COUNTY OF MAUI

COMMUNITY DEVELOPMENT BLOCK GRANT
(CDBG) PROGRAM

PROGRAM YEAR 2022

REQUEST FOR PROPOSALS

APPLICATION PACKET

County of Maui
200 South High Street
Wailuku, Hawaii 96793
808-270-7213
www.mauicounty.gov/mayor/community
Aloha!

Thank you for your interest in responding to the Request for Proposals of the Community Development Block Grant (CDBG) Program.

The CDBG Program is an opportunity to utilize federal funds to address high priority housing and community development needs that primarily benefit low- and moderate-income persons and families. During the current fiscal year, CDBG funds have been awarded to assist in the rehabilitation of a health care facility, the acquisition of a firefighting apparatus for the Hana community and the acquisition of a firefighting apparatus for the Molokai community.

As a federal program, there are numerous regulations and program rules to be considered. Every effort has been made to consolidate and clarify the program information presented in the Application Packet. The Application, Instructions as well as the Project Evaluation & Rating System have been updated, therefore, **it is very important that you read all of the materials carefully** as you prepare your proposal.

Again, thank you for your interest in the CDBG Program. We look forward to your proposal and working with you to successfully implement your project, thereby providing decent housing, a suitable living environment and expanding economic opportunities for valuable members of communities throughout our County.

Sincerely,

Michael P. Victorino
Mayor
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I. Request for Proposals

General Information
The purpose of the Application Packet is to provide information and guidance to the Applicant who is applying for the federally funded Community Development Block Grant (CDBG) Program. The CDBG Program, a program of the U.S. Department of Housing and Urban Development (HUD), is administered for the County of Maui (County) by the CDBG Program Office, a division of the Office of the Mayor. Information regarding the CDBG Program is also available on the County’s website at www.mauicounty.gov/mayor/community.

The CDBG Program provides grants to government agencies and eligible private non-profit and for-profit entities to formulate programs in meeting housing and community development needs. The primary objective of the CDBG Program is the development of viable communities by promoting integrated approaches that provide decent housing, a suitable living environment, and expand economic opportunities, principally for persons of low- and moderate-income.

Each application received by the CDBG Program Office will be evaluated in accordance with the Project Evaluation & Rating System. The system includes a comprehensive process which evaluates and selects projects on a competitive application basis. This system is intended to objectively, equitably and consistently evaluate all applications received. Further, it ensures that the projects submitted to HUD are eligible for funding and can be implemented in a timely manner. The projects selected are approved by the Mayor and the Maui County Council. Approved projects will be included in the County's 2022 Annual Action Plan of the Consolidated Plan, which is subject to a 30-day public comment period and approval by HUD.

An overview as well as background information about the CDBG Program is provided in the following pages that includes the Consolidated Plan, Annual Action Plan, eligible applicants, national objectives, eligible activities, ineligible activities, and applicable federal regulations and program rules. The application packet also includes the Project Evaluation & Rating System that describes the proposal screening, evaluation and selection methodology and the CDBG Submission Schedule. The Appendix include applicable excerpts from the County of Maui 2020 – 2024 Consolidated Plan Priorities and Goals.

Most importantly, the application packet includes the Application Instructions that describe and explain the documentation that must be included to properly quantify, qualify, and substantiate the proposal, as well as the Application Forms to be used by the Applicant.

IMPORTANT NOTICE

Please read ALL of the enclosed materials carefully prior to preparing the application. In order to
be considered for CDBG funding, applications are required to satisfy the threshold factors before the proposal will be rated and ranked. With the demand for grants typically far exceeding the available amount of funds, the County's Project Evaluation & Rating System is designed with strict parameters in order to promote objectivity, equity and consistency in the rating and ranking of proposals. This selection system has been established with pre-determined evaluation elements to which a specific range of points and criteria has been assigned. As such, applications should be complete, include appropriate and quantifiable information, and be presented in a manner that will enable the application to be adequately screened (threshold factors) and evaluated on each rating element (priority factors).

The open application period begins on Wednesday, December 1, 2021 at 7:45 a.m. HST and ends on Thursday, December 30, 2021 at 3:00 p.m. HST. The time frame of the submission period is firm. Proposals received by the CDBG Program Office or postmarked after the date and time deadline, not accompanied with the appropriate number of copies, and incomplete proposals will not be accepted. Only information submitted by the deadline will be considered in the selection process. The CDBG Program Office may request additional data as needed and promulgated by the CDBG Program rules to comply with the County's Consolidated Plan. Additional data submitted after the proposal due date and not requested by the CDBG Program Office will be returned.

BACKGROUND INFORMATION

The Community Development Block Grant (CDBG) was created by Title I of the Housing and Community Development Act of 1974 (Public Law 93-383). Effective since January 1, 1974, it is one of the oldest programs of the U.S. Department of Housing and Urban Development (HUD) and is the Federal Government’s primary program for promoting community revitalization throughout the country.

CDBG funds are granted to the County, as a unit of general local government, to assist the County in addressing high priority housing and community development needs identified by our community which will primarily benefit low- and moderate-income persons. The County has participated in the CDBG Program since its inception and received its first allocation of $454,000 in 1975. The County’s CDBG funding for Program Year 2021 is $1,933,806 and is currently estimated to be approximately the same for Program Year 2022.

The CDBG funds are allocated by HUD to the counties of Hawaii, Kauai and Maui on a formula basis. The formula, as established by HUD, is based on the County’s population, the extent of poverty and the extent of housing overcrowding. However, HUD may reduce the County’s allocated amount if the County is not utilizing the grant amount effectively and efficiently, and/or is found not in compliance with program requirements.

Each program or project funded by CDBG must meet at least one of the broad national objectives, be used for an eligible activity, address a priority housing or community development need and fulfill housing or community development goals as outlined in the County of Maui 2020 - 2024 Consolidated Plan as well as have a direct impact on the Applicant’s identified need.

Detailed information on the national objectives, eligible activities and program requirements may be found in the CDBG Rules and Regulations in the Federal Register, Title 24 Code of Federal Regulations (CFR), Part 570, Subpart C. The applicable federal regulations are available on the County’s website at www.mauicounty.gov/mayor/community.

CONSOLIDATED PLAN

The County’s Consolidated Plan (ConPlan) is a five-year strategic plan that addresses the County’s housing and community development needs and funding priorities. The purpose of the
ConPlan is to ensure that jurisdictions receiving federal assistance adequately direct and plan for housing and community development related needs of low- and moderate-income persons in a way that improves the availability and affordability of decent, safe and sanitary housing in a suitable living environment as well as expands economic opportunities.

In addition to serving as a strategic plan for the County’s priorities and objectives for the HUD programs, the ConPlan is also used as a decision-making tool for the County and to measure the County’s annual accomplishments of its ConPlan’s objectives by HUD. As such, projects seeking CDBG funding must be consistent with the ConPlan and address a priority housing or community development need as well as fulfill a housing or community development goal as outlined in the ConPlan.

The CDBG Program, Office of the Mayor and the HOME Program, which is administered by the Housing Division, Department of Housing & Human Concerns, developed the County of Maui 2020 - 2024 Consolidated Plan (ConPlan) with the assistance of the U.S. Department of Housing and Urban Development (HUD). The ConPlan was drafted with extensive community input through public hearings and consultations with the Maui County Council, community organizations and government agencies, and by public survey and studies.

**ANNUAL ACTION PLAN**

The County of Maui is required to submit an Annual Action Plan (AAP) for HUD’s approval that serves as the County’s annual planning document. The AAP addresses the specific activities (projects) the County will undertake during the program year to meet the ConPlan objectives with the anticipated annual CDBG fund allocation.

The activities (projects) that the County proposes to finance in the AAP are selected in accordance with the County’s Project Evaluation & Rating System. This process, which follows federal procurement standards, involves the rating and ranking of each activity (project) by an evaluation panel coordinated by the CDBG Program Office. The evaluation panel submits its recommendation to the Mayor for approval. Upon the Mayor’s approval, a Resolution itemizing the approved projects is presented to the Maui County Council for adoption. Upon adoption by the Council, the AAP is drafted, made available for public comment and then submitted to HUD for approval by May 15th each year.

**ELIGIBLE APPLICANTS FOR CDBG FUNDING**

Generally, eligible applicants for CDBG funding from the County are private non-profit entities, government agencies and Community Based Development Organizations (CBDO). Special activities and eligibility of CBDOs can be found in Title 24 CFR 570.204. Private entities organized for profit may be eligible under certain circumstances, including some rehabilitation and economic development activities as specified in Title 24 CFR 570 Subpart C.

As a general rule, CDBG assistance may not be used for religious activities. Religious organizations may be eligible to utilize CDBG funds under rules and restrictions as specified in Title 24 CFR 570.200(j).

**NATIONAL OBJECTIVES**

Proposed activities seeking CDBG funding must meet one of the following national objectives, pursuant to Title 24 CFR 570.208:
1. Principally benefit low- and moderate-income persons
2. Aid in the prevention or elimination of slums or blight
3. Designed to meet community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community where other financial resources are not available.

The prevention or elimination of slums or blight will not be addressed in the 2020 – 2024 ConPlan and community development needs having a particular urgency generally relate to major natural disasters; therefore, proposed activities on an annual basis generally meet the national objective of principally benefiting low- and moderate-income persons.

**ELIGIBLE ACTIVITIES**

The range of eligible activities that may be undertaken with CDBG funds are stipulated in the CDBG Rules and Regulations (Title 24 CFR 570.200 – 570.205 and 570.207). The applicable federal regulations are available at the CDBG Program Office and can also be found on the County’s website (www.mauicounty.gov/mayor/community).

In general, the following categories contain the major types of projects that are eligible for funding under the CDBG Program:

<table>
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<tr>
<th>PROJECTS</th>
<th>EXAMPLE</th>
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<tbody>
<tr>
<td>Acquisition or disposition of real property</td>
<td>For community development of deteriorated or undeveloped property, public facilities, preservation of historic sites or conservation activities.</td>
</tr>
<tr>
<td>Public facilities</td>
<td>For water and sewer improvements, street improvements, centers for senior citizens, homeless and other social services, recreation facilities or neighborhood facilities.</td>
</tr>
<tr>
<td>Public services</td>
<td>Provision of social services; for example: those concerned with employment, crime prevention, child care, health, drug abuse. <strong>However</strong>, to be eligible, a public service must be either a new service or a quantifiable increase in the level of an existing service.</td>
</tr>
<tr>
<td>Rehabilitation and Preservation</td>
<td>For rehabilitation of residential or commercial structures and public facilities, public housing, code enforcement or historic preservation.</td>
</tr>
<tr>
<td>Economic development</td>
<td>Acquisition of real property, site improvements or grants and loans to private entities for the purposes of economic development.</td>
</tr>
</tbody>
</table>

This list provides examples of the types of projects that may be eligible for CDBG funding. It is **NOT** intended to be inclusive. Applicants should consult the 24 CFR 570.200 – 570.205 and 570.207 for guidance on eligible activities.

A project may be clearly eligible or it may be subject to special requirements or qualifications. If there are special requirements, such as ties to other activities, the Applicant must demonstrate how the proposed project will meet the special considerations.
INELIGIBLE ACTIVITIES

Any activity not authorized under the provisions of 24 CFR 570.200 - 570.205 or that is expressly ineligible pursuant to 24 CFR 570.207, may NOT be assisted with CDBG funds.

The following is a brief list of ineligible activities that may not be funded under the CDBG Program:

<table>
<thead>
<tr>
<th>PROJECTS NOT ELIGIBLE FOR CDBG FUNDING</th>
<th>EXAMPLE</th>
</tr>
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<tbody>
<tr>
<td>Buildings or portions thereof, used for the general conduct of government</td>
<td>City halls; County administrative buildings; State Capitol or office buildings; legislative, judicial or general administrative affairs of government.</td>
</tr>
<tr>
<td>General government expenses, unless authorized in OMB Circular A-87.</td>
<td>Bad debts, contributions and donations, entertainment, fines and penalties, legislative expenses.</td>
</tr>
<tr>
<td>Political activities</td>
<td>Candidate forums, voter transportation or registration or the financing of facilities or equipment for political purposes.</td>
</tr>
<tr>
<td>Purchasing of equipment; with exceptions for projects that qualify under economic development and public service.</td>
<td>Construction, furnishing and personal property.</td>
</tr>
<tr>
<td>Operating and maintenance expenses. Exceptions to this rule are operating and maintenance expenses associated with public service activities.</td>
<td>Repairing, operating or maintaining public facilities, improvements and services.</td>
</tr>
<tr>
<td>New housing construction with exceptions.</td>
<td>New permanent residential structures.</td>
</tr>
<tr>
<td>Income payments for housing.</td>
<td>Income maintenance, housing allowances and mortgage subsidies.</td>
</tr>
</tbody>
</table>

This list provides examples of the types of projects that are ineligible for CDBG funding. It is NOT intended to be inclusive. Applicants should consult the 24 CFR 570.200 – 570.205 and 570.207 for guidance on ineligible activities.

PERCENTAGE LIMITATIONS

CDBG rules and regulations specify the following percentage limitations on the use of funds by the County:

1. At least 70% of the grant funds must be used for activities that will principally benefit low- and moderate-income persons or families.
2. A maximum of 15% of the grant funds may be used for public service activities.
3. A maximum of 20% of the grant funds may be used by the County for administering the CDBG Program.

COMPLIANCE WITH APPLICABLE FEDERAL AND STATE REGULATIONS

Organizations selected to receive CDBG funds for eligible projects will be required, if applicable, to certify, provide documentation and assure that it will comply with the following regulations, policies, guidelines and requirements with respect to the acceptance and use of federal funds:
1. The project will be conducted and administered in compliance with:

a. **Title VI of the Civil Rights Act of 1964** (Public Law 88-352, 42 U.S.C. 2000d et seq.) and implementing regulations issued at 24 CFR Part 1, which states that no person may be excluded from participation in, denied the benefits of or subjected to discrimination under any program or activity receiving federal financial assistance on the basis of race, color or national origin.

b. **The Fair Housing Act** (42 U.S.C. 3601-20), as amended, and implementing regulations issued at 24 CFR Part 100; by prohibiting acts of discrimination in the sale or rental of housing, the financing of housing or the provision of brokerage services against any person on the basis of race, color, religion, sex, national origin, handicap or familial status.

c. **Section 109 of the Housing and Community Development Act of 1974**, as amended, and the regulations issued pursuant thereto at 24 CFR 570.602; which requires that no person be excluded from participation in, denied the benefits of or be subjected to discrimination under any program or activity funded under the CDBG program on the basis of race, color, religion, national origin or sex.

d. **Section 3 of the Housing and Urban Development Act of 1968** (12 U.S.C. 1701u), as amended; which ensures that employment and other economic opportunities generated by HUD assistance or HUD assisted projects covered by Section 3 shall, to the greatest extent feasible, be directed to low-and very low-income persons, particularly persons who are recipients of HUD assistance.

e. **Executive Order 11246**, as amended by Executive Orders 11375 and 12086, and implementing regulations issued at 41 CFR Chapter 60, as set forth in 24 CFR 570.607; which is applicable to contracts in excess of $10,000, which prohibits discrimination in the employment on the basis of race, color, national origin, religion or sex.

f. **Executive Order 11063**, as amended by Executive Order 12259, and implementing regulations at 24 CFR Part 107; which prohibits discrimination against individuals on the basis of race, color, religion, sex or national origin in the sale, rental leasing or other disposition of residential property or in the use or occupancy of housing assisted with federal funds.

g. **The Rehabilitation Act of 1973** (P. L. 93-112) and implementing regulations issued at 24 CFR Part 8; which prohibits discrimination in federally assisted programs on the basis of handicap and imposes requirements to ensure that qualified individuals with handicaps have access to programs and activities that receive federal funds.

h. **The Age Discrimination Act of 1975** (P. L. 94-135) and implementing regulations issued at 24 CFR Part 146; which prohibits age discrimination in programs receiving federal financial assistance.

i. The labor standards requirements as set forth in 24 CFR 570.603 and HUD regulations issued to implement such requirements; which require compliance with the Federal Davis-Bacon Act and Related Acts for all construction contracts in excess of $2,000. Applicants will be required to obtain the applicable federal wage determination, review, approve and submit certified payrolls that validate that laborers and mechanics working on the project are paid unconditionally and not less than once a week in accordance with the project’s applicable federal wage determination.
j. The flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (42 U.S.C. 40001 et seq.) as set forth in 24 CFR 570.605; federal law requiring the purchase of flood insurance for all federally assisted projects located in a floodplain as well as the compliance with the eight-step decision making process during the environmental review for compliance with Executive Order 11988.

k. The regulations, policies, guidelines and requirements of 24 CFR Part 85, OMB Circular Nos. A-87, A-110 (implemented at 24 CFR Part 84), A-122 and A-133 and A-128, as they relate to the acceptance and use of federal funds under this federally-assisted program; which requires recipients of federal funds establish a written procurement procedure that at a minimum avoids purchasing unnecessary items, provides analysis for the most economical and practical procurement of goods and services and states a clear and accurate description of the requirements for material, product or services procured.

l. Assistance under this part shall not be used directly or indirectly to employ, award contracts to or otherwise engage the service of or fund any contractor or sub-recipient during any period of debarment, suspension or placement in ineligible status under the provisions of 24 CFR Part 24.

2. The organization will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as required under 24 CFR 570.606(a) and Federal implementing regulations; the requirements in 24 CFR 570.606(b) governing the residential anti-displacement and relocation assistance plan under Section 104(d) of the Act; the relocation requirements of 24 CFR 570.606(c) governing displacement subject to Section 104(k) of the Act; and the relocation requirements of 24 CFR 570.606(d) governing optional relocation assistance under Section 105(a)(ii) of the Act.

3. The organization will certify that no member, officer or employee or its designees or agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the program during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with the program assisted under the grant, and that it shall incorporate, or cause to be incorporated, in all such contracts or subcontracts a provision prohibiting such interest pursuant to the purposes of this certification, as set forth in 24 CFR 570.611, Conflict of Interest.

4. The organization will allow the County, HUD and/or any authorized representatives access to and the right to examine all records, books, papers or documents related to the grant.

5. The organization's notification, inspection, testing and abatement procedures concerning lead-based paint will comply with 24 CFR 570.608; all facilities constructed prior to 1978 which are occupied by families with children under seven years of age and which are proposed for rehabilitation shall be inspected for defective lead paint surfaces.

6. The organization will not attempt to recover any capital costs of public improvements assisted in whole or in part with CDBG funds by assessing any amount against properties owned and occupied by persons of low- and moderate-income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless:

a. CDBG funds received are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than under Title I of the Act; or
b. For purposes of assessing any amount against properties owned and occupied by persons
of moderate income, the grantee certifies to the Secretary that it lacks sufficient CDBG
funds to comply with the requirements of subparagraph (a) above.

7. The organization will certify that no federal-appropriated funds have been paid or will be paid,
by or on behalf of it, to any person for influencing or attempting to influence an officer or
employee of any agency, a member of Congress, an officer or employee of Congress, or an
employee of a member of Congress in connection with the awarding of any federal contract, the
making of any federal grant, the making of any federal loan, the entering into of any cooperative
agreement and the extension, continuation, renewal, amendment or modification of any federal
contract, grant, loan or cooperative agreement.

8. The organization will certify that they will provide drug-free workplaces in accordance with the

9. The organization will comply with the National Environmental Policy Act of 1969 and other
authorities as specified in 24 CFR Part 58. Such provisions are to include, but not be limited to,
Historic Properties, Flood Plain and Wetland Protection, Coastal Zone Management, Endangered Species, Air Quality, Farmlands Protection Policy Act and Environmental Justice. All projects will be required to have a completed environmental review prior to the expenditure
of CDBG funds. Applicants should assess the time to conduct the appropriate type of
environmental review within their project schedule.

10. The organization is subject to compliance with all pertinent County procurement laws in the
expenditure of funds. This shall include tax clearance requirements for final payment of CDBG
funds. The organization is responsible for ensuring that its contractors have obtained the
required certificates from the respective agencies and provide them to the CDBG Program
Office. The organization must also include recommended language for insertion into bid
specifications to ensure these requirements are addressed.

11. The organization will comply with 24 CFR 570.613, Eligibility Restrictions for Certain Resident
Aliens.

12. The organization will comply with 24 CFR 570.614, Architectural Barriers Act and the Americans
with Disabilities Act of 1968 (42 U.S.C. 4151-4157) requiring certain Federal and Federally
funded buildings and other facilities to be designed, constructed or altered in accordance with
standards that insure accessibility to, and use by, physically disabled people. A building or
facility designed, constructed or altered with funds allocated or reallocated under this part after
December 11, 1995, and that meets the definition of “residential structure” as defined in 24 CFR
40.2 or the definition of “building” as defined in 41 CFR 101-19.602(a) is subject to the
requirements of the Fair Housing Act and Architectural Barriers Act of 1968 and shall comply
with the Uniform Federal Accessibility Standards.

13. The organization will comply with handicap accessibility as appropriate in compliance with the
American with Disabilities Act (ADA), which provides comprehensive civil rights to individuals
with disabilities in areas of employment, public accommodations, state and local government
services and telecommunications and Uniform Federal Accessibility Standards (UFAS) pursuant
to 24 CFR 8.

14. The organization will comply with reporting requirements of performance objectives and
results/outputs achieved as a direct result of the use of CDBG funds as mandated by the Notice
of Outcome Performance Measurement System, Federal Register Volume 71, Number 44
(March 7, 2006) in a format defined by the CDBG Program.
APPLICATION PROCESS

The open application period is set annually, and is required to be not less than thirty (30) days in duration. For Program Year 2022, the open application period is scheduled for **Wednesday, December 1, 2021, at 7:45 AM HST to Thursday, December 30, 2021 at 3:00 PM HST.**

A Request for Proposals (RFP) Public Notice was published in the Maui News on November 12, 2021 and November 19, 2021 to announce the specific opening and closing dates of the application submission period. Upon public announcement, the submission period is firm. Project proposals or information **will not** be accepted after the open application period has closed.

Applicants may obtain an Application Packet from the CDBG Program Office once the open application period commences. The Application Packet provides all the necessary information, instructions and forms required to prepare and complete the written proposal for CDBG funding. The Application Packet is reviewed and updated annually by the CDBG Program Office, and therefore, subject to change from one program year to the next. **Applications that do not conform to the Application Packet requirements for the applicable program year, in form, content and submission, shall not be accepted and will be rejected.** Application Packets will also be made available online at the County’s website at [https://www.mauicounty.gov/140/Community-Development-Block-Grant](https://www.mauicounty.gov/140/Community-Development-Block-Grant).

The Application Instructions should be reviewed and the application should be completed carefully to ensure compliance with the Application Instructions. The Application Checklist is provided in Section IV for the Applicant’s use to verify all appropriate information is included and in the proper format. A similar checklist will also be used by the CDBG Program Office in the threshold screening process.

**Applications must be received by the deadline of Thursday, December 30, 2021 at 3:00 PM HST or postmarked no later than the aforementioned date,** as follows:

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<tr>
<th>Mailed to:</th>
<th>Hand delivered to:</th>
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<tbody>
<tr>
<td>County of Maui</td>
<td>County of Maui</td>
</tr>
<tr>
<td>Office of the Mayor, CDBG Program Office</td>
<td>Office of the Mayor, CDBG Program Office</td>
</tr>
<tr>
<td><strong>Attn: 2022 Proposal Application</strong></td>
<td><strong>Attn: 2022 Proposal Application</strong></td>
</tr>
<tr>
<td>200 South High Street</td>
<td>2154 Kaohu Street</td>
</tr>
<tr>
<td>Wailuku, Hawaii 96793</td>
<td>Wailuku, Hawaii 96793</td>
</tr>
</tbody>
</table>

Applicants must submit **EIGHT (8)** sets of the application in the following manner:

- **One (1) original signed UNBOUND** CDBG Application consisting of the application and all required documentation in **Appendices** and **Attachments** as outlined in the Application Instructions;
- **One (1) UNBOUND** copy of the CDBG Application consisting of the application and all required documentation in **Appendices** and **Attachments** as outlined in the Application Instructions; and
- **Six (6) BOUND** copies of the CDBG Application and all **applicable** documentation in **Attachments** as outlined in the Application Instructions.

Examples of bound applications are binding spines, 3-ring binder, and report folders with fasteners. Please see instruction for picture examples of what is considered bound and unbound.
Only information/data submitted by the Applicant by the deadline will be considered in the selection process. Therefore, it is critical that the CDBG Proposal Application submitted by the Applicant be complete, factual and contain all required supporting data and forms. If the proposal is found incomplete, it shall not be evaluated. Please see instructions on what is considered timely filed. The CDBG Program Office may request additional information for clarification purposes as promulgated by the CDBG Program rules to comply with the Consolidated Plan. Any additional information submitted after the application due date not requested by the CDBG Program Office will be returned.

**EARLY APPLICATION CHECK POLICY & PROCEDURES**

All applications received by 12 noon on Monday, December 20, 2021 will be eligible for the Early Application Check process which includes and will be limited to a check for application completeness. The Early Application Check will not include a check for accuracy or thorough content of the application. Only in the event that a required document(s) is inadvertently not included in an applicant’s application, will CDBG send notification via a courtesy email no later than Wednesday, December 22, 2021 at 12 noon. The required document(s) must be received and time-stamped by the CDBG Office no later than the original application deadline on Thursday, December 30, 2021 at 3:00 p.m.

**PROJECT SELECTION PROCESS**

Effective with Program Year 2004, the County of Maui implemented screening, evaluation and selection procedures to promote objectivity, equity and consistency in the selection of proposals. The process, the *Project Evaluation & Rating System*, follows federal procurement standards to accept, evaluate, and select proposals for CDBG funding. A detailed explanation of the *Project Evaluation & Rating System* is documented and included in the Application Packet (Section II).

**PROJECT IMPLEMENTATION**

Once HUD has approved the County’s Annual Action Plan, usually by July 15 of each year, the project implementation process may begin. This process includes the drafting and execution of subrecipient grant agreements, completion of the applicable environmental review, publishing of required public notices, and issuance of the Notice to Proceed. **CDBG funds may not be used for any expenses or obligation incurred prior to the completion of the environmental review requirements and issuance of the County’s Notice to Proceed.** Each individual project must be completed within twelve (12) months after the date of execution of the subrecipient grant agreement between the County and the organization (subrecipient).

**GRANT SUBRECIPIENT OBLIGATIONS**

The receipt of CDBG funds obligates the subrecipient to comply with all CDBG Program and other applicable federal statutory requirements. The requirements include, but are not limited to: compliance with federal environmental review provisions, procurement requirements, labor laws and standards; program implementation reporting and financial audits; on-site and remote monitoring requirements; and obligations regarding the future use of property acquired or improved with CDBG funds.

**CDBG PROGRAM ADMINISTRATION**

The CDBG Program for the County of Maui is administered by the CDBG Program Office, Office of the Mayor. Questions about the Community Development Block Grant Program may be directed to the CDBG Program Office at (808) 270-7213 or via email at Joe.Pontanilla@mauicounty.gov.
II. Project Evaluation & Rating System
Effective with the Program Year 2004, the County of Maui Community Development Block Grant (CDBG) Program Office adopted and implemented new screening, evaluation and selection procedures to promote objectivity, equity and consistency in the selection of proposals. This process, the **Project Evaluation & Rating System**, is a formal, competitive method which is consistent with federal procurement standards (Title 24 Code of Federal Regulations (CFR) Part 85), is deemed one of the best standards for proposal selection for the CDBG Program by HUD and was a recommendation of the Maui County Council.

The **Project Evaluation & Rating System** is designed to ensure those projects having the greatest need, are most effective in addressing that need, and are consistent with the County of Maui’s (County) Consolidated Plan and HUD national objectives are selected for CDBG funding. This process further ensures that the evaluation and selection of the projects are conducted objectively, equitably and consistently based on a credible system within the parameters of the HUD guidelines. This process follows federal procurement standards to accept, evaluate and select proposals for CDBG funding.

**Threshold Screening**

In order to be considered for evaluation for funding, the project must first meet certain minimum requirements as established by HUD and the CDBG Program Office. These requirements are identified as “Threshold Factors” and include: application submission requirements; application eligibility; project eligibility; and HUD national objectives.

Threshold factors relating to the completeness of the application, adequacy of information disclosure and eligibility requirements are screened by the CDBG Program Office utilizing the CDBG Application Threshold Screening Checklist. **If the proposal does not address or satisfy these threshold factors, the project will not be rated and considered for CDBG funding.**

The threshold requirements are:

1. **Application Submission Requirements**
   - Timeliness
   - Completeness of application
   - Adequacy of information disclosure

The application documents must be submitted in the form and completely prepared with all necessary information as specified in the Application Instructions. Applications submitted directly to the CDBG office will be date and time stamped by CDBG for purposes of determining timeliness, while applications delivered by the U.S. Postal Service (USPS) or a private courier service (United Parcel Service, Federal Express, etc.) timeliness will be determined by the official USPS postmark or by the certified electronic tracking number indicating the date and
time the application entered the courier system (adjusted to Hawaii standard date and time).

Note that a date generated by a postage metering system (Pitney Bowes, Neopost, Stamps.com, etc.) is not considered an acceptable form for purposes of determining timeliness. Should CDBG receive an application through the USPS affixed with postage generated by a postage metering system, but the USPS did not place an official postmark or the postmark is illegible, CDBG shall utilize the date and time of delivery to the CDBG office for determination of timeliness. Therefore, it is highly advisable if mailing the application through the USPS that it be sent via certified mail to obtain a tracking number.

The proposal application must be submitted no later than the deadline date and time specified in the Request for Proposals. Applications received after the date and time deadline, not accompanied with the appropriate number of copies, not in the format required and/or that are incomplete (i.e. questions left blank, questions not completely answered, supporting documentation not provided, etc.), shall be rejected without exception.

2. Application Eligibility

The applicant must satisfy the eligibility requirements and as evidenced by the required documents submitted with the application.

3. Project Activity Eligibility

The project activity must be eligible pursuant to 24 CFR 570.200 - 570.205. Furthermore, the activity cannot be expressly ineligible pursuant to 24 CFR 570.207.

4. National Objectives of the U.S. Department of Housing and Urban Development

The primary objective of the CDBG Program is the development of viable communities by promoting integrated approaches that provide decent housing, a suitable living environment, and expand economic opportunities, principally for persons of low- and moderate-income.

Each project must be consistent with the Primary Objective and at least one of the following National Objectives of HUD (24 CFR 570.208):

- Activities benefiting low- and moderate-income persons.
- Activities which aid in the prevention or elimination of slums or blight.
- Activities designed to meet other community development needs having a particular urgency.

The prevention or elimination of slums or blight is not addressed in the 2020 – 2024 ConPlan and community development needs having a particular urgency generally relate to major natural disasters; therefore, proposed activities on an annual basis generally meet the national objective of principally benefiting low- and moderate-income persons.


**Evaluation and Selection**

Each eligible application that has passed the threshold factors screening will be reviewed, rated, ranked and selected by an Evaluation and Selection Panel based on “Priority Factors”. These priority factors include: Consolidated Plan priority; project feasibility and readiness; project impact; financial considerations; and applicant attributes. The projects approved by the Evaluation and Selection Panel will be recommended for CDBG funding to the Mayor and the County Council.

The Evaluation and Selection Panel shall consist of five (5) members and one (1) alternate. All five
members and the alternate shall serve as “voting” members of the Panel, but the alternate’s scores shall only be considered in the event of a tie in scores and/or unexpected absence of a member. Members and the alternate may include, but are not limited to: Department Directors/Deputy Directors, Mayor/MD Executive Assistants, County employees, County Councilmembers and members of the general public. A Councilmember shall be invited to participate on the Panel annually. The Councilmember may designate a representative if he/she may not be able to participate on the Panel.

The following restrictions shall also apply: (1) no individual may serve on the Panel for more than two consecutive assignments, (2) every attempt will be made to have the majority of the Panel be comprised of members of the general public; and (3) no member or the alternate of the Panel shall be on the Board of any applicant, be the Department Director or Deputy Director for which an application was submitted, or serve in any other capacity with an applicant which shall be construed to represent a potential conflict of interest. The CDBG Manager shall also participate on the Panel, as a non-voting member, for the purposes of providing guidance, comment and feedback as needed by the Panel. All members and the alternate of the Panel shall be selected and are subject to the approval of the Mayor.

Each application shall be scored independently on Priority Factors by each member of the Evaluation and Selection Panel utilizing the 2022 Application Rating Sheet. For each application, the evaluator shall complete the entire 2022 Application Rating Sheet by providing a score for each evaluation element included in the rating sheet (with a maximum score of 100). Upon completion of the 2022 Application Rating Sheet, the score for each evaluation element shall be summarized (in ink) on the 2022 Application Rating Summary Sheet and a grand total score shall be computed. The evaluator shall date and initial the completed 2022 Application Rating Summary Sheet prepared for each application.

### Priority Factors

<table>
<thead>
<tr>
<th>Project Evaluation Element</th>
<th>Maximum Points</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Consolidated Plan Priority &amp; Need</td>
<td></td>
<td>25%</td>
</tr>
<tr>
<td>– Community Development Goals</td>
<td>65</td>
<td></td>
</tr>
<tr>
<td>– Priority Community Development Needs</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td>2. Project Readiness</td>
<td>25%</td>
<td></td>
</tr>
<tr>
<td>– Timely Completion and Expenditure of CDBG Funds</td>
<td>45</td>
<td></td>
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<tr>
<td>– Environmental Considerations</td>
<td>35</td>
<td></td>
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<tr>
<td>– Additional Actions</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>3. Project Impact and Delivery</td>
<td></td>
<td>20%</td>
</tr>
<tr>
<td>– Achievement of Expected Results</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>– Target Clientele</td>
<td>25</td>
<td></td>
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<tr>
<td>– Number of Beneficiaries</td>
<td>25</td>
<td></td>
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<tr>
<td>– Business Plan Approach</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>4. Financial Considerations</td>
<td></td>
<td>15%</td>
</tr>
<tr>
<td>– Sufficiency and Leveraging of Resources</td>
<td>35</td>
<td></td>
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<tr>
<td>– Fiscal Support and Viability</td>
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<td></td>
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<tr>
<td>– Project Budget Detail/Use of Funds</td>
<td>30</td>
<td></td>
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<tr>
<td>5. Applicant Attributes</td>
<td></td>
<td>15%</td>
</tr>
<tr>
<td>– Project Management Ability and Capacity</td>
<td>40</td>
<td></td>
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<tr>
<td>– Past Performance/Experience</td>
<td>30</td>
<td></td>
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<tr>
<td>– Quality of Application</td>
<td>30</td>
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</tbody>
</table>
After all applications are reviewed and rated independently by each panel member, the completed 2022 Application Rating Summary Sheets are submitted to the CDBG Program Office for compilation and consolidation. The CDBG Program Office will provide a summary of results to each panel member for their review within two weeks of the submission of all Application Rating Summary Sheets to the CDBG Program Office. The summary of results will include comparative analyses by priority factor, the initial composite score and project ranking for each application. The summary of results will also include CDBG percentage limitations as established by the Code of Federal Regulations for the distribution of resources among funded activities.

Final Selection

The CDBG Program Office shall consult with the Department of Housing and Urban Development, Office of Community Planning and Development (HUD-CPD) and the Mayor to determine the appropriate and necessary funding level for the Program Administration and funding balance available for project proposals prior to the formalization of the CDBG projects funding recommendation. In compliance with HUD regulations, 24 CFR 570.200(g), the Program Administration funding shall not exceed 20% of the HUD allocation for the program year. The funding levels shall be determined based on the most current HUD allocation estimate available at the time of final project selection.

The Evaluation and Selection Panel members will meet to discuss the compiled results and ranking of each proposed project. In this meeting, evaluators may revise their scores of individual rating elements based on the discussion raised in the meeting; however, each revised score will be subject to the approval of the simple majority of the Panel (51% or 3 of the 5-member Panel) at the time of discussion.

Discussion of the panel meeting shall be documented in the minutes of the meeting, including discussion resulting in changed scores. If any evaluation element score is adjusted by an evaluator as a result of the discussion during the panel meeting, the final composite score shall be recalculated and project ranking adjusted.

The Evaluation and Selection Panel members will review the adjusted, final rating and ranking results, and formally approve the CDBG project funding recommendation, which shall include the projects and the amount to be funded for each project. Approval by a simple majority of the Panel (51% or 3 of the 5-member Panel) shall constitute approval of the recommended projects. The Panel-approved funding recommendation shall consist of all projects having a minimum composite score of 325 points (out of a maximum of 500 points), ranked from the highest to the lowest composite rating score. Ranked projects will be funded up to the estimated funding balance available for project proposals. The last ranked recommended project may be only partially funded depending on the remaining balance available after all higher ranked projects are allocated funds. Furthermore, projects selected will also be in compliance with the percentage limitations stipulated by the CDBG regulations regarding the distribution of resources among activities funded (570.201 (e) (1) 15% public service cap; 570.200 (a) (3) 70% low/mod income activities). Projects ranked after the last ranked recommended project will be suggested as alternate projects that may be funded if the recommended projects prove not feasible for funding.

Approval

The Panel approved funding recommendation will be submitted to the Mayor for review and approval, in its entirety. Upon the Mayor’s approval, the funding recommendation shall also be subject to public announcement and a 30-day public comment period. Upon completion of the public comment period, the final projects funding recommendation shall be included in the Resolution (Authorizing the
Filing of an Application with the Department of Housing and Urban Development, United States of America, for a Grant Under the Community Development Block Grant Program) to the Maui County Council for adoption. The funding recommendation will also be incorporated into the County’s Annual Action Plan submission of the Consolidated Plan to HUD for approval and Congressional authorization and release.

If the CDBG projects funding recommendation is not approved by the Mayor and/or the Council, a new competitive open application process shall be initiated by the CDBG Program Office and be subject to the Project and Evaluation Rating System within the HUD annual action plan submission requirements.

All projects that had been selected and proposed in the funding recommendation that had been unapproved by the Mayor and/or Council shall not be eligible to apply for the CDBG funds for that same program year (HUD advisement, April 6, 2015).
### 2022 CDBG APPLICATION - PRIORITY FACTORS
#### SUMMARY RATING SHEET

**Project Name:** ______________________________ **Amount Requested:** ________________

<table>
<thead>
<tr>
<th>Section</th>
<th>Points Allowed</th>
<th>Points Earned</th>
<th>Section Score</th>
<th>TOTAL:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Consolidated Plan Priority (25%)</strong></td>
<td>100</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td><strong>2. Project Readiness (25%)</strong></td>
<td>100</td>
<td></td>
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<td>Timely Completion/ Expenditure of CDBG Funds</td>
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<td>100</td>
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<tr>
<td>Application Quality</td>
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</tbody>
</table>

**TOTAL SCORE** __________

**Rater:** ______________________________ **Date:** __________

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*2022 CDBG Application Packet - Application Rating Sheet (Revised 9/21)*
1. **Consolidated Plan (ConPlan) Priority (25%)**

The project proposal shall be examined in relation to the County’s housing and community development goals and funding priorities as presented in the 2020 - 2024 Consolidated Plan (ConPlan) Priorities and Goals. The ConPlan is a five-year plan, developed with community input, studies and assessments, that serves as a key strategic planning tool; providing guidance and direction for the County in administering its federal program funds to address its housing and community development goals and priority needs over the ConPlan’s five-year period. The 2020 - 2024 ConPlan is effective for the period of July 1, 2020 through June 30, 2024.

HUD measures the County’s performance on its accomplishment of its ConPlan goals. As such, project proposals that are consistent with the County’s ConPlan Priority and Goals shall be rated accordingly.

**ConPlan Community Development Goals**

<table>
<thead>
<tr>
<th>Points</th>
<th>Points Allowed</th>
<th>Project Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>65 pts</td>
<td>65 pts</td>
<td>Maximum Impact. Project is consistent with the 2020 - 2024 ConPlan Priorities and Goals. It supports a strategic goal, addresses the problem/need, and is an activity identified in the ConPlan. Information and supporting documentation provided in the application is comprehensive, and provides reasonable and clear indication that the project is expected to completely satisfy an unmet HUD strategic goal and activity, and will fully generate the expected outcome(s) as identified in the ConPlan.</td>
</tr>
<tr>
<td>50 pts</td>
<td>50 pts</td>
<td>Substantial Impact. Project is consistent with the 2020 - 2024 ConPlan Priorities and Goals. It supports a strategic goal, addresses the problem/need, and is an activity identified in the ConPlan. The information and supporting documentation presented is not as clear and comprehensive, but it appears very probable that the project is expected to completely satisfy an unmet strategic goal and activity, and will generate the expected outcome(s) as identified in the ConPlan.</td>
</tr>
<tr>
<td>30 pts</td>
<td>30 pts</td>
<td>Moderate Impact. Project is consistent with the 2020 - 2024 ConPlan Priorities and Goals. It supports a strategic goal, addresses the problem/need, and is an activity identified in the ConPlan. The information and supporting documentation presented is minimally sufficient; however, it also appears that it will only somewhat address and it is unclear as to the degree of which the project will satisfy an unmet HUD strategic goal and activity, and generate the expected outcome(s) as identified in the ConPlan.</td>
</tr>
<tr>
<td>10 pts</td>
<td>10 pts</td>
<td>Minimal Impact. Project is consistent with the 2020 - 2024 ConPlan Priorities and Goals. It supports a strategic goal, addresses the problem/need, and is an activity identified in the ConPlan. The information and supporting documentation presented is incomplete, inaccurate or contradictory to the need it proposes to address OR the ConPlan goal and expected outcome has already been fulfilled and/or the problem/need has already been addressed.</td>
</tr>
</tbody>
</table>
2. Project Readiness (25%)

Project readiness assesses the project’s ability to start upon receiving funding and be completed in a timely manner. Consideration shall be given to proposals which demonstrate project readiness - projects which exhibit the greatest likelihood to start immediately upon receiving CDBG funding approval (expected on or about October 2022 or as early as May 2022 if Pre-Award is authorized) and the practicability to expend CDBG funds within or less than a one-year period; and be without factors which would cause undue delays. It is to the applicant’s benefit that its project budget clearly demonstrates that CDBG funds will be encumbered (committed) and expended within the desired one-year time frame or less. Factors to be considered in this area include (a) the Project Schedule (start and completion timetable), (b) the availability of resources (including all non-CDBG, federal, state, county or private funding sources), (c) environmental review requirements, and (d) any additional actions that may affect the timely implementation of the project.

Completion Timetable. In order to satisfy HUD timeliness standards, CDBG projects are intended to be completed within one year of funding. Evaluate the Project Schedule to determine if the project schedule is reasonable (that the project can start by the planned schedule date and can be completed within the scheduled period of time), that the project is ready to commence upon approval/receipt of the funding (estimated date of October 1, 2022) and that the CDBG funds to be utilized are drawn-down and expended in a timely and regular manner within a one-year time frame or less.

**Project Completion Timetable:**

**Effective Expenditure of CDBG funds**

40-45 pts Maximum Pace - The project schedule is comprehensive and includes evidence/clear documentation that the project is ready to start upon approval/receipt of funding and/or is very likely to be completed in less than one year of project funding. Project milestones (activities) and other critical elements necessary to accomplish the project are identified in the schedule and assigned time periods for each activity appear reasonable and achievable. It is certain or highly probable that CDBG funds will be fully expended within the first 11 months (from October 2022 to August 2023) of the project’s funding or less.

30-35 pts Substantial Pace - The project schedule is comprehensive. Documentation indicates that the project will be ready to start within one month of approval/receipt of funding (by November 2022) and/or may take 12 months or slightly longer to be completed. Project milestones (activities) and
other critical elements necessary to accomplish the project are identified in the schedule and assigned time periods for each activity appear reasonable and achievable. It is somewhat likely CDBG funds will be fully expended by the first 12 months of the project’s funding (by September 2023) and very probable that it will be expended within the first 15 months (by December 2023).

15-20 pts Moderate Pace - The project schedule is comprehensive. Documentation indicates that the project is more likely to start later than one month from approval/receipt of funding and/or not be completed within the first 15 months of funding. Project milestones (activities) and other critical elements necessary to accomplish the project are identified in the schedule and assigned time periods for each activity appear reasonable. It is not likely CDBG funds will be fully expended by the first 15 months of the project’s funding and probable that it may take up to 18 months to be fully expended (by March 2024).

5-10 pts Minimal Pace - The project start date is somewhat uncertain or has not been established and the project schedule is inadequately prepared with key information missing from the schedule and/or time periods are not reasonable. It is likely that the full expenditure of CDBG funds will extend beyond the first 18 months of the project’s funding.

0 pts The project schedule is poorly prepared and/or time periods are unrealistic and/or not achievable. It is highly likely that the expenditure of CDBG funds will extend beyond the first 24 months of the project.

Environmental Review Requirements

Federal environmental review requirements pursuant to Title 24 CFR 58 must be fully and completely satisfied for all projects selected for funding prior to any commitment of funds. Consequently, to the extent possible, it is important to assess any environmental matters at the selection stage to determine its significance on the proposal. The extent to which the applicant has considered and acted upon, and/or is able, committed and willing to act upon potential environmental concerns are important and critical to the success of the project. Some examples are: relocation of activities from a flood plain, the effect of increased traffic in a neighborhood resulting from a funded activity, historic sites, hazardous material, etc.

Environmental matters (identified in Section VII. D. of the application) and how they will be addressed, if necessary and appropriate, should be thoroughly discussed by the applicant.

35 pts Federal environmental review requirements (24 CFR 58) have been completed and adequately addressed, and no further action is needed at the time of application filing; OR the project is classified as an “exempt” activity under 24 CFR 58 (i.e., the project will not have a physical impact on or result in any physical changes to the environment).

30-32 pts Matters were identified (marked as “Yes” in Section VII. D.) as requiring actions to address federal review requirements. The applicant has been proactive; and has developed a plan and is in the process of aggressively addressing these issues to minimize the impact on its project start date. The Applicant provides information that indicates a high probability that all environmental review requirements shall be resolved by September 2022 (prior to the approval and receipt date of funding).

24-27 pts A few matters (three or less) were identified as requiring actions and/or potentially requiring actions to address federal review requirements (marked as “Yes” in Section VII. D.). Due to Applicant’s ability, addressing these potential actions can be performed in a somewhat timely
manner and without difficulty. The applicant provides a plan to address these matters and/or expresses knowledge, commitment, ability and willingness to address these issues. There is some potential that the environmental review requirements may be resolved by September 2022 (prior to the approval and receipt date of funding) and no later than 90 days after (by December 2022).

17-20 pts Several matters (four or less) were identified as requiring actions and/or potentially requiring actions to address federal review requirements (marked as “Yes” in Section VII. D.). Applicant appears to have some ability to addressing these potential actions, and will likely require at least 120 days beyond September 2022 to complete the environmental review requirements (by January 2023). The applicant expresses knowledge, commitment, ability and willingness to address these issues.

11-15 pts Several matters (four or less) were identified as requiring actions and/or potentially requiring actions to address federal review requirements (marked as “Yes” in Section VII. D.). Applicant appears to have minimal ability to addressing these potential actions and will require additional technical assistance to ensure the environmental requirements are met. It is probable that the environmental requirements may require at least 180 days beyond September 2022 (up to March 2023) to be completed. The applicant expresses commitment, ability and willingness to address these issues.

5-9 pts Many (five or more) were identified as requiring actions and/or potentially requiring actions to address federal review requirements (marked as “Yes” in Section VII. D.). The issues may be significant and difficult, requiring significant technical assistance and addressing these potential actions may require more than 180 days beyond September 2022 to complete, which shall adversely affect the timely completion of the project. The applicant expresses commitment, ability and willingness to address these issues.

0 pts Matter(s) were identified as requiring actions and/or potentially requiring actions to address federal review requirements (marked as “Yes” in Section VII. D.). The applicant does not appear knowledgeable, committed, able or willing to address these issues.

Additional Actions Needed 20 _______

Additional actions may have a significant impact on the start up, progress and completion of the project. Matters that may have a critical impact on the progress of a project include, but are not limited to, site control, land use designation, plans and project design, and community support. These matters shall be considered together, as a whole, to evaluate the impact on the project and its ability to start upon approval and receipt of funding (October 1, 2022).

20 pts No additional action(s) is needed. The applicant has full and complete site control. There are no issues anticipated with land use designation, zoning, plans, project design, community support or any other issues. Therefore, the project will be able to commence as planned.

15 pts The applicant has realistically identified action(s) and/or problem(s) relating to site selection, land use designation, zoning, plans, project designs or other issues may exist, but they appear relatively minor and the applicant exhibits the understanding and capacity to address these concerns. It appears highly probable that the concerns will be resolved before the approval and
receipt of funds (by September 2022) and no adverse effect on the project commencement is anticipated.

10 pts The applicant has realistically identified action(s) and/or problem(s) relating to site selection, land use designation, zoning, plans, project designs or other issues may exist. The actions are somewhat complicated to resolve. The applicant has developed and implemented a comprehensive plan, and is already in the process of addressing these concerns. The concerns appear to be fully resolvable, but also likely to adversely impact the project’s implementation with delays up to three months after funding (by December 2022) to resolve.

5 pts The applicant has realistically identified some action(s) and/or problem(s) relating to site control, land use designation, zoning, plans, project designs or other issues may exist. The actions are complicated to resolve. The applicant has developed a plan to address these concerns. The problems appear to be fully resolvable, but also likely to adversely impact the project’s implementation with delays extending beyond three months (beyond December 2022) after funding to resolve.

0 pts Extensive additional action and/or problems have been identified or pose a potential significant concern in regards to site control, land use designation, zoning, plans, project designs or other issues. The applicant appears unsure as to how to address the issues and/or the problems do not appear to be fully resolvable without negatively impacting the project’s implementation with delays extending beyond six months after funding (March 2023) to resolve.

3. Project Impact and Delivery (20%)

The impact of the project, as presented and described in the application, will be evaluated based on the information presented by the applicant in the narratives explaining the Community Development Need and Project Description. The applicant should clearly explain the merits of the project focusing on the results and benefits to be achieved with the implementation of the project, the clientele that will directly benefit from the project and its long-term strategy and plan to ensure that the project continues to provide and maintain or increase these results.

Achievement of Expected Results 30 ______

25-30 pts Maximum Impact. The applicant clearly and completely describes the significance of the need, and provides supporting documentation and statistics fully substantiating this need. The activity proposed for funding addresses the described need and successfully resolves the problem completely. The achievement of the results is realistic and reasonable.

15-20 pts Moderate Impact. The applicant explains the significance of the need, and provides some supporting documentation and/or statistics that somewhat relate to the need. The proposed project would have a major impact on addressing the described need, but would not completely resolve the problem. The achievement of the results is somewhat realistic and reasonable.

5-10 pts Minimal Impact. The applicant describes the need, but not clearly or completely and provides minimal or no supporting documentation and/or statistics that relate to the need. The proposed project would have some impact on addressing the described need, but significant areas are not addressed. The achievement of the results is not realistic and reasonable.
0 pts  **No Impact.** The need, as described, appears questionable as to its significance and seriousness to the community. The proposed project does not clearly address how the described need would be addressed or the project would be ineffective in resolving the described need.

### Target Clientele

This section will address the impact of the low- and moderate-income persons served. It will measure the effectiveness of the project in regards to the number of the low- and moderate-income persons served.

<table>
<thead>
<tr>
<th>Points Allowed</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>_____</td>
</tr>
</tbody>
</table>

- **25 pts Maximum Impact** - Direct benefit of 100% of project restricted to serving low- and moderate-income persons (includes area-wide benefit).
- **20 pts Substantial Impact** - Direct benefit of less than 100%, but at least 85% of project restricted to low- and moderate-income persons.
- **15 pts Moderate Impact** - Direct benefit of less than 85% but at least 70% of project restricted to low- and moderate-income persons.
- **10 pts Minimal Impact** - Direct benefit of less than 70% but at least 51% of project restricted to low- and moderate-income persons.

### Number of Persons/Households to Benefit:

The per capita cost effectiveness of a proposed project is an important measurement in assessing overall cost-effectiveness. Consider the total cost of the proposed project (not just the CDBG funding request) and the total number of persons served (not just the income eligible beneficiaries) to measure per capita cost effectiveness in its achievement and delivery of project results.

<table>
<thead>
<tr>
<th>Points Allowed</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>_____</td>
</tr>
</tbody>
</table>

- **25 pts Maximum Impact:** Per capita cost of $1 - $5,000 per person/household
- **15 pts Substantial Impact:** Per capita cost of $5,001 - $20,000 per person/household
- **10 pts Moderate Impact:** Per capita cost of $20,001 - $50,000 per person/household
- **5 pts Minimal Impact:** Per capita cost of greater than $50,001 per person/household

**NOTE:** The CDBG Program Office acknowledges that economic development proposals may have a lesser percentage of low and moderate income benefit due to program requirements (public benefit standards). In these cases, less benefit will not necessarily preclude a project from receiving the maximum score.

### Business/Operations Plan

16-20 pts The proposal fully and thoroughly identifies the major critical issues and factors to implement and maintain the project objectives over the long term. The proposal addresses how these issues will be resolved to sustain the project results and ensure continued success after the implementation of the project. The approach is sound and reflects a clear understanding of the issues involved and how they will be resolved.

11-14 pts The proposal appears to identify most of the major critical issues and factors to implement and maintain the project objectives over the long term. The proposal somewhat addresses how some of these issues will be resolved to sustain the project results and ensure continued success after the implementation of the project.
4-8 pts  The proposal appears to identify some of the major critical issues and factors to implement the project and maintain the project objectives over the long term, but does not address how these issues will be resolved to sustain the project results and ensure continued success after the implementation of the project.

0 pts  The proposal does not address major issues to implement the project and maintain the project objectives over the long term, nor how these issues will be resolved to sustain the project results and ensure continued success after the implementation of the project.

4. Financial Considerations (15%)

Financial considerations are also key in assessing a project’s ability to be completed successfully and timely. Factors to be considered in this area include (a) the availability and sufficiency of resources (including all non-CDBG, federal, state, county or private funding sources), (b) the leveraging of resources, (c) fiscal support for the project for its continued viability and (d) the project budget’s accuracy, reasonableness and completeness in determining the financial needs of the project.

Sufficiency and Leveraging of Resources. The sufficiency of resources and leveraging element is intended to ensure that the funding requirements of the proposed project have been thoughtfully considered to ensure the project’s successful implementation. This assessment considers the adequacy and availability of the funding needs of the total project to determine its ability to start as planned and ensure that its funding requirements can be met. The evaluation also considers and encourages the use of resources and funds over and above the CDBG funds applied for in the undertaking of the project.

Sufficiency and Leveraging of Resources

<table>
<thead>
<tr>
<th>Points Allowed</th>
<th>Points Earned</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>35</td>
<td>____________</td>
<td>Funding needs are clearly identified to address the total project requirements. Other sources of funds have been <strong>secured and firm</strong> written commitments have been obtained for the project, such that upon approval of the CDBG funds, the project may commence immediately. Other sources of funds comprise of <strong>20% or more</strong> of the total project cost requirements.</td>
</tr>
<tr>
<td>25</td>
<td>____________</td>
<td>Funding needs are clearly identified to address the total project requirements. Other sources of funds have been <strong>secured and firm</strong> written commitments have been obtained for the project, such that upon approval of the CDBG funds, the project may commence immediately. Other sources of funds comprise <strong>less than 20% but at least 10%</strong> of the total project cost requirements.</td>
</tr>
<tr>
<td>15</td>
<td>____________</td>
<td>Funding needs are clearly identified to address the total project requirements. The project is reliant solely on CDBG funds to finance the entire project with no plans of leveraging.</td>
</tr>
<tr>
<td>10</td>
<td>____________</td>
<td>Funding needs are clearly identified to address the total project requirements, but <strong>not completely secured and confirmed</strong>. Plans to secure other sources of funds are underway and information is presented to conclude that it is very probable that these other sources of funding will be obtained timely such that upon approval of the CDBG funds, the project may commence immediately or within 3 months after funding has been approved.</td>
</tr>
<tr>
<td>5</td>
<td>____________</td>
<td>Funding needs are identified to address the total project requirements. Plans to secure other sources of funds have been developed and/or underway, but it is questionable whether these</td>
</tr>
</tbody>
</table>
2022 APPLICATION RATING SHEET

Project Name: ____________________________ Rater’s Initials __________

<table>
<thead>
<tr>
<th>Points Allowed</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Viability</td>
<td>35 ______</td>
</tr>
</tbody>
</table>

0 pts Funding needs are identified, but incompletely addresses the total project requirements. CDBG funds would have little impact to complete the project and no other resources have been identified or secured.

35 pts Applicant’s audited financials indicate that the applicant appears to have more than sufficient long-term financial resources necessary to ensure the operating viability of the facility/project is sustained relative to the duration of the use restriction required**. Audit report of independent CPA does not reveal any on-going and/or going concerns, risks and/or material weaknesses of entity.

20-30 pts Applicant's audited financials indicate that the applicant appears to have a sufficient amount of the long-term financial resources necessary to ensure the operating viability of the facility/project is sustained relative to the duration of the use restriction required**. Audit report of independent CPA does not reveal any on-going and/or going concerns, risks and/or material weaknesses of entity.

10-15 pts Applicant's audited financials indicate that the applicant does not appear to have the long-term financial resources necessary to ensure the operating viability of the facility/project, but have formalized strategies and firm plans to secure financial resources to ensure the operating viability of the facility/project is sustained relative to the duration of the use restriction required**. Audit report of independent CPA does not reveal any on-going and/or going concerns, risks and/or material weaknesses of entity.

5 pts Applicant has been in operation less than 2 years and/or is not able to provide audited financial statements. Therefore, an assessment of the financial viability and sustainability of the entity is difficult to perform, if not questionable.

0 pts Applicant has none of the long-term financial resources necessary to ensure the operating viability of the facility/project is sustained relative to the duration of the use restriction required** and/or audit report of independent CPA reveal on-going and/or concerns, risks and/or material weaknesses of entity.

** The County of Maui restricted use period of the project is correlated to the use of the funds in accordance with the Title 24, Code of Federal Regulations as follows:

<table>
<thead>
<tr>
<th>Use of CDBG funds for:</th>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>570.201(a) Acquisition of real property</td>
<td>7</td>
</tr>
<tr>
<td>570.201(b) Disposition</td>
<td>5</td>
</tr>
<tr>
<td>570.201(c) Public facilities &amp; improvements</td>
<td>7</td>
</tr>
<tr>
<td>570.201(d) Clearance activities</td>
<td>5</td>
</tr>
<tr>
<td>570.201(e) Public services – new public service or a quantifiable increase thereof</td>
<td>5</td>
</tr>
<tr>
<td>Section Reference</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>570.201(f)</td>
<td>Interim assistance</td>
</tr>
<tr>
<td>570.201(g)</td>
<td>Payment of non-federal share</td>
</tr>
<tr>
<td>570.201(h)</td>
<td>Urban Renewal Completion</td>
</tr>
<tr>
<td>570.201(i)</td>
<td>Relocation</td>
</tr>
<tr>
<td>570.201(j)</td>
<td>Loss of rental income</td>
</tr>
<tr>
<td>570.201(k)</td>
<td>Housing services</td>
</tr>
<tr>
<td>570.201(l)</td>
<td>Privately owned utilities</td>
</tr>
<tr>
<td>570.201(m)</td>
<td>Not applicable – repealed</td>
</tr>
<tr>
<td>570.201(n)</td>
<td>Homeownership assistance</td>
</tr>
<tr>
<td>570.201(o)</td>
<td>Micro-enterprise assistance</td>
</tr>
<tr>
<td>570.201(p)</td>
<td>Technical assistance</td>
</tr>
<tr>
<td>570.201(q)</td>
<td>Assistance to institutions of higher education</td>
</tr>
<tr>
<td>570.202(a)</td>
<td>Eligible rehabilitation and preservation activities</td>
</tr>
<tr>
<td>570.202(c)</td>
<td>Code Enforcement</td>
</tr>
<tr>
<td>570.202(d)</td>
<td>Historic Preservation</td>
</tr>
<tr>
<td>570.202(e)</td>
<td>Renovation of closed buildings</td>
</tr>
<tr>
<td>570.202(f)</td>
<td>Lead-based paint hazard evaluation and reduction</td>
</tr>
<tr>
<td>570.203</td>
<td>Special economic development</td>
</tr>
<tr>
<td>570.204</td>
<td>Special activities by Community-Based Development Organizations (CBDO)</td>
</tr>
<tr>
<td>570.205</td>
<td>Planning and policy capacity building activities</td>
</tr>
</tbody>
</table>

**Project Budget Detail/Use of CDBG Funds.** The project budget element evaluates the reasonableness of the project’s cost estimates, assumptions used in determining the cost estimates, attention to detail, the mathematical accuracy of the project budget tables and schedules and the overall cost effective use of CDBG funds.

**Project Budget**

- **30 points**

  **25-30 points** Project budget appears accurate, comprehensive and detailed. Project costs are completely and clearly documented, project activities are itemized in detail and appear reasonable and justified (assumptions are logical and clearly substantiate cost estimates). The project budget schedule is presented logically and is mathematically accurate. The CDBG funds will be used in the most cost-effective manner.

  **10-15 points** Project activity costs are itemized and appear to be reasonable, but the costs and assumptions are not clear or well documented. The project budget schedule is substantively mathematically accurate (i.e. minor footing errors noted), and/or does not appear complete.

  **0 points** Project costs appear to be questionable and/or unreasonable; assumptions are unclear and/or poorly documented. The project budget schedule is substantively mathematically incorrect and/or the CDBG funds do not appear to be used in a cost-effective manner.
5. Applicant Attributes (15%)

The applicant evaluation element is intended to ascertain that the applicant has the necessary qualifications, ability and resources to effectively and successfully carry out the project. Additionally, as a subrecipient, the applicant must have the managerial and technical capacity to be able to administer the project in compliance with the CDBG Program rules and regulations. Applicants who have received CDBG funds in the past will be evaluated on the basis of their past performance. If the applicant has not received a Block Grant in the past, it will be rated on related information included in its application.

Project/ Program Management Capacity 40 ______

30-40 pts The Applicant clearly documents or shows evidence of the necessary competencies, skill set, management capacity, professional experience and qualifications to successfully manage and complete the project. The Applicant also clearly understands its responsibility for income compliance in regards to primarily benefitting low- and moderate-income beneficiaries; the Applicant has clearly described the process and controls the project will utilize for income verification; and the Applicant has the ability and capacity to implement this process successfully. The Applicant has been in operation for 10 or more years, and its executive management and personnel directly responsible for the implementation of the project has served in his/her capacity of responsibility or has comparable proven professional experience of at least 7 years. The Applicant has a comprehensive financial sustainability plan and is implementing the plan which includes substantial efforts to raise funds from private sources to offset and reduce the dependency on government grants with goals of being financially self sustaining in the future. The applicant appears to have no conflict of interest or significant conflict of interest that have been completely addressed and resolved.

15-25 pts The Applicant appears to have most of the necessary competencies, skill set, management capacity, professional experience and qualifications to successfully manage and implement the project, but it is not well documented. The Applicant also appears to understand its responsibility for income compliance in regards to primarily benefitting low- and moderate-income beneficiaries; but the Applicant has not clearly or fully described the process and controls the project will utilize to ensure compliance; and/or there is some uncertainty whether the Applicant has the ability and capacity to implement such a process. The Applicant has been in operations 5 or more years, and its executive management and personnel directly responsible for the implementation of the project has served in his/her capacity of responsibility or has comparable proven professional experience of at least 3 years. The applicant has a proposed financial sustainability plan which includes substantial efforts to raise funds from private sources to offset and reduce the dependency on government grants and will be implemented within the next six (6) to twelve (12) months. The Applicant appears to have significant conflict of interest that have been addressed and is partially resolved.

5-10 pts The Applicant appears to have some of the necessary competencies, skill set, management capacity, professional experience and qualifications to successfully manage and complete the project (documentation is unclear). The Applicant also appears to not fully understand its responsibility for income compliance in regards to primarily benefitting low- and moderate-income beneficiaries; the Applicant did not describe the process and controls the project will utilize to ensure compliance; and the Applicant does not appear to have the ability and capacity to implement such a process. The applicant has a proposed financial sustainability plan which
includes efforts to raise funds from private sources to offset and reduce the dependency on government grants. The applicant appears to have significant conflict of interest that have been partially addressed but remains unresolved.

0 pts  The Applicant appears to have very minimal or none of the necessary competencies, skill set, and capacity to successfully manage the project (documentation is unclear). The Applicant also appears to not fully understand its responsibility for income compliance in regards to primarily benefitting low- and moderate-income beneficiaries; the Applicant did not describe the process and controls the project will utilize to ensure compliance; and the Applicant does not appear to have the ability and capacity to implement such a process. The applicant does not have a financial sustainability plan or a proposed financial sustainability plan which includes efforts to raise funds from private sources to offset and reduce the dependency on government grants. The applicant appears to have significant conflicts of interest that have not been addressed and remains unresolved.

Past Performance/Experience 30 ______

30 pts  The Applicant has extensive past experience with CDBG and other federal funding programs. The Applicant has been directly involved in 5 or more federally funded projects within the past five years of which at least 3 projects involved CDBG funding that were completed successfully and timely. This Applicant has had no problems substantiating low- to moderate-income CDBG compliance for past projects. This Applicant has been timely in CDBG project implementation and timely, complete and accurate with CDBG reporting requirements. If the Applicant has been involved in more than 3 projects funded by CDBG, the latest projects are considered in the evaluation.

25 pts  The Applicant has adequate past experience with CDBG and other federal funding programs. The Applicant has been directly involved in 3 or more federally funded projects within the past five years of which 1 project involved CDBG funding which was completed successfully and timely. This Applicant has had no problems substantiating low- to moderate-income CDBG compliance for past projects. This Applicant has been timely in CDBG project implementation and timely, complete and accurate with CDBG reporting requirements. If the Applicant has been involved in more than 1 project funded by CDBG, the most recent project is considered in the evaluation.

15 pts  The Applicant has some past experience with federally funded projects. The Applicant has been directly involved in 3 or more federally funded projects within the past five years which were completed OR the Applicant experienced problems implementing past CDBG projects timely, but the project was completed successfully. This Applicant has had or may have problems substantiating low- to moderate-income compliance for past projects (if applicable). The Applicant may have difficulty complying with CDBG Program requirements and/or federal overlay statutes.

10 pts  The Applicant has little past experience with CDBG and/or federally funded projects OR the Applicant had extensive problems in implementing past CDBG projects timely and/or substantiating low- to moderate-income compliance and/or meeting CDBG reporting requirements and/or other requests for information by the County.

0 pts  This Applicant appears to have no related professional experience with CDBG and/or other federal funding programs.
Quality of Application

25-30 pts  The application is logical, clear, well written, accurate and attentive to detail, but also concise with appropriate statistical information and supporting documentation provided to thoroughly support any conclusions provided.

18-23 pts  The application is adequately written, but statistics, observation and/or conclusions are not well documented.

11-16 pts  The application is adequately written, but statistics, observations and/or conclusions are not well documented and inconsistencies and/or errors were noted.

5-9 pts  The application is adequately written, but statistics, observations and/or conclusions are not well documented; inconsistencies and/or errors were noted; and some application instructions were not followed. The credibility of information and statistics provided appear questionable.

0 pts  The application is poorly written, statistics, observations and conclusions are not documented, and apparent and substantive internal inconsistencies and material errors were noted. A majority of the application instructions were not followed. The credibility of information and statistics provided is questionable.
III. Submission Schedule
SUBMISSION SCHEDULE
ANNUAL ACTION PLAN
for Program Year 2022

*DATES ARE SUBJECT TO CHANGE

Finalize 2022 Planning Requirements  September - October 2021
Public Hearings (solicit input on CDBG needs via Bluejeans)  September - October 2021
Technical Workshops on RFP Process and Draft Application Forms  September - October 2021
Proposal Application On-line File Prepared  December 1, 2021
Publish Public Notice  November 12 & November 19, 2021
Finalize Members of Evaluation and Selection Panel  December 31, 2021
Open Application Period (Min. 30 days required)  December 1 – December 30, 2021
Prepare 2022 Budget  October - November 2021
Panel Members’ Briefing on role and responsibilities January 2022
CDBG Screens Proposals for Threshold Factors January 3 – January 2221, 2022
HUD Technical Assistance  January 2022
Evaluation and Selection Panel Priority Factors Rating and Ranking January 24 – February 4, 2022
CDBG Finalizes Panel Recommendation for Mayor’s Approval February 7 – 11, 2022
2022 Project Recommendations Review/Approval by Mayor February 14 – 18, 2022
Draft 2022 CDBG Resolution with Corporation Council Review February 21 – 25, 2022
CDBG Transmits to B&F Committee  March 18, 2022
CDBG Prepares County’s Draft 2022 AAP  March 16 – 22, 2022
B&F Committee Reviews 2022 Resolution and Sends Recommendation to full Council End of March 2022
County Council Latest Date to Approve 2022 CDBG Resolution April 15, 2022
Publish Public Notice (disclosure of projects, Draft 2022 AAP)  March 24, 2022
Mayor’s Review of Draft 2022 AAP  March 23 – 25, 2022
Comment Period for Draft 2022 AAP (30-days min)  March 25 – April 22, 2022
Draft 2022 AAP On-line  March 25, 2022
Public Hearing on Proposed Projects, Draft 2022 AAP  April 15, 2022
Mayor’s Signature for Final 2022 AAP  May 6, 2022
Submittal of Final 2022 AAP to HUD for review and approval  May 13, 2022
IV. Application Instructions
Read all Application Instructions FIRST and refer back to these instructions as you are completing your application. The Application Instructions contain information that enables you to complete your application completely and accurately. It is also highly recommended that you read through the Project Evaluation & Rating System before you begin to fill out the application.

While all Applicants must follow these instructions to complete the CDBG Application, certain parts are not applicable to Public Agencies and are so noted in the instructions.

Applications must be submitted to the CDBG Program Office:

Mailed to: County of Maui
Office of the Mayor, CDBG Program Office
Attn: 2022 Proposal Application
200 South High Street
Wailuku, Hawaii 96793

Hand delivered to: County of Maui
Office of the Mayor, CDBG Program Office
Attn: 2022 Proposal Application
2154 Kaohu Street
Wailuku, Hawaii 96793

Applications must be submitted by the deadline of Thursday, December 30, 2021 at 3:00 PM HST or postmarked no later than the aforementioned date. Applicants must submit EIGHT (8) sets of the application in the following manner:

- One (1) original signed UNBOUND CDBG Application consisting of the application and all required documentation in Appendices and Attachments as outlined in the Application Instructions;
- One (1) UNBOUND copy of the CDBG Application consisting of the application and all required documentation in Appendices and Attachments as outlined in the Application Instructions; and
- Six (6) BOUND copies of the CDBG Application and all applicable documentation in Attachments as outlined in the Application Instructions.

Examples of bound applications are binding spines, 3-ring binder, and report folders with fasteners. Applications held together with rubber bands, paperclips and binder clips are NOT bound applications and NOT acceptable as bound. See examples of what is considered BOUND and UNBOUND in the following pictures:
Defining a timely filed application. Applications submitted directly to the CDBG office will be date and time stamped by CDBG for purposes of determining timeliness, while applications delivered by the U.S. Postal Service (USPS) or a private courier service (United Parcel Service, Federal Express, etc.) timeliness will be determined by the official USPS postmark date or by the certified electronic tracking number indicating the date and time the application entered the courier system (If appropriate, adjusted to Hawaii standard date and time). Note that a date generated by a postage metering system (Pitney Bowes, Neopost, Stamps.com, etc.) is not
an acceptable form of determining timeliness. The following is an example of an application that was not timely filed by the deadline of November 23, 2010:

In “Arrow A” (See above) the USPS – Kahului affixed an official postmark of November 26, 2010 while in “Arrow B” (See above) postage was affixed by the applicant, generated from a postage metering machine, with a date of November 23, 2010. CDBG used the official USPS – Kahului postmark date of November 26, 2010 to determine timeliness and therefore the application was considered late and not evaluated.

Should CDBG receive an application through the USPS affixed with postage generated by a postage metering system, but the USPS did not place an official postmark or the postmark is illegible, CDBG will utilize the date and time of delivery to the CDBG office for determination of timeliness. Thus, it is highly recommended if mailing through the USPS one should send the application via certified mail to obtain a tracking number. To summarize the proposal application must be submitted no later than the deadline date and time specified at the beginning of this application. Applications received after the date and time deadline, not accompanied with the appropriate number of copies, not in the format required and/or that are incomplete (i.e. questions left blank, questions not completely answered, supporting documentation not provided, etc.), shall not be evaluated.

Only information/data submitted by the Applicant by the deadline will be considered in the selection process. Therefore, it is critical that the CDBG Application submitted by the Applicant be complete, factual and contain all required supporting data and forms. If the proposal is found incomplete, it shall not be evaluated. The CDBG Program Office may request additional information for clarification purposes as promulgated by the CDBG Program rules to comply with the Consolidated Plan. Any additional information submitted after the application due date not requested by the CDBG Program Office will not be accepted.

**POLICY ON ASSISTANCE TO APPLICANTS**

The Community Development Block Grant Program of the U.S. Department of Housing and Urban Development (HUD) is administered by the CDBG Program Office, a division of the Office of the Mayor. To encourage the submission and selection of project proposals that best meet CDBG goals and objectives and County priorities, CDBG grant applications are rated on a competitive basis.
The CDBG Program Office will make every effort to work with Applicants in an objective manner so as not to give an advantage to one Applicant over another.

**GENERAL INSTRUCTIONS AND SUGGESTIONS**

Please carefully read these instructions, the CDBG Application form, the descriptions and instructions for the CDBG Program Project Evaluation & Rating System, and all program regulations and informational materials before completing the application. You may wish to make an extra copy of the application form for use as a working draft. You may request additional copies from the CDBG Program Office or visit [http://www.mauicounty.gov/mayor/community](http://www.mauicounty.gov/mayor/community) to download the forms directly beginning on or about the first day of the open application period. Please do the following when completing your application:

- Type your application.
- Be brief and concise in your narrative using the space provided in the application form. For narrative responses, the space provided has not been limited.
- All For-Profit Entities, Private Non-Profit Organizations and Community-Based Development Organizations (CBDOs) must submit the appropriate documents as evidence that the organization meets the standards to qualify as an eligible Applicant. These documents are to be presented in the order outlined in an Appendix included with your unbound CDBG Application and unbound copy of the CDBG Application. See Section III.B. Assurance in the application for details.
- Each application must include the required Attachments in either category of “For-Profits, Non-Profits & CBDOs” or “Public Agencies”:

<table>
<thead>
<tr>
<th>ATTACHMENTS</th>
<th>Application Section Reference</th>
<th>For-Profits, Non-Profits &amp; CBDOs</th>
<th>Public Agencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Beneficiary Documentation</td>
<td>VI.B.3.</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>B. Proof of Site Control</td>
<td>VII.A.1.</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>C. TMK Map</td>
<td>VII.A.2.</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>D. FIRMette Map</td>
<td>VII.D.3.</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>E. Budget Form A</td>
<td>VIII.A.1.</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>F. Budget Form B.1 OR B.2.1 AND B.2.2 OR B.3</td>
<td>VIII.B.1.</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>G. Organizational Chart</td>
<td>IX.D.4.b.</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>H. Job Description(s)</td>
<td>IX.D.4.c.</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>I. Project Schedule</td>
<td>X.A.</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>J. Annual Financial Statements (latest year end)</td>
<td>VIII.C.3.</td>
<td>Required</td>
<td>Not Required</td>
</tr>
<tr>
<td>K. Annual Financial Statements (prior year end)</td>
<td>VIII.C.3.</td>
<td>Required</td>
<td>Not Required</td>
</tr>
<tr>
<td>L. Management Letter</td>
<td>VIII.C.4.</td>
<td>Required</td>
<td>Not Required</td>
</tr>
<tr>
<td>M. Federal Tax Return</td>
<td>VIII.C.5.</td>
<td>Required</td>
<td>Not Required</td>
</tr>
<tr>
<td>N. List of Board of Directors and Officers</td>
<td>IX.D.3.</td>
<td>Required</td>
<td>Not Required</td>
</tr>
<tr>
<td>O. Resumes</td>
<td>IX.D.4.e.</td>
<td>Required</td>
<td>Not Required</td>
</tr>
<tr>
<td>P. Conflict of Interest Questionnaire</td>
<td>XI.</td>
<td>Required</td>
<td>Not Required</td>
</tr>
</tbody>
</table>
Additional Attachments may be included, as applicable, after the required Attachments. Additional Attachments may include:

<table>
<thead>
<tr>
<th>ADDITIONAL ATTACHMENTS (AS APPLICABLE)</th>
<th>Application Section Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Objective Supporting Documentation</td>
<td>IV.B.</td>
</tr>
<tr>
<td>Project Description Supporting Documentation</td>
<td>VI.A.2.</td>
</tr>
<tr>
<td>Anticipated Results Supporting Documentation</td>
<td>VI.B.</td>
</tr>
<tr>
<td>Evidence of Commitment to Sell</td>
<td>VII.A.4.</td>
</tr>
<tr>
<td>Other Project Site and/or Environmental Issue Documentation</td>
<td>VII.</td>
</tr>
<tr>
<td>Other Project Financing and Budget Documentation</td>
<td>VIII.</td>
</tr>
<tr>
<td>Additional Federal, State, County or Private Grants</td>
<td>IX.B.</td>
</tr>
</tbody>
</table>

See the specific Application Section for further details and requirements. Note: All attachments must be clearly organized with **tabbed dividers and a table of contents or divider sheets indicating the attachment**. See the following pictures as an example:

- If you wish to include a report, map, chart or other documentation to support your application, please provide the documentation as an **Attachment** after the required Attachments noted above to your application and do NOT insert the documentation in the application form itself. Highlight the applicable sections or paragraphs of the document.

- **MARK ANY PART OF THE APPLICATION WITH "N/A" IF IT IS NOT APPLICABLE SO THAT THE REVIEWER WILL KNOW THAT THE AREA WAS NOT UNINTENTIONALLY LEFT BLANK. ANY AREA LEFT BLANK MAY BE CONSIDERED AS INCOMPLETE AND INCOMPLETE APPLICATIONS MAY BE REJECTED BY THE CDBG PROGRAM OFFICE.**

- Try to use the terminology commonly used in the CDBG Program regulations and informational materials. This will minimize misinterpretation of your answers and words.

- Parts of the application request quantifiable and verifiable data. Be sure the data is dated, accurate, and the source identified. Census data is available at [http://factfinder2.census.gov](http://factfinder2.census.gov) and at [www.hbrl-sbdc.org](http://www.hbrl-sbdc.org).
• Take the time to learn how to correctly cite the regulations and rules of the CDBG Program. The regulations and rules are published in the Code of Federal Regulations at 24 CFR 570. The Code of Federal Regulations is available at http://www.gpoaccess.gov/cfr/retrieve.html.

• Please affix an adhesive label providing name of applicant and name of project in the space provided on the header of each page.

APPLICATION INSTRUCTIONS

I. GENERAL INFORMATION

• Application Date: Enter the date your application is submitted to the CDBG Program Office.

• Grant Request Amount: Rounded to the nearest hundred dollars.

• Project Name: Enter the name of your project. The name should be brief, descriptive, including activity type and neighborhood or geographical location whenever possible. Example: "Hale Hana Homeless Shelter Renovation" or "Wailuku Senior Center Land Acquisition."

• Location/Street Address: Enter the location/street address of your project site.

• Project Site TMK: Enter the Tax Map Key (TMK) of your project site. To find the Tax Map Key, go to www.mauipropertytax.com. Click on the “Search Records” tab and enter the street address of your project site.

• Project Site Census Tract: Enter the Census Tract location of your project site. To find the census tract, go to http://factfinder2.census.gov Click on “Street Address” in the Address Search box on the right side of the website.

II. APPLICANT

• Name of Organization: Enter the legal name of the organization.

• Address: Enter the location/mailing address of the organization. This address may or may not be the same as the project site location.

• DUNS Number: Enter the DUNS Number of the organization. A DUNS Number can be requested at http://fedgov.dnb.com/webform.

• Employer Identification Number: Enter the Employer Identification Number of the organization, also known as a Tax Identification Number.

• Authorized Official: Enter the name and title of the Chief Executive Officer, Executive Director, Board Chairman, Department Director, Department Deputy Director or other agency official that is authorized to submit grant applications.

• Contact Person/Project Manager: Enter the name of the Contact Person or Project Manager that is responsible for the successful completion of the proposed project. The Authorized Official may also be the Contact Person/Project Manager.
III. **APPLICANT ELIGIBILITY**

A. Refer to the regulations at Title 24, Code of Federal Regulations (24 CFR), Sections 570.200 - 570.205, 570.207, and 570.209 to determine eligibility requirements.

Non-public entities that may be eligible under 24 CFR 570.203, Special Economic Development Activities, or 570.204, Special Activities by CBDOs should refer to the referenced Federal Regulation to determine the type of entity your organization qualifies as under the rules.

**PLEASE NOTE:** Copies of applicable Federal Regulations are available at the CDBG Program Office and on the County's website at [www.mauicounty.gov/mayor/community](http://www.mauicounty.gov/mayor/community).

B. **Assurance**

**NOTE:** Public Agencies are not required to submit assurance documentation; therefore, Public Agencies may continue to Section IV., Eligible Activity and National Objections.

All For-Profit Entities, Private Non-Profit Organizations and Community-Based Development Organizations must submit to the CDBG Program Office the appropriate documents as evidence that it meets the standards to qualify as an eligible Applicant. The assurance documents must be included in an **APPENDIX** and attached to the unbound CDBG Application and the unbound copy of the CDBG Application. **DO NOT** include the Appendix documentation with the six bound copies of your application.

**APPENDIX**

I. **Articles of Incorporation:** Provide as Appendix I, the current Articles of Incorporation for the organization.

II. **By-Laws:** Provide as Appendix II, the current By-Laws of the organization.

III. **Evidence of IRS Section 501c(3) exemption:** Provide as Appendix III, evidence that the IRS has exempted the organization from federal taxation. This documentation is not applicable to For-Profit Entities.

IV. **Documentation of Conflict of Interest Policy:** Pursuant to 24 CFR 570.611, no employee, agent, consultant, or officer who exercises any functions or responsibilities with respect to the proposed project during their tenure or for one year thereafter, may have any interest, direct or indirect, in any contract or subcontract for work to be performed in connection with the proposed project. Provide as Appendix IV, the Applicant’s By-Laws, Articles of Incorporation, and/or management policies that document Board approved provisions prohibiting Conflict of Interest by its governing board, officers, employees and agents. **Clearly label and highlight the applicable provisions documentation the organization’s Conflict of Interest Policy.**

V. **Other Qualifying Documents:** Include any other document that qualifies the Applicant as a subrecipient under the criteria of a particular statute or regulation. Identify the qualifying document and the appropriate statute or regulation. Explain the significance of the qualifying documents to your application and organization. If no other documentation is required, state “**Not applicable**” or “**N/A**”.

**NOTE:** All For-Profit Entities, Private Non-Profit Organizations and Community-Based Development Organizations must include all required qualifying documentation with their application, regardless if an application with the same documents has been provided to the
IV. ELIGIBLE ACTIVITIES AND NATIONAL OBJECTIVES

Please note that the CDBG Program regulations and informational materials refer to an eligible "activity", rather than project, as the former is a broader term and encompasses a project. In these instructions, the term “project” is interchangeable with "activity".

A. Eligible Activity

Indicate with an “X” the category which best describes your activity. For general information and complete descriptions of eligible and ineligible activities, review the regulations under 24 CFR 570.200 - 570.205 and 570.207 available at the CDBG Program Office or on the County's website at [www.mauicounty.gov/mayor/community](http://www.mauicounty.gov/mayor/community). The general rule is that any activity that is not specifically authorized under the provisions of 24 CFR 570.201 - 570.205 is ineligible to be assisted with CDBG funds. Some activities may be carried out only by the County. 24 CFR 570.207 describes activities that are ineligible under the program. Only one category may be selected. If applying for more than one category, another application should be submitted.

It is important to properly classify your activity as to the type enumerated in the regulations because the applicable statutes and regulations place specific requirements on certain activities and not on others. For example, there is a statutory and regulatory limitation of 15% on the amount of CDBG funds which may be used for public services.

B. National Objective

Your project must meet the CDBG National Objective of providing benefits to low- and moderate-income (low/mod) persons. The law requires that 70% or more of the County's total grant must meet this national objective. The County is not considering funding applications for projects to prevent slums or blight or to meet urgent community needs. Such projects are not among the goals listed in the County’s current Consolidated Plan for annual funding.

DEFINITION OF LOW- AND MODERATE-INCOME PERSONS/ FAMILIES:

Low- and moderate-income household means a household whose annual income does not exceed 80% of the median family income for the County of Maui (County). HUD has established the following annual income limits that define low- and moderate-income by family size for the County:

Effective JUNE 1, 2021:

<table>
<thead>
<tr>
<th>Family Size</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>30% Income</td>
<td>Income Limits</td>
<td>$21,700</td>
<td>$24,800</td>
<td>$27,900</td>
<td>$31,000</td>
<td>$33,500</td>
<td>$36,000</td>
<td>$38,450</td>
</tr>
<tr>
<td>50% Income</td>
<td>Limits</td>
<td>$36,200</td>
<td>$41,350</td>
<td>$46,500</td>
<td>$51,650</td>
<td>$55,800</td>
<td>$59,950</td>
<td>$64,050</td>
</tr>
<tr>
<td>80% Income</td>
<td>Limits</td>
<td>$57,900</td>
<td>$66,150</td>
<td>$74,400</td>
<td>$82,650</td>
<td>$89,300</td>
<td>$95,900</td>
<td>$102,500</td>
</tr>
</tbody>
</table>

Income means: total household income for all persons living in the household for the past twelve (12) months. Income includes: wages, pensions, social security, disability, rental income, interest income, etc. Income limits are subject to revision periodically by HUD.
The following summarizes the criteria for the three categories of benefit to low- and moderate-income (low/mod) persons to assist the Applicant in your determination of the appropriate national objective. You must meet the low- and moderate-income criteria and document the applicable supporting quantifiable information. **Note:** The supporting information is not being requested at this time; however, the Applicant should be prepared to readily submit the information upon request.

1. **Low/Mod Income Area Benefit:**

   For an “area benefit” activity, at least 51% of the residents are low- and moderate-income persons as determined by the most recent Census Tract and Block Group income data or by a HUD-approved income survey. The boundary of the service area must be defined (e.g. island, specific census tract(s), specific block group(s), etc.).

   Applicable Supporting Data should include the source as well as the date of the data and may include:

   - A map showing the boundary of the service area and its relationship to the boundary of the census tract(s) or enumeration district(s) in which the service area is located.
   - The total number of families or persons residing in the area and the number of families or persons who are low- and moderate-income.

   See 24 CFR 570.208(a)(1) in the Federal Regulations available at the CDBG Program Office or on the County’s website at [www.mauicounty.gov/mayor/community](http://www.mauicounty.gov/mayor/community) for further details concerning criteria for area benefit activities meeting the national objective of benefiting low- and moderate-income persons.

2. **Limited Clientele Activity - Presumed Low/Mod:**

   A limited clientele activity is an activity which **exclusively** benefits a specific group of people (rather than all the residents of an area), at least 51% of whom are low- and moderate-income. Per 24 CFR 570.208(a)(2)(A), the following groups meet the definition of “limited clientele” and are presumed by HUD to be low- and moderate-income, absent any information to the contrary:

   - abused children;
   - battered spouses;
   - elderly persons;
   - homeless persons;
   - persons living with AIDS;
   - illiterate adults;
   - migrant farm workers, and/or
   - adults meeting the Bureau of the Census’ Current Population Reports definition of “severely disabled”.

   “Severely disabled” adults are classified as having a severe disability if they:

   - Used a wheelchair or another special aid for six months or longer;
   - Are unable to perform one or more “functional activities” or needs assistance with activities of daily life such as getting around the home, bathing, cooking, eating, and toileting. It includes seeing, hearing, having one’s speech understood, lifting and carrying, walking up flights of stairs, and walking;
   - Are prevented from working at a job or doing housework; or
• Have a selected condition including autism, cerebral palsy, Alzheimer’s disease, senility or dementia, or mental retardation.

Persons under 65 years of age and who are covered by Medicare or receive Social Security Insurance are considered to have a severe disability.

3. Limited Clientele Activity:

See 24 CFR 570.208(a)(2) in the Federal Regulations available at the CDBG Program Office or on the County’s website at www.mauicounty.gov/mayor/community for further details concerning criteria for limited clientele activities meeting the national objective of benefiting low- and moderate-income persons.

An activity qualifies as a Limited Clientele Activity if:

• family size and income data documentation is maintained to validate that at least 51% of the clientele meet the definition of low- and moderate-income persons and family as noted above; OR
• Have income eligibility requirements which limit the activity exclusively to low- and moderate-income persons; OR
• By the nature and location, it may be concluded that the clientele will primarily be low- and moderate-income persons.

Provide a clear description of your income verification process and controls. Also provide as an Attachment after the required Attachments, applicable forms that document your income verification process and controls.

For a Housing Activity, if the structure contains more than two housing units, at least 51% of the units must be occupied by low- and moderate-income households; if the structure contains two housing units, at least one of the units must be occupied by low- and moderate-income households. If less than 51% of the housing units will be occupied by low- and moderate-income households, CDBG assistance may be provided in certain limited circumstances. See 24 CFR 570.208(a)(3) in the Federal Regulations available at the CDBG Program Office or on the County’s website at www.mauicounty.gov/mayor/community for further details concerning criteria for housing activities meeting the national objective of benefiting low- and moderate-income persons.

For a Job Creation or Retention Activity, at least 51% of the permanent jobs created or retained must be filled with low- and moderate-income individuals.

For retained jobs, provide, as an Attachment after the required Attachments, clear and documented evidence that permanent jobs will be lost without CDBG assistance, which is known to be held by at least 51% of low/mod income persons. If the job can reasonably be expected to "turnover" within the following two years, document the steps that will be taken to ensure that the job will be filled or made available to low- and moderate-income persons.

Special note: Applicant must consider all the complex nuances of the job creation/retention criteria of the national objectives as noted in the rules and HUD guidelines. See 24 CFR 570.208(a)(4) in the Federal Regulations available at the CDBG Program Office or on the County’s website at www.mauicounty.gov/mayor/community for further details concerning criteria for job creation or retention activities meeting the national objective of benefiting low- and moderate-income persons. Applicant must provide adequate and detailed documentation of its commitment to create or retain low- and moderate-income jobs. The County will include...
special conditions in the Subrecipient Agreement to ensure that the commitments for a specific number of permanent jobs will be fulfilled.

V. CONSISTENCY WITH 2020-2024 CONSOLIDATED PLAN (ConPlan)

Your proposed project must be consistent with the County of Maui’s 2020-2024 Consolidated Plan. The complete Consolidated Plan is available at the CDBG Program Office and on the County’s website at http://www.mauicounty.gov/mayor/community.

A. Community Development and Housing Goals: Identify ONE specific Goal that the proposed project satisfies. Only one Goal per application may be selected. See Appendix A of the Application Packet for Charts 1 and 4 of the 2020-2024 Consolidated Plan.

B. Priority Community Development or Housing Need. See Appendix A of the Application Packet for Priority Needs Housing Table (Table II - 3) and Priority Community Development Needs (Table II - 1) of the 2020-2024 Consolidated Plan. Identify ONE specific Priority Need that the proposed project satisfies.

In accordance with HUD regulations and program policies, the County is able to consider or process funding applications for only projects that address Medium or High Priority Community Development Needs.

VI. PROJECT DESCRIPTION

A. Project Description

1. Project Summary. Provide a brief and concise summary of your proposed project that is not more than 150 words.

2. Project Description. Provide a description of your project that is not more than 2 pages in length.

If the proposed project is one phase of a larger project, please outline the larger project in the Project Description. For example, if the proposed project is the acquisition of vacant land, describe how the land will ultimately benefit low- and moderate-income persons. Include other phases of the project (planning and design, construction, etc.) and a timeline for completion of the proposed project as well as the overall project.

Include all appropriate descriptive information, for example:

- Include a map showing the location(s) of the facility or the service area of the activity.
- Quantify the activity: For example, lineal feet of water lines, number of meals to be served per day/month, the number of bedrooms to be rehabilitated.
- If real property acquisition is involved, explain what is being acquired: e.g., land, leasehold, improvements, etc.
- If the project involves property improvements, briefly describe the proposed work; e.g., reroof structure with 3-ply built-up roof; renovate 2 bathrooms with wider doors and grab bars to accommodate persons with disabilities; rehabilitate the kitchen by replacing cabinets, counters, and vinyl floor covering; replace obsolete plumbing and wiring for the entire house; repair termite damage to the building’s foundation.

FOR PUBLIC SERVICE ACTIVITIES: Describe how your project is a new public service or a quantifiable increase in the level of an existing public service; the extent and nature of similar public services being provided by others in the same area; and how the proposed project will
benefit those being served. If CDBG funds will be used to purchase equipment, indicate the number of similar equipment currently existing in the project.

Include documentation to support your proposed project as an Attachment after the required Attachments. Be specific and cite the magnitude, seriousness, geographical area and/or the segment of the population most impacted; provide quantifiable data derived from current studies/surveys. Clearly reference the source documents and highlight pertinent information, as applicable.

a. Self-explanatory.

B. Number of Beneficiaries and Nature of the Benefit

1. Self-explanatory.

2. Beneficiaries by Income Levels

a. Indicate the number of beneficiaries by income levels: Provide statistics on the number of beneficiaries by persons OR households (for housing-related projects) by income levels (30%, 50% or 80% of the median income for Maui County). See income level table under National Objectives, Definition of Low- and Moderate-Income Persons/Families, Item IV. B. of these instructions. Fill in the spaces only for those categories that apply to the proposed project and leave the other spaces blank.

b. Calculate the percentage of low- and moderate-income persons the proposed project will serve on an annual basis. Divide the total number of persons with income levels at or below 80% of the median income for Maui County by the total number of persons that will benefit from the proposed project to determine the percentage of low- and moderate-income persons that will benefit from the proposed project. The percentage must be at least 51%.

c. Explain any duplication of numbers: Example: The number of elderly persons is 50. The number of persons with disabilities is 10, of which 5 are elderly. Explain that 5 of the persons with disabilities are also included in the elderly count.

3. Documentation must be provided as Attachment A to support the statistics provided concerning the number of Beneficiaries of the proposed project. Appropriate documentation may include census data, surveys, studies and program data.

C. Anticipated Results

1. Direct benefit. Describe the direct benefit to be achieved with the implementation of the project. Will a need or problem be reduced or eliminated? Will a resource or skill be increased? Also include the direct benefits provided beyond the project’s implementation, the longevity of the benefits/results, and the long-term need for these benefits for the community.

Provide quantifiable data for the results that are expected; include how the estimates were determined. Are the expected outcomes based on an independent study? Experience of your organization? Be specific.

Public Service Activities must describe how the expected outcome is a new public service or a quantifiable increase in the level of an existing public service.
2. If you expect **indirect** results from the completion of your project, describe them. Be specific. If you do not expect indirect results, indicate “Not applicable” or “N/A”.

3. Describe the organization’s implementation strategy(ies) and the long-term business plan for the project that will ensure the successful completion and long-term viability of the proposed project. How will the project be sustained? What financial resources are available to insure the long-term viability of the project?

Will **program income, as defined in 24 CFR 570.500(a)**, be generated by the project? How will net program income be remitted to the County?

Provide appropriate supporting information/documentation as an Attachment after the required Attachments.

D. Other Appropriate Information

Provide additional information describing the project.

IF NO OTHER INFORMATION IS PROVIDED, STATE “NOT APPLICABLE” OR “N/A” ON THE APPLICATION.

Provide appropriate supporting information/documentation as an Attachment after the required Attachments.

VII. **PROJECT SITE AND ENVIRONMENTAL ISSUES**

A. Site Control

1. Check the statement that best describes your degree of site control. As applicable, identify the legal owner of the real property and the terms and conditions of your current lease, legally binding agreement, option to buy or lease, memorandum of understanding, etc.

   Attach proof of site control and/or status of the real property on which the proposed project will be located as required Attachment B.

   You must have site control for the entire applicable CDBG Restricted Use Period. To determine the CDBG Restricted Use Period, see Section VIII.C.a.1. of the Application Instructions.

2. Attach a **Tax Map Key (TMK)** of your project site as required Attachment C. **Indicate your project site on the TMK.** If your project involves the purchase of equipment, attach a TMK of the site where the equipment will be primarily located.

   To print a TMK map, go to [www.mauipropertytax.com](http://www.mauipropertytax.com). Click on the “Search Records” tab and proceed to “Search by Location Address.” See Exhibit 1 of the Application Instructions for an example of a TMK map. The TMK should be the same as indicated on the first page of your application.

B. Relocation

   If you intend to acquire, rehabilitate or demolish real property, indicate if there are any persons who are currently living on it, conducting a business on it, or storing personal property on the property. Describe the current occupants at your proposed project site.
Your project must provide relocation assistance to persons (families, individuals, businesses, nonprofit organizations, and farms) that are displaced as a direct result of acquisition, rehabilitation, demolition or conversion for a project assisted with CDBG funds. Your project may trigger the Uniform Relocation and Real Property Acquisition Policies Act of 1970, as amended, or Section 104(d) of the Housing and Community Development Act of 1974, as amended. Relocation of displacees is a costly action and must be reflected in the project budget. See 24 CFR 570.606 and 49 CFR Part 24 for additional information if you think your project may trigger relocation assistance.

C. Land Use Designation And Permits

1 – 6. Address each item, as applicable, and attach, as Attachments after the required Attachments, maps, plans, applications, permits, and/or Federal/State/County verification on the items described.

D. Environmental Review

Pursuant to 24 CFR Part 58, environmental review requirements must be fully satisfied for all projects selected for funding prior to the CDBG Program issuing a Notice to Proceed for the project. The level of environmental review required depends on the nature of the project. 24 CFR Part 58 is available at https://www.hudexchange.info/resource/3139/part-58-environmental-review-cest-format/.

If the end result of the overall project (which may include non-CDBG funded activities) involves land, infrastructure improvements, buildings or other structures, the environmental review requirements may apply to the proposed project.

1. Historic Places: For information regarding the National Register of Historic Places, go to http://www.nps.gov/nr/. Please contact the local office to confirm that project is/is not located in a historic district. In the event that it is, attach correspondence with local office that states that based on the project description no mitigation is necessary. If it is determined that mitigation is necessary, please comply and submit correspondence with local office stating that project is in compliance and mitigation has been satisfied by non-profit organization. Be sure to include “year built” date.

2. Self-explanatory.

3. Floodplains: Adverse impacts associated with a project’s occupancy and modification of floodplains should be avoided whenever there is a practicable alternative. The Flood Insurance Rate Map (FIRMette) provided by the Federal Emergency Management Agency (FEMA) is used to determine whether the project site is in a floodplain. Attach the FIRMette as the required Attachment D.

To create an area-specific map (FIRMette) of your project site, go to http://www.store.msc.fema.gov and do the following:

- Enter the project address on the left side of the site.
- **Clearly indicate your project site on the FIRMette.**
- Page set-up may need to be changed to “Landscape” in order to properly print out the entire FIRMette.
- Obtain FIRM panel number and effective date from FIRMette. See Exhibit 2 of the Application Instructions for FIRMette example.

**PLEASE NOTE:** FEMA updated the mapping system in September 2009. If you have previously created a FIRMette for your project site, it may be outdated and you must create a new one.
If your project is partially or fully situated in a turquoise-shaded area of the FIRMette, check 
Yes; otherwise check No. Projects situated in floodplains are subject to the regulations at 24 CFR Part 55 available at http://www.gpoaccess.gov/cfr/retrieve.html.

If your project involves the purchase of equipment, attach a FIRMette of the site where the equipment will be primarily located.

4. Wetlands: If the project will involve new construction or expand the footprint of an existing structure in a wetland, then the project will be subject to the regulations regarding the 8-step decision-making process at 24 CFR 55.20 available at http://www.gpoaccess.gov/cfr/retrieve.html.

5. Known Archaeologically Historic Properties/Sites:

Examples of directly impacting archaeologically historic properties:
- Conducting ground-altering activities when there are known burial remains on the property, or the project will impede access to culturally historic sites, e.g., caves, ceremonial sites, etc.

Example of not impacting archaeologically historic properties:
- Rehabilitation of a building where the rehabilitation work will not involving ground-altering activities (e.g., confined to interior spaces, will not expand the footprint of the building.)

6. Roadway Noise: CDBG funding support for new construction of noise-sensitive land use/development may be prohibited if noise level is “unacceptable” as defined in the regulations in 24 CFR Part 51. Attenuation will be required if noise level is “normally unacceptable.” 24 CFR Part 51 is available at http://www.gpoaccess.gov/cfr/retrieve.html.

7. Above-Ground Storage Tanks: Project site must have an acceptable separation distance from any explosive or flammable above-ground storage tank of 100+ gallons in size. An individual fuel supply for one to four family housing units is exempt from this requirement. Acceptable separation distance will depend on size and contents of tank. If funded by CDBG, the Applicant will be required to mitigate (e.g., construction of a protective wall, etc.) any blast overpressure or thermal radiation hazard resulting from a tank having an unacceptable separation distance from the project. Types of facilities that may have explosive/flammable tanks of 100 gallons or more in size are facilities that have emergency generators; fire stations; school cafeterias, restaurants, or other meal-preparation facilities; hospitals; etc. Regulations regarding storage tanks are in 24 CFR Part 51C, available at http://www.gpoaccess.gov/cfr/retrieve.html.

8. Hazardous Materials: Project site must be free of contamination and chemicals where a hazard could affect the health and safety of occupants or conflict with the intended use of the property. If funded by CDBG, the Applicant will be required to mitigate any adverse environmental condition before the project is issued a Notice to Proceed by the CDBG Program Office. At minimum, a Phase 1 environmental site assessment is required for any land acquisition project funded by CDBG. Regulations regarding site hazards are in 24 CFR Part 58.5(i) available at http://www.gpoaccess.gov/cfr/retrieve.html.

9. Environmental Impact Statement or Environmental Assessment: Environmental review requirements pursuant to 24 CFR Part 58 must be fully satisfied for all projects selected for funding prior to the CDBG Program issuing a Notice to Proceed for the project. Addressing environmental review requirements need to be taken into account when planning your proposed project and applicable budget and timeline.

VIII. PROJECT FINANCING AND BUDGET
IMPORTANT: Applicants are cautioned not to expend any funds or enter into any contracts for the proposed project prior to grant award, execution of a grant contract with the County and issuance of a Notice to Proceed by the CDBG Program Office. SUCH EXPENDITURES AND COSTS ARE INELIGIBLE FOR REIMBURSEMENT FROM CDBG GRANT FUNDS.

THE APPLICANT SHOULD BE PREPARED TO COVER ANY PROJECT COST OVERRUN, AS THERE IS NO ASSURANCE THAT THE COUNTY WILL HAVE FUNDS TO SUPPLEMENT THE GRANT AWARD AT A FUTURE DATE. IT IS THE RESPONSIBILITY OF THE APPLICANT TO DEVELOP ITS BUDGET AND FINANCING PLAN IN SUCH A MANNER AS TO ENSURE THE COMPLETION OF THE PROJECT.

A. Source of Funds

1. All proposals must complete Budget Form A and include the form as the required Attachment E. Round figures to nearest hundred dollars and list each source of funds for the entire project, i.e., all phases of the project (e.g., land acquisition, environmental review, architectural planning/design, construction, etc.). Do not include operating costs unless the proposed project is to use CDBG funds for operating costs for a public service activity. For each source of funds total, indicate the percentage it represents of the entire project’s budget.

CDBG Previous Award: Provide information if the project was awarded CDBG funds in prior year(s).

CDBG Section 108 Loan Guarantee: Section 108 is the loan guarantee provision of the Community Development Block Grant (CDBG) Program. Section 108 provides communities with a source of financing for economic development, housing rehabilitation, public facilities, and large-scale physical development projects.

Other Consolidated Plan Funds: Provide information if the project budget includes funds under the following programs:
- HOME - Home Investment Partnerships Program
- ESG - Emergency Shelter Grants Program
- HOPWA - Housing Opportunities for Persons with AIDS Program

Other Federal Funds: Provide information, including the source of funds, if the project budget includes other federal funds. Some examples of other federal funds include Economic Development Initiatives-Special Projects Grant (EDI), U.S. Department of Agriculture Rural Development Grants, Federal Highway Administration and U.S. Department of Commerce.

State Funds: Provide information, including the specific source of funds, if the project budget includes state funds.

County Funds: Provide information, including the specific source of funds, if the project budget includes county funds.

Private Funds: Provide information, including the specific source of funds, if the project budget includes private funds. Some examples of private funds include grants from foundations, donors and agency funds.

In-Kind Contributions: Provide information, including the specific source of funds, if the project budget includes in-kind contributions such as volunteer labor and donations of supplies or building material.

Other: Provide information, including the specific source of funds, if the project budget includes other sources funds or if additional space is required to report other Federal, State or County funds.
2. Self-Explanatory.

B. Project budget

1. Complete the appropriate Project Budget form(s) and include the form(s) as the required Attachment F.
   a. Projects for Acquisition, Construction and Rehabilitation must complete Budget Form B.1.
   b. Projects for Public Services must complete Budget Forms B.2.1 AND B.2.2. An example of Budget Form B.2.2 is provided as an Exhibit 3 to the Application Instructions.
   c. All other Projects must complete Budget Form B.3.

Please note the following:

For each budget item (e.g. appraisals, advertising, permitting, personnel costs, construction, etc.), indicate the estimated cost for the proposed project. Round figures to the nearest hundred dollars. Estimates should be realistic and reasonable.

2. Indirect costs: If indirect costs are requested, such costs must be clearly identified in detail, supported by an approved indirect cost allocation formula derived in accordance with the provisions of the Office of Management and Budget Circular No. A-122. OMB circulars are available at http://www.whitehouse.gov/omb/circulars/. Applicants are urged to carefully consider whether to include indirect costs in their budget for CDBG funds, as it may be burdensome to comply with the required record keeping and documentation for the reimbursement of such costs.

3. Assumptions and explanation for determining project cost: Explain how budget amounts were determined/calculated. If the project involves construction, provide cost per square foot.

C. Self-Sufficiency and Fiscal Viability

1. Restricted Use Period: Upon completion of the project, any real property acquired, newly constructed or rehabilitated public facility, any equipment procured, and/or any other eligible activity completed with CDBG funds will be restricted in use for a minimum of 5 years in meeting the national objective of the CDBG Program of benefiting low- and moderate-income persons.

The County of Maui restricted use period of the project is correlated to the use of the funds in accordance with the Title 24, Code of Federal Regulations as follows:

<table>
<thead>
<tr>
<th>Use of CDBG funds for:</th>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>570.201(a) Acquisition of real property</td>
<td>7</td>
</tr>
<tr>
<td>570.201(b) Disposition</td>
<td>5</td>
</tr>
<tr>
<td>570.201(c) Public facilities &amp; improvements</td>
<td>7</td>
</tr>
<tr>
<td>570.201(d) Clearance activities</td>
<td>5</td>
</tr>
<tr>
<td>570.201(e) Public services – new public service or a quantifiable increase thereof</td>
<td>5</td>
</tr>
<tr>
<td>570.201(f) Interim assistance</td>
<td>5</td>
</tr>
<tr>
<td>570.201(g) Payment of non-federal share</td>
<td>5</td>
</tr>
<tr>
<td>570.201(h) Urban Renewal Completion</td>
<td>5</td>
</tr>
<tr>
<td>570.201(i) Relocation</td>
<td>5</td>
</tr>
<tr>
<td>570.201(j) Loss of rental income</td>
<td>5</td>
</tr>
<tr>
<td>570.201(k) Housing services</td>
<td>5</td>
</tr>
<tr>
<td>570.201(l) Privately owned utilities</td>
<td>7</td>
</tr>
<tr>
<td>570.201(m) Not applicable – repealed</td>
<td>-</td>
</tr>
<tr>
<td>Clause</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>570.201(n)</td>
<td>Homeownership assistance</td>
</tr>
<tr>
<td>570.201(o)</td>
<td>Micro-enterprise assistance</td>
</tr>
<tr>
<td>570.201(p)</td>
<td>Technical assistance</td>
</tr>
<tr>
<td>570.201(q)</td>
<td>Assistance to institutions of higher education</td>
</tr>
<tr>
<td>570.202(a)</td>
<td>Eligible rehabilitation and preservation activities</td>
</tr>
<tr>
<td>570.202(c)</td>
<td>Code Enforcement</td>
</tr>
<tr>
<td>570.202(d)</td>
<td>Historic Preservation</td>
</tr>
<tr>
<td>570.202(e)</td>
<td>Renovation of closed buildings</td>
</tr>
<tr>
<td>570.202(f)</td>
<td>Lead-based paint hazard evaluation and reduction</td>
</tr>
<tr>
<td>570.203</td>
<td>Special economic development</td>
</tr>
<tr>
<td>570.204</td>
<td>Special activities by Community-Based Development Organizations (CBDO)</td>
</tr>
<tr>
<td>570.205</td>
<td>Planning and policy capacity building activities</td>
</tr>
</tbody>
</table>

Describe the financial resources that will be available to ensure the operating viability of the project during the applicable CDBG Restricted Use Period. Include your entity’s business/operations plan and approach. Identify and discuss areas of concern.

2. Self-explanatory.

3. Annual Financial Statements. Submit annual financial statements for the **most recent past two consecutive fiscal years** (for example: June 30, 2021 and June 30, 2020 or December 31, 2020 and December 31, 2019) as required Attachments J and K. At least one of the financial statements must be an audit prepared by an independent certified public accountant (CPA). The other year may be unaudited.

If the latest financial statements are currently in the process of being audited, submit the most recent previous audited financial statement.

Example: Applicant’s fiscal year ended on June 30, 2021, and an independent audit is currently in process. The most recent audit is for applicant’s financial statements for the fiscal year ending June 30, 2019. Applicant must submit the unaudited financial statements for fiscal years ending June 30, 2021 **AND** June 30, 2020, the audited financial statements for June 30, 2019 and a written statement indicating that the independent audit is in process including when it will be completed. If selected for funding recommendation, the Applicant will be required to submit the audit for the latest fiscal year to the CDBG Program Office when the audit is completed.

**Public Agencies are NOT required to submit financial statements.**

a. For the audited financial statement(s), indicate the fiscal period of the audit(s). For example, for the year ended June 30, 2021 or for the years ended December 30, 2020 and 2019. If the latest financial statements are currently in the process of being audited, indicate this and when the audit will be completed.

b. Review the submitted audited financial statements and describe any current and/or on-going concerns, risks and/or material weaknesses identified and reported by the CPA. Provide page references of the audit financial statements as applicable.

If there are no current and/or on-going concerns, risks and/or material weaknesses identified by the CPA, state **“Not applicable” or “N/A”**.


c. Describe actions taken or plans by your organization to address and resolve the current and/or on-going concerns, risks and/or material weaknesses identified above. If any current and/or on-going concerns, risks and/or material weaknesses have been identified by the CPA, actions or plans to address and resolve the issues **MUST** be described.

If actions are not required, state **“Not applicable” or “N/A”**.

4. Management letter. Submit the management letter (clearly labeled **“CPA Management Letter”**) issued by the CPA reporting any findings or concerns on the organization’s internal controls noted during the course of the last completed audit **OR** provide written certification from the CPA that no management letter was issued as the required Attachment L.

**Public Agencies are NOT required to submit a management letter.**

a. Review the submitted management letter and describe any current and/or on-going concerns, risks and/or material weaknesses identified and reported by the CPA. Provide page references of the management letter as applicable.

If there are no current and/or on-going concerns, risks and/or material weaknesses identified by the CPA, state **“Not applicable” or “N/A”**.

b. Describe actions taken or plans by your organization to address and resolve the current and/or on-going concerns, risks and/or material weaknesses identified above. If any current and/or on-going concerns, risks and/or material weaknesses have been identified by the CPA, actions or plans to address and resolve the issues **MUST** be described.

If actions are not required, state **“Not applicable” or “N/A”**.

5. Federal Tax Return. Include the most recent applicable signed tax return filed with the Internal Revenue Service as Attachment M. For non-profit organizations, the applicable tax return would be Form 990. If the Applicant is not required to file a federal tax return, Applicant must provide written justification from a CPA as to why Applicant is exempt from filing a Federal tax return.

**Public Agencies are NOT required to submit Federal tax return.**

IX. **MANAGEMENT CAPACITY**

A. Provide information concerning CDBG assistance within your current fiscal year as well as the last four fiscal years (for a total of five years) with an evaluation of how well project goals were achieved. If the project is completed, indicated the date of completion in the **“Status of Project”** column. Provide an answer in **each column** for **each grant** listed.

B. Provide information concerning other Federal, State, County or private grants received within your current fiscal year as well as the last four fiscal years (for a total of five years) and an evaluation of how well project goals were achieved. If the project is completed, indicated the date of completion in the **“Status of Project”** column. If the project is for program and/or operating funding, indicate that in the **“Status of Project”** column as well as indicate annual accomplishments in the **“Evaluation of Project Achievements”**. Provide an answer in each column for each grant listed.

If further documentation is required to report additional Federal, State, County or private grants, include the additional documentation as an Attachment after the required Attachments. Reference the attachment in the last line of the table.
C. If you are an organization who was awarded other Federal, State, County grants within the current fiscal year and/or the last four fiscal years please outline a plan or proposed plan toward financial self sustainability. The plan or proposed plan is to include efforts to raise funds from private sources to offset and reduce the dependency on government grants. **Not applicable to Public Agencies.**

D. Describe your organization’s professional experience, qualifications and technical ability in implementing and managing projects. Include experience with projects similar to the proposed project in your application and your organization’s ability and experience to address CDBG compliance requirements.

E. **Organization Structure and Capacity**

   1. Self-explanatory.

   2. Self-explanatory.

   3. List of Board of Directors and Officers. As required Attachment N, provide a list of the Board of Directors and Officers. The list should include **ONLY** the name of the officer/director and each directors’ position (President, Vice-President, Treasurer, Secretary, etc.), term of office (expiration date) and occupation. **Do NOT** include any personal information (home address, telephone number, etc.).

      Public Agencies are **NOT** required to submit a list of board of directors and officers.

   4. Resources

      a. Project implementation plan. Include staff that will be tasked with the implementation plan and their experience with project management and CDBG compliance. If applicable, describe contingency plans.

      b. Organizational Chart. Provide as required Attachment G, an organizational chart documenting the management structure and staffing of your organization including the lines of authority and functional responsibilities of the staff. Be sure to highlight the staff and/or positions dedicated to the implementation and CDBG compliance requirements of the proposed project.

      c. Job Descriptions. Provide as required Attachment H, a **brief** job description for each staff and/or position dedicated to the implementation and CDBG compliance requirements of the proposed project, include the pertinent experience. The job descriptions should be **brief**; complete, official job descriptions are **NOT** required.

      d. Third Party. If a third party or consultant will be involved in the management or oversight of the proposed project, describe their role. Do not include consultants or contractors that will be involved in the actual implementation of the proposed project. Indicate “Not applicable” or “N/A” if a third party will not be involved.

      e. Resumes. Provide as Attachment O. When attaching the resumes of the organization’s Executive Director/Administrator, Fiscal Officer, Program Manager, and all staff directly responsible for the implementation and CDBG compliance requirements of the proposed project, be sure to indicate the position titles on the resumes. Public Agencies are **NOT required to submit resumes**.

   5. Accounting/Record-keeping System. Self-explanatory. **Public Agencies are NOT required to describe their accounting/record-keeping system.**
X. **PROJECT SCHEDULE**

Complete the Project Schedule, Form PS-1 and include as required Attachment I.

The Project Schedule must reflect information for CDBG funds only; except for Items 4a and 4b, which must reflect information for the entire project.

See Exhibit 4 to the Application Instructions for an example of a completed Project Schedule.

The County will use the Project Schedule as a tool to monitor the Applicant's progress and to assess its management of the project. Be realistic in your planning of the project schedule.

A. Instructions for completing Project Schedule:

1. Name of Applicant.

2. Project Name.

3. Check box for "Original Dated" and enter date when your application is submitted.

4. a. Estimated Start Date of Project: Date that Applicant estimates the project will start, regardless of when draw down of CDBG funds will begin. For example: Applicant expects the project to start January 1, 2022 using other funds and then start spending CDBG funds ten months later in October 30, 2022. The estimated start date of project will be January 1, 2022. See Exhibit 4 for an example.

   b. Estimated End Date of Project: Date that Applicant estimates the project will be completed, regardless of when draw down of CDBG funds will end. For example: CDBG funds are used for pre-development and the applicant expects pre-development and draw down of CDBG funds to be completed by September 20, 2023. The project’s construction is expected to be completed by December 31, 2023. The estimated end date of the project will be December 31, 2023. See Exhibit 4 for an example.

5. a. Estimated Execution Date of Subrecipient Agreement (SRA). The County must receive approval from HUD before SRAs can be executed. HUD approval is normally received in August. SRAs may take two months to be fully executed by the County, usually by October. The process includes review by Corporation Counsel, certification by Finance and signature of the Mayor.

   b. Estimated Start Date of CDBG Draw Down. Estimated date of when the project will begin expending CDBG funds.

   c. Estimated End Date of CDBG Draw Down. Estimated date of when the project will expend all of the CDBG funds.

6. PY/FY. Enter the applicable program year (fiscal year). Month 1 must be July of the applicable program year funding cycle. For example: Applicant applies for funding for Program Year 2022 (July 1, 2022 – June 30, 2023). Month 1 of the project schedule will be July 2022. See Exhibit 4 for an example.

   If additional pages are required, they must begin with the month of July for the subsequent program year. See Exhibit 4 for an example.
7. Activity: Identify major components of the project as an “Activity”. Examples include “planning and design”, “construction”, “environmental review”, etc. The form allows for two “Activities” each program year; one in Box 7a. and the other in Box 7b. If the proposed project has more than two activities or will span more than one program year, use additional project schedules. See Exhibit 4 for an example.

8. a. Enter the total amount of CDBG funds allocated to the activity indicated in Box 7a.

b. Enter the amount of CDBG allocated to the activity indicated in Box 7b.

9. a. Enter the estimated amount of CDBG funds to be expended by month for the activity indicated in 7a. The monthly amounts should total the amount in Box 8a.

b. Enter the estimated amount of CDBG funds to be expended by month for the activity indicated in 7a. The monthly amounts should total the amount in Box 8a.

CDBG funds are provided on a reimbursement basis to the Applicant by the County. The information is for financial planning purposes, as it provides estimates of when CDBG funds will be expended.

10. a. List the major milestone(s), beginning with “Environmental Review” associated with the activity indicated in 7a and estimate the month the major milestone will be completed by placing an “X” in the appropriate month column(s).

b. List the major milestone(s) associated with the activity indicated in 7b and estimate the month the major milestone will be completed by placing an “X” in the appropriate month column(s).

A milestone is one of a series of easily identifiable events which must be accomplished to initiate and carry out an activity. For example, advertising for bids, bid opening, bid award, Notice to Proceed with construction, start of construction, and completion of construction are common milestones in a construction project. There should be no more than six milestones listed in addition to the "Environmental Review".

**Note:** The time period for the Environmental Review is dependent upon the complexity of the project. For construction of a new facility, expansion of an existing facility by more than 20% in size, or land acquisition where the land to be acquired is vacant or the use of the land and existing structures will change, the minimum review required for CDBG purposes is a federal environmental assessment (EA). When a Federal EA is required, the entire environmental review process will usually take 6-8 months minimum to complete and will require a “Request for Release of Funds”. Depending on the nature of the project, an EA to satisfy the State environmental review requirements of Chapter 343, Hawaii Revised Statutes, may also be required.

11. Column Totals: Formulas have been established to provide the total amount of CDBG funds draw down for each month. Formulas are highlighted in gray on the CDBG Project Schedule. See Exhibit 4 for an example.

12. Cumulative Amount of CDBG Funds Draw Down: Formulas have been established to provide the **cumulative** totals of CDBG funds draw down each month. Formulas are highlighted in gray on the CDBG Project Schedule. See Exhibit 4 for an example.

B. In the table provided, document activities, if any, which will precede those activities to be funded by CDBG that have been included in the Project Schedule, Form PS-1.
Example: If the proposed project for CDBG funding is construction of a public facility with construction projected to begin in September 2022, and planning and design including an Environmental Assessment and permitting will be completed by June 2022 using other funding sources, the planning and design, Environmental Assessment and permit are activities that should be included on the table. Raising additional funds that will leverage the CDBG funding for the proposed project is another example of an activity that may precede the activities outlined in the Project Schedule.

XI. CONFLICT OF INTEREST QUESTIONNAIRE

Read the County of Maui CDBG Statement on Conflict of Interest and the quotation of 24 CFR § 570.611, complete the Applicant’s Conflict of Interest Questionnaire and provide as Attachment P. The date of the attachment must correspond exactly to the date of this CDBG application. Not applicable to Public Agencies.

XII. CERTIFICATION

Two Authorized Officials of the organization are required to review and acknowledge the completeness of the application as well as certify compliance with applicable CDBG rules and regulations. The two Authorized Officials should be different people (e.g. Executive Director and Board President, Executive Director and Program Manager, Department Director and Deputy Director or Division Head, etc.). The CDBG rules and regulations outlined in the application should be carefully reviewed and considered when applying for CDBG funding.
Exhibits
Tax Map Key Map

(Exhibit 1)
Aloha and welcome to the County of Maui’s Real Property Tax Assessment Website

The Maui Real Property Tax website was designed to provide quick and easy access to real property tax assessment records and maps for properties located in the County of Maui and related general information about real property tax procedures.

Disclaimer

The County of Maui Real Property Assessment Division makes every possible effort to produce and publish the most current and accurate information available. No warranties, expressed or implied, are provided for the data herein, its use, or its interpretation. Utilization of the search facility indicates understanding and acceptance of this statement by the user.

TO MAKE A PAYMENT

Make your check or money order payable to:
COUNTY OF MAUI

Mail to or pay in person at the following address:
COUNTY OF MAUI
Department of Finance
Treasury Division
Real Property Tax/Fee Collections and Tax Relief Program
70 East Kaahumanu Ave Suite A-18
Kahului, HI 96732

For more important information on making a payment, go to: http://www.mauicounty.gov/departments/Finance/rptpayment.htm
The Maui County Real Property Assessment Division makes every effort to produce the most accurate information possible. No warranties, expressed or implied are provided for the data herein, its use or interpretation. The assessment information is from the last certified tax roll. All other data is subject to change. Yes, I accept the above statement.
Web Access to Property Records

Questions about this data are directed to the appraiser in your area. We suggest you contact the office by telephone to discuss specific property information.

- Search by Location Address
- Search by Owner Name
- Search by Parcel Number
- Search by Map
- Sales Search
- Sales List

Maui Home  Website Updated: September 22, 2012
Location Address Search

Instructions: Enter data in as many fields as you know/wish, we recommend starting with only Street Name for a wide search. Then you can narrow the search by adding Street Number, Street Direction, Street Type . . .

1. fill out necessary information

2. click here when done
Search Criteria: Address Search= 251 NAPUA ST

Search produced the following results. Select one by clicking the parcel number link in the first column below.

<table>
<thead>
<tr>
<th>Parcel Number</th>
<th>Owner Name</th>
<th>Address</th>
<th>Legal Information</th>
<th>GIS Map</th>
</tr>
</thead>
<tbody>
<tr>
<td>340080500000</td>
<td>COUNTY OF MAUI</td>
<td>251 NAPUA ST</td>
<td>.4126 Acres</td>
<td>Map It</td>
</tr>
</tbody>
</table>

The Maui County Tax Assessor's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation. The assessment information is from the last certified taxroll. All data is subject to change before the next certified taxroll.

Return to Main Search

Maui Home

© 2005 by the County of Maui, HI | Website design by qpublic.net

This is also your TMK, you can use this on your application.
The Maui County Tax Assessor’s Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation. Website Updated: September 22, 2012

© 2010 by the Maui County Tax Assessor’s Office | Website design by qpublic.net

click here  It will bring up a map with your parcel highlighted in red which you will print out and include in your proposal application.
FIRMette

(Exhibit 2)

The following changes will be made to the MSC Product Catalog and Map Search:

- NFHL Data will be searchable through Map Search
- County and State NFHL databases will be downloadable from MSC Product Catalog
- Effective FIRM Databases will no longer be available for purchase and users will instead be directed to download the effective NFHL data at no charge. Future Effective FIRM Databases will still be available for purchase.

New GIS Features

- Easier use of the Map Product Search, now incorporating a familiar Bing™ Map interface and more flexible search bar
- Replacement of the outdated MapViewer-Web (e-z Print and e-z Identify) with an updated National Flood Hazard Layer (NFHL) service for viewing in Google Earth and display in the FEMA GeoPlatform
- Improvement in the usability of the NFHL WMS service and its implementation in Google Earth
- Updating of the NFHL to the 2012 FIRM Database schema

Plus, these improvements make additional services available to the public for the first time, including access to the National Flood Hazard Layer (NFHL) through REST and WFS services.

New to the FEMA Map Service Center?
- General Information for all Products and Tools
- General Information for Flood Insurance
- Homeowners/Renters
- Real Estate/Flood Determination Agents
- Insurance Agents
- Engineers/Surveyors
- Federal/Exempt Customers

Try our Live Chat service!
Our staff is available for online chat Monday through Friday, 9:00 am to 5:00 pm Eastern Standard Time (Eastern Daylight Time). Click below to start chatting now:

More Information
- Documents, Publications & Forms
- Product Availability
- How do I find the flood map for my area?
- What is a FIRMette?
- How do I find a LOMC?
- Definitions of FEMA Flood Zone Designations
- Product Information
- Price List
- How to Order
- Need Assistance?

NFHL
National Flood Hazard Layer
(learn more)
Enter an address or place:

200 South High Street, Wailuku, Hawaii

Click Panel Number
<table>
<thead>
<tr>
<th>Map Item ID</th>
<th>Description</th>
<th>Effective Date</th>
<th>Show LOMC</th>
<th>View</th>
<th>Buy</th>
</tr>
</thead>
<tbody>
<tr>
<td>1500030391E</td>
<td>MAUI COUNTY</td>
<td>09/25/2009</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click Here
1. Move red box into the map to where the project site is located.

2. Click on the Adobe PDF box

http://map1.msc.fema.gov/idms_IntraView.cgi?ROT=0&O_X=7200&O_Y=5174&O_ZM=0.090435&O_SX=1302&O_SY=9...
Public Service Project

3-Year Funding History

(Exhibit 3)
Budget Form B.2.2 - Public Service Project 3-Year Funding History - SAMPLE FORM

A. Only Agencies that are doing public service projects should complete this 3-year funding history. Enter information requested for your current and previous two fiscal years and for the proposed year. This history is required to demonstrate the project’s eligibility for CDBG funding under 24 CFR 570.201.(e).

B. The following is a SAMPLE 3-year funding history. A blank form is provided on the following worksheet.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>CDBG Funds Requested</th>
<th>CDBG Funds Awarded</th>
<th>Non-CDBG County Funds Awarded</th>
<th>State Funds Awarded</th>
<th>Oth Federal Funds Awarded</th>
<th>Private Funds Awarded</th>
<th>Total Awarded</th>
<th>Brief Project Description</th>
<th>Quantified Level of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Service Provided</td>
<td># Units</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>A. Current and Previous Two Fiscal Years</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Year FY22</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 75,000</td>
<td>$ 100,000</td>
<td>$ -</td>
<td>$ 50,000</td>
<td>$ 225,000</td>
<td>Staff costs for support services to homeless persons</td>
<td># Persons Trained: 66</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td># Job Placements: 33</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td># Housing Placements: 42</td>
</tr>
<tr>
<td>Prior Year 1 FY21</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 50,000</td>
<td>$ 100,000</td>
<td>$ -</td>
<td>$ 25,000</td>
<td>$ 175,000</td>
<td>Staff costs for support services to homeless persons</td>
<td># Persons Trained: 55</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td># Job Placements: 33</td>
</tr>
<tr>
<td></td>
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<td># Housing Placements: 36</td>
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<tr>
<td>Prior Year 2 FY20</td>
<td>$ 50,000</td>
<td>$ 50,000</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 25,000</td>
<td>$ 75,000</td>
<td>Staff costs for support services to homeless persons</td>
<td># Persons Trained: 33</td>
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<td># Housing Placements: 25</td>
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<table>
<thead>
<tr>
<th>B. Proposed Period - Funds Requested or Secured</th>
<th>CDBG Funds Requested</th>
<th>Non-CDBG County Funds Requested</th>
<th>State Funds Requested</th>
<th>Oth Federal Funds Requested</th>
<th>Private Funds Requested</th>
<th>Total Funds Requested</th>
<th>Brief Project Description</th>
<th>Quantified Level of Service</th>
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<tbody>
<tr>
<td>Fiscal Year</td>
<td>Service Provided</td>
<td># Units</td>
<td></td>
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<tr>
<td>FY23</td>
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<td>$ 75,000</td>
<td>$ 100,000</td>
<td>$ -</td>
<td>$ 50,000</td>
<td>$ 325,000</td>
<td>Staff costs for support services to homeless persons</td>
<td># Persons Trained: 130</td>
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</tr>
</tbody>
</table>
CDBG Project Schedule

(Exhibit 4)
ONLY FOR CDBG FUNDS

COUNTY OF MAUI
CDBG PROJECT SCHEDULE

1. NAME OF APPLICANT
   XYZ NonProfit Organization

2. PROJECT NAME
   Project Aloha Predevelopment

3. ORIGINAL DATED:
   December 30, 2021

4a. ESTIMATED START DATE OF PROJECT
   January 1, 2022

4b. ESTIMATED END DATE OF PROJECT
   December 31, 2023

5a. ESTIMATED EXECUTION DATE OF SRA
   October 1, 2022

5b. EST START DATE OF CDBG DRAW DOWN
   October 30, 2022

5c. EST END DATE OF CDBG DRAW DOWN
   September 20, 2023

6. PY/FY:
   7/1/2022 6/30/2023

<table>
<thead>
<tr>
<th></th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
</tr>
</thead>
<tbody>
<tr>
<td>7a. ACTIVITY</td>
<td>Environmental Review</td>
<td>8a. AMOUNT</td>
<td>$15,000</td>
<td>9a.</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$500</td>
<td>$1,500</td>
<td>$3,000</td>
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<td>RFP for consultant</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td>Award of contract</td>
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<td>Environmental Review Requirements</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7b. ACTIVITY</td>
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<td>8b. AMOUNT</td>
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<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>10b. MILESTONES</td>
<td>RFP for consultant</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Award of contract</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Architectural drawings &amp; design</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

11. COLUMN TOTALS
   (8a + 8b) | (9a + 9b)
   $70,000 | $0
   $0 | $0
   $0 | $0
   $500 | $1,500
   $3,000 | $3,000
   $3,000 | $2,000
   $2,000 | $3,000
   $15,000 | $15,000

12. CUMULATIVE AMOUNT OF CDBG FUNDS DRAW DOWN
   $0 | $0
   $0 | $0
   $0 | $0
   $500 | $2,000
   $5,000 | $8,000
   $11,000 | $13,000
   $16,000 | $31,000
   $46,000 | $46,000

FORM FS-1 (Rev 10/29/2014)
### COUNTY OF MAUI
#### CDBG PROJECT SCHEDULE

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4a. ESTIMATED START DATE OF PROJECT: January 1, 2022</td>
<td>5a. ESTIMATED EXECUTION DATE OF SRA: October 1, 2022</td>
<td>5b. EST START DATE OF CDBG DRAW DOWN: October 30, 2022</td>
</tr>
<tr>
<td>4b. ESTIMATED END DATE OF PROJECT: December 31, 2023</td>
<td>5c. EST END DATE OF CDBG DRAW DOWN: September 20, 2023</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. FY/FY: 7/1/2022 6/30/2023</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
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</thead>
</table>

#### ACTIVITY: Environmental Review

<table>
<thead>
<tr>
<th>7a. ACTIVITY</th>
<th>8a. AMOUNT</th>
<th>9a.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Review</td>
<td>$0</td>
<td>$0</td>
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</table>

#### MILESTONES
- FRP for consultant
- Award of contract
- Environmental Review Requirements

#### ACTIVITY: Planning & Design

<table>
<thead>
<tr>
<th>7b. ACTIVITY</th>
<th>8b. AMOUNT</th>
<th>9b.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning &amp; Design</td>
<td>$8,000</td>
<td>$8,000</td>
</tr>
</tbody>
</table>

#### MILESTONES
- RFP for consultant
- Award of contract
- Architectural drawings & design

<table>
<thead>
<tr>
<th>10a. MILESTONES</th>
</tr>
</thead>
<tbody>
<tr>
<td>X X X</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>11. COLUMN TOTALS</th>
<th>(8a + 8b)</th>
<th>(9a + 9b)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$70,000</td>
<td>$8,000</td>
<td>$8,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>12. CUMULATIVE AMOUNT OF CDBG FUNDS DRAW DOWN</th>
</tr>
</thead>
<tbody>
<tr>
<td>$46,000</td>
</tr>
</tbody>
</table>

FORM PS-1 (Rev 10/29/2014)
V. Application
READ INSTRUCTIONS CAREFULLY. ALL ANSWERS MUST BE TYPED.

I. GENERAL INFORMATION
Application Date: __________________________ Grant Request Amount: __________________________

Project Name: ____________________________

Location/Street Address: ____________________________

Project Site TMK: ____________________________ Project Site Census Tract: ____________________________

II. APPLICANT
Name of Organization: ____________________________

Address: ______________________________________

________________________________________________

DUNS Number: ____________________________ Employer Identification Number: ____________________________

Authorized Official: ____________________________

Title: ____________________________ Phone: ____________________________

Contact Person/Project Manager: ____________________________

Phone: ____________________________ Fax: ____________________________

Contact Person’s Email Address: ____________________________
In order to complete each question in the Application adequately and appropriately, please refer to the Application Instructions for details and additional information.

III. APPLICANT ELIGIBILITY

A. The Applicant is a:
   1. □ Public Agency
   2. □ For-Profit Entity (See 24 CFR 570.203)
   3. □ Private Non-Profit Organization
   4. □ Community-Based Development Organization (CBDO) (See 24 CFR 570.204)

B. Assurance

In an Appendix with your original application and unbound copy of your application, provide the following documentation, as applicable.

NOTE: Public Agencies are NOT required to submit assurance documentation in an Appendix.

APPENDIX

I. Current Articles of Incorporation.
II. Current adopted By-Laws.
III. Evidence of IRS Section 501c(3) exemption.
IV. Documentation of Conflict of Interest.
   Name of Document(s):
   Page Number(s):

V. Other qualifying document(s), as applicable.
   Name of Qualifying Document(s):
   Statute or Regulation Reference:
   Explanation:

INCLUDE THE APPENDIX DOCUMENTATION WITH THE ORIGINAL APPLICATION AND UNBOUND COPY OF YOUR APPLICATION ONLY.
DO NOT include the Appendix documentation with the six bound copies of your application.

IV. ELIGIBLE ACTIVITY AND NATIONAL OBJECTIVES

A. Eligible Activity
Indicate with an "X" or checkmark the activity category that most closely describes your proposed use of CDBG funds. **Only one category may be selected.**

- [ ] 570.201(a) Acquisition of real property
- [ ] 570.201(b) Disposition
- [ ] 570.201(c) Public facilities & improvements
- [ ] 570.201(d) Clearance activities
- [ ] 570.201(e) Public services - Check one of the following:
  - [ ] New public service
  - [ ] Quantifiable increase in the level of an existing public service
- [ ] 570.201(f) Interim assistance
- [ ] 570.201(g) Payment of non-federal share
- [ ] 570.201(h) Urban Renewal Completion
- [ ] 570.201(i) Relocation
- [ ] 570.201(j) Loss of rental income
- [ ] 570.201(k) Housing services
- [ ] 570.201(l) Privately owned utilities
- [ ] 570.201(m) Not applicable – repealed
- [ ] 570.201(n) Homeownership assistance
- [ ] 570.201(o) Micro-enterprise assistance
- [ ] 570.201(p) Technical assistance
- [ ] 570.201(q) Assistance to institutions of higher education
- [ ] 570.202(a) Eligible rehabilitation and preservation activities
- [ ] 570.202(b) Code Enforcement
- [ ] 570.202(c) Historic Preservation
- [ ] 570.202(d) Renovation of closed buildings
- [ ] 570.202(e) Lead-based paint hazard evaluation and reduction
- [ ] 570.203 Special economic development
- [ ] 570.204 Special activities by Community-Based Development Organizations (CBDO)
- [ ] 570.205 Planning and policy capacity building activities

B. National Objective

Yes  No

1. [ ] [ ] Low/Mod Income Area Benefit: Will your project serve a specific area in the County of Maui? For example, this area could be Hana, Molokai, Lanai, or a specific neighborhood or area.

   If you answer “Yes” to this question, describe the specific area your project will serve **AND** include a census and/or site map or a street-to-street narrative as an Attachment after the required Attachments. The map or street-to-street narrative should include census tracts and delineate the area served by the project.
2. **Limited Clientele Activity – Presumed Low/Mod:** Does your project **exclusively** serve one or more of the following persons that are presumed to be low- and moderate-income?

- [ ] Yes
- [ ] No

- abused children;
- battered spouses;
- elderly persons;
- homeless persons (i.e., persons experiencing homelessness);
- persons living with AIDS;
- illiterate adults;
- migrant farm workers; and/or
- adults meeting the Bureau of the Census’ Current Population Reports definition of "severely disabled"; (See Application Instructions.)

If you answer “Yes” to any presumed group of persons, describe the persons served by your project.

3. **Limited Clientele Activity:**

   a. If your project does **NOT** serve a low/mod income area or **exclusively** serve persons that are presumed to be low- and moderate-income listed immediately above, describe the low- and moderate-income persons that your project serves:

   b. Describe the process and income verification controls the project will use to ensure that at least 51% of the program participants will be low- to moderate-income persons. Attach existing policies, procedures, and/or forms as an Attachment after the required Attachments, if applicable.

   If your project is a Housing Activity that will provide or improve permanent residential structures, include in your description the total number of units in the project and the number occupied by low- and moderate-income persons as well as the process and income verification controls.

   If your project is a Job Creation or Retention Activity that will create or retain permanent jobs, include in your description steps that will be taken to ensure the job(s) will be filled or made available to low- and moderate-income persons and, if applicable, clear and documented evidence that permanent jobs will be lost without CDBG assistance as well as the process and income verification controls.

V. **CONSISTENCY WITH 2020-2024 CONSOLIDATED PLAN (ConPlan) Priorities (Needs Addressed) and Goals**

   A. **Community Development and Housing Goals:**

      Indicate with an “X” or checkmark the specific Community Development or Housing Goal that the proposed project satisfies. **ONLY ONE GOAL PER APPLICATION MAY BE SELECTED.**
### Chart 4 | Community Development Goals as outlined in the County’s ConPlan.

<table>
<thead>
<tr>
<th>Goal #</th>
<th>ACTIVITIES</th>
<th>OUTCOMES</th>
</tr>
</thead>
<tbody>
<tr>
<td>PF-1</td>
<td>Acquire, construct or rehabilitate buildings to serve homeless persons and families.</td>
<td>3,000 homeless persons will benefit from new or improved facilities.</td>
</tr>
<tr>
<td>PF-2</td>
<td>Acquire, construct or rehabilitate health facilities including substance abuse and mental health services to benefit predominantly low- and moderate-income persons.</td>
<td>15,000 persons of low- and moderate-income communities will benefit from new or improved health facilities including substance abuse and mental health services.</td>
</tr>
<tr>
<td>PF-3</td>
<td>Acquire public fire safety equipment/apparatus in low- and moderate-income communities.</td>
<td>23,000 residents of low- and moderate-income communities will benefit with increased public safety and welfare from additional fire safety equipment.</td>
</tr>
<tr>
<td>PF-4</td>
<td>Acquire, construct or rehabilitate public safety (Fire and Police) facilities to benefit low- and moderate-income communities.</td>
<td>18,000 residents of low- and moderate-income communities will benefit with increased public safety and welfare from new or improved facilities.</td>
</tr>
<tr>
<td>PF-5</td>
<td>Acquire, construct or rehabilitate facilities including child care, domestic violence, food distribution and other social service facilities that benefit predominately low- and moderate-income persons.</td>
<td>18,000 persons of low- and moderate-income will benefit from new or improved facilities.</td>
</tr>
<tr>
<td>PF-6</td>
<td>Acquire, construct or rehabilitate county service facilities, including landfills, to benefit low- and moderate-income communities.</td>
<td>6,000 residents of low- and moderate-income communities will benefit from new or improved county service facilities including landfills and recycling centers.</td>
</tr>
<tr>
<td>PF-7</td>
<td>Acquire, construct or rehabilitate county parks and recreational facilities to benefit low- and moderate-income communities – improvements not to include ADA.</td>
<td>15,000 residents of low- and moderate-income communities will benefit from new or improved county parks and recreational facilities.</td>
</tr>
<tr>
<td>PS-1</td>
<td>Support child care, substance abuse, employment/training, homeless, domestic violence, homeowner assistance, recycling, and other health and social services for low- and moderate-income persons.</td>
<td>5,000 persons of low- and moderate-income will benefit form new or expanded health and social services. 20 Households will benefit from homeownership assistance.</td>
</tr>
<tr>
<td>PS-2</td>
<td>Acquire public emergency/safety equipment in low- and moderate-income areas.</td>
<td>20,000 residents of low- and moderate-income communities will benefit from increased public safety and welfare from additional public emergency safety equipment.</td>
</tr>
<tr>
<td>ED-1</td>
<td>Provide additional micro-enterprise training in low- and moderate-income areas designated as enterprise zones.</td>
<td>20 micro-enterprises of low- and moderate-income persons in areas designated as enterprise zones will have received training.</td>
</tr>
<tr>
<td>ED-2</td>
<td>Support economic development activities that create/retain jobs for low- and moderate-income persons in areas designated as enterprise zones.</td>
<td>20 FTE jobs will be created/retained for low- and moderate-income persons in areas designated as enterprise zones.</td>
</tr>
<tr>
<td>IN-1</td>
<td>Construct or rehabilitate infrastructure, including water/sewer, solid waste disposal and flood drainage, in low- and moderate-income communities.</td>
<td>13,000 residents of low- and moderate-income communities will benefit from increased and improved public infrastructure.</td>
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</tbody>
</table>

### Chart 1 | Housing and Special Needs Housing Goals as outlined in the County’s ConPlan and eligible for CDBG funding.

<table>
<thead>
<tr>
<th>Goal #</th>
<th>ACTIVITIES</th>
<th>OUTCOMES</th>
</tr>
</thead>
<tbody>
<tr>
<td>HO-2</td>
<td>Provide downpayment/closing cost and homeownership assistance</td>
<td>105 low-mod households become homeowners</td>
</tr>
<tr>
<td>HR-2</td>
<td>Acquire site for the construction of affordable rental housing</td>
<td>25 rental units constructed</td>
</tr>
<tr>
<td>HR-4</td>
<td>Acquire site for the construction of rental housing for special needs populations</td>
<td>25 rental units constructed</td>
</tr>
<tr>
<td>HR-6</td>
<td>Rehabilitate affordable rental housing</td>
<td>40 rental units rehabilitated</td>
</tr>
</tbody>
</table>
B. Indicate with an “X” or checkmark ONE specific Priority (Needs Addressed) Community Development or Housing Need that the proposed project satisfies.

**NOTE:** The County is able to consider or process funding applications for only projects that address a High Priority (Needs Addressed) Community Development Needs.

<table>
<thead>
<tr>
<th>PRIORITY (NEEDS ADDRESSED) COMMUNITY DEVELOPMENT NEEDS</th>
<th>Priority Need Level</th>
<th>Goal Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PUBLIC FACILITY NEEDS (projects)</strong></td>
<td></td>
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</tr>
<tr>
<td>□ Senior Centers</td>
<td>High</td>
<td>PF-5</td>
</tr>
<tr>
<td>□ Facilities for Persons with a Disability</td>
<td>High</td>
<td>PF-5</td>
</tr>
<tr>
<td>□ Homeless Facilities</td>
<td>High</td>
<td>PF-1</td>
</tr>
<tr>
<td>□ Youth Centers</td>
<td>High</td>
<td>PF-5</td>
</tr>
<tr>
<td>□ Neighborhood Facilities</td>
<td>High</td>
<td>PF-5</td>
</tr>
<tr>
<td>□ Child Care Centers</td>
<td>High</td>
<td>PF-5</td>
</tr>
<tr>
<td>□ Health Facilities</td>
<td>High</td>
<td>PF-2</td>
</tr>
<tr>
<td>□ Mental Health Facilities</td>
<td>High</td>
<td>PF-2</td>
</tr>
<tr>
<td>□ Parks and/or Recreation Facilities</td>
<td>High</td>
<td>PF-7</td>
</tr>
<tr>
<td>□ Parking Facilities</td>
<td>Low</td>
<td>N/A</td>
</tr>
<tr>
<td>□ Fire Stations/Equipment</td>
<td>High</td>
<td>PF-3</td>
</tr>
<tr>
<td>□ Abused/Neglected Children Facilities</td>
<td>Low</td>
<td>N/A</td>
</tr>
<tr>
<td>□ Non-Residential Historic Preservation</td>
<td>Low</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Other Public Facility Needs:</strong></td>
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<td></td>
</tr>
<tr>
<td>□ Substance Abuse Facilities</td>
<td>High</td>
<td>PF-2</td>
</tr>
<tr>
<td>□ Public Safety Facilities</td>
<td>High</td>
<td>PF-4</td>
</tr>
<tr>
<td>□ Domestic Violence Facilities</td>
<td>High</td>
<td>PF-5</td>
</tr>
<tr>
<td>□ Food Distribution Facilities</td>
<td>High</td>
<td>PF-5</td>
</tr>
<tr>
<td><strong>Infrastructure (General)</strong></td>
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<tr>
<td>□ Water/Sewer Improvements</td>
<td>High</td>
<td>IN-1</td>
</tr>
<tr>
<td>□ Street Improvements</td>
<td>High</td>
<td>IN-1</td>
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<tr>
<td>□ Sidewalks</td>
<td>High</td>
<td>IN-1</td>
</tr>
<tr>
<td>□ Solid Waste Disposal Improvements</td>
<td>High</td>
<td>PF-6/IN-1</td>
</tr>
<tr>
<td>□ Flood Drainage Improvements</td>
<td>High</td>
<td>IN-1</td>
</tr>
<tr>
<td><strong>Other Infrastructure:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Removal of Architectural Barriers</td>
<td>Low</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Public Services (General)</strong></td>
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</tr>
<tr>
<td>□ Senior Services</td>
<td>High</td>
<td>PS-1</td>
</tr>
<tr>
<td>□ Services for Persons with a Disability</td>
<td>High</td>
<td>PS-1</td>
</tr>
<tr>
<td>□ Youth Services</td>
<td>High</td>
<td>PS-1</td>
</tr>
<tr>
<td>□ Child Care Services</td>
<td>High</td>
<td>PS-1</td>
</tr>
<tr>
<td>□ Transportation Services</td>
<td>High</td>
<td>PS-1</td>
</tr>
<tr>
<td>□ Substance Abuse Services</td>
<td>High</td>
<td>PS-1</td>
</tr>
<tr>
<td>□ Employment/Training Services</td>
<td>High</td>
<td>PS-1</td>
</tr>
<tr>
<td>□ Health Services</td>
<td>High</td>
<td>PS-1</td>
</tr>
<tr>
<td>□ Lead Hazard Screening</td>
<td>Low</td>
<td>N/A</td>
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<tr>
<td><strong>Other Services:</strong></td>
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<tr>
<td>□ Homeless Services</td>
<td>High</td>
<td>PS-1</td>
</tr>
<tr>
<td>□ Public Safety</td>
<td>High</td>
<td>PS-2</td>
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<tr>
<td>□ Domestic Violence Services</td>
<td>High</td>
<td>PS-1</td>
</tr>
<tr>
<td>□ Homeownership Assistance</td>
<td>High</td>
<td>PS-1</td>
</tr>
<tr>
<td><strong>Economic Development (General)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Commercial/Industrial Land Acquisition/Disposition</td>
<td>Low</td>
<td>N/A</td>
</tr>
<tr>
<td>□ Commercial/Industrial Infrastructure Development</td>
<td>High</td>
<td>ED-2</td>
</tr>
<tr>
<td>□ Commercial/Industrial Acq/Const/Rehab</td>
<td>High</td>
<td>ED-2</td>
</tr>
<tr>
<td>□ Other Commercial/Industrial</td>
<td>Low</td>
<td>N/A</td>
</tr>
<tr>
<td>□ ED Assistance to For-Profit</td>
<td>High</td>
<td>ED-2</td>
</tr>
</tbody>
</table>
VI. PROJECT DESCRIPTION

A. Project Description

1. Project Summary. Provide a brief and concise summary of your project that is not more than 150 words.

2. Project Description. Provide a description of your project that is not more than 2 pages in length.

FOR PUBLIC SERVICE ACTIVITIES: Include in your description how your project is a new public service or a quantifiable increase in the level of an existing public service; the extent and nature of similar public services being provided by others in the same area; and how the proposed project will benefit those being served. If CDBG funds will be used to purchase equipment, indicate the number of similar equipment currently existing.

BE SPECIFIC: Cite the magnitude, seriousness, geographical area and/or the segment of the population most impacted; provide quantifiable data derived from current studies/surveys. Clearly reference source documents. Provide supporting documentation, as applicable, as an Attachment after the required Attachments.

a. Explain how the proposed project will directly address and resolve the applicable Community Development Goal and Priority Community Development Need from the County’s 2020-2024 Consolidated Plan as indicated in V. A. and V. B. above.
B. **Number of Beneficiaries and Nature of the Benefit**

1. Describe the people who will directly benefit from the proposed project in terms of number, income, age, employment, special needs, and other pertinent information.

2. **Beneficiaries by Income Levels**
   
   a. Indicate the number of beneficiaries by income levels that will benefit from the proposed project.

<table>
<thead>
<tr>
<th>Categories:</th>
<th>Income Level (% of Median Income)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>=/&lt; 30%</td>
</tr>
<tr>
<td>Number of Persons or Households</td>
<td></td>
</tr>
<tr>
<td>Abused Children</td>
<td></td>
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<tr>
<td>Battered Spouses</td>
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<tr>
<td>Elderly Persons</td>
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<tr>
<td>Homeless Persons</td>
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<tr>
<td>Persons Living with AIDS</td>
<td></td>
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<tr>
<td>Illiterate Adults</td>
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<tr>
<td>Migrant Farm Workers</td>
<td></td>
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<tr>
<td>Severely Disabled Adults</td>
<td></td>
</tr>
<tr>
<td>Other Special Needs:</td>
<td></td>
</tr>
<tr>
<td>TOTAL BENEFICIARIES</td>
<td></td>
</tr>
</tbody>
</table>

   b. Based on the information provided in the table above, calculate the percentage of low- and moderate-income persons to be served on an annual basis (Subtotal/TOTAL): _____ %

   c. Explain any duplication of the number of beneficiaries. If the number of beneficiaries is not duplicated, state: “Not applicable” or “N/A”.

3. Provide documentation (e.g., census data, surveys, studies) as the required Attachment A and/or explanation of the assumptions and methodologies used to support the statistics provided concerning the number of beneficiaries of the proposed project. When attaching documentation, be sure the source documentation is identified, specifically highlight the statistics used, and fully document any calculations or extrapolations that were performed to derive the statistics. **DOCUMENTATION MUST BE PROVIDED.**

C. **Anticipated Results**

1. Explain the **direct** benefit to be achieved with the implementation of the project. Provide estimated quantifiable data for the results that are expected to be achieved. Describe how the estimates were derived.
2. Describe the anticipated **indirect** results of your project (if any). If indirect results are not anticipated, state “**Not applicable**” or “**N/A**”.

3. Describe the organization’s implementation strategy(ies) and the long-term business plan for the project that will ensure the successful completion and long-term viability of the proposed project.

Include appropriate supporting information/documentation as an Attachment after the required Attachments, as appropriate.

D. **Other Appropriate Information:** Provide any other appropriate information for your Project Description. If no other information is provided, state “**Not applicable**” or “**N/A**”.

Include appropriate supporting information/documentation as an Attachment after the required Attachments, as appropriate.

**VII. PROJECT SITE AND ENVIRONMENTAL ISSUES**

A. **Site Control**

You must have site control for the entire applicable CDBG Restricted Use Period. To determine the CDBG Restricted Use Period, see the Application Instructions.

1. Check the statement that best describes your degree of site control:

   - [ ] We have site control. We own the real property on which the proposed project will be located. Provide **proof of site control** (e.g., deed) as the required **Attachment B**.

   - [ ] We have or will have site control. We lease the real property on which the proposed project will be located OR we have executed a legally binding agreement or option to buy or lease the real property. Provide **proof of site control** (e.g., lease, legally binding agreement, sales contract, option to buy or lease, etc.) as the required **Attachment B**.

   Identify the legal owner of the real property. Describe the terms of the lease, legally binding agreement, sales contract or option to buy or lease the real property.

   - [ ] We have identified the real property on which the proposed project will be located AND we have secured a verbal or nonbinding agreement (e.g., a memorandum of understanding) to buy or lease the real property. Provide **proof of site control** (e.g., memorandum of understanding, etc.) as the required **Attachment B**.
Identify the legal owner of the real property. Describe the terms of the verbal or nonbinding agreement or memorandum of understanding.

☐ We do not know where the proposed project will be located. Please explain:

☐ Other, including if the proposed project does not require a specific site. Please explain:

2. Provide a TMK map of your project site as the required Attachment C. To print a TMK map, see the Application Instructions. If the proposed project involves the purchase of equipment with CDBG funds, provide a TMK map for the primary location of the equipment.

B. Relocation

If you intend to acquire, rehabilitate, or demolish real property, are there any persons currently living at the real property, conducting a business at it, or storing personal property on it?
☐ Yes ☐ No ☐ Not Applicable

If YES, describe the current occupants and their current use of the proposed project site.

C. Land Use Designation and Permits

1. What is the Zoning Designation for the project site?
   Is the proposed project consistent with this zoning designation? ☐ Yes ☐ No
   Is a zoning variance required for the project? ☐ Yes ☐ No
   Is rezoning required for the project? ☐ Yes ☐ No
   If a zoning variance or rezoning is required, indicate the date the zoning variance or rezoning application was filed:

2. State Land Use District: ☐ Urban ☐ Rural ☐ Agricultural ☐ Conservation
   Is the proposed project consistent with the State Land Use District? ☐ Yes ☐ No
   Is a State Land Use District Boundary amendment required for the project? ☐ Yes ☐ No
   If a boundary amendment is required, indicate the date the State Land Use District Boundary amendment application was filed:

3. Is the project site located in a Special Management Area (SMA)? ☐ Yes ☐ No
   If yes, indicate the date when the SMA application was filed:

4. Is a Conditional Use Permit (CUP) required? ☐ Yes ☐ No
   If yes, indicate the date that the CUP application was filed:
5. Is a Special Use Permit (SUP) Required? ☐ Yes ☐ No
   If yes, indicate the date that the SUP application was filed:

6. If your proposed project is a rental housing project, will you request exemptions from planning,
zoning, and land development standards pursuant to Chapter 201H, Hawaii Revised Statutes?
   ☐ Yes ☐ No ☐ Not Applicable
   If yes, indicate the date the 201H application process was or will be initiated?

Attach applicable maps, plans, applications, permits, and/or Federal-State/County verification, etc. as
Attachments after the required Attachments.

D. Environmental Review: See Application Instructions for requirements.

Indicate which of the following environmental matters are applicable to your proposed project & provide
documentation here to accompany determination for each item listed.

1. ☐ ☐ The project will affect a property designated or qualified for designation as a historic
   site on the State or National Registers of Historic Places.

2. ☐ ☐ The project will affect a structure that is at least 50 years of age.

3. ☐ ☐ The project site is located within a flood plain. Provide a Flood Insurance
   Rate Map (FIRMette) for the proposed project area as the required Attachment D.
   Clearly indicate the project site on the FIRMette map. If your project involves
   the purchase of equipment with CDBG funds, provide a FIRMette map for the primary
   location of the equipment. See the Application Instructions.

4. ☐ ☐ The project site is located within a wetland.

5. ☐ ☐ The proposed project will affect known archaeologically historic properties/sites (burial
   remains, artifacts, heiau, etc.) on or adjacent to the proposed project site.

6. ☐ ☐ The project will involve new construction which will result in noise-sensitive land
   use/development (e.g., housing, nursing home, etc.).

7. ☐ ☐ The project site is located within a one-mile radius of above-ground storage tanks of 100
gallons or more in size containing flammable or explosive materials.

8. ☐ ☐ On the project site or the adjacent properties, there are known toxic chemicals, radioactive
   substances or other hazardous materials.

9. ☐ ☐ This building was originally constructed after 1978; the Lead Housing Rule does not apply.

10. ☐ ☐ The proposed project will involve buildings that were constructed before 1978;
   the Lead Housing Rule does apply.

    We have tested the structure. For results see Attachment “Lead”.

11. If you answered “Yes” to any of the environmental questions immediately above:
Yes No
☐ ☐ Has a final Environmental Impact Statement (EIS) or an Environmental Assessment (EA) been prepared for the project?

If “Yes” and you have prepared an EIS or EA for your project, indicate:

- Date draft EA/EIS published in the Environmental Notice:
- Date Final EA/EIS published in the Environmental Notice:
- Date of EA/EIS Acceptance Date:
- Accepting authority:

If “No” and you have not prepared an EIS or EA for your project, describe your organization’s plans to address the environmental concerns and the effects on the proposed project’s budget and/or completion timeline:

VIII. PROJECT FINANCING AND BUDGET

A. Source of Funds

1. For ALL proposed projects, complete Budget Form A and include as the required Attachment E.

2. Comment on your entity’s strategy and plans on the leveraging and sufficiency of resources to implement the proposed project. If project is not leveraged with other funds, explain why CDBG funds are being relied on solely to fund the proposed project.

B. Project Budget

1. Provide the applicable Project Budget for your proposed project as required Attachment F:
   a. For Acquisition, Construction and Rehabilitation Projects: Complete Budget Form B.1.
   b. For Public Service Projects: Complete Budget Form B.2.1. AND B.2.2.
   c. For all other Projects: Complete Budget Form B.3.

2. If the Project Budget includes indirect cost(s), explain indirect cost allocation formula used.

   If indirect cost(s) are not included, state “Not applicable” or “N/A”.

3. Explain the basis and assumptions used for determining project costs. If the proposed project involves construction, provide cost per square foot.
C. Self-Sufficiency and Fiscal Viability

1. Describe the financial resources that will be available to ensure the operating viability of the project during the applicable CDBG Restricted Use Period. Include your organization’s business/operations plan and approach. Identify and discuss areas of concern.

2. Indicate your organization’s fiscal year end (e.g. June 30th, December 31st, etc.):

3. Provide, as required Attachments J and K, Annual Financial Statements for the most recent past two consecutive fiscal years. At least one of the annual financial statements must be audited. Not applicable to Public Agencies. See the Application Instructions.

   a. For audited financial statement(s) provided, indicate the fiscal period of the audit(s). If the latest financial statements are currently in the process of being audited, indicate this and when the audit will be completed.

   b. In the Audited Financial Statement(s) provided, describe any current and/or on-going concerns, risks and/or material weaknesses identified and reported by the independent auditor. Provide page references of the audit report.

      If no on-going concerns, risks and/or material weaknesses were identified and reported by the independent auditor, state “Not applicable” or “N/A”.

   c. Describe actions taken or plans by your organization to address and resolve the current and/or on-going concerns, risks and/or material weaknesses identified above.

      If actions are not required, state “Not applicable” or “N/A”.

4. Provide, as Attachment L, a Management Letter or written certification from a CPA that a management letter was NOT issued. If applicable, provide your organization’s response(s) to the Management Letter. Not applicable to Public Agencies.

   a. Describe any current and/or on-going concerns, risks and/or material weaknesses identified and reported by the independent auditor in the management letter. Provide page references of the management letter, as applicable.

      If no on-going concerns, risks and/or material weaknesses were identified and reported by the independent auditor, state “Not applicable” or “N/A”.

2022 CDBG Application Packet – Application Form (Updated 12/2021)
This application contains 21 pages
b. Describe actions taken or plans by your organization to address and resolve the current and/or on-going concerns, risks and/or material weaknesses identified above.

If actions are not required, state “Not applicable” or “N/A”.

5. Provide, as Attachment M, the organization’s most recent applicable signed Federal Tax Return. Not applicable to Public Agencies.
IX. MANAGEMENT CAPACITY

A. The applicant was awarded CDBG assistance within the applicant’s current fiscal year and/or the last four fiscal years.

☐ Yes ☐ No

If Yes, complete the following table. Provide an answer in each column for each grant listed.

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Fiscal Year of Grant</th>
<th>Grant Amount</th>
<th>Status of Project if applicable, indicate the date the project was completed.</th>
<th>Evaluation of Project Achievements</th>
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B. The applicant was awarded other Federal, State, County or private grants within the applicant’s current fiscal year and/or the last four fiscal years.

☐ Yes ☐ No

If Yes, complete the following table. Provide an answer in each column for each grant listed.

<table>
<thead>
<tr>
<th>Project Name and Name of Grantor</th>
<th>Fiscal Year of Grant</th>
<th>Grant Amount</th>
<th>Status of Project if applicable, indicate the date the project was completed.</th>
<th>Evaluation of Project Achievements</th>
</tr>
</thead>
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</table>
If further documentation is required to report additional Federal, State, County or private grants, include as an Attachment after the required Attachments. Reference the Attachment in the last line of the applicable table.
C. If you are an organization who was awarded other Federal, State, County grants within the current fiscal year and/or the last four fiscal years please outline a plan or proposed plan toward financial self sustainability. The plan or proposed plan is to include efforts to raise funds from private sources to offset and reduce the dependence on government grants in the future. Not applicable to Public Agencies.

D. Describe your organization’s professional experience, qualifications and technical ability in implementing and managing projects as well as address CDBG compliance requirements.

E. Organization Structure and Capacity

1. State the mission of your organization.

2. Describe how the proposed project relates to the mission of your organization.

3. Provide, as required Attachment N, a current List of Board of Directors and Officers. Not applicable to Public Agencies.

4. Resources:
   a. Describe the project implementation plan.
   
   b. Provide, as required Attachment G, an organizational chart of your organization. Describe the staff and/or positions dedicated to the implementation and CDBG compliance requirements of the proposed project and highlight the staff and/or positions on the organizational chart.
   
   c. Provide, as required Attachment H, a brief job description for each staff and/or position dedicated to the implementation and CDBG compliance requirements of the proposed project, include the pertinent experience. If the staff has other duties and responsibilities in addition to the implementation and CDBG compliance requirements of the proposed project, please describe.

   d. If a third party will be involved in the management or oversight of the proposed project, describe their role. If a third party will not be involved, state “Not applicable” or “N/A”.
e. Provide, as required Attachment O, resumes for the organization’s Executive Director/Administrator, Fiscal Officer, Program Manager, and all staff directly responsible for the implementation and CDBG compliance requirements of the proposed project. Indicate the position titles on the resumes. Not applicable to Public Agencies.

5. Accounting/Record-Keeping System. Describe the accounting/record-keeping system used by your organization (i.e. manual, computer software, etc.). Include the capacity of your accounting/record-keeping system to track the expenses attributed to the proposed project and CDBG funds. Not applicable to Public Agencies.

X. PROJECT SCHEDULE

A. Complete the Project Schedule, Form PS-1, for CDBG funds only and include as required Attachment I.

B. Complete the table below for all activities, if any, that will precede those activities documented in the Project Schedule, Form PS-1.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Milestone</th>
<th>Start Date</th>
<th>Completion Date</th>
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XI. CONFLICT OF INTEREST QUESTIONNAIRE

Read the County of Maui CDBG Statement on Conflict of Interest and the quotation of 24 CFR § 570.611, complete the Applicant’s Conflict of Interest Questionnaire and provide as Attachment P. The date of the attachment must correspond exactly to the date of this CDBG application. Not applicable to Public Agencies.
XII. CERTIFICATION

As duly Authorized Officials of the Applicant, the Authorized Officials hereby acknowledges that to the best of his/her knowledge the application proposal submitted herein has been completed in accordance with the Application Packet information and instructions for Program Year 2012; that he/she has reviewed the application for completeness; and understands that the non-submission of any of the required documents, submission of any incomplete documents, and errors and omissions, whether intentional or unintentional, may result in the non-acceptance of this application for funding evaluation and consideration.

As duly Authorized Officials of the Applicant, I/we certify that the Applicant:

A. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability to ensure proper planning, management, and completion of the project described in this application. The financial capability includes funds sufficient to pay the non-CDBG share of project cost.

B. Will initiate and complete the work within the applicable time frame after execution of the Subrecipient Agreement with the County of Maui.

C. Will give the County of Maui, U.S. Department of Housing and Urban Development, and the Comptroller General of the United States, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards and organization directives.

D. Will comply with the conflict of interest provisions at 24 CFR Part 84, 24 CFR Part 85 and 24 CFR § 570.611 related to the establishment of safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain.

E. Will comply with the uniform administrative requirements in accordance with OMB Circular A-102 “Grants and Cooperative Agreements with State and Local Governments” OR OMB Circular A-110 “Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations” as implemented at 24 CFR 570.502.

F. Will comply with the requirements and standards of OMB Circular A-21 “Cost Principles for Educational Institutions OR OMB Circular A-87 “Cost Principles for State, Local, and Indian Tribal Governments” OR OMB Circular A-122 “Cost Principles for Non-Profit Organizations”, as applicable.

G. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, “Audits of States, Local Governments, and Non-Profit Organizations.”

H. Will comply with all Federal statutes, related amendments, and implementing regulations relating to nondiscrimination, fair housing and equal opportunity including, but not limited to: Title VI of the Civil Rights Act of 1964, as amended; Fair Housing Act; Equal Opportunity in Housing (Executive Order 11063, as amended by Executive Order 12259); Section 109 of Title I of the Housing and Community Development Act of 1974, as amended; Age Discrimination Act of 1975, as amended; any other nondiscrimination provisions in the specific statute under which application for Federal assistance is being made; and the requirements of any other nondiscrimination statute which may apply.
I. Will comply with all Federal statutes, related amendments, and implementing regulations relating to handicapped accessibility including, but not limited to: Architectural Barriers Act of 1968, as amended; and Americans with Disabilities Act; Section 504 of the Rehabilitation Act of 1973.

J. Will comply with all Federal statutes, related amendments, and implementing regulations relating to employment and contracting including, but not limited to: Equal Employment Opportunity, Executive Order 11246, as amended; and Section 3 of the Housing and Urban Development Act of 1968.

K. Will comply, if applicable, with flood insurance requirements of Section 202 of the Flood Disaster Protection Act of 1973.

L. Will comply, as applicable, with the provisions of the: Davis-Bacon Act; the Contract Work Hours and Safety Standards Act; the Copeland (Anti-Kickback) Act; and Fair Labor Standards Act of 1938, as amended regarding labor standards for federally assisted construction subagreements.

M. Will comply with the requirements found at 24 CFR Part 5 regarding debarred, suspended and ineligible contractors and subrecipients.

N. Will comply, or has already complied, with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and Section 104(d) of the Housing and Community Development Act of 1974, as amended, which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs.

O. Will comply with environmental standards which may be prescribed pursuant to the following: institution of environmental quality control measures under the National Environmental Policy Act of 1969 and Executive Order (EO) 11514; notification of violating facilities pursuant to EO 11738; protection of wetlands pursuant to EO 11990; evaluation of flood hazards in floodplains in accordance with EO 11988; assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972; conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended; protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended; and protection of endangered species under the Endangered Species Act of 1973, as amended.

P. Will assist the awarding organization in assuring compliance with Section 106 of the National Historic Preservation Act of 1968, EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974.

Q. Will comply with the Lead-Based Paint Poisoning Prevention Act, which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

R. Will comply, as applicable, with the provisions of the Hatch Act, which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

S. Will comply with all reporting requirements including performance objectives and results/outputs achieved as a direct result of the use of CDBG funds as mandated by the Notice of Outcome Performance Measurement System, Federal Register Volume 72, Number 44 (March 7, 2006).

T. For the duration of the CDBG Restricted Use Period will comply with those provisions in the CDBG regulations that require certifying, recertifying, and reporting on the incomes of the project’s beneficiaries.

U. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations
and policies governing this program. In cases where County, State and/or Federal laws, rules and regulations address certain issues, the most stringent ruling shall apply.

The Applicant certifies that the information and representations provided to the County of Maui in this application are true and correct to the best of his/her knowledge; that the Applicant will comply with all of the assurances set forth in this application; and where required by its by-laws, the Board of Directors has duly passed a resolution authorizing its authorized official to file this application and provide any further information to the County.

Name of Applicant: __________________________________________

Name of Project: _____________________________________________

Authorized Official

Name

Title

_________________________ Signature ________________________ Date

Authorized Official

Name

Title

_________________________ Signature ________________________ Date
Forms
Source of Funds for Entire Proposed Project

(Budget Form A)
**Source of Funds.** Provide for entire project and round to the nearest hundred dollars.
Do NOT include operating costs unless the proposed project is to use CDBG funds for operating costs for a public service activity.

<table>
<thead>
<tr>
<th>Description of Funds</th>
<th>Date Funds Available</th>
<th>Amount Requested</th>
<th>Approved/Secured</th>
<th>Total</th>
<th>% of Total Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDBG Funds: This Request</td>
<td>10/1/2022 (est.)</td>
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<tr>
<td>Previous Award</td>
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<td>CDBG Section 108 Loan Guarantee</td>
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<td>Other Consolidated Plan Funds: HOME</td>
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<td>ESG</td>
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<td>HOPWA</td>
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<tr>
<td>Other Federal Funds:</td>
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<td>State Funds:</td>
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<td>County Funds:</td>
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<td>Private Funds:</td>
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<td>Private Funds:</td>
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<td>Private Funds:</td>
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<tr>
<td>In-Kind Contributions: Labor</td>
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<tr>
<td>In-Kind Contributions:</td>
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<td>Other:</td>
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<tr>
<td>Other:</td>
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</tbody>
</table>

**TOTALS**
Acquisition and Construction Project
Preliminary Budget & Project Funding
Requirements
(Budget Form B.1)
To be completed by Agencies proposing acquisition and construction projects.

**Preliminary Budget for Proposed Project.** List all proposed activities necessary to complete the proposed project by funding source.

<table>
<thead>
<tr>
<th>Description of Proposed Activities</th>
<th>CDBG Funds Requested</th>
<th>Other Funds</th>
<th>Funds from Existing Programs</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Committed</td>
<td>Requested</td>
<td></td>
</tr>
<tr>
<td>Appraisals</td>
<td></td>
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</tr>
<tr>
<td>Environmental Assessment</td>
<td></td>
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</tr>
<tr>
<td>Advertising</td>
<td></td>
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<tr>
<td>Acquisition</td>
<td></td>
<td></td>
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<tr>
<td>Architectural, Planning and Engineering</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction Document Preparation</td>
<td></td>
<td></td>
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<tr>
<td>Surveying</td>
<td></td>
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<td>Permitting</td>
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<tr>
<td>Relocation</td>
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<tr>
<td>Demolition and Removal</td>
<td></td>
<td></td>
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<tr>
<td>Landscaping</td>
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<tr>
<td>Rehabilitation</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Building Construction</td>
<td></td>
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<tr>
<td>Inspection</td>
<td></td>
<td></td>
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<tr>
<td>Project/Construction Management</td>
<td></td>
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<td>Other:</td>
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<td>Other:</td>
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<tr>
<td><strong>TOTALS</strong></td>
<td></td>
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</tr>
</tbody>
</table>
Public Service Budgets

(Budget Form B.2.1)
## Budget Form B.2.1 - Public Service Budgets

To be completed by Agencies that are proposing public services projects.

### Agency: ____________________________  Period: ____________

### Project: ____________________________

#### A. Preliminary Budget for Proposed Project

List all proposed activities necessary to complete the proposed project by funding source.

<table>
<thead>
<tr>
<th>Description</th>
<th>CDBG Funds Requested</th>
<th>OTHER Funds Requested</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional/Contractual Costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment Purchases</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Mileage</td>
<td></td>
<td></td>
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<tr>
<td>Other:</td>
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<td>Other:</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
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</tr>
</tbody>
</table>

#### B. Project's Funding Requirements

List all prior funds received, and current and future (next 3 years) funding necessary to carry out this project. Describe funding commitments for other sources of funding (i.e. award of grant, POS contract, etc.)

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>Prior Year</th>
<th>Current Year</th>
<th>Future Years</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDBG Program</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other County Funds</td>
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<td></td>
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<tr>
<td>Other:</td>
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<td>Other:</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
### C. Detailed Budget - CDBG Funds Requested Only

<table>
<thead>
<tr>
<th>1. SALARIES &amp; WAGES (List position titles.)</th>
<th>FTE</th>
<th># Months</th>
<th>Stry Rate/Month</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Total Salaries & Wages

<table>
<thead>
<tr>
<th>2. FRINGE BENEFITS</th>
<th>Rate</th>
<th>Base</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>FICA/Medicare</td>
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<td></td>
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<tr>
<td>State Unemployment Insurance</td>
<td></td>
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<tr>
<td>Workers Compensation</td>
<td></td>
<td></td>
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<tr>
<td>Temporary Disability Insurance</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Health Care-Cost per employee per month:</td>
<td>Total Months:</td>
<td></td>
<td></td>
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<tr>
<td>Other:</td>
<td></td>
<td></td>
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<tr>
<td>Other:</td>
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</table>

Total Fringe Benefits

<table>
<thead>
<tr>
<th>3. PROFESSIONAL AND CONTRACTUAL FEES (Attach justification)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Total Professional and Contractual Fees

<table>
<thead>
<tr>
<th>4. EQUIPMENT PURCHASES (Attach justification)</th>
<th>Cost/Unit</th>
<th># Units</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Total Equipment Purchases

<table>
<thead>
<tr>
<th>5. OTHER COSTS</th>
<th>Cost/Month</th>
<th># Months</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Rent</td>
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<tr>
<td>Office Utilities (Electricity, Water)</td>
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<tr>
<td>Office Maintenance and Repair</td>
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<tr>
<td>Office Security</td>
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<td></td>
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<tr>
<td>Consumable Office Supplies</td>
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<tr>
<td>Copier Rental</td>
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<tr>
<td>Insurance (Comprehensive general liability)</td>
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<td></td>
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<tr>
<td>Mileage and Parking</td>
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<td></td>
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<tr>
<td>Postage</td>
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<tr>
<td>Telephone</td>
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<td>Other:</td>
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<tr>
<td>Other:</td>
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</tbody>
</table>

Total Other Costs

**TOTAL PROJECT COSTS**

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2022 CDBG Application Packet

Budget Form B.2.1

Updated 9/21
Public Service Project 3-Year Funding

History

(Budget Form B.2.2)
### Budget Form B.2.2 - Public Service Project 3-Year Funding History

**Agency:**

**Project:**

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>CDBG Funds Requested</th>
<th>CDBG Funds Awarded</th>
<th>Non-CDBG County Funds Awarded</th>
<th>State Funds Awarded</th>
<th>Oth Federal Funds Awarded</th>
<th>Private Funds Awarded</th>
<th>Total Awarded</th>
<th>Brief Project Description</th>
<th>Quantified Level of Service</th>
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</thead>
<tbody>
<tr>
<td><strong>A. Current and Previous Two Fiscal Years</strong></td>
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<td>Prior Year 2</td>
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<tr>
<td><strong>B. Proposed Period - Funds Requested or Secured</strong></td>
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<tr>
<td>Fiscal Year</td>
<td>CDBG Funds Requested</td>
<td>Non-CDBG County Funds Requested</td>
<td>State Funds Requested</td>
<td>Oth Federal Funds Requested</td>
<td>Private Funds Requested</td>
<td>Total Funds Requested</td>
<td>Brief Project Description</td>
<td>Quantified Level of Service</td>
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</tbody>
</table>
Project Preliminary Budget

& Project Funding Requirements

(Budget Form B.3)
Budget Form B.3 - Project Preliminary Budget & Project Funding Requirements
To be completed by Agencies proposing projects that are NOT acquisition, construction or public service projects.

<table>
<thead>
<tr>
<th>Agency:</th>
<th>Project:</th>
<th>Period:</th>
<th></th>
</tr>
</thead>
</table>

**Preliminary Budget for Proposed Project.** List all proposed activities necessary to complete the proposed project by funding source.

<table>
<thead>
<tr>
<th>Description of Proposed Activities</th>
<th>CDBG Funds Requested</th>
<th>Other Funds</th>
<th>Funds from Existing Programs</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
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<td>Committed</td>
<td>Requested</td>
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</table>

**TOTALS**

2022 CDBG Application Packet

Budget Form B.3
Updated 9/21
CDBG Project Schedule

(Form PS-1)
<table>
<thead>
<tr>
<th>1. NAME OF APPLICANT</th>
<th>2. PROJECT NAME</th>
<th>3. ORIGINAL DATED:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>AMENDMENT DATED:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4a. ESTIMATED START DATE OF PROJECT</th>
<th>5a. ESTIMATED EXECUTION DATE OF SRA</th>
<th>5b. EST START DATE OF CDBG DRAW DOWN</th>
<th>5c. EST END DATE OF CDBG DRAW DOWN</th>
</tr>
</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>4b. ESTIMATED END DATE OF PROJECT</th>
</tr>
</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>6. PY/FY:</th>
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<tbody>
<tr>
<td>Jul</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>7a. ACTIVITY</th>
<th>8a. AMOUNT</th>
<th>9a.</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

| 10a. MILESTONES |
|-----------------
|                 |

<table>
<thead>
<tr>
<th>7b. ACTIVITY</th>
<th>8b. AMOUNT</th>
<th>9b.</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>10b. MILESTONES</th>
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</thead>
<tbody>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>11. COLUMN TOTALS</th>
<th>(8a + 8b)</th>
<th>(9a + 9b)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>12. CUMULATIVE AMOUNT OF CDBG FUNDS DRAW DOWN</th>
</tr>
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<tbody>
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</tbody>
</table>

FORM PS-1 (Rev 10/28/2009)
Conflict of Interest Questionnaire
CONFlict of interest qUesTIOnnaire

County of Maui CDBG Statement on Conflict of Interest, quotation of 24 CFR § 570.611 and the Conflict of Interest Questionnaire

Federal, State and County regulations prohibits employees and public officials from participating on behalf of the County of Maui in any transaction in which they have a financial interest in or perception thereof. This questionnaire must be completed and submitted by each applicant for County of Maui Community Development Block Grant (CDBG) funding as Attachment P. The purpose of this questionnaire is to determine if the applicant, or any of the applicant's staff, or any of the applicant's Board of Directors would be in conflict of interest. Carefully read and understand the following:

HUD regulation regarding conflict of interest

24 CFR § 570.611  Conflict of interest

(a) Applicability. (1) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply. (2) In all cases not governed by 24 CFR 85.36 and 84.42, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to Sec. 570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to Sec. 570.203, 570.204, 570.455, or 570.703(i)).

(b) Conflicts prohibited. The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this part, or who are in a position to participate in a decisionmaking process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a CDBG-assisted activity, or with respect to the proceeds of the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter. For the UDAG program, the above restrictions shall apply to all activities that are a part of the UDAG project, and shall cover any such financial interest or benefit during, or at any time after, such person's tenure.

(c) Persons covered. The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.

(d) Exceptions. Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis.
when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.

(1) **Threshold requirements.** HUD will consider an exception only after the recipient has provided the following documentation:

(i) 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

(ii) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.

(2) **Factors to be considered for exceptions.** In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable:

(i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;

(ii) Whether an opportunity was provided for open competitive bidding or negotiation;

(iii) Whether the person affected is a member of a group or class of low- or moderate-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;

(iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decisionmaking process with respect to the specific assisted activity in question;

(v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section.

(vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and

Any other relevant considerations.

After reading and understanding the **HUD REGULATION REGARDING CONFLICT OF INTEREST** (24 CFR § 570.611) above please answer the following questions:
1. Is there any member(s) of the applicant's staff or any member(s) of the applicant's Board of Directors or governing body who is or has/have been within one year of the date of this questionnaire (a) a County of Maui employee or consultant, (b) a Maui County Council member, (c) an appointee of the Mayor of Maui County, and/or (d) a member of a County of Maui Board(s) and/or Commission(s)?

☐ Yes  ☐ No

If yes, please list the name(s) and information requested below:

<table>
<thead>
<tr>
<th>Name of person</th>
<th>Job Title of person</th>
<th>Indicate County of Maui employee (appointee or civil service) or consultant, Maui County Council member and/or a member of a County of Maui Board(s) and Commission(s).</th>
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2. Will the CDBG funds requested by the applicant be used to award a subcontract to any individual(s) or business affiliate(s) who is/are currently or has/have been within one year of the date of this application (a) a County of Maui employee or consultant, (b) a Maui County Council member, (c) an appointee of the Mayor of Maui County, and/or (d) a member of a County of Maui Board(s) and/or Commission(s)?

☐ Yes  ☐ No

If yes, please list the name(s) and information requested below:
3. Is there any member(s) of the applicant's staff or member(s) of the applicant's Board of Directors or other governing body who are business partners, doing or has done business with (a) a County of Maui employee or consultant, (b) a Maui County Council member (c) an appointee of the Mayor of Maui County, and/or (d) a member of a County of Maui Board(s) and Commission(s)?

☐ Yes    ☐ No

If yes, please list the name(s) and information requested below:

<table>
<thead>
<tr>
<th>Name of member</th>
<th>Indicate County of Maui employee (appointee or civil service) or consultant, Maui County Council member and/or a member of a County of Maui Board(s) and Commission(s).</th>
<th>Indicate type of tie (Family or Business)</th>
<th>If family, indicate relationship</th>
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4. If there is a significant conflict of interest present, as indicated by answering **Yes** to any of the three (3) questions above, what have you done or will propose to do in order to address the conflict of interest? Please explain in detail. You may provide supplemental information as an Attachment to this questionnaire.

I have fully read and understood the HUD regulation regarding conflict of interest, 24 CFR 570.611 and have answered all of the questions truthfully to the best of my knowledge. **Failure to disclose conflicts of interest, intentionally or unintentionally, will result in disqualification of your application and will be immediately rejected.** The date of this attachment must correspond exactly to the date of the CDBG application.

Name of Applicant: ________________________________________________

Signature of Applicant's Representative________________________________

Title________________________________________Date_ _________________
VI. Application Checklist
CDBG APPLICATION CHECKLIST
(PY 2022 Applications)

This checklist is to assist the Applicant in compiling the information for its Application for funding for CDBG Program Year 2022. **This checklist is not intended to be a complete list of the application requirements.** All threshold factors and information required for the application to be eligible for evaluation, rating, and funding consideration is specified in the Application Instructions and Application form included in the Proposal Application Packet.

1. Application sets - 8 sets total
   ___ One (1) original signed Application including Appendix and Attachments - unbound
   ___ One (1) copy of the Application including Appendix and Attachments - unbound
   ___ Six (6) copies of the Application including Attachments (only) - bound

2. ___ Appendix **DOES NOT APPLY TO PUBLIC AGENCIES.**
   ___ 2 copies total (Attached to unbound Original Application and unbound copy of Application)
   ___ Appendix includes the following documents:
     ___ I. Articles of Incorporation (Section III.B.)
     ___ II. By-Laws (Section III.B.)
     ___ III. Evidence of IRS Section 501c(3) exemption (Section III.B.)
     ___ IV. Documentation of Conflict of Interest (Section III.B.)
     ___ V. Other Qualifying Documentation (as applicable) (Section III.B.)

3. ___ Attachments for For-Profit Entity, Private Non-Profit Organization or Community-Based Development Organization. **PUBLIC AGENCIES see Number 4 below.**
   ___ 8 copies total (Attached to the unbound Original Application, unbound copy of the Application and each of the 6 bound copies of the Application.)
   ___ Attachments include the following **REQUIRED** documents:
     ___ A. Beneficiary Documentation (Section VI.B.3.)
     ___ B. Proof of Site Control (Section VII.A.1.)
     ___ C. TMK Map (Section VII.A.2.)
     ___ D. FIRMette Map (Section VII.D.3.)
     ___ E. Budget Form A (Section VIII.A.1.)
     ___ F. Budget Form B.1 **OR** B.2.1 AND B.2.2 **OR** B.3 (Section VIII.B.1.)
___ G. Organizational Chart (Section IX.D.4.b.)
___ H. Job Description(s) (Section IX.D.4.c.)
___ I. Project Schedule (Section X.A.)
___ J. Annual Financial Statements (latest year end) (Section VIII.C.3.)
___ K. Annual Financial Statements (prior year end) (Section VIII.C.3.)
___ L. Management Letter (Section VIII.C.4.)
___ M. Federal Tax Return (Section VIII.C.5.)
___ N. List of Board of Directors and Officers (Section IX.D.3.)
___ O. Resumes (Section IX.D.4.e.)
___ P. Conflict of Interest Questionnaire (Section XI)

Additional Attachments (as applicable and labeled appropriately)
___ National Objective Supporting Documentation (Section IV.B.)
___ Project Description Supporting Documentation (Section VI.A.2.)
___ Anticipated Results Supporting Documentation (Section VI.C.)
___ Other Project Site and/or Environmental Issue Documentation (Section VII.)
___ Other Project Financing and Budget Documentation (Section VIII.)
___ Additional Federal, State, County or Private Grants (Section IX.B.)

4. Attachments for Public Agencies ONLY. Other ENTITIES see Number 3 above.
___ 8 copies total (Attached to the unbound Original Application, unbound copy of the Application and each of the 6 bound copies of the Application.)
___ Attachments include the following documents:
    ___ A. Beneficiary Documentation (Section VI.B.3.)
    ___ B. Proof of Site Control (Section VII.A.1.)
    ___ C. TMK Map (Section VII.A.2.)
    ___ D. FIRMette Map (Section VII.D.3.)
    ___ E. Budget Form A (Section VIII.A.1.)
    ___ F. Budget Form B.1 OR B.2.1 AND B.2.2 OR B.3 (Section VIII.B.1.)
    ___ G. Organizational Chart (Section IX.D.4.b.)
    ___ H. Job Description(s) (Section IX.D.4.c.)
    ___ I. Project Schedule (Section X.A.)

Additional Attachments (as applicable and labeled appropriately)
___ National Objective Supporting Documentation (Section IV.B.)
___ Project Description Supporting Documentation (Section VI.A.2.)
___ Anticipated Results Supporting Documentation (Section VI.C.)
___ Other Project Site and/or Environmental Issue Documentation (Section VII.)
___ Other Project Financing and Budget Documentation (Section VIII.)
___ Additional Federal, State, County or Private Grants (Section IX.B.)
2020-2024 Consolidated Plan Priorities
(Needs Addressed) and Goals
(Appendix A)
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<th>Goal Number</th>
<th>Goal Description</th>
<th>Outcome Indicator</th>
<th>Funding</th>
<th>Needs Addressed</th>
<th>Geographic Area</th>
<th>Category</th>
<th>Start Year</th>
<th>End Year</th>
<th>Goal Name</th>
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<td>23000 persons assisted</td>
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<td>Equipment/Apparatus Public Facility - Fire Safety Development Community Non-Housing 2024 2020 0-4</td>
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<td>2</td>
<td>33000 persons assisted</td>
<td>Benefit: Low/moderate income housing</td>
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<td>980 persons assisted</td>
<td>Benefit: Low/moderate income housing</td>
<td>- Public Facility - Homelessness Homelessness - Individuals General Priorities - Families General Priorities - Public Facilities - Com. Development Community Non-Housing 2024 2020</td>
<td>Goal</td>
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<td>6000 Persons Assisted</td>
<td>Beneficiaries: Low/Moderate Income Housing, Activities Other Than</td>
<td>Disposal Improvements, Infrastructure - Solid Waste, Development - Public Fac., General Priorities - Comm.</td>
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<td>Centers, Public Facility - Youth, Public Facility - Senior, Public Facility - Persons with Disability, Neighborhood Facilities, Public Facility - Food, Violence Facilities, Domestic Centers, Public Facility - Child Care, Development - Public Fac., General Priorities - Comm.</td>
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15000 Persons Assisted: Benefit: Low/Moderate Income Housing Activities other Than Public Facility or Infrastructure
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<th>Start Year</th>
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<tr>
<td>Goal</td>
<td>Description</td>
<td>Table 52 – Goals Summary</td>
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<tr>
<td>2 Other</td>
<td>Acquire, construct or rehabilitate Health Facilities including Substance Abuse and Mental Health services for low and moderate-income persons.</td>
<td>Other</td>
<td>2020</td>
<td>2024</td>
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<tr>
<td></td>
<td>General, Housing - Other</td>
<td>General, Housing - Other</td>
<td>2020</td>
<td>2024</td>
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<tr>
<td>1 Rental Unit Constructed</td>
<td>General, Housing - Other</td>
<td>General, Housing - Other</td>
<td>2020</td>
<td>2024</td>
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<td>1 Rental Unit Constructed</td>
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<td>General, Housing - Other</td>
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<td>7 Rental Unit Constructed</td>
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<tr>
<th>Goal Outcome Indicator</th>
<th>Funding Needs Addressed</th>
<th>Geographical Area</th>
<th>Category</th>
<th>Start Year</th>
<th>End Year</th>
<th>Goal</th>
<th>Other</th>
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<tbody>
<tr>
<td>1 Rental Unit Constructed</td>
<td>General, Housing - Other</td>
<td>General, Housing - Other</td>
<td>2020</td>
<td>2024</td>
<td>HR-5</td>
<td>Goal</td>
<td>21</td>
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<td>1 Rental Unit Constructed</td>
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<td>General, Housing - Other</td>
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<td>2024</td>
<td>HR-5</td>
<td>Goal</td>
<td>21</td>
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<td>General, Housing - Other</td>
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<td>Goal</td>
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<td>Goal Name</td>
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<tr>
<td>10 Goal Name</td>
<td>Provide additional micro-enterprise training in low- and moderate-income areas designated as enterprise zones.</td>
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<tr>
<td>9 Goal Name</td>
<td>Acquire public emergency/safety equipment in low- and moderate-income areas.</td>
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<tr>
<td>7 Goal Name</td>
<td>Communities: Construct or rehabilitate county parks and recreational facilities to benefit low- and moderate-income communities.</td>
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<tr>
<td>6 Goal Name</td>
<td>Communities: Construct or rehabilitate county service facilities, including landfills, to benefit low- and moderate-income communities.</td>
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<tr>
<td>5 Goal Name</td>
<td>Communities: Construct or rehabilitate public safety (fire and police) facilities to benefit low- and moderate-income communities.</td>
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<tr>
<td>4 Goal Name</td>
<td>Goals No. 20, 2022 and 2024: Acquire public fire safety equipment/apparatus to benefit low- and moderate-income communities.</td>
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<td>3 Goal Name</td>
<td>Goals No. 3-4: Acquire public fire safety equipment/apparatus to benefit low- and moderate-income communities.</td>
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<tr>
<td>Goal</td>
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<tr>
<td>12</td>
<td>Construct or rehabilitate infrastructure, including water/sewer, solid waste disposal and flood drainage, in low- and moderate-income communities.</td>
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<td>13</td>
<td>Moderate-income communities.</td>
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<td>14</td>
<td>Provide effective and efficient program administration which may include planning costs that are not inclusive of the 20% of the annual grant amount.</td>
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<td>15</td>
<td>HOME funds only, for informational purposes only - no CDBG funds. HOME funds will be utilized to construct affordable for-sale housing.</td>
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<td>16</td>
<td>Combined HOME and CDBG funding: HOME and CDBG funds will be utilized to provide down payment/closing cost assistance.</td>
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<tr>
<td>17</td>
<td>HOME funds (for informational purposes only) and HTF - no CDBG funds and HTF will be utilized to construct affordable rental housing.</td>
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<tr>
<td>18</td>
<td>Combined HOME, HTF and CDBG funds will be utilized to acquire site for the construction of affordable rental housing.</td>
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Affordable housing as defined by HOME 91.315(b)(2).

<table>
<thead>
<tr>
<th>Description</th>
<th>Goal Name</th>
<th>Goal HR</th>
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<tbody>
<tr>
<td>HOME and H-TFF funds only, for informational purposes only - no CDBG funding: Provide effective program administration</td>
<td>Goal HA-1</td>
<td>23</td>
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<tr>
<td>CDBG funds will be utilized to rehabilitate affordable rental housing</td>
<td>Goal HR-6</td>
<td>22</td>
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<tr>
<td>HOME funds only, for informational purposes only - no CDBG funds: HOME funds will be utilized to construct transitional housing units</td>
<td>Goal HR-5</td>
<td>21</td>
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<tr>
<td>Construction of rental housing for special needs populations; Combined HOME and CDBG funding: HOME and CDBG funds will be utilized for site acquisition to be used for the construction of rental housing for special needs populations</td>
<td>Goal HR-4</td>
<td>20</td>
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<tr>
<td>HOME funds only, for informational purposes only - no CDBG funding: HOME funds will be utilized to construct rental housing for special needs population</td>
<td>Goal HR-3</td>
<td>19</td>
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</tbody>
</table>
Fillable forms are available in this document.
To open the fillable forms click on the “Paperclip” tab on the lower left-hand side of this document.