

# NMHC's Annual Action Plan for Program Year 2018

## Executive Summary

### AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

#### 1. Introduction

As a statutory requirement by HUD, the Commonwealth of the Northern Marianas Islands is hereby submitting its Third Year Annual Action Plan (Program Year 2018) which covers October 1, 2017 – September 30, 2018. The Plan outlines the planned uses and goals for CDBG, HOME, ESG, and also outlines the goals for Section 8 HCV and the Multifamily Programs. The programs address priority needs and goals for housing, services, and public facilities that serve low and moderate income populations. The CNMI Government continues to be the designated recipient of the U.S. Dept. of Housing and Urban Development (HUD) Community Planning and Development grant funds for the islands of Saipan, Tinian, and Rota, all three inhabited islands comprising the CNMI. Governor Ralph DLG. Torres, the Responsible Entity of the CNMI, has designated the Northern Marianas Housing Corporation, an autonomous agency of the Government, to administer all HUD-funded programs. Consultations with various agencies were conducted and other state plans were reviewed and referenced in this document. Similar goals and priorities were identified, all of which we share the same vision and that is to improve the quality of life for the citizens of the CNMI through economic development projects which will provide economic opportunities for the low and moderate income population, public facilities which will enhance the community, energy efficient projects which will address the significant utility costs currently facing the CNMI, and recreational facilities, most especially for the elderly and youth to utilize. **See Appendix B:** House Joint Resolution 20-11, authorizing the CNMI to submit its Annual Action Plan for PY 2018 (pending passage of the HJR)

#### 2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

These goals and objectives were identified based on the needs assessment of the community, prior year performance, housing market analysis, and various agency State plans and were indicated in the Program Year 2015-2019 Five Year Consolidated Plan. The goals are:

1. Special needs, low-to moderate-income, and extremely low income housing
2. Increase homeowner education and counseling
3. Promote Fair Housing
4. Sustain Affordable Housing Stock
5. Economic Development
6. Public facilities and Improvements
7. Public Services
8. Neighborhood Revitalization

9. Energy Efficiency/Renewable Energy

**3. Evaluation of past performance**

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The CNMI has invested CPD funds which have benefited homeless persons, special needs populations, Section 8 housing residents, and low-and moderate-income individuals and families. The CNMI has injected about \$6M in CDBG funds to support the various CDBG community projects that have benefitted the island's various populations. The CNMI is currently working on its PY 2017 projects which are still ongoing: the Rehabilitation and Expansion of the Koblerville Youth Center, the Renovation of the Tinian Youth Center, and the Rehabilitation of the Kagman Community Center which will directly serve LMA communities and meet the Con-Plan priorities of recreational facilities and facilities that will improve services to the general public, most especially for the CNMI children and youth. In addition to its public facilities and improvement projects, the CNMI has supported organizations providing various community enrichment services that aim to improve the living conditions of families living in impoverished neighborhoods and to provide rapid rehousing and homelessness prevention assistance to families who are literally homeless and at the verge of homelessness. In addition to the island's public facilities and improvement projects, the CNMI has injected about \$2.6 M of HOME funds to construct affordable housing for eligible homebuyers, acquire and rehabilitate units and placed them back into service as affordable housing for eligible homebuyers, and provide low-interest or deferred loans to assist low-and very-low income homeowners to rehabilitate their homes and bring their primary residence to local building code standards. Lastly, the CNMI has utilized its Emergency Solutions Grant to provide rapid rehousing and homeless prevention for literally homeless or at-risk of homelessness households. For the past five years (2011 transition from the emergency shelter grant to the emergency solutions grant), the CNMI has injected about \$460K of ESG monies to provide shelter, homeless prevention, and rapid rehousing services. The CNMI continues to meet its timeliness test.

**4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

The CNMI is required by the U.S. Department of Housing and Urban Development (HUD) to have a detailed Citizen Participation Plan which incorporates the island's policies and procedures for public involvement in the Action Plan process and the use of Community Development Block Grant (CDBG), HOME Investment Partnerships Grant (HOME), and Emergency Solutions Grant (ESG) funds. The CNMI's Citizen Participation Plan is made available to the public. Additionally, regulation requires that this plan both provide for and encourage public participation, emphasizing involvement by low-and moderate-income people, especially those living in low-and moderate-income neighborhoods. According to the CNMI's Citizen Participation Plan, all Annual Action Plans must be made available for a total of 30 days for the public to provide comment. See **Appendix F for the CPP**

**5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

Pending

**6. Summary of comments or views not accepted and the reasons for not accepting them**

Pending

**7. Summary**

Pending

**PR-05 Lead & Responsible Agencies – 91.200(b)**

**1. Agency/entity responsible for preparing/administering the Consolidated Plan**

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

<b>Agency Role</b>	<b>Name</b>	<b>Department/Agency</b>
CDBG Administrator	NORTHERN MARIANA ISLANDS	Community Planning and Development Division
HOME Administrator	NORTHERN MARIANA ISLANDS	Community Planning and Development Division
ESG Administrator	NORTHERN MARIANA ISLANDS	Community Planning and Development Division

Table 1 – Responsible Agencies

**Narrative (optional)**

Zenie P. Mafnas, Deputy Corporate Director (CDBG, ESG, and NSP Programs)

Christopher Pangelinan, Mortgage and Credit Manager (HOME, NSP, and HTF Programs)

Nikkonina Tudela, Special Assistant to Housing (works mainly in the Section 8 and HCV and Multifamily Programs)

David Chargualaf- Program and Housing Division Manager (Section 8 HCV and Multifamily Programs)

The CNMI Government continues to be the designated recipient of the U.S. Department of Housing and Urban Development's (HUD) Community Planning and Development (CPD) grant funds for the CNMI Government. As the Responsible Entity for the CNMI, the Governor has delegated the Northern Marianas Housing Corporation (NMHC), an autonomous agency of the Government, to administer HUD CPD and Section 8/Multifamily Program funds to ensure compliance with program regulations.

**Consolidated Plan Public Contact Information**

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## **AP-10 Consultation – 91.100, 91.200(b), 91.215(I)**

### **1. Introduction**

Over the years, NMHC has strengthened its ties with the limited social service providers and non-profit organizations in the CNMI. NMHC continues to be proactive in their marketing efforts to assist individuals and households who are without a safe, sanitary, and decent home and works collaboratively with the private and governmental health, mental health and service agencies, to assist the homeless and non-homeless special needs populations. As NMHC strives towards establishing a Continuum of Care by Year 3 of ConPlan , the agency will continue to enhance coordination and consult with various pertinent agencies in the CNMI. Although a CoC was not established in Year 3 (PY 2017), NMHC did establish a CNMI Homeless Coalition in PY 2017, conducted a PIT count, and gathered all the necessary data to apply for a CoC Grant. The CNMI did apply for a grant in PY 2017; however, the CNMI was not funded. The CNMI plans to submit a CoC grant in September 2018. The CNMI Homelessness Coalition Board is comprised of representatives from the Division of Youth Shelter, Karidat Social Services, Salvation Army, Division of Youth Affairs, and the Northern Marianas Coalition against Domestic and Sexual Violence.

#### **Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))**

The CNMI works closely with various public and private agencies to address the needs of low-mod income persons and the special needs populations. Although the CNMI currently does not have a Continuum of Care Program in place, NMHC coordinates the delivery of services with agencies such as the Northern Karidat Social Services, Department of Community and Cultural Affairs- Division of Youth Services, Council on Developmental Disabilities, Office of Vocational Rehabilitation, Center for Living Independently, Community Guidance Center, and the Department of Public Health. These agencies respond to the needs of youth, families, and adults. Needs may vary from employment, independent life skills, health and mental health, and financial needs.

#### **Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

The CNMI currently does not have a Continuum of Care Program in place. However, NMHC participates in quarterly membership meetings with the Mental Health Planning Council, which includes members from a variety of social service providers such as the Northern Marianas Protection and Advocacy Systems, Inc., Karidat Social Services with Guma Esperansa (domestic violence shelter), Department of Community and Cultural Affairs with the Division of Youth Services Shelter (shelter for youth and children), and the Salvation Army. NMHC also communicates with Karidat Social Services, Subgrantee of ESG funds, frequently, to particularly discuss the progress of ESG-assisted tenants who were once homeless or at risk of homelessness. The CNMI Homeless Coalition has been established in PY 2017 and will continue to work in the next program year to address homelessness in the CNMI. In order to thoroughly address the problem and assist most, if not all families, that would qualify under the program,

the CNMI Homeless Coalition, with NMHC as the lead applicant, The Guma Esperansa Domestic Violence Shelter serves women and children who are victims of domestic violence, and the Division of Youth Services Shelter serves children and youth who are victims of child abuse and neglect (both populations are categorized as homeless due to their situations). Although there were veterans who availed of the ESG Program, there is no program available in the CNMI specifically for homeless veterans. Although NMHC did not receive CoC funds, despite its application efforts, NMHC will be a collaborative applicant with the CNMI Homeless Coalition, to apply for CoC grant funds in September 2018. A Point in Time Count was conducted in January 2018, as part of the requirement for the CoC application. If the CNMI is funded, NMHC will be able to progressively meet the high demand for rapid rehousing and homelessness prevention services. Currently, through the ESG Program, NMHC is only able to fund 4-6 households a year.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

The CNMI does not have a CoC in place. When NMHC published the ESG Substantial Amendment in 2011, the agency consulted with the Karidat Social Services (Guma Esperansa Shelter), Northern Marianas Protection and Advocacy Systems Inc. (NMPASI), and the Department of Community and Cultural Affairs (Division of youth Services). At that time, a unanimous decision was made to sub-grant HESG funds to Karidat Social Services. However for the next program year, NMHC will be the designated administrator of HESG funds who will directly provide homelessness prevention, rapid re-housing services, and housing relocation and stabilization services. **See Appendix D for HUD's Designation to NMHC and Appendix E: HESG Policies and procedures were also reviewed and were not amended since 2011.** In December of every year, for the past two years, NMHC published a notice of public hearings for the funding availability of CPD funding. In those discussions, NMHC provides a brief presentation on each program, including the Emergency Solutions Grant. Social service providers are encouraged to join the discussions and provide input as to where ESG funds should be allocated to and if current policies and procedures must be amended. The activities from 2011 remain the same for ESG, since there is a greater, positive impact in allocating to rapid re-housing and homelessness prevention activities. The shelters continue to receive funds from other Grantor agencies for their shelter operations. **See Appendix C: Attendance sheets for ESG and CoC informational and consultation meeting held on various dates during PY 2018.**

**2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities**

Table 2 – Agencies, groups, organizations who participated

<b>Agency/Group/Organization</b>	Karidat Social Services
<b>Agency/Group/Organization Type</b>	Services - Housing Services-Victims of Domestic Violence Services-homeless non-profit organization
<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Homelessness Strategy Anti-poverty Strategy
<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The NMHC currently sub grants HESG funding to Karidat Social Services where rapid re-housing and homelessness prevention funds are allocated for financial assistance for literally homeless and at risk of homelessness households. Additionally, Karidat Social Services is also engaged in discussing the effective use of ESG funds and what particular areas of the program can be improved to ensure that housing stability is achieved by the HESG-assisted household. The case worker is heavily involved in the re-evaluation of the households and identifies ways the household can improve their financial status in order to continue living in a safe, sanitary, and decent housing. There are no particular programs to assist with homeless veterans; however, veterans have availed of the HESG program. Karidat is part of the homelessness strategy/CoC consultation committee that will aide NMHC in conducting the PIT survey and is re-applying for a CoC grant in September 2018.
<b>Agency/Group/Organization</b>	CNMI Department of Labor
<b>Agency/Group/Organization Type</b>	Services-Employment Other government - Local



<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Anti-poverty Strategy
<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Dept. of Labor consulted with NMHC on funding eligible activities such as public services to provide workforce development training, in coordination with DOL, for low-mod income individuals, most of whom are participants in the HUD-assisted programs, so they become self-sufficient.
<b>Agency/Group/Organization</b>	Office of the Mayor of Saipan
<b>Agency/Group/Organization Type</b>	Other government - Local Civic Leaders
<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Economic Development Anti-poverty Strategy
<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Mayors of Saipan, Tinian, and Rota were consulted and they have demonstrated the need for mainly public facilities, specifically recreational facilities and infrastructure upgrades on the islands of Saipan, Tinian, and Rota. These types of projects are being sought after to promote the local economy, health and wellness, youth activities, and public safety. The Mayors have also recommended economic development activities for future projects to increase economic efficiency and reduce the poverty level in all jurisdictions.
<b>Agency/Group/Organization</b>	Office of the Mayor of Rota
<b>Agency/Group/Organization Type</b>	Other government - Local Civic Leaders
<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Economic Development Anti-poverty Strategy

<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Mayors of Saipan, Tinian, and Rota were consulted and they have demonstrated the need for mainly public facilities, specifically recreational facilities and infrastructure upgrades on the islands of Saipan, Tinian, and Rota. These types of projects are being sought after to promote the local economy, health and wellness, youth activities, and public safety. The Mayors have also recommended economic development activities for future projects to increase economic efficiency and reduce the poverty level in all jurisdictions.
<b>Agency/Group/Organization</b>	Office of the Mayor of Tinian
<b>Agency/Group/Organization Type</b>	Other government - Local Civic Leaders
<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Economic Development Anti-poverty Strategy
<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Mayors of Saipan, Tinian, and Rota were consulted and they have demonstrated the need for mainly public facilities, specifically recreational facilities and infrastructure upgrades on the islands of Saipan, Tinian, and Rota. These types of projects are being sought after to promote the local economy, health and wellness, youth activities, and public safety. The Mayors have also recommended economic development activities for future projects to increase economic efficiency and reduce the poverty level in all jurisdictions.
<b>Agency/Group/Organization</b>	Department of Community and Cultural Affairs
<b>Agency/Group/Organization Type</b>	Services-Children Services-Elderly Persons Services-Victims of Domestic Violence Services-homeless Services - Victims Child Welfare Agency Other government - Local

<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Department of Community and Cultural Affairs comprises a variety of divisions. NMHC mainly consulted with the Office of Aging, the Division of Youth Shelter, and Guma Esperansa Shelter (victims of domestic violence). The Office of the Aging serves specifically the elderly population and the Division of Youth Center Services Shelter serves children and youth who have become homeless due to child abuse, neglect, or domestic violence (parents). The GUMA Esperansa serves women and children who are victims of domestic violence. Improved coordination with these agencies allow them to refer the elderly clients to NMHC to avail of the Section 8 and HOME programs. As with the DYS and Guma Esperansa Shelters, NMHC continues to assess the need for HESG funds for shelter operations, as opposed to rapid re-housing assistance. We found that rapid re-housing and homelessness prevention assistance has a greater impact on families, as both shelters continue to receive other federal grants for shelter operations and essential services. The DCCA also serves low income families with the Childcare Fund, which allows them assistance for day care, while the parents are at their jobs. DCCA is part of the homelessness strategy/CoC consultation committee assisted NMHC in conducting the PIT survey in PY 2017 and re-applying to for a CoC grant in September 2018 (within PY 2017).
<b>Agency/Group/Organization</b>	Office of the Governor-Council on Developmental Disabilities
<b>Agency/Group/Organization Type</b>	Services-Persons with Disabilities Other government - Local
<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy Non-Homeless Special Needs

<p><b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b></p>	<p>NMHC consulted with the DD Council mainly during the HESG consultation/CoC informational meeting but also stated the need for services for individuals with special needs but are not homeless. The DD Council's mission is to promote systems change to ensure that individuals with developmental disabilities and their families have the same opportunities as others in the community. Many individuals with developmental disabilities struggle in securing sufficient income to gain access to housing. Those who are not categorized as homeless find it difficult with the limited resources in the CNMI. The DD Council extends its best efforts to assist those individuals.</p>
<p><b>Agency/Group/Organization</b></p>	<p>Office of the Governor- Office of Vocational Rehabilitation</p>
<p><b>Agency/Group/Organization Type</b></p>	<p>Services-Persons with Disabilities Services-Employment Other government - Local</p>
<p><b>What section of the Plan was addressed by Consultation?</b></p>	<p>Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy</p>
<p><b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b></p>	<p>NMHC consulted with the OVR Office mainly during the HESG consultation/CoC informational meeting but the Office of the OVR has also played a role in contributing to the anti-poverty strategy portion of the Action Plan. Through its programs, many OVR clients have been able to gain employment with the CNMI government to learn workforce skills. This contributes to the anti-poverty efforts that the CNMI is currently making. The mission of the Office of Vocational Rehabilitation is to increase employment and promote independence among eligible individuals with disabilities throughout the Commonwealth of the Northern Mariana Islands, which are also individuals who both are not homeless but with special needs and some individuals who find themselves at the risk of homelessness.</p>

**Identify any Agency Types not consulted and provide rationale for not consulting**

The CNMI did not prohibit any agency types from participating in the development of this Plan.

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

<b>Name of Plan</b>	<b>Lead Organization</b>	<b>How do the goals of your Strategic Plan overlap with the goals of each plan?</b>
Continuum of Care	Northern Marianas Housing Corporation	The CNMI currently does not have a CoC in place.
FY 2018-2019 Community Services Block Grant	Department of Community and Cultural Affairs	The goals outlined the CSBG State Plan include the continued support of activities designed to assist low income families and individuals, homeless families and individuals, and elderly low income individuals and families.
CNMI Four Year State Plan (2015-2019) on Aging	Department of Community and Cultural Affairs	The goals of the Four Year State Plan (2015-2019) on Aging address the needs of the island's elderly population to include public facilities and improvements, housing, and services to such populations.
2018 CNMI Workforce Innovation and Opportunity Act State Planew	Department of Labor-Workforce Investment Agency	The goals outlined in the State Plan is the continuous improvement of job, education and training services through collaborative partnerships with government agencies, private businesses, and CNMI workers to fully recognize the importance of education, training, and economic development, and in turn, help the low income family and individual become self-sufficient.
CDD State Plan for FY 2017-2021	Council on Developmental Disabilities	The goals of the CDD State Plan address the housing and supportive service needs of persons with disabilities.
FY 2017-2021 OVR Unified Plan	Office of Vocational Rehabilitation	The goal outlined in the OVR State Plan is to address the special needs of persons with disabilities who are seeking employment to achieve independence and self-sufficiency.
Family Self-Sufficiency Program Plan	Northern Marianas Housing Corporation	The ultimate objective reflected in the FSS plan is to provide low income families with opportunities such as education, job training and employment, and social support services-needed to achieve some degree of self-sufficiency thus reducing their reliance on Section 8 assistance.
Section 8 Administrative Plan	Northern Marianas Housing Corporation	The HCVP Administrative Plan address the needs of Section 8 and Multi-family units' residents. Goals outlined in the HCVP Admin Plan is to provide safe, sanitary, and decent housing to low income families while maintaining their rent at an affordable level and to provide private property owners with the incentive to rent to low income families by offering timely assistance payments.

Table 3 – Other local / regional / federal planning efforts

### **Narrative (optional)**

The CNMI coordinated with various government agencies, non-profit organizations, and other entities by discussing the various community needs in the community to include those of homeless persons, non-homeless special needs persons, and public housing residents. Relevant State plans were reviewed to gather information to substantiate the priorities and goals of this 2015-2019 Consolidated Plan and the PY 2018 Annual Action Plan. Efforts were made to identify the needs of the island's varying population. Information obtained in this Plan was derived from various State Plans, consultation with various groups and agencies, and the U.S. Census Bureau. This Plan will be made available for public review and comment from July 11, 2018 to August 10, 2018. The public was encouraged to submit oral or written comments which was received by the Northern Marianas Housing Corporation no later than 4:30 p.m., August 10, 2018.

**AP-12 Participation – 91.105, 91.200(c)**

**1. Summary of citizen participation process/Efforts made to broaden citizen participation  
Summarize citizen participation process and how it impacted goal-setting**

The CNMI is required by the U.S. Department of Housing and Urban Development (HUD) to have a detailed Citizen Participation Plan which incorporates the island's policies and procedures for public involvement in the Action Plan process and the use of Community Development Block Grant (CDBG), HOME Investment Partnerships Grant (HOME), and Emergency Solutions Grant (ESG) funds. The CNMI's Citizen Participation Plan is made available to the public. Additionally, regulation requires that this plan both provide for and encourage public participation, emphasizing involvement by low-and moderate-income people, especially those living in low-and moderate-income neighborhoods. According to the CNMI's Citizen Participation Plan, all Annual Action Plans must be made available for a total of 30 days for the public to provide comment. See Appendix A1: Public Notice of Availability of CPD Funds and Notice of Public Hearings on Saipan held on February 7, 2018, Tinian held on February 8, 2018, and Rota held on February 9, 2018; See Appendix A2: Attendance Sheets for Public Hearings on all (3) jurisdictions; See Appendix

F: NMHC's Citizen Participation Plan. See Appendix G: Availability of the PY 2018 Annual Action Plan. NMHC met the CPP requirements by conducting HEARING DATES hearings on all three islands). In addition, all public notices met the 30-day comment period and the 15-day notice for all hearings.

**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
1	Public Hearing	Non-targeted/broad community	A total of (1) individual representing (1) entity (Department of Community and Cultural Affairs-Division of Youth	All agreed to the AAP goals and objectives.	none.	

			<p>Services) attended the public hearing on Saipan. A total of (1) individual attended the public hearing on Tinian (One individual represented the Office of the Mayor of Tinian). A total of (1) individual attended the public hearing on Rota (represented Division of Fire-Rota and one individual represented the Office of the Mayor of Rota. NMHC representatives were present on all three islands.</p>			
2	Internet Outreach	Non-targeted/broad community	<p>No responses or comments were received. NMHC, mainly used, email communications and phone calls to contact the following agencies: Department of</p>	No comments were received	No comments were received	www.nmhc.gov.net



			Community and Cultural Affairs, Northern Marianas Protection and Advocacy Systems, Council on Development Disabilities, the Salvation Army, Department of Public Works, the Department of Labor, Office of the Mayors of Tinian and Rota, and Karidat Social Services. NMHC also publicized the PY2018 Annual Action Plan on its website.			
3	Newspaper Ad	Non-targeted/broad community	No comments were received.	No comments were received.	No comments were received.	

Table 4 – Citizen Participation Outreach

**Expected Resources**

Annual Action Plan  
2018

**AP-15 Expected Resources – 91.220(c) (1, 2)**

**Introduction**

The CDBG, HOME, and ESG annual allocation amounts are based on the PY18 allocation.

**Priority Table**

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	\$966,828	0	0	\$966,828	0	The CDBG annual allocation amount is based on the PY18 allocation. In the next program year, CDBG funding will be used towards public facilities/improvements.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	\$468,064	\$228,000	0	\$696,064	0	The HOME allocation amount is based on the PY17 allocation. HOME funds will be used as in the previous years for acquisition, homebuyer assistance and homeowner rehab.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	\$77,332	0	0	\$77,332	0	The ESG allocation amount is based on the PY17 allocation. One-hundred percent of ESG funds will be used towards rapid re-housing activities. In the past few years, NMHC has realized that there is a significant demand for rapid-rehousing services in the CNMI, as residents are becoming literally homeless due to the devastation that Typhoon Soudelor caused to many homes. Planning and Administrative funds will be allocated to NMHC in the next program year.

Table 5 - Expected Resources – Priority Table

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

There is no matching requirement for the HUD-funded programs above for the CNMI.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

**Discussion**

Specifically referring to the community development needs that will be addressed through the CDBG program, NMHC has only funded projects on publicly owned land or property, since more than 90% of CDBG projects, since the inception of the grant, has been public facilities. In all cases, before the submission of CDBG proposals, NMHC requests for a land designation from the Department of Public Lands to the proponent of the project. It is most likely that HUD-funded projects are located in the Village Homestead areas (HOME, NSP) and in the Public Facilities and Other areas (CDBG). As with other housing needs, section8 assisted units are owned by private landlords, LIHTC projects' properties are owned by private companies, and HOME-assisted units are owned by private owners. Based on a 2017 Department of Public Lands report, 51% of land in the CNMI is publicly owned. The military does not have permanently stationed military personnel on any islands of the CNMI. The leased lands of Saipan, Tinian, and Farallon de Mendenilla are for training purposes only.

**AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)**

**Goals Summary Information**

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Special Needs, LMI and ELI Income Housing	2015	2019	Affordable Housing Non-Homeless Special Needs	Saipan Tinian Rota	Homelessness Affordable Housing	HOME: \$468,064 ESG: \$77,332	Homeowner Housing Added: 2 Household Housing Unit Homeowner Housing Rehabilitated: 2 Household Housing Unit Direct Financial Assistance to Homebuyers: 1 Households Assisted Tenant-based rental assistance / Rapid Rehousing: 3 Households Assisted Homelessness Prevention: 3 Persons Assisted Other: 1 Other
2	Increase homeowner education and counseling	2015	2019	Affordable Housing	Saipan Tinian Rota	Affordable Housing	HOME: \$468,064	Other: 5 Other
3	Promote Fair Housing	2015	2019	Affordable Housing	Saipan Tinian Rota	Affordable Housing	CDBG: \$193,365 HOME: \$93,612	Other: 1 Other
4	Sustain affordable housing stock	2015	2019	Affordable Housing	Saipan Tinian Rota	Affordable Housing	HOME: \$468,064	Homeowner Housing Rehabilitated: 2 Household Housing Unit Other: 0 Other

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
5	Public Facilities and Improvements	2015	2019	Non-Housing Community Development	Saipan Tinian Rota	Non Housing Community Development	CDBG: \$773,462	Other: 4 Other
6	Public Services	2015	2019	Non-Housing Community Development	Saipan Tinian Rota	Non Housing Community Development	CDBG: \$0	Other: 0 Other
7	Point in Time Survey	2015	2019	Homeless Point in Time Survey	Saipan	Homelessness	CDBG: \$193,465	Other: 1 Other
8	Family Self Sufficiency Program	2015	2019	Self-Sufficiency	Saipan	Affordable Housing	CDBG: \$0	Other: 5 Other
9	Economic Development	2015	2019	Non-Housing Community Development	Saipan Tinian Rota	Non Housing Community Development	CDBG: \$0	Other: 0 Other

Table 6 – Goals Summary

### Goal Descriptions

<b>1 Goal Name</b>	Special Needs, LMI and ELI Income Housing
<b>Goal Description</b>	<ol style="list-style-type: none"> <li>1. Finance the acquisition, construction, or rehabilitation of structures for use as housing for special needs population and low-mod income populations</li> <li>2. Incorporate universal and energy efficiency design elements for affordable housing</li> <li>3. Continue to make decent, safe, sanitary, and housing affordable through the HOME deferred loans and grants for those families that fall within the extremely low-income category</li> <li>4. Promote the availability and accessibility for housing for the special needs population</li> <li>5. Support other financing programs through federal grants, as well as, through private lending institutions that promote the affordability of housing in the CNMI</li> </ol> <p>NMHC will use HOME Program funds to rehabilitate (2) units, construct (2) new units, and provide financial assistance to a (1) household to acquire a home. NMHC will use ESG funds to assist a total of (6) households with rapid re-housing and homelessness prevention assistance. These activities meet the special needs and low to moderate income housing goal.</p>
<b>2 Goal Name</b>	Increase homeowner education and counseling
<b>Goal Description</b>	<ol style="list-style-type: none"> <li>1. Continue to refine and support any program that enhances homeowner education and counseling for first-time homeowners.</li> </ol> <p>The number below represents the number of households expected to receive homeowner education and counseling that will avail of the HOME Program. 3 households for the program year for first time homeowners (new construction and acquisition) and 2 households for the next for homeowners who wish to repair their homes. This amounts to 5 households per year.</p>
<b>3 Goal Name</b>	Promote Fair Housing
<b>Goal Description</b>	<p>To continuously address barriers to Fair Housing. The Analysis of Impediments was completed in PY 2015.</p> <p>To hold (1) fair housing workshop for tenants, landlords, HOME clients, and the general population per year. The figure below represents the number for the next program year. NMHC plans to hold a fair housing workshop by December 2018. Funds will be used from CPD admin funds. NMHC inputted the total admin funds for the CDBG and HOME program, as the cost to conduct a workshop is undetermined.</p>



<b>4 Goal Name</b>	Sustain affordable housing stock
<b>Goal Description</b>	<p>2. Support any HUD financing program that sustains the stock of affordable housing in the CNMI.</p> <p>3. Assist very low and low income homebuyers to sustain the physical and economic life to their homes, to meet current building code standards, and/or modify to meet ADA standards.</p> <p>Up to two homes will be rehabilitated through the HOME Program for the next program year.</p>
<b>5 Goal Name</b>	Public Facilities and Improvements
<b>Goal Description</b>	<p>1. To acquire, construct, or rehabilitate facilities for low-moderate income communities and special needs population.</p> <p>2. Sports and recreational facilities</p> <p>3. Community Centers</p> <p>4. Facilities that improve services to the general public</p> <p>5. Infrastructure improvements such as road repairs, rehabilitation or installation of street lighting, rehabilitation or construction of water and erosion management projects, rehabilitation or construction of water reservoirs. The CNMI plans to fund up to (4) projects per year (depending on project budget proposal) that meet at least one of the goals above.</p> <p>The number below represents the number of public facility and improvement projects to be funded annually</p>
<b>6 Goal Name</b>	Public Services
<b>Goal Description</b>	In SP45, Strategic Plan Goals, the CNMI mentioned that it plans to fund (2) public services projects within the next five years. Since there will be no public services projects to be funded next year, the -0- figure below was inputted. Moreover, no funding will go towards public services in the next program year. Because it is part of the Strategic Plan Goals, the goal was included in the Action Plan Goals. Although there will be no public services project next year, NMHC anticipates discussions, in the next program year, with jurisdictions on various public services activities that is needed in Tinian, Rota, and Saipan.
<b>7 Goal Name</b>	Point in Time Survey
<b>Goal Description</b>	The CNMI aims to re-apply for a COC grant by PY 2018, as indicated in its 2015-2019 Five Year Consolidated Plan. In the last program year, the CNMI conducted the second PIT count survey. Goal was met in PY 2017.

<b>8</b>	<b>Goal Name</b>	Family Self Sufficiency Program
	<b>Goal Description</b>	The number below (5 families per year) represents the # of families aimed to be enrolled in the FSS Program in the next year. The FSS Program is part of the Section 8 Program of NMHC and will not be funded by any of the CPD programs. Therefore, the "funding allocated" section below is left blank.
<b>9</b>	<b>Goal Name</b>	Economic Development
	<b>Goal Description</b>	The Economic Development Strategic Goal was included in the AP goals for consistency, however, the -0- below is included because the CNMI will not fund ED projects next year but aims to fund (2) ED projects within the next five years, as stated in the SP 45, Strategic Plan Goals. Moreover, no funding will go towards ED projects in the next program year.

Table 7 – Goal Descriptions

**Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):**

Approximately (5) households will be assisted through the HOME Program in the next program year.

**AP-35 Projects – 91.220(d) Introduction:** In the table below, you will find the selected projects for Program Year 2018, based on an evaluation conducted by a 8-member committee comprised of (5) NMHC staff and (3) board members, (1) member from Saipan, (1) board member from Tinian, and (1) board member from Rota. The CDBG selection committee met in June 2018. Based on a set criteria, the projects were scored, in order of priority (20% is automatically set-aside for planning and administrative costs).The CNMI has identified the following community development priority needs for the next five years based on input from the community and consultation with other agencies:

**Public Facilities**

- 1) To construct or rehabilitate facilities and purchase equipment (which would be categorized as a public facility) that will improve services to the general public.
- 2) To construct or rehabilitate recreational and sports facilities.

**Infrastructure Upgrades/Public Improvements**

- 3) To develop or improve infrastructure projects such as: specifically to develop or improve infrastructure upgrades such as road repairs, rehabilitation of water reservoirs, rehabilitation or installation of street lighting, and the rehabilitation or construction of water and erosion management projects (ponding basins, water catchments, etc.)

**Public Services**

- 4) To allocate funding to eligible public services activities such as, but not limited to, job training, child care, health care, and other eligible public services activities.

**Economic Development**

- 5) To allocate funding to projects that will stimulate the economy and/or to increase economic efficiency.

#	Project Name
1	Tinian Gymnasium Basketball Court*
2	Tinian Youth Center Tennis Court*
3	Rehabilitation of Rota Youth Center*
4	Rehabilitation of the Tanapag Youth Center*
5	Sinapalo Children’s Park Roof Rehabilitation
	PY 2018 CDBG Planning and Administrative Costs
5	HOME Investment Partnership Grant (Direct Homeownership Assistance)
6	HOME Investment Partnership (Homeowner Rehabilitation)
7	PY 2018 HOME Program Planning and Administrative Costs
8	HESG18 NMHC
9	Commonwealth Office Transit Authority Bus Shelters(Alternate Project #1)

#	Project Name
10	Kagman Community Park Phase II (Alternate Project #2)

Table 8 – Project Information

Note\* Projects #1 and #2 were included in one proposal submitted by the Office of the Mayor of Tinian. Projects #3 and #4 were included in one proposal submitted by the Department of Community and Cultural Affairs.

**Describe the reasons for allocation priorities and any obstacles to addressing underserved needs**

**Reason for allocation priorities:**

The CNMI does not allocate investments based solely on geographical location. The greatest, beneficial impact is considered when evaluating project proposals. Since the CNMI’s population is smaller than most island territories, projects will impact the CNMI community entirely. Although projects are situated in specific villages, residents from other areas of the island will utilize the project as well. Due to the islands’ land mass (Saipan, Tinian, and Rota), each municipality’s residents are in close proximity to recreational facilities, public services, and public facilities, in general. It is understood that the low-mod percentage of the project beneficiaries should be more than 51%. A needs’ assessment is also conducted during the project evaluation process. Activities are targeted for geographic service areas where the need is greatest and where the maximum impact will be.

**Obstacles to meeting underserved needs:**

**Funding.** The financial need of organizations to carry out programs and develop the structure necessary to provide needed services has been an ongoing struggle for the CNMI. To effectively run a program requires secured financial resources that will allow NMHC to implement both rapid re-housing and long-term housing assistance to eligible households (ESG), so they are given ample time to become self-sufficient and transition out of the housing programs. Limited funding also impedes the distribution of Section 8 HVCP and Multifamily Program vouchers to about 400+ families on the program’s waiting list. As with community development projects, limited funding each year impedes the timely execution of projects/activities that meets community needs.

**Organizational Capacity.** Both government and non-government organizations struggle to meet the needs of the underserved and bridge service gaps in the system. The CNMI must continue to support skills training on both the organizational and individual level. The CNMI must also encourage the coordination between government and non-government organizations by providing opportunities for organizations to establish a link. Often times, there is a lack of cohesion between certain agencies which precludes the CNMI from providing the services from the most appropriate agency to meet client needs.

**AP-38 Projects Summary**

**Project Summary Information**

Table 9 – Project Summary- See table on the next page

<b>Project name</b>	Renabilitation of the Tinian Gymnasium Basketball Court
<b>Target Area</b>	Tinian
<b>Goals Supported</b>	Public Facilities and Improvements
<b>Needs Addressed</b>	Non Housing Community Development
<b>Funding</b>	CDBG: \$27,625
<b>Description</b>	The Office of the Mayor of Tinian submitted a proposal for the rehabilitation of the Tinian Gymnasium Basketball Court. The Gymnasium is the most widely used public facility and is the only indoor sports facility on the island of Tinian. Due to the basketball court's dilapidating conditions, a rehabilitation of the court is absolutely necessary to avoid safety hazards. These activities are eligible under 24 CFR Part 570.201(c). CDBG Funded Amount: \$27,625. The project will serve the entire island of Tinian.
<b>Target Date</b>	November 2019
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The project's immediate service area is the island of Tinian and is located in San Jose Village, Tinian. Census Tracts: 9501.01, Block groups: 1-3; 9501.02, Block Group 1; and 9502.00, Block Groups 1-2, with a total population of 2,802, of which 2,367 or 84.5% are low-mod income. The Gymnasium serves approximately 25+ people daily. The national objective met for this project is area benefit, 24 CFR Part 570.208(a){1}{i}. The total population of the immediate service area is the number reflected in the goal outcome indicator.
<b>Location Description</b>	San Jose Village, Tinian
<b>Planned Activities</b>	The planned activities are the following: removal and replacement of the basketball court flooring.
<b>Project Name</b>	Rehabilitation of the Tinian Youth Center Tennis Courts
<b>Target Area</b>	Tinian
<b>Goals Supported</b>	Public Facilities and Improvements
<b>Needs Addressed</b>	Non Housing Community Development
<b>Funding</b>	CDBG: \$58,625
<b>Description</b>	The Office of the Mayor of Tinian submitted a proposal for the rehabilitation of the Tinian Youth Center Tennis Court. The TYC Tennis Courts are used on a daily basis and is available to the public 24 hours a day, 7 days a week. Due to the tennis courts' dilapidating conditions, a rehabilitation of the courts is absolutely necessary to avoid safety hazards. These activities are eligible under 24 CFR Part 570.201(c). CDBG Funded Amount: \$58,625. The project will serve the entire island of Tinian. The project meets Goal #5- To construct or rehabilitate public facilities, including recreational and community center facilities that will benefit the residents of Tinian.

<b>Target Date</b>	November 2019
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The project's immediate service area is the island of Tinian and is located in San Jose Village, Tinian. Census Tracts: 9501, Block groups: 1-3; 9501.02, Block Group 1; and 9502.00, Block Groups 1-2, with a total population of 2,802, of which 2,367 or 84.5% are low-mod income. The tennis courts serve approximately 10-15 people daily. The national objective met for this project is area benefit, 24 CFR Part 570.208(a)(1)(i). The total population of the immediate service area is the number reflected in the goal outcome indicator.
<b>Location Description</b>	San Jose Village, Tinian
<b>Planned Activities</b>	Rehabilitation work include the following: resurface of the center's two concrete courts; repair of the damaged chain-link fencing around the tennis court perimeter; repair of the electrical wiring and replacement of the light fixtures
<b>Project Name</b>	Rehabilitation of the Rota Youth Center
<b>Target Area</b>	Rota
<b>Goals Supported</b>	Public Facilities and Improvements
<b>Needs Addressed</b>	Non Housing Community Development
<b>Funding</b>	CDBG: \$200,000
<b>Description</b>	The Department of Community and Cultural Affairs submitted a proposal for CDBG funds for the rehabilitation of the Rota Youth Center. The RYC provides after school programs for the children and youth of Rota and adult programs such as parenting classes. The attendees are increasing in size and in order to provide a safe and decent facility for the Rota residents, the Division of Youth Services believes that the rehabilitation will provide a will enable the extension of current programs for the extremely underserved children and youth and the adults. The facility is also used as a community and recreational center. The island is in need of a complete rehabilitation of the RYC, a center that will enhance community involvement and expand programs and training for adults, children, and youth alike. The project meets Goal #5- To construct or rehabilitate public facilities, including recreational and community center facilities that will benefit the residents of Rota. These activities are eligible under 24 CFR Part 570.201(c). CDBG funded amount: \$200,000
<b>Target Date</b>	June 2019

<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The project's immediate service area is the island of Rota and is located in Sinapalo Village, Rota. Census Tract: 9501.01, Block groups: 1-3, with a total population of 2,444, of which 2,076 or 84.9% are low-mod income. The national objective met for this project is area benefit, 24 CFR Part 570.208(a)(1)(i). The total population of the immediate service area is the number reflected in the goal outcome indicator.
<b>Location Description</b>	SongSong Village, Rota
<b>Planned Activities</b>	<b>Please see Appendix H for Detailed Scope of Work</b>
<b>Project Name</b>	Rehabilitation of the Tanapag Youth Center
<b>Target Area</b>	Tanapag, Saipan
<b>Goals Supported</b>	Public Facilities and Improvements
<b>Needs Addressed</b>	Non-housing Community Development
<b>Funding</b>	CDBG: \$200,000
<b>Description</b>	The Department of Community and Cultural Affairs submitted a proposal for CDBG funds for the rehabilitation of the Tanapag Youth Center. The TYC provides after school programs for the children and youth and also exclusively provides Botvin Life Skills Program for middle and high school students and a substance abuse prevention curriculum for youth. The center also serves as a community center for adults, when adult programs/events take place. The village is in need of a complete rehabilitation of the TYC, a center that will enhance community involvement and expand programs and training for adults, children, and youth alike. The project meets Goal #5- To construct or rehabilitate public facilities, including recreational and community center facilities that will benefit the residents of Rota. These activities are eligible under 24 CFR Part 570.201(c). CDBG funded amount: \$200,000
<b>Target Date</b>	June 2019
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The project's immediate service area is the island of Saipan and is located in the village of Tanapag, Saipan. Census Tract: 2, Block groups: 1-2, with a total population of 1,453, of which 1,213 or 83.5% are low-mod income. The national objective met for this project is area benefit, 24 CFR Part 570.208(a)(1)(i). The total population of the immediate service area is the number reflected in the goal outcome indicator.
<b>Location Description</b>	Tanapag, Saipan



<b>Planned Activities</b>	<b>Please see Appendix H for Detailed Scope of Work</b>
<b>Project Name</b>	Rehabilitation of the Sinapalo Children's Park Roof
<b>Target Area</b>	Sinapalo, Rota
<b>Goals Supported</b>	Public Facilities and Improvements
<b>Needs Addressed</b>	Non-housing Community Development
<b>Funding</b>	\$350,000; Note: The total grant allocation will not be sufficient to cover the total budget for this project. The project will have a shortfall of \$62,787.60. If the project is approved, NMHC will reprogram residual CDBG funding and possibly administrative costs to cover the shortfall.
<b>Description</b>	The Office of Grants Management submitted a proposal for CDBG funds for the rehabilitation of the Sinapalo Children's Park Roof. The Sinapalo Children's Park features a stage area with seating for about 200 people; however, there is no adequate lighting system or covering to protect patrons from natural elements. The rehabilitation of the roof will provide a more comfortable area where the community can gather. The project meets Goal #5- To construct or rehabilitate public facilities, including recreational and community center facilities that will benefit the residents of Rota. These activities are eligible under 24 CFR Part 570.201(c). CDBG funded amount: \$200,000
<b>Target Date</b>	September 2019
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The project's immediate service area is the island of Rota and is located in Sinapalo Village, Rota. Census Tract: 9501.01, Block groups: 1-3, with a total population of 2,444, of which 2,076 or 84.9% are low-mod income. The national objective met for this project is area benefit, 24 CFR Part 570.208(a)(1)(i). The total population of the immediate service area is the number reflected in the goal outcome indicator.
<b>Location Description</b>	Sinapalo Village, Rota
<b>Planned Activities</b>	Metal and electrical work on the roof, including columns, beams, electrical lighting and panel boards, waterproofing on roof, and painting
<b>Project Name</b>	PY 2018 CDBG Planning and Administrative Costs

<b>Target Area</b>	Saipan Tinian Rota
<b>Goals Supported</b>	Special Needs, LMI and ELI Income Housing Increase homeowner education and counseling Promote Fair Housing Sustain affordable housing stock Public Facilities and Improvements Public Services Point in Time Survey Economic Development
<b>Needs Addressed</b>	Non Housing Community Development
<b>Funding</b>	CDBG: \$193,365.60
<b>Description</b>	The figure in the goal outcome indicator represents the total number of residents on all three islands that will benefit from the CDBG program. CDBG funds will be used to cover HOME-eligible planning and administrative activities, due to the limited HOME admin funding. The NMHC will use planning and admin funds to develop community planning and development activities that will benefit Saipan, Tinian, and Rota residents, with a total population of 52,890, of which about 85% are low-mod income. In the Annual Goals supported, all goals related to the CDBG and HOME program was checked, as administrative costs will be incurred in planning for activities related to CDBG and HOME goals. Estimated CDBG funding: \$193,365.60; Eligible activity under 24 CFR570.206(a)(1);
<b>Target Date</b>	9/30/2019
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	CNMI wide- Saipan, Tinian, and Rota with a population of 52,890; CDBG admin funds will maintained at the NMHC Central Office in Garapan, Saipan
<b>Location Description</b>	Saipan, Tinian, and Rota (CNMI jurisdiction), of which approximately 85% of the total population are low-mod income

	<b>Planned Activities</b>	CDBG planning and administrative costs for PY 2018. CDBG planning and admin allocation will be used for HOME-eligible planning and admin activities.
	<b>Project Name</b>	HOME Investment Partnership Grant (Direct Homeownership Assistance)
	<b>Target Area</b>	Saipan Tinian Rota
	<b>Goals Supported</b>	Special Needs, LMI and ELI Income Housing Increase homeowner education and counseling Promote Fair Housing
	<b>Needs Addressed</b>	Affordable Housing
	<b>Funding</b>	HOME: \$210,000
	<b>Description</b>	The HOME Program will provide direct homeownership assistance to qualified first-time homebuyers- new construction of homes or home acquisition. Loans will be provided to at least (2) households for new construction and (1) household for acquisition. Units are scattered within the CNMI. HOME eligibility for new construction/rehabilitation/administrative costs citation: 92.205(a)(1); HOME funded amount: \$210,000. Project meets goal #1- to provide affordable housing to special needs and the low-mod income population.
	<b>Target Date</b>	10/31/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The number of households to be assisted with direct homeownership assistance is (3) households every year, depending on the HOME allocation on an annual basis.
	<b>Location Description</b>	No specific addresses- scattered lots within the CNMI
	<b>Planned Activities</b>	To provide loan or grant assistance to eligible households to build a new home or acquire a home through the HOME Program.
	<b>Project Name</b>	HOME Investment Partnership (Homeowner Rehabilitation)

<b>Target Area</b>	Saipan Tinian Rota
<b>Goals Supported</b>	Special Needs, LMI and ELI Income Housing Increase homeowner education and counseling Promote Fair Housing Sustain affordable housing stock
<b>Needs Addressed</b>	Affordable Housing
<b>Funding</b>	HOME: \$187,854.40
<b>Description</b>	The HOME program will provide assistance for the rehabilitation of low-mod income housing units of eligible applicants. HOME eligibility for new construction/rehabilitation/administrative costs citation: 92.205(a)(1). The figure below represents the number of units to be assisted annually; however, more than (2) units (up to 3 units) could be funded, depending on the funding amount and the amount of the loan to be disbursed. Program income will be used towards HOME-eligible activities. HOME funded amount: \$187,854.40 Project meets goal #4- To sustain the affordable housing stock
<b>Target Date</b>	10/31/2019
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	To assist up to 3 households every year with homeowner rehab assistance.
<b>Location Description</b>	No specific addresses. Serves CNMI-wide- Saipan, Tinian, and Rota scattered lots
<b>Planned Activities</b>	To provide loan or grant assistance to eligible households to rehabilitate their homes through the HOME program.
<b>Project Name</b>	PY 2018 HOME Program Planning and Administrative Costs
<b>Target Area</b>	Saipan Tinian Rota

<b>Goals Supported</b>	Special Needs, LMI and ELI Income Housing Increase homeowner education and counseling Sustain affordable housing stock
<b>Needs Addressed</b>	Affordable Housing
<b>Funding</b>	HOME: \$70,209.60
<b>Description</b>	HOME Planning and administrative costs for PY 2018; In the annual goals supported, all goals related to the HOME program was checked, as administrative costs will be incurred in planning for projects related to the HOME goals. HOME admin funded amount: \$70,209.60; Eligible activity under 24 CFR 92.207(a)(1)
<b>Target Date</b>	5/31/2019
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The figure below represents the estimated number of households (new construction, rehab, and acquisition) that will be assisted through the HOME Program. As such, admin costs will be incurred in planning for HOME projects (approximately 5 households every year).
<b>Location Description</b>	CNMI wide- Admin funds will be maintained at the NMHC Central Office in Garapan, Saipan
<b>Planned Activities</b>	PY 2018 HOME planning and admin costs.
<b>Project Name</b>	HESG18 NMHC
<b>Target Area</b>	Saipan
<b>Goals Supported</b>	Special Needs, LMI and ELI Income Housing
<b>Needs Addressed</b>	Homelessness
<b>Funding</b>	ESG: \$77,332
<b>Description</b>	As designated by the CNMI, NMHC will be conducting housing relocation and stabilization services for rapid rehousing and homelessness prevention assistance for eligible households. The CNMI plans to assist about (6) households on an annual basis, based on the funding allocation. The figures (in the goal outcome indicator) below represent the number of households to be assisted with rapid rehousing funds. If the need arises and there is a residual balance, assistance will be given to at risk of homelessness households (homelessness prevention). In order for the households to be assisted, planning and admin costs will be incurred. Allocation breakdown is as

	follows: \$21,592 (housing relocation and stabilization services); \$8,000 (HMIS); Planning and Admin- \$5,800 (allocated to NMHC); \$41,940 (rapid re-housing assistance. The total allocation breakdown equates to \$77,332 (ESG funded amount. Project meets goal #1- To provide housing assistance to special needs and low-mod income clientele. Eligibility Citation: 24 CFR 576.106,107,108. See <b>NMHC HESG Budget, Appendix L</b>
<b>Target Date</b>	12/31/2019
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The number of families to benefit from the proposed activities will be (6) families.
<b>Location Description</b>	Assistance will be provided to families who qualify for ESG. With the help of the case manager, the applicant will select a unit (owned by a private landlord). The units will be scattered within Saipan, therefore, there is no particular address where activities will be undertaken. NMHC is located in Garapan, Saipan.
<b>Planned Activities</b>	To provide rapid re housing services with includes 10 months rental assistance, security deposit and utility deposit, and 10 months' utility allowance for households who are qualified for HESG assistance.
<b>Project Name</b>	Commonwealth Office of Transit Authority (Alternate Project 1)
<b>Target Area</b>	Saipan
<b>Goals Supported</b>	Public Facilities and Improvements
<b>Needs Addressed</b>	Non-housing Community Development
<b>Funding</b>	CDBG: \$177,500
<b>Description</b>	The Commonwealth Office of Transit Authority submitted a proposal for the acquisition and installation of pre-fabricated solar bus shelters. The shelters will provide accommodation to bus passengers during the days of high tempered sun, unpleasant cold rain and dark nights, while the passengers await their designated buses. The shelters will be installed at the Commonwealth Health Center, Ironwood Homes (low-income housing) and Safety Highway (a widely used route on Saipan). The activity is eligible under 24CFR Part 570.201(c). The project meets goal #5- to construct or rehabilitate facilities, including recreational facilities and youth centers that will improve services to the general public. CDBG funded amount: \$177,500
<b>Target Date</b>	02/01/2020

<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The shelters will be situated in designated areas, of which (2) of the (3) shelters are situated in the same village of Gualo Rai, Saipan (Safety Highway and Ironwood), and (1) shelter will be situated in the village of Garapan, Saipan. Gualo Rai's Census Tract 6, block groups 1-3, with a total population of 2,404, with a low-mod population of 2,053 or 85.4%. Garapan's Census Tract 4, block groups 1-2, with a total population of 3,748, with a low-mod population of 3,344 or 89.2%. The activity is categorized as an area benefit activity as the facility aims to benefit an area where at least 51% of its residents are low-mod income. The national objective met for this project is 24CFR part 570.208(a)(1)(i).
<b>Location Description</b>	Gualo Rai, Saipan; Garapan, Saipan
<b>Planned Activities</b>	Acquisition of pre-fabricated bus shelters, installation of the bus shelters, installation of solar units (including inverters, battery storage, and accessories)
<b>Project Name</b>	Kagman Community Park Phase II (Alternate Project #2)
<b>Target Area</b>	Saipan
<b>Goals Supported</b>	Public Facilities and Improvements
<b>Needs Addressed</b>	Non-housing community development
<b>Funding</b>	CDBG: \$245,000
<b>Description</b>	The Rotary Club of Saipan submitted a proposal for the Kagman Community Park Phase II. Phase I was completed with PY17 CDBG and Rotary funds. The project will add features to the park where the community can congregate and provide a safe place for the youth and families to socialize and spend leisure time in a non-threatening environment. The activity is eligible under 24CFR Part 570.201(c). The project meets goal #5- to construct or rehabilitate facilities, including recreational facilities and youth centers that will improve services to the general public. CDBG funded amount: \$245,000
<b>Target Date</b>	03/30/2019
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The project's immediate service area is the island of Saipan and is located in Kagman, Saipan. Census Tract: 16, Block groups: 1-2, with a total population of 4,194, of which 3,523 or 84% are low-mod income. The national objective met for this project is area benefit, 24 CFR Part 570.208(a)(1)(i). The total population of the immediate service area is the number reflected in the goal outcome indicator.
<b>Location Description</b>	Kagman, Saipan

<b>Planned Activities</b>	
	Installation of playground equipment, swing set, concrete picnic tables and benches, outdoor fitness equipment complete with anchor support, constructed mound with slide and tires, construction of 4' wide accessible sidewalk from KCC building to the playground and basketball court.



**AP-50 Geographic Distribution – 91.220(f)**

**Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

The CPD entitlement grants will be allocated to the islands of Saipan, Tinian, and Rota. CDBG: Target areas are the islands of Saipan and Tinian, as the CDBG selection committee, based on a criteria, selected two projects located on these islands. ESG: Target area for ESG assistance is on the island of Saipan, as a large number of literally homeless and at risk of homelessness families reside on Saipan, the most populated island of the CNMI jurisdiction. HOME: HOME funds are targeted on all three islands as the need for affordable housing assistance to achieve homeownership or rehabilitate existing homes is clearly evident; however, because of the significantly larger population in Saipan, if not all, most of the HOME funds are targeted on the island of Saipan, as trend analysis reflects. Low income data for all three islands can be found in the below section "rationale for the priorities for allocating investments geographically". The percentage of funds is estimated based on CPD and administrative costs allocation. Note: The total allocation exceeds 100% as PY 2018 grant funding will not be sufficient to cover the entire budget proposal for the Sinapalo Children’s Park Rehabilitation of the Roof located in the island of Rota. If the plan is approved, NMHC will reprogram residual funding and possibly administrative funds to the project.

**Geographic Distribution**

Target Area	Percentage of Funds
Saipan	26
Tinian	12
Rota	71

Table 10 - Geographic Distribution

**Rationale for the priorities for allocating investments geographically**

The CNMI does not allocate investments based solely on geographical location. The greatest, beneficial impact is considered when evaluating project proposals. Since the CNMI’s population is smaller than most island territories, projects will impact the CNMI community entirely. Although projects are situated in specific villages, residents from other areas of the island will utilize the project as well. Due to the islands’ land mass (Saipan, Tinian, and Rota) and population, each municipality’s residents are in close proximity to recreational facilities, public services, and public facilities, in general. Based on the Census 2010 low-mod data by the American Community Survey, Saipan’s population is 48,066 of which 40,113

or 83.4% are low-mod income. Rota's population is 2,444 of which 2,076 or 84.9% are low-mod income. Tinian's population is 2,802 of which 2,367 or 84% are low-mod income. It is understood that the low-mod percentage of the project beneficiaries should be more than 51%. A needs' assessment is also conducted during the project evaluation process. Activities are targeted for geographic service areas where the need is greatest and where the greatest impact will be. For the next program year, a total of five projects, selected by the CDBG selection committee are located on the islands of Saipan, Tinian, and Rota. The percentage of funds reflected above is a percentage of the total 80% of the CDBG allocation (for project costs). 20% or \$193,365.60, is allocated for planning and admin expenses.

## **Discussion**

## Affordable Housing

### AP-55 Affordable Housing – 91.220(g)

#### Introduction

In the non-homeless category (first table) and production of units (2<sup>nd</sup> table), I included the production of (2) LITHC projects, with a total of (92) units.

One Year Goals for the Number of Households to be Supported	
Homeless	6
Non-Homeless	92
Special-Needs	0
Total	98

Table 11 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	6
The Production of New Units	95
Rehab of Existing Units	2
Acquisition of Existing Units	1
Total	104

Table 12 - One Year Goals for Affordable Housing by Support Type

### AP-60 Public Housing – 91.220(h)

#### Introduction

### **Actions planned during the next year to address the needs to public housing**

1. Explore opportunities to leverage funds to create additional housing opportunities; Seek additional rental vouchers;
2. Increase leasing-up activities;
3. Maintain high occupancy rates by decreasing the number of vacant units; Continue renovation and modernization efforts for all existing units; Increase enforcement efforts;
4. Promote self-sufficiency and asset development of assisted household; Ensure equal opportunity for all persons in need of housing assistance; and
5. Achieve a HUD “high performer” rating under the Section 8 Management Assessment
6. Program (SEMAP)

### **Actions to encourage public housing residents to become more involved in management and participate in homeownership**

NMHC staff under the Asset Management Division and Field Offices continue to conduct outreach efforts to residents/tenants under the Section 8 Housing Assistance Payment Program – New Construction – so as to inquire about, encourage, and promote resident/tenant participation. NMHC is looking at options to assess, expand, and improve its current outreach efforts so as to promote resident/tenant participation.

### **If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

The Northern Marianas Housing Corporation (NMHC) is the Public Housing Agency (PHA) in the CNMI and is not designated as “troubled”.

**Discussion- None**

## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

### **Introduction**

The CNMI does not have a CoC in place to address the homeless situation. However, the CNMI plans to reapply a CoC grant application in September 2018, and if granted CoC funding, will be implementing a CoC program. Homelessness has been rapidly growing in the recent years which prompted the CNMI to shift from funding shelter operations to rapid rehousing and homelessness prevention activities since 2011. Through the HPRP program in 2009, a total of 1,500 households were made eligible for either rapid rehousing or homeless prevention assistance. However, there continues to be a significant demand for housing assistance due to the sudden loss of jobs, overcrowding in homes, exorbitant costs of utilities, substandard housing, etc. In addition, the aftermath of Typhoon Soudelor in 2015 left hundreds of families without a safe, sanitary, and decent home. There is no specific program specifically targeting veterans, and currently, there are no transitional or supportive housing programs in the CNMI. The NMHC, through the Section 8 Programs and HESG, is the only agency in the CNMI that provide housing assistance for more than a month's time. There are about 500 households on the waiting list, and about 60+ persons in those households with a disability.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**

#### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

Allocate HESG funding to NMHC who will be conducting case management for literally homeless families. ; Support the work of non-profit organizations and the public sector providing assistance to very low and low -income individuals and special needs populations; Support the revitalization of programs implemented by the Transitional Living Center who offer services to those who are likely to become homeless after being discharged from a publicly funded institution and the Independent Living Center who offer life skill training to a special needs population; Continue in the planning phase to conduct a point in time survey (PY 2018) to gather more accurate information on homeless households in the CNMI, and once the data is gathered, apply for a CoC grant in order to meet the homeless needs in the CNMI .

#### **Addressing the emergency shelter and transitional housing needs of homeless persons**

All the actions above also addresses this section

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to**

**affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

All the actions above also addresses this section

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

All the actions above also addresses this section.

### **Discussion**

To elaborate on such table, the CNMI currently does not receive HOPWA funds. To address the above sections pertaining to the subpopulations, NMHC established partnerships with the following agencies: Department of Fire and Emergency Management Services, Department of Public Safety, the judiciary system (Family Court), Karidat Social Services, Office of Vocational Rehabilitation, Council on Developmental Disabilities, Department of Community and Cultural Affairs, and the Community Guidance Center to accomplish the following: address the increasing homeless problem in the CNMI, involvement in the PIT survey, and hopefully, successfully implement a COC in the CNMI. Currently, the CNMI does not have programs for individuals being discharged from publicly funded institutions and systems of care, as traditionally, the families of such individuals take them in and provide assistance in any way possible. The DYS Shelter provides housing for runaway youth, neglected and abused youth, and youth who are victims of domestic violence (and therefore are homeless due to their situations). The Guma Espersansa Shelter provides housing to women and children who are victims of domestic violence. For the subpopulations transitioning of these shelters, as mentioned, traditionally, the families of such individuals take them in and provide assistance in any way possible. For those formerly homeless and assisted through the HESG Program, in the next program year, NMHC will that the households (most of whom are special needs household) do not revert back to homelessness by proactively evaluating the families and provides them with resources/programs they can avail of to sustain their housing status. Due to its limited organizational capacity, NMHC, along with its private and public partners, are focusing on the general homeless population by conducting the point in time survey, as the first step. As time progresses, NMHC will work with its partners to expand its programs to assist specific subpopulations. As with the special needs populations, NMHC provides assistance through the HOME Program and ensures that CDBG-assisted projects can also accommodate the special needs population.

<b>One year goals for the number of households to be provided housing through the use of HOPWA for:</b>
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family
Tenant-based rental assistance
Units provided in housing facilities (transitional or permanent) that are being developed, leased, or operated
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds
Total- NOT APPLICABLE

## **AP-75 Barriers to affordable housing – 91.220(j)**

### **Introduction**

The barriers identified in the most recent NMHC's Analysis of Impediments were the following: minimum wage and employment, Limited Funding for Housing Programs, and Challenges faced by persons with disabilities. As with the minimum wage, NMHC has no control over the minimum wage. Despite the low minimum wage, NMHC will continue assisting clients based on their eligibility to avail of the programs. The NMHC is committed in ensuring that the needs of the low, very low, and extremely low income household are being addressed. NMHC has implemented the Family Self Sufficiency (FSS) program to work with various organizations in the community to assist clients in obtaining sustainable housing and employment. With the implementation of the FSS program, NMHC is hoping that the number of households on the waiting will be reduced. Limited Funding for Housing Programs- The Mortgage and Credit Division is committed in providing affordable loans to clients who are first time homeowners, clients who are physically challenged, and assisting clients with rehabilitation of their homes. The Emergency Solutions Grant program will continue to serve people who are literally homeless. Due to limited funding from the grantor agency we are able to assist a small number of families. Despite the limited funding, NMHC will continue to address and find solutions for the families who are literally homeless and are at risk. NMHC will monitor and conduct quarterly evaluation to clients who have joined the program and assist the clients in continued housing stability after the program. Challenges Faced by Persons with Disabilities- NMHC will continue assisting persons with disability in a manner that will be consistent with NMHC and HUD policies and procedures. Persons with disability are required to inform their case worker of their conditions in order for NMHC to conduct home visitation for those who have no transportation or bed-ridden. NMHC will explore avenues in providing application for persons that are visually impaired. NMHC has been vigilant in explaining to clients the program requirements and procedures. NMHC is currently working on reducing the waiting list for the Section 8 programs. Clients are required to update their status with the housing specialist from time to time to ensure that accommodations to persons with disabilities are accommodated in a timely and efficient manner. NMHC is committed to ensuring that persons with disabilities are accommodated. NMHC has been enforcing the Fair Housing Act of 1998 since its inception. If for any reason a client feels that the Fair Housing Act of 1998 is not enforced we recommend that they report the matter to their respective NMHC Office or send their complaints to the Corporate Director.

### **Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

In order to ameliorate the negative effects of public policies that serve as barriers, NMHC plans to: work proactively and collaboratively with the Office of Vocational Rehabilitation and Council on Developmental Disabilities to provide accommodations for those who are visually impaired and for those who lack transportation, NMHC is currently in discussions with the Commonwealth of Transit Authority (COTA) about the expansion of



their vehicle routing services, most especially to individuals with disabilities, who are also being served in the HUD-assisted programs. As with limited funding for housing programs, NMHC will continue to explore funding opportunities for housing assistance, as the demand for housing is greater than ever (especially after the disaster caused by Typhoon Soudelor). Karidat Social Services, NMHC's ESG Subgrantee, is the only other agency which provides monthly housing vouchers through a federal program. As mentioned above, NMHC has no control over the CNMI's minimum wage.

**Discussion**

None.

## **AP-85 Other Actions – 91.220(k)**

### **Introduction**

Obstacles to meeting underserved needs are funding and organizational capacity.

### **Actions planned to address obstacles to meeting underserved needs**

(Organizational Capacity) In the next year, NMHC will still maintain the FSS Program Coordinating Committee which serves as the advisory board for NMHC's FSS program. It shall assist in securing commitments of public and private resources for the operation of the FSS program and responsible for assisting with the development and implementation of the program. The PCC shall meet quarterly and may conduct business on an as-needed basis via email or telephone conferences. Membership in the PCC shall be drawn from a variety of agencies and individuals, which includes but is not limited to: human services agencies, state and local government, the community college, financial institutions, private business sectors, job training service providers, nonprofit service providers, Section 8 resident, and NMHC Program and Housing Staff members and the FSS Program Coordinator. The closer link to the types of said agencies will enable us to work together and build organizational capacity, so that at the time a CoC is established in the CNMI, there would be sufficient staffing and resources to run a successful program, therefore, NMHC would be able to meet the needs of the underserved population such as the disabled, homeless, and elderly. (Funding) The allocation to the Section 8 and CPD programs are determined at the federal level. To possibly increase funding, as economic development projects are funded in the CDBG Program, program income generated from those projects will be used towards CDBG eligible activities such as supportive services (public services), leveraging Section 8 funds to enhance Multifamily units (rehabilitation of housing units), and construction or rehabilitation of a shelter which serves households who are considered homeless (public facilities).

### **Actions planned to foster and maintain affordable housing**

HOME funds are utilized for the development and rehabilitation of affordable housing, as well as services such as homebuyer education and first time homebuyer assistance to foster and maintain affordable housing in the CNMI. In the next year, NMHC will continue to administer the HOME Program and construct up to (2) new homes, rehabilitate up to (2) new homes, and based on eligibility, enable a low-moderate income household to acquire (1) home in the next program year.

### **Actions planned to reduce lead-based paint hazards**

LBP hazards are integrated into the Section 8 and ESG Policies and Procedures. The CNMI ensures that participants in the Housing Choice Voucher program and the Emergency Solutions Grant Program (rapid rehousing and homeless prevention activities) are educated on the hazards of lead based paint in rental housing, as part of the intake process. They are provided with brochures and will have to acknowledge the receipt of the "Watch Out for Lead Based Paint Poisoning" material. They are also advised of the hazards of lead based paint during orientations when new vouchers are issued. Also, at initial inspection of the rental housing unit (in both programs), a certified NMHC inspector must complete HUD Form 52580, an Inspection Checklist, to ensure that there is no potential lead hazard. If a hazard is identified, the problem must be mitigated by the landlord... As with the ESG Program, the Subgrantee fills in a Lead Based Screening Worksheet and at inspection of the unit, ensures that there are no lead based paint hazards based on the Habitability Standards Checklist. In the rare case which a landlord registers such a unit and tenant prefers the unit constructed before 1978, the above actions will be taken and a certified environmental agency would have to conduct lead abatement procedures. As with the ESG program, the Subgrantee encourages the tenant to select a unit constructed after 1978, in order to prevent additional mitigation steps, which would require additional funding. The ESG program is very limited in funding, as opposed to other CPD programs.

The following are required activities to address lead based paint: (integrated into the HOME Policies and Procedures)

1. **Notification: Lead Hazard Information Pamphlet** occupants, owners, and purchasers must receive the EPA/HUD/Consumer Project Safety Commission lead hazard information pamphlet, or an Reapproved equivalent. Disclosure property owners must provide purchasers and lessees with available information or knowledge regarding the presence of lead based paint and lead based paint hazards prior to selling or leasing a residence. Notice of Land Hazard Evaluation or Presumption occupants, owners, and purchasers must be notified of the results of any lead hazard evaluation work or the presumption of lead based paint or lead hazards.
2. **Notice of Lead Hazard Reduction Activity** Occupants, owners, and purchasers must be notified of results of any lead hazard reduction work.
3. **Lead Hazard Reduction methods** described include paint stabilization, interim controls, standard treatments, and abatement.

As in all other HUD-assisted programs implemented in the CNMI, NMHC will follow the same lead-based paint procedures by providing information on the hazards of lead-based paint to the tenant during orientation, provide brochures and materials on lead-based paint to the tenant, and have an NMHC-certified inspector conduct an inspection of the HTF-funded unit and complete a HUD Form 52580, to ensure that there is no potential lead hazard. If a hazard is identified, NMHC will mitigate the problem. By following these procedures in the HTF Program, there is a reduction in lead-based paint hazards not only in HUD-assisted units but total units in the CNMI.

### **Actions planned to reduce the number of poverty-level families**

1. Collaborate with the Department of Labor, the Community Development Institute of the Northern Marianas College, the Northern Marianas Trades Institute who offer education and employment training to develop plans that will assist families who live below poverty level, most of which NMHC serves through the Section 8 Program. Assist up to (25) households, the target number of families, to be admitted into the FSS Program.
2. Collaborate with the Independent Living Center who offer life skills training to the disabled population, most of which NMHC serves through the HOME loan and Section 8 Program. Assist up to (5) HUD-assisted households every year.
3. Collaborate with the Department of Community and Cultural Affairs FSS Program to enroll up to (5) families who are currently in the Section 8 FSS Program into the Economic Opportunity for Self-Sufficiency Program to obtain on the job training.
4. Maintain the Emergency Solutions Grant Program and assist up to (6) families with temporary financial assistance. NMHC

will also offer information on specific resources for employment, training, and education and offer guidance on certain matters such as budgeting, energy conservation in the home, etc.

5. Work proactively with current Section 8 households and admit up to (25) families into the FSS Program, so they are able to gain self-sufficiency, and in turn, be able to maintain housing stability, obtain education and/or employment, and get out of poverty.

In addition, by providing rental housing to an extremely-low income household and working with the family to achieve self-sufficiency and maintain affordable housing, NMHC is reducing the number of poverty-level families in the CNMI.

### **Actions planned to develop institutional structure**

The CNMI continues to be committed to enhancing and improving the institutional structure supporting the administration of the CNMI's Annual Action Plan. Frequent assessment of policies and practices conducted by NMHC's management and Board of Directors are performed to improve processes in the programs. In addition, management of CPD funded Subrecipients are performed to ensure that the activities of the ConPlan through each Annual Action Plan year is carried out accordingly and remains compliant with HUD regulations. In the coming year, primary areas

for institutional strengthening will include:

- 6) More proactive involvement in various government and non-profit committees (such as the Developmental Disability Council, Headstart Committee, Housing Task Force, etc. ) to enhance social services to clients (inclusive of NMHC's clients)
- 7) Continuously work with the Governor, Lt. Governor, Legislature, and the Mayors of Saipan, Tinian, and Rota to identify community planning and development needs
- 8) Continuously work with the Family Self Sufficiency Committee which is comprised of agencies such as the Office of Vocational Rehabilitation, Northern Marianas College, Protection and Advocacy groups, Department of Labor, and Karidat Social Services to successfully enroll families who wish to gain self-sufficiency and exit out of the Section 8 Program

In addition, One of the goals mentioned above in developing institutional structure is for the NMHC to continuously work with the Administration and the Mayors of Saipan, Tinian, and Rota to identify community planning and development and housing needs. One of the housing unmet needs is the availability of affordable, rental housing units in the CNMI. Due to the devastation of Typhoon Soudelor in August 2015 and the significant number of families whose homes were destroyed and most of those families seeking rental units, it has been a challenge to identify available and affordable rental units in the CNMI for the past year. Because of this, NMHC has work collaboratively with government and non-profit agencies, took the lead in the Housing Task Force and continue to work with other agencies to ensure that unmet housing needs are met. The CNMI continues to be committed to enhancing and improving the institutional structure supporting the administration of the CNMI's Annual Action Plan.

#### **Actions planned to enhance coordination between public and private housing and social service agencies**

The NMHC continues to coordinate with various social service providers such as Karidat Social Services, Department of Labor Workforce Investment Agency, Northern Marianas College Community Development Institute, Mental Health Planning Council, Council on Developmental Disabilities, Office of Vocational Rehabilitation, Northern Marianas Protection and Advocacy Systems Inc., etc. to ensure that housing, health, and social service activities are part of the islandwide strategy to end homelessness , improve housing stability and job retention for families and individuals. The NMHC also newly implemented the Family SelfSufficiency Program which links HCVP tenants to various community programs. The NHMHC aims to enroll about 25 families into the program within the next year.

In addition, a goal of NMHC (mentioned above) in enhancing coordination is to continuously collaborate with various social service providers such as Karidat Social Services, Department of Labor, the Mental Health Planning Council, Office of Vocational Rehabilitation, etc. to ensure that housing, health, and social service activities are part of the island wide strategy to end homelessness, and improve housing stability and job retention for families and individuals.

## **Discussion**

With regards to economic development, the NMHC has recently been involved in the Special Economic Development Commission established by the Lt. Governor of the CNMI, Ralph Torres. Members from the private sector, social service agencies, and the government have been tasked to take part of the discussions to enhance economic development in the CNMI and to improve services in the agencies involved so clients are being served effectively. Discussions have started in early November and will continue through the new program year. Planned actions in the next year include:

- 1) Enhance coordination with the Rotary Club and Chamber of Commerce to identify CNMI businesses who are willing to take part in various social service programs administered by local and non-profit agencies and have them assist in terms of funding the programs, more specifically programs that will provide training and education for individuals who choose to start up a small business
- 2) Enhance coordination with the Commonwealth Development Authority and provide resources to individuals who wish to borrow a micro-loan to start a small business
- 3) Through the FSS Program, provide those enrolled with the program the resources that will enable them to gain employment (whether it's through businesses directly or the Workforce Investment Agency Program), since the economy is expected to boost in the next few years with the growing hotel and gaming industries.

In addition, NMHC established partnerships with the following agencies: Department of Fire and Emergency Management Services, Department of Public Safety, the judiciary system (Family Court), Karidat Social Services, Office of Vocational Rehabilitation, Council on Developmental Disabilities, Department of Community and Cultural Affairs, and the Community Guidance Center to accomplish the following: address the increasing homeless problem in the CNMI, involvement in the PIT survey, and hopefully, successfully implement a COC in the CNMI. Currently, the CNMI does not have programs for individuals being discharged from publicly funded institutions and systems of care, as traditionally, the families of such individuals take them in and provide assistance in any way possible. The DYS Shelter provides housing for runaway youth, neglected and abused youth, and youth who are victims of domestic violence (and therefore are homeless due to their situations). The Guma Espersansa Shelter provides housing to women and children who are victims of domestic violence. For the subpopulations transitioning of these shelters, as mentioned, traditionally, the families of such individuals take them in and provide assistance in any way possible. For those formerly homeless and assisted through the ESG Program, the Karidat's Social Services case managers, ensures that the households (most of whom are special needs household) do not revert back to homelessness by proactively evaluating the families and provides them with resources/programs they can avail of to sustain their housing status. Due to its limited organizational capacity, NMHC, along with its private and public partners, are focusing on the general homeless population by conducting the point in time survey, as the first step. As time progresses, NMHC will work with

its partners to expand its programs to assist specific subpopulations. As with the special needs populations, NMHC provides assistance through the HOME Program and ensures that CDBG-assisted projects can also accommodate the special needs population.



## Program Specific Requirements

### AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

#### Introduction

#### Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	\$71,785.37
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>\$71,785.37</b>

See Appendix K: PR 09 CDBG Program Income Report

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	0.00%

**HOME Investment Partnership Program (HOME)  
Reference 24 CFR 91.220(1)(2)**

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

The CNMI does not intend to utilize other forms of investment. For this action plan year, funds are being utilized to provide eligible activities identified in Section 92.205. NMHC will continue to administer the HOME Program for eligible and qualified homeowners to rehabilitate, construct, and provide for the purchase or acquisition and repair of homes. The agency will continue to uphold its mission statement to provide the very low to low-income families with homes that are decent, safe, sanitary, and affordable.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

**Foreclosure and Resale.** If the HOME assisted property is subject to resale terms, NMHC has two options:

Resale Option 1: NMHC will ensure the sale of the HOME assisted property to another eligible low income homebuyer under the terms of the resale agreement. OR Resale Option 2: NMHC will repay the full amount of HOME assistance to the CNMI HOME account regardless of the amount collected at foreclosure sale. Under Resale Option 1, NMHC may provide assistance to the new homebuyer. However, the total amount of the original and any additional HOME assistance may not exceed the maximum per unit subsidy amount.

**Foreclosure and Recapture.** If the HOME assisted property is subject to recapture terms, NMHC has two options: Recapture Option 1: NMHC will recapture and pay to the CNMI HOME account the net proceeds from the foreclosure sale of the property in accordance with the recapture terms. OR Recapture Option 2: NMHC may purchase the HOME assisted property at foreclosure sale and additional HOME funds may be spent. However, the total amount of the original and additional HOME funds spent may not exceed the maximum per unit subsidy amount. If NMHC forecloses on its own loan, NMHC CANNOT spend any additional HOME funds to acquire the property.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

**Resale**

If the housing unit designated as an affordable unit does not continue to be the principal residence of the approved homebuyer(s) for the duration of the period of affordability, the housing shall be made available for subsequent purchase only to a purchaser whose family qualifies as a low-income family, meeting the HOME Program definition, and will use the property as the family's principal residence. The remaining resale restrictions will apply to the new buyer. If additional HOME assistance is provided to the new buyer, the period of affordability for the unit starts anew.

**Fair Return on Investment**-The price at resale must provide the homebuyer(s) a fair return on investment, defined as the homebuyer(s) original investment and any capital improvements, and ensure that the housing unit will remain affordable (may not exceed 95 percent of the median purchase price for that type of single-family housing for the area, as published by HUD, or in accordance with the Final Rule, as determined locally through market analysis) to a reasonable range of low-income homebuyers. "Affordable" is defined as monthly costs for principal, interest, taxes, and insurance (PITI) not exceeding 40% (or most current repayment ability ratio) of monthly gross income of a buyer household whose income is at or below 80% of the Area Median Income. Should the resale of the property be consummated before the fifth year into the affordability period, the homebuyer(s) may get his/her/their investment back but not appreciation

**Recapture**

All subsidy amounts (in the form of loans) that directly benefited the property owner (i.e., through down payment and/or closing cost assistance, deferred payment loans, interest rate buy-downs, property discount, etc.) are also subject to recapture. Recapture is capped at what is available out of net proceeds. Net proceeds are defined as the sales price less superior non HOME debt (if any) less closing costs. NMHC will utilize the following recapture options:

1. ***Recapture entire amount***- NMHC may recapture the entire amount of the loan and/or subsidy from the homebuyer(s) if the sale of the property occurs within halfway into the given affordability period.

2. **Forgiveness-** NMHC may reduce the loan amount and/or subsidy to be recaptured on a pro rata basis for the period the homebuyer(s) has/have owned and occupied the housing unit measured against the required affordability period.

3. **Buyer's recovery of initial investment-** The homebuyer(s) investment (down payment and capital improvements made by the owner since purchase) may be repaid in full before any HOME funds are recaptured and conditional with certain provisions.

4. **Shared appreciation-** In the case where net proceeds exceed the amount necessary to repay both the homebuyer(s)' investment and the HOME assistance, the excess proceeds may be shared proportionately (i.e., percentage of investment provided) by both parties.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

The CNMI does not intend to use HOME funds to refinance existing debt of any kind as an option but, on a case-by-case basis, may use the funds where it is deemed necessary to preserve affordability and as long as it justifies the HOME Program's intended purpose.

For detailed information on the HOME Program and Policies, please see Appendix J.

**Emergency Solutions Grant (ESG)  
Reference 91.220(l)(4)**

1. Include written standards for providing ESG assistance (may include as attachment)

**See Appendix I: written standards for ESG**

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

The CNMI currently does not have a Continuum of Care program in place.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations

(including community and faith-based organizations).

The NMHC will publish a Notice in the newspapers soliciting proposals from both the government and non-profit organizations. The Notice is publicized for a period of (30) days, and during that time period, (3) public hearings are held (one from each CNMI jurisdiction) to meet with agencies who may be interested proponents. Once the proposals are submitted, the evaluation committee comprised of (9) members ((3) of which are Board of Directors from each jurisdiction) select a proposal based on the following:

- a) The applicant's history of providing effective shelter or prevention services to the homeless, and of successfully operating performance based grant-funded programs
  - b) The applicant's effective coordination with organizations in their local "continuum of care", to address identified gaps in services for the homeless and improve outcomes for participants
  - c) The applicant's ability to transition street or unsheltered homeless participants or shelter residents to permanent housing, and/or prevent homelessness for families and individuals who are at risk of homelessness.
4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

The NMHC is in the process of evaluating current (or future) householders assisted through the ESG. The following factors are considered in selecting a homeless or formerly homeless individual in considering policies and funding decisions regarding facilities and services under ESG:

- a) Mental capacity/ability to make sound decisions
  - b) Capability (will be determined through re-evaluations conducted by Subgrantee) to maintain housing stability after assistance
  - c) Compliance with the program regulations during the individual's assistance period
5. Describe performance standards for evaluating ESG.

The following performance standards are as follows: reduction in the number of homeless households (homelessness prevention) and the reduction in the number of homeless households, both sheltered and unsheltered (rapid re-housing). Also, general performance standards will include: unduplicated number of persons or households assisted from emergency shelters/streets into permanent housing and the

unduplicated number of persons or households prevented from becoming homeless.

**Discussion**

None.

(including community and faith-based organizations).

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unduplicated number of persons or households prevented from becoming homeless.

**Discussion**

None.



**Attachments**

**Annual Action Plan  
2018**

**Grantee Unique Appendices**

Annual Action Plan  
2018

## **Appendix A1**



Aqua Resort Club Saipan is currently seeking enthusiastic individuals with a positive attitude and a passion for service to join our dynamic, customer-focused team.

Whether you are experienced in hospitality, or just starting out, a role with ARC can offer more than you imagined.

- Electrician
- A/C Technician
- Water Operations Mechanic
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- Front Desk Supervisor (Night Shift)
- Reservations Officer
- Guest Relations Officer

All applicants interested in joining our team, please submit your application and resume to our Human Resources office via email [hradmin@aquaresortsaipan.com](mailto:hradmin@aquaresortsaipan.com) or contact +1 (670) 322-1234

Aqua Resort Club Saipan is an Equal Opportunity Employer & a Drug-Free Workplace.



## KSPN names Walker as news director

KSPN2 News announced last Monday that former anchor Lannie Walker will become its news director effective January 18, 2018. Walker first came to Saipan in 2007 as an anchor and reporter at KSPN2. She has a degree in journalism from the University of Minnesota and previously reported for KUAM in Guam.



Walker

"I am excited at the chance to bring broadcast journalism here to new places. We want to try different things, and see how we can best deliver the news to our viewers," said Walker.

Walker assumes the news director reins from Bob Coldeen who has served

jointly as news director and sports director since 2008. Coldeen will remain sports director and will continue to assist with production and special projects.

Coldeen who has been with the local news since 1991 said "For the last 10 years I have been privileged to serve as news director for our community. I look forward to reporting local sports with a flair, and hopefully a little more time with my grandkids."

President and managing partner of Flame Tree TV Chris Nelson said, "We are really excited to have Lannie back with us, she's not just a great storyteller, she knows

the territory and knows the community. Our viewers can expect the same dedication to local news that we have always along with some fresh ideas. We also want to emphasize that Coldeen is not retiring, he's going to focus on local sports, and there's nobody like him that can bring it to life like he can. Our viewers can continue to ask "Did you get that Bob?"

Flame Tree TV produces the KSPN2 Local News, along with Visitor Channels in Japanese, Korean, and Chinese. The company also produces TV Commercials, Documentaries, Digital Signage, and the Saipan Guide Map. It can be seen on Channel 2, Channel 3, Channel 42, and at [saipantv.com](http://saipantv.com). (PR)



### Commonwealth of the Northern Mariana Islands NORTHERN MARIANAS HOUSING CORPORATION

P.O. BOX 500514, Saipan, MP 96950-0514  
Email: [nmhc@nmhc.govmp](mailto:nmhc@nmhc.govmp) • Website: <http://www.nmhc.govmp>



## NOTICE OF FUNDING AVAILABILITY OF COMMUNITY PLANNING AND DEVELOPMENT FUNDS FOR PROGRAM YEAR 2018

THIS ADVERTISEMENT IS PAID FOR BY NMHC WITH CPD FUNDS.

The Government of the Commonwealth of the Northern Mariana Islands, through the Northern Marianas Housing Corporation (NMHC) is announcing the availability of an estimated \$1,264,412.00 in Community Planning and Development (CPD) funds available from the U.S. Department of Housing and Urban Development. NMHC anticipates receiving an estimated amount of \$902,206.00 in Community Development Block Grants (CDBG), \$293,829.00 in Home Investment Partnerships (HOME); and, \$68,377.00 in Emergency Solutions Grant (ESG) funds for Program Year (PY) 2018.

The CDBG funds, authorized under Title I of the Housing and Community Development Act of 1974, may be used for a wide range of community development activities to revitalize neighborhoods, provide affordable housing, expand economic opportunities, and improve community facilities and services. However, use of these funds must meet at least one of the national objectives which include: 1) to benefit low and moderate-income families; 2) to eliminate slum or blight conditions; or 3) to meet other urgent community development needs.

The CDBG program requires a grant recipient to certify that it will minimize displacement of persons as a result of activities assisted with CDBG funds. The CNMI government does not plan on undertaking any activity which will cause displacement of person. In the event of any unforeseen displacement resulting from any CDBG funded activity, the CNMI government will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, its implementing regulation and applicable local law.

HOME funds may be used to create affordable housing through financing assistance, site acquisition or improvement, and rehabilitating existing residential dwellings as well as providing funds for new construction or purchase of a single family residential dwelling. Use of HOME funds must benefit low-income families.

ESG funds may be used to rehabilitate or convert to buildings into homeless shelters and for shelter operating expenses, supportive services and homeless prevention and rapid re-housing activities. Use of ESG funds must benefit the homeless.

Applications for the use of CPD funds are available for pick up at the Northern Marianas Housing Corporation (NMHC) located in Garapan, Saipan; San Jose Village, Tinian; and, Songsong Village, Rota, beginning January 03, 2018.

You may also obtain the application online at [www.nmhc.govmp](http://www.nmhc.govmp) in the section titled "Public Notice/Announcement" subsection "Community Planning Development"

Applications must be submitted to the NMHC Offices in Garapan, Saipan (Saipan Residents); San Jose, Tinian (Tinian Residents); and, Songsong Village, Rota (Rota Residents) by April 06, 2018, no later than 4:30 p.m. Applications submitted after April 06, 2018, will not be accepted.

A briefing will be conducted for interested applicants and for those applicants who have picked up an application for the use of CPD funds. The briefing will address the program requirements and regulations concerning the usage of CPD funds.

The schedules for briefing are as follows:

- February 07, 2018, 6:00 p.m. for the island of Saipan
- February 08, 2018, 6:00 p.m. for the island of Tinian
- February 09, 2018, 6:00 p.m. for the island of Rota

We are encouraging all non-profit, for profit, and government service providers who are providing services to people with disabilities, homeless individuals, and emergency shelter administrators and operators to attend this briefing.

For residents living on the island of Saipan, the briefing will be held at the NMHC Office in Garapan; Residents living on the island of Tinian, the briefing will be held at the NMHC Office in San Jose Village; and Residents living on the island of Rota, the briefing will be held at the Rota Mayor's Office Conference Room in Tatchog.

Accommodations for disabled individuals or other non-English speaking individuals who wish to attend the briefing are available upon request by giving at least 24 hours notice prior to the meeting so that such needs can be arranged and provided. Additional inquiries, concerning the CPD program, may be directed to Ms. Zenie P. Madras, Deputy Corporate Director or Mr. Jacob Muna, Planner/Environmental Officer at 234-6866 or 234-7689.

Id  
Jesse S. Palacios  
Corporate Director



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### Electrician/Technician

This position is responsible for the installation, maintenance, and repair of all IP&E retail assets. Ideal candidates should have a technical degree in electrical, mechanical, or automobile repair and maintenance or any other similar discipline with 2-3 years of work experience in the respective field. The successful candidate will be highly motivated, excellent written, verbal, and organizational skills; strong work ethic; and the ability to work independently as well as a positive team player. Travel may be required.

Interested individuals who meet the above requirements should submit their resumes no later than Tuesday, January 8, 2018.

Resumes may be submitted to the attention of IP&E Human Resources Department.

Office : Corner Puetto St. and Industrial Drive Commercial Port Saipan, MP 96950  
Email : [HumanResourceTeam@ipehq.com](mailto:HumanResourceTeam@ipehq.com)  
Mail to: PMB 1009 Box 10000, Saipan, MP 96950

IP&E Holdings is an Equal Opportunity Employer





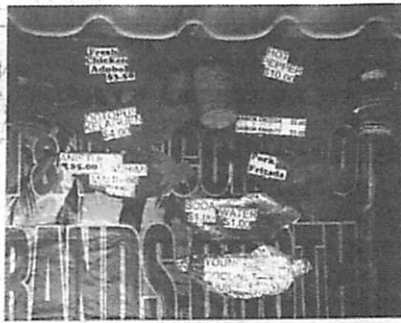
# Ferry nearly full, flights increase for Tinian festival

According to the Marianas Visitors Authority, over 90 percent of available ferry seats to the Tinian Hot Pepper Festival on Feb. 17 and 18, 2018, have been sold out.

"The demand this year is greater than ever, and that's awesome," said MVA managing director Christopher A. Concepcion. "Over the last couple years, we've been working diligently to make the Tinian Hot Pepper Festival even more enticing and accessible to visitors, and it's paying off. It's going to be a great weekend [on] Tinian for sure."

The available ferry slots aboard the *Super Emerald* ferry schedule are: Feb. 16, departing Tinian at 8:30pm; Feb. 17, departing Saipan at 9am; Feb. 18, departing Saipan at 9am and departing Tinian at 5pm; and Feb. 19, departing Saipan at 8am and departing Tinian at 12pm. Passengers will depart from the Commonwealth Ports Authority dock in Lower Base and must check in one hour before departure.

Star Marianas Air, in cooperation with the MVA and the Tinian Mayor's Office, will extend its normal hours of operation during the festival. On Feb. 17 and Feb. 18, sched-



Local cuisine tantalizes revelers at the 2017 Tinian Hot Pepper Festival. The 2018 Tinian Hot Pepper Festival will be held on Feb. 17-18, 2018, at Tachogna Beach.

uled flights will be extended, with the last flights leaving Tinian at 10:30pm. To supplement its regularly scheduled flights that leave Saipan hourly at the top of the hour (starting from 7am) and Tinian hourly at the bottom of the hour (starting from 7:30am), Star Marianas will be operating additional aircraft to provide a Saipan-Tinian shuttle service. Advanced bookings are recommended. To minimize airport waiting times, interested travelers are encouraged to contact Star Marianas Air's reservations team at 433-9996 or 9998 to

find out if a particular time of the day is expected to be busier than others. For more information visit [www.star-marianasair.com](http://www.star-marianasair.com).

In addition, the MVA will provide free shuttle transportation between Tinian International Airport, Port of Tinian, and the festival grounds, only. Due to limited resources, shuttle transport to other venues will not be available. Car rental is also available.

Individuals arriving via the ferry will be shuttled directly to the festival grounds, and those departing via the ferry can catch the shuttle leaving

the festival beginning one-and-a-half-hour before ferry departure time. Individuals arriving or departing at Tinian International Airport can call for a shuttle at (670) 433-3216 or visit the MVA information booth at the festival grounds for assistance.

Ferry round trip cost is \$20 for ages 3-11, \$35 for ages 12 and older, and free for children ages 0-2. For one way, the cost is \$10 for ages 3-11, \$18 for ages 12 and older, and free for children ages 0-2. Advance ticket purchase is required and will be accommodated on a first-come, first-served basis. Passengers are allowed up to 70 lbs of cargo, including bicycles. A \$10 fee will be charged for additional cargo. Ticket purchases may be made

at the MVA Office on Tinian and Saipan. Cash payments only will be accepted.

The festival highlights Tinian's famously potent *donni sali* pepper. The event is also co-organized by the Tinian Mayor's Office and the 16th Tinian Municipal Council and sponsored by MVA members. Activities will include the road/off road 65K Pika Bike Race on Feb. 17 at 6am, cooking competitions, indigenous craft sales, and live entertainment including cultural dances. Sample a variety of local dishes, catch the *umang* (hermit crab), join numerous sports activities (including beach volleyball), cook your best *kadjan pika* (spicy stew), cha-cha to the championship, arm wrestle

or join the *donni sali* eating competition, itself. Festival times will be from 2pm to 11pm on both days.

Tinian is also accessible within minutes of Saipan via airplane or via connecting flights from Rota and Guam.

Available hotels on island include Tinian Ocean View Hotel, Fleming's Hotel, Lorilyn's Hotel, Tinian Street Motel and Green Lion House Hotel, and some hotels offer airport shuttle as well. For more information, contact the MVA Tinian office at 1 (670) 433-9365, email [MVA.Field.Operations@myanmarianas.com](mailto:MVA.Field.Operations@myanmarianas.com), or visit the Marianas Events Calendar at [www.mymarianas.com](http://www.mymarianas.com). (MVA)

**Commonwealth Utilities Corporation**  
Office of the Executive Director

**REQUEST FOR STATEMENT OF QUALIFICATIONS**  
**CUC-RSQ-18-014**

**DESIGN, CONSTRUCTION MANAGEMENT, SURVEYING, CONSTRUCTION INSPECTION, AND OTHER A&E PROFESSIONAL SERVICES FOR VARIOUS COMMONWEALTH UTILITIES CORPORATION WATER AND WASTEWATER PROJECTS**

The Office of the Executive Director for the Commonwealth Utilities Corporation (CUC) is soliciting Statement of Qualifications from qualified architecture & engineering (A/E) firms for the design of water and wastewater infrastructure including but not limited to water mains, sewer mains (gravity and pressure), lift stations, booster pumping stations, water storage reservoirs, treatment works, upgrade to existing facilities, providing construction management services including but not limited to substantial review, clarification and technical assistance related to contract plans and specification, field engineering due to changes in conditions during construction, construction inspection, electrical inspection, review of partial payment requests, surveying, and other related engineering services on various CUC Water and Wastewater Projects on the island of Saipan, Tinian and Rota, Commonwealth of the Northern Mariana Islands.

The proposed projects are funded by a grant from the U.S. Environmental Protection Agency (EPA) and CUC. All work is subject to EPA & CUC review and pre-approval.

The RSQ package may be obtained from the CUC Procurement and Supply Office, 3rd Floor, Room No. 3, Joeten Daundan Commercial Building, Saipan, between 7:30 a.m. to 11:30 a.m. and 12:30 p.m. to 4:00 p.m., Monday through Friday, except on government observed holidays upon completion of registration and presentation of a receipt evidencing a non-refundable payment to the CUC Treasury Section, by cash, check or credit card in the amount of \$100.00 for one RSQ package set. The RSQ package consisting of the specifications and scope-of-service will be provided in a CD or emailed to the registered email ID. Prospective firms must pre-register with the CUC Procurement & Supply Division to be considered.

One (1) original and Five (5) copies of the RSQ must be submitted in a sealed envelope marked "CUC-RSQ 18-014, Request for Statement of Qualifications" to CUC Procurement & Supply Division, 3rd Floor, Room No. 3, Joeten Daundan Commercial Building, P.O. Box 301222, Dandan, Saipan MP 96950, no later than 12:00 p.m. (CHST) on March 12, 2018. Statements of Qualifications mailed via postal or courier service must be received or postmarked on or before due date and time. Late submissions and conditional proposals will not be considered.

A/E firms are advised that CUC assumes no responsibility in any act of omission on the part of the A/E firm due to lack of information or understanding of the Request for Statement of Qualifications requirements in the course of Contractor's preparation of a RSQ under the contract.

Discussions may be conducted with responsible A/E firms who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification and to ensure full understanding of and responsiveness to solicitation requirements. A/E firms shall be accorded fair and equal treatment with respect to any opportunity to discuss and revision of proposals, and such revision may be permitted after submission and prior to award for the purpose of obtaining the best and final offers. During discussions, there will be no disclosure of any information derived from proposals submitted by competing offers.

This Request for Statement of Qualifications does not commit CUC to the award of a contract or contracts, nor to pay any cost incurred in the preparation and submission of qualifications in anticipation of a contract. This request and the ensuing contract shall be executed pursuant to the CUC procurement regulations. The contractor shall be required to comply with all CNMI and applicable federal regulations.

All responses to this RSQ should take into account any and all taxes, which will become the obligation of the proposer, awarded a contract. Successful proposers will be required to submit a copy of a valid CNMI Business and Engineering license in compliance with the Licensing Laws of the Commonwealth of the Northern Mariana Islands, upon award of the contract. The Contractor and all subcontractors will be obligated to pay wage rates not less than the current CNMI minimum wage, prevailing through the period of contract, as indicated in the web page: <https://marianasaibc.net/>. The contractor shall be required to comply with all applicable CNMI and Federal Laws.

Questions or requests for clarification will be entertained only from pre-registered prospective proposers and must be submitted in writing no later than 12:00 p.m. (CHST) on February 23, 2018 to Marlyn B. Sablan, CUC Purchasing Officer via email address [marlyn.sablan@cup.gov](mailto:marlyn.sablan@cup.gov) with a copy to Nicolette Vilagomez, CUC Water/Wastewater II Engineer via email address [nicolette.vilagomez@cup.gov](mailto:nicolette.vilagomez@cup.gov) and Marcela Tesorera, CUC Purchasing Assistant via email address [marcela.tesorera@cup.gov](mailto:marcela.tesorera@cup.gov).

CUC reserves the right to reject any or all Statement of Qualifications for any reason and to waive any defects in said RSQ, if in its sole opinion, to do so would be in the best interest of CUC. All Statement of Qualifications shall become the property of CUC.

GARY F. CAMACHO  
Executive Director

MANNY B. SABLAN  
Purchasing Officer

**Commonwealth of the Northern Mariana Islands**  
**NORTHERN MARIANAS HOUSING CORPORATION**  
P.O. BOX 500514, Saipan, MP 96950-0514  
Email: [nmhc@nmhc.gov.mp](mailto:nmhc@nmhc.gov.mp) • Website: <http://www.nmhc.gov.net>

**NOTICE OF FUNDING AVAILABILITY**  
**OF**  
**COMMUNITY PLANNING AND DEVELOPMENT FUNDS**  
**FOR PROGRAM YEAR 2018**

**THIS ADVERTISEMENT IS PAID FOR BY NMHC WITH CPD FUNDS.**

The Government of the Commonwealth of the Northern Mariana Islands, through the Northern Marianas Housing Corporation (NMHC) is announcing the availability of an estimated \$1,264,412.00 in Community Planning and Development (CPD) funds available from the U.S. Department of Housing and Urban Development. NMHC anticipates receiving an estimated amount of \$902,206.00 in Community Development Block Grants (CDBG); \$293,829.00 in Home Investment Partnerships (HOME); and, \$68,377.00 in Emergency Solutions Grant (ESG) funds for Program Year (PY) 2018.

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You may also obtain the application online at [www.nmhc.gov.net](http://www.nmhc.gov.net) in the section titled "Public Notice/Announcement" subsection "Community Planning Development"

Applications must be submitted to the NMHC Offices in Garapan, Saipan (Saipan Residents); San Jose, Tinian (Tinian Residents); and, Songsoy Village, Rota (Rota Residents) by April 06, 2018, no later than 4:30 p.m. Applications submitted after April 06, 2018, will not be accepted.

A briefing will be conducted for interested applicants and for those applicants who have picked up an application for the use of CPD funds. The briefing will address the program requirements and regulations concerning the usage of CPD funds.

The schedules for briefing are as follows:

February 07, 2018, 6:00 p.m. for the island of Saipan  
February 08, 2018, 6:00 p.m. for the island of Tinian  
February 09, 2018, 6:00 p.m. for the island of Rota

We are encouraging all non-profit, for-profit, and government service providers who are providing services to people with disabilities, homeless individuals, and emergency shelter administrators and operators to attend this briefing.

For residents living on the island of Saipan, the briefing will be held at the NMHC Office in Garapan; Residents living on the island of Tinian, the briefing will be held at the NMHC Office in San Jose Village; and Residents living on the island of Rota, the briefing will be held at the Rota Mayor's Office Conference Room in Tachog.

Accommodations for disabled individuals or other non-English speaking individuals who wish to attend the briefing are available upon request by giving at least 24 hours notice prior to the meeting so that such needs can be arranged and provided. Additional inquiries, concerning the CPD program, may be directed to Ms. Zenie P. Mafnas, Deputy Corporate Director or Mr. Jacob Muna, Planner/Environmental Officer at 234-6866 or 234-7689.

Jesse S. Palacios  
Corporate Director





# Marianas daughter now a colonel

Delegate Gregorio Kilili C. Sablan (Ind-MP) helped pin the insignia on Esther Camacho Sablan, who had just been promoted to full colonel in the Air National Guard at a family ceremony on Thursday.

Delegate Sablan believes that Col. Sablan is the first Northern Marianas female to achieve this high rank in the U.S. military, which requires congressional approval.

"She is an inspiration to us all, especially to girls and younger women setting their goals in life," said Sablan in his weekly newsletter, e-kilili.

First commissioned through the Air Force Reserve Officer Training Corps at Massachusetts Institute of



Technology, Col. Sablan received both her bachelor and master's degrees in aeronautics and astronautics there.

She has served on multiple deployments to Iraq and Afghanistan as a combat search and rescue helicopter pilot and, along the way, collected two more master's degrees.

Today, Col. Sablan is at Joint Base Andrews outside Washington, serving as chief of the Force Planning and Strategic Basing Division.

"Congratulations, Col. Sablan. I look forward to seeing you when you are next promoted," added the delegate. (PR)

CONTRIBUTED PHOTO

Delegate Gregorio Kilili C. Sablan (Ind-MP), left, helps pin the rank of colonel on newly-promoted Esther Camacho Sablan, center, of the Air National Guard. At right is Col. Sablan's mother, Rita Sablan Dutton.

## Kilili lays out goals for 2018

WASHINGTON, D.C.— Delegate Gregorio Kilili C. Sablan (Ind-MP) has laid out his legislative goals for the second session of the 115<sup>th</sup> U.S. Congress.

In a video message to constituents Friday, Sablan detailed the five issues of most importance in 2018.

"Everyone is concerned about the CW program," Sablan said, "especially after the Trump administration cut the CW cap to get ready for the end of the program in 2019.

"I know we will still need foreign workers after 2019. So I have been working, since last July, with Republicans and Democrats in the House and the Senate on legislation that will mean more of our own people have jobs in our economy with enough foreign workers to fill in the gaps."

Sablan said the working group is close to the bipartisan agreement needed to get the legislation enacted this year.

Also on the agenda are two major sources of funding that soon expire, E-NAP, which made more Marianas families eligible for food stamps and raised their monthly benefits, and Obamacare Medicaid money, \$109 million that has helped keep the Commonwealth hospital open.

"For E-NAP I got \$32.5 million in the last farm bill," Sablan said. "Now the once-every-five years Farm Bill is up again. My goal is to add another \$42.5 million to keep E-NAP going."

"Also, Obamacare Medicaid funding for all five insular areas runs out in 2019. With disaster assistance for Puerto Rico and the Virgin Islands on the legislative agenda right now, this could be an opportunity. If more Medicaid funds are added for those two islands

to help with recovery, then the Marianas, Guam, and American Samoa could also benefit."

Sablan added the Veterans' Affairs Committee to his House responsibilities in 2017. "I plan to keep using my new position to improve life for Marianas veterans," he promised. "My main goal is to have a [Veterans Affairs]-staffed medical clinic in the Marianas. But there are smaller steps we can take, too. Being on the Veterans Committee makes my voice that much louder, when I talk about what Marianas vets need."

Sablan has already received a commitment from the chairman of Veterans Affairs, Dr. Phil Roe (R-Tennessee), to

hold a hearing on the needs of Pacific area veterans this year.

Last on Sablan's legislative list for 2018 was federal grant funds. "The Commonwealth gets over \$100 million annually in federal grants and Congress makes the decisions about which programs get funded and how much.

"Every member of Congress has a say in those decisions—even delegates. And we spend a lot of time every year making sure the programs of most importance to the Marianas continue to get funded. We will be working just as hard this year for those grant funds that so many Commonwealth agencies depend on to operate." (PR)

## ATTENTION Government Employees & Retirees!

The Island Smiles Dental Plan now available via your allotment

- **Low Cost:** \$5.00 (Individual Plan) \$6.00 (Two-Party Plan) or \$7.00 (Family Plan) per allotment. Least expensive dental plan in the CNMI
- **Members receive at LEAST 20%-50% discounts on all dental procedures.** No exceptions!
- **Plan Provider:** Paradise Dental Center. State-of-the-art, full service General and Cosmetic dental clinic. Newest dental clinic and most experienced dentist in the CNMI. Really nice people!



Award-winning dentist  
Kind and Gentle  
**Dr. Nelson Krum**

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Hawaii Dental Service, Take Care & Staywell Insurances also accepted. Medicaid patients welcome!

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THIS ADVERTISEMENT IS PAID FOR BY NMHC WITH CPD FUNDS.

The Government of the Commonwealth of the Northern Mariana Islands, through the Northern Marianas Housing Corporation (NMHC) is announcing the availability of an estimated \$1,264,412.00 in Community Planning and Development (CPD) funds available from the U.S. Department of Housing and Urban Development. NMHC anticipates receiving an estimated amount of \$902,206.00 in Community Development Block Grants (CDBG); \$293,829.00 in Home Investment Partnerships (HOME); and \$68,377.00 in Emergency Solutions Grant (ESG) funds for Program Year (PY) 2018.

The CDBG funds, authorized under Title I of the Housing and Community Development Act of 1974, may be used for a wide range of community development activities to revitalize neighborhoods, provide affordable housing, expand economic opportunities, and improve community facilities and services. However, use of these funds must meet at least one of the national objectives which include: 1) to benefit low and moderate-income families; 2) to eliminate slum or blight conditions; or 3) to meet other urgent community development needs.

The CDBG program requires a grant recipient to certify that it will minimize displacement of persons as a result of activities assisted with CDBG funds. The CNMI government does not plan on undertaking any activity which will cause displacement of person. In the event of any unforeseen displacement resulting from any CDBG funded activity, the CNMI government will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, its implementing regulation and applicable local law.

HOME funds may be used to create affordable housing through financing assistance, site acquisition or improvement, and rehabilitating existing residential dwellings as well as providing funds for new construction or purchase of a single family residential dwelling. Use of HOME funds must benefit low-income families.

ESG funds may be used to rehabilitate or convert to buildings into homeless shelters and for shelter operating expenses, supportive services and homeless prevention and rapid re-housing activities. Use of ESG funds must benefit the homeless.

Applications for the use of CPD funds are available for pick up at the Northern Marianas Housing Corporation (NMHC) located in Garapan, Saipan; San Jose Village, Tinian; and, Songsong Village, Rota, beginning January 03, 2018.

You may also obtain the application online at [www.nmhc.gov.mp](http://www.nmhc.gov.mp) in the section titled "Public Notice/Announcement" subsection "Community Planning Development"

Applications must be submitted to the NMHC Offices in Garapan, Saipan (Saipan Residents); San Jose, Tinian (Tinian Residents); and, Songsong Village, Rota (Rota Residents) by April 06, 2018, no later than 4:30 p.m. Applications submitted after April 06, 2018, will not be accepted.

A briefing will be conducted for interested applicants and for those applicants who have picked up an application for the use of CPD funds. The briefing will address the program requirements and regulations concerning the usage of CPD funds.

The schedules for briefing are as follows:

February 07, 2018, 6:00 p.m. for the island of Saipan  
February 08, 2018, 6:00 p.m. for the island of Tinian  
February 09, 2018, 6:00 p.m. for the island of Rota

We are encouraging all non-profit, for profit, and government service providers who are providing services to people with disabilities, homeless individuals, and emergency shelter administrators and operators to attend this briefing.

For residents living on the island of Saipan, the briefing will be held at the NMHC Office in Garapan; Residents living on the island of Tinian, the briefing will be held at the NMHC Office in San Jose Village; and Residents living on the island of Rota, the briefing will be held at the Rota Mayor's Office Conference Room in Tatsach.

Accommodations for disabled individuals or other non-English speaking individuals who wish to attend the briefing are available upon request by giving at least 24 hours notice prior to the meeting so that such needs can be arranged and provided. Additional inquiries, concerning the CPD program, may be directed to Ms. Zenie P. Mafnas, Deputy Corporate Director or Mr. Jacob Mana, Planner/Environmental Officer at 234-6866 or 234-7689.

/s/  
Jesse S. Palacios  
Corporate Director

## **Appendix A2**

# NORTHERN MARIANAS HOUSING CORPORATION

Community Planning and Development Program Year 2018

Community Briefing

Date: 02/07/18 : 6:00 p.m.

Location: Saipan, NMHC Central office

NAME:	AGENCY/ORGANIZATION/ BUSINESS:	TELEPHONE NO.:	Email:
Rita Castro	DCCA-DYS	664-2557	rcastro@dys.gov.mp
Jacob Muna	NMHC	23A-6806	jjmuna@nmhc.gov.mp
SOKOU, SWEETLYNE	NMHC		

Note: 6:25 p.m. adjourned

# NORTHERN MARIANAS HOUSING CORPORATION

Community Planning and Development Program Year 2018

Community Briefing

Date: 02/08/18: 6:00 p.m

Location: Tinian, Tinian Field Office  
NMHC

NAME:	AGENCY/ORGANIZATION/ BUSINESS:	TELEPHONE NO.:	Email:
Jacobs Munier	NMHC	234-6866	jmunier@nmhc.gov.mp
Alexis Hofschneider	MOTA	433-1800/2	alexishofschneider@gwei1.com
Michael Barts	NMHC	285 1836	cfo@nmhc.gov.net

adjuncted @ 6:50 p.m.

# NORTHERN MARIANAS HOUSING CORPORATION

Community Planning and Development Program Year 2018

Community Briefing

Date: 02/09/18

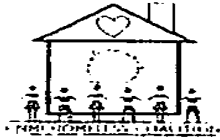
Location: Rota, Mayor's Office

NAME:	AGENCY/ORGANIZATION/ BUSINESS:	TELEPHONE NO.:	Email:
Jacob Muna	NMHC	234-6866/9447	jjmuna@nmhc.gov.mp
Michael Barto	NMHC	234-6866/9447	cfo@nmhc.gov.net
CLINT BARCINAS	DFENS	285-2932	cabarcinas@dfens.gov.mp

adjourned @ 6:30 p.m.

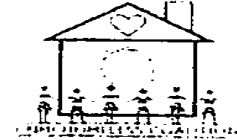
## **Appendix B**

## **Appendix C**



Commonwealth of the Northern Mariana Islands (CNMI)

Homeless Coalition



Event: General membership meeting

Date: Jan 4th, 2018

Event Location: DUS conference Room, Chalan Piao

Time: 10:00 am.

Name	Government Agency	Contact Number	Email Address	Signature
Dorann A. Gumicho	NMHC	284-9447	FSScoordinator@nmhc.gov.mp	
Christina Sakaziro	EmptyVessel	787-2024/235- 2312	sakazirochristina@yahoo.com	
Jennifer Tanaka	DYS	664-3554	jtanaka@dys.gov.mp	
Kenisha mario	COTA	664-2682	kenisha.mario14@gmail.com	
Jennifer McQuay	DPS	285-3159	jsmquay@dps.gov.mp	
<del>Justin May</del>	<del>SALVADOR APP</del>	<del>483-0885</del>	<del>g.peters@salvador.com</del>	<del></del>
P. Daniel Dilse	GC Assembly Liaison	287-7323	danieldilse@gmail.com	
Rosa In Castro	DCCA-DYS	664-2577	rcastro@dys.gov.mp	
Maxine Laszlo	CARE CNMI	6285-7739	cnmicare@gmail.com	
Raymond Diaz	CDP AT	664-7000	rdiaz.cnmicare@gmail.com	
Elaine Delacruz	Kandari	2878341	elainedelacruz@kandari.org	
Tom Yacobwemul	DHS MCHS	2877718	tyacobwemulmch@gmail.com	
Chris Heeb	MLSC	234-7729	chris.heeb@mlsc.net	
Gennie Bliss	DYS	783-0738	gbliss@dys.gov.mp	
Jaime Muma	NMHC	483-9447	jjmuma@nmhc.gov.mp	





## **Appendix D**



U.S. Department of Housing and Urban Development

Honolulu Field Office – Region IX  
1132 Bishop Street, Suite 1400  
Honolulu, Hawaii 96813  
www.hud.gov  
espanol.hud.gov

July 12, 2018

Honorable Ralph DLG. Torres  
Governor of the Commonwealth  
of the Northern Mariana Islands  
Juan S. Atalig Memorial Building  
Isa Drive, Capitol Hill  
Caller Box 10007  
Saipan, MP 96950


Dear Governor Torres:

**SUBJECT: Designation of Emergency Solutions Grant (ESG) Program Administrator**

The U.S. Department of Housing and Urban Development (HUD) received the Commonwealth of the Northern Mariana Islands' (CNMI's) letter of May 29, 2018, designating the Northern Marianas Housing Corporation (NMHC) as the administrator of the ESG Program, to directly provide homelessness prevention and/or rapid re-housing assistance and housing stabilization services to eligible participants. This letter acknowledges CNMI's designation of NMHC for this role.

We appreciate you notifying HUD of this change in CNMI's ESG Program. Should you have any questions, please call me at 808-457-4678.

Sincerely,

  
for  
Mark A. Chandler, Director  
Office of Community Planning  
and Development

cc:

NMHC Board of Directors

Mr. Jesse Palacios  
Corporate Director  
Northern Marianas Housing Corporation  
P.O. Box 500514  
Saipan, MP 96950

## **Appendix E**



# NORTHERN MARIANAS HOUSING CORPORATION

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


Email: [nmhc@nmhc.gov.mp](mailto:nmhc@nmhc.gov.mp)

Website: <http://www.nmhc.gov.net>



## NMHC ESG Budget:

Admin (7.5%):	\$ 5,800.00
HMIS (License Fee and Training):	\$ 8,000.00
Rapid Rehousing Assistance:	
Case Management (Housing Relocation and Stabilization Services)	\$21,592.00
<b>Rental Assistance:</b>	
6 Individuals or Families @ \$500.00 per month for 10 months	\$30,000.00
Security Deposit	\$ 3,000.00
<b>Utility Assistance:</b>	
Utility Assistance for 6 Individuals or Families @ \$124.00 per month for 10 months. UA is based on 2 bedroom section 8 Utility Assistance Schedule	\$ 7,440.00
Utility Deposit: Utility Company Charges for deposit @ a rate of approx. \$250.00. For 6 individuals or families @ \$250.00 one-time fee would equal to \$1,500.00	\$ 1,500.00

Certified by:  Zenie P. Mafnas, Deputy Corporate Director

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

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

Tinian Field Office: Tel. (671) 433-9213  
Fax. (670) 433-3690

## **Appendix F**



# NORTHERN MARIANAS HOUSING CORPORATION

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

Tels. (670) 234-8888  
234-9447  
234-7889  
234-7870  
Fax: (670) 234-8021

## RESOLUTION OF THE BOARD OF DIRECTORS

NO. 92

A resolution adopting the amendments to the CNMI Citizen Participation Plan (CPP) for the Community Planning Development Programs (Community Development Block Grant (CDBG) program, HOME Investment Partnership Program (HOME), and the Emergency Solutions Grant (HESG) program), as per requirements of the Housing and Community Development Act Section 104 (a)(2) and 24 CFR 570.486 (a)(6) and 24 CFR 91 Subpart B.

WHEREAS, at a regular board meeting held on 02/10/2016, the Board of Directors of the NMHC unanimously voted in favor of a written resolution authorizing the amendments to the CNMI Citizen Participation Plan (CPP). The NMHC administration in consultation with the United States Department of Housing and Urban Development (HUD) has determined that an amendment to the CNMI CPP is necessary to ensure that all Community Planning Development Programs are administered in a prompt and efficient manner to meet all the necessary regulatory requirements. The NMHC administration has announced to the public the amendment of the CPP through various media outlets. There was no comment received during the publication period which ended on December 28, 2015.

NOW THEREFORE, be it resolved that the Board of Directors of NMHC hereby formally adopt the following:

### NORTHERN MARIANAS HOUSING CORPORATION CITIZEN PARTICIPATION PLAN

#### AMENDMENT NO. 02-2016

#### Introduction

The Northern Marianas Housing Corporation (NMHC) is committed to providing opportunities for its citizens to participate in an advisory role in the planning, implementation and assessment of its Community Development Block Grant (CDBG) Program, HOME Partnership (HOME) Program and the Emergency Solutions Grant (HESG). The NMHC recognizes that those persons or groups affected by, or involved with projects under these programs can provide meaningful assistance to those responsible for program implementation. In order to encourage and support participation of citizens, the NMHC will provide adequate information, hold public hearings, and give citizens the opportunity to comment. The exchange of information among citizens, NMHC staff and elected officials will allow for a stronger, more responsive housing and community development effort in the Commonwealth of the Northern Marianas (CNMI).

**"NMHC is a fair housing agency and an equal opportunity, lender and employer"**

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

Tinian Field Office: Tel. (670) 433-9213  
Fax: (670) 433-3680

This amended Citizen Participation Plan (CPP) sets forth NMHC policies and procedures for citizen participation in the development of the Citizen Participation Plan, Annual Action Plan, substantial amendments and the Consolidated Annual Performance and Evaluation Report (CAPER), and will become effective upon its adoption by the NMHC Board. This amended CPP will be made available for review at the locations indicated below under the "Public Notice" section. Citizens will have fifteen (15) days to review the amended CPP and submit comments to the NMHC before it is submitted to the Board for adoption. Arrangements will be made to accommodate the requirements of persons with disabilities for access to the CPP upon request.

### **Encouraging Public Participation**

The NMHC has and will hold public hearings, as described in the "Public Notice" section below, and give citizens the opportunity to participate in the development of the following documents:

1. **The Consolidated Plan** -- This serves as the planning document of the NMHC in order to apply for funding under the CDBG, HOME and ESG. The overall goal of these programs is to develop viable communities by providing decent housing, a suitable living environment, and expanding economic opportunities principally for low- and moderate-income persons. Through this document, the NMHC describes its plan to pursue these goals for all the community planning and development programs, as well as for housing programs, during a five (5) year period. The U.S. Department of Housing and Urban Development (HUD) will evaluate the performance of the NMHC through the accomplishment of these goals.
2. **Annual Action Plan** -- This document serves as the application for funding to HUD under the CDBG, HOME and ESG. The Annual Action Plan includes the amount of assistance the NMHC expects to receive (including grant funds and program income) from each of the federal programs and a description of the activities, including funding allocations that the NMHC will undertake to address the needs and priorities established in the Consolidated Plan.
3. **Consolidated Annual Performance and Evaluation Report (CAPER)** -- This report describes the accomplishments of each activity undertaken during the previous year, including how funds were actually used and the extent to which these funds were used for activities that benefited low- and moderate-income residents. The fiscal year for expenditures of HUD funds begins October 1 and ends September 30 of the following year. This report must be submitted to HUD within ninety (90) days of the close of the program year, or December 30<sup>th</sup>.
4. **Substantial Amendments** -- Whenever a substantial change, as described under the substantial amendments section is proposed, said amendment shall be available for public comments for a period of thirty (30) days before submission to the Board.
5. **Reprogramming of Funds**- Whenever there is a need to reprogram funds in the amount greater than \$50,001.00 The NMHC will publish a notice of Reprogramming of Funds to the public for comments for a period of thirty days (30).



6. **Disasters**- Whenever a disaster is declared an amendment to the Consolidated Plan will not be considered to be a substantial amendment. Due to the immediate urgency of a disaster situation, the NMHC will publish a notice at a later date to inform its citizens of a reprogramming of funds.

The NMHC wishes to encourage participation especially by low- and moderate-income persons and by residents of predominantly low- and moderate-income neighborhoods. In an effort to provide opportunities for greater citizen participation, the NMHC specifically encourages minorities and non-English speaking persons, as well as persons with disabilities to attend public meetings and participate in the various activities funded with CDBG, HOME and ESG funds. To accomplish this level of participation, the NMHC will publish notices of public hearings and will coordinate with agencies that serve the disabled. The NMHC may also distribute information through flyers and invitations to residents of low- and moderate-income neighborhoods directly affected by the NMHC Consolidated Plan activities.

In addition, the NMHC shall provide final copies of the Consolidated Plan, the Annual Action Plan and the CAPER to the Rota and Tinian Field Offices. Citizen participation is essential at all stages of the planning process, including: identifying needs, setting priorities based on needs, recommending activities to meet high-priority needs, as well as evaluating the effectiveness of the activities.

#### **Public Notice**

In order to provide citizens the opportunity to participate in the development of the Consolidated Plan, the Annual Action Plan, substantial amendments to these documents, and the CAPER, the NMHC will publish notices of public hearings and notices of availability of these draft documents in a newspaper of general circulation; and/or in newspapers or publications serving low- and moderate-income persons and minorities. NMHC will coordinate with agencies that serve the disabled such as the Council on Developmental Disabilities. The notice will be published as a display ad, in a non-legal section of the newspaper, at least two (2) weeks prior to the public hearing. The public hearing notice will include some or all of the following information as appropriate to the particular meeting:

1. The date, time and place of the hearing.
2. Topics to be discussed.
3. Procedures for the hearing.
4. Basic information about the program(s).
5. Timing and procedures followed in the development and approval of the Consolidated Plan, Annual Action Plan, substantial amendments, and CAPER.

The Consolidated Plan, the Annual Action Plan, substantial amendments of these documents, the CAPER, including the listing of all approved activities and their funding under the CDBG, HOME and ESG, the Citizen Participation Plan, the availability of housing opportunities for low- and moderate-income residents. In addition, drafts and final copies will be made available for review at the following locations:

**NMHC Central Office**  
P. O. Box 500514  
Saipan, MP 96950  
[nmhc@nmhc.gov.mp](mailto:nmhc@nmhc.gov.mp)

**ROTA Field Office**  
c/o NMHC Field Office  
Rota, MP 96951  
[rop@nmhc.gov.mp](mailto:rop@nmhc.gov.mp)

**Tinian Field Office**  
c/o NMHC Field Office  
Tinian, MP 96952  
[tiq@nmhc.gov.mp](mailto:tiq@nmhc.gov.mp)

Copies of any of the above-mentioned documents will be provided to citizens and groups, upon request, free of charge during the comment period. Citizens will be provided thirty (30) days from publication date to submit comments on the Consolidated Plan, on the Annual Action Plan, and substantial amendments to these Plans; and fifteen (15) days from publication date to submit comments on the amended Citizen Participation Plan and the CAPER. Comments may be submitted via telephone or in writing to the above addresses.

During the applicable comment period, the NMHC shall also consider any comments or views of citizens received in writing, or orally, at public hearings regarding any of the above-mentioned documents. A summary of these comments or views received by the NMHC, and the determination of the acceptance or non-acceptance and reasons for the non-acceptance will be attached and made a part of the corresponding final document, i.e., Consolidated Plan, Annual Action Plan, substantial amendments, and CAPER.

#### **Access to Information**

The NMHC will hold, at a minimum, one (1) public hearing per Island to obtain citizens' views, provide information and respond to questions. For the development of the Consolidated Plan and the Annual Action Plan, there will be at least one (1) public hearing to provide citizens, public agencies and other interested parties with the following:

1. A forum for citizens and groups to provide the NMHC with information on housing and community development needs as part of the preparation of the Consolidated Plan and the Annual Action Plan;
2. The amount of funds the NMHC expects to receive from the U. S. Department of Housing and Urban Development for the implementation of the CDBG, HOME and ESG as well as program income, through activities under these programs, as part of the preparation of the Annual Action Plan;
3. The range of activities that may be undertaken under each of these programs and the estimated amount of funds that will benefit low- and moderate-income residents;
4. The plans to minimize displacement of persons and to assist anyone displaced pursuant to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.

The types and levels of assistance the NMHC will make available to displaced persons shall be specified.

Availability of drafts of the Consolidated Plan, the Annual Action Plan, and substantial amendments, and the period of time they will be made available for comments from citizens and interested parties are discussed above in the "Public Notice" section.

A public hearing will be held only after there has been adequate notice (at least 14 days), including a display ad in a newspaper of general circulation as described in the "Public Notice" section. Public hearings will be held at 6:00 p.m., a time that is convenient to most people who would benefit from the use of the funds. Public hearings will be held at a location which is a central, accessible location, unless otherwise noted. Accommodations are available, upon request at least 24 hours prior to the meeting, for disabled individuals. Also, upon request from other non-English speaking residents, efforts will be made to have personnel fluent in the respective language present at these meetings.

### **Substantial Amendments**

The NMHC shall amend its approved Annual Action Plan and/or its Consolidated Plan whenever it makes one of the following decisions:

1. To make a change in its allocation priorities or a change in the funding distribution method.
2. To carry out an activity, using funds from any program covered by the Consolidated Plan (including program income) not previously described in the Annual Action Plan.
3. To change the purpose, scope, location, or beneficiaries of an activity.
4. To reprogram funds in the amount of \$50,001 or more will constitute a "substantial amendment"

### **Activity and Project Defined**

1. **Activity** – Under the CDBG Program, the NMHC defines "activity" as the actual, Specific undertaking to be funded, i.e., Construction of the Rota Youth Center.
2. **Project** – Under the HOME Program, the NMHC defines "project" as one of the eligible categories of assistance: New Construction, Owner-Occupied Housing Rehabilitation, Rental Rehabilitation, and Homebuyers Assistance.

Under the ESG Program, the NMHC defines "project" as one of the eligible categories of assistance: Renovation of Emergency Shelters for the Homeless, Operating Expenses of Homeless Shelters, Essential Services to the Homeless (counseling, transportation, etc.), Rapid Re-Housing and Homeless Prevention Assistance.

When a substantial amendment is proposed under any of the above-mentioned programs, said amendment shall be presented to the Board for comments. If the Board recommends approval of the amendment, citizens will be given the opportunity to comment on the proposed substantial amendment

through the publication of a Notice of Amendment published as described above in the "Public Notice" section.

The NMHC will provide citizens with the opportunity to make comments on proposed substantial amendment(s) for thirty (30) days. All comments or views of citizens received in writing, or orally at public hearings, if any, will be considered by the NMHC before implementing the proposed changes. A summary of these comments or views received by the Housing Department, and the determination of the acceptance or non-acceptance and reasons for the non-acceptance will be attached and made a part of the corresponding final document. After an amendment is approved by NMHC, a copy shall be submitted to the U. S. Department of Housing and Urban Development (HUD) with a transmittal letter signed by the Corporate Director of the NMHC.

### **Urgent Need**

The NMHC will amend the Consolidated Plan and/or Annual Action Plan to address activities designed to meet community development needs having a particular urgency in accordance with the national objective, **Urgent Need**, as defined in 24 CFR 570.208(c). In cases where activities are designed to alleviate conditions which pose a serious and immediate threat to the health and welfare of the community, the urgent need national objective will be utilized. In order to comply with 24 CFR 570.208(c), an activity must be designed to alleviate existing conditions that:

1. Posed a serious and immediate threat to the health and welfare of the community;
2. Were of recent origin or recently became urgent;
3. The CNMI was unable to finance the activity on its own, and
4. Other sources of funding were not available to carry out the activity.

If there is an urgent need, the CNMI will:

1. Provide public notice to the community of the amendment to the Approved Annual Action Plan upon addressing the urgent need. The public notice will inform the community that CDBG funds were used to meet an urgent need, the nature of the urgency, the activity for which CDBG funds were used, and the amount of CDBG funds in accordance with CNMI's Citizen Participation Plan and 24 CFR 91 Subpart B.

### **Technical Assistance**

The NMHC will work with organizations and individual representatives of very low-, low- and moderate-income people who are interested in submitting a proposal to obtain funding assistance under any of the CDBG, HOME or ESG. The NMHC will make available to potential applications, upon request, copies of regulations related to eligible activities included in the Annual Action Plan. Staff will also provide guidance in the interpretation of the federal regulations, the strategies and objectives of the Consolidated Plan and the Annual Action Plan, and will provide referrals to other agencies, including HUD, when necessary. Technical assistance will also be provided to potential applicants to assist them in the development of proposals for funding under any of the programs covered by the Consolidated Plan. Receiving staff assistance does not guarantee that an applicant will receive funding.

**Selection of Activities to be Funded**

**HOME Program:** Applicants for funding under the New Construction and Rental Rehabilitation Projects must first meet with the Mortgage and Credit Division staff for an explanation of the requirements for submission of an application. Staff may recommend funding of other activities that have high priority for the NMHC. Recommendations to award funds for activities are submitted for approval to the Board. The selection of units to be funded under the Owner-Occupied Housing Rehabilitation and First-Time Homebuyers Assistance will be made by the Mortgage and Credit Division staff on a first-come, first-serve basis, based on eligibility requirements and priority need of the client.

**CDBG Program:** CDBG funds are distributed in the following matter: staff recommendations and Proposals received from agencies and the public will be submitted to the CDBG Review Committee and their recommendations will then be submitted to the Board their information. NMHC assesses the activities based on priority needs as listed in the Five Year Consolidated Plan and the Annual Action Plan.

**HESG Program:** Funds received by the NMHC under the Emergency Solutions Grants (HESG) are distributed once a formal proposal from an eligible entity has been made. The proposals are reviewed by the HESG Review Committee and their recommendations are submitted to the Board for their information. Also, staff may recommend funding of other activities that have high priority for the NMHC.

---

BE IT FURTHER RESOLVED, by the Board of Directors of the NMHC that the Board hereby approves the amendment of the CNMI's CPP for the Community Planning Development programs (CDBG, HOME, and HESG).

**CERTIFICATION**

I, the undersigned, hereby certify that the foregoing resolution was adopted by the NMHC Board of Directors. It was adopted on FEBRUARY 10, 2016, after a vote was taken at a duly noticed meeting of the NMHC Board of Directors at which a quorum was present. The was SIX ( 6 ) in favor, ZERO ( 0 ) opposed, and ZERO ( 0 ) abstained.

Date this 10th of FEBRUARY 2016.



---

Edward C. Sablan, Chairman  
Northern Marianas Housing Corporation

## **Appendix G**

COMMUNITY BRIEFS

Int'l Festival of Cultures call for representatives

Representatives of all cultures in The Marianas are invited to a meeting on Friday (July 13) to plan for this year's International Festival of Cultures. Festival dates and other matters will be discussed. The meeting will be held at 2pm at the Marianas Visitors Authority office on Beach Road, San Jose. For more information, contact MVA Community Projects Coordinator Demalyn Pagarao at dpagarao@mymarianas.com or 664-3219. (PR)

GRMC '3 Because of Me; Health Fair this Saturday

Guam Regional Medical Center will hold a health fair at the Micronesia Mall center court this Saturday from 10am to 3pm in celebration of its third anniversary. The "3 Because of Me" Health Fair will give the public opportunities to interact with doctors from GRMC's Specialty Clinics and ask questions about health in an informal setting. Visitors will be able to meet specialists from GRMC's clinics in cardiology, oncology, neuroscience, podiatry,

pulmonary, orthopedics, and diabetic wound care. Providers will be present from GRMC's neonatology and labor & delivery departments. Representatives from the rehabilitation and patient education departments will be at the fair to share the services they provide, too. The health fair will offer free blood pressure and BMI checks and glucose testing. The event is open to the public and there will be entertainment and prizes throughout the event, culminating in a grand prize giveaway. The "3 Because of Me" Health

Fair is to celebrate the three years GRMC has been serving the people of Guam and Micronesia since opening its doors in July 2015 as a 136-bed acute care hospital in Dededo. (PR)

VA direct loan program outreach on July 24

The Northern Marianas Housing Corp., in collaboration with the United States Department of Veterans Affairs, will be conducting outreach services regarding VA Native American Direct Loan Program for all the CNMI veterans. A representative from

the Department of Veterans Office will be present to answer any questions regarding the program. The outreach will be held on July 24, 2018, at the NMHC Conference Room in Garapan, Saipan from 8am to 11:30am.

For more information you may contact the NMHC Mortgage and Credit Division staff at (670)234-6866/9447/7670 or you may email Cherie Castanara, VA representative, at cherie.castanara@va.gov or contact her at (808)433-0483. (PR)

passports announced

The Philippine Consulate General in Guam, in coordination with the Office of Honorary Consul Eli Arago, has announced the release of Philippine passports to those who renew their passports on May 21, 22, and 23, 2018. You can pick up your passports at Finasisu Terraces Apartment Bldg D, 2nd Floor top of the Mini-Mart Store Monday-Friday, 9am-5pm (12pm-1pm break time).

Bring old passport and receipt. For any inquiries or details, call Mel Santos at 233-6293. (PR)

Release of PH

Commonwealth of the Northern Marianas Islands  
OFFICE OF THE GOVERNOR  
Bureau of Environmental and Coastal Quality  
Division of Coastal Resources Management  
P.O. Box 10007, Saipan, MP 96950  
Tel: (670) 664-8308; Fax: (670) 664-8340  
www.deq.gov.mp

**NOTICE**  
**WATER QUALITY STANDARDS AMENDMENT**  
**PUBLIC HEARING**

The CNMI Bureau of Environmental and Coastal Quality (BECQ), under the Office of the Governor, hereby notifies the public that a public hearing has been scheduled for the proposed amendments to the CNMI Water Quality Standards. The proposed amendments pertain to the requirement set forth in the Clean Water Act that States and Territories periodically review their Water Quality Standards, make any necessary changes, and provide for an opportunity for public comment.

**PUBLIC HEARING:**  
Date: July 13, 2018  
Time: 5:00p.m.  
Location: 2nd Floor BECQ Building,  
Gualo Rai, Saipan

The proposed amendments will be published in the June edition of the Commonwealth Register. A copy of the proposed amendments is available now for public inspection at the office of the Bureau of Environmental and Coastal Quality, 1st floor of the Gualo Rai Center Building, Gualo, Saipan.

Written comments will be accepted up to thirty (30) days from the date of publication in the Commonwealth Register, and should be submitted to: Administrator, Bureau of Environmental and Coastal Quality, P.O. Box 501304, Saipan, MP, 96950 or by email to [waterqualityreport@deq.gov.mp](mailto:waterqualityreport@deq.gov.mp). Emails should contain the subject line "WQS Comments".

ELI D. CABRERA  
Administrator

cc: file

NORTHERN MARIANAS HOUSING CORPORATION  
P.O. BOX 50014, SAIPAN, MP 96950-0014  
Email: [nmhc@nmhc.gov.mp](mailto:nmhc@nmhc.gov.mp) Website: [www.nmhc.gov.mp](http://www.nmhc.gov.mp)

**PUBLIC NOTICE**  
"This notice is paid for with HUD funds by NMHC"

Governor Ralph DLG. Torres, Lt. Governor Victor B. Hocog, and the Northern Marianas Housing Corporation (NMHC) Board of Directors, through its Chairwoman of the Board, Aubry Hocog, wish to announce that the Program Year 2018 Annual Action Plan is available for the public's review and comments. The Action Plan encompasses applications for the Community Development Block Grant (CDBG), Home Investment Partnerships (HOME), and Emergency Solutions Grant (HESG) Programs in the Commonwealth. Comments may be directed to Mr. Jacob Muna, Planner, NMHC Central Office, P.O. Box 500514, Saipan, MP 96950, or by fax to (670) 234-9021. Deadline for the comment period is August 10, 2018, no later than 4:30 p.m.

The Plan is available for public review and inspection at NMHC's Central Office in Garapan, Saipan, and at the respective NMHC Field Offices in Tinian and Rota during regular business hours, 7:30 a.m. to 4:30 p.m., Monday through Friday, except for CNMI holidays. Individuals needing special accommodations to review and comment on the plan must contact Mr. Jacob Muna for arrangements by calling (670) 234-6866/7689 during regular business hours.

/s/  
Zenie P. Mafnas  
Deputy Corporate Director

"NMHC is a fair housing agency and an equal opportunity provider, lender, and employer."



# IT&E community contributions in May and June



From left, Patrick Augustin, IT&E accountant; Edna Nisola, IT&E marketing intern; Joel Vallega, public relations officer for community events at United Filipino Organization; Marlon Regaton, president of United Filipino Organizations; Hannah Bognot, IT&E accountant; and Amy Quito-Weiss, business account manager at IT&E.



From left, Janet Aguno, enterprise sales manager of IT&E; Kaoru Camacho of Guam Junior Golf League; Jennifer Shen of Guam Junior Golf League; Jim Oehlerking, CEO of IT&E; Mel Davis, coach of Guam Junior Golf League; and Angela Rosario, director of marketing & product development of IT&E.

**Commonwealth of the Northern Mariana Islands**  
**Commonwealth Judiciary Administrative Office**  
 Guma, Huestis, Immal Avenue, House of Justice  
 P.O. Box 502165, Saipan MP 96950  
 Telephone (670) 236-9715 Facsimile (670)235-9702

**INVITATION TO BID**  
**ITB NO.: ITB18-JUDICIARY-03**

**SUBMISSION: AUGUST 3RD, 2018 TIME: 10:00 A.M.**

**"TWO (2) NEW 2018-2019 VEHICLES (5 Door All-Wheel Drive Utility Vehicle)"**

COPIES OF THE SPECIFICATIONS MAY BE OBTAINED AT THE CASHIER WINDOW, WINDOW #1, LOCATED AT THE FRONT OF GUAMA HUESTIS/IMMAL AWENUE, HOUSE OF JUSTICE, GUAMA, DURING REGULAR WORKING HOURS.

THE PROVISIONS OF THE CNMI PROCUREMENT REGULATIONS, NMHC SECTIONS 70-303-725 AND 70-303-726 PROHIBITING GRATUITIES, KICKBACKS AND CONTINGENT FEES SHALL APPLY.

THE CNMI GOVERNMENT RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS, OR PORTIONS THEREOF, AND WAIVE IMMATERIAL DEFECTS IF TO DO SO WOULD BE IN THE BEST INTEREST OF THE CNMI GOVERNMENT.

/s/ **ALEXANDRO C. CASTRO**  
 JUDICIARY EXPENDITURE AUTHORITY

/s/ **JOHN T. YLLASOBEZ**  
 JUDICIARY PROCUREMENT OFFICE

**HARMON, Guam**—IT&E partnered with organizations in the Marianas and Guam this past May and June to help the islands thrive.

■ IT&E provided support to the Saipan Mayor's Office for the 2018 Liberation Day Festivities.

■ IT&E contributed to Saipan's *Pistang Pinoy*, hosted by the United Filipino Organizations, which celebrated 120 years of Philippine Independence, the Filipino culture, and the contributions of the Filipino community.

■ \$2,915 was donated and a game was hosted at the Guam Junior Golf League Fundraising Tournament.

■ Phone, fax, and internet services were provided to the Northern Mariana Museum of History and Culture.

■ IT&E sponsored the 2018 IT&E Badminton Tournament on the weekends of May-11-13 and 18-20 to benefit the Northern Marianas Badminton Association.

■ Four mobile Wi-Fi devices with unlimited 4G LTE data were provided to Guam Spraycation.

■ IT&E's Employee Service and Events Committee volunteered and donated supplies

to Kamalen Karidat to provide hot meals to Guam residents struggling with homelessness.

■ A total of \$7,527.09 was raised through various employee fundraising efforts for the Relay for Life to benefit the American Cancer Society Guam Chapter. IT&E also partnered with GRMC and IP&E to form Team Purple Carabao and participate in the relay.

■ Playground equipment was donated to the Mayor's Office of Rota to be installed in the Sinapalo Children's Park on Rota.

■ High-speed fiber optic cable for free Wi-Fi was installed at youth centers in the CNMI, including those in

Kobleville, San Antonio and Chalan Kanoa.

■ \$8,700 was raised through IT&E's booth sales at the Marianas March Against Cancer event and \$3,119.36 was raised at IT&E's signature event, Scavenger Hunt for Life. The funds support the efforts of the Commonwealth Cancer Association.

■ \$2,500 in cash and \$2,500 in in-kind donations were provided to Saipan's 23rd Annual Governor's Tournament of Champions.

■ Samsung J5 Pro phones and cellular and data service were gifted to the Mayor's Office of Tinian to be awarded as prizes for the San Jose Fiesta. (PR)

**Commonwealth Utilities Corporation**  
 Office of the Executive Director

**REQUEST FOR PROPOSALS**  
**CUC-RFP-18-026**

**PROFESSIONAL SERVICES TO PROVIDE A BASIC LINEMAN TRAINING PROGRAM**

The Office of the Executive Director, Commonwealth Utilities Corporation (CUC) is soliciting competitive sealed proposals from qualified firms to provide a basic lineman training program for CUC, Power Transmission & Distribution Division.

The RFP package may be obtained from the CUC Procurement and Supply Office, 3rd Floor, Room No. 3, Joeten Dandan Commercial Building, Saipan, between 7:30 a.m. to 11:30 a.m. and 12:30 p.m. to 4:00 p.m., Monday through Friday, except on government-observed holidays upon completion of registration and presentation of a receipt evidencing a non-refundable payment to the CUC Treasury Section, by cash, check or credit card in the amount of \$100.00 for one RFP package set.

**One (1) original and five (5) hard copies, along with an electronic copy of the proposal on a compact disk in PDF format must be submitted in a sealed envelope marked "CUC-RFP-18-026, Basic Lineman Training Program" to the CUC Procurement & Supply Office, 3rd Floor, Room No. 3, Joeten Dandan Commercial Building, P.O. Box 501220, Saipan, MP, 96950, no later than August 14, 2018 at 10:00 AM (ChST).** Submissions, in PDF, must also be emailed to the addresses as noted in the RFP. Late submissions and conditional proposals will not be considered.

Discussions may be conducted with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification and to ensure full understanding of and responsiveness to solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity to discuss and revision of proposals, and such revision may be permitted after submission and prior to award for the purpose of obtaining the best and final offers. During discussions, there will be no disclosure of any information derived from proposals submitted by competing offerors.

All Offeror are advised that CUC assumes no responsibility in any act of omission on the part of the Offeror due to lack of information or understanding of the proposal requirements in the course of Contractor's preparation of a proposal or supply under the contract. The RFP does not commit CUC to award a contract, to pay any cost incurred in the preparation of the proposal under this request, or to procure or contract for services. Offeror are required to comply with all CNMI and applicable Federal Laws. This bid and the ensuing contract shall be executed as per the CUC Procurement Regulations.

Questions or requests for clarification shall be entertained only from pre-registered prospective proposers and must be submitted in writing no later than **10:00 AM (ChST) on July 31, 2018** to Manny B. Sablan, Jr., CUC Purchasing Administrator, via email address [manny.sablan@cucgov.org](mailto:manny.sablan@cucgov.org) with a copy to Lee Lieto, Power T&D Manager, via email address [lee.lieto@cucgov.org](mailto:lee.lieto@cucgov.org), Roger Madriaga, Human Resource Training Coordinator, via email address [roger.madriaga@cucgov.org](mailto:roger.madriaga@cucgov.org) and Marcela Tenorio, CUC Purchasing Assistant via email address [marcela.tenorio@cucgov.org](mailto:marcela.tenorio@cucgov.org).

CUC reserves the right to reject any or all proposals for any reason and to waive any defects in said proposal, if in its sole opinion, to do so would be in the best interest of CUC. All proposals shall become the property of CUC.

**GARY P. CAMACHO**  
 Executive Director

**MANUEL B. SABLAN, JR.**  
 Purchasing Administrator

## KHS main office closed at noon

The Kagman High School main office will be closed between 11am and 1pm today, July 25, 2018, as KHS

staff will be participating in a working lunch. There will also be accreditation meeting between 11am and 1pm. Par-

ents are encouraged to continue to drop off registrations with complete documentation between 7:30am and 11am. Registration and office hours will resume at 1pm. (PR)

**NORTHERN MARIANAS HOUSING CORPORATION**  
 P.O. Box 50014, Saipan, MP 96950-014  
 Email: [nmhc@nmhc.gov](mailto:nmhc@nmhc.gov) • Website: [www.nmhc.gov](http://www.nmhc.gov)

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/s/  
 Zenie P. Mafnas  
 Deputy Corporate Director

**"NMHC is a fair housing agency and an equal opportunity provider, lender, and employer."**

**TINIAN CASINO GAMING CONTROL COMMISSION**  
 Municipality of Tinian and Agañaigan  
 Commonwealth of the Northern Mariana Islands

**PUBLIC NOTICE**  
 Pursuant to 1 CMCS 9910(a), the Tinian Casino Gaming Control Commission (TCGCC) hereby gives notice that it will hold its Regular Meeting on Tuesday, July 31, 2018, at 9:00 a.m. at the TCGCC Hearing Room.

**AGENDA**

- I. PRELIMINARY
  - a. Call to Order
  - b. Roll Call
  - c. Adoption of Agenda
  - d. Adoption of Minutes
    - 1) June 26, 2018 - Regular Meeting
- II. PUBLIC COMMENTS
- III. REPORTS
  - a. Chair's Report
  - b. Executive Director's Report
- IV. UNFINISHED BUSINESS
  - a) Proposed House Local Bill to Enact the Revised Tinian Casino Gaming Control Act of 1989
  - b) Professional Services Agreement (2-months) Transcend IT Solutions - Mr. Mark Badal
- V. NEW BUSINESS
  - a) Adoption & Certification of Regulations - Internet Gaming Operations
  - b) Adoption & Certification of Regulations - Junket & Complimentary
- VI. EXECUTIVE SESSION\*
- VII. MISCELLANEOUS/ ADMINISTRATIVE MATTERS
- VIII. ADJOURNMENT

\*Public comments are limited to 30 minutes and each remark is limited to 3 minutes each. Everyone is welcomed to submit written comments.  
 \*Pursuant to 1 CMCS 9912, the Commission may vote to meet in executive session at any time.

## **Appendix H**

## **Appendix I**

## Written Standards for Provision of ESG Assistance

- A. Standard policies and procedures for evaluating individuals' and families' eligibilities under ESG.**
- B. Policies and Procedures to determine and prioritize which eligible families and individuals will receive homelessness prevention assistance and which eligible families will receive rapid re-housing assistance.**

### Homeless Prevention and Rapid Re-Housing

As of July 12, 2018, HUD acknowledges that NMHC, Grantee of HESG funds, will be the CNMI's designated Administrator for the HESG Program. In the next program year, NMHC will operate the program, the availability of ESG funding will be announced by the Grantee through a public notice.

Applicants will walk into the Grantee's agency and schedule an appointment with a case manager. The applicants will be given a checklist documents to submit at the appointment date and time. In order to receive ESG homelessness and rapid re-housing financial assistance, the households must meet at least the following minimum criteria:

- 1) Initial consultation and eligibility determination: the household must receive at least an initial consultation and eligibility assessment with a case manager or other authorized representative who can determine eligibility and the appropriate type of assistance needed;
- 2) Income: the household's total income must be at or below 30% of area median income (homelessness prevention component)
- 3) Housing Status: the household must be either homeless (to receive rapid re-housing assistance) OR at risk of losing its housing (to receive homelessness prevention assistance)

The new definition of "homelessness", according to the Homeless Emergency Assistance and Rapid Transition to Housing Act includes four broad categories. In order for a household to be eligible for HESG assistance, all households must meet the definition of homelessness. The definition is as follows:

- People who are living in a place not meant for human habitation, in an emergency shelter, in transitional housing, or exiting an institution where they temporarily resided if they were in a shelter or a place not meant for human habitation before entering the institution. The only significant change from existing practice is that people will be considered homeless if they are exiting an institution where they resided up to 90 days (formerly 30 days) and were homeless immediately prior to entering that institution.
- People who are losing their primary nighttime residence, which may include a motel or hotel or a doubled up situation, within 14 days and lack resources or support networks to remain in housing. HUD had previously allowed people who were being displaced within 7 days to be considered homeless. The regulation also describes specific documentation requirements for this category.
- Families or children or unaccompanied youth who are unstably housed and likely to continue in that state. This a new category of homelessness, and it applies to families with children or unaccompanied youth (up to age 24) who have not had a lease or ownership interest in a housing unit in the last 60 or more days, have had two or more moves in the last 60 days, and who are likely to continue to be unstably housed because of disability or multiple barriers to employment.
- People who are fleeing domestic violence, dating violence, sexual assault, stalking, or other dangerous life-threatening situations related to violence; have no other residence; and lack the resources of support networks to obtain other permanent housing. This category is similar to the current practice regarding people who are fleeing domestic violence.

Once the case manager can determine that the applicant is eligible, based on all required documentation submitted, and upon meeting the criteria above, applicants will be served on a first-come, first-served basis. Rapid re-housing activities and homelessness prevention activities will include housing relocation and stabilization services.

### C. Policies and Procedures for local coordination amongst shelters and service providers

NMHC will be the lead agency in coordinating policies and procedures with emergency shelter providers, essential services providers, homelessness prevention and rapid re-housing assistance providers, other homeless assistance providers, and mainstream service and housing providers. Currently, the CNMI does not have an established Continuum of Care; therefore, the NMHC, through networking and discussions with the (2) current emergency shelters in the CNMI, which specifically serves youth (Division of Youth Services) and domestic violence victims (Guma Esperansa), along with other government entities, have contacted several service providers for their input and



to fulfill the consultation requirement of the substantial amendment. The CNMI currently does not have a non-profit organization that solely runs a homelessness prevention and rapid re-housing assistance programs. The Northern Marianas Protection and Advocacy Systems Inc, a non-profit organization that administered the HPRP program, serves mainly the disabled population; however, they have expanded their services to assist households who were “at risk” of homelessness and literally homeless. The NMPASI has been a vital part in providing comments and input on what worked and what did not work for the HPRP Program. The NMHC will continue to consult with them with regards to streamlining procedures for the ESG program.

**D. Standards for determining the share of rent and utilities costs that each program participant must pay, if any, while receiving homelessness prevention and rapid re-housing assistance**

Just as the HPRP Program, an eligible household will receive 100% rental assistance, including security deposits, and 100% utility deposit assistance. A lease agreement between the tenant and the landlord must be in place, and the NMHC must be provided with a lease agreement in order for rental payments to be made. An original invoice certified by the utility company must be submitted to the grantee for the utility deposit payment. Also, a rental assistance agreement between NMHC and the landlord must also be in place and must set forth the terms under which rental assistance will be provided, including the requirements that apply under section 24 CFR 576.106(e). The landlord must give the NMHC a copy of any notice to the tenant to vacate the housing unit, or any complaint used under state or local law to commence an eviction action against the tenant. Rental assistance payments will not be made if the client is receiving rental assistance another public source at the same time period.

## **Appendix J**

**HOMEOWNERSHIP INVESTMENT PARTNERSHIPS**

**(HOME) PROGRAM**

**POLICIES AND PROCEDURES  
FOR  
HOMEOWNER REHABILITATION**



## GENERAL PROVISIONS

### INTRODUCTION

The Homeownership Investment Partnerships (HOME) Program was established under the National Affordable Housing Act of 1990. The main objective for the creation of the HOME Program was to encourage, promote, and provide decent, safe, sanitary, and affordable housing.

Due to the limited availability of HOME funds allocated each Fiscal Year to the Commonwealth of the Northern Mariana Islands (CNMI) from the U.S. Department of Housing and Urban Development (HUD), financial assistance will be limited to qualified low-to very low-income homeowners. The Northern Marianas Housing Corporation (NMHC) has recognized three target groups to assist under the HOME Program. Funds will be made available for eligible "Homeowner Rehabilitation" activities through low interest, non-interest bearing loans, and direct grants to assist in the rehabilitation and repair of their principal place of residence. Homeowner Rehabilitation activities include those items identified at the **Initial Inspection** which are necessary in bringing the home in compliance with health and safety housing codes including the reduction of lead-based paint hazards and the remediation of other home health hazards.

The (NMHC), on behalf of the CNMI, has been designated the responsibility of implementing and carrying out the objective of the Program. NMHC's Mortgage and Credit Division (MCD) will be responsible for the day-to-day operation of the HOME Program. Support services will be provided by the NMHC's Fiscal Division with respect to disbursement of and collection of payments, accounting, and maintenance of financial records. Overall, the NMHC Corporate Director will assume ultimate responsibility for the efficient and proper administration of the Program in accordance with statutory and regulatory requirements. Through these policies and procedures, NMHC will strive to accomplish the following Program objectives:

1. Provide for the operation of the HOME Program, the CNMI's primary objective which is to avail financial assistance to eligible homeowners for the rehabilitation and repair of their principal residence;
2. Foster good working relationships among NMHC, homeowners assisted with HOME monies, and Minority and Women-Owned Businesses (MBE/WBE);  
and
3. By imposing NMHC and HUD-prescribed residential rehabilitation standards, preserve and improve the general housing stock of the CNMI.

## **PUBLIC ANNOUNCEMENT**

### **Publicity**

Upon notification from HUD of the approval of additional HOME funds, NMHC shall publish such approval within thirty (30) calendar days from the date of the approval. General information of the HOME Program shall be published in the print media of the widest local circulation and other suitable means available. HOME Program information shall also be posted in public and private bulletin boards where announcements are commonly posted. Loan applications may be submitted after a thirty (30) calendar day period to be stated in the public notice, has expired. **NOTE:** When it is determined that HOME funds have been exhausted, the application intake may be closed until funding is once again available. Those applicants who did not submit their loan applications when HOME funds were available may do so once NMHC is notified by HUD of the availability of funds and after such notice is published.

### **Contents**

Program announcements shall inform interested applicants on how and where they may obtain an application and additional information on the type of HOME Program activity being administered in the CNMI. Such announcements shall further contain the following information:

1. Brief overview of the HOME Program;
2. General list of eligible activities available;
3. Amount of funds available;
4. General eligibility requirements to qualify for financial assistance;
5. Homeowner (Rehab)/Homebuyer selection process;
6. Fair Housing Logo and Equal Opportunity language; and
7. Opening date for acceptance of applications.

### **Special Outreach**

To ensure that all persons are effectively and adequately informed about the HOME Program and the availability of funds, brochures or HOME Program information notices shall be provided and distributed or posted in the following locations and shall contain the information described in Part I. B. *Contents*. Brochures and/or HOME Program information notices shall be made available at the following public and private areas:

1. U.S. Post Offices;
2. Major shopping centers;
3. Public Health Centers;
4. Places of worship;
5. Government office buildings;
6. The Nutrition Assistance Program (Food Stamp) office(s); and
7. U.S. Social Security Administration office(s).

## 1.0 PURPOSE OF THE PROGRAM

The purpose of the program is to provide no cost or low cost financing assistance to very low and low-income families for the rehabilitation and/or repair of their principal residence. The rehabilitation goal is to increase the economic life of the existing dwelling, provide energy efficiency, and ensure a safe, decent, and healthy living environment for assisted families.

## 1.1 GENERAL REQUIREMENTS

To qualify for rehabilitation assistance, the applicant(s) must meet the following:

1. Qualify as low-income family as defined under the HOME program.
2. The dwelling must be the applicant's primary residence prior to applying for rehabilitation assistance.
3. Must occupy and continue to occupy residence **after** the completion of such repairs and/or renovation.
4. Own the property under an approved form of ownership as set forth in 24 CFR Part 92 § 92.254( c), and as specified below:
  - a. Has fee simple title to the property
  - b. Maintains a 40-year leasehold interest in the property
  - c. Owns a condominium
  - d. Owns or has a membership in a cooperative or mutual housing project that constitutes homeownership under state law; or
  - e. Maintains an equivalent form of ownership approved by HUD.

**Applicants not meeting ANY ONE of the above, do not qualify for assistance under the HOME Rehabilitation Program.**

## 2.0 LOAN SPECIFICATIONS

### 2.1 LOAN AMOUNT

1. **Minimum and Maximum Loans:** The minimum loan amount allowable under this program is ONE THOUSAND DOLLARS (\$1,000.00) to a maximum of 80% of the most current HUD-approved area median purchase price.
2. HOME Loan funds may not be used for projects that exceed the maximum loan amount. However, in circumstances where the borrower is able to deposit the difference with NMHC before loan closing and he/she is still at or below the debt-to-income ratio, the borrower may still be eligible for assistance.

### 2.2 TARGET GROUP

A. Because of the limited funding allocated to the CNMI each program year, NMHC has recognized the need to prioritize the level of assistance to qualified families. In the event that there are more applicants than available funds, NMHC shall establish and maintain an applicant waiting list in where applicants shall be assisted if and when additional funds become available. All applicants being assisted, as well as those placed on the waiting list shall be processed on a first come, first serve basis.

B. NMHC will categorize the target groups as First Priority, Second Priority, Third Priority, and Fourth Priority. Classification of such groups are as follows:

A. First Priority:

1. Elderly or Disabled families with income between 0%-15% of the area median income. This target group is eligible for grant assistance. Elderly or disabled household applicants may receive 100% grant assistance.

An elderly family is a family whose head of household, spouse, or sole

member is age 62 or older.

A disabled family is a family whose head of household, spouse, or sole member is a person with a disability. Person with a disability:

(1) Means a person who:

(i) Has a disability, as defined in 42 U.S.C. 423;

(ii) Is determined, pursuant to HUD regulations, to have a physical, mental, or emotional impairment that:

(A) Is expected to be of long-continued and indefinite duration;

(B) Substantially impedes his or her ability to live independently, and

(C) Is of such a nature that the ability to live independently could be improved by more suitable housing conditions; or

(iii) Has a developmental disability as defined in 42 U.S.C. 6001.

(2) Does not exclude persons who have the disease of acquired immunodeficiency syndrome or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome; and

(3) Does not include a person whose disability is based solely on any drug or alcohol dependence.

The applicant's physician must complete the HOMEBUYER/HOMEOWNER PROGRAM DISABILITY ELIGIBILITY VERIFICATION to certify the borrower's disability. As appropriate, NMHC shall require a Court Legal Guardianship in cases where the Physician Certification indicates that the applicant is incapacitated or incompetent to enter into a legal and binding agreement such as a mortgage.

2. A combination of non-interest loan and grant assistance may be provided to very low income non-elderly or non-disabled applicants whose income fall between 0% - 20% provided that the first half of the assistance will be in the form of a non-interest bearing loan and the next half will be in the form of a grant.

- B. Second Priority: Very low-income families with limited financial resources whose income fall between **20.1% - 30%** of the HUD Income Limits; a fixed rate of one percent (1%) shall apply throughout the term of the loan.
  
- C. Third Priority: Low-income families with limited financial resources whose income fall between **30.1% - 50%** of the HUD Income Limits; a fixed rate of two percent (2%) shall apply throughout the term of the loan.
  
- D. Fourth Priority: Low-income families with limited financial resources whose income fall between **50.1% to 80.0%** of the HUD Income Limits; a fixed rate of three percent (3%) shall apply throughout the term of the loan.

### **2.3 INCOME ELIGIBILITY**

- A. NMHC shall refer to the *Technical Guide for Determining Income and Allowances for the HOME Program, Third Edition* in verifying the household's assets and income which can be found in the HUD website. The NMHC shall adopt the guide and make use of the Part 5 income and asset calculation worksheets including any and all forms required in determining an applicant's annual and adjusted income. Information provided by the applicant shall be accompanied with proper documentations (i.e., check stubs, bank statements, 1040 tax forms, etc). The anticipated gross annual household income and assets for the next twelve (12) months is used in determining if an applicant(s) is/are eligible to participate in the program. NMHC shall calculate the weekly average income and assets and multiply it by 52 weeks. If the total household income falls within the 80% area median income as indicated on Table 2 below, the applicant(s) is/are eligible to participate in the program. **Anything more than 80% would immediately disqualify them.**

### **2.4 PROPERTY ELIGIBILITY**

- A. Property Ownership: Interested applicant(s) must provide proof of fee simple ownership or must have at least 40 year leasehold interest on the property to be



improved. The applicant must have at least a minimum of 30 years of the leasehold interest remaining on the property to be improved. The assisted unit must be located in the CNMI, more specifically, Saipan, Rota or Tinian.

- B. **Conformance to Property Standards:** All assisted properties that are rehabilitated with HOME Assisted funds must meet the program's established Rehabilitation Standards (see Exhibit 1). The Rehabilitation Standards is the program's guidelines of acceptable construction methods and materials to be used when performing rehabilitation and the quality standards that the property must meet when all rehabilitation work is completed. NMHC shall make the Rehabilitation Standards available to the Department of Public Works (DPW) inspectors and the inspectors shall use it as a guide to certify that completed work was done accordingly.
- C. **Local/State, National, or International Codes.** Upon completion of rehabilitation work, the HOME assisted owner-occupied rehabilitation property must meet applicable state/local, national, or international building codes as adopted by the Commonwealth of Northern Mariana Islands (CNMI) government.
- D. Upon completion of rehabilitation work, the HOME assisted owner-occupied rehabilitation property must meet handicapped accessibility requirements, where applicable; and the homeowner must also maintain, at their own expense, property insurance on the mortgaged property covering fire, earthquake, typhoon, and flood damage.
- E. **Principal Residence:** Upon submission of completed HOME Rehab loan application, applicant(s) shall also include a signed and notarized affidavit of proof of residency. HOME Rehab Applicants approved to receive financial assistance must own the property and occupy the property as their principal residence at the time of application, upon completion of the HOME-funded project, and throughout the NMHC affordability period.
- F. **Annual Recertification:** In order to maintain compliance with the affordability

restrictions, borrower(s) shall be recertified annually for principal residency throughout their affordability period. An annual recertification for principal residency notice and form shall be sent to homeowners/borrowers to complete, sign, and submit to NMHC in order to confirm and have on file that they are continually occupying the mortgaged property and housing.

- G. The following stipulations apply for a principal residence:
- a. A deed restriction or covenant running with the land shall incorporate this requirement;
  - b. The loan documents between the homeowner and NMHC shall also incorporate this requirement; and
  - c. Temporary subleases are not allowed.

Annual recertifications are conducted in order for Homeowners to maintain compliance with the affordability restrictions.

Annual recertifications through field visits may be conducted if the required completed form has not been provided; or if the account status is pending probate, or the account has been accelerated to the collection attorney for foreclosure proceedings. The Loan Specialist shall verify the borrower(s) principal residence and, as necessary, to take photos and document the status of the residential unit.

- H. Maximum Property Value: The projected after rehabilitation value of each assisted property may not exceed ninety-five percent (95%) of the current HUD prescribed area median purchase price for the type of housing unit being assisted (single-family unit). To determine such value, a written appraisal must be obtained by the borrower from an appraiser approved by NMHC. The appraisal report must document the appraised value and the appraisal approach used.

**2.5 INTEREST RATE & TYPE OF ASSISTANCE**

A. The interest rate charged on the outstanding principal balance for each target group is determined by the gross household income which falls in the following percentage of the established Pacific Islands Income Limits. See Table 1 and Table 2 below for more details. *NMHC from time to time may revise the specified interest rates below as it deems beneficial for the administration of the program.*

**Table 1**

TARGET GROUPS	PACIFIC ISLANDS HOME INCOME LIMITS	INTEREST RATE	TYPE OF ASSISTANCE
FIRST	0% - 15%	0%	100% GRANT*
	0% - 20%	0%	NON-INTEREST LOAN & GRANT**
SECOND	20.1% - 30%	1%	INTEREST BEARING LOAN
THIRD	30.1% - 50%	2%	INTEREST BEARING LOAN
FOURTH	50.1% - 80%	3%	INTEREST BEARING LOAN

**\* -Applies only to qualified elderly or disabled household applicant(s).**

**\*\* -Applies to families who fall within the specified area median income group above. Families in this income bracket may be given a grant to supplement the additional funding needed to complete the renovation/rehabilitation of the family's dwelling. Maximum grant amount for applicants in this income bracket shall not be more than 50 percent, or half, of the maximum rehab loan amount; which is set at 80% of the most current HUD-approved area median purchase price. The first half shall be in the form of a loan and the next half of the assistance shall be in the form of a grant.**

B. The Area Median Income for the Pacific Islands as established by the U.S. Department of HUD and periodically revised is provided below and referenced as Table 2. NMHC shall comply with any revisions that the U.S. Congress enacts.

**Table 2**

<b>PACIFIC ISLANDS INCOME LIMITS 2017</b>	<b>1 Person</b>	<b>2 Person</b>	<b>3 Person</b>	<b>4 Person</b>	<b>5 Person</b>	<b>6 Person</b>	<b>7 Person</b>	<b>8 Person</b>
15% of Median Income	5,900	6,725	7,575	8,400	9,075	9,750	10,425	11,100
30% of Median Income	11,800	13,450	15,150	16,800	18,150	19,500	20,850	22,200
50% of Median Income	19,600	22,400	25,200	28,000	30,250	32,500	34,750	37,000
80% of Median Income	31,400	35,850	40,350	44,800	48,400	52,000	55,600	59,150

**2.6 LOAN TERMS & REPAYMENT**

- A. Grants: Grants are provided with no requirement or expectation of repayment. Homeowners that receive grants to rehabilitate their principal residence must occupy the assisted unit throughout the NMHC affordability period following completion of the rehabilitation. HOWEVER, should the assisted homeowner(s) decide to vacate, rent out, transfer title, or sell the assisted unit during the NMHC affordability period, the homeowner must repay the grant. See Section 6.0 Affordability Restrictions for an explanation of the affordability restrictions and recapture.
- B. Non-Interest Bearing Loans: The principal amount of loans is paid back on a regular basis over time, but no interest is charged. The repayment term of all non-interest bearing loans shall be thirty (30) years or three hundred sixty (360) months and shall be fully amortized to produce equal monthly payments.
- C. Interest-Bearing Loans: These loans are amortizing loans. Repayment is expected on a regular basis so that over a fixed period of time, all the principal and interest is

repaid. The repayment term of all interest-bearing loans shall be thirty (30) years or three hundred sixty (360) months and shall be fully amortized at either one percent (1%), two percent (2%), or three percent (3%), to produce equal monthly payments. The interest rate is dependent on the applicant's gross household income as specified on Table 1.

- D. **Extended Terms:** Should a financial hardship beyond the borrower(s)' control exists, a request for an extended loan term may be considered provided that the borrower(s) are able to meet the repayment of their reamortized loan. The borrower(s) must provide NMHC with documentations justifying their inability to meet the loan repayment term while at the same time providing an adequate standard of living for his/her/their family. An extended term must be recommended by the Mortgage Manager and approved by the Corporate Director. All extended terms granted must not exceed a five-year extension term for each request made. The maximum number of times such an extension may be requested by a homeowner is two (2).

Financial Hardship includes, but is not limited to:

1. Reduction-In-Force
2. Reduction in pay
3. Family medical emergency (including death of an immediate family member: parents, siblings, child(ren), spouse, and in-laws)
4. Medical condition (including career-ending injury) that causes homeowner to discontinue employment. The borrower's physician must complete the *HOMEBUYER/HOMEOWNER PROGRAM DISABILITY ELIGIBILITY VERIFICATION* to certify the borrower's medical condition.
5. Drastic increase in cost of living (e.g., utility rates, fuel)
6. Call of duty (deployment)
7. Temporary Relocation
8. Natural Disaster

## **2.7 REPAYMENT ANALYSIS**

- A. *Grant*: 100% Grant assistance need not be repaid so long as the homeowner is in compliance with the 10-year principal residency requirement. Provisions in Section 2.6(a) apply to this section as well.
- B. *Non-interest and Interest-Bearing Loans*: Maximum monthly debt service for either type of loan including existing long term obligations, plus the rehabilitation loan that will be incurred shall not exceed 40% of the gross household income.
- C. The maximum **Debt-to-Income Ratio** shall be not more than 40% (or most current ratio) of the gross household income. The maximum **Payment-to-Income Ratio** of the rehabilitation loan itself shall not be more than 30% (or most current ratio) of the gross household income.

**\*\*\* On a case-by-case basis, NMHC may provide an exception to exceed the 40% Debt-to-Income Ratio, but not more than 50%, upon NMHC's determination that the applicant(s) can meet repayment responsibilities. This provision is also applicable in determining and providing financial hardship assistance (see Section 9.0).\*\*\***

## 2.8 USE OF LOAN FUNDS

- A. The loan/grant funds will be used to assist existing homeowners to repair, rehabilitate, or reconstruct owner-occupied housing units for the primary purpose of correcting dwelling deficiencies ensuring a safe and healthy living condition, and preserving and extending the physical life of the dwelling. All corrections shall conform to the applicable state/local, national, or international building codes as adopted by the Commonwealth of the Northern Mariana Islands (CNMI) government, and also ensure that it meets the NMHC HOME Rehabilitation Standards as adopted by the NMHC Board.

Special purpose homeowner repairs such weatherization, emergency repairs, and handicapped accessibility may only be undertaken within a more comprehensive scope of work that brings the housing unit up to standard.

- B. Rehabilitation – This includes the alteration, improvement or modification of an existing structure. It also includes moving an existing structure to a foundation constructed with HOME funds. Rehabilitation may include adding rooms outside the existing walls of a structure.

Adding a housing unit is considered new construction and is not eligible.

- C. Reconstruction - In many instances, applicant(s) requesting assistance under this program live in substandard homes which are often unsafe and unsanitary. Many of which are termite infested and dilapidated to the point where a complete tearing down of the unit would be most appropriate. Reconstruction refers to rebuilding a structure on the same lot where housing is standing at the time of project commitment. HOME funds may be used to build a new foundation or repair an existing foundation. Reconstruction may take place on the same foundation that the existing structure is on. Reconstruction may take place anywhere on the lot. During reconstruction, the number of rooms per unit may change, but the number of units may not.
- D. Luxury items and improvements are not eligible, including but not limited to: barbecue pits, bathhouses, exterior hot tubs, saunas, whirlpool baths, swimming pools, satellite dishes, tennis courts, carport/garage extension, and dirty kitchens. Any additions or alterations to provide for commercial use are not eligible. An exception for a carport/garage extension may be granted for disabled/elderly applicant(s).

## **2.9 ELIGIBLE COSTS**

- A. As defined in 24 CFR Part 92, §92.206(a)(2)-(5), (b), and (d), HOME funds can be used to cover the hard rehabilitation costs necessary to meet required rehabilitation standards and associated "soft costs." HOME funds may be used to pay for property improvements that are considered standard for the area. However, nonessential luxury or cosmetic improvements to the property are not permitted.

1. Hard costs include the following:

- i. Meeting the rehabilitation standards;
- ii. Meeting applicable codes, standards and ordinances;
- iii. Essential Improvements;
- iv. Energy-related improvements;
- v. Lead-based paint hazard reduction;
- vi. Accessibility for disabled persons;
- vii. Repair or replacement of major housing systems;
- viii. Incipient repairs and general property improvements of a non-luxury nature; and
- ix. Site improvements and utility connections.

2. Soft costs include the following:

- i. Financing fees;
- ii. Initial Credit report;
- iii. Preliminary Title Report (PTR) and Lender's Title Policy , if applicable;
- iv. Recordation fees, transaction taxes;
- v. Legal and accounting fees;
- vi. Appraisals;
- vii. Architectural/engineering fees, including specifications and job



progress inspections;

viii. Project costs incurred by the PJ that are directly related to a specific project; and

ix. Refinancing of secured existing debt if the housing is owner-occupied and refinancing allows the overall costs of borrower to be reduced and the housing is made more affordable.

B. NMHC shall set aside \$1,508.50 (more or less, depending on current costs) of its Administrative Funds to assist each qualified rehab client whose total income is at or below 50% of the Area Median Income (AMI), to pay for the following Loan Closing fees and other related costs. This form of assistance shall not be in any way, a part of the rehab loan amount extended to the client. Borrowers will not be required to pay back any of this amount so long as they are in compliance with NMHC affordability restrictions. The entire amount shall be immediately due and payable by the borrower should NMHC determine that borrower(s) are not in compliance with NMHC affordability restrictions.

- a. \$400.00            Utility Connection;
- b. \$400.00            First Annual Premium for Hazard Insurance;
- c. \$450.00            Appraisal Report;
- d. \$150.00            Recordation of Mortgage Documents;
- e. \$100.00            Preliminary Title Report (PTR);
- f. \$8.50                Credit Report @ \$4.25 each.

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**\$1,508.50            Total**

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### **3.0 LOAN APPLICATION PROCESS**

#### **3.1 CONFIDENTIALITY**

As is NMHC's practice, all applicant information is kept confidential and shall be made available only to borrower(s), borrower(s)' authorized representative, and authorized NMHC personnel.

#### **3.2 DISCRIMINATION PROHIBITED**

Under no circumstances shall any of the NMHC Board of Directors, its officers, employees, agents or contractors providing services to the corporation discriminate any applicant or borrower on the basis of race, color, national origin, religion, sex, ancestry, disability or familial status (including children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18).

#### **3.3 PRE-QUALIFICATION INTERVIEW**

- A. Before an applicant can be given a formal application, the interviewing Loan Officer must conduct a pre-qualification interview to initially determine an applicant's eligibility for assistance. A *HOME Program Pre-Qualification Interview Worksheet* shall be completed by the interviewing Loan Specialist.
  
- B. *Because the information collected from the applicant during this process may not be accurate, as the Loan Officer may only be relying on "assumed estimates" regarding their employment, debt, and assets, applicants who are initially determined eligible may later be determined ineligible for the program.*

#### **3.4 ELIGIBILITY NOTIFICATION**

Once the applicant(s) have been pre-qualified and have been later determined eligible for

the program, NMHC shall officially notify the applicants in writing of their eligibility. Such notification shall be mailed no later than five (5) working days after the determination, and shall contain a listing of additional information to be submitted for completion of loan file. Eligible applicant(s) shall be given thirty (30) calendar days to submit the additional information requested. Applicant(s) that do not submit all pending information before the thirty (30) calendar day deadline, shall have their applications file placed in the inactive files.

### **3.5 INELIGIBLE APPLICANTS**

All ineligible applicants shall be notified in writing of their ineligibility. Such notification shall be mailed no later than five (5) working days after the determination of ineligibility and shall include a description/reason of such determination.

### **3.6 INITIAL INSPECTION OF RESIDENCE**

Initial inspections shall be conducted by NMHC's Property Manager and in coordination with the Loan Specialist or an NMHC representative to identify and verify deficiencies noted by eligible homeowners/applicants. NMHC personnel conducting the inspections shall note deficiencies in written form and shall obtain pictures of the condition of the unit. Such inspections shall also verify the eligibility and be the basis in estimating the costs of the rehabilitation activities requested and in developing the scope of work for the rehabilitation project. The applicant and the Property Manager, as well as, the responsible Loan Specialist shall work cooperatively to develop the Scope of Work for the project. The Scope of Work must be an eligible activity as described in Section 2.8 (Use of Loan Funds). The Scope of Work shall be provided to three (3) NMHC approved contractors by the borrower(s) who shall prepare a cost breakdown estimate for the project. The estimates shall then be submitted along with the applicant(s) choice of contractor for the project upon submission of his/her/their loan application.

### **3.7 LEAD-BASED PAINT**

- A. The federal government banned lead-based paint from housing in 1978.  
Deteriorating lead-based paint (peeling, chipping, chalking, cracking, or

damaged) is a hazard and needs immediate attention.

For Homeowner Rehabilitation Projects: Before any rehabilitation work is done, homeowners must provide documentation that shows that their homes were built either before or after January 1, 1978. Such documentation may include a copy of the building permit, if one can be provided; a notarized declaration/affidavit by the homeowner(s) or contractor attesting to the completion date of the home construction and the age of the dwelling unit/property.

Homebuyer Activities: For Homebuyer Purchase or Homebuyer Acquisition & Repair projects, the seller(s) of property must provide documentation that shows that the home(s) or dwelling unit(s) were built either before or after January 1, 1978. Such documentation may include a copy of the building permit, if one can be provided; a notarized declaration/affidavit by the homeowner(s) or contractor attesting to the completion date of the home construction and the age of the dwelling unit/property. For a Homebuyer New Construction project, LBP file documents shall include the building permit as well as a certification of completion from the contractor.

- B. For those homes deemed to have been completed **before January 1, 1978**, they must be checked for lead in one of two ways, or both:
- A paint inspection which shows the lead content of every different type of painted surface in the home;
  - A risk assessment which shows if there are any sources of serious lead exposure (such as peeling paint and lead dust). A risk assessment provides the homeowner the necessary actions to take when addressing these hazards.
- C. Only a trained, certified professional is allowed to check the home for such hazards. Only a certified lead "abatement" contractor is allowed to permanently remove lead hazards. However, if the risk assessment does not reveal any lead-based paint hazards, NMHC will not require the homeowner to conduct any abatement of

hazards.

D. For those homes that were completed **before January 1, 1978**, the following forms must be completed:

- Lead Hazard Evaluation Notice;
- Notice of Lead Hazard Reduction;
- Relocation Screening Sheet for Projects with Lead Hazard Reduction Activities;
- Protection of Occupants' Belongings and Worksite Preparation for Projects with Lead Hazard Reduction Activities; and
- Property Owner/Rehab Contractor Contract Addendum Reduction of Lead Paint Hazards.

E. The following are required activities to address lead-based paint:

1. Notification

(A) Lead Hazard Information Pamphlet = Occupants, owners, and purchasers must receive the EPA/HUD/Consumer Product Safety Commission (CPSC) lead hazard information pamphlet, or an EPA-approved equivalent.

(B) Disclosure -Property owners must provide purchasers and lessees with available information or knowledge regarding the presence of lead-based paint and lead-based paint hazards prior to selling or leasing a residence.

(C) Notice of Lead Hazard Evaluation or Presumption Occupants, owners, and purchasers must be notified of the results of any lead hazard evaluation work or the presumption of lead-based paint or lead hazards.

2. Notice of Lead Hazard Reduction Activity - Occupants, owners, and purchasers

must be notified of the results of any lead hazard reduction work.

3. Lead Hazard Evaluation -Evaluation methods include visual assessments, paint testing, and risk assessments.
4. Lead Hazard Reduction -Reduction methods described include paint stabilization, interim controls, standard treatments, and abatement.

### **3.8 ENVIRONMENTAL REVIEW PROCEDURES FOR ENTITIES ASSUMING HUD ENVIRONMENTAL RESPONSIBILITIES (24 CFR PART 58)**

HOME rehabilitation activities to be undertaken by NMHC are subject to the environmental review requirements at 24 CFR Part 58. CNMI is the responsibility entity and is responsible for ensuring that the environmental review process is satisfied before HOME funds are committed to specific project site.

Rehabilitation of homeowner housing may be categorically excluded per 24 CFR 58.35(a)(3) when the following conditions are met:

- The building is for residential use and has one (1) to four (4) units;
- The density will not increase beyond four (4) units;
- The land use will not change; and
- The footprint of the building will not increase in a floodplain or in a wetland.

Reconstruction of a single family unit in a new location on the same lot is classified as new construction for the purposes of environmental review. Reconstruction of homeowner housing may be categorically excluded per 24 CFR 58.35(4)(i) when it is an individual action (reconstruction only) on a one (1) to four (4) family dwelling.

Homeowner rehabilitation housing categorically excluded per 24 CFR 58.35 is categorically excluded from an environmental assessment (EA) and finding of no

significant impact (FONSI) under the National Environmental Policy Act (NEPA) except for extraordinary circumstances. To document compliance with environmental review requirements, CNMI must:

- Complete the Rehab Environmental Review (RER) for the Homeowner Rehabilitation Loan Program; and
- Complete the RER Appendix A when an individual loan or grant application is received before approving any site-specific loan or grant for each structure, document and implement the mitigation of impacts as necessary, and keep all supporting documents in the Environmental Review Record as evidence of compliance.

### **3.9 HOME REHABILITATION LOAN APPLICATION**

A. Applicants determined eligible for assistance will be provided a HOME Rehabilitation Loan Application. A checklist of all required documentation for submission is attached to the loan application. Preliminary Requirements include:

1. Certificate of Title/Deed/Homestead Permit/Lease Agreement
2. Property map and sketch of direction to property
3. 1040 Tax form for the previous tax year
4. HOME Program Eligibility Release Form
5. Last two (2) months worth of pay stubs
6. Verification of Permit Employment
7. Current loan statement or loan payment record
8. Most recent savings account statement (TCD, Bonds, Form Passbook, Money Market Accounts)

9. The last Six (6) months checking account statement available
  10. Profit Sharing Plan (Bank or Duty Free Employees)
  11. Most recent retirement plan statement
  12. Current Certification of Child Care expenses
  13. Current Certificate of Compliance from Division of Revenue and Tax
  14. Judgments (if any); Divorce Statement and/or Probate Decree
  15. Verification of Medical Expenses (transportation and medication)
  16. Verification of Full-Time Student Status
  17. Business Income Tax Forms for three (3) previous years, if applicable
  18. Most current Financial Statement, if applicable
- B. For further verification purposes, the application shall also be attached with the following documents:
1. Verification of Income from Business
  2. Verification of Social Security Benefits
  3. Verification of Pension and Annuities
  4. Verification of Veterans Administration Benefits
  5. Verification of Public Assistance Income
  6. Verification of Child Support Payments



7. Verification of Alimony or Separation Payments
8. Verification of Recurring Cash Contributions
9. Verification of Income from Military Service
10. Verification of Assets on Deposit
11. Verification of Assets Disposed
12. Record of Oral Verification
13. Three (3) cost estimates for the rehabilitation project
14. Current Appraisal by a licensed and Uniform Standard of Professional Appraiser Practice (USPAP) certified Appraiser, if available

### **3.10 APPLICATION INTAKE & PROCESSING**

Upon receipt of the HOME Rehabilitation Loan Application, the Loan Specialist must provide the applicant(s) with a Good Faith Estimate (GFE) Disclosure Statement as required by the Real Estate Settlement Procedures Act (RESPA) of 1974. The GFE discloses all costs and/or fees associated with the processing of such loan request. If the GFE is not provided to the client at the time of their submission of their application, the form must be mailed out within three (3) business days after NMHC's receipt of the loan application. If the application is denied within a three (3) business day period, then NMHC is not obligated to send one out.

### **3.11 CREDIT HISTORY AND VERIFICATION OF INCOME**

As part of determining income eligibility and credit worthiness, the applicant(s) shall provide NMHC with an executed *HOME Program Eligibility Release Form* to conduct a third party verification of the following:

1. Credit Report - The applicant(s) shall provide a written authorization for NMHC

to request and obtain a written credit report from a recognized Credit Bureau, more specifically, Equifax. The credit report will be used as a reference in determining the applicant(s) credit worthiness. Poor repayment of credit obligations shall be considered a credit risk and shall be a reason for denial of assistance. On a case by case basis, NMHC may reconsider its decision if the applicant has reestablished his/her credit standing, or if the applicant demonstrates a good faith effort to pay-off or resolve his/her delinquent account(s) or bad debt(s), and shall be required to submit a letter justifying any delinquency and/or bad debt. A nonrefundable credit report fee of at least \$4.25 (or current applicable fee) shall be collected from each applicant.

2. Employment - NMHC shall send the applicant(s)' employer(s) a signed Verification of Employment (V.O.E.) form who shall furnish the requested information on the V.O.E.

NMHC may consider job stability as one of the basis in determining loan approval. As such, NMHC, on a case-by-case, may require that an applicant, or one of the applicants, be employed for at least two (2) years before the loan request is submitted to the Corporate Director for approval.

3. Assets, Business Income, and Credit Accounts - The applicant(s) shall provide NMHC with a written authorization to obtain third party verifications whenever applicable. Monthly bank statements from the previous six months for each checking account owned, and the most recent savings account, Time Certificates of Deposits (TCD), and other bank/investment accounts must be provided to NMHC for asset verification purposes. Third party verification from creditors shall also be conducted to determine applicant(s)' credit worthiness.

### **3.12 ADMINISTRATION, APPROVAL, APPEALS PROCESS**

#### **A. Program Administration**

The MCD Manager shall be responsible for HOME program implementation and

management of related tasks. The MCD Manager shall supervise division staff in loan and grant origination, underwriting and closings under the HOME program.

The MCD Manager shall review each submitted application, ensure all supportive documentation is in place and make any necessary recommendations to the Corporate Director prior to the Corporate Director making the final decision on the loan or grant application.

**B. Loan Review & Approval**

Under the direction of the MCD Manager, a Loan Specialist shall review and verify all applicants' credit, income, assets, liabilities, title reports and any other requested reports and documentation. Upon completion of the review process, the Loan Specialist shall prepare a loan write-up containing his/her recommendations.

The MCD Manager shall review the loan write-up for concurrence before submitting the same to the Corporate Director for a final decision. Final approval or denial of any HOME loan or grant shall be made by the Corporate Director except as follows:

1. If the Corporate Director is off-island or on extended leave at the time the loan or grant is submitted to him/her for a final decision, then the Deputy Corporate Director may make the final decision to approve or deny the HOME loan or grant; or
2. If the Corporate Director and Deputy Corporate Director are both simultaneously off-island or on extended leave at the time the loan or grant is submitted for a final decision, then the Acting Corporate Director may make the final decision to approve or deny the HOME loan or grant.

For purpose of these policies, off-island or extended leave shall be defined as an absence or leave that extends for more than three (3) working days after the loan or grant is submitted to the Corporate Director for his or her final decision.

A written notice of the final decision shall be provided to the applicant and a copy/report of the decision shall be provided to the NMHC Board of Directors for informational purposes.

C. Loan/Grant Denial Appeals Process

Applicants denied assistance under the HOME Program may appeal the final decision to the NMHC Board of Directors by submitting their appeal in writing to the Corporate Director within thirty (30) calendar days of the written notice of the final decision.

Any appeal submitted must indicate the basis for the appeal and include any supporting documents. Upon receipt of an appeal, the Corporate Director shall submit the same to the Board of Directors for review and action at the next scheduled Board meeting.

**3.13 HOMEOWNER COUNSELING SESSION**

- A. All applicants for a HOME Loan assistance must attend a Homeownership/Homebuyer Education and Counseling Session that will be provided by NMHC. NMHC shall notify the applicant(s) of the date, time and location of the session. **The education and counseling session shall be scheduled after the loan has been preliminarily approved and may be conducted before or on the day that NMHC issues the Commitment Letter to the applicant(s).** The counseling session shall include a discussion of the terms and conditions of the loan, educate the homeowner(s) of their financial responsibilities, the importance of budgeting, making timely payments, foreclosure prevention, as well as, home maintenance and repair measures.

NMHC shall inform applicant(s) at the time of their submission of their application of the required Homeowner Counseling Session and again in written form when NMHC notifies the applicant(s) of NMHC's preliminary approval of their loan request. Failure to attend the required Homeownership/Homebuyer Education and Counseling Session

may be grounds for denial or cancellation of assistance.

### **3.14 COMMITMENT LETTER**

- A. Once the loan request has been approved by the NMHC Corporate Director, the responsible Loan Specialist shall prepare the Commitment Letter for the Corporate Director's signature. The Commitment Letter is a binding agreement between NMHC and the borrower(s) wherein it discloses the terms and conditions of the approved loan. Borrowers who have been approved shall agree not to incur additional debts, unless formally requested by the borrowers and authorized by NMHC.
- B. The responsible Loan Specialist shall obtain a written certification (via email or memo format) from the Chief Accountant that funds are available for the project before the Corporate Director executes the Commitment Letter.
- C. After the Commitment Letter has been signed by the Corporate Director, the responsible Loan Specialist shall schedule the applicant(s) to come in and sign off on it should they agree with the terms and conditions.

### **3.15 PRELIMINARY TITLE REPORT (PTR)**

- A. The responsible Loan Specialist shall order a Preliminary Title Report (PTR) on behalf of the borrower(s) within two weeks after the borrowers have executed their Commitment Letter. The purpose in obtaining a Title Report is to ascertain ownership of the proposed property for collateral and to ensure that NMHC holds the 1<sup>ST</sup> lien on the property.
- B. The responsible Loan Specialist shall obtain the Preliminary Title Report (PTR) by submitting an email request to the local title companies. The project will be granted on a first come, first serve basis to the company agreeing to the rate set by NMHC.
- C. The Loan Specialist shall obtain an updated PTR prior to loan closing to ensure that NMHC maintains the 1<sup>st</sup> lien on the property.

### **3.16 PRE-CONSTRUCTION CONFERENCE**

- A. The pre-construction conference shall be held after NMHC's receipt of the PTR and the same has been determined to have met NMHC's requirement as indicated in Section 3.15 (PTR). The responsible Loan Officer shall inform the homeowner(s) and their contractor, and their private inspector (if applicable), in written form of the scheduled pre-construction conference. The notice shall include the date, time, and location of the conference. The conference shall be conducted by the responsible Loan Officer and shall include the homeowner(s), their contractor, and their private inspector (if applicable).
  
- B. The homeowner(s) and their contractor, and if applicable, their private inspector are to be provided with information such as their rights and responsibilities before, during, and after the rehabilitation period of their home. (See Exhibit 3 Pre-Construction Conference.)

### **3.17 SUBMISSION OF PRE-CONSTRUCTION DOCUMENTS**

The NMHC shall notify the contractor of the homeowner(s) selection of his/her/their company and shall likewise instruct the contractor to submit the required construction documents listed below. These documents are to be provided to NMHC within 30 days from the date of notice.

1. Building Permit (if applicable)
  
2. Earthmoving & Erosion Control Permit (if applicable)
  
3. Construction Contract
  
4. Performance Bond
  
5. Plans & Specification approved by DPW
  
6. Private Inspector's Contract (if applicable)

### **3.18 LOAN CLOSING/SETTLEMENT**

#### **PROMISSORY NOTE, MORTGAGE, RESTRICTIVE COVENANT, CONSENT TO ENCUMBER LAND, AFFIDAVIT**

- A. Promissory Note: All loans will require borrower(s) to sign a Promissory Note. The Promissory Note shall be attached together with the Mortgage and Loan Agreement and shall be filed at the Commonwealth Recorder's Office as one document in the following order: Mortgage, Promissory Note, and Loan Agreement.
- B. Mortgage, Consent to Encumber Land, Restrictive Covenant: All loans will require all legal owners, including the spouse of a borrower who may or may not be an applicant of the rehabilitation loan to sign the aforementioned documents. The Consent to Encumber Land and Restrictive Covenant shall be attached together with the Mortgage, Loan Agreement, and Promissory Note and shall be filed at the Commonwealth Recorder's Office as one document.
- C. Affidavit of Marital Status: All loans will require that all unmarried borrowers declare their marital status before executing the documents stated in Sections (A & B) above.
- D. The responsible Loan Officer shall prepare the following disclosure forms to be executed by borrowers: Federal Truth-in-Lending Disclosure, HUD 1, Fixed Rate and Variable Rate Disclosure Form.

### **4.0 PERFORMING REHABILITATION WORK**

- A. Contractor Cost Estimates  
The homeowner(s) shall be responsible in obtaining a minimum of three (3) written rehabilitation cost estimates from at least three (3) NMHC approved contractors.
- B. Selection of Contractor  
The homeowner(s) shall have the right to select whichever contractor to perform the rehabilitation work, provided that the contractor's quotation does not exceed the loan

amount and provided that the contractor is an NMHC-approved contractor. Should it exceed the loan amount, the homeowner shall choose to either deposit the difference or negotiate with contractor in reducing the contract amount. Should the borrower not be able to deposit the difference or the contractor unwilling to lower the contract amount, then the borrower shall select his/her/their next choice. The homeowner(s) shall submit a Contractor Selection Notice notifying NMHC of his/her/their selection.

C. Construction Contract

The Construction Contract is a binding agreement strictly between the homeowner and the contractor whereby the contractor will provide the rehabilitation or repair work for a specified and agreed upon price. As NMHC's role is to finance the construction of the project, it is not a party to the construction contract. However, at any time the contractual provisions are not followed, NMHC shall have the right to withhold any progress payment until the contractor has complied with such provisions. The construction contract shall include, but is not limited to the following provisions:

1. Contractor's name and mailing address
2. Homeowner(s) name and mailing address
3. Date of the contract, the contract amount, & payment schedule for each incremental billing
4. Calendar days to complete the work (includes Saturdays, Sundays, & holidays)
5. Contractor will provide the Performance Bond up to the contract amount
6. The contractor will provide all the construction plans and permits necessary to comply with applicable local and federal laws.
7. Issuance of the *Notice to Proceed* or the commencement of the project
8. Contractor will provide a one (1) year warranty on all work completed



9. NMHC's right to inspect the progress of the project and right to withhold progress payments
10. Change Order Procedures, if any
11. A provision for liquidated damages must be included in the Construction Contract which shall be negotiated between the homeowner and contractor.

D. Contractor Notification & Pre-Construction Requirements Once NMHC is in receipt of the homeowner's *Contractor Selection Notice*, NMHC shall notify the contractor of the homeowner's selection of their company. NMHC shall inform the contractor of the scheduled Pre-Construction Conference and shall likewise inform the contractor of the required construction documents for submission as listed below.

1. Building Permit (if applicable)
2. Earthmoving & Erosion Control Permit (if applicable)
3. Construction Contract
4. Performance and Payment Bonds
5. Plans & Specification approved by DPW
6. Private Inspector's Contract (if applicable)

E. Project Duration

1. Progress Payment Requests shall be submitted to NMHC by the Contractor incrementally as specified in the Payment Schedule. NMHC shall ensure that all work description indicated on the payment schedule is completed prior to releasing contractor's payment. An original and a copy of the requests must be submitted to the NMHC. The contractor shall freely use his/her/their Company's billing form when submitting a payment request. The payment request shall be accompanied with the following whenever applicable: inspection reports (DPW and/or Private Inspector),

geotesting results, termite treatment certification and/or warranty, Builder's Warranty, Homeowner's acceptance of the project. In addition, each billing submitted must include pictures of the progress of the project and a copy of the payment schedule.

2. Payment Schedule shall be as follows:

- a. Payment Request Number 1 shall not be more than 10% of the contract amount. This shall include the installation of the project sign board accompanied with a picture, the delivery of materials to the construction site and commencement of the project.
- b. Payment Request Number 2 shall not be more than 25% of the contract amount.
- c. Payment Request Number 3 shall not be more than 25% of the contract amount.
- d. Payment Request Number 4 shall not be more than 25% of the contract amount. ,
- e. Payment Request Number 5 shall be the 15% retainage request when all work is completed. The final payment request shall be accompanied with the Certificate of Occupancy from the Commonwealth Building Safety Office, Builder's Warranty, Window Warranty if subcontracted, Termite Treatment Warranty, Final Inspection Report from the DPW and if applicable, the Private Inspector's, Certificate of Acceptance from the homeowners, Geo Testing results if applicable, Pictures of Project Interior and Exterior, Contractor's Affidavit of Payment of Debts and Claims (AIA Form G706), Certificate of Substantial Completion (AIA Form G704), Contractor's Affidavit of Release of Liens (AIA form G706A), and DEQ Certificate of Use (Sewage Disposal System), and if applicable.

3. Change Order Procedures

From time to time, homeowner(s) may request for changes in the plans and specifications. In the event that this should occur, the following steps must be taken to address such request:

- a. Homeowner must notify contractor in written form of the proposed changes and provide NMHC a copy of the notification.
- b. Upon receipt of the notification, the contractor must cease work at the project site and obtain NMHC's approval of the change order request. Upon approval the contractor shall then provide NMHC a revised plans and specifications, including a revised payment schedule (if scheduled payments will be altered by the proposed changes). The contractor **must** obtain NMHC's approval of the Change Order request.
- c. Once the Change Order request is approved, the homeowner will be required to deposit the additional money needed to NMHC (if applicable) to carry out the Change Order. The contractor will be required to submit the revised plans and specifications to DPW for approval.
- d. Should the Change Order request be denied, then the contractor shall resume work to ensure timely completion of the project. The contractor may not be able to complete the project on time because of the delays the Change Order request may have caused. Therefore, the homeowner(s) shall give the contractor additional days equal to the time the work was ceased up until the time the Change Order request was denied to complete the project. The homeowner shall not charge the contractor liquidated damages during this period.
- e. Once the contractor has obtained the DPW's approval of the plans and specifications, then it shall provide the NMHC with the same copy. The contractor shall proceed in carrying out the Change Order and completing the project.

## **5.0 MORTGAGE LOAN PAYMENTS**

- A. Prepayment of Mortgage Loan - There shall be no prepayment penalties for all rehabilitation loans that are "paid-off" prior to the maturity date (original or revised). Pre-paying off the loan relieves the borrower(s) from the Affordability restrictions imposed on the property.

B. The monthly mortgage payments (inclusive of principal, interest, late charges or any other amounts due) shall be made to the NMHC whose central office is located in the corner of Micro Beach Road and Chalan Pale Arnold Road, Garapan, Saipan. NMHC's respective field offices in Rota and Tinian are likewise accepting payments daily. NMHC's Rota Field Office is currently located in Songsong Village. NMHC's Tinian Field Office is located in San Jose Village. Acceptable forms of payment are cash, personal checks, debit or credit cards (available only in Saipan), cashier's check, money order, allotment, or direct deposit thru Bank of Guam.

1. The first monthly mortgage payment inclusive of the Principal and Interest, shall begin thirty (30) days after all construction work is satisfactorily completed. Payment application shall be applied in the following order:

- a. Accrued Interest
- b. Principal
- c. Late Fees

2. Irregular Payments from time to time may be made by borrowers. Should they occur, the NMHC shall apply the payments as follows:

- a. Partial Payments made that are less than a borrower's scheduled payment shall be deposited and credited to the account, but shall not excuse the requirement of full payment.
- b. Multiple Payments - In instances where borrower(s) may have two (2) existing loan accounts with NMHC, but makes less than the combined scheduled payments, payments are to be applied first to the oldest loan and the balance shall be deposited and credited to the other loan.
- c. Excess Payments - In instances where borrowers make more than their scheduled monthly payments, the payments are to be applied to the unpaid principal, unless the borrowers indicate in written form to have the payments applied as advance payments.

- d. Charged-off Accounts - Borrowers whose account(s) have been charged off will still have the opportunity to pay-off such account. Borrower(s) will be required to execute a Charged-off Payment Agreement prior to making any payment.

**5.1 FAILURE TO MAKE PAYMENT AS REQUIRED**

A. Late Fees for Overdue Payments: A penalty fee of one percent (1%) of the monthly mortgage payment will be assessed on all accounts not paid by the fifteenth (15th) of each month each day that the full payment is not received.

1. Delinquencies

a. Notices -Written notices of past due accounts shall be sent to borrower(s) based on the following schedule:

i. First Notice -Account over 30 days past due

ii. Second Notice -Account over 60 days past due

iii. Third Notice (Demand Notice) Account over 90 days past due

iv. Fourth Notice (2<sup>nd</sup> Demand Notice) -Account over 120 days past due

b. In the event that the borrower(s) fail(s) to update the account after the receipt of the Fourth Notice, NMHC shall forward the account to the local attorney for further collection efforts, which may include foreclosure.

B. Default: Should a borrower under this loan program fail to make payment as required or breaches any of the terms and conditions of the Mortgage and the Promissory Note, the borrower will be considered in default of said agreements. NMHC shall have the right to collect any and all outstanding amounts due and demand a full payment thereof. NMHC shall have the right to charge the borrower(s) all legal expenses and fees caused by the borrower's failure to pay.

- C. Foreclosure: NMHC may use its right of first refusal, as set forth in the loan documents, written agreement with homebuyer, and restrictive deed or land covenant, to purchase the housing before foreclosure or deed in lieu of foreclosure. Foreclosure triggers the NMHC recapture agreement enforceable through the restrictive deed or land covenant.

Foreclosure and Recapture. If the HOME assisted property is subject to recapture terms, NMHC has two options:

Recapture Option 1: NMHC will recapture and pay to the CNMI HOME account the net proceeds from the foreclosure sale of the property in accordance with the recapture terms.

OR

Recapture Option 2: NMHC may purchase the HOME assisted property at foreclosure sale and additional HOME funds may be spent. However, the total amount of the original and additional HOME funds spent may not exceed the maximum per unit subsidy amount.

In the event of default by the borrower, the NMHC may foreclose its lien on the property as secured by the mortgage. Such foreclosure proceedings may result in the sale of the rehabilitated real property. If NMHC forecloses on its own loan, NMHC CANNOT spend any additional HOME funds to acquire the property. Should the property be sold through foreclosure, then the amount due to NMHC will be the net proceeds of the sale up to the amount of loan assistance provided, including interest due, late charges, outstanding principal, legal fees and any other amounts due.

## **6.0 AFFORDABILITY RESTRICTIONS**

- A. Long Term Affordability:

HOME rules do not impose long term affordability requirements for rehabilitation of existing homeowner occupied housing. NMHC has elected to impose NMHC affordability requirements that require that assisted properties remain affordable for a specific period of time, depending on the level of HOME funds invested in the property and the nature of the activity funded:

**HOME Invested per Unit                      Minimum Length of the Affordability Period**

**Less than \$15,000                      5 years**

**\$15,000 -\$40,000                      10 years**

**More than \$40,000                      15 years**

1. **Affordability Restrictions**

- a. The affordability requirements are to be imposed by deed restrictions, covenants running with the land, or other mechanisms approved by HUD, except that the affordability restrictions may terminate upon foreclosure or transfer in lieu of foreclosure, or upon loan payment in full.
  
- b. The affordability restrictions shall be revived according to the original terms if, during the original affordability period, the owner of record before the termination event, or any entity that includes the former owner or those whom, the former owner has or had family or business ties, obtains an ownership interest in the project or property. If a home rehabilitated with HOME assistance is sold during the NMHC affordability period, NMHC may initiate the recapture process at its discretion in order to ensure the continued provision of affordable homeownership.

2. **Affordability and Special Exceptions**

- a. NMHC may, as determined on a case-by-case basis, provide an exception to the affordability restrictions in order to extend or provide additional rehab assistance to existing qualified client(s) in need. This exception shall only be granted to existing client(s) who have paid-off their first HOME loan but have yet to satisfy or complete the affordability period. In this case, the client(s) shall be required to re-apply for the additional rehab assistance to determine eligibility and loan amount.

The remaining length of affordability, or time, for the first rehab loan/assistance shall be combined with the new, additional, rehab loan/assistance affordability period. *Example: If an existing borrower has paid-off her loan but has 5 years remaining to satisfy affordability, and subsequently approved for a \$20,000.00 additional rehab loan with a 10-year length as the affordability period. Ultimately, this client will be bound with a combined total of 15 years as the minimum length of the affordability period.*

- b. Existing client(s) who was/were assisted with a HOME Grant or Deferred Loan but has/have yet to satisfy or complete the affordability period may, on a case-by-case basis and as determined by NMHC, qualify for an extension or additional rehab assistance. However, the additional assistance shall be in the form of an interest-bearing loan with an amount not to exceed the total maximum loan amount as prescribed under this policy with the repayment term of thirty (30) years or three hundred sixty (360) months, and shall be fully amortized at a fixed annual rate of one percent (1 %). Note: This assumes that the client(s) fall within the eligibility criteria, such as 15% income limits and applicable household size, 40% debt-to-income, and creditworthiness. Client(s) shall be required to re-apply for the additional rehab assistance to determine eligibility and loan amount.

The remaining length of affordability, or time, for the first HOME Grant or Deferred Loan shall be combined with the new, additional, rehab loan/assistance affordability period.

- c. Requests for any of the foregoing exceptions shall be submitted to the NMHC Board at the next Board Meeting for final review and approval.

#### B. Right of First Refusal

During the affordability period, the homeowner(s) agrees not to sell or assign the



residence hereby rehabilitated to any persons unless and until homeowner(s) proposes to sell same to NMHC, its successors or assigns on terms consistent with preserving affordability and allows then sixty (60) days time within which to purchase said residence.

C. Recapture

NMHC will ensure that it recoups all or a portion of the HOME grant or loan assistance provided to the homeowner(s), if the housing unit ceases to be the principal residence of the homeowner(s) for the duration of the period of affordability. Subsidy amounts (in the form of loans) that directly benefited the property owner (i.e., through grants, non-interest bearing loans, interest bearing loans, etc.) are also subject to recapture. Recapture is capped at what is available out of net proceeds for agreements after November 2004. Net proceeds are defined as the sales price less superior non HOME debt (if any) less closing costs. NMHC shall utilize the following recapture options:

1. **RECAPTURE THE ENTIRE AMOUNT**

NMHC may recapture the entire amount of the loan, grant, and/or subsidy from the homeowner(s) if the sale of the property occurs within halfway into the given NMHC affordability period. For example, a homeowner was approved for a \$20,000 HOME loan to rehabilitate a home. The NMHC affordability period is therefore, ten (10) years. On the fourth (4th) year, the homeowner sells the house for \$60,000. Since the homeowner failed to comply with the minimum five years of the ten (10) year affordability period, the recaptured amount is \$20,000.

2. **FORGIVENESS: Reduction during NMHC Affordability Period**

NMHC may reduce the loan amount, grant, and/or subsidy to be recaptured on a pro rata basis for the period the homeowner(s) has/have owned and occupied the housing unit measured against the required NMHC affordability period; however, the homeowner(s) must occupy the housing unit as his/her/their principal residence for a minimum of five years or at least halfway into the NMHC affordability, whichever is greater, in order to qualify for this recapture option. For example, if the HOME assistance is \$40,000 with a 10 year affordability period, the homeowner sells the property in the 6<sup>th</sup> year of the NMHC

affordability period having lived in the home for a full 5 years for \$60,000, the homeowner has a superior debt of \$15,000, and the homeowner's share of the closing cost is \$1,500, the amount subject to recapture is calculated as follows:

a. Net Proceeds:

\$60,000 (sales proceeds)
\$15,000 (superior private debt)
- \$ 1,500 (closing cost)*
<hr/>
\$43,500 (net proceeds)

\*If client pays closing cost, it will be subtracted. If not, it will be added on as part of the net proceeds.

b. Reduction to Direct Subsidy

$\$40,000 \div 10 \text{ year NMHC affordability period} = \$4,000 \text{ per year}$

$5 \text{ years} \times \$4,000 \text{ per year} = \$20,000 \text{ forgiven}$

Amount to Recapture

$\$40,000 \text{ subsidy} - \$20,000 \text{ forgiven} = \$20,000 \text{ subject to recapture}$

c. Homeowner Gets

(net proceeds amount to recapture)

$\$43,500 \text{ net proceeds} - \$20,000 \text{ recaptured} = \$23,500 \text{ for homeowner}$

**3. HOMEOWNER(S) RECOVERY OF INITIAL INVESTMENT**

The homeowner(s) investment (down payment and capital improvements made by the owner after completion of the rehab work) may be repaid in full before any HOME funds are recaptured, provided that the homeowner(s) have occupied the housing unit at a minimum of 5 years before the sale of the property and the homeowner's household income is at or below 50% of the Area Median Income.

#### **4. SHARED APPRECIATION**

In the case where net proceeds exceed the amount necessary to repay both the homeowner(s)' investment and the HOME assistance, the excess proceeds may be shared proportionately (i.e., percentage of investment provided) by both parties.

NOTE: When the recapture requirement is triggered due to a voluntary or involuntary sale during the period of affordability and there are no net proceeds or the net proceeds are insufficient to repay the HOME investment due, NMHC may recapture an amount less than or equal to the net proceeds available.

Legal Instrument to Enforce Recapture. NMHC must use deed restrictions, land covenants, or other similar legal documents to enforce these recapture restrictions.

#### **7.0 SALE, CONVEYANCE OR TRANSFER OF PROPERTY**

- A. Upon the sale, conveyance, or transfer of title of the rehabilitated and mortgaged real property under this program during the NMHC affordability period, a repayment of all HOME assistance received by the borrower will be immediately due and shall be repaid to the NMHC. Repayment of assistance includes the outstanding principal amount, interest due, late charges, legal fees, and any other amounts due.
- B. At the sole discretion of the NMHC, a title transfer will only be permitted through the laws of descent or through a Loan Assumption, or upon selling the property, provided that NMHC have been properly informed and the same have consented to such sale. If, should any of these occur, one must submit his/her intention of loan assumption or selling of the property and request for the NMHC Board's approval for the transfer of title.

#### **8.0 LOAN ASSUMPTION**

- A. Death of a Borrower -Immediately upon notification to NMHC of a borrower's death,

the surviving borrower or a family member of the borrower(s) shall complete a Deceased Borrower's Report and/or submit a copy of the Death Certificate.

1. Upon the death of a borrower, the entire unpaid balance of the loan shall be immediately due and payable. NMHC shall instruct its Collection Attorney to file a claim against the estate or;
2. For those accounts covered with a Mortgage Life Insurance, or where the borrower assigns his/her Life Insurance to NMHC, NMHC shall ensure that it files its claim with the insurance company to ensure that the outstanding balance including the principal, interest, insurances, late fees, and any other fees due to the account is paid off or;
3. In situations where there exists a surviving borrower, the same may submit a request to maintain the current monthly payment as scheduled without having the account sent for legal collection or;
4. If both borrowers are deceased, then NMHC may allow for an assumption of the loan by the heir(s) as indicated in the Probate Decree (which shall be provided to NMHC).
  - a. This assumption exception is permitted where transfer of title is through the laws of descent provided that the heir is of legal age, meets all HOME Program eligibility requirements and has a full, undivided interest in the real property. The heir will be required to fill out an application and execute a mortgage update and will be subject to a credit, income, and asset verification just like a new applicant.
  - b. The heir or heirs of the deceased will be responsible in maintaining the account current as they await the Probate Decree. Once they are in receipt of the decree, they must submit it to NMHC so that NMHC will prepare the Loan Assumption Agreement.

- B. Foreclosure Prevention - In situations where a foreclosure is imminent, the NMHC may allow a borrower to have a HOME eligible immediate relative (i.e., mother, father, brother, sister, son, daughter) assume the loan, all for the purpose of preserving the affordability period. The total outstanding balance thereof shall be fully amortized at the original interest rate and terms to produce equal monthly payments.

If the HOME eligible immediate relative assuming the loan cannot afford the repayment of the loan at its original rate and terms, NMHC may but is not required to waive that requirement and extend an additional term of up to a period of five (5) years or sixty (60) months to the existing term.

- C. Foreclosure - Should NMHC determine the borrower(s) or family member's absolute inability to repay the loan, then it shall sell the property through foreclosure to recover all assistance provided. Recapture provision shall take place. See Section 5.1 Failure to Make Payment and Required for guidance on foreclosures and Section 6.0 Affordability Restrictions for guidance on recapture.

## **9.0 FINANCIAL HARDSHIP ASSISTANCE**

1. **Reduction-In-Force** – Monthly loan payments may be deferred for a period of up to twelve months. Interest and late charges would not accrue. Thereafter, interest rate will be reduced by 50% for a period of up to sixty months. If this approach is still deemed unaffordable, the current term with the new interest rate may be extended and re-amortized with an additional sixty months.
2. **Reduction in pay** – Interest rate may be reduced by 50% for a period of up to twenty-four months. If this approach is still deemed unaffordable, the current term with the new interest rate may be extended and re-amortized with an additional sixty months.
3. **Family medical emergency** – Monthly loan payments may be deferred for a period of up to twenty-four months. Interest and late charges would not accrue.

The current term may be extended and re-amortized with an additional sixty months.

4. **Medical condition or disability assistance** - Provided to borrower(s) who, after obtaining HOME Rehabilitation assistance become physically or mentally disabled and are certified by a physician to be incapable of resuming work. The assistance may be conducted in the following manner:
  - a. Borrower(s) are to submit a Doctor's Certification certifying their incapability to resume work.
  - b. Borrower(s) outstanding loan balance may be converted to a grant.
  
5. **Drastic increase in cost of living** – Interest may be waived for a period of up to twenty-four months. If this approach is still deemed unaffordable, the current term may be extended and re-amortized with an additional sixty months.
  
6. **Call of duty (deployment)** – Monthly loan payments may be deferred for a period of up to twenty-four months. Interest and late charges would not accrue. The current term of the loan may be extended and re-amortized with an additional sixty months.
  
7. **Temporary relocation** – If the borrower must relocate for (a) employment purposes due to the lack of jobs to support the household; (b) educational purposes; or (c) to seek medical treatment, the resale or recapture provisions may be suspended for a period of up to half of the affordability period granted. A request for an extension may be granted upon approval by NMHC's Corporate Director.
  
8. **Natural Disaster** - Monthly loan payments may be deferred for a period of up to six months in the event of a natural disaster, such as fire, typhoon, earthquake and flood. Final decisions regarding requested deferments shall be made by the Corporate Director. Interest and late charges shall not accrue during deferment.

Borrowers may be eligible for a deferment upon written request accompanied by acceptable evidence of negative impact caused by natural disaster. Further, in order to qualify for a deferment, the Borrower's loan and hazard insurance must be up to date.

9. **Other Hardships and Exceptions** – Any other claimed financial hardship outside of the aforementioned eight listed hardships, as well as exceptions on a case-by-case basis, shall be brought to the Board for review and decision.

#### **10.0 DIRECT/DEFERRED LOAN ASSISTANCE (COMBINATION LOAN)**

- A. Deferred Loan Assistance will no longer be provided. However, to further assist our economically-disadvantaged families, NMHC may make available Direct Loan/Grant Assistance instead (See Section 2.5 Interest Rate & Type of Assistance).

**\*\*\*The following provision in this section alone refers only to existing deferred loan clients. \*\*\***

#### **B. Annual Recertification of EXISTING Deferred Home Loan Borrowers**

1. **Existing Borrowers whose loans have been partially or entirely deferred prior to or on December 31, 2007 shall continually be recertified annually for principal residency requirement; but all existing deferred Home loan borrowers shall cease to be recertified for financial and eligibility requirement purposes. This provision shall apply and be made effective after each borrower(s) has/have been recertified for his/her/their last annual recertification due date and completed prior to or on the official adoption date of this policies and procedures; and shall therefore be considered the last and final financial and eligibility recertification.**
2. If at any time during the fifteen (15) years following the effective date of the loan and mortgage documents or the completion of the rehabilitation and repair work, whichever is longer, Borrower decides to sell, transfer, lease, or rent the house

and/or property, or any portion thereof, NMHC may declare the Borrower's loan and any other indebtedness immediately due and payable, including any and all deferred payments. In the event NMHC declares such loan or indebtedness due, the Borrower shall repay the loan and debt in its entirety, plus interest and any other fees and charges, not later than thirty (30) calendar days after the house and *or* property is sold, transferred, leased, or rented. See Section 6.0 Affordability Restrictions for guidance on enforcing recapture requirements.

3. Annual re-certification for elderly Borrower shall be conducted solely to ensure that residence and occupancy requirements are being met.
4. NMHC shall prepare the Release of Mortgage after borrowers have fully complied with the terms of the homeowner rehabilitation assistance including the NMHC affordability period and principal residency requirements.

#### **11.0 CONFLICT OF INTEREST (24 CFR Part 92 §92.356)**

Under no circumstances shall any immediate family members biological or stepfather, mother, biological or adopted son, daughter, sister, brother, elected or appointed official of the CNMI Government, NMHC's Board of Directors, its Officers, Agents, and employees may participate in any HOME assisted project or unit including the procurement of materials, or have an interest in any contracted services, or be a beneficiary in any HOME proceeds. Other provisions in Section 92.356 shall apply.

Exceptions: Threshold requirements. Upon the written request of the participating jurisdiction, HUD may grant an exception to the provisions above on a case-by-case basis when it determines that the exception will serve to further the purposes of the HOME Investment Partnerships Program and the effective and efficient administration of the participating jurisdiction's program or project. An exception may be considered only after the participating jurisdiction has provided the following:



- (1) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and
- (2) An opinion of the participating jurisdiction's or State recipient's attorney that the interest for which the exception is sought would not violate State or local law.

Factors to be considered for exceptions. In determining whether to grant a requested exception after the participating jurisdiction has satisfactorily met the requirements mentioned above, HUD will consider the cumulative effect of the following factors, where applicable:

- (1) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project which would otherwise not be available;
- (2) Whether the person affected is a member of a group or class of low-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
- (3) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
- (4) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (c) of this section;
- (5) Whether undue hardship will result either to the participating jurisdiction or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
- (6) Any other relevant considerations.

## **ACRONYMS REFERENCE SECTION**

[For Rehab & Homebuyer Policies and Procedures]

AIA – American Institute of Architects

AMI – Area Median Income

CD – Corporate Director

CFR – Code of Federal Regulations

CNMI – Commonwealth of the Northern Mariana Islands

CPSC – Consumer Product Safety Commission

DCD – Deputy Corporate Director

DEQ – Department of Environmental Quality

DPW – Department of Public Works

DTI – Debt-to-Income Ratio

EA – Environmental Assessment

GFE – Good Faith Estimate

HOME Program – U.S. HUD Homeownership Investment Partnerships Program

HQS – Housing Quality Standards

MCD – Mortgage Credit Division

MPS – Minimum Property Standards

MPV – Maximum Property Value

NAHA – National Affordable Housing Act

NEPA – National Environmental Policy Act

NMHC – Northern Marianas Housing Corporation

NTP – Notice to Proceed

PITI – Principal, Interest, Taxes, and Insurance

PJ – Participating Jurisdiction

PTI – Payment-to-Income Ratio

PTR – Preliminary Title Report

RER – Rehab Environmental Review

RESPA – Real Estate Settlement Procedures Act

SCRA – Servicemembers Civil Relief Act

SSI – Supplemental Security Income [Social Security]

TCD – Time Certificates of Deposits

TILA – Truth in Lending Act

U.S. HUD – United States Department of Housing and Urban Development

USDA RD – United States Department of Agriculture Rural Development

USPAP – Uniform Standard of Professional Appraisal Practice

VOE – Verification of Employment

## APPENDIX

### HOMEOWNER REHABILITATION - Loan Determination

Determining how much of a loan an applicant would be eligible for or if a loan can be extended is determined by the applicant(s) gross annual income, repayment ability and credit worthiness. These could be found in *Sections 2.2 Target Group, 2.3 Income Eligibility, 2.5 Interest Rate & Type of Assistance, 2.6 Loan Terms & Repayment, 2.7 Repayment Analysis, and 3.11 Credit History and Verification of Income*. An applicant(s) debt ratio should not exceed forty percent (40%) of their gross annual income. However, on a case-by-case basis, the debt ratio could be up to fifty percent (50%) provided that the applicant could still meet repayment responsibilities. The minimum and maximum loan assistance can be found in *Section 2.1 Loan Amount* including the type to be extended to an applicant(s) are further explained in *Section 2.5 Interest Rate & Type of Assistance, Section 2.6 Loan Terms & Repayment and Section 2.7 Repayment Analysis*. Additionally because of the affordability restrictions that will be imposed on the property, a loan will only be extended to applicant(s) who will make their home-assisted unit their primary residence (*see Section 2.4 Property Eligibility Subsection E*).

**HOMEOWNERSHIP INVESTMENT PARTNERSHIPS**

**(HOME) PROGRAM**

**POLICIES AND PROCEDURES  
FOR  
HOMEBUYER ACTIVITIES**

# **GENERAL PROVISIONS**

## **INTRODUCTION**

The Homeownership Investment Partnerships (HOME) Program was established under the National Affordable Housing Act of 1990 (NAHA). The main objectives for the creation of the HOME Program were to encourage, promote, and expand the supply of decent, safe, sanitary, and affordable housing, as well as to increase homeownership opportunities for low- and very low-income families.

Funds will be made available for eligible projects and to eligible beneficiaries through the following forms of financial assistance or subsidy:

- Interest bearing loans or advances
- Non-interest bearing loans or advances
- Deferred loans
- Interest subsidies
- Loan guarantees

Due to the limited availability of HOME funds allocated each Fiscal Year to the Commonwealth of the Northern Mariana Islands (CNMI) from the U.S. Department of Housing and Urban Development (HUD), financial assistance will be limited to qualified low and very low-income homebuyers. 100 percent of HOME funds will be used to assist families with income levels at or below 80 percent of the area median income. These families' income eligibility is based on their annual income. Annual income for this purpose is the gross amount of income anticipated by all adults in a family during the 12 months following the effective date of the determination. The determination of income and allowances as a criteria to qualify these homebuyers shall be guided by 24 CFR Part 5 (Part 5 annual income).

The Northern Marianas Housing Corporation (NMHC), on behalf of the CNMI, has been tasked with the responsibility and administration of the HOME Program for the benefit of low- and very-low income families. NMHC's Mortgage and Credit Division (MCD) will be responsible for the day-to-day administration of HOME Program. Support services will be provided by NMHC's Fiscal Division with respect to disbursement of funds and collection of payments, accounting, and maintenance of financial records. NMHC's Property Manager will provide technical assistance with respect to reasonableness of cost estimates, dwelling unit inspections, and other related matters. Overall, the NMHC Corporate Director will assume ultimate responsibility for the efficient and proper administration of the HOME Program in accordance with federal and local statutory and regulatory requirements.

With these policies and procedures, NMHC will strive to accomplish the following objectives:

1. Provide for the efficient and effective administration of the HOME Program wherein eligible beneficiaries can avail the financial assistance provided for the construction of their principal residence;
2. Foster positive working relationships among NMHC, homebuyers assisted with HOME monies, and Minority and Women-Owned Businesses (MBE/WBE);
3. Enforce NMHC, Building Code, and HUD-prescribed residential building standards; and
4. Preserve and improve the general housing stock of the CNMI.

These policies and procedures shall govern; however, in situations in which these policies and procedures are silent, NMHC may apply its general standard loans policies/ procedures to address these situations in the administration of the HOME Program.

## **I. PUBLIC ANNOUNCEMENT**

### **A. Publicity**

Upon notification from HUD of the approval of additional HOME funds, NMHC shall publish such approval within thirty (30) calendar days from the date of the approval. General information of the HOME Program shall be published in the print media of the widest local circulation and other suitable means available. HOME Program information shall also be posted in public and private bulletin boards where announcements are commonly posted. Loan applications may be submitted after a thirty (30) calendar day period to be stated in the public notice, has expired. **NOTE:** When it is determined that HOME funds have been exhausted, the application intake may be closed until funding is once again available. Those applicants who did not submit their loan applications when HOME funds were available may do so once NMHC is notified by HUD of the availability of funds and after such notice is published.

### **B. Contents**

Program announcements shall inform interested applicants on how and where they may obtain an application and additional information on the type of HOME Program activity being administered in the CNMI. Such announcements shall further contain the following information:

1. Brief overview of the HOME Program;
2. General list of eligible activities available;
3. Amount of funds available;
4. General eligibility requirements to qualify for financial assistance;
5. Homeowner (Rehab)/Homebuyer selection process;
6. Fair Housing Logo and Equal Opportunity language; and
7. Opening date for acceptance of applications.



**C. Special Outreach**

To ensure that all persons are effectively and adequately informed about the HOME Program and the availability of funds, brochures or HOME Program information notices shall be provided and distributed or posted in the following locations and shall contain the information described in Part I. B. Contents. Brochures and/or HOME Program information notices shall be made available at the following public and private areas:

1. U.S. Post Offices;
2. Major shopping centers;
3. Public Health Centers;
4. Places of worship;
5. Government office buildings;
6. The Nutrition Assistance Program (Food Stamp) office(s); and
7. U.S. Social Security Administration office(s).

**II. APPLICATION FORM**

**A. Formal Application**

Applicants may obtain a *Uniform Residential Loan Application* form along with a checklist of required documents in order to complete the application submission. Such application form shall be in accordance with loan applications widely used by financial lending institutions. Those applicants who are initially determined eligible shall be notified to provide additional documents to further process their applications. Proper completion of the formal application and submission of supplemental information shall be in accordance with HOME Program and NMHC loan processing procedures. Loan applications shall be completed and signed by applicant(s) requesting assistance and such signature(s) shall certify to the truth of all statements contained therein. No formal application shall be officially received prior to the completion of the thirty (30) day announcement period

**B. SUPPLEMENTAL INFORMATION**

Completed applications shall be submitted together with the following supporting information which shall be used solely for the purpose of determining applicant eligibility for financial assistance:

1. Prior year's income tax return and/or W-2 Tax Form;
2. Recent check stubs for the past two (2) months prior to applying for HOME Program financial assistance of all household members that are 18 years old or older;
3. Other forms of documentation of income (i.e., Social Security payments, SSI, Retirement Income, etc.), if any;
4. Proof of land ownership for principal residence;
5. Property map for principal residence;
6. Preliminary Title Report (PTR) showing clear title to property;
7. Savings and checking account(s) information, if any; and
8. Private life insurance policies, if any.

A checklist of the above described supplemental information shall be provided with each formal application obtained. Additional information may be requested if deemed necessary by NMHC to ensure the eligibility of each applicant. NMHC must complete the Borrower's income eligibility within six (6) months.

To substantiate eligibility, supplemental information submitted with each loan application shall be verified in writing, from a reliable third party and such verification shall be considered valid for a period of one hundred eighty (180) calendar days from the date the verification was completed. Prior to verifying any applicant information, NMHC shall obtain written authorization from the applicants.

If a written third party verification is not used, notarized statements or signed affidavits by the applicants shall be an acceptable form of verification, but only in situations where a more acceptable form of verification cannot be obtained.

### III. ELIGIBILITY REQUIREMENTS

#### A. Household Income

Homebuyer(s) must qualify as a low-income household as defined in the HOME Program. Their income eligibility is determined based on their annual income. Combined anticipated *gross household* income of adults 18 years old or older, must not exceed 80% of the median income for the area (adjusted for family size), as prescribed by HUD (see Table 1). Section 8 (Part 5) annual (gross) income definition is used to calculate annual (gross) income. NMHC will verify their income using source documentation such as wage statements, interest statements, and SSI documents to determine if program applicants are income-eligible.

**Table 1**

<b>PACIFIC ISLANDS INCOME LIMITS 2017</b>	<b>1 Person</b>	<b>2 Person</b>	<b>3 Person</b>	<b>4 Person</b>	<b>5 Person</b>	<b>6 Person</b>	<b>7 Person</b>	<b>8 Person</b>
15% of Median Income	5,900	6,725	7,575	8,400	9,075	9,750	10,425	11,100
30% of Median Income	11,800	13,450	15,150	16,800	18,150	19,500	20,850	22,200
50% of Median Income	19,600	22,400	25,200	28,000	30,250	32,500	34,750	37,000
80% of Median Income	31,400	35,850	40,350	44,800	48,400	52,000	55,600	59,150

**B. Determination of Repayment Ability**

NMHC shall use **forty-percent (40%)** (or most current ratio) of the gross monthly income of both applicant and co-applicant (homebuyers) combined, to determine the amount of available debt-service or repayment ability. Any remaining debt-service or repayment ability after existing monthly obligations (long- and short-term combined) is/are subtracted from the total available debt-service (not to exceed 30% of gross monthly income for loan mortgage payment), shall be used to determine if homebuyers/applicants can afford to repay the entire loan amount needed.

**\*\*\* On a case-by-case basis, NMHC may provide an exception to exceed the 40% Debt-to-Income Ratio, but not more than 50%, upon NMHC's determination that the applicant(s) can meet repayment responsibilities. This provision is also applicable in determining and providing financial hardship assistance.\*\*\***

**C. Property Ownership**

Interested applicants must provide proof of ownership such as fee simple title to the property. Ownership also includes leases of 40 years or more provided that the applicant must have at least a minimum of thirty (30) years leasehold interest remaining on the property to be improved, or ownership of a condominium.

**D. Principal Residence and Annual Recertification**

A. Homebuyers/Applicants approved to receive financial assistance must occupy the property as their primary residence immediately upon completion of all HOME Homebuyers funded activities. An annual recertification for principal residency notice and form shall be sent to homebuyers/borrowers to complete, sign, and submit to NMHC in order to confirm and have on file that they are continually occupying the mortgaged property and housing.

B. The following stipulations apply for a principal residence:

- a. A deed restriction or covenant running with the land shall incorporate this requirement;
- b. The loan documents between the homeowner and NMHC shall also incorporate this requirement; and
- c. Temporary subleases are not allowed.

Annual recertifications shall be required for all HOME Homebuyer-assisted borrowers. This is conducted in order for Homeowners to maintain compliance with the affordability restrictions.

Annual recertifications through field visits may be conducted if the required completed form has not been provided; or if the account status is pending probate, or the account has been accelerated to the collection attorney for foreclosure proceedings. The Loan Specialist shall verify the borrower(s) principal residence and, as necessary, to take photos and document the status of the residential unit.

**E. Loan Cancellation**

NMHC reserves the right to cancel any loan if in its opinion the homebuyer(s)/applicant(s) have not substantially complied with all the terms and conditions herein.

**IV. AFFORDABILITY RESTRICTIONS**

**A. Long Term Affordability**

HOME rules require that assisted properties remain affordable for a specific period of time, depending on the level of HOME funds invested in the property and the nature of the activity funded.

- For Interest bearing loans, Non-interest bearing loans, and “Repayable” Deferred loans, the affordability schedule is as follows:

<u>HOME Invested per Unit</u>	<u>Minimum Length of the Affordability</u> <u>Period</u>
Less than \$15,000	5 years
\$15,000 - \$40,000	10 years
More than \$40,000	15 years

- For “Forgivable” Deferred Loans, the affordability schedule is as follows:

<u>HOME Invested per Unit</u>	<u>Minimum Length of the Affordability</u> <u>Period</u>
Less than \$15,000	10 years
\$15,000 - \$30,000	15 years
More than \$30,000	20 years

The affordability requirements are to be imposed by deed restrictions, covenants running with the land, or other mechanisms approved by HUD, except that the affordability restrictions may terminate upon transfer in lieu of foreclosure. NMHC may use its right of first refusal, as set forth in the loan documents, to purchase the housing before the transfer in lieu of foreclosure to preserve affordability.

The affordability restrictions shall be revived according to the original terms if, during the original affordability period, the owner of record before the termination event, or any entity that includes the former owner or those whom, the former owner has or had family or business ties, obtains an ownership interest in the project or property. If a home purchased with HOME assistance is sold during the affordability period, resale or

recapture provisions apply to ensure the continued provision of affordable homeownership. Loan payoffs do not end the affordability period.

**B. Right of First Refusal**

During the affordability period, the homeowner(s) agrees not to sell or assign the residence hereby purchased to any persons or persons unless and until homeowner(s) proposes to sell same to NMHC, its successors or assigns, on terms consistent with preserving affordability and allows then sixty (60) days time within which to purchase said residence.

**C. Resale**

If the housing unit designated as an affordable unit does not continue to be the principal residence of the approved homebuyer(s) for the duration of the period of affordability, the housing shall be made available for subsequent purchase only to a purchaser whose family qualifies as a low-income family, meeting the HOME Program definition, and will use the property as the family's principal residence. The remaining resale restrictions will apply to the new buyer. If additional HOME assistance is provided to the new buyer, the period of affordability for the unit starts anew.

Fair Return on Investment. The price at resale must provide the homebuyer(s) a fair return on investment, defined as the homebuyer(s) original investment and any capital improvements, and ensure that the housing unit will remain affordable (may not exceed 95 percent of the median purchase price for that type of single-family housing for the area, as published by HUD, or in accordance with the Final Rule, as determined locally through market analysis) to a reasonable range of low-income homebuyers. "Affordable" is defined as monthly costs for principal, interest, taxes, and insurance (PITI) not exceeding 40% (or most current repayment ability ratio) of monthly gross income of a buyer household whose income is at or below 80% of the Area Median Income. Should the resale of the property be consummated before the fifth (5<sup>th</sup>) year into the affordability period, the homebuyer(s) may get his/her/their investment back but not appreciation.

Circumstances Under Which Resale Will Apply. Resale restrictions must be used in cases where deferred loans (forgivable) or grants were provided to the homebuyer(s) in order to subsidize the purchase of the property to cover the downpayment or closing costs. Resale restrictions must be used in pure grant situations. Resale restrictions must be used for properties that received development subsidies only (that is, no direct financial assistance is provided to the homebuyer).

Legal Instrument to Enforce Resale. NMHC must use deed restrictions, land covenants, or other similar legal documents to enforce these resale restrictions.

#### **D. Recapture**

NMHC will ensure that it recoups all or a portion of the HOME loan assistance provided to the homebuyer(s), if the housing unit ceases to be the principal residence of the homebuyer(s) for the duration of the period of affordability. All subsidy amounts (in the form of loans) that directly benefited the property owner (i.e., through downpayment and/or closing cost assistance, deferred payment loans, interest rate buy-downs, property discount, etc.) are also subject to recapture. Recapture is capped at what is available out of net proceeds for agreements after November 2004. Net proceeds are defined as the sales price less superior non HOME debt (if any) less closing costs. NMHC will utilize the following recapture options:

- (1) ***Recapture entire amount.*** NMHC may recapture the entire amount of the loan and/or subsidy from the homebuyer(s) if the sale of the property occurs within halfway into the given affordability period. For example, a homebuyer was approved for a \$50,000 HOME loan to construct a home. The affordability period is therefore, fifteen (15) years. On the seventh (7<sup>th</sup>) year, the borrower sells the house for \$60,000. Since the borrower failed to comply with the minimum seven and one half (7.5) years of the fifteen (15) year affordability period, the recaptured amount is \$50,000.



- (2) ***Forgiveness.*** NMHC may reduce the loan amount and/or subsidy to be recaptured on a pro rata basis for the period the homebuyer(s) has/have owned and occupied the housing unit measured against the required affordability period; however, homebuyer(s) must occupy the housing unit at a minimum of ten (10) years or at least halfway into the affordability period, whichever is greater, in order to qualify for this recapture option. For example, if the HOME subsidy is \$60,000 with 15-year affordability and the owner sells the property in the 12<sup>th</sup> year of ownership the recapture amount will equal \$12,000. ( $\$60,000/15$  years affordability period  $\times$  3 years remaining = \$12,000 recapture.)
- (3) ***Buyer's recovery of initial investment.*** The homebuyer(s) investment (downpayment and capital improvements made by the owner since purchase) may be repaid in full before any HOME funds are recaptured, provided that the homebuyer(s) occupied the housing unit at a minimum of ten (10) years before the sale of the property and the homebuyer's household income level is at or below 50% of the Area Median Income in order to qualify for this recapture option.
- (4) ***Shared appreciation.*** In the case where net proceeds exceed the amount necessary to repay both the homebuyer(s)' investment and the HOME assistance, the excess proceeds may be shared proportionately (i.e., percentage of investment provided) by both parties.

**NOTE:** The HOME Interim Rule on November 22, 2004 clarifies that when the recapture requirement is triggered due to a voluntary or involuntary sale during the period of affordability and there are no net proceeds or the net proceeds are insufficient to repay the HOME investment due, NMHC may recapture an amount less than or equal to the net proceeds available.

Circumstances Under Which Recapture Will Apply. Recapture restrictions must be used in cases where interest bearing loans or advances, non-interest bearing loans or advances, deferred loans (repayable), interest subsidies, or loan guarantees were provided to the homebuyer(s) in order to subsidize the purchase of the property to cover the down

payment or closing costs.

Legal Instrument to Enforce Recapture. NMHC must use deed restrictions, land covenants, or other similar legal documents to enforce these recapture restrictions.

## V. **ELIGIBLE HOMEBUYER COSTS:**

**Hard Costs** include:

- Acquisition of land and existing structures
- Site preparation or improvement, including demolition
- Securing buildings
- Construction materials and labor

**Soft Costs** include:

- Financing fees
- Credit reports
- Title binders and insurance
- Recordation fees
- Legal & accounting fees
- Appraisals
- Architectural/engineering fees, including specifications and job progress inspections
- Environmental investigations
- Builders' or developers' fees
- Affirmative marketing and marketing costs
- Homebuyer counseling provided to purchasers of HOME-assisted housing

- Management fees
- Direct project costs incurred by the PJ

**Relocation Costs** include:

- Replacement housing, moving costs, and out-of-pocket expenses
- Advisory services
- Staff and overhead related to relocation assistance and services

**NMHC shall set aside \$1,508.50 (more or less, depending on current costs) of its Administrative Funds to assist each qualified homebuyer client whose total income is at or below 50% of the Area Median Income (AMI), to pay for certain Loan Closing fees and other related costs such as the following:**

- a. \$400.00 Initial Utility Connection;
  - b. \$400.00 First Annual Premium for Hazard Insurance;
  - c. \$450.00 Appraisal Report, the fee is covered for approved “New Construction” loans only;
  - d. \$150.00 Recordation of Mortgage Documents;
  - e. \$100.00 Preliminary Title Report (PTR), the fee is covered for approved “New Construction” loans only;
  - f. \$8.50 Credit Report @ \$4.25 each.
- \$1,508.50 Total**

*If the homebuyer(s) opt to have a private inspector perform unit inspection, the*

*first/initial unit inspection fee may be covered by NMHC, subject to any conditions set by NMHC. Any cost associated with any subsequent inspection shall be the responsibility of the homebuyer client(s).*

This form of assistance shall not be in any way, a part of the loan amount extended to the client. Borrowers may not be required to pay back any of this amount so long as they are in compliance with the NMHC affordability restrictions. The entire amount shall be immediately due and payable by borrower(s) should NMHC determine that borrower(s) are not in compliance with NMHC affordability restrictions.

## **VI. NOTIFICATION OF ELIGIBILITY/INELIGIBILITY**

### **A. Eligible Applicants**

NMHC shall send written notifications to all applicants determined eligible for financial assistance. Such notification shall be mailed no later than five (5) working days after the determination, and shall contain a listing of additional information to be submitted for completion of loan file. Eligible applicant(s) shall be given thirty (30) calendar days to submit the additional information requested. Applicant(s) that do not submit all pending information before the thirty (30) calendar day deadline, shall have their applications file placed in the inactive files.

### **B. Ineligible Homebuyers/Applicants**

All ineligible applicants shall be notified in writing of their ineligibility. Such notification shall be mailed no later than five (5) working days after the determination of ineligibility and shall include a description/reason of such determination.

## **VII. LOAN PROCESSING**

### **A. SELECTION**

Financial assistance shall be based on available HOME Program funds and such assistance shall be awarded to eligible applicants on a “first-come, first-served” basis. The application will have the date and time stamped when received; however, to be considered received, the application must be completely filled-out and the applicant has submitted all additional information requested by NMHC to perform an eligibility review.

In the event that there are more applicants than available funds, NMHC shall establish and maintain an applicant waiting list. Applicants placed on the waiting list shall be assisted in the event that funds available are not entirely used up or committed by the homebuyers/applicants initially awarded financial assistance. Those applicants unable to be assisted with remaining funds shall be given first priority if and when additional funds are available.

### **B. ADMINISTRATION, APPROVAL, APPEALS PROCESS**

#### **Program Administration**

The MCD Manager shall be responsible for HOME program implementation and management of related tasks. The MCD Manager shall supervise division staff in loan and grant origination, underwriting and closings under the HOME program.

The MCD Manager shall review each submitted application, ensure all supportive documentation is in place and make any necessary recommendations to the Corporate Director prior to the Corporate Director making the final decision on the loan or grant application.

#### **Loan Review & Approval**

Under the direction of the MCD Manager, a Loan Specialist shall review and verify all applicants' credit, income, assets, liabilities, title reports and any other requested reports and documentation. Upon completion of the review process, the Loan Specialist shall prepare a loan write-up containing his/her recommendations.

The MCD Manager shall review the loan write-up for concurrence before submitting the same to the Corporate Director for a final decision. Final approval or denial of any HOME loan or grant shall be made by the Corporate Director except as follows:

1. If the Corporate Director is off-island or on extended leave at the time the loan or grant is submitted to him/her for a final decision, then the Deputy Corporate Director may make the final decision to approve or deny the HOME loan or grant; or
2. If the Corporate Director and Deputy Corporate Director are both simultaneously off-island or on extended leave at the time the loan or grant is submitted for a final decision, then the Acting Corporate Director may make the final decision to approve or deny the HOME loan or grant.

For purpose of these policies, off-island or extended leave shall be defined as an absence or leave that extends for more than three (3) working days after the loan or grant is submitted to the Corporate Director for his or her final decision.

A written notice of the final decision shall be provided to the applicant and a copy/report of the decision shall be provided to the NMHC Board of Directors for informational purposes.

#### **Loan/Grant Denial Appeals Process**

Applicants denied assistance under the HOME Program may appeal the final decision to the NMHC Board of Directors by submitting their appeal in writing to the Corporate Director within thirty (30) calendar days of the written notice of the final decision.

Any appeal submitted must indicate the basis for the appeal and include any supporting documents. Upon receipt of an appeal, the Corporate Director shall submit the same to

the Board of Directors for review and action at the next scheduled Board meeting.

## VIII. TERMS AND CONDITIONS OF LOAN

### A. Maximum Homebuyer Programs Loan Amount

The maximum HOME funds for a new construction, purchase, or for an acquisition and repair shall be based on the lowest responsible bid submitted by the applicant(s), and such bid shall not exceed **\$85,595.00** or the most current HUD approved area median purchase price as determined through a local market analysis that is conducted annually. If using HOME funds for new construction, the property must meet all applicable Federal or local codes and zoning ordinances.

- For NMHC-owned properties, NMHC may sell the property directly to the HOME-approved applicant(s) but only after the property has been publicly auctioned at least three (3) times and resulted in unsuccessful bids.

### B. Minimum Homebuyer Programs Loan Amount

The Minimum loan amount shall not be less than \$1,000.00.

### C. Interest-Bearing Loans or Advances

These loans are amortizing loans. Repayment is expected on a regular basis, usually monthly, so that over a fixed period of time, all of the principal and interest is repaid. The interest chargeable on any borrowed HOME funds shall be based on income limits as specified below (see Table 2):

- If the applicant(s)' annual household income is between 60.1% and 80% of the HUD Income Limits, a fixed rate of five percent (5%) shall apply throughout the term of the loan.
- If the applicant(s)' annual household income is between 50.1% and 60% of the HUD

Income Limits, a fixed rate of four percent (4%) shall apply throughout the term of the loan.

- If the applicant(s)' annual household income is between 30.1% and 50% of the HUD Income Limits, a fixed rate of three percent (3%) shall apply throughout the term of the loan.
- If the applicant(s)' annual household income is at or below 30% of the HUD Income Limits, a fixed rate of two percent (2%) shall apply throughout the term of the loan.
- If the applicant(s)' annual household income is between 15.1% and 30% of the HUD Income Limits, AND is at least 62 years of age or disabled, a fixed rate of one percent (1%) shall apply throughout the term of the loan.

**D. Deferred Loans (Forgivable or Repayable)**

These loans are not fully amortized. Instead, some, or even all, principal and interest payments are deferred to some point in the future. Deferred payment loans can be forgivable or repayable.

The forgiveness may be forgiven incrementally based on the affordability period. In order to qualify for deferred forgivable loans, the applicant(s)' annual household income must be at or below 15% of the HUD Income Limits AND at a minimum the homebuyer(s)/applicant(s) must be 62 years of age or disabled and unable to be gainfully employed. A disabled family is a family whose head of household, spouse, or sole member is a person with a disability.

Person with a disability:

(1) Means a person who:

- (i) Has a disability, as defined in 42 U.S.C. 423;



- (ii) Is determined, pursuant to HUD regulations, to have a physical, mental, or emotional impairment that:
- (A) Is expected to be of long-continued and indefinite duration;
  - (B) Substantially impedes his or her ability to live independently, and
  - (C) Is of such a nature that the ability to live independently could be improved by more suitable housing conditions; or
- (iii) Has a developmental disability as defined in 42 U.S.C. 6001.
- (2) Does not exclude persons who have the disease of acquired immunodeficiency syndrome or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome; and
- (3) Does not include a person whose disability is based solely on any drug or alcohol dependence.

The applicant's physician must complete the *HOMEBUYER/HOMEOWNER PROGRAM DISABILITY ELIGIBILITY VERIFICATION* to certify the borrower's disability. As appropriate, NMHC shall require a Court Legal Guardianship in cases where the Physician Certification indicates that the applicant is incapacitated or incompetent to enter into a legal and binding agreement such as a mortgage.

**TABLE 2**

INCOME LIMITS	INTEREST RATE	TYPE OF ASSISTANCE
0% - 15%	0%	DEFERRED LOAN**

15.1 – 30%	1%	INTEREST BEARING LOANS**
0% - 30%	2%	INTEREST BEARING LOAN
30.1% - 50%	3%	INTEREST BEARING LOAN
50.1% - 60%	4%	INTEREST BEARING LOAN
60.1% - 80%	5%	INTEREST BEARING LOAN

**\*\*Applies only to qualified elderly or disabled household applicants.**

Full repayment will be required at the sale, transfer, or the property being no longer the principal residence less than halfway into the affordability period. The deferred loan will be structured to begin incremental forgiveness when the homebuyer is more than halfway into the affordability period.

For example, a homebuyer acquires a HOME assisted property that has a HOME subsidy of \$50,000. The affordability period is therefore 20 years. The homebuyer would have to live in the HOME assisted property for ten (10) years before forgiveness will begin. Beginning with the 121<sup>st</sup> month of the affordability period, NMHC will forgive one (1) percent of principal and interest for each month thereafter that homebuyer principally resides in the HOME assisted property.

Existing homebuyer(s) (a homebuyer that received a HOME interest-bearing loans/advances or non-interest bearing loans/advances) may qualify for a deferral if their annual household income is at or below 15% of the HUD Income Limits AND at some future point in time they have become un-gainfully employed because of a

medical condition or because of a career-ending injury.

**E. Interest Subsidies**

The interest subsidy will be deposited in an interest-bearing account from which monthly subsidies are drawn and paid to a lender along with the homebuyer(s)' monthly payment. Any applicant who is at or below 80% of the HUD Income Limits is eligible for this option.

**F. Loan Guarantees**

A loan guarantee ensures payment of a loan in case of default. A written promise or agreement is executed between NMHC and the lender to pay the lender a maximum of 20 percent of the total outstanding principal. The timeframe for this guarantee is only up until the given length of affordability period based on the loan guarantee amount.

**G. Repayment Period**

The maximum repayment term shall not exceed 360 months or the affordability period, whichever is greater, unless the repayment term is amended or revised by the NMHC Board to accommodate requests for relief from borrowers who have been determined to be able to repay their obligations, with the amended or revised repayment terms not to exceed an additional 60 months.

**H. After-Construction Property Value**

The projected "after-construction" value of each homebuyer property to be assisted,

must not exceed \$85,595.00, or 95% of the current HUD prescribed area median purchase price for the type of housing unit being assisted (single-family unit). NMHC will request for a real estate appraisal from a Federally-certified and licensed Real Estate Appraiser, prior to loan closing. To determine such value, NMHC shall conduct a HUD-approved local market analysis, pursuant to the methodology as outlined in 24 CFR 92.254(2)(iii), where the length of the reporting period will depend on the volume of monthly home sales, and may be justifiably adjusted upwards depending on the nature or extent of any economic/housing crisis.

**I. Security**

To ensure borrowed HOME funds, NMHC shall secure a mortgage on the property. The mortgage shall be maintained for no less than the term of each approved loan or the affordability period, whichever is greater.

NMHC will execute a written agreement with the homebuyer that will specify the use of HOME funds, description of the project, roles and responsibilities, compliance with affordability period requirements, qualifications for affordable homeowner housing, monitoring, and duration of the agreement.

During the term of the loan, homebuyer shall also be required to maintain, at their expense, property insurance on the mortgaged property for fire, earthquake, typhoon, and flood damage covering the replacement value of all properties at a minimum equal to the loan amount.

NMHC will require the homebuyer to execute and file for record a deed or deeds of restriction, land covenant or similar legal documents approved by HUD that will assure compliance with the principal residency and affordability period requirements and enforce HOME restrictions.

**J. Late Charge**

For interest-bearing loans, a fixed one percent (1%) late installment charge of the missed monthly principal and interest (P & I) payment shall be assessed for every monthly payment that is over fifteen (15) calendar days late or past due.

**K. Prepayment of Loan**

There shall be no prepayment penalties for loans that are “paid-off” prior to the completion of the term of the loan. The affordability period provision is still applicable to loans that are “paid-off.”

**IX. DISTRESSED HOMEBUYER(S)**

Distressed homebuyer(s) are those who are having a difficult time meeting their monthly loan payments due to external circumstances beyond their control. These circumstances include:

- Reduction-In-Force
- Reduction in pay
- Family medical emergency (including death of an immediate family member: parents, siblings, child(ren), spouse, and in-laws)
- Medical condition (including career-ending injury) that causes homebuyer to discontinue employment. The borrower’s physician must complete the

*HOMEBUYER/HOMEOWNER PROGRAM DISABILITY ELIGIBILITY*

*VERIFICATION* to certify the borrower’s medical condition.

- Drastic increase in cost of living (e.g., utility rates, fuel)
- Call of duty (deployment)
- Natural Disaster

**X. TYPES OF ASSISTANCE**

NMHC may offer the following types of assistance depending on the circumstances mentioned above:

1. Reduction-In-Force – Monthly loan payments may be deferred for a period of up to twelve months. Interest and late charges would not accrue. Thereafter, interest rate will be reduced by 50% for a period of up to sixty months. If this approach is still deemed unaffordable, the current term with the new interest rate may be extended and reamortized with an additional sixty months.
2. Reduction in pay – Interest rate may be reduced by 50% for a period of up to twenty-four months. If this approach is still deemed unaffordable, the current term with the new interest rate may be extended and reamortized with an additional sixty months.
3. Family medical emergency – Monthly loan payments may be deferred for a period of up to twenty-four months. Interest and late charges would not accrue. The current term may be extended and reamortized with an additional sixty months.
4. Medical condition that causes borrower to discontinue employment – Principal amount may be forgiven incrementally (based on term). Homebuyer(s) above the 50% HUD income limits may only be required to pay principal or interest (whichever is lower) as his/her monthly payments.
5. Drastic increase in cost of living – Interest may be waived for a period of up to twenty-four months. If this approach is still deemed unaffordable, the current term may be extended and reamortized with an additional sixty months.
6. Call of duty (deployment) – Monthly loan payments may be deferred for a period of up to twenty-four months. Interest and late charges would not accrue. The current term of the loan may be extended and reamortized with an additional sixty months.

7. Natural Disaster - Monthly loan payments may be deferred for a period of up to six months in the event of a natural disaster, such as fire, typhoon, earthquake and flood. Final decisions regarding requested deferments shall be made by the Corporate Director. Interest and late charges shall not accrue during deferment.  
Borrowers may be eligible for a deferment upon written request accompanied by acceptable evidence of negative impact caused by natural disaster. Further, in order to qualify for a deferment, the Borrower's loan and hazard insurance must be up to date.
8. Other Hardships and Exceptions – Any other claimed financial hardship outside of the aforementioned seven listed hardships, as well as exceptions on a case-by-case basis, shall be brought to the Board for review and decision.

In addition, NMHC may offer the two following types of assistance:

- Penalty Waiver - Accrued penalty fees for delinquent borrowers may be waived to assist them in making their accounts current.
- Loan Assumption - Death of a homebuyer/borrower: Upon the death of the borrower which occurs within the affordability period, the entire unpaid balance of the loan shall be immediately due and payable. Title transfer without sale triggers the HOME resale or recapture agreement enforceable through the restrictive deed or land covenant. The NMHC Board may allow assumption of the loan by the heirs of the borrower if a final decree in the probate of the borrower identifies the heirs and approves distribution to them of the improved property and the loan, and if the heirs themselves would qualify as a new applicant for the loan.

At the sole discretion of the NMHC Board, the loan may be assumed by a legal heir of a deceased borrower(s) of the HOME-assisted unit. This assumption exception is permitted where transfer of title is through the laws of descent provided that the heir is of legal age, meets all HOME Program eligibility requirements and has a full,

undivided interest in the real property. The heir will be required to fill out an application and will be subject to credit, income, and asset verification.

Foreclosure Prevention. In situations where a foreclosure is imminent, the NMHC Board may allow a borrower to have a HOME eligible immediate relative (i.e., mother, father, brother, sister, son, daughter) assume the loan, all for the purpose of preserving the affordability period. The total outstanding balance thereof shall be fully amortized at the original interest rate and terms to produce equal monthly payments. If, however, the HOME eligible immediate relative assuming the loan cannot afford the repayment of the loan at its original rate and terms, the NMHC Board may extend the term up to a period of sixty months. Should this accommodation still prove unaffordable, the property will go through the foreclosure process.

Foreclosure. NMHC may use its right of first refusal, as set forth in the loan documents, written agreement with homebuyer, and restrictive deed or land covenant, to purchase the housing before foreclosure or deed in lieu of foreclosure to preserve affordability. Foreclosure triggers the HOME resale or recapture agreement enforceable through the restrictive deed or land covenant.

Foreclosure and Resale. If the HOME assisted property is subject to resale terms, NMHC has two options:

Resale Option 1: NMHC will ensure the sale of the HOME assisted property to another eligible low income homebuyer under the terms of the resale agreement. OR

Resale Option 2: NMHC will repay the full amount of HOME assistance to the CNMI HOME account regardless of the amount collected at foreclosure sale.

Under Resale Option 1, NMHC may provide assistance to the new homebuyer.



However, the total amount of the original and any additional HOME assistance may not exceed the maximum per unit subsidy amount.

Foreclosure and Recapture. If the HOME assisted property is subject to recapture terms, NMHC has two options:

Recapture Option 1: NMHC will recapture and pay to the CNMI HOME account the net proceeds from the foreclosure sale of the property in accordance with the recapture terms. OR

Recapture Option 2: NMHC may purchase the HOME assisted property at foreclosure sale and additional HOME funds may be spent. However, the total amount of the original and additional HOME funds spent may not exceed the maximum per unit subsidy amount.

If NMHC forecloses on its own loan, NMHC CANNOT spend any additional HOME funds to acquire the property.

## **XI. ITEMS NEEDED TO CANCEL FORECLOSURE AND RE-INSTATE ACCOUNT**

- In accordance with 2 CMC 4536(a) pay the entire amount then due under the terms of the mortgage other than such portion of principal as would not then be due had no default occurred, and reasonable attorney's fees actually incurred.
- Pay delinquent account current inclusive of one month advance payment.
- Have the homebuyer(s) submit a written proposal on how he/she will maintain the account in good standing.
- Submit paid in full receipt of homebuyer(s)' insurance coverage for fire and earthquake.
- Submit 2-3 recent check stubs and/or verification of benefits.

## **XII. PERFORMING NEW CONSTRUCTION WORK**

### **A. Contractor Cost Estimates**

Homebuyers/Applicants approved for financial assistance shall be responsible for and required to obtain a minimum of three (3) written cost estimates from NMHC-approved CNMI-licensed contractors. Contractor shall be required to submit cost estimates, and each cost estimate submitted must include, as a minimum, the following information:

1. Bid price, cost breakdown of materials, and labor charges;
2. Schedule for completion of work; and
3. Copy of valid business/contractor license.

### **B. Selection of Contractor/Contract Award**

Upon NMHC's receipt of three (3) contractor proposals, NMHC shall schedule an appointment with the homebuyers/applicants to review bids submitted. Homebuyers/applicants shall be required to select the responsible contractor to perform proposed work. The selection shall be based on the reasonableness of the cost estimate.

### **C. Notification of Contract Award**

Homebuyers/applicants shall be responsible for notifying the selected contractor of the contract award. Such notification shall be in writing and shall be mailed to selected contractor within ten working (10) days after making the selection.

### **D. Contractor/Homebuyer Agreement Form**

Contractors selected to perform work shall prepare an NMHC-prescribed "AIA Construction Contract" (AIA Document No. A107-1997) between Contractor and Homebuyer for Construction of Private House form. Such Agreement shall be completed by the contractor and immediately forwarded to NMHC for review by NMHC Loan Specialists and the Homebuyer(s), prior to executing such Agreement. At a minimum, the

Agreement shall include the following:

1. Name of Contractor and Project Owner(s);
2. Lot/Tract No. of Project;
3. Description of all work to be performed;
4. U.S. Dollar amount/cost of project;
5. Progress Payment Schedule; and
6. Time of Performance.

**E. Pre-Construction Conference**

NMHC shall schedule and conduct a Pre-Construction Conference between the homebuyer(s) and selected contractor prior to the execution of the Contract Agreement specified above. The conference shall be conducted to ensure that the homebuyer(s) understand their responsibilities during the construction phase, terms of the contract, the work to be performed by the contractor, and the role of NMHC. An NMHC-prescribed "Pre-construction Conference Report" form shall be signed by the homebuyer(s) and contractor upon completion of such conference.

**F. Execution of Contract Agreement**

Upon completion of the "Pre-Construction Conference Report" and approved by NMHC as well the execution of all necessary loan documents by the approved homebuyer(s)/applicant(s), the Construction Contract may be executed by all necessary parties.

**G. Inspections**

NMHC shall have the right, during the construction or improvement of the building, to inspect the same and to reject and to require to be replaced, any material or workmanship that does not comply with the plans and specifications, without any liability on the part of NMHC, as to workmanship or materials therein. Such inspection is solely for financing purposes and for the disbursement of funds, and any inspection or approval of any

construction phase or increments of said dwelling shall not be deemed as a warranty by NMHC of the workmanship and material therein.

**H. Inspector**

Progress and final inspections shall be conducted by the Building Safety Office of the Department of Public Works (DPW) to ensure all work performed is done according to the plans and specifications as approved by the applicant and DPW and applicable property standards. Applicant(s) may have a private inspector, (i.e., a qualified Licensed Engineer or a qualified Licensed Architect), conduct inspection with the costs with such inspection to be handled in accordance with Section V.

**I. Minimum Property Standards (MPS)**

For new construction of housing and acquisition-rehabilitation of housing, CNMI Building Safety Code and zoning laws (if applicable for Tinian and Rota), International Energy Conservation Code, NMHC written design standards for single-family housing new/rehabilitation, and handicapped accessibility requirements (where applicable) must be adhered to. Homebuyer(s), through their contractors, must ensure that they are familiar with these requirements. PJs using MPS may rely on inspections performed by a qualified person. If using HOME funds solely for acquisition, the property must also meet the minimum property standards mentioned above (or Section 8 HQS if no local codes and standards apply).

The contractor will provide all the construction plans and permits necessary to comply with applicable local and federal laws.

## **ACRONYMS REFERENCE SECTION**

[For Rehab & Homebuyer Policies and Procedures]

AIA – American Institute of Architects

AMI – Area Median Income

CD – Corporate Director

CFR – Code of Federal Regulations

CNMI – Commonwealth of the Northern Mariana Islands

CPSC – Consumer Product Safety Commission

DCD – Deputy Corporate Director

DEQ – Department of Environmental Quality

DPW – Department of Public Works

DTI – Debt-to-Income Ratio

EA – Environmental Assessment

GFE – Good Faith Estimate

HOME Program – U.S. HUD Homeownership Investment Partnerships Program

HQS – Housing Quality Standards

MCD – Mortgage Credit Division

MPS – Minimum Property Standards

MPV – Maximum Property Value

NAHA – National Affordable Housing Act

NEPA – National Environmental Policy Act

NMHC – Northern Marianas Housing Corporation

NTP – Notice to Proceed

PITI – Principal, Interest, Taxes, and Insurance

PJ – Participating Jurisdiction

PTI – Payment-to-Income Ratio

PTR – Preliminary Title Report

RER – Rehab Environmental Review

RESPA – Real Estate Settlement Procedures Act

SCRA – Servicemembers Civil Relief Act

SSI – Supplemental Security Income [Social Security]

TCD – Time Certificates of Deposits

TILA – Truth in Lending Act

U.S. HUD – United States Department of Housing and Urban Development

USDA RD – United States Department of Agriculture Rural Development

USPAP – Uniform Standard of Professional Appraisal Practice

VOE – Verification of Employment

## **APPENDIX**

### **HOMEBUYER / NEW CONSTRUCTION - Loan Determination**

Determining how much of a loan an applicant would be eligible for or if a loan can be extended is determined by the applicant(s) gross annual income, repayment ability and credit worthiness. These could be found in *Section III - Eligibility Requirements, Subsections A&B*. An applicant(s) debt ratio should not exceed forty percent (40%) of their gross annual income. However, on a case-by-case basis, the debt ratio could be up to fifty percent (50%) provided that the applicant could still meet repayment responsibilities. The minimum and maximum loan assistance including the type to be extended to an applicant(s) is further explained in *Section 8 Terms and Conditions of Loan*. Additionally because of the affordability restrictions that will be imposed on the property, a loan will only be extended to applicant(s) who will make their home-assisted unit their primary residence (*see Section III Eligibility Requirements Subsection D*).

## **Appendix K**





am	Associated	Fund	Estimated	Voucher	Voucher	IDIS	IDIS	Matrix	Received/Drawn		
Program	Grant Number	Type	Income for Year	Transaction	Voucher #	Created	Type	Proj. ID	Actv. ID	Code	Amount

**10 CDBG**

**Total CDBG Receipts\*:** **10,396.87**  
**Total CDBG Draws against Receipts\*:** **10,396.87**  
**Total CDBG Receipt Fund Balance\*:** **0.00**

**7 CDBG B17ST690001 PI 0.00**

RECEIPTS

5240219001	11-30-17	11	674	21A	26,270.96
5240222001	11-30-17	11	674	21A	21,827.91
5240229001	11-30-17	11	674	21A	3,130.26
5240591001	12-05-17	11	674	21A	2,001.90
5245089001	01-24-18	11	674	21A	3,023.95
5248751001	03-05-18	11	674	21A	2,180.56
5248782001	03-05-18	11	674	21A	2,621.25
5248927001	03-06-18	11	674	21A	559.23
5251946001	04-10-18	11	674	21A	1,793.84
5251947001	04-10-18	11	674	21A	712.06
5253041001	04-23-18	11	674	21A	1,057.19
5255555001	05-23-18	11	674	21A	1,651.67
5255906001	05-29-18	11	674	21A	587.25
5257592001	06-18-18	11	674	21A	1,412.72
5257600001	06-18-18	11	674	21A	230.00
5260356001	07-18-18	11	674	21A	2,724.62

DRAWS

6121298001	02-06-18	PY	2	672	03Z	13,559.76
6125221001	02-19-18	PY	4	679	21A	32,439.97
6126761001	02-22-18	PY	4	679	21A	178.00
6129026001	03-01-18	PY	2	618	03Z	3,326.40
6130319001	03-06-18	PY	2	672	03Z	12,111.89
6142443002	04-11-18	PY	4	679	21A	2,505.90
6146581001	04-23-18	PY	2	672	03Z	1,057.19
6156639001	05-23-18	PY	2	672	03Z	1,651.67

am	Associated	Fund	Estimated	Voucher	Voucher	IDIS	IDIS	Matrix	Received/Drawn		
ar	Program	Grant Number	Income for Year	Transaction	Voucher #	Created	Type	Proj. ID	Actv. ID	Code	Amount
					6158024002	05-29-18	PY	6	646	21A	587.25
					6163918001	06-18-18	PY	2	672	03Z	1,642.72
					6173122001	07-18-18	PY	6	646	21A	2,724.62
										PI Receipts	71,785.37
										PI Draws	71,785.37
										PI Balance	0.00
<b>17</b>	<b>CDBG</b>									<b>Total CDBG Receipts*:</b>	<b>71,785.37</b>
										<b>Total CDBG Draws against Receipts*:</b>	<b>71,785.37</b>
										<b>Total CDBG Receipt Fund Balance*:</b>	<b>0.00</b>