

## Multifamily Rental Housing New Construction Notice of Funding Availability (NOFA)

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

NOFA Released:  
**January 20, 2026**

Applications Due:  
**March 11, 2026**

*Applications must be submitted via the online portal.*

Instructions for application completion are contained in this  
Notice of Funding Availability

County of Maui, Office of Recovery  
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## Version History

Version	Date	Summary Description	Approved By
1.0	1/20/2026	Initial	

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# 1. INTRODUCTION

## A. Purpose

The County of Maui Office of Recovery (“County OOR”) is issuing this Notice of Funding Availability (NOFA) to solicit applications from qualified and experienced developers for Phase 2 of the Multifamily Rental Housing New Construction Program. The purpose of the NOFA is to increase the long-term supply of resilient, safe, and affordable multifamily rental housing for households impacted by the 2023 Maui Wildfires and across the island of Maui.

This program supports the development of new multifamily rental units through gap funding, provided as a loan, to advance projects that can meaningfully contribute to the County’s affordable housing goals. The Program prioritizes shovel-ready projects that can move efficiently into construction.

## B. Funding Available

A total allocation of \$185,000,000 has been designated for the Multifamily Rental Housing New Construction Program. Funding will be awarded in a loan structure to support eligible costs including land acquisition, site improvements, infrastructure, and construction of new rental housing.

Individual project awards are subject to the following limitations:

- A maximum of \$400,000 per eligible unit, and
- A maximum total award of \$70,000,000 per project

Applicants must clearly document their total development budget, all committed funding sources, and the resulting funding gap to determine the eligible award amount.

The County OOR reserves the right to award funding based on readiness, feasibility, alignment with program goals, and available budget. Funding awards are contingent on compliance with program guidelines and applicable federal requirements under CDBG-DR.

## C. Program Guidelines

All applicants are encouraged to review the Multifamily Rental Housing New Construction Program Policy prior to submitting an application. Compliance with Program Policies is mandatory, and applications that do not align with the requirements will not be considered for funding.

The Program Policy can be found here:

<https://hookumuhou.mauicounty.gov/DocumentCenter/View/355/Multifamily-Rental-Housing-New-Construction-Program-Policy-PDF>

Applicants must ensure that their proposed projects meet all standards and requirements outlined in the Program Policy, including but not limited to:

- Eligible activities, such as land acquisition, infrastructure development and construction;

- Affordability period requirements of no less than 45 years;
- Rent limits, utility allowances, and income eligibility standards as defined by CDBG-DR and HUD regulations;
- Loan terms and repayment mechanisms, as applicable;
- Must be able to complete construction within 36 months of award;
- Modern safety, energy efficiency, and disaster-resilient construction standards for all units developed.

Applicants must ensure compliance with all federal, state, and local requirements, including environmental review, duplication-of-benefits rules, and cross cutting regulations.

## D. Contact Information

For general questions, technical assistance, or clarification regarding this NOFA, please contact:

County of Maui Office of Recovery – CDBG-DR Program

**Email:** [Cdbg-DR@Mauicounty.gov](mailto:Cdbg-DR@Mauicounty.gov)

**Phone:** (808) 270-6267

# 2. GENERAL INFORMATION

## A. Application Portal Information

Applicants must submit their complete application package through the County OOR's online application portal. All portions of the application, including narrative responses, all required backup documentation, and templates, must be submitted within the portal

- Appendix 1 to this NOFA contains the full list of application questions.
- Appendix 2 to this NOFA contains the templates necessary for completion.
- Appendix 3 to this NOFA contains the Standard Operating Procedure (SOP) for registering an entity, creating an account, and submitting an application through the portal.

Applications submitted outside of the portal (email, mail, hand delivery, etc.) will not be accepted.

### I. Application Portal Link

The link for the Application Portal is

<https://horne2.outsystemsenterprise.com/MauiCountyProgramPortal/Login>

## B. Critical Dates and Timelines

All applications and questions must be received in accordance with the timeline outlined below.

Milestone	Date	Time (HST)
<b>NOFA Release</b>	January 20, 2026	9:00 AM
<b>Deadline to Submit Questions</b>	January 30, 2026	5:00 PM
<b>Publication of Q &amp; A on County Website</b>	February 5, 2026	5:00 PM
<b>Application Due Date</b>	March 11, 2026	5:00 PM

## C. Applicant Eligibility

Eligible applicants for Phase 2 include any qualified, experienced developer with the capacity to plan, finance, and construct multifamily rental housing projects within the island of Maui.

The Program Policy identifies the eligible development activities and overall program structure for the Multifamily Rental Housing New Construction Program and must be interpreted in alignment with applicable federal regulations, including:

- HUD CDBG-DR Universal Notice (90 FR 1754)  
<https://www.govinfo.gov/app/details/FR-2025-01-08/2024-31621>
- 24 CFR Part 570 – Community Development Block Grants  
<https://www.ecfr.gov/current/title-24 subtitle-B/ chapter-V/ subchapter-C/ part-570>
- 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements (Uniform Guidance)  
<https://www.ecfr.gov/current/title-2/ subtitle-A/ chapter-II/ part-200>

Applicants must:

- Be a legally formed entity qualified to do business in the State of Hawaii as of 14 calendar days prior to the application deadline.
- Be registered and active in the System for Award Management (SAM.gov) and not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in federal programs.
- Be in good standing with state and federal taxes (including SUTA, FUTA, and income taxes) or have an approved and executed repayment plan.
- Be in good standing with the Hawaii Department of Commerce and Consumer Affairs (DCCA).
- Not be party to any active legal or court action related to fair housing and must disclose any current legal or court actions.

Applicants must demonstrate:

- Organizational capacity and experience developing multifamily rental housing;
- Financial capacity to undertake the project;
- Ability to meet CDBG-DR, HUD, and County requirements, including the Universal Notice (90 FR 1754), 24 CFR Part 570, and 2 CFR Part 200;
- Readiness to proceed, including progress toward entitlements, site control, and financing strategies.
- How the proposed development will prioritize households impacted by the 2023 Maui Wildfires; and
- Provide reasonable proximity to support services, schools, employment and public transit.

## D. Activity Eligibility

Eligible activities under this NOFA are limited to those permitted by the Multifamily Rental Housing New Construction Program Policy, including:

- Development of new multifamily affordable rental housing on the island of Maui
- Related eligible costs, such as land acquisition, infrastructure development, site work, and construction

All activities must align with the CDBG-DR requirements and fall within the eligible uses described in the Program Policy.

## E. Ineligible Activities

Ineligible activities are defined by 24 CFR 570.207 and by the Program Policy. Ineligible activities and costs include, but are not limited to:

- General government expenses
- Political activities
- Purchase of equipment
- Pre application and application development costs not permitted under Section III.B.14 of the HUD Universal Notice
- Hard and soft costs for housing units that will not be occupied by households earning 120% AMI or below
- Advances of any type, including construction advances
- Facility operating or maintenance expenses
- Infrastructure that does not result in housing production
- Supportive services
- Off site improvements
- Maintenance and operating costs

The County OOR retains the authority to approve or deny the eligibility of costs submitted for reimbursement and all costs must be reasonable and compliant with CDBG-DR requirements.

## F. Affordability Requirements

All funded units must remain affordable for a minimum of 45 years, enforced through a recorded deed restriction or other County OOR approved long-term affordability mechanism. Projects must comply with all affordability, income-targeting, and rent-limit standards established in the Multifamily Rental Housing New Construction Program Policy.

### I. Income Qualification Requirements

- At least 51% of total units must be restricted to households earning  $\leq$  80% of Area Median Income (AMI).
- The remaining units may be restricted to households earning up to 120% AMI, as allowed under Program Policy.

- Income eligibility must be determined using HUD Part 5 income determination, or another HUD-approved methodology authorized by the County OOR.
- All income restrictions must remain in effect for the full 45-year affordability period.

## II. Rent Limit Requirements

Rent limits must follow all applicable HUD and CDBG-DR requirements, including the rent standards adopted in the Program Policy:

- Units restricted to  $\leq 120\%$  AMI must use rents that do not exceed 120% of the High HOME Rent limit.
- Units restricted to  $\leq 80\%$  AMI must use rents that do not exceed the High HOME Rent limit.
- Units restricted to  $\leq 50\%$  AMI must use rents that do not exceed the Low HOME Rent limit.
- All rent limits must be updated annually following HUD's published HOME rent limits and may only be applied at lease renewal, not mid-lease.

Developers must maintain full compliance with all affordability, rent-limit, and income-qualification requirements for the duration of the affordability period. This includes ensuring that annual tenant income certifications and recertifications are completed and that rent rolls are updated annually to verify continued adherence to applicable HUD and CDBG-DR rent limits. Developers are required to submit all compliance reports requested by the County OOR and must fully cooperate with the County's monitoring activities, which may include file reviews, tenant eligibility verification, and on-site inspections. When instances of non-compliance are identified, developers must implement any corrective actions required under 24 CFR 570.910 to restore compliance in a timely manner.

## G. Utility Allowances

The Program Policy includes specific requirements related to utility allowances, which must be incorporated into rent calculations for income-qualified households.

Utility allowances must align with HUD standards, which define how allowances are established and applied for electricity, gas, water, sewage, and other eligible utilities (etc. allowances are used to ensure total housing cost remains affordable for income-restricted households).

Developers must use the utility allowance schedule approved by the County or applicable Public Housing Agency at the time of lease-up and update allowances as required under HUD guidelines.

# 3. Funding Guidelines

## A. Awards

Each application will first undergo a threshold review to confirm completeness, internal consistency, eligibility, and compliance with the Multifamily Rental Housing New Construction Program Policy.

Applications that pass threshold review will be evaluated and scored by an Evaluation Committee. The Committee will assess project feasibility, development team capacity, financial readiness,

alignment with program goals, and overall community impact. Each application will receive a score based on these factors.

Funding will be awarded to the highest-scoring projects, subject to the availability of funds. Projects that are not initially selected may be designated as alternate projects, eligible for award if additional funds become available or if higher-ranked projects do not proceed.

## B. Cost Reasonableness

All project costs must be reasonable, necessary, and consistent with industry standards for similar multifamily developments within Maui County. Cost reasonableness will be verified through:

- Review of detailed development budgets and supporting documentation
- Comparison with typical local construction and infrastructure cost benchmarks
- Assessment of soft cost categories to ensure alignment with CDBG-DR expectations
- Evaluation of any extraordinary or atypical cost drivers

The County OOR reserves the right to request supplemental documentation, independent third-party cost reviews, or revised budgets if proposed costs exceed typical ranges or lack adequate justification.

## C. Repayment Terms

Funding awarded under this NOFA will be structured as a loan, with specific terms defined in the subsequent loan agreement. Repayment terms can be found in more detail within the Program Policy. Final loan terms will be established during underwriting and formalized in the executed loan agreement.

## D. Developer Cap Fee

Developer fees are allowable but shall not exceed ten percent (10%) of the Total Development Costs (TDC). This cap is inclusive of all consultant fees, overhead, and profit associated with the development team.

The developer fee must be fully disclosed in both the project budget and the financial pro forma submitted with the application. All calculations used to derive the fee must be transparent and consistent with the project's cost estimates and sources-and-uses statement.

Subrecipients are not entitled to a developer fee.

The County OOR reserves the right to adjust the developer fee during underwriting to ensure compliance with Program Policy requirements, avoid duplication of benefits, and maintain overall cost reasonableness.

## 4. Federal and Program Requirements

### A. Fair Housing, Civil Rights, and ADA Compliance

All projects funded under this NOFA must comply with all applicable federal, state, and local nondiscrimination and accessibility laws, including, but not limited to:

- Title VI of the Civil Rights Act
- The Fair Housing Act
- Section 504 of the Rehabilitation Act
- Title II and III of the Americans with Disabilities Act (ADA)
- HUD's Affirmative Fair Housing Marketing (AFHM) requirements
- Limited English Proficiency (LEP) access requirements

Applicants are responsible for ensuring that project design, outreach, tenant selection, and ongoing operations fully comply with these obligations. An Affirmative Fair Housing Marketing Plan will be required for award.

### B. Relocation and URA Compliance

Projects must comply with the Uniform Relocation Assistance and Real Property Acquisitions Policies Act (URA) and all related HUD regulations for any activities that may cause displacement, temporary relocation, or loss of residential or business occupancy. Although this NOFA supports new construction, developers must still:

- Certify that no displacement or relocation will occur or
- Submit a relocation plan if acquisition or temporary displacement triggers URA requirements.

Any relocation costs must be incorporated into the project budget if applicable.

### C. Environmental Review Requirements

All projects must undergo and complete an environmental review consistent with HUD 24 CFR Part 58, as required by the CDBG-DR program. The County OOR will conduct or oversee the environmental review; however, developers must provide all necessary documentation, studies, and site information to support the review.

Proposers are hereby notified that no choice limiting actions may be undertaken prior to the completion of all required environmental reviews and the issuance of the appropriate environmental clearance, where applicable.

The selected developer(s), and any partners or subcontractors, must not commit or expend local, state, federal, or private funds, nor take any action that would have an adverse environmental impact or limit reasonable alternatives, including but not limited to:

- Site clearing, grading, excavation, or demolition

- Execution of leases or acquisition of real property (voluntary or involuntary), except as expressly permitted under applicable regulations
- Execution of construction, development, or binding financing agreements
- Ordering or installation of construction materials
- Issuance of building permits or commencement of construction
- Any other activity that would predetermine or restrict the outcome of the environmental review process

These prohibitions apply until the County of Maui has completed the required environmental review and has received written authorization or release of funds from the U.S. Department of Housing and Urban Development.

## D. Cross-Cutting Federal Requirements

Projects must comply with all additional federal requirements applicable to CDBG-DR funding, including but not limited to:

- Davis Bacon Act labor standards (24 CFR 570.603)
- Section 3 economic opportunity requirements (24 CFR Part 75 and 24 CFR 570.607(b))
- Lead Based Paint requirements (24 CFR 35)
- Duplication of Benefits regulations (Universal Notice 90 FR 1754)
- Financial management and record-keeping requirements (2 CFR 200)
- Anti Lobbying restrictions (24 CFR 570.607(a) and 31 U.S.C.1352)

These requirements will be enforced through the loan agreement, grant conditions and compliance monitoring.

## E. Construction Standards

All projects must meet the construction, safety, and resiliency standards established in the Multifamily Rental Housing New Construction Program Policy and applicable federal requirements. These include:

- Modern safety codes and standards
- Energy efficiency standards consistent with HUD or County requirements
- Disaster resilient design, including wildfire, wind, and flood resilience measures
- Accessibility requirements per ADA and Section 504, including Universal Design standards
- Compliance with local building codes, zoning, and permitting requirements

Final plans and specifications will be reviewed during underwriting and must remain consistent throughout construction unless approved in writing by the County OOR.

The County of Maui Office of Recovery Construction Standards can be found here: <https://hookumuhou.mauicounty.gov/31/Document-Library>

## F. Long-Term Compliance and Monitoring Requirements

All awarded projects will be subject to long-term compliance requirements for the duration of the affordability period, including:

- Annual reporting on rents, occupancy, and income eligibility
- Ongoing verification of compliance with affordability, rent limits, and utility allowance requirements
- Maintenance of required reserves (e.g., replacement reserves, operating reserves)
- Compliance inspections and file reviews by the County OOR
- Adherence to loan terms, covenants, and land use restrictions

Non-compliance may result in corrective action, repayment, or other enforcement remedies under CDBG-DR requirements.

## 5. Appendixes:

Appendix 1 – Application Questions

Appendix 2 – Application Attachments

Appendix 3 – SOP for Application Completion

## Appendix 1 – Application Questions

# 2025 CDBG Disaster Recovery (CDBG-DR) Multifamily Rental Housing New Construction Program Application

## Program Description

The County of Maui, Office of Recovery (County OOR) invites applications under the federal Community Development Block Grant – Disaster Recovery (CDBG-DR) program administered by HUD. Funding is available for CDBG-DR Multifamily Rental Housing projects. Projects must adhere to construction standards that enhance resilience and sustainability against future natural hazards.

Maximum Award: \$70,000,000 per project  
Maximum Award: \$400,000 per unit

This application is used by County OOR to collect information necessary to confirm project eligibility, environmental compliance, and funding readiness for awards under the CDBG-DR Multifamily Rental Housing Program.

## Minimum Eligibility Criteria

- Must meet HUD's Low- and Moderate-Income Housing (LMH) Benefit ( $\leq 80\%$  AMI households)
  - At least 51% of all units must be occupied by households  $\leq 80\%$  AMI for the affordability term. The remaining 49% of units may assist households up to 120% AMI for the affordability term.
- Must be located within the Island of Maui
- Must be completed within three (3) years of the project start date
- Must commit to a minimum affordability period of 45 years

Applicants must submit a complete and signed application with all required attachments, undergo a HUD-compliant environmental review, demonstrate capacity, and implement project within 6 months of execution of a funding agreement. County OOR will assess feasibility, financial risk, and applicant experience in managing federally funded multifamily affordable rental housing projects. Funding awards are subject to availability and approval by the County OOR.

## Application Instructions

Complete all questions fully and upload all required documents in the designated fields. Use the provided templates where applicable and ensure your narratives, budgets, schedules, and supporting materials are consistent.

A comprehensive list of required backup documentation can be found in **Appendix 1**.

## 1. Application Type

This application supports the CDBG-DR Multifamily Rental Housing programs that fund both the reconstruction of wildfire-damaged or destroyed affordable housing and the development of new multifamily rental housing to expand long-term, resilient, and affordable housing options for Maui County residents impacted by the 2023 Maui Wildfires.

**Reconstruction** is for developments that were previously affordable housing, were damaged or destroyed, and are rebuilding on the original parcel(s) of land with the same ownership structure as existed at the time of the fire.

**New Construction Phase 1** is for developments that were previously affordable housing, were damaged or destroyed, and will be rebuilt with additional parcels of land acquired or intended to be acquired and / or under a new ownership structure.

**New Construction Phase 2** is for experienced developers that are developing new affordable housing on the Island of Maui.

- a. **Multifamily Reconstruction** – Rebuilding on the original parcel(s) with original ownership structure
- b. **Multifamily New Construction Phase 1** – Rebuilding involving additional parcel(s) and / or a new ownership structure
- c. **Multifamily New Construction Phase 2** – Construction of new multifamily housing to create additional affordable rental units.

Please indicate which phase your project aligns with:

- Multifamily Reconstruction
- Multifamily New Construction Phase 1
- Multifamily New Construction Phase 2

## 2. Application Entity Information

### Name of Project:

### Applicant Entity Name

- *Address Line*
- *City*
- *State*
- *Zip*
- *UEI Number*
- *EIN Number*
- *Certifying Official or Authorized Signatory Information*
- *Application Point of Contact Information*

### Which of the following best describes your Applicant entity (*Joint Venture Partnerships should include all parties*)

- *County of Maui Department*
- *Developer (Non-profit or For-profit)*
- *Non-profit Organization – certified 501(c)(3)*
- *Public Housing Authority (PHA)*

- Other

**Required Uploads:**

- Organizational Chart
- Proof of SAM Active Registration and Debarred Contractor Verification Results
- Proof of Non-Debarment
- Limited Partnership or SPE Agreement
- Articles of Incorporation
- Articles of Incorporation and By-Laws
- 501(c) (3) Certificate or IRS Determination Letter\*List of Board of Directors (roster), their addresses, affiliations and term
- Board Authorization Resolution
- Current W-9 Form

### 3. Project Information

1. **Project Address(s):**

Address Line 1, Address Line 2, City, State, Zip Code

2. **Describe whether the site is owned or leased by the applicant. If owned, upload a copy of the Deed. If leased, upload a copy of the lease.**

*NOTE: A draft lease extension of the minimum affordability period must be attached, if the remaining affordability period is less than 45 years. This draft lease must not be executed until after the environmental review is complete. If optioned or owned by another entity, provide that information. If no lease/deed - explain how the Applicant plans to obtain site control.*

3. **Is the applicant in good standing with the ground lease?**

4. **Does the Project meet zoning and land use requirements?**

5. **Has public approval for land use, site plan, and/or variance been obtained to carry out this project?**

6. **Describe whether the proposed project meets the applicable future land use and zoning requirements, or if a land use change/rezoning/variance will be needed. If the proposed project is exempt from the zoning requirements, cite the exemption source/reference. Additionally, please specify whether the current parking space is adequate for the intended use, or if a rezoning/variance will be required.**

*A zoning verification letter might be required to be submitted at the staff's request.*

7. **Has a building permit been obtained?**

8. **Does the project have all required permits to ensure access to water, sewer, and other utility services?**

9. **If the project is located within the historic district, have necessary design reviews occurred? Note: Historic district design standards are undergoing updates that could**

*impact this project.*

10. **Is the project located within the 100-year floodplain?**
11. **Does the project require permits for stormwater management, drainage, or other environmental management?**
12. **Describe how the project will comply with the Americans with Disabilities Act (ADA)?**  
**Please describe all ADA improvements proposed as part of the project.**  
*NOTE: In accordance with 24 CFR Part 8, at least 5% of units must be fully accessible to individuals with mobility impairments and 2% to individuals with hearing or visual impairments. All common areas and routes must be accessible, and accessible units must be evenly distributed across unit types and locations.*
13. **Describe how the project will comply with Davis-Bacon Requirements.** *(Explain how the project will ensure compliance with Davis-Bacon prevailing wage requirements, including payroll reporting and subcontractor oversight)*
14. **Describe how the project will comply with Section 3 Requirements.** *(Explain how the project will meet Section 3 requirements by promoting employment, training, and contracting opportunities for low- and very low-income individuals and Section 3 businesses)*
15. **Describe how the project will comply with Related Acts.** *(Explain how the project will comply with Related Acts including monitoring, documentation and reporting procedures - e.g. Copeland Anti-Kickback Act, Contract Work Hours and Safety Standards Act)*

**Required Uploads:**

- Proof of Site Control (Deed, Lease, or Purchase Agreement)
- Draft Ground Lease for length of affordability period (if applicable)
- Proof of utility connection approval
- Property Appraisal, ALTA Survey, Title Report
- Map and Property Appraiser Information
- FIRMette Flood Map
- Zoning Verification Letter or Land Use Exemption
- Building, Environmental, and Utility Permits
- Phase 1 Environmental Site Assessment (if available)
- Property Inspection Report (for acquisition projects)

## 4. Project Description

### 4a. Site Condition

- a. Describe the current condition of the site, including FEMA or County damage classification, insurance status, and whether any temporary stabilization work occurred after the fires.
- b. Does the site require demolition?
- c. Does the site require additional environmental clearance or remediation?

## 2. 4b. Construction Plan

Describe the planned unit mix.

*At least 51% of all units must be occupied by households ≤80% AMI for the affordability term. The remaining 49% of units may assist households up to 120% AMI for the affordability term. This rate outlines the minimum affordability expectations, however, projects are encouraged to distribute the units based on a market analysis for the area.*

- i. Total number of units
- ii. Total number of LMI units (80% AMI or below)
- iii. Total number of moderate units (80% AMI to 120% AMI)
- iv. Total number of set aside supportive housing units
- v. Proposed affordability period (minimum 45 years)

- b. Describe the anticipated onsite amenities(text box)
- c. Describe mitigation features designed to reduce future disaster risks (e.g. elevation, FireWise, hurricane mitigation) *NOTE: Projects must comply with HUD elevation requirements (2 feet above base flood elevation (BFE) if located in a FEMA Special Flood Hazard Area, as well as FireWise USA design and landscaping best practices, and Hurricane resilient construction standards).(text box)*
- d. Describe green and resilient construction initiatives. *NOTE: Applicant must meet or exceed HUD-approved green building standards.*
- e. Describe how the project will be designed with broadband in mind to ensure high-speed internet access is available.

## 4c. Timeline

- f. List anticipated financial closing date:
- g. Provide expected dates for:
  - i. Acquisition
  - ii. Design / Engineering
  - iii. Construction Start
  - iv. Construction 60% Complete
  - v. Construction Completion
  - vi. Tenant Occupancy
- h. Provide project phasing details and any additional key milestones

### Required Uploads:

- Architectural Drawings, Site Plans, and Specifications
- Project Schedule (Template)

## 5. Tenant Prioritization & Occupancy Plan

### 1. Target population to be served:

- Family
- Elderly
- Special needs – specify special needs category

2. **Proposed AMI distribution**  
*Ex: 100 units total with 10 units @ 30% AMI, 50 units at 60% AMI, 20 units @ 80% AMI and 20 units at 120% AMI)(text Box)*
3. **Does the project have a Tenant Selection Plan?**
4. **Explain how clients will be referred to the project, and how the final selections will be made.**
5. **Describe how the project will prioritize FEMA temporary housing residents and fire displaced residents**
6. **Provide a description of community outreach and engagement that has happened to date.**
7. **Has a market study or comparable study been completed to address demand, rent comparisons and vacancies?** Note: A market study is required prior to funding
8. **Has an Affirmative Marketing Plan been established for this housing initiative that aligns with Maui County's Analysis of Impediments to Fair Housing?**
9. **UNIFORM RELOCATION ACT (URA):** CDBG-DR funded projects must comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) and Section 104(d) of the Housing and Community Development Act. If the project will result in temporary or permanent displacement, upload the URA / Section 104 relocation plan. [https://www.hud.gov/program\\_offices/comm\\_planning/relocation](https://www.hud.gov/program_offices/comm_planning/relocation)
  - Were households occupying the property or site at the time of the 2023 Maui wildfires?
  - Is the property currently vacant?
  - Will this project require any households or businesses to move as a result of the CDBG-DR activity?
  - Have pre-disaster occupants been or will they be provided with a General Information Notice (GIN) explaining potential rights and first right of return?
  - Is there any real property acquisition involved in this project?
    - Yes / No
    - If yes, has the seller been provided with a Voluntary Acquisition Letter?

**Required Uploads:**

- Tenant Selection Plan
- Market Study
- Affirmative Fair Housing Marketing Plan
- URA Plan (if applicable)
- Any General Information Notices (GIN) issued (if applicable)
- Any voluntary acquisition documentation (if applicable)

## 6. Project Feasibility & Financial Readiness

1. **Total Project Budget:**

<b>Total Project Budget</b>	
<b>Insurance Funds</b>	
<b>Source 1</b>	
<b>Source 2</b>	
<b>Source 3</b>	
<b>CDBG-DR</b>	
<b>Total Project Cost</b>	

2. **Identify all other federal or insurance funds received for this project and certify that CDBG-DR assistance will not duplicate those sources.**
3. **Is this project a Low-Income Housing Tax Credit Project?**
  - Explain anticipated timeline and funding.
4. **Has a professionally developed cost estimate been prepared?**
5. **Describe the financial structure and viability of the project, including reserves.**
6. **Describe the proposed affordability timeline**
7. **Describe how procurement will comply with 2 CFR 200 (Governmental agencies only)**

**Required Uploads:**

- Commitment Letters for Non CDBG-DR Funding Sources
- Budget Workbook (Template)
- Cost Estimate Documentation
- Construction Procurement Plan (Governmental agencies only)
- Duplication of Benefits (Template)

## 7. Organizational Capacity

1. **Describe the organization's experience in administering federal housing funds previously (ex. CDBG, HOME, FEMA, HTF, Section 8 Vouchers or LIHTC)?**
2. **Describe the ongoing property management agreement and the organization's capacity to provide the services proposed in this application?**
3. **Does the Applicant have prior experience regarding compliance with Davis Bacon and related Acts?**
4. **Describe your approach to providing contracting opportunities to small, minority-, and women-owned businesses, and how you will document outreach.**
5. **Does the Applicant comply with Generally Accepted Accounting Principles? Explain**

**the internal financial controls and processes in place.**

6. **Explain how the Applicant complies with 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards? (Applicable to governmental agencies only)**
7. **Did the Applicant expend \$1,000,000 or more in federal funds in its last fiscal year? If yes, a single audit has to be completed. Requirement of 2 CFR Part 200 Subpart F.**  
*Note: Upload the results*
  - No, did not expend \$1,000,000 or more in federal funds
  - Yes, expended \$1,000,000 or more in federal funds
8. **Does the Applicant have any outstanding litigations or other legal issues?**
9. **Are there any outstanding financial audit findings which remain unresolved?**  
*If yes, briefly state an explanation including corrective actions going forward.*
10. **Does the Applicant have policies and procedures manual that includes the following?**
  - Personnel policies and procedures (Yes / No Drop down)
  - Fiscal policies and procedures (Yes / No Drop down)
  - Conflict of Interest policies (Yes / No Drop down)
11. **Funds are provided on a cost-reimbursement basis. Does the Applicant have sufficient cash reserves to pay for project costs as they are incurred and the capacity to cover future operational costs associated with maintaining the project?**  
*Please note: a proof of payment will be required prior to reimbursement by the County. In your response, indicate how future operational costs are projected/expected to be covered by the Applicant.*
12. **CDBG-DR funded housing projects must maintain active insurance coverage throughout the life of the project. For each insurance type below, provide the current expiration date.**  
*Upload insurance certificate(s). A separate endorsement showing the County as an additional insured will be required if funded. If insurance is not available, a letter committing to purchase insurance is required.*
  - General Liability
  - Professional Liability
  - Workers Compensation
13. **Bond Requirements for Construction**  
HUD requires that all CDBG-DR funded construction contracts include a bid guarantee, performance bond, and payment bond, as outlined in 2 CFR 200.326. Do you agree to ensure that the general contractor provides all required bonding before the County executes a funding agreement?

**Required Uploads:**

- Bid, performance, and payment bond surety letters.
- Personnel policies and procedures

- Fiscal policies and procedures (if non-profit, must be board approved)
- Conflict of Interest policies
- Single audits (Past 2 years)
- Management Letter from CPA (if audit reflected deficiencies)
- Litigation disclosure (if applicable)
- Key Staff Resumes
- Management Plan
- Monitoring Plan
- Indirect Cost Rate Agreement (if applicable)
- Proof of Insurance (General liability, Professional liability, Workers' Compensation, etc.)\*

## 8. Certification & Authorization

The Applicant acknowledges and agrees to comply with all applicable federal, state, and local regulations governing the use of Community Development Block Grant-Disaster Recovery funds as provided under the HUD Universal Notice (FR-6489-N-01, as amended) and the County of Maui CDBG-DR Action Plan. The Applicant understands that the purpose of this program is to address unmet housing needs resulting from the 2023 Maui Wildfires.

The Applicant certifies and agrees to the following:

- a. Environmental Compliance: No choice limiting actions (as defined in 24 CFR 58.22) have occurred prior to the issuance of HUD's Authority to Use Grant Funds (AUGF). The Applicant will cooperate fully with the County as the Responsible Entity in providing all necessary environmental documentation.
- b. Cross-Cutting Federal Requirements: The Applicant agrees to comply with all applicable federal requirements, including but not limited to Fair Housing & Civil Rights requirements; Labor Standards; Section 3 (24 CFR Part 75); URA & Section 104(d); Conflict of Interest regulations; Duplication of Benefits; Cost Reasonableness; Floodplain and Insurance requirements; Broadband, and Resilience Standards; and Federal Lobbying and Debarment rules.
- c. Affordability and Use Restrictions: The Applicant will execute a loan agreement that includes enforceable affordability and use covenants recorded against the property for no less than the required affordability period (minimum 45 years).d. Reporting, Recordkeeping and Monitoring: The Applicant will maintain complete and accurate project records and will participate in all County and HUD monitoring, audit, and reporting activities, including performance and financial reporting as required for the life of the affordability period.

By signing below, the Applicant certifies that all information contained in this application and its attachments is true, complete, and accurate to the best of their knowledge and belief, and that the governing body of the applicant organization has duly authorized this submission. The Applicant acknowledges the County's right to request additional documentation or modify funding determinations based on subsequent HUD review or approval.

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

**Title:** \_\_\_\_\_

Please note: A digital signature is required to submit this application. To digitally sign, use the mouse to draw the signature.

**Signature of Authorized Representative:** \_\_\_\_\_

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

## 9. Conflict of Interest Upload:

Please upload a completed organization. Conflict of Interest disclosure form for each board member or key personnel in your organization.

- County Conflict of Interest Form\*

## Appendix 2 – Application Attachments

# Multifamily Rental Housing Program

## Document List

### Applicant Entity Specific Documentation:

#### **NONPROFIT APPLICANTS**

- Articles of Incorporation and By-Laws
- IRS 501(c)(3) Determination Letter
- Most recent audited financial statements OR single audits
- Board of Directors Roster
- Board Authorization Resolution
- Current W-9 Form

#### **GOVERNMENTAL or PUBLIC ENTITY**

- Recent Single Audit (per 2 CFR Part 200 Subpart F)
- Indirect cost rate agreement (if applicable)

### All Entity Document List

- Organizational Chart
- Proof of Sam.gov registration
- Proof of non-debarment
- Proof of Site Control: Deed, Purchase and Sale agreement, or long-term lease agreement
- Utility provider confirmation for service capacity of proposed project
  - Water
  - Electric
  - Sewer
- Most recent Property Appraisal (if available)
- Property ALTA Title Survey
- Title Report Dated within 6 months prior to date of application
- Project location:
  - Map
  - Property Appraiser information
  - FIRMette Flood Map
  - Zoning Verification Letter or Land Use Exemption
- Permits Obtained for the Project
- Property Inspection Report (if available)
- Phase 1 Environment Site Assessment (if available)
- Previous Occupancy documentation (if applicable)
- Results of lead-based paint testing (if applicable) – include mitigation plan where

required

- Results of asbestos testing – include mitigation plan where required
- Architectural drawings, specifications, etc.
- Project Schedule (Template)
- Tenant Selection Plan
- Affirmative Fair Housing Market Plan
- Any General Information Notices (GIN) (if applicable)
- Any voluntary acquisition documentation (if applicable)
- Funding commitment letters for non-CDBG-DR funding sources
- Project budget
- Rent schedule / Unit Mix (AMI Mix)
- 20-year operating proforma
- Cost Estimate Supporting Documentation
- Construction Procurement Plan
- Duplication of Benefits Worksheet (template)
- Bid, performance, and payment bond surety letters
- Policies & Procedures
  - Fiscal
  - Personnel
  - Conflict of Interest
- Litigation disclosure (if applicable)
- Resumes of a project's team (leadership and projected team members) indicating the experience each has (financial, design, construction, etc.) in administering similar projects
- Management Plan
- Monitoring Plan
- Insurance Requirements – upload current insurance certificates or a letter committing to purchasing insurance if needed.
- Conflict of Interest Disclosure Form (template)

## Duplication of Benefits Certification

A duplication of benefits (DOB) occurs when a beneficiary receives or is awarded assistance from multiple sources for a cumulative amount that exceeds the total need for a particular recovery purpose, and the total assistance received for that purpose is more than the total need for the project in question. For this reason, the County of Maui Office of Recovery (OOR) is required by HUD to conduct an individualized DOB review to ensure that any Multifamily Rental Housing Program award is not duplicative of other funding. The following worksheet identifies several of the most common sources of funds that may pose a DOB for Multifamily Rental Housing projects. Applicants **must** disclose information about the actual receipt and availability of financial assistance to allow the County OOR to determine if there is a DOB that may impact the potential award.

For additional clarifications on DOB, please view the following resources:

- Duplication of Benefits Notice, June 2019 (84 FR 28836)
- HUD Webinar: Duplication of Benefits- Understanding and Applying Requirements

<b>Other Funding Received and/or Available</b>	
<b>Received Funding:</b>  Have you received any financial assistance that was provided for, dedicated to, or is intended to be used towards the <b>same purposes of your proposed Multifamily Rental Housing project?</b>  Such assistance includes resources such as cash awards, insurance proceeds, grants, loans, or other awards <b>received</b> from: <ul style="list-style-type: none"><li>• FEMA Public Assistance</li><li>• Small Business Administration</li><li>• Private Insurance</li><li>• Private or nonprofit charity organizations</li><li>• National flood insurance program (NFIP)</li><li>• Any other local, state, or federal programs or sources</li></ul> <b>If so, please indicate those sources received below.</b>  <b>NOTE:</b> Do <u>not</u> count funding from the following sources: <ul style="list-style-type: none"><li>• Personal assets such as cash accounts and investment accounts</li><li>• Credit cards and lines of credit</li><li>• In-kind donations</li><li>• Private loans (a loan not provided by or guaranteed by a governmental entity)</li></ul>	<input type="checkbox"/> Yes-Received Funding  <input type="checkbox"/> No-Did Not Receive Funding

Source of Received Funding	Amount Received	Date Received	Total Amount Approved / Awarded
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

**Available Funding:**

Are there any other funds from the sources described above that are **available** to you that will be dedicated to, or intended to be used toward the **same purposes as the proposed Multifamily Rental Housing Program project?**

HUD defines available assistance as:

1. Assistance that your entity(ies) would have received by acting in a reasonable manner (such as insurance or other assistance to which your entity(ies) is legally entitled).
2. Reasonably anticipated assistance that has been awarded and accepted but has not yet been received.
3. Assistance that is awarded to your entity(ies) but is administered by another party instead of being directly funded to the entity(ies).
4. FEMA funding that is available for your type of project but has not yet been applied for.

**If so, please indicate those available sources below.**

Yes- There are funds available for the same purpose.

No- There are no other funds available for the same purpose.

Source of Available Funding	Amount Available	Anticipated Date to Receive (if known)
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

**If you answered YES to either of the two sections above, please provide the following information about your other funding sources in the sections below.** The County OOR will use this information to verify the amount(s) with the indicated funding sources in order to accurately perform a DOB calculation. Please enter N/A if it is not applicable.

## Private Insurance Policies

Please provide information regarding any such insurance policies and information regarding claims filed and paid to the applicant for the same purposes as the proposed project activities.

<b>Insurance Company Name</b>	
<b>Contact Information</b>	
<b>Type of Insurance</b>	
<b>Claim Number</b>	
<b>Settled Amount</b>	
<b>Purpose for the Funds</b>	

<b>Insurance Company Name</b>	
<b>Contact Information</b>	
<b>Type of Insurance</b>	
<b>Claim Number</b>	
<b>Settled Amount</b>	
<b>Purpose for the Funds</b>	

## Other Funding Sources

This section identifies any sources of funds that the applicant entity has received, or has available, for the project as a result of the 2023 Maui Wildfires —other than private insurance.

<b>Lender/Provider/Program</b>	
<b>Amount Received (and/or available)</b>	
<b>Purpose that Funds were Provided</b>	
<b>Applicant ID, Case #, or identifier</b>	
<b>Source:</b>	
<input type="checkbox"/> FEMA <input type="checkbox"/> SBA <input type="checkbox"/> Private or nonprofit charity organization	
<input type="checkbox"/> NFIP <input type="checkbox"/> Other local, state, or federal programs or source: _____	

<b>Lender/Provider/Program</b>	
<b>Amount Received (and/or available)</b>	
<b>Purpose that Funds were Provided</b>	
<b>Applicant ID, Case #, or identifier</b>	
<b>Source:</b>	
<input type="checkbox"/> FEMA <input type="checkbox"/> SBA <input type="checkbox"/> Private or nonprofit charity organization	
<input type="checkbox"/> NFIP <input type="checkbox"/> Other local, state, or federal programs or source: _____	

## Attachments

If other funding has been identified above, please attach copies of the following for each:

- Private insurance claim documentation that shows, at a minimum, the amount provided and purpose of the funding.
- Applicable documentation for each of the other sources of funds acquired as a result of the disaster(s) including, but not limited to award letters, disbursement proof, statements, etc.

## On-Going Compliance

It is the policy of the County OOR to recapture any funds that are determined to be a duplication of benefits with other forms of assistance. During the life of the project, the County OOR will require all subrecipients to report and certify whether additional funds were received for project-related expenses, the amount, and when funds were received. If additional funds were received that are determined to be duplicative, repayment shall be required in accordance with the subrecipient agreement.

## Certification

I certify that all of the above information is true and accurate to the best of my knowledge. Further, I understand that this information may be verified by the County OOR and provide permission for the County OOR to contact other Federal or other governmental agencies, insurance companies, or another applicable entity for the purposes of ensuring that the applicant entity has not received money that is duplicative for the purposes of any Multifamily Rental Housing Programs.

By executing this Certification, Applicant(s) acknowledge and understand that Title 18 United States Code Section 1001: (1) makes it a violation of federal law for a person to knowingly and willfully (a) falsify, conceal, or cover up a material fact; (b) make any materially false, fictitious, or fraudulent statement or representation; OR (c) make or use any false writing or document knowing it contains a materially false, fictitious, or fraudulent statement or representation, to any branch of the United States Government; and (2) requires a fine, imprisonment for not more than five (5) years, or both, which may be ruled a felony, for any violation of such Section.

<b>Signature of Director / Chief Officer:</b>		
<b>Printed:</b>	<b>Date:</b>	



## County of Maui - Office of Recovery (County OOR)

### CDBG-DR Multifamily Rental Housing New Construction Program

#### *Project Schedule*

This Project Schedule provides a clear, structured roadmap for planning, sequencing, and tracking all major tasks, milestones, and deliverables associated with the County of Maui's CDBG-DR Multifamily Rental Housing New Construction Program. Its purpose is to support timely implementation, ensure coordination among partners, and maintain compliance with applicable federal, state, and local requirements throughout the project lifecycle.

#### **1 Project Information:**

- 1.1. **Project Title**
- 1.2. **Applicant Agency**
- 1.3. **Estimated Start Date**
- 1.4. **Estimated Completion Date**
- 1.6. **Funding Requested:**

#### **2 Project Schedule:**

2.1.	Milestone	Planned Start Date	Planned Completion Date	Responsible Party
	Financial Closing			
	Land Acquisition			
	Environmental Review			
	Design / Engineering			
	Construction Start			
	Construction 50%			
	Construction Completion			
	Tenant Occupancy			
	<b>Other:</b>			
	<b>Other:</b>			
	<b>Other:</b>			



# County of Maui - Office of Recovery (County OOR)

CDBG-DR Multifamily Rental Housing Program

## *Budget Workbook*

## Project Development Costs

*\*Please use Column F - Enhanced Total Budget - to extract and identify specific costs related to resilient features that have been included in your proposed project.*

Description		Actual Total Budget
1	Land	
2	Existing Structure (Demo)	
3	Onsite Improvements	
4	Rehabilitation (Site Improvements)	
5	Construction of New Residential Building(s)	
6	Construction of New Accessory Building(s)	
7	General Requirements (max 6% lines 2-6)	
8	Contractor Overhead (max 2% lines 2-7)	
9	Contractor Profit (max 8% lines 2-7, 6% if Identity of Interest)	
10	Construction Contingency (max 5% lines 2-9, Rehabs 10%)	
11	Architect Design/Supervision	
12	Architect Inspection	
13	Engineering Costs	
Subtotal (lines 1 through 13)		\$ -
14	Construction Insurance (prorate)	
15	Construction Loan Origination Fee (prorate)	
16	Construction Loan Interest (prorate)	
17	Construction Loan Credit Enhancement (prorate)	
18	Construction Period Taxes (prorate)	
19	Water, Sewer and Impact Fees	
20	Survey	
21	Property Appraisal	
22	Environmental Report	
23	Market Study	
24	Bond Costs	
25	Bond Issuance Costs	
26	Placement Fee	
27	Permanent Loan Origination Fee	
28	Permanent Loan Credit Enhancement	

## **Enhanced Total Budget** (budget that includes resilient features)

29	Title and Recording		
	<b>Subtotal (lines 14 through 29)</b>	\$	-
30	Real Estate Attorney		
31	Other Attorney's Fees		
32	State Tax Credit Closing Fee		
33	Cost Certification / Accounting Fees		
34	Tax Opinion		
35	Organizational (Partnership)		
36	Tax Credit Monitoring Fee		
	<b>Subtotal (lines 30 through 36)</b>	\$	-
37	Furnishings and Equipment		
38	Relocation Expense		
39	Developer Fee (no more than 10% of total development costs)		
40	Additional Contingency (line 68 must equal or be less than Award)		
41	Other Basis Expense (Town Monitoring /Administration)		
42	Other Basis Expense (Lender's Inspection)		
43	Rent-up Expense		
44	Other Non-Basis Expense (Permits)		
45	Other Non-Basis Expense (specify)		
	<b>Subtotal (lines 37 through 45)</b>	\$	-
46	Rent-up Reserve		
47	Operating Reserve		
48	Other Reserve (specify)		
49	Other Reserve (specify)		
	<b>Development Cost (lines 1 through 49)</b>	\$	-
	Less Federally Funded Grant		applicant entry
	Less Disproportionate Standard		applicant entry
	Less Nonqualified Nonrecourse Financing		applicant entry
	Less Historic Tax Credit		applicant entry
	<b>Total Eligible Basis</b>	\$	-
	Applicable Fraction (percentage of Low Income units)		applicant entry
	Basis Before Boost		applicant entry
	Basis Before Boost of up to 130%		applicant entry
	<b>Total Qualified Basis</b>		applicant entry
	Tax Credit Rate		applicant entry
	Federal Tax Credits at Locked In Rate		applicant entry
	Federal Tax Credits Requested (if less than line 65)		applicant entry
	<b>Total Replacement Cost</b>	\$	-
	<b>Project Development Cost per Unit (new construction only)</b>		#DIV/0!

## ALTERNATE BUDGET FOR EXCEPTIONAL RESILIENCE MEASURES

\*Based upon identified resilience measures and cost considerations compiled by Enterprise Community Partners, Inc.

{Go to <https://www.climatesafehousing.org/strategies> to access an interactive model of this chart to find enhanced descriptions of each of the Strategies listed here}

<https://www.climatesafehousing.org/strategies>

URGENCY OF STRATEGY	Common Resilience Strategies	IDENTIFIED RESILIENCE THREAT						PROPOSED BUDGET
		Sea Level Rise	Fire	Flooding	Extreme Wind	Extreme Heat	Unhealthy Housing	
Critical / Moderate / Low								
Critical	Access to Potable Water (during power outage)	x	x	x	x	x		
	Backup Power to Critical Systems	x	x	x	x	x		
	Orientation of Structures away from slopes facing ignition sources		x					
	Buffer zone between buildings and vegetation		x					
	Adequate driveway access and turn arounds for fire apparatus		x					
	Cluster development to reduce exposed edges		x					
	Use of Class A Fire-rated roofing		x					
	Use of ember resistant materials for detail joints, trim, siding-to-roof interfaces		x					
	Enclosed gutter systems		x					
	Multi-pane, tempered glass windows		x					
	Ember resistant vents with screens		x					
	Ember resistant flashing at roof/wall intersection		x					
	Enclosed eaves, rafters, soffits and fascia		x					
	Use of non-combustible or ignition resistant siding		x					
	Community Resilience (deliberate and active organizing with other organizations)	x	x	x	x	x	x	
	Disaster Recovery (creation of plan for early response and long-term recovery)	x	x	x	x	x		
	Elevated Living Space	x		x				
	Emergency Lighting (battery, solar powered)	x	x	x	x	x		
	Emergency Management Manual	x	x	x	x	x		
	Enhanced Ventilation, Healthy Air Quality						x	
	Evacuation Routes, Shelter Plans, Flash Flood and Fire Response Plan	x	x	x	x			
	Foundation Reinforcement	x		x				
	Removal of Hazardous Site Conditions (uneven surfaces, broken steps, pathway lighting, etc.)						x	
	Hurricane Resistant Building Envelope (including windows and shutters)				x			
	Improved Load Path				x			
	Integrated Pest Management Plan						x	
	Mold Remediation						x	
	Resident Safety and Security						x	
	Resilient Elevators (hydraulic, holeless hydraulic)	x		x	x			
	Roof Reinforcement				x			
	Structural Assessment and Prioritization	x		x	x	x		
	Wall Reinforcement	x		x	x			
	Other (define)							
	Other (define)							
	Other (define)							
Medium	Backwater Valves	x		x				
	Clearing Debris on Site (proceeding an anticipated weather event, routine maintenance)				x			
	Community Resilience Spaces (for preparation and post-event)	x		x	x	x		
	Dry Floodproofing	x		x				
	Elevated Mechanical and Electrical Equipment	x		x				

	Noise Abatement						<b>x</b>	
	Properly Vented Equipment						<b>x</b>	
	Reduce Thermal Heat Transfer						<b>x</b>	
	Reinforce Site with Vegetation	<b>x</b>		<b>x</b>		<b>x</b>		
	Rooftop Equipment Preparation		<b>x</b>		<b>x</b>			
	Safeguard Fuel Storage and Mechanical Equipment	<b>x</b>		<b>x</b>				
	Site Perimeter Floodproofing	<b>x</b>		<b>x</b>				
	Surface Storm Water Management	<b>x</b>		<b>x</b>	<b>x</b>			
	Trash Enclosure Maintenance						<b>x</b>	
	Vehicle Protection			<b>x</b>	<b>x</b>			
	Water Consumption and Energy Use Reduction	<b>x</b>		<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	
	Wet Floodproofing			<b>x</b>				
	Window Shading (shades, films, awnings)						<b>x</b>	
	Other (define)							
	Other (define)							
	Other (define)							
<b>Low</b>	Use of fire-resistant plant barriers		<b>x</b>			<b>x</b>		
	Complete an annual site-level wildfire risk assessment (NFPA 1144)		<b>x</b>					
	Energy and Resilience Audit							
	Distributed Heating/Cooling							
	Develop an O&M Fire Safety Plan		<b>x</b>					
	Envelope Efficiency (insulation, ENERGY STAR, landscaping and albedo roofs)					<b>x</b>		
	Increase the Albedo (reflected sunlight) of Roofs and Pavement					<b>x</b>		
	Solar Energy Backup and Storage	<b>x</b>		<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	
	Solar Photovoltaic	<b>x</b>		<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	
	Solar Thermal	<b>x</b>		<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	
	Other (define)							
	Other (define)							
	Other (define)							

### SUMMARY SOURCES AND USES OF FUNDS

Describe all sources of funds and total uses of funds. Information must be consistent with the information provided throughout the Application. Where funds such as tax credits or bonds are used, only the proceeds going into the development should be identified so that "sources" match "uses."

Applicants must describe the financing plan for the Development. This must include: (a) any non-traditional financing arrangements; (b) the use of funds with respect to the Development; (c) the funding sources for the Development including construction, permanent and bridge loans, rents, operating subsidies, and replacement reserves; and (d) the commitment status of the funding sources.

Enter all of the Permanent Period Sources necessary to complete the project in the Yellow highlighted area below.

Source #	Funding Description	Amount	Interest Rate	Amortization	Term	Timing of contribution	Source of Financing	Lien Position	Status	Payment Obligation
1	Request from CDBG-DR	\$ -	0.00%				County of Maui			
2	Conventional Loan	\$ -	0.00%							
3	LIHTC Syndication Proceeds	\$ -	0.00%							
4	Historic Tax Credit Syndication Proceeds	\$ -	0.00%							
6	Other Federal Loan or Grant (not including CDBG-DR)	\$ -	0.00%							
7	Private Loan or Grant	\$ -	0.00%							
8	Cash Equity	\$ -	0.00%							
9	In-Kind Equity/Deferred Developer Fee	\$ -	0.00%							
10	Net Operating Income during Renovations	\$ -	N/A							
11	Other (specify):	\$ -	0.00%							
12	Other (specify):	\$ -	0.00%							
<b>TOTAL SOURCES OF FUNDS</b>		\$ -								
<b>Use #</b>										
1	Acquisition	\$ -								
2	Development Costs	\$ -								
<b>TOTAL USES OF FUNDS (complete <u>Uses</u> tab)</b>		\$ -								
	County of Maui CDBG-DR Request	\$ -								
	<b>Percentage of Total Uses</b>	#DIV/0!								

Enter all information of any interim Construction Period Sources that will not be included as a Permanent Period Source

Source #	Funding Description	Amount	Interest Rate	Amortization	Term	Timing of contribution	Source of Financing	Lien Position	Status	Payment Obligation
1	Conventional Loan	\$ -	0.00%							
2	LIHTC Syndication Proceeds	\$ -	0.00%							

3	Historic Tax Credit Syndication Proceeds	\$	-	0.00%							
4	Other Federal Loan or Grant (not including CDBG-DR)	\$	-	0.00%							
5	Private Loan or Grant	\$	-	0.00%							
6	Cash Equity	\$	-	0.00%							
7	In-Kind Equity/Deferred Developer Fee	\$	-	0.00%							
8	Other (specify):	\$	-	0.00%							
9	Other (specify):	\$	-	0.00%							
10	Other (specify):	\$	-	0.00%							
<b>TOTAL SOURCES OF FUNDS</b>		<b>\$</b>	<b>-</b>	<b></b>							

#### Uses - Cost Allocation

Describe all sources of funds and total uses of funds. Information must be consistent with the Development Cost Schedule. Where funds such as tax credits, loan guarantees, bonds are used, only the proceeds going into the development should be identified so that "sources" match "uses."

USES OF FUNDS	Total Cost	Senior Debt	LIHTC	Developer financing	County of Maui CDBG-DR	Other Financing	Percentage of Total	
Acq - Contract Price	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	acquisition
Acq - Closing/Legal Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	acquisition
Off-Sites	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Hard Cost
Site work	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Hard Cost
Direct Construction costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Hard Cost
General Requirements (____%)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Hard Cost
Overhead (____%)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Hard Cost
Profit (____)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Hard Cost
Architectural - Design Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Soft Cost
Architectural - Supervision Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Soft Cost
Engineering Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Soft Cost
Real Estate Attorney/other legal fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Soft Cost
Accounting Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Soft Cost
Impact Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Soft Cost
Building permits & related costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Soft Cost
Appraisal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Soft Cost
Market analysis	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Soft Cost
Environmental Assessment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Soft Cost
Soils Report	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Soft Cost
Survey	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Soft Cost
Marketing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Soft Cost
Cost of Construction Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Soft Cost
Hazard & liability insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Soft Cost
Real Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Soft Cost
Personal Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Soft Cost
Tenant Relocation Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Soft Cost
Other Indirect/Soft Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Soft Cost
Housing Consultant Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Soft Cost
Developer Fee - G & A	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Developer Fee
Developer Profit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Developer Fee

Uses	Amount
Hard Cost	\$ -
Soft Cost	\$ -
Acquisition Cost	\$ -
Developer Fee	\$ -
Reserves	\$ -
<b>Total Project Cost:</b>	<b>\$ -</b>



RESERVES												
Lease-Up	\$	-	\$	-	\$	-	\$	-	\$	-		Reserves
Operating	\$	-	\$	-	\$	-	\$	-	\$	-		Reserves
Replacement	\$	-	\$	-	\$	-	\$	-	\$	-		Reserves
Escrows	\$	-	\$	-	\$	-	\$	-	\$	-		Reserves
<b>TOTAL USE OF FUNDS</b>	<b>\$</b>	<b>-</b>										

Total Appraised Value after completion \$ -

**Construction Financing**

Amount	\$ -
Lender Name	
Financing Terms	
Any Risk?	

**Permanent Financing**

Amount	\$ -
Lender Name	
Financing Terms	
Any Risk?	

**Equity (LIHTC or Other)**

Amount	\$ -
Type	
Investor	
Terms	
Placed in Service	
Any Risk?	

**Other Subordinate Sources**

Amount	\$ -
Agency	
Commitment Verified?	
Terms of Financing	
Funding Terms	

### Unit Mix

Type	# Baths	Heated Sq. Ft.	Total # of Units	CDBG-DR Units?	Monthly Rent	Utility Allowance	Total Housing Expense	Targeted Income
Studio					\$ -	\$ -	\$ -	
Studio					\$ -	\$ -	\$ -	
1-Bed					\$ -	\$ -	\$ -	
1-Bed					\$ -	\$ -	\$ -	
1-Bed					\$ -	\$ -	\$ -	
2-Bed					\$ -	\$ -	\$ -	
2-Bed					\$ -	\$ -	\$ -	
2-Bed					\$ -	\$ -	\$ -	
3-Bed					\$ -	\$ -	\$ -	
3-Bed					\$ -	\$ -	\$ -	
3-Bed					\$ -	\$ -	\$ -	
4-Bed					\$ -	\$ -	\$ -	
4-Bed					\$ -	\$ -	\$ -	
							\$ -	
			0				\$ -	

\$ -

### Rent includes the following Utilities

Heating	\$ -
Cooking	\$ -
Water Heating	\$ -
Other Electric	\$ -
Water	\$ -
Sewer	\$ -
Trash	\$ -
A/C	\$ -
Refrigerator	\$ -
Range/Microwave	\$ -
Other	\$ -
<b>TOTAL</b>	<b>\$ -</b>

## 20-YR OPERATING PRO FORMA



## County of Maui Community Development Block Grant Disaster Recovery Program Conflict of Interest Certification and Disclosure Form

### Purpose

The Universal Notice (90 FR 1754) governing the implementation of CDBG-DR funds establishes clear expectations for grantees to establish a written standard of conduct and conflicts of interest policy that complies with the requirements of 24 CFR 570.489 and subparagraph II.A.1.b.(i) of the Universal Notice, which includes the process for promptly identifying and addressing such conflicts. This process is outlined in the County of Maui Office of Recovery's Fraud, Waste, and Abuse Policy. This Certification and the accompanying Disclosure Form is intended to facilitate reporting of any potential conflicts of interest, whether real or perceived, relative to any activities receiving CDBG-DR funding in part or in whole. All Applicants are required to comply with conflict of interest requirements for the duration of project implementation. Applications for funding that do not include the signed certification attached to this form will not be considered for award.

### Conflict of Interest

No employee, agent, or contractor who exercises or has exercised any functions or responsibilities with respect to activities funded by the CDBG-DR program and administered by the County of Maui, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from the activity, or have an interest or a benefit from the activity, or have an interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.

### Regulatory Authority

- **2 CFR § 200.112** – Requirement to disclose potential conflicts of interest to the Federal agency or pass-through entity (County of Maui).
- **2 CFR § 200.318(c)** – General procurement standards; written standards of conduct for conflicts of interest, including organizational conflicts of interest, governing employees engaged in the selection, award, and administration of contracts.
- **24 CFR § 570.489(h)** – CDBG-DR conflict of interest requirements applicable to States and units of general local government administering CDBG-DR funds.
- **24 CFR § 570.611** – Conflict of interest requirements for CDBG-DR where not otherwise governed by 2 CFR 200.318 (e.g., real property, direct assistance, and other non-procurement situations).

### Applicability

In accordance with 2 CFR 200.318(c), any employee, officer, agent, or board member with a real or apparent conflict of interest **may not participate** in any aspect of the procurement process for a contract supported by the CDBG-DR award. A conflict of interest includes when the employee, officer, agent, or board member, any member of their immediate family, their partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial



or other interest in or a tangible personal benefit from an entity considered for a contract. An employee, officer, agent, and board member of the recipient or subrecipient may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors.

In all other situations not covered by 2 CFR 200.318, the provisions of 24 CFR 570.611 will apply. Under this regulation, individuals involved in CDBG-DR-assisted activities are prohibited from having any financial interest in those activities. This restriction includes any direct or indirect financial benefit through immediate family or business relationships. It applies both during the individual's tenure and for one year after leaving their position. This includes interests in contracts, subcontracts, or any financial benefits resulting from CDBG-DR-assisted projects.

## Covered Persons

Conflict of interest requirements apply to any person who is an employee, agent, consultant, officer, elected official or appointed official of the County of Maui, or of a unit of general local government, or of any designated public agencies, or subrecipients which are receiving CDBG-DR funds.

## Responsibilities

If you are aware of, or become aware of at any time during the project, any actual or potential conflict of interest, you must disclose such potential conflicts in writing to Brian Oshiro, CDBG-DR Program Manager at [brian.oshiro@co.maui.hi.us](mailto:brian.oshiro@co.maui.hi.us) in accordance with 2 CFR 200.112.

Failure to disclose a conflict of interest may result in administrative or legal remedies, including but not limited to corrective actions, disallowance of costs, or other sanctions outlined in Federal and State law. County of Maui employees who fail to disclose real or perceived conflicts of interest may incur corrective action, including reassignment, termination of contract, or other disciplinary measures as described in the County OOR's policies and procedures.



## Certification

**Project Title:** \_\_\_\_\_

By completing this form, I \_\_\_\_\_ [Name] as the \_\_\_\_\_ [Title] for \_\_\_\_\_ [Department / Agency] hereby affirm that the \_\_\_\_\_ [Department / Agency] is committed to and responsible for complying with federal conflict of interest requirements applicable to the use of CDBG-DR funds; is committed to identifying and disclosing any actual or apparent conflicts of interest that exist at the time of application; and will promptly disclose any actual or apparent conflicts of interest that arise later during project implementation.

I understand that failure to disclose an actual or apparent conflict of interest, or to comply with applicable conflict of interest requirements, may result in administrative or legal remedies, including but not limited to corrective actions, disallowance of costs, or other sanctions available under Federal and State law.

Based on information known to me at the time of this Certification:

**No Known Conflicts:**

I am not aware of any real or apparent conflict of interest involving any covered person with respect to the proposed project, including but not limited to procurement, real property transactions, or other CDBG-DR-assisted activities.

**Known or Potential Conflicts (Disclosure Attached):**

One or more real or apparent conflicts of interest currently exist or are reasonably anticipated. An explanation of each known or potential conflict is attached.

---

**Signature**

---

**Printed Name**

---

**Title / Organization**

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



## Conflict of Interest Disclosure

I have a conflict of interest as indicated below:

### CONFLICT OF INTEREST

I have a conflict of interest as indicated below:

Questions (Please indicate your response by marking a "X" in the columns provided)	Yes	No	N/A
1. Are you <b>currently</b> an employee, agent, consultant, officer, or elected official or appointed official for any of the responding offerors or subrecipients?			
1a. If yes, in this role <b>do you exercise any function or responsibility</b> with respect to the CDBG-DR funded activities or are you in a position to participate in a decision-making process or gain inside information regarding such activities?			
2. Have you served as an employee, agent, consultant, officer, or elected official or appointed official for any of the responding offerors or subrecipients <b>in the 12 months prior to applying</b> to participate in this CDBG-DR funded activity?			
2a. If yes, in this role <b>did you exercise any function or responsibility</b> with respect to CDBG-DR activities or are you in a position to participate in a decision-making process or gain inside information with regard to such activities?			
3. Do you have <b>an immediate family member</b> who is an employee, agent, consultant, officer, or elected official or appointed official for any of the responding offerors or subrecipients? <i>The County of Maui's Ho'okumu Hou Program(s) adopts the definition of <b>immediate family</b> from paragraph (b) of 24 CFR 92.356, which includes (whether by blood, marriage or adoption) the spouse, parent (including a stepparent), child (including a stepchild), brother, sister (including a stepbrother or stepsister), grandparent, grandchild, and in-laws of a covered person. For purposes of the Program, immediate family shall also include <b>hānai relatives</b>, consistent with the definition recognized in Hawai'i law (see, e.g., HRS § 84-13.2(j), defining "relative" to include individuals related through the Hawaiian hānai custom).</i>			
3a. If yes, in this role <b>do they exercise any function or responsibility</b> with respect to CDBG-DR activities or are they in a position to participate in a decision-making process or gain inside information with regard to such activities?			
4. Do you have <b>a business relationship with anyone</b> who is an employee, agent, consultant, officer, or elected official or appointed official for any of the responding offerors or subrecipients?			
4a. If yes, in this role <b>do they exercise any function or responsibility</b> with respect to CDBG-DR activities or are they in a position to			



participate in a decision-making process or gain inside information with regard to such activities?			
---	--	--	--

**Describe the circumstances of the conflict of interest:** (i.e. your sister is an employee at one of the offering firms, you are a consultant for an applying subrecipient, your husband works for one of the offering firms).

*Provide specific detailed regarding your personal or professional relationship with the offeror(s) or subrecipient(s), include names, relevant dates, and if you were or are in a position to receive or provide inside information related to this application or procurement process.*

--

**Each question above must receive a response.** If you answered “Yes” to any of the questions above your participation in the project may present a conflict of interest per the Code of Federal Regulations in 24 CFR 570.611 and 2 CFR 200.318(c). Please consult with County staff assisting you with this process your ability to continue serving a role in this project.

If you have questions regarding this form, please contact the County of Maui Office of Recovery by email at [cdbg-dr@mauicounty.gov](mailto:cdbg-dr@mauicounty.gov)

Committee Member Legal Name (First, Middle, Last, Suffix):
Signature:
Date:

**WARNING:** By signing, the owner(s)/applicant(s) authorizes the County or any of its duly authorized representatives to verify the information contained herein, including this section. Any person who knowingly makes a false claim or statement to Housing and Urban Development (HUD) may be subject to civil or criminal penalties under 18 U.S.C. 287, 1001 and 31 U.S.C. 3729. Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willfully makes false or fraudulent statements to any department of the United States Government.



**Review of Declaration** *This part to be completed by the procuring department.*

Check the Declaration has been completed and signed. Where a conflict of interest has been declared state how the conflict of interest will be managed:

**Conflict of interest management plan:**

- Remove the individual from participation in the project
- Impose a restriction on the individual
- Engage an independent adjudicator
- Individuals relinquishes the business interest that causes the conflict of interest
- Individual resigns from the position that causes the conflict of interest.

**Person reviewing the Declaration** and proposing the management plan

Name and title:	
Signature:	
Date:	

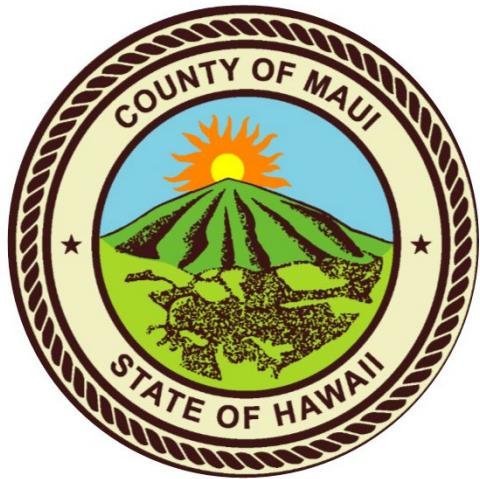
**Person approving** the management plan

Name and title:	
Signature:	
Date:	

**Consent** of person making the Declaration

Signature:	
Date:	

## Appendix 3 – SOP for Application Completion



Standard Operating Procedures  
Multifamily Rental Housing New  
Construction Program  
Online Application User Guide

CDBG-DR

County of Maui, Office of Recovery

Phone: (808) 270-6267

## Version History

Version	Date	Revision Description	Approved By
1	1/20/25	Initial Policy	

## Version Policy

Version history is tracked in the Version History Table (above), with notes regarding version changes. Dates of each publication are also tracked in this table. Substantive changes in this document that reflect a policy change will result in the issuance of a new version of the document. For example, a substantive policy change after the issuance of Version 1.0 would result in the issuance of Version 2.0, an increase in the primary version number. Non-substantive changes such as minor wording and editing or clarification of existing policy that do not affect interpretation or applicability of the policy will be included in minor version updates denoted by a sequential number increase behind the primary version number (i.e., Version 2.1, Version 2.2, etc.).

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# 1. User Guide

## A. Introduction

### *What is the Multifamily Rental Housing New Construction Program?*

The Multifamily Rental Housing New Construction Program assists eligible applicants in building new affordable multifamily rental housing units on the Island of Maui. This program provides gap financing to increase the supply of safe, durable, and affordable housing while incorporating hazard mitigation and resiliency measures. The objective of this program is to increase the rental housing stock for low- and moderate-income (LMI) households while integrating mitigation measures to reduce future disaster risk.

This Standard Operating Procedure (SOP) provides step-by-step guidance for completing the online application associated with the Notice of Funding Availability (NOFA) for the Multifamily New Construction Program. The application is part of the competitive process and applicants should review the NOFA for all program requirements before starting.

## B. Eligible Applicants

Applicants are eligible for the Multifamily Rental Housing New Construction Program if:

- Applicant is a unit of local government, Public Housing Authority, private non-profit or for-profit entity.
- Applicant (or controlling entity) was in operation for at least 12 months prior to the disaster. For Special Purpose Entities, development partners must meet this requirement.
- Applicant possesses a valid and current UEI registered in SAM.gov
- Applicant is not listed on SAM.gov exclusion list or HUD's Limited Denial of Participation List
- Applicant is currently registered with the State of Hawaii Department of Commerce and Consumer Affairs
- Applicant is legally established and authorized to operate within the State of Hawaii

---

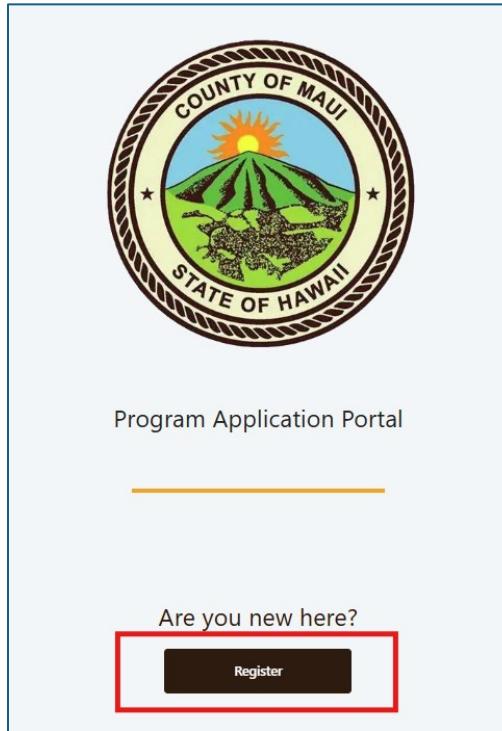
### ***Need further assistance?***

*If applicants need additional guidance completing their application, please contact Chandee Kauhaahaa at Chandee.D.Kauhaahaa@co.maui.hi.us*

---

## C. Getting Started – Register an Account

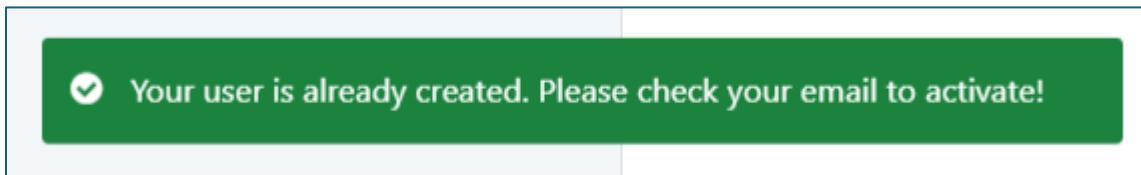
The home screen will allow applicants to register for an account. Select “Register” to get started.



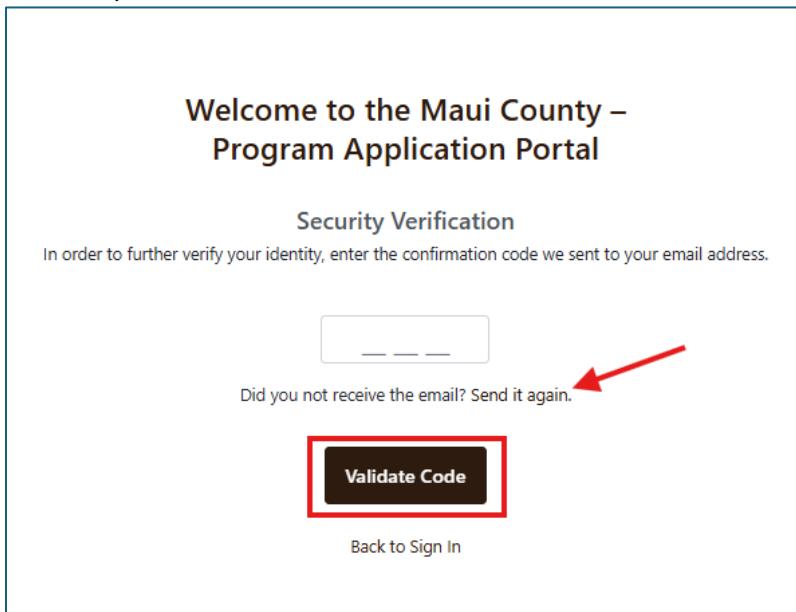
Applicants will complete all fields and select “Register”.

A screenshot of a registration form titled "Registration". The form instructions say "Please set your name, email and password". It contains five text input fields: "Full Name \*", "Email \*", "Confirm Email \*", "Password \*", and "Confirm Password \*". Below these fields, a note states "Your password must meet the following criteria:" followed by a list: "• Minimum 8 characters.", "• 1 uppercase character.", and "• 1 number.". A CAPTCHA section is present with a checkbox labeled "I'm not a robot" and a reCAPTCHA logo. At the bottom of the form is a large "Register" button, which is highlighted with a red box. Below the "Register" button is a "Back to sign in" link.

Once registered, applicants will receive a banner to check their email for account activation instructions.

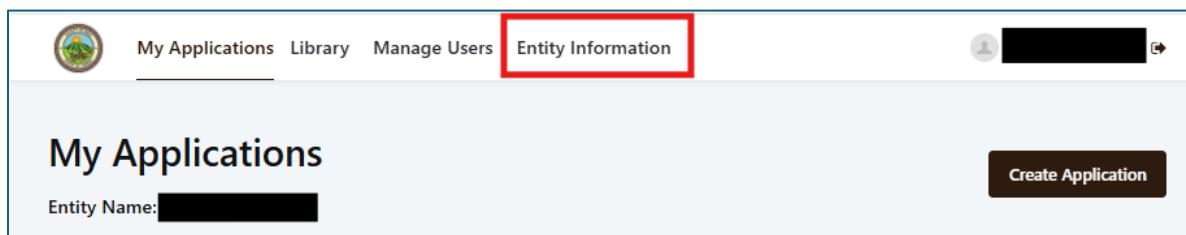


If the system-generated email was not delivered, select “Send it again”. Applicants will retrieve a verification code from the email used during registration, enter the code and select “Validate Code” to proceed into the portal.



## D. Applicant Entity and Contact Information:

The first user from the applicant’s team, will set up the Entity in the portal. To do this, select the “Entity Information” tab at the top of the page.



Applicants will enter their entity and contact information, which will then pre-populate into the Applications as they are created.

Entity and Contact Information

1. Applicant Information

Name of Government Entity or Non-Profit \*

Entity Type \*

Select Agency Type

Applicant Address: \*

City \* State \* Zip \*

Organization Web Site County

Unique Entity Identification Number (UEI #) \* Applicant EIN # \*

Once the entity information is input, Applicants will enter the information of the Contract Signer and select “Save”. The information will pre-populate into applications as they are created. The Authorized Contract Signer should be the lead official for the department, agency or organization, who is responsible for organizational oversight, compliance, and fiscal responsibility. This may primarily include Directors and Deputy Directors.

Authorized Contract Signer

List of name of the person who is authorized to sign binding contracts for this project.

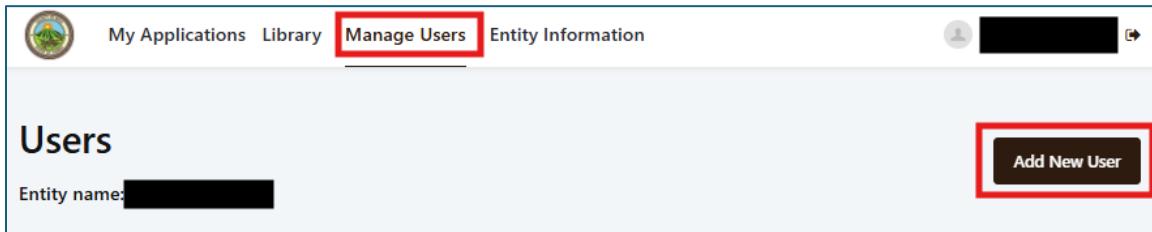
First Name \* Last Name \* Email \*

Title \* Phone \*

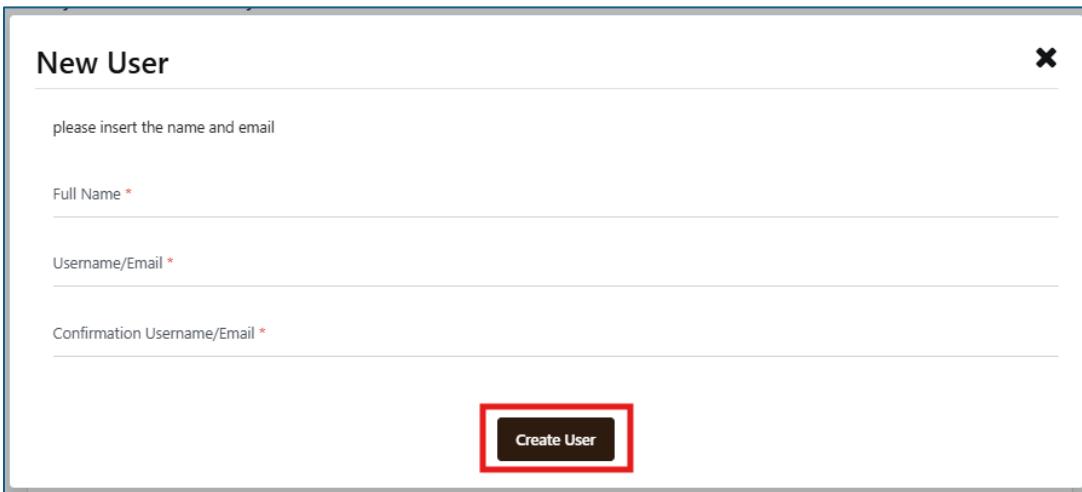
Cancel Save

## E. Manage Account Users:

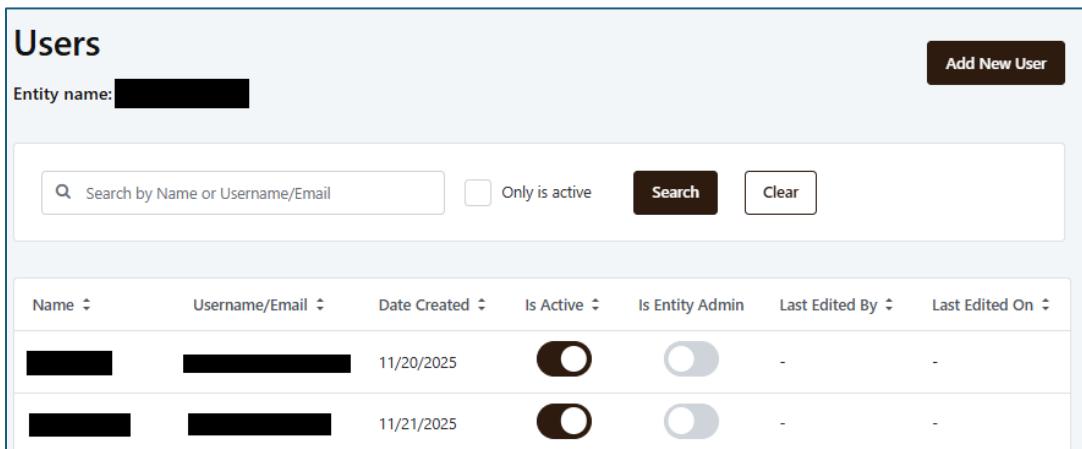
To add additional users to an Applicant's account, select the "Manage Users" tab at the top of the page, then select "Add New User".



Applicants will enter the additional user's full name and email address in the fields provided. When the information is complete, select "Create User".



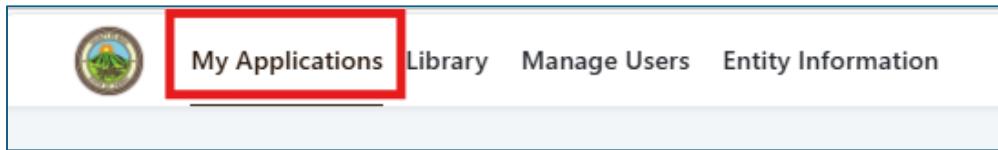
Applicants will then be able to view and manage each user's permissions and activate or deactivate linked user accounts. If an additional user is granted the "Entity Admin" role, that user will have functionality to also manage the Applicant Entity's user accounts.



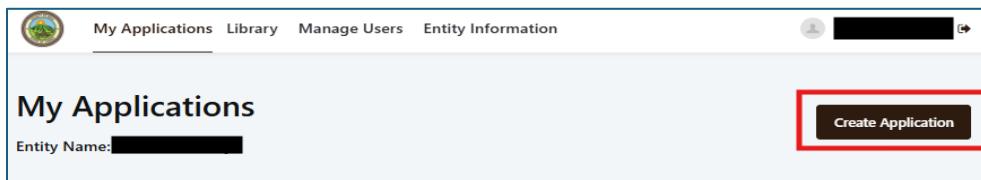
Name	Username/Email	Date Created	Is Active	Is Entity Admin	Last Edited By	Last Edited On
[REDACTED]	[REDACTED]	11/20/2025	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	-
[REDACTED]	[REDACTED]	11/21/2025	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	-

## F. Create an Application:

At the top of the page, Applicants will select the “My Applications” tab.



Select “Create Application” to start a new application.



### **Program Selection**

Using the drop-down box, Applicants select “CDBG-DR Multifamily Rental Housing Program” and will be automatically redirected to the selected program application.



## G. Application Information

### I. Save the Application

Once an application has been created, the Applicant is encouraged to Save the application frequently. This can be done at the top or bottom of the application screen.

Top of page:

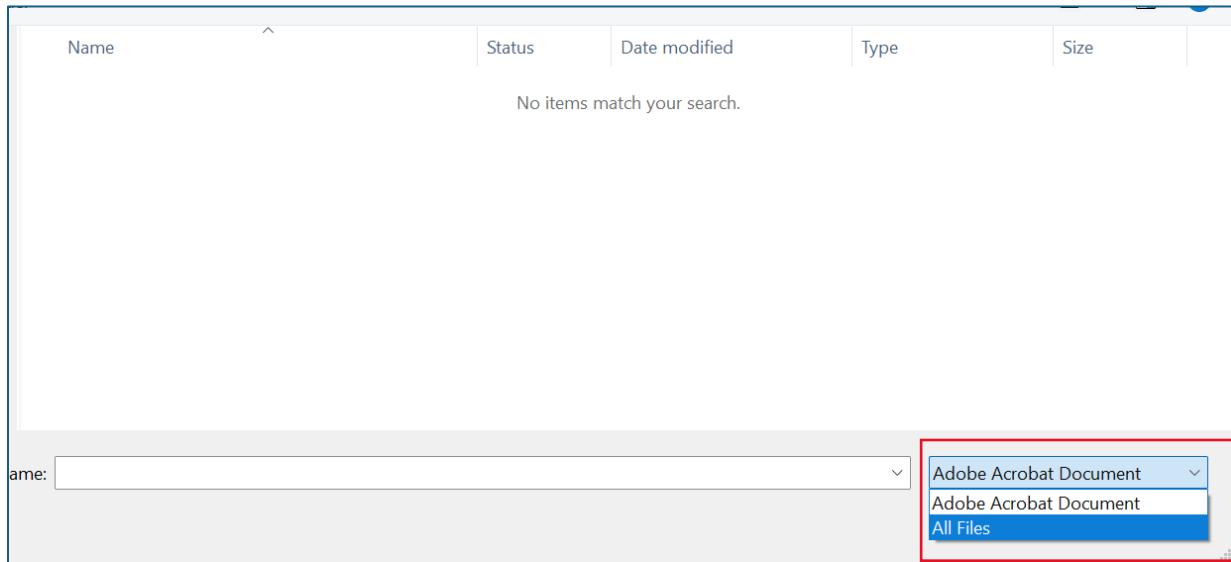
Complete all questions fully and upload all required documents in the designated fields. Use the provided templates where applicable and ensure your narratives, budgets, schedules, and supporting materials are consistent.

A comprehensive list of required backup documentation can be found in [Appendix 1](#) (Right click this link and select 'Open in new tab').

Bottom of page:

## II. File Upload

When uploading a document, the Applicant may have to select “All Files” from the drop-down menu in the lower right-hand corner to upload documents that are not PDF format (Excel, Word, Jpeg, etc.)



## 2. Completing the Application

The information at the top of the application will provide a program description of the Multifamily Rental Housing Program, as well as Minimum Eligibility Criteria and General Instructions. In this section, there is a link to Appendix 1. To open Appendix 1, right click the link and select “Open in new tab”. This Appendix will provide a list of required documentation for the Application that the Applicant can use as a reference.

**Application Instructions**

Complete all questions fully and upload all required documents in the designated fields. Use the provided templates where applicable and ensure your narratives, budgets, schedules, and supporting materials are consistent.

A comprehensive list of required backup documentation can be found in **Appendix 1 (Right click this link and select 'Open in new tab').**

## I. Section 1. Application Type

Applicant will select the type of project they are applying for, based on the description within the question.

### 1. Application Type



This application supports two CDBG-DR Multifamily Rental Housing programs. All projects must involve developments that were previously constructed, operated as affordable housing and were destroyed or rendered uninhabitable by the 2023 Maui Wildfires.

**Reconstruction** is for developments that were previously affordable housing, were damaged or destroyed, and are rebuilding on the original parcel(s) of land with the same ownership structure as existed at the time of the fire.

**New Construction Phase 1** is for developments that were previously affordable housing, were damaged or destroyed, and will be rebuilt with additional parcels of land acquired or intended to be acquired and / or under a new ownership structure.

**New Construction Phase 2** is for experienced developers that are developing new affordable housing on the Island of Maui.

- a. **Multifamily Reconstruction** – Rebuilding on the original parcel(s) with original ownership structure
- b. **Multifamily New Construction Phase 1** – Rebuilding involving additional parcel(s) and / or a new ownership structure
- c. **Multifamily New Construction Phase 2** – Construction of new multifamily housing to create additional affordable rental units.

Please indicate which phase your project aligns with:

Please select...



Program Type your project aligns with:



Applicant will then upload disaster tie back documentation, if applicable, by selecting “Upload Document”.

Provide Disaster tie-back documentation e.g. damage assessments, FEMA data, insurance reports

Upload Document

Document Name	Uploaded On	Uploaded By	Actions
No items to show...			

**NOTE: Scroll to the top or bottom of the page and click “Save” to save the application prior to selecting links and/or opening a new page.**

## II. Section 2. Entity Information

Applicants will enter the name of their project and confirm the Applicant Entity information or input the information if not pre-populated; make corrections if any errors are identified; and fill in any missing fields.

**2. Application Entity Information**

Name of Project: \*

Applicant Entity Name

Address Line: \*

City *	State *	Zip *
Wailuku	HI	96793

UEI Number *	EIN Number *
uxsutoa89389	25-252525

Applicants will confirm the Certifying Official or Authorized Signatory information or input the information if not pre-populated; make corrections if any errors are identified; and fill in any missing fields.

**Certifying Official or Authorized Signatory Information**

First Name *	Last Name *	Email *
Phone *		

Applicants will provide an additional Project Contact, if applicable. This contact will be used for coordination during both the application and the implementation phase, if the project is selected for award.

<b>Application Point of Contact Information</b>		
First Name	Last Name	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone	<input type="text"/>	

Applicants describe the type of entity and the partnerships associated with the project.

Which of the following best describes your Applicant entity <i>Joint Venture Partnerships should include all parties.</i>
<input type="text"/> Select type...
Name other organizations or government entities that are partnered on this project:
<input type="text"/> test

Every section will have a list of uploads following the questions. It is important to upload the proper documentation into each upload area that is indicated as mandatory with the red asterisk.

Organizational Chart *	<input type="button" value="Upload Document"/>		
<input type="text"/> Document Name	<input type="text"/> Uploaded On	<input type="text"/> Uploaded By	<input type="text"/> Actions
No items to show...			
Proof of SAM Active Registration and Debarred Contractor Verification Results *	<input type="button" value="Upload Document"/>		
<input type="text"/> Document Name	<input type="text"/> Uploaded On	<input type="text"/> Uploaded By	<input type="text"/> Actions
No items to show...			
Proof of Non-Debarment *	<input type="button" value="Upload Document"/>		
<input type="text"/> Document Name	<input type="text"/> Uploaded On	<input type="text"/> Uploaded By	<input type="text"/> Actions
No items to show...			
Limited Partnership or SPE Agreement *	<input type="button" value="Upload Document"/>		
<input type="text"/> Document Name	<input type="text"/> Uploaded On	<input type="text"/> Uploaded By	<input type="text"/> Actions
No items to show...			

**REMINDER: Scroll to the top or bottom of the page and click “Save” to save the application.**

### III. Section 3. Project Information

**Project Information:** Applicants will fill in the address information for the project location. This includes the existing project site, any additional sites owned and intended to be used for this project, and any sites that are planned to be acquired with CDBG-DR funds for the project. If additional site information needs to be added, click the “Add Additional Sites” button.

3. Project Information

Project Address(es):

^

Add Additional Sites

Address Line 1

Address Line 2

City

State  
 Zip

The applicant will continue to answer the questions within the Project Information section of the application.

Describe whether the site is owned or leased by the applicant. If owned, upload a copy of the Deed. If leased, upload a copy of the lease. NOTE: A draft lease extension of the minimum affordability period must be attached, if the remaining affordability period is less than 45 years. This draft lease must not be executed until after the environmental review is complete. If optioned or owned by another entity, provide that information. If no lease/deed - explain how the Applicant plans to obtain site control.

Is the applicant in good standing with the ground lease?  
 Please select...

Explain

Does the Project meet zoning and land use requirements?  
 Please select...

Describe additional actions necessary

Has public approval for land use, site plan, and/or variance been obtained to carry out this project?  
 Please select...

Describe whether the proposed project meets the applicable future land use and zoning requirements, or if a land use change/rezoning/variance will be needed. If the proposed project is exempt from the zoning requirements, cite the exemption source/reference. Additionally, please specify whether the current parking space is adequate for the intended use, or if a rezoning/variance will be required. A zoning verification letter might be required to be submitted at the County DOR's request

Has a building permit been obtained?  
 Please select...

Does the project have all required permits to ensure access to water, sewer, and other utility services?  
 Please select...

**Upload Section:** At the end of the Project Information section, there is a list of required uploaded documents. The Applicant should upload appropriate, relevant and current information into each requested document line.

Proof of Site Control (Deed, Lease, or Purchase Agreement) *			
Document Name	Uploaded On	Uploaded By	Actions
No items to show...			
Draft Ground Lease for length of affordability period (if applicable)			
Document Name	Uploaded On	Uploaded By	Actions
No items to show...			
Proof of utility connection approval *			
Document Name	Uploaded On	Uploaded By	Actions
No items to show...			
Property Appraisal, ALTA Survey, Title Report *			
Document Name	Uploaded On	Uploaded By	Actions
No items to show...			
Map and Property Appraiser Information *			
Document Name	Uploaded On	Uploaded By	Actions
No items to show...			
FIRMette Flood Map *			
Document Name	Uploaded On	Uploaded By	Actions
No items to show...			
Zoning Verification Letter or Land Use Exemption *			
Document Name	Uploaded On	Uploaded By	Actions

**REMINDER: Scroll to the top or bottom of the page and click “Save” to save the application**

## IV. Section 4. Project Description

**Project Summary:** Applicants will provide information directly related to the planned Multifamily project including site condition, construction plan and timeline.

**4. Project Description**

**4a. Site Condition**

Describe the current condition of the site, including FEMA or County damage classification, insurance status, and whether any temporary stabilization work occurred after the fires.

Does the site require demolition?  
Please select...

Does the site require additional environmental clearance or remediation?  
Please select...

**4b. Construction Plan**

Describe the planned unit mix.  
At least 51% of all units must be occupied by households ≤80% AMI for the affordability term. The remaining 49% of units may assist households up to 120% AMI for the affordability term. This rate outlines the minimum affordability expectations, however, projects are encouraged to distribute the units based on a market analysis for the area.

I

i. Total number of units  
ii. Total number of LMI units (80% AMI or below)  
iii. Total number of moderate units (80% AMI to 120% AMI)  
iv. Total number of set aside supportive housing units  
v. Proposed affordability period (minimum 45 years)

The project timeline should be entered into this section. The timeline should reflect the projected dates as they stand today. It is okay if these are estimates and may eventually change.

**4c. Timeline**

List anticipated financial closing date:

Provide expected dates for:

i. Acquisition  
ii. Design / Engineering  
iii. Construction Start  
iv. Construction 60% Complete  
v. Construction Completion  
vi. Tenant Occupancy

mm/dd/yyyy

mm/dd/yyyy

mm/dd/yyyy

mm/dd/yyyy

mm/dd/yyyy

mm/dd/yyyy

**Project Information Uploads:** At the bottom of the project information section, there are documents required for upload. The Project Schedule has a specific template to capture the information necessary. The Applicant should select “Download Template” on the right-hand side of the screen, as indicated in the red box below. Once the schedule has been filled out, the Applicant should select “Upload Document”, as indicated in the orange box below, and upload the completed template.

Architectural drawings, specifications,etc. \*

Document Name	Uploaded On	Uploaded By	Actions
No items to show...			

Project Schedule \*

Document Name	Uploaded On	Uploaded By	Actions
No items to show...			

**Upload Document**

**Download Template**

**REMINDER: Scroll to the top or bottom of the page and click “Save” to save the application.**

## V. Section 5. Tenant Prioritization and Occupancy

The Applicant should fill in the questions regarding tenant selection and occupancy plans.

Target population to be served:
Select options...
Proposed AMI distribution Ex: 100 units total with 10 units @ 30% AMI, 50 units at 60% AMI, 20 units @ 80% AMI and 20 units at 120% AMI
<input type="text"/>
Does the project have a Tenant Selection Plan?
Please select...
Explain how clients will be referred to the project, and how the final selections will be made.
<input type="text"/>
Describe how the project will prioritize FEMA temporary housing residents and fire displaced residents
<input type="text"/>
Provide a description of community outreach and engagement that has happened to date.
<input type="text"/>
Has a market study or comparable study been completed to address demand, rent comparisons and vacancies? Note: A market study is required prior to funding
Please select...

**Tenant and Occupancy Section Uploads:** After all narrative responses have been answered, the Applicant should upload all supporting documentation requested.

Tenant Selection Plan *	<input type="button" value="Upload Document"/>		
Document Name	Uploaded On	Uploaded By	Actions
No items to show...			
Market Study *	<input type="button" value="Upload Document"/>		
Document Name	Uploaded On	Uploaded By	Actions
No items to show...			
Affirmative Fair Housing Marketing Plan *	<input type="button" value="Upload Document"/>		
Document Name	Uploaded On	Uploaded By	Actions
No items to show...			
URA Plan (if applicable)	<input type="button" value="Upload Document"/>		
Document Name	Uploaded On	Uploaded By	Actions
No items to show...			
Any General Information Notices (GIN) issued (if applicable)	<input type="button" value="Upload Document"/>		

## VI. Section 6. Project Feasibility & Financial Readiness

Project Budget: Because CDBG-DR is intended to be gap financing, the Amount of CDBG-DR requested will be automatically calculated based on other leveraged funds. The Applicant will enter each leveraged funding source in the “Source Details” column. This should be the name or type of insurance and the name of the additional sources available (i.e. Donations, additional federal funds, tax credits, etc.). The Applicant should enter the total project budget in the top line item, and the amount of each additional leveraged source of funds in the subsequent line. The application will calculate the amount of CDBG-DR requested.

6. Project Feasibility & Financial Readiness

Budget Source	Source Details	Amount (\$)
<b>Total Project Budget</b>		Enter Amount Here
<b>Insurance Funds</b>	Enter Source Details	Enter Amount Here
<b>Source 1</b>	Enter Source Details	Enter Amount Here
<b>Source 2</b>	Enter Source Details	Enter Amount Here
<b>Source 3</b>	Enter Source Details	Enter Amount Here
<b>Source 4</b>	Enter Source Details	Enter Amount Here
<b>CDBG-DR</b>	<b>CDBG-DR</b> 	\$0.00

After the Source details are entered into the application, the applicant will answer additional questions.

Identify all other federal or insurance funds received for this project and certify that CDBG-DR assistance will not duplicate those sources.

Is this project a Low-Income Housing Tax Credit Project?

Please select... 

Has a professionally developed cost estimate been prepared?

Please select... 

Describe the financial structure and viability of the project, including reserves.

Describe how procurement will comply with 2 CFR 200 (Governmental agencies only)

**Project Budget Uploads:** Within the document uploads at the end of the Project Budget section, there is an item titled “Budget Workbook”. There are two separate budget workbook templates available, depending on the type of project selected. Reconstruction projects should download the template indicated in yellow below. New Construction projects should download the template indicated in blue below. Once the entire workbook has been completed, it should be re-uploaded into the document upload area.

**\*NOTE\*** The budget workbook has multiple tabs within the excel spreadsheet. Ensure all tabs are fully completed before submitting.

Commitment Letters for Non CDBG-DR Funding Sources *			<a href="#">Upload Document</a>
Document Name	Uploaded On	Uploaded By	Actions
No items to show...			
<a href="#">Budget Workbook *</a> <div style="text-align: right;"> <a href="#">Upload Document</a>   <a href="#">Download Reconstruction Template</a>   <a href="#">Download New Construction Template</a> </div>			
Document Name	Uploaded On	Uploaded By	Actions
No items to show...			
<a href="#">Cost Estimate Documentation *</a> <div style="text-align: right;"> <a href="#">Upload Document</a> </div>			
Document Name	Uploaded On	Uploaded By	Actions
No items to show...			

**REMINDER: Scroll to the top or bottom of the page and click “Save” to save the application.**

## VII. Section 7. Organizational Capacity

**Organizational Capacity:** Applicant will fill in all relevant information about their experience administering funds and experience with cross cutting requirements.

**7. Organizational Capacity**

Describe the organization's experience in administering federal housing funds previously (ex. CDBG, HOME, FEMA, HTF, Section 8 Vouchers or LIHTC)?

Describe the ongoing property management agreement and the organization's capacity to provide the services proposed in this application?

Does the Applicant have prior experience regarding compliance with Davis Bacon and related Acts?

Please select...

Did the Applicant expend \$1,000,000 or more in federal funds in its last fiscal year? If yes, a single audit has to be completed. Requirement of 2 CFR Part 200 Subpart F. Note: Upload the results

Please select...

Does the Applicant have any outstanding litigations or other legal issues?

Please select...

Are there any outstanding financial audit findings which remain unresolved? If yes, briefly state an explanation including corrective actions going forward.

Please select...

Does the Applicant have policies and procedures manual that includes the following?

Personnel policies and procedures

Please select...

Fiscal policies and procedures

Please select...

Conflict of Interest policies

Please select...

Funds are provided on a cost-reimbursement basis. Does the Applicant have sufficient cash reserves to pay for project costs as they are incurred and the capacity to cover future operational costs associated with maintaining the project? Please note: a proof of payment will be required prior to reimbursement by the County. In your response, indicate how future operational costs are projected/expected to be covered by the Applicant.

Please select...

CDBG-DR funded housing projects must maintain active insurance coverage throughout the life of the project. For each insurance type below, provide the current expiration date. A separate endorsement showing the County as an additional insured will be required if funded. If insurance is not available, a letter committing to purchase insurance is required.

General Liability	Expiration Date	mm/dd/yyyy <input style="width: 100px; height: 20px; border: 1px solid #ccc; border-radius: 5px;" type="text"/>
Professional Liability	Expiration Date	mm/dd/yyyy <input style="width: 100px; height: 20px; border: 1px solid #ccc; border-radius: 5px;" type="text"/>
Workers Compensation	Expiration Date	mm/dd/yyyy <input style="width: 100px; height: 20px; border: 1px solid #ccc; border-radius: 5px;" type="text"/>

Bond Requirements for Construction HUD requires that all CDBG-DR funded construction contracts include a bid guarantee, performance bond, and payment bond, as outlined in 2 CFR 200.326. Do you agree to ensure that the general contractor provides all required bonding before the County executes a funding agreement?

Please select...

**Organizational Capacity:** Applicant will upload all relevant documentation to each line item.

Bid, performance, and payment bond surety letters *			
<input style="width: 100px; height: 30px; float: right; background-color: black; color: white; font-weight: bold; font-size: 10px; margin-right: 10px;" type="button" value="Upload Document"/>			
Document Name	Uploaded On	Uploaded By	Actions
No items to show...			
<b>Required File!</b> <b>Personnel policies and procedures *</b>			
<input style="width: 100px; height: 30px; float: right; background-color: black; color: white; font-weight: bold; font-size: 10px; margin-right: 10px;" type="button" value="Upload Document"/>			
Document Name	Uploaded On	Uploaded By	Actions
No items to show...			
<b>Required File!</b> <b>Fiscal policies and procedures (if non-profit, must be board approved) *</b>			
<input style="width: 100px; height: 30px; float: right; background-color: black; color: white; font-weight: bold; font-size: 10px; margin-right: 10px;" type="button" value="Upload Document"/>			
Document Name	Uploaded On	Uploaded By	Actions
No items to show...			
<b>Required File!</b> <b>Conflict of Interest policies *</b>			
<input style="width: 100px; height: 30px; float: right; background-color: black; color: white; font-weight: bold; font-size: 10px; margin-right: 10px;" type="button" value="Upload Document"/>			
Document Name	Uploaded On	Uploaded By	Actions
No items to show...			

**REMINDER: Scroll to the top or bottom of the page and click “Save” to save the application.**

## VIII. Section 8. Certifications and Authorization

Applicants will review the Certifications in Section 8.

### 8. Certification & Authorization

1. The Applicant acknowledges and agrees to comply with all applicable federal, state, and local regulations governing the use of Community Development Block Grant-Disaster Recovery funds as provided under the HUD Universal Notice (FR-6489-N-01, as amended) and the County of Maui CDBG-DR Action Plan. The Applicant understands that the purpose of this program is to address unmet housing needs resulting from the 2023 Maui Wildfires.
2. The Applicant certifies and agrees to the following:
  - a. Environmental Compliance: No choice limiting actions (as defined in 24 CFR 58.22) have occurred prior to the issuance of HUD's Authority to Use Grant Funds (AUGF). The Applicant will cooperate fully with the County as the Responsible Entity in providing all necessary environmental documentation.
  - b. Cross-Cutting Federal Requirements: The Applicant agrees to comply with all applicable federal requirements, including but not limited to Fair Housing & Civil Rights requirements; Labor Standards; Section 3 (24 CFR Part 75); URA & Section 104(d); Conflict of Interest regulations; Duplication of Benefits; Cost Reasonableness; Floodplain and Insurance requirements; Green Building, Broadband, and Resilience Standards; and Federal Lobbying and Debarment rules.
  - c. Affordability and Use Restrictions: The Applicant will execute a loan agreement that includes enforceable affordability and use covenants recorded against the property for no less than the required affordability period (minimum 45 years).
  - d. Reporting, Recordkeeping and Monitoring: The Applicant will maintain complete and accurate project records and will participate in all County and HUD monitoring, audit, and reporting activities, including performance and financial reporting as required for the life of the affordability period.

Once all certifications have been reviewed by the Applicant, the Authorized Representative will type their name and title and sign the application.

By signing below, the Applicant certifies that all information contained in this application and its attachments is true, complete, and accurate to the best of their knowledge and belief, and that the governing body of the applicant organization has duly authorized this submission. The Applicant acknowledges the County's right to request additional documentation or modify funding determinations based on subsequent HUD review or approval.

Name and Title of Authorized Representative \*

*Please note: A digital signature is required to submit this application. To digitally sign, use the mouse to draw the signature.*

Clear the signature

Signature of Authorized Representative

**REMINDER: Scroll to the top or bottom of the page and click “Save” to save the application.**

## IX. Section 9: Conflict of Interest

Prior to submitting, Applicants must complete a Conflict of Interest Disclosure form for **each board member or key personnel** in the organization. Download the attached file, complete for each member of the organization necessary and upload all files.

9. Conflict of Interest

Please upload a completed form for each board member or key personnel in your organization.

Conflict Of Interest Form \*

[Conflict of Interest disclosure \(Right click this link and select 'Open in new tab'\)](#)

**Upload Document**

Document Name	Uploaded On	Uploaded By	Actions
No items to show...			

## X. Application Submittal:

Once the Conflict of Interest Disclosure form has been completed and uploaded by all relevant team members, the application is now complete. The “Submit” button on the bottom of the screen will become available once all required questions are answered and all required documents are uploaded.

The Applicant is encouraged to go back to the application and review all questions and narrative responses. It is recommended that each upload section is checked to make sure the appropriate uploads have been entered and that all questions are completely answered.

Once the application is final, the Applicant can hit “Submit”.

Conflict Of Interest Form \*

**Upload Document**

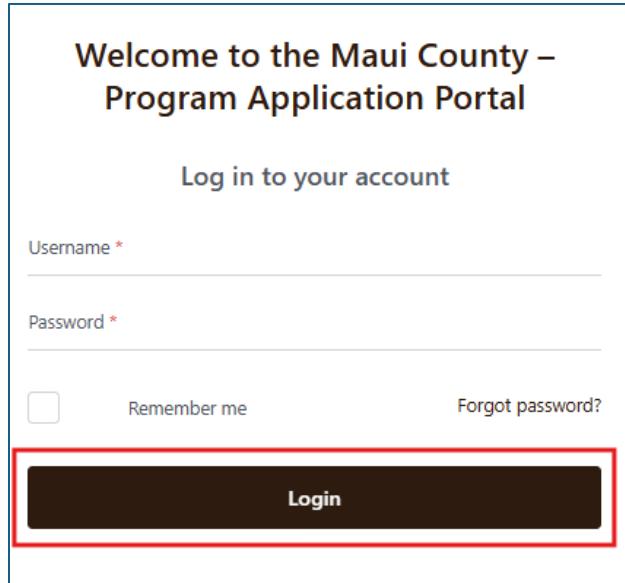
Document Name	Uploaded On	Uploaded By	Actions
No items to show...			

Required File!

**Cancel** **Save** **Submit**

### 3. Returning Applicants: Log-in to Existing Account

To log into an existing account, Applicants will enter their account username and password and select “Login” to proceed.



Welcome to the Maui County – Program Application Portal

Log in to your account

Username \*

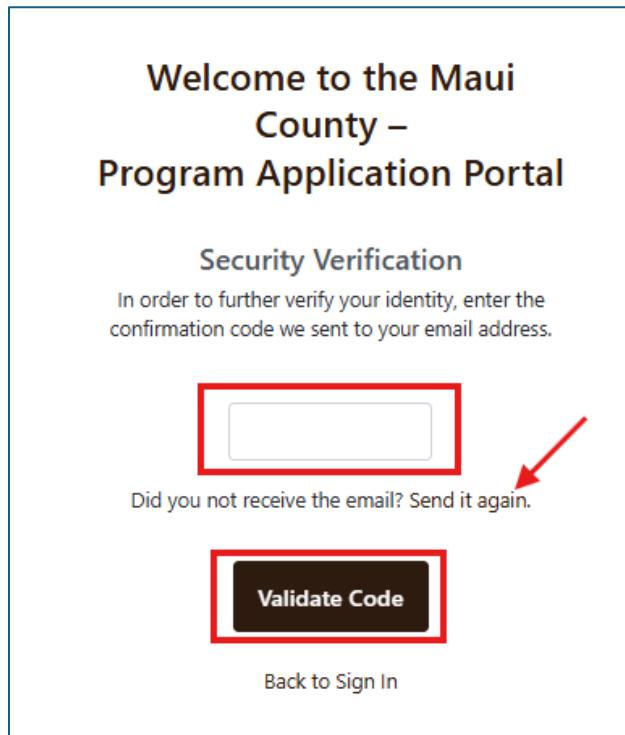
Password \*

Remember me

[Forgot password?](#)

**Login**

Next, Applicants will retrieve a security verification code sent to the email address associated with their account. Applicants will enter the code into the field provided and select “Validate Code” to proceed. If the system-generated email was not delivered, select “Send it again” to proceed.



Welcome to the Maui County – Program Application Portal

Security Verification

In order to further verify your identity, enter the confirmation code we sent to your email address.

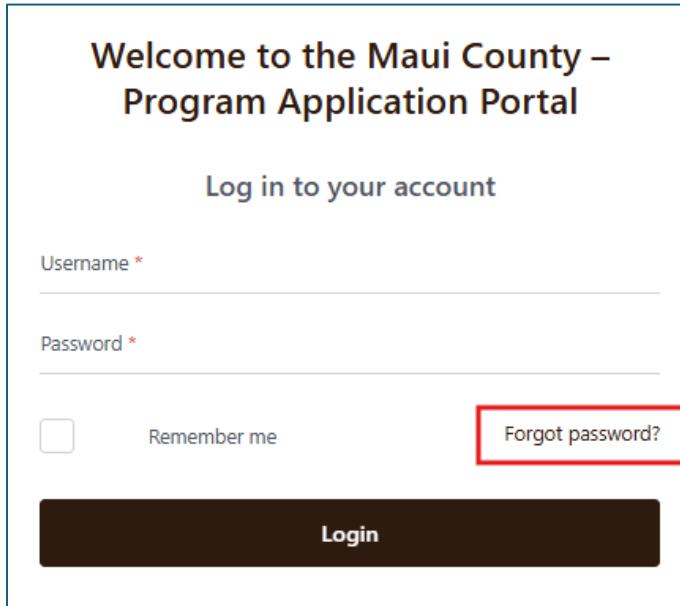
Did you not receive the email? Send it again.

**Validate Code**

[Back to Sign In](#)

## 4. Forgot Password

To reset the account password, navigate to the login screen and select “Forgot password?”.



Welcome to the Maui County – Program Application Portal

Log in to your account

Username \*

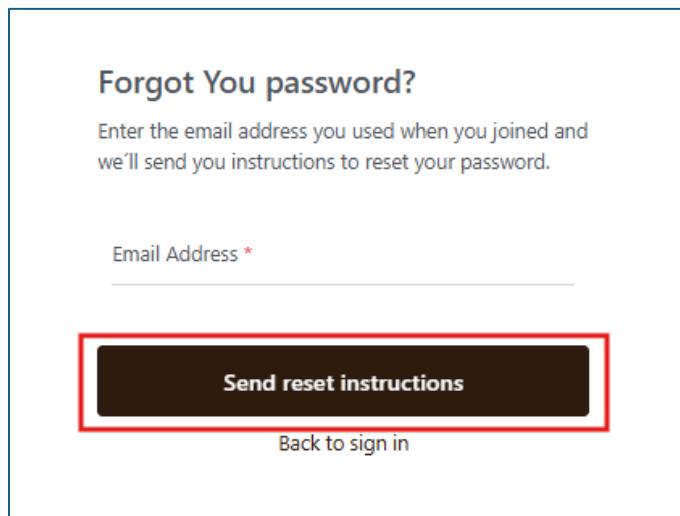
Password \*

Remember me

[Forgot password?](#)

[Login](#)

On the next screen, enter the email address associated with your account, and select “Send reset instructions” and follow directions as outlined in the email generated.



Forgot You password?

Enter the email address you used when you joined and we'll send you instructions to reset your password.

Email Address \*

[Send reset instructions](#)

[Back to sign in](#)