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NMHC LAUNCHES CDBG-DR AFFORDABLE RENTAL HOUSING DEVELOPMENT PROGRAMS

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 Program – This program will provide a combination of interest-free loan (75% of total cost) and forgivable loan (25% of total cost) to rental property owners with one (1) to four (4) units. The forgivable loan portion is forgiven after completing the affordability period that is contingent on the type of construction project. The remaining interest-free loan balance for both rehabilitation/reconstruction and new construction/acquisition will also be forgiven but after completing fifteen (15) years of payments. Tenants must be Low-to-Moderate Income (LMI) individuals/families.

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.

GAP Filler to LIHTC Program - The program objective is to leverage LIHTC (Low-Income Housing Tax Credits) to extend the impact of CDBG-DR funding with the aim of increasing the inventory stock of affordable multifamily rental units. NMHC intends to optimize the use of CDBG-DR funds by providing gap funding and if needed, interim and permanent loans, to leverage available LIHTCs to create/rehabilitate affordable rental housing. All developments funded through this program will benefit low-and moderate-income populations.

For more information, please visit cnmi-cdbgdr.com or contact the NMHC CDBG-DR Division at Tel. No. (670) 233-9447/9448/9449/9450 or via email cnmi-cdbg-dr@nmhc.gov.net. Applications may be picked up at the CDBG-DR office located on the 3rd floor of the Ladera Building in Chalan Laulau, the NMHC Central Office in Garapan, Saipan, the Tinian Field Office (NMC Campus), and the Rota Field Office, Songsong, Rota from 8:00 a.m. to 4:00 p.m.



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

Tinian Field Office
Tel: (670)433-9213
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CDBG-DR Office
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AFFORDABLE RENTAL HOUSING DEVELOPMENT PROGRAM

GAP Filler to LIHTC

PROGRAM OVERVIEW

The program objective is to leverage LIHTC (Low-Income Housing Tax Credit) to extend the impact of CDBG-DR funding with the aim of increasing the inventory stock of affordable multifamily rental units.

NMHC intends to optimize the use of CDBG-DR funds by providing gap funding and if needed, interim and permanent loans, to leverage available LIHTCs to create/rehabilitate affordable rental housing. All developments funded through this program will benefit low-and moderate-income populations.

PROGRAM DESCRIPTION

NMHC will utilize CDBG-DR to provide gap funding to augment other public and private financing for the construction of affordable rental housing units under the LIHTC program. This CDBG-DR funding will meet any capital shortfalls (gaps) and expedite the pace of qualified, new construction and/or rehabilitation projects which are shovel-ready.

The LIHTC program, allows individuals and legal entities to claim federal income tax credits, namely, nine percent (9%) for new construction/rehabilitation, and four percent (4%) for new construction/rehabilitation projects that are partially financed with tax-exempt obligations. In the CNMI, NMHC only offers the nine percent (9%) form of tax credits.

NATIONAL OBJECTIVE:

The national objective of this program is to benefit low-and moderate-income (LMI) persons (below eighty percent (80%) Area Median Family Income (AMFI) according to HUD Income Limits. The objective will be realized when each project is occupied by fifty-one percent (51%) of LMI households.

PROGRAM CRITERIA

Under the Qualified Allocation Plan 2017-2018 (QAP 2017-2018) funding cycle, there are two existing shovel-ready projects in the nine percent (9%) LIHTC pipeline which are expected to be completed within twenty-four (24) months of the signed CDBG-DR Agreement.

This program includes activities such as, housing construction, acquisition, implementation of the Green Building Standards, and other activities to supplement the existing LIHTC program.

Projects funded through this program must maintain affordable housing in accordance with the affordability period required by the Federal Register Vol. 83, No. 157 (August 14, 2018) 83 FR 40314 or the affordability period required by LIHTC, whichever is longer. Affordability periods outlined in 83 FR 40314 are as follows:

- Rehabilitation or reconstruction of multi-family rental projects with eight (8) or more units must remain affordable for a period of no fewer than fifteen (15) years.
- New construction of multi-family rental projects with five (5) or more units must remain affordable for a period of no fewer than twenty (20) years.

ELIGIBLE PROJECTS

Eligible projects include rental housing developments that have been awarded/reserved in 2018, 2019, 2020 and 2021 LIHTCs from the QAP 2017-18, QAP 2018-19, QAP 2019-20 and QAP 2021-22 cycles. The selection criteria and other weighting can be found in the state's QAP. NMHC will allocate CDBG-DR grants and/or loans to fill any existing financial gaps.

- **Implementation of Green Building Standards**
As required by 83 FR 5844 and amended by 84 FR 4836, all new construction of residential buildings and all replacement of substantially damaged residential buildings must comply with a HUD-approved Green Building Standards. LIHTC projects that meet criteria for new construction or replacement of substantially damaged buildings are required to obtain a minimum of one of the listed certifications: Energy Star, Enterprise Green Communities, LEED, ICC-700 National Green Building Standard, EPA Indoor AirPlus (Energy Star a prerequisite) or any other equivalent comprehensive green building program acceptable to HUD.

- Broadband Infrastructure Requirements

Under 83 FR 5844, projects are required to include installation of broadband infrastructure at the time of new construction or substantial rehabilitation for multifamily rental housing that is funded or supported by HUD. NMHC aims to narrow the digital divide in low-income communities served by HUD. Installing unit-based broadband infrastructure in multifamily rental housing that is newly constructed or substantially rehabilitated with or supported by HUD funding will provide a platform for individuals and families residing in such housing to participate in the digital economy and increase their access to economic opportunities.

- Accessibility Requirements

All LIHTC developments must comply with the following accessibility requirements:

- Five percent (5%) of the total ground floor and/or elevator-serviced unit inventory must be made fully mobility-accessible under the 2010 ADA Standards and, wherever applicable, the Uniform Federal Accessibility Standards (UFAS).
- Three percent (3%) of the total unit inventory must be made sensory-accessible under the 2010 ADA Standards and, wherever applicable, the Uniform Federal Accessibility Standards (UFAS).

For more information on the Gap-Filler to LIHTC program, please see: https://www.cnmi-cdbgdr.com/resources/policies_procedures/

Chamorro Translationa #1
Programan Debelamenton Man'Baratu Na Atkilon Guma
(Programan GAPFiller Para LIHTC)

Puntun Esti Na Progrâma (Program Overview)

I puntun esti na progrâma, i para hu na guahayi un programan apas i “tax” ni siña i salape-mu mabira tat'te giya hago gi noskuantos na put sento (%) ni asedi i areklamentun esti na progrâma para hun maneha. Lokkue' debi di un nafanhayan i che'chu man'hatsan guma' pat hafa na un repehan guma' yanggin munhayan i sakan ya ennao nai siña masede hao para unchule esti na “Tax Credit.” Esti na “Tax Credit” mama' “Federal Income Tax Filing” ya ti para CNMI 1040CM para hun “file” i “Income Tax.” Esti na progrâma tineteka âtkilón guma' para meggai na familia hufan man'atkila, ya i progrâma ha cho'chogui tai manu siña ma ke tampi hafa yinamak i pakyu, pat hafa na ira gi tânu', ya siña ha kubre esti siha na atkilón guma' ni manesesita nu meggai na familia para mana guaha. I ofisinan NMHC ha intensiona para ma'usan maoleg i salaape' gi fundon GAP yanggen manesesita I kualifikao na aplikanti, gi durântin pat gi permanenti na ayau salape, kosa ki siña man halom gi esti na programan i “Tax Credit” ni man hatsan pat man repehan guma' para i setbisió'n i LIHTC (Low Income Housing Tax Credit) i man tapapa na suetdon taotaogis gi halom Note Marianas ya libiano pat bârâtu na âtkilón guma'.

Taimano kinalamtin esti na progrâma (Program Description)

I ofisinan NMHC ha usan maoleg I salapen i CDBG-DR, kosa ki siña otro na fundon salaape, siña ma ayao pat ma usa; pareho ha ginen gobietno pat gi bisnes taotao tânu; para ma usun man hatsan guma' gi man bârâtu na âtkilón guma' para mas benefisió'n i progrâman LIHTC. I salapen LIHTC na progrâma para hu satba i hafana tinahon salape para huna sano mona i pasun man hatsan guma' ya esta listo todo i plano yan mapan i gima' ni mahalog “shovel-ready.”

I progrâman LIHTC ha sedi maseha haye hufan aplika, siña un taotao ha ni gai bisnes yan haye ni ha'anok na gai bisnes gi halom Note Marianas, para hu fan na halom “Federal Income Tax” gi papa esti na progrâma i LIHTC ya nuebi put sento (9%) ma sedi gi nuebu na man hatsan guma' pat man repehan guma' yan kuarto put sento (4%) na “tax credit” yanggen hun aplika i “tax exempt” ni ma nahe-hao gi man hatsan guma' pat man repehan guma'.

Henerât Na Dineseha (National Objective)

I dinesehan esti na progrâma para ha imbrârâsa I benefisió'n I man tapapa yan I man gehulo pat gi ta'lo na suetdon taotao tânu gi finu' Amerikanu LMI (Low Moderate Income). Esti siha na taotao tânu man gaige gi papa I ochenta put sento (80%) gi suetdon henerât na populasió'n ni maha'alag AMP (Area Median Family Income) ginen i lai' fidirât depatamenton HUD (U.S. Department of Housing Urban Development). Gi halom Note Marianas ha ni manma nanahe esti na adilanton progrâma yanggen esta man halom ya makupa I âtkilón guma'.

Eskeran I Programa (Program Criteria)

Gi papa i fundon plânon kualifikasió'n 2017-2018 (QAP 2017-2018) na saiku “cycle”, guaha dos liston na pala, ni esta todo i plano yan taimanu i mapan i guma' ni listo gi nuebi na put sento (9%) na chalan, ni para ma kompli gi benti kuarto (24) meses disti ma fitma I kontrâtan CDBG-DR na progrâma esta ki mun hayan.

Mansiña Na Cho'chu (Eligible Projects)

Ha'anok na i mansiña na cho'chu taigui i para man hatsan guma' ya ma'atkila lao esta munhayan ma ayig haye para hu chogue I che'cho siha este disti 2018, 2019, 2020 yan 2021 ginen este na fundon salape I QAP 2017-18, QAP 2018-19, QAP 2019-20, yan QAP 2021-22 na dia salape para un huyon para man ha'atsa guma'. I selesió'n ni para haye para h chogue I che'cho gaigi gi gobietnon i tânu (era CNMI) QAP ni ha maneneha I salapin fidirât (grants) yan (loan) hayao salape para hu satba hafa na probleman salape.

- Implementasió'n i Chi'en (level) I Bedi Na Guma'--

Put rason na debi hu ma tatiyi hafa gaige gi lai fidirât 83 FR5844 ni ma'amenda ni lai 84 FR 4836, todo nuebo na man hatsan guma' para masagayi pat ma repeha i man mayamak, ya debi hu ma tatiyi i areklon HUD gi chi'en i bedi na guma'. I programan LIHTC ni esta ataka para man hatsan nuebo na guma', manma ssoyo na debi uma chule uno na setifikon gi esta siha na areklamento: Energy Star, Enterprise Green Communities LEED, ICC-700 National Green Building Standard, EPA Indoor Air Plus (Energy Star a prerequisite) arekpat hafa na areklamenton ni cha'pareho yan esti siha na lamenton i chi'en i bedi na guma'.

- Areklamenton I Internet, WIFI yan Hafa na Ranmentan Digital

Gi papa I lai'en fidirât 83 FR 5844, masossoyo todo man hahatsan guma' na debi anai' para matutun i nuebu na guma' na umana guahaye bentahan para hafana ramentan (internet, WIFI pat hafa na digital) para mana guahayi kon tempo kosa ki ti problema yanggen para mana halom gi gima'.

- I Ginagaogao Na Areklamenton Put Kampon I Man'Unutit pat Man gai Disibidât (Accessibility Requirements)

Todu dibelopmentun LIHTC debi di uma tatiyi esti siha na areklamentun gi san papa:

- Debi di hu guaha sinko put sento (5%) i anchon i san papa gi eda pat anai gaigi i setbisiôn "elevator" ya bula kampo para i man disibidât na petsona ni tinekteka gi aktun 2010 ADA (American Disability Act) yan gaigi lokkue gi chi'en i areklamenton (UFAS) federal Accessibility Standards.
- Tres (3%) put sento na kantidan kampo yan mauleg na setbisio para man disibidât na taotao tânu ni gina'gaogao ni i aktun 2010 ADA.

Ammwelal Iimw Ye E Mescherágh Rebwe Atkilai (GAP FILLER NGELIIR LIHTC)

(Alilisiil Ebwe Pileei Feyiril Malamal Nge Re Ayoora Tax Credit reel schókka eyoor bisnis nge re LIHTC ngare (Low Income Housing Tax Credit). Tax credit nge emmwel ebwe sefáál yóómw selaapi.

Autol Alillis Ye Tax Credit:

Nguluwal alillis yeel nge e ayoora ngeliir aramas kka rekke bisnis llól CNMI bwe rebwe ammwari ngere emmwel rebwe toolong llól alilisiil iimw ye ebwe yoor selaapi ye ebwe sefáál ngeliir ngere aa takkaló ngere re tori bwe rebwe tuutá llól alillis yeel, ye re ghal ira bwe Tax Credit mereel selaapi ye sighal ira bwe block grant yeel nge ii mille CDBG-DR (Community Development Block Grant-Disaster Recovery) bwe ebwe pillei meeta feyyúr malamal. Nge ebwe sóbweiló ngere ebwe assogghuiló iimw kka emmwel rebwe atkilai ngere améw nge ebwe meschereggh rebwe atkilai maas ki aschai familiya ikka rebwe atkila.

Bwulasiyol NMHC (Northern Marianas Housing Corporation) e mwuschel ebwe yááyá ghatchiw selaapil Block Grant ye CDBG-DR bwe ebwe pillei meeta ye rebwe aghatchiwló ngere féeri sefáli reel feyyir malamal, ngere NMHC ebwe scheliir maas schóól fférúl iimw ngere aa tooto atoll bwe rebwele abwóssu gastor bwe ebwe pileiló meeta ye rebwe fériló. E bwal mmwel school bisnis kkaal rebwal dibi ngere aa tooto atol rebwe yááyá selaape me e bwal mmwel schagh rebwe dibi fal eew llól maram ye rebwe yááyáá selaape ngere eew torosol selaape llól eew ráágh. Re ayoora angangal iimw kkaal bwe ebwe ghatch ngeliir schókka rese bwal ghi llang ngere sóssól selaapil yaar lollo llól sóbwol CNMI bwe eyoor akkapéél Federód reel aramas ikka re lo llól low income me moderate income.

Aweewel Alillis Yeel:

Bwulasiyol NMHC ebwe yááyá selaapil Block Grant ye CDBG-DR bwe ebwe seli ghatchiw selaapil (GAP FUNDING) bwe emmwel ebwe bwal toolong selaapil gobietno (pupliko) ngere (private) bisnis kka rebwe fili llól CNMI ye emmwel rebwe tingóór nge iir schóól alillis (financing) reel rebwe feeriló iimw kka e mescherágh rebwe atkilai llól alillis ye LIHTC (Low Income Housing Tax Credit).

Alillis ye LIHTC nge a mweitti ngeliir aschai aramas nge eew bisnis ngere corporation ye emmwel ebwe file-li aal Federal Income Tax Credits (saabw CNMI 1040 CM) nge ebwe gholátá tiwow percent (9%) ebwe tungóór llól aal Federal Income Tax reel iimw ffe kka relaál ayúw, me ngere re féeri ghatchiwló iwe faawu percent (4%) reel iimw ffe kka relaál ayúw me re aghatchiló ikka re ayoora ngeliir selaapi reel igha rese tailó tax bwe e lo bwe tax exempt obligations llól

CNMI nge NMHC nge tiwow schagh *percent* (9%) mille emmwel rebwe ngalleer bisnis kka e lo llól alliis yeel reel yaar *tax credit*.

Meeta Aschángeschángil Alillis Yeel:

Bwulul meeta re ayoora alillis yeel bwe ebwe ghatch ngeli schókka e sóssól me ese bwal ghi llang yaar selaapi e reel aar lollo llól sóóbw ye reghal ira bwe (LMI). Sibwe ira aramas kka fal waliigh *percent*(80%) reel akkape ngere tool reghal ira bwe (AMFI) Area Median Family Income e towow mereel Bwulasiyol Federód (HUD) *Income Limits*. Sibwe ira bwal eew aweewel alillis yeel ebwe ammwusi bwe e ffattaló bwe aa limeigh me eew *percent* (51%) iimw ngere aighúghúl (limits)mille raa toolong llól (LMI) *Low and Modern Income Households*.

Meeta Akkapéél Alillis Yeel:

Llól mille reghal ira bwe Allocation Plan 2017 eew alillis ye emmwel ubwe toolong llól ngere eyoor yóómw bisnis. Autol aweewe yeel nge eyoor ruwow ráaráál mille reghal aita bwe (shovel ready) re ghal ira bwe aa lo schagh póla bwe rebwele yááli bwe ebwe bwelliw akkayúl iimw ikka emmwel *tax credit* e lo llól tiwow *percent* (9%) llól aweewel LIHTC nge ebwe takkaló mwo akkayúl iimw llól reweigh me faawu (24) maram igha uwa mwekki itómw lló kontratal alillis yeel bwe llól selaapil Block Grants ye reghal ira bwe CDBG-DR.

Alillis yeel nge e bwal toolong mwóghuttughuttul akkayúl iimw, akkaméél iimw me rebwe ayoora akkapéél Green Building Standards me akkew mwóghuttul we ebwe scheeli meeta ye raa fasúl ayoora bwe aweeweel meeta emmwel ebwe scheeli LIHTC.

Kontrata me angaang ikka raa ngelleer selaapi mereel alillis yeel nge rebwe atabweei meeta ye e lo llól allégghúl Federód bwe iimw kka re ayúw nge ebwe mescherágh bwe rebwe atkilai ye eke aweewei llól Federal Register Vol.83, No.157 (August 14, 2018) 83 FR 40314 ngere rebwe bwal atabwei atoll ye ebwal kke tingóór LIHTC ifa leyil ye e láálááló ebwe alisiir schókka rekke atkilai iimw. Mescherághil atkilal iimw nge e toowow mereel allegh ye 83 FR 4031 nge re aweeweitiw:

-Aghatchilló ngere rebwe aúw sefáli nge ebwe waluw (8) masló kkatol iimw (units) reel maas kke aschai familiya re lo loll eew iimw (multifamily) rebwe toolong atkilai nge ebwe mescherágh nge esóbw bwal téétá abwóssul iimw llól seigh me limoow (15) ráágh.

-Iimw kka e ffétá aar ayúw reel ssoghul aramas faliw (multifamily) nge ebwe mescherágh yaar atkila iimw me ebwe láálái atkilon yeel nge ebwe tori ruweigh (20) ráágh. Nge ese mmwel rebwe aa tewtá nge

Ebwe Faisúl Ebwe Mmwel Ubwe Túútá llól Alillis Yeel (Program Criteria):

Faal aweeweel mille (Qualified Allocation Plan) nge aa fasúl eyoor ruwow isissiwow selaape (cycle). Ye reghal ira bwe “aa listo ruwow póla” shovel ready selaapi ye emmwel rebwe tingóor Angangal alillis kka raa ngalerwow selaapil mallakka aa mmwel rebwe toolong yaar bisnis reel rebwe aghatchúúló atkilal iimw llól tiwow(9%) per cent tax credit. Ekke ira emmwel yaar selaapi ebwe sefáál ngeliir bisnis kka re tutá nge ebwe takk llól ruweigh me faawu maram.

Angangal Alillis nge e toolong akkayúl iimw, akkaméél iimw, me rebwe atabwei aweeweel ngere standard-il (Green House) nge aweewe kkaal enge limoow autol: 1) Mapal (Design) iimw iya igha e lo ghasila, kommon, kkóto, saala, dengkkil llól iimw me lughul, me e lo iya schaal; 2) Mwóghuttughuttul akkayúl iimw (Operation); 3) áá); me 5) Amaalmwelal iimw (Maintenance). Iyeel affatal aweeweel Green House Standards, me bwal aweeweel mwóghuttughut bwe ebwe scheeli alillis ye LIHTC.

Angaang kka raa ngalleer selaapi mereel housing bwe rebwe scheeli akkilal iimw ikka rebwe atabwei atol atkkilal iimw kkaal reel ebwe mescherágh ngeliir aramas ikka re lo llól nge esóbw téetá méél bwe re chungú mellól allegghúl Rehisteral Federód Vol. 83, numero ye 157 (Agosto 14, 2018) 83 FR nge 40314, me ngere meeta aweeweel LIHTC ifa leyl e láálái rebwe tabwei. Atol iimw ikka rebwe atkilal nge e mescherágh rebwe atkilal e bwal lo llól allegh ye 83 FR 40314 nge ye aa maas sóbweiló faal:

- Fférisefáli ngere ayúsefáli iimw atkilon kkaal bwe maas kki eew familiya rekke atkilal nge maas kke waluw (8) kkatol iimw kka ebwe lootiw bwe ebwe mescherágh rebwe atkilal llól seigh me limoow (15) ráágh.
- Fféél akkayúl iimw ikka rebwe atkilal reer maas kke eew familiya reel maas kke limoow kkótul atkilal iimw nge ebwe lootiw ruweigh (20) ráágh esóbw tétá atkilal iimw.

Angaang Ikka Emmwel Ebwe tutá Llól Alilis Yeel

Kkontratal Angaang ikka raa takkal angúúngúrló ngere rekke uti llól ráágh kka 2018, 2019, 2020, mellól LIHTC me bwal eew atol (cycle) selaapil ye reghal ira bwe QAP 2017-18, QAP 2018-19, QAP 2019-20, me QAP 2021-22. Affelil kkontrata kkaal nge emmwel rebwe schuungi alleghil llól gobietnol faliw QAP. Bwulasiyol NMHC (Northern Marianas Housing Corporation) mille ebwe apayú ghillighilil selaapil block grant ngere CDBG-DR (Community Development Block Grant – Disaster Recovery) me ngere tingórol selaapi ye ebwe pileiló weiressil tingórol selaapi bwe ebwe ghatch mwóghuttughut.

- Rebwe atabwei setifikasionil (Green House Standards). Aweeweel setifikasion yeel nge e lo llól allégghil Federód 84 FR 4836, ye alangal akkayúl iimw ikka e ffétá me alangal iimw ikka re férisefáli bwe e ghatch feiril nge rebwe bwal atabwei allégghil Federód HUD iwe (Green House

Standards). Angangal LIHTC ye e tutá llól aghatchilól ngere ayúwsefáli iimw ikka elapló feiril nge re bwal bwobwogh yaar setifikasion-nul allegh ye Star Enterprise Green Communities, LEED, ICC-700 ye e toolong alangal aweeweel Green Building Standard, bwal setifikasion-nal EPA Indoor AirPlus (Energy Star a prerequisite) ngere bwal akkew setifikasion-nal green building ye e ghatch ngeliir Federód ye HUD.

- Meeta Peirághil Internet (Broadband)

Aweewel allegghil Federód ye Broadband nge e lo llól payil FCC (Federal Communication Commission) faal alleghye 83 FR 5844, nge ekke autiligh ngeliir alanger schóól akkayúl iimw ngere rebwe férisefáli iimw ikka aa bwal ghatch lapal feiril bwe maas k ke aschai familiya rebwe lo llól nge ebwe mescherágh atkilal nge bwulasiyol Housing ekke scheliir émwuschel ebwe ammwuri ebwe faisil ebwe bwaliwló bwulei ikka esóór yaar internet nge eghi mmwel schagh rebwe scheliir. E bwal mmwel rebwe fiti é

- Aweewel Schelappal iimw Bwe Inaamwo Iyo Emmwel Ebwe Toolong Llól
Alangal angaang ikka re ayoora mellól LIHTC nge ebwe atabwei allégh kka faal
 - Rebwe ayoora limoow (5%) per cent disti faal, lappal igha rebwe Ghommwal féeri elevator. Rebwe aschelappa bwe mmwel aramas kka e weires ilighiir me re lo wóól yaar wheelchair nge mmwel rebwe sorfetel nge re atabw (TAA) Tool Autol Aweewe reel ADA Standards (American Disability Act) me ngere re bwal atabwei bwal eew allégghil Federód UFAS (Uniform Federal Accessibility Standards)
 - Ebwe eluuw (3%) per cent reel lappal alangal iimw ikka eyoor nge rebwe atabwei Aweewel TAA (tool autol aweewe) bwe rebwe ayoora schelappal mwóghuttughuttul aramas ikka e weires ilighiir ye e lo llól ADA Standards.

Ngere eyoor maas meeta u mwuschel ubwe ghulei reel Gap-Filler ngeli LIHTC, utu ghal soong amwuri: https://www.cnmi-cdbgdr.com/resources/policies_procedures/.

AFFORDABLE RENTAL HOUSING DEVELOPMENT PROGRAM

GAP Filler to LIHTC

Responsibilities of the DEVELOPER

BEFORE EXECUTION OF CDBG-DR AGREEMENT

All existing LIHTC projects under this Program will be required to submit a new proposal as part of the CDBG-DR Agreement. This proposal shall include, but is not limited to:

- Revised development funding plan accounting for the costs and timeline of implementing the CDBG-DR requirements;
- Updated design and plan specifications
- Updated threshold review documentation (i.e., Designer's Preliminary Opinion Letter, Valid Construction Permit etc.)

At the discretion of NMHC, CDBG-DR funding will be made available to pay for the eligible costs related to the update of the design to meet the CDBG-DR design requirements. The cost must be evaluated as cost reasonable as part of the independent cost analysis of the project.

If any of the above certifications are incorrect for any cause attributed to the Developer, NMHC shall have just cause for terminating the CDBG-DR Agreement immediately.

The following documentation must be received and accepted by NMHC prior to the execution of the CDBG-DR Agreement:

1. A written report by the CDBG-DR Compliance Manager:
 - The plans have been received and have been approved by all pertinent Government Authorities;
 - The improvements as shown by the Plans will comply with all applicable zoning and construction laws, ordinances, and regulations
 - The Construction Contract satisfactory provides for the construction of the Improvements;
 - All roads and utilities necessary for the full utilization of the improvements for their intended purposes have been completed or are contemplated within the Improvements or the presently installed and proposed roads and utilities are sufficient for the full utilization of the improvements to their intended purpose; and
 - The construction of the Improvements theretofore performed, if any, was performed in accordance with the Plans and will be finished along with all necessary roads and utilities on or before the Construction Completion Date.
2. Current Financial Statements of the Authorized Representative of the Developer, and/or Owner, and any other financial documents and/or data deemed reasonably required by NMHC;
3. Evidence of payment and performance bonds and labor and material payment bonds, each for penal sums equal to the amount of the Construction Contract, and (if applicable) a Wage Payment Bond for twenty percent (20%) of such amount, or as otherwise provided by law, each naming NMHC as obliges, with a company having a rating of A or better and a financial size of V or better with Best Rating Service and acceptable to NMHC, the Workman's Compensation Fund and other insurance policies (together with evidence of the payment of premiums) required hereunder and/or under any other Loan Document, and all documents related to construction, including without limitation, the Construction Contract, and agreements with and from the Contractor and Development's Architect.

4. Copy of the Construction Contract and a copy of the Developer's agreement with the Developer's Architect certified by the Developer (terms and conditions of such agreements must be acceptable to NMHC)
 5. The Project Cost Statement;
 6. A copy of the public instrument (deed, lease agreement, sales contract, option agreement, among others) relating to the Developer's acquisition of the Developer's Interest in the Premises and all documents related therewith;
 7. The Developer must provide evidence that it has met all conditions defined in its LIHTC-Operating Agreement as of the date of the Initial Advance with respect to ensuring that the Capitol Contributions have been complied with to the extent possible;
 8. Environmental Review see below section Environmental Requirements; this includes the Approved Request for Release of Funds (RROF) and Finding of No Significant Impact (FONSI), if applicable.
 9. Copies of any inspection and/or test records and reports made by or for the Developer's Architects;
 10. A construction schedule for the improvements;
 11. A progress schedule showing the interval of time over which each item of Direct Cost and Indirect Cost is projected to be incurred and paid, as well as, a breakdown of all Direct Costs to be incurred for the construction of the Improvements; and
 12. Evidence of compliance with CDBG-DR funding requirements, including but not limited to, adherence to, at least, one Green Building Standard and the inclusion of Broadband Infrastructure requirements.
- Implementation of Green Building Standards
As required by 83 FR 5844 and amended by 84 FR 4836, all new construction of residential buildings and all replacement of substantially damaged residential buildings must comply with a HUD-approved Green Building Standards. LIHTC projects that meet criteria for new construction or replacement of substantially damaged buildings are required to obtain a minimum of one of the listed certifications: Energy Star, Enterprise Green Communities, LEED, ICC-700 National Green Building Standard, EPA Indoor AirPlus (Energy Star a prerequisite) or any other equivalent comprehensive green building program acceptable to HUD.
 - Broadband Infrastructure Requirements
Under 83 FR 5844, projects are required to include installation of broadband infrastructure at the time of new construction or substantial rehabilitation for multifamily rental housing that is funded or supported by HUD. NMHC aims to narrow the digital divide in low-income communities served by HUD. Installing unit-based broadband infrastructure in multifamily rental housing that is newly constructed or substantially rehabilitated with or supported by HUD funding will provide a platform for individuals and families residing in such housing to participate in the digital economy and increase their access to economic opportunities.
 - Accessibility Requirements
All LIHTC developments must comply with the following accessibility requirements:
 - Five percent (5%) of the total ground floor and/or elevator-serviced unit inventory must be made fully mobility-accessible under the 2010 ADA Standards and, wherever applicable, the Uniform Federal Accessibility Standards (UFAS).
 - Three percent (3%) of the total unit inventory must be made sensory-accessible under the 2010 ADA Standards and, wherever applicable, the Uniform Federal Accessibility Standards (UFAS).

ENVIRONMENTAL REQUIREMENTS

Environmental Review The purpose of the Environmental Review is to ensure that all subsidized with CDBG-DR funds follow all applicable federal laws and authorities identified in 24 C.F.R. part 58: Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities. The Environment Review is to determine the environmental eligibility of a proposed project(s) or activity(s) to allow any environmental mitigation requirements to be performed to or during construction work.

No work may start on a proposed project before the environmental review process is completed, even if that work is being done using non-HUD funds, such as signing a construction contract, etc., specifically, environmental clearance must be obtained for each project prior to the firm commitment of federal or non-federal funds. (24 CFR §58.22). **A violation of this requirement may jeopardize federal funding to a project and disallow all costs that were incurred before the completion of the Environmental Review.**

Lead-Based Poisoning Prevention Act

Developers must be compliant with the Lead-Based Poisoning Prevention Act (42 U.S.C. § 4821-4846) and all regulations and procedures stipulated by the Bureau of Environmental Health/CHCC and any amendments thereof.

Flood Insurance Program Requirements

Projects located in a Special Flood Hazard Area (SFHA) (also known as the 100-year floodplain) that receive assistance under CDBG-DR must obtain and maintain flood insurance in the amount and duration prescribed by FEMA's National Flood Insurance Program. Section 102(1) of the Flood Disaster Protection Act of 1973, 42 U.S.C § 4012(a) mandates the purchase of flood insurance protection for any HUD-assisted property within a Special Flood Hazard Area.

FEMA recommends, although not required, to purchase flood insurance for those properties outside the SFHA that are prone to flooding in order to better protect the Developer from the economic risks of future floods and reduce dependence on Federal disaster assistance in the future.

PREREQUISITES FOR INITIAL DISBURSEMENT

Upon signature of the CDBG-DR Agreement, the Developer shall provide proof of payment and performance bonds, labor bonds, and materials payment bonds before the initial disbursement.

DURING CONSTRUCTION

The Developer must begin construction no later than **forty-five (45) days** from signing the CDBG-DR Agreement with NMHC. In the case of delays caused by events beyond the Developer's control, construction can begin within **sixty (60) days**. Further delays beyond the aforementioned time requirement will be handled on a case-by-case basis.

MONITOR CONSTRUCTION PROGRESS

Throughout the duration of the construction, the Developer shall comply with all restrictions, covenants, and easements affecting the Premises, Developer's interest in the Premises, or the improvements and cause the satisfaction of all material conditions of the agreement.

In order to monitor construction progress, NMHC and its representatives, shall be granted access during normal business hours, to enter the construction site to perform the following activities, as deemed necessary:

- Inspection improvements and all materials to be used in the construction;
- Examine all available detailed Plans;
- Compliance with all applicable cross-cutting regulations and program guidelines; and,
- Any other activities NMHC deems necessary to the success of the Project.

Until the Date of Conversion to permanent financing, the Developer shall submit monthly report to NMHC indicating the state of completion of the Improvements compared to estimates, and such other information as NMHC may reasonably request. The report shall be delivered in an acceptable form and substance to NMHC.

CONTRACTOR MANAGEMENT

The Developer should include the following provisions as part of the Construction Contract with the Contractor:

- The Contractor will deliver to NMHC copies of all major subcontracts, Change Orders, and any other contract, purchase order or subcontract covering labor, materials, equipment, or furnishings to or for the improvements;
- The names of all persons with whom the Contractor contracts for the construction of the improvements or the furnishings of labor or materials.

The Developer shall acknowledge that ten percent (10%) from each construction payment will be withheld and that said retainage will be paid subject to the terms of the CDBG-DR Agreement, the Bonds, and the Construction Contract. All such subcontractors to be utilized by the Contractor in the development and construction of the Improvements shall be reasonably acceptable to NMHC.

DAVIS-BACON AND RELATED ACTS I LABOR STANDARDS

Prevailing wage rates and compliance requirements will apply to all developments with 8 or more units where more than \$2,000 CDBG-DR funds are expended on construction. DBRA requires the payment of locally prevailing wages and fringe benefits to laborers and mechanics for on-site construction, alteration, or repair (including painting and decorating) of public buildings or public works on federally funded or assisted contracts in excess of \$2,000. See Federal Requirements, which includes Federal Labor Standards Provisions. All Development Partners must account for prevailing wage in their Project Proposal. Locally prevailing wages are determined for specific employee classifications by the US Department of Labor (DOL) and made available to the public as "wage decisions".

Section 3 (1)

Awardee shall comply with 12 U.S.C. 1701u and its regulations ("Section 3"). In compliance with Section 3, the CDBG-DR Program will require fund recipients to establish training, employment, contracting and other economic opportunities arising from HUD funding. The requirements of Section 3 apply to recipients of HUD funding for Section 3 covered project(s) in which the amount of the assistance is in excess of \$200,000. Contractors and Subcontractors are also subject to Section 3's requirements when performing any type of activity on Section 3 covered projects for which the amount of funding is in excess of \$200,000 and the contract or subcontract exceeds \$100,000. (2) If these thresholds are met, the Section 3 requirements apply to the entire project or activity that is funded with Section 3 covered assistance, regardless of whether the Section 3 activity is fully or partially funded with Section 3 covered funds. (3) (If applicable) if a Subrecipient receives Section 3 covered housing construction or infrastructure or economic revitalization assistance in excess of \$200,000, but no individual contract exceeds \$100,000, Section 3 requirements will only apply to the recipient

(e.g., hiring and training goals). (4) When Section 3 is triggered by the thresholds mentioned above, all parties must attempt, to the "greatest extent feasible," to meet the minimum numerical goals as follows: a. At least 30% of all hires must be Section 3 Residents; and b. At least 10% of the total dollar amount of all Section 3 covered contracts for housing rehabilitation, construction, and other public construction should be awarded to eligible Section 3 Business Concerns; and, c. At least 3% of the total dollar amount of all Section 3 covered non-construction (e.g., professional services) contracts should be awarded to eligible Section 3 Business Concerns.

REGULATORY COMPLIANCE

Upon demand of NMHC or its representative, the Developer shall be required to correct any defects (including structural) in the Improvements or any departures from the Plans not approved by NMHC.

If the Developer fails to comply with the federal statutes, regulations or the terms and conditions of the CDBG-DR Agreement, NMHC may take one or more of the following actions:

- Take other remedies such as temporarily withhold cash payments pending correction of the deficiency by the Developer;
- Disallow all or part of the cost of the activity or action not in compliance;
- Initiate suspension or debarment proceedings as authorized under 2 C.F.R. § 180 (OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-Procurement)); or
- Withhold further Federal awards for the project or program;
- Entitled to take any remedies deemed necessary and that may be legally available.

The Contractor shall cooperate and deliver data or documents in connection with the Improvements to NMHC as requested. NMHC reserves the right to request copies of all contracts, bills of sale, statements, receipted vouchers, or agreements in the following cases:

- Developer claims title to any materials, fixtures or articles incorporated in the improvements; or
- Subject to the lien of the Mortgage; or
- Incurred costs which are entitled to CDBG-DR funds.

FINANCIAL MANAGEMENT

The Developer is responsible for paying all Direct Costs, Indirect Costs, and expenses for the completion of the Improvements and satisfying all of the outlined in the CDBG-DR Agreement, including without limitation:

- All document and stamp taxes, recording and filing expenses and fees, in connection with the transactions contemplated hereby;
- All taxes, insurance premiums, liens, security interest or other claims or charges against the Premises, Developer's Interest in the Premises, or Improvements; and
- All costs of completion of the work to be performed by Developer in space to be occupied in the Improvement (including public space outside the property boundaries) to permit the lawful occupancy thereof for the purposes contemplated by the operating agreement.

The Developer shall maintain a standard and modern system of account of its dealings and business affairs in accordance with generally accepted account principals, and permit NMHC or any of its agents or representatives to have access to and to examine all of its books and records at any time s hereafter during business hours and copy from any and all of said books and records; cause its booked to be audited annually by a reputable accounting firm licensed in the CNMI.

The Developer shall pay and discharge all taxes, assessments and governmental charges and levies imposed upon its income or profits, or upon any property belonging to it, on or prior to the date in which penalties attached thereto, provided that Developer shall not be required to pay any such tax, assessment, charge, levy or claim, the payment of which is being contested in good faith, by the proper proceeding and such non-payment will not create a lien on the Premises, on Developer's Interest in the Premises, or the Improvements.

The Developer shall be required to provide NMHC within one hundred twenty (120) days after the end of its fiscal year with an audited Financial Statements of the Developer without any qualification or exception reasonably deemed material by NMHC. In addition, Developer may be requested to provide an unaudited Financial Statement signed by its Managing Member (no more than once monthly).

Pursuant to the above section, the Developer shall maintain the Premises, Developer's Interest in the Premises, and the Improvements free and clear of all liens, charges, claims, defects and encumbrances except the Mortgage, NMHC's restrictive covenants, and such others as shall have been previously approved in writing by NMHC.

Upon request of NMHC, the Developer may need to execute, deliver, obtain, and furnish, at their own expense, such documents as may be necessary:

- To perfect and maintain the Mortgage and the pledge and security interest hereunder and the other Loan Documents, and to
- Fully consummate the transactions contemplated under the CBDG-DR Agreement and maintain the principal amount of the Mortgage and the additional credits thereunder in amounts – which in the sole, but reasonable, discretion of NMHC – will fully secure the payment and performance of all indebtedness, liabilities and obligations under the Agreement and other Loan Document.

LEGAL CONSIDERATION

The Developer shall promptly notify NMHC of any claim, suit, proceeding, or brought against, or to the knowledge of Developer, which if adversely determined or otherwise would have a material adverse effect upon the Premises. Developer's Interest in the Premises, the Improvements, or financial condition or business affairs of Developer.

The Developer shall indemnify, defend and hold NMHC officials harmless from all losses, liabilities, costs, expenses (including reasonable attorney's fees) that NMHC may suffer as a result of any claims or suits brought by an broker, finder, agent or similar entity claiming through or as a result of dealings with Developer relative to the acquisition of Developer's Interest in the Premises or in connection with the execution hereof or the consummation of the transactions contemplate hereby and Developer's obligations herein shall survive the expiration or termination of the Agreement and the payment of the Loan.

SUBSTANTIAL COMPLETION

The Developer shall pay the amounts retained or held back from the Contractor in accordance with the terms of the Construction Agreement and the Bonds. In order to release the funds, the following is required:

- Receipt of the Certificate of Occupancy for the Improvements and the release from the bonding company that issued the Bonds.
- Written recommendation by the CBDG-DR Compliance Manager or hired A&E firm confirming that:
 - Construction of the Improvements have been completed;
 - All necessary utilities and roads have been finished and made available for use;

- Receipt of satisfactory evidence of the approval and issuance of permits by all Governmental Authorities of the Improvements in their entirety for permanent occupancy; and of the contemplated uses thereof, to the extent any such approval is a condition of the lawful use and occupancy thereof;
- If requested by NMHC, a current final “as built” or “completion” survey of the Premises, certified by NMHC and the Title Insurer, showing the completed Improvements;
- Architect’s certificate, confirming that the Improvements have been completed substantially in accordance with the Plans and acknowledging payment in full for the Architect’s services;
- Developer’s certificate, accepting as completed the Improvements;
- Final releases of payment from all persons who supplied material services, labor or materials for the Improvements and certificates from the Contractor and the sub-contractors acknowledging such payments, including an affidavit; and
- Such other evidenced or documents as NMHC may deem reasonably necessary.

RENT UP PHASE

Each project is required to achieve its Placed-in-Service by the 31st of December of the second year after signing the LIHTC Carryover Allocation Agreement; if not the Developer may lose the LIHTCs.

After Placed in Service is reached, the Developer has one year to certify fully occupancy of the project, if not the LIHTC will be prorated by the number of occupied units and the portion of vacant units may result in lost LIHTCs.

Once approval has been given that the project is ready for occupancy, the Rent Up/Lease Up phase of the project is initiated. In this phase, the Management Agent is responsible for facilitating the leasing process and ensuring that households in the LIHTC units meet the income eligibility requirements. In order to ensure eligibility, the Management Agent shall verify all income, household characteristics, and any circumstance that may affect income eligibility and compliance with LIHTC requires prior to signing a lease agreement.

In order to facilitate this process, other activities included may include advertising, maintaining a model unit, providing on-site office space for the Management Agent and staff, and any other activities to rent the property. Project are considered complete only after all units are 100% construction complete and certificates of occupancy have been issued.

The Compliance Monitoring Plan outlines the process, requirements, responsibilities, income validation, forms, etc.

COMPLIANCE MONITORING

The aforementioned QAPs include a Compliance Monitoring Plan, pursuant to the requirement state in 26 U.S.C § 42, Developers or Management Agents are required to provide annual certifications of qualified low-income tenants, including tenant income and rents charged, the number of qualifying low-income units, as well as any other information pertinent to determine compliance.

Developers are advised that NMHC is required to perform compliance monitoring. To facilitate monitoring, NMHC and its designees will have access to all project information, including but not limited to, physical access to the project, financial records, and tenant information for the purpose of monitoring compliance with 26 U.S.C. § 42 with CDBG-DR requirements. In the case of noncompliance incident, NMHC will advise the Developer, as well as notify the IRS or any other federal agency, as deemed necessary. Further note that regardless of the status of the noncompliance incident (Resolved or not) all incidents related to the LIHTC laws and regulations will be reported to the IRS.

- Occupancy Requirements

To be considered an eligible housing activity under CDBG-DR funding, rental housing must be occupied by LMI households. The rents must be considered “affordable” to meet this criterion. LIHTC rents are set at 30 percent (30%) of the income of the AMI tied to the unit. This is calculated with an assumed family size of 1.5 persons per bedroom.

Household income at move-in must not exceed the applicable income limit designated for the household’s family size in accordance with the affordability requirements defined by HUD. These are published annually at www.huduser.gov/portal/datasets/il.html. Prior to moving in or taking possession of a unit, the Developer or Management Agent is required to certify that the household meets the income requirements. Certification of residents after move-in may impact the Developer’s ability to claim tax credits for the unit.

All Developers under contract with NMHC must comply with federal, state and local laws that prohibit discrimination on the basis of disability, including but not limited to the Federal Civil Rights Act (Title VI), the Federal Fair Housing Act (Title VIII), Section 504 of the Rehabilitation Act of 1973 (504) and the Americans with Disabilities Act (ADA). In addition, Developers cannot discriminate against voucher families and must accept Section 8 voucher tenants.

Developers and Management Agents shall adopt suitable means to ensure the information regarding the availability of accessible units reaches eligible individuals with disabilities and shall undertake reasonable nondiscriminatory steps to maximize the utilization of such units by eligible individuals.



CDBG-DR Affordable Rental Housing Development Program Application Checklist

Sole Proprietorships		Partnerships		Corporations		LLCs	
Completed Application (Signed)		Completed Application		Completed Application		Completed Application	
Photo ID		Photo ID's of Partners		Photo ID's of Principals		Photo ID's of Members	
Business Plan		Business Plan		Business Plan		Business Plan	
BGRTs		Business Financial Statement (2 Years)		Business Financial Statement (2 Years)		Business Financial Statement (2 Years)	
Interim Business Financial Statement		Interim Business Financial Statement		Interim Business Financial Statement		Interim Business Financial Statement	
Personal Financial Statement		Personal Financial Statement (Partners)		Personal Financial Statement (Principals with ownership > 20%)		Personal Financial Statement (Members with ownership > 20%)	
Individual Income Tax Returns (2 Years)		Individual Income Tax Returns (2 Years)		Individual Income Tax Returns (2 Years)		Individual Income Tax Returns (2 Years)	
2 Most Recent Check Stubs		2 Most Recent Check Stubs		2 Most Recent Check Stubs		2 Most Recent Check Stubs	
Business License (If Established)		BGRT for 1 Year (If Established)		BGRT for 1 Year (If Established)		BGRT for 1 Year (If Established)	
\$14 Credit Check Fee		Business License		Business License		Business License	
Collateral Documents		Partnership Agreement		Certificate of Incorporation		Certificate of Organization	
Deed for Property		\$14 Credit Check Fee (For Each Partner)		Articles of Incorporation		Articles of Organization	
Map to Property Location		Collateral Documents		Organizational Minutes		Operating Agreement	
Pictures of Property		Deed for Property		Bylaws		Annual LLC Report	
		Map to Property Location		Annual Corporate Report		Resolution to Borrow	
		Pictures of Property		Resolution to Borrow		\$14 Credit Check Fee (For Each Member)	
				\$14 Credit Check Fee (For Each Principal)		Collateral Documents	
				Collateral Documents		Deed for Property	
				Deed for Property		Map to Property Location	
				Map to Property Location		Pictures of Property	
				Pictures of Property			

Financial business projection must show enough sales/income to cover the monthly loan payment. If any, what type of security or collateral would be offered to secure the loan?





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



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

Company/Agency 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 program your proposed project falls under.
3. In the **Project Name** box indicate the name of the project (ex: *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.*
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.
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, (2) correlation to Housing; and (3) 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 **Organizational Head's** name and title in the appropriate boxes. A signature signifies the approval by the Organizational Head.*

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

General Description Form

Place a check mark in the appropriate box:

☐ Original Application

☐ Amended Application # _____

1. Applicant Name, Contact Person's Name, Address, Phone Number, and Email Address:

2. Program:

☐ Infrastructure ☐ Public Services/Public Facilities

3. Project Name:

4. Name, Address, Phone Number, and Email Address of Architectural/Engineering Firm: (if applicable)

5. Name, Address, Phone Number, and Email Address of Environmental Firm: (if applicable)

Date of ERR:
(if applicable)

6. Describe in detail, your project's physical loss or social impact or economic impact or loss in function of a system, that will serve as a "Tie to the Disaster" and Housing:

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.

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. 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.*

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

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 51% of the persons or households qualify as low to moderate-income. *Please refer to the census maps attached at the end of the application*)
- ☐ *Limited Clientele.* Limited to a specific group of persons and at least 51% of them qualify as low to moderate-income.
- ☐ *Housing activities.* An eligible activity carried out for a purpose of providing or improving permanent residential structures which, upon completion, will be occupied by low- and moderate-income households.
- ☐ *Job creation or retention activities.* An activity designed to create or retain permanent jobs where at least 51% of the jobs, computed on a full-time equivalent basis, involve the employment of low- and moderate-income persons.

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.

- | | |
|--|--|
| <input type="checkbox"/> Public Facilities and Improvements 201(c) | <input type="checkbox"/> Rehabilitation and Preservation 202(a), (b), (c), (d), (e), (f) |
| <input type="checkbox"/> Clearance and remediations 201(d) | <input type="checkbox"/> General management, oversight and coordination 206(a) |
| <input type="checkbox"/> Public Services 201(e) | <input type="checkbox"/> Public information 206(b) |
| | <input type="checkbox"/> Fair Housing Activities 206(c) |
| | <input type="checkbox"/> Indirect Costs 206(e) |
| | <input type="checkbox"/> Section 17 of the U.S. Housing Act of 1937 206(h) |

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

Organizational Head Initials _____

NMHC Initial _____

☐ 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			
Local Funds			
Private Funds			
Insurance Proceeds			
Federal Funds (ie. FEMA)			
Other Funds			
Program Income			
TOTAL FUNDS			

1. Please explain how your organization will generate program income?

PROJECT BUDGET INSTRUCTIONS

Section I – Project Information

- Please enter the perspective applicant name.
- Please enter the Intergovernment Agreement Number (Leave blank until the number has been assigned and communicated upon executed intergovernment agreement.)
- 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 Intergovernment/Developer's agreement.*
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 between the grantee and/or agency. 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 been claimed as direct costs; and (4) that similar types of costs have been accorded consistent.

Section III – AUTHORIZATION

1. The applicant's **Organizational Head** must sign and date the form to signify the approval. Type the **Organizational Head'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:	
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 (At the discretion of the grantee)					
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					

Organizational Head Initials _____

NMHC Initial _____

SECTION III – AUTHORIZATION

The applicant agrees to substantially abide by the above budget in the utilization of funds provided under the Intergovernment/Developer Agreement.

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

**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

Organizational Head Initials _____ NMHC Initial _____

PROJECT DISBURSEMENT SCHEDULE INSTRUCTIONS

Section I – Project Information

- Please enter the perspective agency/developer name.
- Provide the project name of the specific project.
- Please enter the Intergovernment Agreement Number (*Leave blank until the number has been assigned and communicated upon an executed intergovernment 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

Agency/Developer Name:		Project Name:	
Intergovernment/Developer Number:		Project Number:	

SECTION II – DISBURSEMENT SCHEDULE

Milestone	Amount	Insert Year											
		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	Insert Year											
		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

Agency/Developer Name: Interagency/Developer Agreement Number:	Project Name: Project Number:
---	--

SECTION II – DISBURSEMENT SCHEDULE

Milestone	Amount	Insert Year											
		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	Insert Year											
		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"/> Interagency/Developer			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 <i>(Skip Part II if this is a direct benefit project)</i>						
A. Indicate whether the completed project was target area(s) specific or community-wide						
<input type="checkbox"/> Target Area(s) <input type="checkbox"/> 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 <i>(Skip Part III if this is an area wide benefit project)</i>						
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 Finance
Manager:

Print Name and Initials

Signature

Date

Approved / Rejected by
NMHC Corporate
Director:

Print Name and Official Title

Signature

Date

PERSONAL FINANCIAL STATEMENT

As of _____, 2021

Name _____

Employed by: _____

Position: _____ Age: _____ Spouse: _____

If employed less than one (1) year, Previous Employer: _____

ASSETS	DOLLARS	CENTS	LIABILITIES	DOLLARS	CENTS
Cash in bank _____			Notes Payable _____		
_____			_____		
_____			_____		
Accounts Receivable-Good			_____		
Stocks and Bonds (Schedule B)			Accounts Payable		
Notes Receivable - Good			_____		
_____			Taxes Payable		
Cash Surrender Value Life Insurance			Contracts Payable		
Autos _____			_____		
_____			_____		
Real Estate (Schedule A)			Real Estate Indebtedness (Schedule A)		
Other Assets (Describe)			Other Liabilities (Describe)		
1 _____			1 _____		
2 _____			2 _____		
3 _____			3 _____		
4 _____			4 _____		
5 _____			TOTAL LIABILITIES		
TOTAL ASSETS			NET WORTH		
			TOTAL		

ANNUAL INCOME	DOLLARS	CENTS	ANNUAL EXPENDITURES (Exclude Ordinary Living Expense)	DOLLARS	CENTS
Salary			Real Estate payment(s)		
Salary (wife or husband)			Rent		
Securities Income			Income Taxes		
Rentals			Insurance Premiums		
Other (describe)			Property Taxes		
1			Other (describe-include installment)		
2			1		
3			2		
4			3		
5			4		
TOTAL INCOME			TOTAL EXPENDITURES		
Less: Total Expenditures					
NET CASH INCOME					

Schedule A

Real Estate (attach additional sheet if necessary)

Location and Size Incl. Desc. Of Land & Structure	Title Held in Name	Current Value	Amt. Of Mortgage	With Whom	Maturity Date	Monthly Payment	Monthly Income

Schedule B

Stocks and Bonds (attach additional sheet if necessary)

Name of Issuing Corporation and Type of Security	No. of Shares or Face Value of Bond	Pledged?	Value Per Share	Total Value	Registered In Name of

The undersigned certifies that the above statement (or in lieu thereof, the attached statement, as the case may be) and supporting, both printed and written, give a full, true, and correct statement of the financial condition of the undersigned as of the date indicated.

Signature

Date

Other (explain) \$

PROFIT AND LOSS STATEMENT

Fiscal Year Ending: _____ or

Months Ending: _____

NET SALES	\$ _____	OPERATING PROFIT (forwarded)	_____
LESS COST OF GOODS SOLD:		Less Extraneous Expenses	_____
Beginning Inventory	\$ _____	Balance	_____
Plus Purchases	\$ _____	Plus Other Income:	
Balance	_____	Rent	\$ _____
Less Ending Inventory	\$ _____	Other	\$ _____
Total Cost of Goods Sold:	\$ _____	Total Other Income:	_____
GROSS PROFIT	\$ _____	NET PROFIT	\$ _____
Salaries paid (exclude partners)	\$ _____	RECONCILIATION OF NET WORTH	
General & Administrative	\$ _____	Net Worth at close	
Rent	\$ _____	last fiscal period	\$ _____
Interest	\$ _____	Plus: Net Profit (above)	\$ _____
Depreciation	\$ _____	Other Credits	\$ _____
Bad Debt	\$ _____	Total Other Profits:	\$ _____
Other	_____	TOTAL PROFITS:	\$ _____
_____	\$ _____	Less: Dividends or	
_____	\$ _____	Withdrawals	\$ _____
TOTAL OPERATING EXPENSE:	_____	Other Debits	\$ _____
		Total Withdrawals:	\$ _____
OPERATING PROFITS	\$ _____	NET WORTH	\$ _____

Note: Partners' salaries should be shown as withdrawals

Schedule A**DESCRIPTION OF STOCKS AND BONDS ON BALANCE SHEET**

No. of Shares	Corporate Name	Cost	Market Value	Pledged?

Schedule B**DESCRIPTION OF REAL ESTATE LISTED ON BALANCE SHEET**

Location	Title in Name of	Cost Land	Cost Improvements	Depreciation	Present Value	If Leasehold Give Expiration	Encumbrance Balance	Encumbrance To Whom

For the purpose of procuring a loan, the undersigned submit(s) the foregoing as a full, true and correct statement of his/their financial condition on the date hereof. The undersigned agree(s) to notify you immediately, in writing, of any material change in financial condition from that set forth above, and in the absence of such notice or of a new and full written statement, the foregoing may be considered as a continuing and substantially correct statement of the financial condition of the undersigned at the time of any loan made by you, it being expressly agreed that any application by the undersigned for a loan in the absence of such notice or new statement shall constitute a representation that the foregoing statement, if again made at the time of such application, would then be true.

Signature of person preparing application if other than applicant

Signature of Applicant

Title

**FINANCIAL STATEMENT ESTIMATED INCOME AND
EXPENSES**

(Show total for first 12 months)

FOR THE YEAR:

NAME:

MONTH												
Sales												
Less:												
Cost of Merchandise Sold or												
Cost of Materials Used												
Gross Profit												
Less Expenses:												
Salaries (exclude owner)												
Rent: Property												
Equipment												
Repairs and Maintenance												
Telephone and Utilities												
Supplies - Administrative												
Auto and Truck Expense												
Advertising												
Accounting and Legal												
Bad Debts												
Taxes and Licenses												
Depreciation												
Insurance												
Interest												
Office Expense												
Seeds												
Fertilizers												
Insecticides												
Feeds												
Fuel												
Other Expenses												
Total Expenses												
Net Profit												
Less Owner's Withdrawal												
Amt Available for Loan Payment												
Less Loan Payment (principal)												
Balance Retained by Business												

Date

Signature of preparer if other than applicant

Signature of Applicant

Bank Information

Name of Lead Bank and Contact Person: _____

Phone Number: _____ Email Address: _____

Anticipated Uses and Sources of All Project Funds

Sources include the loan you are requesting from NMHC CDBG-DR plus any other financing that will go into the project, including but not limited to bank financing and owner cash. Uses include equipment purchases, working capital, inventory, construction cost, etc. The total sources must equal the total uses.

Sources(s)	Amount(\$)	Use(s)	Amount(\$)
Total:		Total:	

Existing and Projected Employment

Number of Existing Employees				Projected Job Creation				
Full time	Part Time	Woman	Minorities	Year One		Year Two		Total created
				Full Time	Part Time	Full Time	Part Time	

Please Answer the Following Questions (Check box that applies)

	Yes	No
Has the company, any officer, subsidiary or affiliate of your company been involved in an bankruptcy or Insolvency proceedings or in any lawsuits, in the last 36 months, or on parole or probation, or convicted of a crime? <i>If yes, please provide details as a separate exhibit</i>	<input type="checkbox"/>	<input type="checkbox"/>
Does the company, owner(s), or member of Management Team have a controlling interest in other businesses? <i>If yes, please provide their names and relationship with your company along with a current balance sheet and Income statement for each as a separate exhibit</i>	<input type="checkbox"/>	<input type="checkbox"/>
Does your company buy from, sell to, or use the services of any concern in which owner(s), shareholder(s) or member(s) of the management team have a significant financial interest? <i>If yes, please provide details as a separate exhibit</i>	<input type="checkbox"/>	<input type="checkbox"/>

I certify that I am in compliance with all laws, regulations, ordinances, and order of public authorities applicable to it; and that I am not in default under the terms and conditions of any grant or loan agreements, leases, or financing arrangements with any other creditors; that the Northern Marianas Housing Corporation Community Development Block Grant – Disaster Recovery (CDBG-DR) and its agent is authorized to obtain a credit check on any principal or business associated with this application for the purposes of determining credit worthiness; and I have disclosed and will continue to disclose any occurrence or event that could have an adverse material impact on the project. (Adverse material impact includes but is not limited to lawsuits, criminal or civil actions, bankruptcy proceedings, regulatory intervention or inadequate capital to complete the project); and I furthermore certify that to the best of its knowledge and belief, the information being submitted to the CDBG-DR, and its agent is true and correct;

_____ Print Name	_____ Title	_____ Date
_____ Signature	_____ Social Security #	_____ Date
_____ Print Name	_____ Title	_____ Date
_____ Signature	_____ Social Security #	_____ Date

BUSINESS PLAN

INSTRUCTIONS: As a requirement, please submit a Business Plan using the following general format.

I. EXECUTIVE SUMMARY

Name of Business; Type of Business Organization; Main Product or Service; and Business Goals and Objectives.

II. DESCRIPTION OF THE ENTERPRISE

Describe your project and give a summary detailing why your project will work and how it will contribute to the CNMI's economic and social development goals. Include your name, mailing address, background and experience that is relevant to the business. Also include the future outlook and prospects for the business.

III. MANAGEMENT, KEY PERSONNEL AND OTHER STAFF

Describe who will manage the business; who are the key people and what are their education background and work experience; how will you pay them and on what basis (monthly, biweekly).

IV. DESCRIPTION OF PRODUCTS AND SERVICES

Specific information about what you are selling, description of current status of product or service, why you think your product/ service will sell? Describe how you will sell your product or service.

V. BUSINESS LOCATION

How is your business located in relation to your supplier and customers, and what effect will your location have on the volume of business; what space do you need to operate; will you lease or build office space or project site; give advantages and disadvantages of the location. Include a sketch of the land and its parcel number.

VI. COMPETITION

Who are your competitors? What makes your business unique? What need does your business fulfill? What does your business solve?

VII. MARKET/ CUSTOMERS

Describe the type of customer you are targeting or name specific customers if you will have just a few.

VIII. PRICE & PRICING STRATEGY

How much will you be charging the customer? Do you have alternating pricing depending on volume of purchases or frequency of purchases?

IX. ADVERTISING AND PROMOTION

How will you let your customer know about your service or product? How will you encourage them to use your product or service? What will it cost you to advertise your product or service, if necessary?

X. SALES AND CREDIT TERMS

When are payments due? Will you give credit? What criteria do your customers need in order to be eligible for credit? Will you offer a discount for early payment? Will you charge a late fee for late payments? At what point will you refuse to offer further credit? How much total credit can your business afford to offer to all customers?

XI. EQUIPMENT AND TOOLS

What permanent or semi-permanent items (equipment and tools) do you need to operate this business? Where will you get them? How long will it take for you to get them after you order?



NORTHERN MARIANAS HOUSING CORPORATION

Community Development Block Grant – Disaster Recovery (CDBG-DR) Division

P.O. BOX 500514, Saipan, MP 96950-0514

Email: cnmi-cdbg-dr@nmhcgov.net

Website: <http://www.cnmi-cdbgdr.com>

Tels: (670) 233-9447
233-9448
233-9449
233-9450

Fax: (670) 233-9452

I, _____, hereby consent to the disclosure of the information collected and maintained by FEMA filed under my application number FEMA DR-_____ - CNMI, to the Northern Marianas Housing Corporation (NMHC).

Specifically, I consent to have my entire FEMA Disaster Individual Household Program application file, or any part thereof, disclosed to NMHC for the purposes of providing me with additional disaster assistance.

Additionally, I consent to have NMHC and its agents speak on my behalf to FEMA and/or represent me before FEMA. This consent is made pursuant to and consistent with 28 U.S.C. § 1746.

I declare, under penalty of perjury, that the foregoing is true and correct.

Name

Date

Signature

FEMA Registration Number

Current Address (if different than damaged home): _____

Damaged Home Address: _____

Area Code & Phone Number: _____

Place of Birth: _____

In accordance with the Privacy Act of 1974, the Northern Marianas Housing Corporation (NMHC) CDBG-DR Program requests that the Federal Emergency Management Agency (FEMA) provide the NMHC CDBG-DR Program with information relating to applications for disaster assistance that FEMA received within the Commonwealth of the Northern Mariana Islands (CNMI) for FEMA disaster event number(s) FEMA-DR-_____ - _____.

The NMHC CDBG-DR Program would like to assist property owners under programs to be made available by the NMHC including its Community Development Block Grant Disaster Recovery (CDBG-DR) Program.

The information received from FEMA will be used to determine outstanding needs, to properly calculate and determine eligibility for programs, and to prevent a duplication of benefits in determining eligibility for assistance.

Additionally, the information will ensure that the citizens of CNMI do not violate any laws and regulations that would require repayment of certain benefits received.



**Tinian Field
Office**
Tel: (670)433-

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

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

Rota Field Office
Tel: (670)532-
9410



CDBG-DR Affordable Rental Housing Development Program

Applicants Name and Contact Information

Date of Submission: _____
Company Name: _____
Date established: _____
Loan Amount: _____
Term: _____
Use of Funds: _____

Type of Company/Organization

- ☐ Sole Proprietorship
☐ Non-Profit Organization
☐ S Corporation
☐ C Corporation
☐ Partnership
☐ LLC
☐ LLP

Company Mailing Address: _____

Company Physical Address: _____

Contact Person: _____ Title: _____

Contact's Address: _____

Telephone number: _____ Tax ID# _____

Email Address: _____ Website: _____

Management Information (owner(s), officer(s), director(s), & shareholder(s) who own 20% or more shares of the company)*

Name	Title	% Ownership	Minority Owner	Woman Owner
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

***Personal financial statements** and **tax returns** are required for those with 20% or greater ownership interest. CDBG-DR and/or its agents reserve the right to obtain **credit bureau reports** on any business or individual in connection with this application.



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