.

Eligible Implementation Entities

- (1) NMHC, as the HUD CDBG-DR grantee, is responsible to administer, monitor and perform compliance oversight of the overall CDBG-DR program. Per the waiver provided in Federal Register Docket No. FR6066-N-01, NMHC may also carry out eligible activities, and will undertake the development of affordable housing units, both projects within the NMHC portfolio and projects being developed by private or nonprofit developers.
- (2) NMHC and/or other future potential subrecipients, will manage the preparation and publication of notices of funding availability and of award projects pursuant to appropriate selection or procurement process. NMHC, when carrying out development activities, and NMHC as a Subrecipient, will be involved in all aspects of each specific project, including preparation of documents, discussion of potential and selected investors, meetings with contractors, consultants and stakeholders and selection of key team members. NMHC will have approval rights and program compliance oversight responsibilities for all CDBG-DR projects.
- (3) Additionally, NMHC and/or future subrecipients are required to maintain appropriate and adequate documentation for all CDBG-DR expenditures and projects.

Northern Marianas Housing Corporation (NMHC) Role as Grantee

- (1) NMHC, as the HUD CDBG-DR grantee representing the CNMI, will retain administrative management and compliance oversight responsibilities of all CDBG-DR activities and will establish and maintain financial accountability for CDBG-DR funds, compliance with CDBG-DR requirements and establish and maintain project files and records. NMHC will also provide technical assistance to developers when applicable, conduct eligibility and feasibility reviews, and conduct project underwriting.
- (2) NMHC is responsible for ensuring compliance with CDBG-DR statutory, regulatory, and programmatic requirements including but not limited to the following:
 - a. Compliance with National Objectives and eligible activities
 - b. Duplication of Benefits (DOB) review
 - c. Davis-Bacon compliance and monitoring
 - d. National Environmental Protection Act (NEPA) compliance
 - e. HUD Section 3 compliance
 - f. Uniform Relocation Act Compliance
 - g. Federal Fair Housing /EEO
 - h. Americans with Disabilities (ADA) compliance, as applicable and Section 504 compliance

Program Marketing

NMHC CDBG-DR Division will fund housing projects after reviewing for eligibility and feasibility. If additional funding becomes available, a Notice of Funding Availability would be published in local printed media, NMHC'S website and other online publication sites.

Eligibility Criteria

- (1) For the existing allocation, NMHC may be considered a qualified developer and compete with other qualified developers that are for-profit or not-for-profit housing developers applying to rehabilitate, reconstruct or develop new rental housing. The application, review, award, implementation and compliance processes will be released upon notification of funding availability. Developers listed on CNMI or federal debarment lists are ineligible for 24 | Page assistance. Developers must demonstrate capacity to undertake the project as verified through underwriting. Projects must demonstrate viability for the entire duration of the Affordability Period.
- (2) To be eligible for assistance, projects must:
 - a. Be located in the CNMI.
 - b. Demonstrate a tangible connection to addressing a recovery need arising from the disaster. Evidence such as FEMA report on damage to housing stock in the project's market area, indications that the storm exacerbated a shortage of housing in the area served by the project, local government statements that the project meets a housing or economic recovery need arising from the storm and similar documentation demonstrate tie-back to the storm(s).
 - c. Provide housing primarily for Low- and Moderate-Income persons.

Affordability Period

- (1) Per Federal Register 6109-N-01, multi-family rental projects with 8 or more units that receive funds for rehabilitation or reconstruction will be required to adhere to an affordability period of 15 years, while new construction of multifamily rental projects with five or more units will be required to adhere to an affordability period of 20 years.
- (2) Affordability Period restrictions will be enforced through recorded deed restrictions, covenants, or other similar mechanisms. Other financing sources may impose long-term affordability restrictions, enforceable by Regulatory Agreement or similar binding agreement. The CDBG-DR Affordability Period may run concurrent to other funding source affordability periods. The Program retains responsibility for monitoring compliance with occupancy requirement throughout the regulatory period. Note: Multi-family rental projects or scattered unit owners of less than 8 units that receive funds for reimbursement of the cost of repairs will be required to adhere to an affordability period of 10 years, while new construction of multi-family rental projects or scattered units with less than five units will be required to adhere to an affordability period of 15 years.

Relocation

A CDBG-DR assisted project that includes acquisition of real property must include the costs of relocation in the project scope and budget. See the requirements in Section 5.19 Cross-Cutting Federal Requirements Tenant Protection Under Uniform Relocation Act (URA) below.

Project Selection

NMHC may act as a developer and compete with other developers to take on housing projects either for rehabilitation or new construction. A third-party reviewer such as a PHA from another jurisdiction will select the project based on priorities and criteria for funding.

Prioritization of Projects

- (1) Due to limited funding, NMHC CDBG-DR Division will prioritize NMHC projects (including LIHTC projects), including rehabilitation and new construction, which will be reviewed based on the Initial Scope and Capacity Assessment submissions.

Technical Assistance and Review of Project Scope and Budget

- (1) NMHC and all development partners will be provided Technical Assistance throughout the implementation process, including through project initial rent-up. Technical Assistance sessions may include:
 - a. Review of the project description, recovery rationale, budget including source and use of funds and operating budget for review.
 - b. Discussion of NMHC staff review project readiness and alignment with program policies and priorities.
 - c. CDBG-DR program eligibility requirements, including "tie-back" to the storm and green building requirements.
 - d. Cross-cutting federal requirements for compliance with Davis-Bacon, Uniform Relocation Act (URA), Section 3, Fair Housing.

Pre-Award Verifications

Applicants are responsible for providing truthful, accurate and complete applications to the Program. However, prior to making an award, the Program is responsible for reviewing each project file to verify all information is complete, applicant eligibility is verified, and all benefit calculations are completed correctly.

Award Calculation for Project Scope and Budget Proposals

- (1) CDBG-DR is the funding of last resort and cannot be used to displace other available funding. As such, CDBGDR is considered as "gap-filler" financing and awards will be the minimum amount of financing necessary to reduce the project's debt service and to ensure long term project viability.
- (2) This process assures that CDBG-DR funds are only used to fund the projects' unmet need after all other sources of financing are committed. Each project Scope and Budget Proposal will be reviewed, along with source documentation, evidencing total project financing. This strategy leverages a significant number of other sources of capital subsidy to support and promote high quality, construction-ready projects that may advance one of the specific housing priorities of the CNMI.
- (3) NMHC will provide funding up to the unmet need amount for the selected projects, subject to a maximum award for all projects of \$31,120,667, and \$200,000 per unit cap (LIHTC unit cap not included). For individual site housing projects, the maximum total award is \$8,286,366 with a \$200,000 per unit cap. Circumstances where additional costs may be required will be reviewed on a case-by-case basis, utilizing cost-reasonableness requirements. The unmet need is the financing gap identified in the project underwriting, less any assistance classified as duplicative in the Duplication of Benefits review.
- (4) Project Scope and Budget Proposals must demonstrate that the rent proceeds or other funding sources will allow for adequate resources to meet capital needs for the length of the affordability period.

Evaluation of Projects

NMHC will review the projects for:

- a. Tie to the storm
- b. CDBG-DR eligibility
- c. Meet LMI National Objective
- d. Duplication of Benefits
- e. Cost Reasonableness

Duplication of Benefits (DOB)

- (1) Section 312 of the Robert T. Stafford Disaster Assistance and Emergency Relief Act (42 U.S.C. §5155) prohibits any person, business concern, or other entity from receiving financial assistance with respect to any part of a loss resulting from a major disaster for which he has received financial assistance under any other program or from insurance or any other source. In accordance with the Stafford Act, Disaster Recovery funds issued through the Department of Housing and Urban Development's CDBG-DR program may not be used for any costs for which other disaster recovery assistance was previously provided for the same purpose.
- (2) As mandated by law, all projects receiving CDBG-DR funding must undergo an analysis of duplication of benefits to ensure no funds have been or will be received for the same purpose as the intended CDBG-DR grant. This Program provides "gap financing" to qualified affordable housing Development Partners to finance construction of new affordable housing in storm-impacted communities or rehabilitate existing properties. All projects will be underwritten to these Program standards. Developers must disclose all sources of funding for project finance in accordance with the following list of potential sources of funding that may result in a duplication of benefits.
- (3) Generally, financial assistance received from any other source that is provided for the same purpose as the CDBG-DR funds is considered a Duplication of Benefit (DOB). The CNMI's policy is in accordance with HUD's guidance on duplication of benefits.
- (4) The Program must consider the total assistance available to the Developer for the project. This includes all benefits, including cash, insurance proceeds, grants from FEMA, SBA loans, as well as any other assistance received by the applicant from other local or federal programs, or private or nonprofit charities. Developers should pay special attention to the following potential sources of benefits: a. National Flood Insurance Program (NFIP): Insurance proceeds received must be disclosed by the project owner and/or Subrecipient. b. Private Insurance: All insurance proceeds received must be disclosed by the Developer. Where necessary, the Program will look for "undeclared" insurance benefits as well as confirming those disclosed by the project owner and/or Subrecipient. c. FEMA: FEMA proceeds received must be disclosed by the project owner and/or Subrecipient. d. Other: Funds received from other sources must be disclosed by the project owner and/or Subrecipient and verified by the Program. Examples include nonprofits, other governmental agencies, and social groups.
- (5) CDBG-DR funds cannot supplant other funding; project budget, sources and uses documents will be reviewed to ensure an appropriate amount of CDBG-DR assistance. Project Developers are required to report all assistance reasonably anticipated. Reasonably anticipated funds include assistance that has been awarded, but has not yet been received, as well as funding the Developer anticipates will be making an application. If excessive funds are reported or identified, the CDBG-DR funds will be the funding source reduced.

Project Funding and Disbursement

- (1) CDBG-DR funds may be available at either a Grant or Construction Loan closing, in which not only CDBG-DR, but all funds needed to complete the project will be confirmed as available. Closing may not take place until title clearance has been obtained. Any required flood and other applicable insurance will be confirmed at the closing.
- (2) Each development project will be registered as a separate activity in DRGR and CDBG-DR funds will be drawn down accordingly. The development partner shall provide all documents of the expenses for which reimbursement is sought, as required by NMHC's financial management policies. Acceptable documentation may include invoices, receipts, evidence of payment (if appropriate), engineer/architect cost certification, as well as other items, such as inspection reports, based on the expense.

NMHC will enter into an **AGREEMENT** with developer partners which will include the following federal requirements including, but not limited to those listed below

- a. Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms and provide for such sanctions and penalties as may be appropriate. (Contracts more than the simplified acquisition threshold);
- b. Termination for cause and for convenience by the grantee or subrecipient including the manner by which it will be affected and the basis for settlement. (All contracts that exceed \$5 0,000);
- c. Compliance with Executive Order 11246 of September 24, 1965, entitled, "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60). (All construction contracts that exceed \$50,000 by grantees and their contractors or subrecipients);
- d. Compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR part 3). (All contracts and subgrants for construction or repair);
- e. Compliance with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 CFR part 5). (Construction contracts exceeding \$2,000 awarded by subrecipients, grantees and subrecipients when required by Federal grant program legislation);
- f. Compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327- 330) as supplemented by Department of Labor regulations (29 CFR part 5). (Construction contracts awarded by grantees and subrecipients exceeding of \$2,000, and in excess of \$2,500 for other contracts which involve the employment of mechanics or laborers);
- g. Compliance with Sections 503 and 504 of The Rehabilitation Act of 1973 (29 U.S.C 794) as supplemented by Department of Labor regulations (41 CFR Part 60-741 and 24 CFR 8);
- h. Compliance with Uniform Relocation Act;
- i. Notice of awarding agency requirements and regulations pertaining to reporting
- j. Access by the grantee, the subrecipient, the Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions;
- k. Retention of all required records for three years after grantees or subrecipients make final payments and all other pending matters are closed;
- l. Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. I 857(h)), section 508 of the Clean Water Act (33} U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15). (Contracts, subcontracts, and subgrants of amounts in excess of \$100,000);

- i. Mandatory standards and policies relating to energy efficiency (if applicable)
 - ii. Subrogation agreement, subrogation is the process by which duplicative assistance received by the Development Partner after receiving CDBG-DR funding is remitted to the Program to avoid a duplication of benefit.
- m. The agreements and legal documents with the developer or contractor, NMHC will include all the performance and compliance requirements for each project, including but not limited to:
- i. Project budget
 - ii. Development and 15 or 20 year pro forma depending on affordability requirements
 - iii. Project description, number of units, unit type, design, construction standards
 - iv. Unit breakdown
 - v. Rent schedule
 - vi. Affordability requirements
 - vii. Lease requirements
 - viii. Tenant selection criteria
 - ix. Compliance with Commonwealth and local tenant-landlord laws
 - x. Conditions for faith-based organizations
 - xi. Lead-Based Paint requirements
 - xii. Fair housing and equal opportunity provisions
 - xiii. Fund disbursement
 - xiv. Record keeping and reporting provisions
 - xv. Enforcement provisions
 - xvi. Procedures for securing rent increases
 - xvii. Compliance requirements, including the monitoring checklist that will be use

DOCUMENTS REQUIRED UPON COMPLETION OF CONSTRUCTION

- (1) Upon completion of the funded project, the developer will provide the following documents
- (2) Required Documents;
- (3) All required Program Eligibility Documents or any updates thereto;
- (4) Certificate of Occupancy;
- (5) Certificate of Completion;
 - a. Elevation Certificate (if elevated)
 - b. Proof that project was completed according to the applicable Green Building Standard selected in the application and/or commitment letter; which may consist of documentation from construction monitor or project architect;
 - c. Current title;
 - d. Satisfactory indication that all compliance obligations including Fair Housing, Davis Bacon, Section 3, Section 504 and M/WBE are up to date;
 - e. Copies of all Program approved change orders;
 - f. Permits as required and applicable.



Northern Marianas Housing Corporation Community Development Block Grant – Disaster Recovery (CDBG-DR) Program



CDBG-DR Project Application Form (Scope, Eligibility, and Budget)

Applicant's Name: _____

Project Name: _____

Northern Marianas Housing Corporation
Main Office
P.O. Box 500514
Saipan MP, 96950
Phone (670)234-6866

Northern Marianas Housing Corporation
CDBG-DR
(670)233-9447

GENERAL DESCRIPTION FORM INSTRUCTIONS

Mark the appropriate box at the top of the form to indicate whether this is the original application or amended application. An amended application must be submitted each time there is a change to the project. Please enter the amendment number that corresponds to each change. (ex: *First change to the original approved application would be Amended Application #1*)

1. In the **Applicant Name** box indicate the entity's name (ex: *Northern Marianas Housing Corporation*), the person in the applicant's office to be contacted regarding this application, address, phone numbers of the entity requesting funds and contact person, and e-mail address of contact person.
2. **Program.** Select Housing: Affordable Rental Development
3. In the **Project Name** box indicate the name of the project (ex: *Rehabilitation, Reconstruction, or Building of Low/Mod Rental Units*).
4. In the **Architectural/Engineering Firm** box indicate the name, address, phone number, and e-mail address of the architectural/engineering firm for this project if one was hired by the applicant.
5. In the **Environmental Firm** box indicate the name, address, phone number, and e-mail address of the environmental firm for this project if one was hired by the applicant.
6. **Tie to the Disaster.** Provide a detailed explanation on how your project is tied to Super typhoon Yutu and/or Typhoon Mangkhut. **Note:** *Please provide before and after pictures if applicable, reports or data received to support your proposed activity. (IF applicable)*
7. **Project Description.** Provide a concise description of the project for which you are requesting funds. The description should tell the entire story of the proposed project that will enable NMHC to make a sound decision on the eligibility of the project. Please respond to as many questions as possible that pertain to the proposed project in this section. If the question does not apply to the project, please enter "N/A".
8. In the **National Objective** box indicate which national objective will be addressed by the project: Pre-filled. Skip.
9. **Eligible Activities.** Select the appropriate eligible activity that your proposed project will fall under. Most CDBG-DR appropriations require funds to be used for necessary expenses for activities related to disaster relief, long-term recovery, restoration of infrastructure and housing, and economic revitalization in the most impacted and distressed areas.

The activity must be CDBG-DR eligible or allowed via a waiver, address a disaster-related impact in a Presidentially declared county, and meet a national objective. Disaster-related activities are those that demonstrate (1) a logical connection to the disaster, and (2) how the activity will contribute to long-term recovery. **Note:** *Grantee must determine what documentation is sufficient and reasonable to show how activities respond to disaster-related impact.*
10. **Duplicate of Benefits.** Provide information that may be seen as an additional funding source (ex. Insurance, monetary donations, FEMA, SBA) for the intended project.

Note: *The applicant's Organizational Head must initial the appropriate pages, sign and date the completed application and the project budget to signify approval. Type the **Applicant's** name in the appropriate boxes. A signature signifies the approval by the Organizational Head.*

Please attach additional sheet(s) if extra space is needed.

7. Project Description (Answer the questions below)

a. Based on the CNMI action plan and the program selected in section 2 of this form, describe the proposed project to be funded with CDBG-DR funds. This section should include the project timeline.

b. Briefly explain the needs to be addressed with the proposed project

c. Show that the project considers and/or proposes a mitigation plan to minimize damage in the event of future floods or typhoons.

d. How extensive is the proposed construction? Is there site work, digging/earthwork, etc.?

e. Identify the proposed improvements, location of the proposed improvements, and/or project (making sure to answer who owns the property, what is near and around i.e. landmarks, and where it is located). Current size/capacity of and area served by the project, etc.

f. Describe whether the project will require the acquisition of property, easements, or right-of-way and the approximate number of parcels to be acquired.

g. Describe how the project relates to existing infrastructure. For example, if you plan to install new sewage collection lines, then can the treatment plant handle the increase?

h. Is there green infrastructure or other sustainability design components? To complete this section, green infrastructure is defined as the integration of natural systems and processes, or engineered systems that mimic natural systems and processes, into investments in resilient infrastructure. "Green Infrastructure" takes advantage of the services and natural defenses provided by land and water systems such as wetlands, natural areas, and vegetation, while contributing to the health and quality of life of those in recovering communities.

i. Describe how people will benefit from the project and indicate whether the benefits will be direct and/or indirect. Direct benefits are defined as those that will take place on private property, such as an increased stock of housing units or utility hookups. Provide an estimated number of housing units or utility hookups, for example.

j. Identify who will retain ownership of the system/project deliverables after the completion of the project. Describe the method by which the applicant can ensure that adequate revenues will be available to operate and maintain the proposed project. The description must identify the source and the estimated amount of funds that will be generated for this purpose.

k. Describe the physical boundaries of the target area(s) in relation to the beneficiaries of the project.

l. Will the proposed project directly cause any demolition or conversion of any existing residential or commercial units resulting in the permanent, temporary, or economic displacement of existing tenants? If yes, indicate whether the households are low income and the estimated number of households that may be affected. **Note:** *Attach a plan describing the steps taken to minimize displacement, including what assistance/benefits will be provided to displaced households and what plans have been developed to replace the units and ensure that they stay at or below Fair Market Rent for XXXX years*

m. If the property was built before 1978, is it exempt from lead-based paint abatement? If yes, list the reason. If no, has the property been evaluated? Please indicate if the property needs remediation. **Note:** *Attach record indicating year of construction and proof of exemption.*

n. For rehabilitation projects, has there been an evaluation of asbestos hazards? Does the property need Asbestos remediation?
Note: Provide a copy of the reports.

o. Was the building occupied at the time of typhoon(s)? Yes No

If yes, how many units were occupied? ____ Unoccupied units? ____ Total units? ____

Describe Buildings: Residential Commercial Industrial Other: _____

Describe Occupants: Owner Rental Lease

Who owns the property or building? _____ **Note:** Submit a copy of the deed or lease.

p. If this is a housing project, does it have more than five (5) units? If yes, at least 5% (or 1, whichever is greater) must be accessible to persons with mobility impairments and 2% (or 1, whichever is greater) must be accessible to persons with sensory impairments if the project is new construction or requires substantial rehabilitation. The remaining units must meet the accessibility requirements of the Federal Fair Housing Act, which requires that all units in elevator buildings and ground units in other buildings be ADA accessible.

q. Have steps been established to further Fair Housing? Please explain.

8. National Objectives to be addressed (check one).

To be eligible for the CDBG-DR funding, a project must meet at least one of the national objectives outlined in Title 24, Section 570.208 of the Code of Federal Regulations. Select from below the national objective(s) to be met by this project.

Activities Benefiting Low/Moderate Income Persons

Area benefit activities are one that benefits all residents of low to moderate-income in a particular area, which 51% of the residents are low to moderate-income persons. **(Note:** This selection is applicable only if the project will be located in a neighborhood or census tract where more than 100% of the persons or households qualify as low to moderate-income. *Please refer to the census maps attached at the end of the application*

9. Eligible Activities

To be eligible for funding, a proposal must include one or more of the activities described in Title 24 570.200 to 570.206 of the Code of Federal Regulations. Select from the listing below the activity this proposed project entails.

- Acquisition of real property 201(a)
- Disposition 201(b)
- Interim Assistance 201(f)
- Relocation 201(i)
- Loss of Rental Income 201(j)
- Privately-Owned Utilities 201(l)
- Construction of Housing 201(m)

10. Duplication of Benefits.

Did the applicant file an insurance claim (or receive other funding) for the damages referenced in this application? If yes, what were the proceeds used for? If the funds were not used what will the funds be used for? Provide the dollar amounts in the High-Level Budget section of this application

- Yes No

HIGH LEVEL BUDGET INSTRUCTIONS

Indicate the total dollar amount of Project Funds expected from each funding source. Round all amounts to the nearest dollar. The **TOTAL FUNDS** amount should equal the total project cost. Identify the funding source and the status of each of those funds (*committed, applied for, etc.*).

Once the budget table is completed, provide the responses to the below question.

Note: *A cost analysis must be completed for this entire project to complete the budget. A detailed budget/cost summary will be required once your project is deemed eligible.*

CDBG-DR funding is the funding of last resort; therefore, if the proposed project activities were formerly part of your organization's annual budget please identify and indicate the amount below. Also, identify all other funding sources you have pursued and will become available to you during the life of the project. If your project will generate Program Income during the life of project, please indicate as well below. (Attach an additional sheet if more space is required.)

Project Funds	Amount	Funding Source	Status of Funds
CDBG-DR			
Private Funds			
Insurance Proceeds			
Federal Funds (ie. FEMA)			
Other Funds			
TOTAL FUNDS			

PROJECT BUDGET INSTRUCTIONS

Section I – Project Information

- Please enter the perspective applicant name.
- Please enter the Awardee Agreement or Contract Number (Leave blank until the number has been assigned and communicated upon executed Awardee agreement or contract.)
- Please enter the Project Number (Leave blank until the number has been assigned and communicated upon an executed Project Addendum)
- Provide the project name that will budgeted in Section II.

Section II – Budget Information

Fill out the section that applies and add additional lines as needed. The categories are defined below. (**Note:** *Subsequent payment requests will be required to be submitted by budgeted line items. Any increases or decreases in budgeted line item will have to be requested and approved by the Grantee.*)

1. **Program Administration:** Costs associated with the administration, financial requirements, reports, documentation and compliance records, monitoring and oversight. **Note:** *This cost must be allowed by the Grantee in the Awardee agreement or contract awarded.*
2. **Project Cost (Direct):** This refers to both the hard and soft costs of the project, including design, environmental and construction services. This also includes any planned equipment purchased, which must be identified on a separate line item as a budget item.
3. **Project Cost (Activity Delivery Costs):** All project related implementation activities per a written agreement or contract between the grantee and applicant. It may include personnel cost for employees directly related to the day to day specific oversight and implementation of CDBG-DR eligible activities. Personnel cost must be based on records that accurately reflect the work performed. 2 CFR 200.430(i) and should include timesheets and activity logs signed and dated by staff and their supervisor. The time sheet should have a description of the work performed. If time is split between multiple programs, the time sheet should accurately reflect the time split and no time should be left un-allocated.
4. **Indirect Cost:** Indirect costs are costs used by multiple activities, and which cannot therefore be assigned to specific cost objects. As noted in 2CFR Section 200.331(a)XIII, the subaward should include, “Indirect cost rate for Federal award (including if the de minimis rate is charged per §200.414 Indirect (F&A) costs)”. Additionally, Section 200.331 (a)(4), requires “an approved federally recognized indirect cost rate negotiated between the fund recipient and the Federal Government or, if no such rate exists, either a rate negotiated between the pass-through entity and the fund recipient (in compliance with this part), or a de minimis indirect cost rate as defined in §200.414 Indirect (F&A) costs, paragraph (f).

Acceptance of the 10 percent de minimis rate is predicated upon the following conditions: (1) the non-Federal entity has never received a Negotiated Indirect Cost Rate Agreement (NICRA) from a Federal agency and is therefore eligible for the 10percent de minimis rate; (2) that no costs other than those incurred by the non-Federal entity will be recovered by using the 10 percent de minimis rate and such costs are legal obligations of the non-Federal entity; (3) that the same costs that have been treated as indirect costs have not neem claimed as direct costs; and (4) that similar types of costs have been accorded consistent.

Section III – AUTHORIZATION

1. The applicant must sign and date the form to signify the approval. Type the **Applicant’s** name and title in the appropriate box.
2. **NMHC ONLY.** NMHC will review for approval.

PROJECT BUDGET FORM

Effective Date:

FORM: CDBGDR-PBUDGT-XX-XX-XX

SECTION I – PROJECT INFORMATION

Agency/Developer Name:	Project Name:				
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:20%; padding: 5px;">Agreement Number:</td> <td style="padding: 5px;"></td> </tr> </table>	Agreement Number:		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:20%; padding: 5px;">Project Number:</td> <td style="padding: 5px;"></td> </tr> </table>	Project Number:	
Agreement Number:					
Project Number:					

(Complete the below detailed budget. Attach a second sheet if additional space/detail is needed. **Include the cost analysis when submitting the application.**)

SECTION II – BUDGET INFORMATION

CATEGORY	CDBG-DR BUDGET	OTHER SOURCES OF FUNDS			TOTAL COSTS
Program Administration <i>(At the discretion of the grantee)</i>					
Budget Item A					
Budget Item B					
Subtotal Program Administration					
Project Costs (Direct)					
Budget Item A					
Budget Item B					
Budget Item C					
Budget Item D					
Budget Item E					
Subtotal Program Administration					
Project Costs (Activity Delivery Cost)					
Budget Item A					
Budget Item B					
Budget Item C					
Subtotal Project Cost (Activity Delivery Cost)					
TOTAL PROJECT COST					
Indirect Cost					
Planning					
Budget Item A					
Budget Item B					
Budget Item C					
TOTAL PLANNING COST					
GRAND TOTAL IN COST					

Applicant's Initials _____

NMHC Initial _____

SECTION III – AUTHORIZATION

The applicant agrees to substantially abide by the above budget in the utilization of funds provided by the agreement or contract.

Applicant:

Print Name and Official Title

Signature

Date

NMHC-CDBG-DR Use Only

**Reviewed by CDBG-DR
Housing Administrator:**

Print Name and Official Title

Signature

Date

**Reviewed by CDBG-DR
Compliance Manager:**

Print Name and Official Title

Signature

Date

**Reviewed by CDBG-DR
Project Manager:**

Print Name and Official Title

Signature

Date

**Reviewed by CDBG-DR
Finance Manager:**

Print Name and Official Title

Signature

Date

**Approved / Rejected by
NMHC Corporate Director:**

Print Name and Official Title

Signature

Date

Applicant's Initials _____

NMHC Initial _____

PROJECT DISBURSEMENT SCHEDULE INSTRUCTIONS

Section I – Project Information

- Please enter the prospective applicant’s name.
- Provide the project name of the specific project.
- Please enter the Intergovernment/Developer Agreement Number (*Leave blank until the number has been assigned and communicated upon an executed intergovernment/developer agreement.*)
- Please enter the Project Number (*Leave blank until the number has been assigned and communicated upon an executed Project Addendum.*)

Section II – Disbursement Schedule

1. **Project Amount:** The Project Amount refers to the total CDBG-DR funded part of the project budget
2. **Cumulative Amount:** The Cumulative Amount is a quarter over quarter projection of the projected costs.
3. **Milestones:** If a milestone is Not Applicable (NA) to your project, please mark as such. If you have an additional milestone critical to your project, please add.
4. **Duration:** The Grant Expenditure Period for the CBDG-DR program is six (6) years. It began on November 25, 2020, with the signing of the Grant Agreement with HUD and ends November 24, 2026. If your project will take more than two years to complete, please add additional sheets.
5. **Quarters:** Please mark the Quarter when the activity starts with an “X”.

Note: *Complete the appropriate disbursement schedule for the proposed project.*

PROJECT DISBURSEMENT SCHEDULE (CONSTRUCTION)

SECTION I – PROJECT INFORMATION

Applicant Name:		Project Name:	
Application Number:		Project Number:	

SECTION II – DISBURSEMENT SCHEDULE

Milestone	Amount	<i>Insert Year</i>											
		Quarter			Quarter			Quarter			Quarter		
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	\$0.00			\$0.00			\$0.00			\$0.00			\$0.00
Environmental Clearance													
Execution of Agreement or Memorandum of Understanding and the Issuance of the Notice to Proceed													
Solicitation and Selection of Architect													
Design or Development of Scope of Work in progress													
Solicitation and Selection of Contractor													
Construction work in progress													
Final Inspection and Close Out													
Cumulative Drawdown				\$0.00			\$0.00			\$0.00			\$0.00

Milestone	Amount	<i>Insert Year</i>											
		Quarter			Quarter			Quarter			Quarter		
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	\$0.00			\$0.00			\$0.00			\$0.00			\$0.00
Environmental Clearance													
Execution of Agreement or Memorandum of Understanding and the Issuance of the Notice to Proceed													
Solicitation and Selection of Architect													
Design or Development of Scope of Work in progress													
Solicitation and Selection of Contractor													
Construction work in progress													
Final Inspection and Close Out													
Cumulative Drawdown				\$0.00			\$0.00			\$0.00			\$0.00

PROJECT DISBURSEMENT SCHEDULE (PUBLIC SERVICES)

SECTION I – PROJECT INFORMATION

Awardee Name:		Project Name:			
Awardee Agreement or Contract Number:		Project Number:			

SECTION II – DISBURSEMENT SCHEDULE

Milestone	Amount	<i>Insert Year</i>											
		Quarter			Quarter			Quarter			Quarter		
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	\$0.00			\$0.00			\$0.00			\$0.00			\$0.00
Environmental Clearance													
Execution of Agreement or Memorandum of Understanding and the Issuance of the Notice to Proceed													
Solicitation and Selection of Architect													
Design or Development of Scope of Work in progress													
Solicitation and Selection of Contractor													
Construction work in progress													
Final Inspection and Close Out													
Cumulative Drawdown				\$0.00			\$0.00			\$0.00			\$0.00

Milestone	Amount	<i>Insert Year</i>											
		Quarter			Quarter			Quarter			Quarter		
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	\$0.00			\$0.00			\$0.00			\$0.00			\$0.00
Environmental Clearance													
Execution of Agreement or Memorandum of Understanding and the Issuance of the Notice to Proceed													
Solicitation and Selection of Architect													
Design or Development of Scope of Work in progress													
Solicitation and Selection of Contractor													
Construction work in progress													
Final Inspection and Close Out													
Cumulative Drawdown				\$0.00			\$0.00			\$0.00			\$0.00

ACTIVITY BENEFICIARY FORM INSTRUCTIONS

Objective: The Activity Beneficiary Form reports information for actual beneficiaries of intended CDBG-DR activities.

1. Mark the appropriate checkbox that applies (Grantee or Agency/Developer) and enter the name of the Grantee or Agency/Developer.
2. Enter the Interagency/Developer/Project ID assigned by NMHC CDBG-DR.
3. Enter Activity Name assigned by NMHC CDBG-DR

Part I – BENEFICIARY INCOME INFORMATION

- A. Based upon the location of the project, enter the number and percentage of individuals benefitting by income level.
- B. Enter the data source(s) (e.g.) HUD American Community Survey, household survey) and any additional information describing how the beneficiaries were determined.

Part II – AREA INFORMATION *(If the activity is a direct benefit activity, leave this Part II area blank)*

- A. Enter whether the project is target area or communitywide and the census block groups of the project area. Please list each census tract(s) and/or block group(s) that define the area; separating each census tract with a “;”. Please continue on another page, if necessary. This information should be determined using the 2010 Census data attached at the end of this document.
- B. Enter the exact location of the geographical center of the project by identifying the latitude and longitude numbers. This information may have been initially reported on the supplemental information page in the approved project application.

Part III – DIRECT BENEFIT DEMOGRAPHIC INFORMATION *(If the activity is an area wide benefit, leave this Part III area blank)*

- A. Enter the total individuals who will benefit by racial and ethnicity and by income level. This total for LMI is any person 80% or below the area median income and Non-LMI are 81% or higher of the area median income. The LMI and Non-LMI total should equal the population total in Part I-A.

Race and ethnicity are independent of each other and should be counted separately. For instance, if the activity served 20 White persons, 15 of which are not of Hispanic/Latino ethnicity and 5 of which are of Hispanic/Latino ethnicity, the information to be added into row “A. Race and Ethnicity, 1. White” should be 20 for Total and 5 for Hispanic/Latino”.

- B. Enter female headed households for those LMI (80% or below area median income) and those non-LMI (above 80% area median income).

Project Maps

A map (or maps) that delineate(s) the following items for each target area must be included in the application package:

1. Existing Conditions Map: Provide a detailed map of the existing improvements. The map should delineate such items as the location of project and/or size of waterlines, elevated water tanks, sewer lines, manholes, location of treatment plants, etc.
2. Proposed Improvements Map: Provide a detailed map showing the location of project, sizes, etc. of the proposed improvements.
3. Census tracts and/or block groups (by number) and/or logical records numbers.
4. Location of concentrations of low- and moderate-income persons, showing numbers and percent by census tracts and/or block groups and/or logical record number.
5. Boundaries of areas in which the activities will be concentrated; and
6. The specific location of each activity.

Note: *The Existing Conditions map and the Proposed Improvements map may be combined into one map if all the information shown can be depicted in such a way as to easily determine the difference between the existing and proposed.*

**NMHC COMMUNITY DEVELOPMENT BLOCK GRANT – DISASTER RECOVERY
ACTIVITY BENEFICIARY FORM**

1. <input type="checkbox"/> Grantee <input type="checkbox"/> Applicant/Awardee	2. Int./Dev./Project ID

3. Activity Name:

PART I – BENEFICIARY INCOME INFORMATION

A. Income Levels	Total	Percentage
1. Total number of persons less than or equal to 50% Area Median Income		
2. Total number of persons over 50% not greater than 80% Area Median Income		
3. Total number of persons over 80% Area Median Income		
Total Population		

A. Source(s) for Determining Beneficiary Data:

PART II – AREA INFORMATION *(Skip Part II if this is a direct benefit project)*

A. Indicate whether the completed project was target area(s) specific or community-wide

Target Area(s) Community-Wide

List Census Tract(s) and/or Block Group(s):

B. Provide Latitude/Longitude for the project location at or near geographical center:

Latitude: _____ Longitude: _____

PART III – DIRECT BENEFIT DEMOGRAPHIC INFORMATION *(Skip Part III if this is an area wide benefit project)*

A. Race and Ethnicity	Total		Hispanic/Latino	
	LMI	Non-LMI	LMI	Non-LMI
1. White				
2. Black/African American				
3. Asian				
4. American Indian/Alaskan Native				
5. Native Hawaiian/Other Pacific Islander				
6. American Indian/Alaskan Native and White				
7. Asian and White				
8. Black/African American and White				
9. American Indian/Alaskan Native and Black/African American				
10. Other multi-racial				
11. Unknown				
Total Persons				
B. Head of Household	LMI		Non-LMI	
1. Female-Headed Households				

OTHER FUNDS SUPPLEMENTAL DOCUMENTATION

Some projects may cost more than is available under the approved NMHC action plan programs. The applicant may propose to use other funds in conjunction with the CDBG-DR funds. These other funds must be identified and must be available and ready to spend. If these funds involve loans or grants from other local, federal, or private sources, the monies must have already been awarded. To substantiate the immediate availability of the other funds, one of the following items of supporting documentation will be required:

1. Letter and adopted resolution from the local governing body stating the specific source, amount, and location of local cash;
2. A line of credit letter from a financial institution such as a bank stating the amount available as a loan;
3. Specific evidence of funds to be received from a tax or bond election that has already passed; or
4. A letter from another funding agency stating that the funds have been awarded and are currently available for expenditure.

Note: *Attach the supporting documentation to this application.*

AUTHORIZATION

In the event that the NMHC or HUD determines that any funds were expended by the Agency/Developer for unauthorized or ineligible purposes or the expenditures constitute disallowed costs in any other way, then NMHC or HUD may order repayment of the same. The Agency/Developer shall remit the disallowed amount to NMHC within thirty (30) days of written notice of the disallowance.

I certify that all information provided as part of this application is true and correct to the best of my knowledge. I agree to substantially abide by the above budget in the utilization of funds provided under this Intergovernment/Developer Agreement. I certify under penalty of perjury that : (1) the information provided in this Community Development Block Grant Disaster Recovery Project application is true and correct as of this date and that any intentional or negligent misrepresentation may result in civil liability, including monetary damages, and/or in criminal penalties including, but not limited to, fine or imprisonment or both under the provisions of Title 18, United States Code, Sec 1001, et seq.; and (2) the property will not be used for any illegal or prohibited purpose or use.

Organizational Head:

Print Name and Official Title

Signature

Date

NMHC-CDBG-DR Use Only

Reviewed by CDBG-DR
Housing Administrator:

Print Name and Official Title

Signature

Date

Reviewed by CDBG-DR
Compliance Manager:

Print Name and Official Title

Signature

Date

Reviewed by CDBG-DR
Project Manager:

Print Name and Initials

Signature

Date

Reviewed by Finance
Manager:

Print Name and Initials

Signature

Date

Approved / Rejected by
NMHC Corporate
Director:

Print Name and Official Title

Signature

Date