



**Statement of Activities
Housing Preservation Grant
Development Bank of American Samoa
Pago Pago, AS 96799
Website: www.dbas.as**

Request for Public Comment on Housing Preservation Grant

*In accordance with Federal Register/Vol. 86, No. 104/Wednesday, May 26, 2022/Notices
Department of Agriculture Rural Housing Service (Docket No. RHS-22-SFH-0008)
Notice of Solicitation of Applications for the Section 533 Housing Preservation Grants
for Fiscal Year 2022.*

Agency: Rural Housing Service, Rural Development, USDA

The Development Bank of American Samoa (DBAS) welcomes comments concerning its Statement of Activities for its Housing Preservation Grant (HPG) application. Please submit your comment(s) by **Tuesday, July 5, 2022**. Contact information is listed below.

- (1) The type of and conditions for financial assistance for housing preservation, including whether the request for assistance is for a homeowner assistance program, a rental property assistance program, or a cooperative assistance program.**

The Development Bank of American Samoa (DBAS) is requesting United States Department of Agriculture (USDA) Housing Preservation Grant (HPG) funding to continue the operation of DBAS's homeowner housing rehabilitation program. DBAS aims to assist four low- and eight very low-income homeowners in Aunu'u, a rural area in the Eastern District of American Samoa. With the funding from HPG, the low- and very-low-income homeowners will be able to rehabilitate and repair their homes to have safe and healthy living conditions. These projects may include improvements to accommodate family members with special needs, such as the elderly, the children, and the disabled and reconfiguring rooms to alleviate overcrowding. DBAS will work with selected contractors to evaluate projects, determine costs, and execute rehabilitation and repair work.

(2) The process for selecting recipients for HPG assistance, determining housing preservation needs of the dwelling, performing the necessary work, and monitoring/inspecting work performed.

DBAS will post public service announcements to inform the residents of low- and very-low- income in Aunu'u of the availability of funding through the HPG and the date, time, and place of the workshop on the application process for the funding. The DBAS loan manager, who acts as the project manager of the DBAS Housing Rehabilitation Assistance Project (HRAP), and other DBAS loan officers will conduct the workshop to explain the HPG program and funding eligibility. At the workshop, attendees will be required to complete the mandatory sign-in, which is the basis for issuing a lottery ticket. In addition, the workshop presenters will discuss the submission of required documents, such as the separation agreement and photo identification, for review to determine the eligibility to join the lottery. Once the review is completed, DBAS will post another public service announcement of the date, time, and place to pick the lottery tickets. At the public lottery, selected participants will pick eight tickets randomly from a clear box for the very-low-income residents and four tickets for the low-income residents from another clear box. DBAS will send notification letters to the 12 lottery winners, who are the HPG funding recipients. The preliminary inspection begins.

(3) The process for coordinating with other public and private organizations that provides assistance in rehabilitation of historic properties in accordance with 7 CFR 1944.673.

Before beginning work on each project, DBAS will consult with the American Samoa Historic Preservation Officer (HSPO) to determine whether the dwelling is of historical, architectural, or archaeological value. Suppose the SHPO identifies the dwelling as a historic property; in that case, DBHS will work closely with HSPO and perform the rehabilitation of the dwelling according to the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings (G.P.O. 1983 0-416-688).

(4) The development standard(s) the applicant will use for the housing preservation work; and, if not the Rural Development standards for existing dwellings, the evidence of its acceptance by the jurisdiction where the grant will be implemented.

DBAS will use the U.S. Department of Housing and Urban Development (HUD) Section 8 Housing Quality Standards and local standards for the preservation work.

(5) The time schedule for completing the program.

DBAS will complete the program in 12 months after the award date.

Month	Task
1	<ul style="list-style-type: none">• Publish PHG Program to the public• Conduct workshop to provide applicants information regarding the HPG program• Accept application documents
2	<ul style="list-style-type: none">• Screen applications for eligibility• Issue lottery tickets• Conduct public lottery
3	<ul style="list-style-type: none">• Send determination letters• Conduct preliminary inspections• Submit first quarterly reports
4	<ul style="list-style-type: none">• Submit Scope of Work (SOW) on rehabilitating and repairing houses• Obtain necessary permits
5	<ul style="list-style-type: none">• Award to homeowners• Start completing Scope of Work
6	<ul style="list-style-type: none">• Continue rehabilitating and repairing houses• Submit second quarterly reports
7	<ul style="list-style-type: none">• Continue rehabilitating and repairing houses
8	<ul style="list-style-type: none">• Continue rehabilitating and repairing houses• Conduct inspections on progress
9	<ul style="list-style-type: none">• Continue rehabilitating and repairing houses• Submit reports
10	<ul style="list-style-type: none">• Continue rehabilitating and repairing houses
11	<ul style="list-style-type: none">• Continue rehabilitating and repairing houses
12	<ul style="list-style-type: none">• Conduct final inspection• Continue rehabilitating and repairing houses• Close program• Submit final reports

(6) The staffing required to complete the program.

Position Title	Purpose of Position	% of Time
Project Manager	<ul style="list-style-type: none">• Oversees the projects• Ensures compliance• Submits project and audit report to the DBAS President	25%
Building Inspector	<ul style="list-style-type: none">• Inspects houses for feasibility• Submits the Scope of Work (SOW) to the Project Manager• Monitors and submits reports on the progress of work• Completes final inspection of rehabilitated or repaired houses• Submits final report on completion of the project	25%

(7) The estimated number of very-low and low-income minority and nonminority persons the grantee will assist with HPG funds; and, if a rental property or cooperative assistance program, the number of units and the term of restrictive covenants on their use for very low- and low-income.

DBAS estimates to use the HPG funds to assist eight very-low-income households and four low-income households. All the 12 homeowners are minorities.

(8) The geographical area(s) to be served by the HPG program.

DBAS has determined to serve the rural area of Aunu'u island, American Samoa under the HPG.



(9) The estimated budget for the program period based on the financial needs to accomplish the objectives outlined in the proposal.

DEVELOPMENT BANK OF AMERICAN SAMOA		
USDA HOUSING PRESERVATION GRANT BUDGET PROPOSAL		
Organization: Development Bank of American Samoa (DBAS) P.O. Box 9 Pago Pago, AS 96799		Program Name: DBAS Housing Rehabilitation Assistance Project (HRAP)
USDA Housing Preservation Grant Budget Summary PY 2022		
Description	Federal Grant	Total Budget
FY 2022 Federal Allocation for Grant and Administrative Cost	\$100,000.00	\$100,000.00
Construction Project Cost	\$88,000.00	\$88,000.00
Total Admin. Fees (10% of available funds)	\$12,000.00	\$12,000.00
Travel	\$2,000.00	\$2,000.00
Supplies and Fees	\$10,000.00	\$10,000.00
Total of construction Project Cost (contractual services) and Admin Fees	\$100,000	\$100,000.00

(10) A copy or an indirect cost proposal when the applicant has another source of Federal funding in addition to the Rural Development HPG program.

DBAS does not have a federally approved indirect cost rate.

(11) A brief description of the accounting system to be used.

DBAS uses the Grants-Management Software Accounting and Revolving Loan Services System.

(12) The method of evaluation to be used by the applicant to determine the effectiveness of its program.

To determine the effectiveness of the HPG program, DBAS will:

- monitor the work performance at the project site based on the Scope of Work.
- submit to the local Rural Development Office a quarterly report, which will include the following:
 - administrative and construction expenditures
 - projected expenditures for the next phase of the project
 - drawdown report
 - a narrative on the
 - key accomplishments
 - challenges and the methods, tools, and processes used to address the challenges
 - technical assistance needed from the local Rural Development Office to address the challenges.
- Submit a project completion report
- Submit a closeout report, which summarizes the program and its activities, program expenditures, and program outcomes.

(13) The source and estimated amount of other financial resources to be obtained and used the applicant for both HPG activities and housing development supporting activities.

DBAS will provide \$5,000.00 to develop, support, and complete HPG activities through the following in-kind services:

- Equipment and IT support
- Travel expenses not covered by cost allocated for travel
- Miscellaneous (e.g. public notices, and so forth)

In addition, DBAS will provide \$8,963.00 for the services (gross pay and fringe benefits of :

- Project Manager (25% of time): \$4,337.00
 - Gross Pay: \$3,750.00
 - Fringe Benefits: \$587.00
- Building Inspector (25% of time): \$4,626.00
 - Gross Pay: \$4,000.00
 - Fringe Benefits: \$626.00

(14) The use of program income; if any. And the tracking system used for monitoring same.

DBAS is not expecting any program income from HPG.

(15) The applicant’s plan for disposition of any security instruments held by them as a result of its HPG activities in the event of its loss of legal status.

In the event of loss of legal status, DBAS will register with the office of Territorial Registrar’s Office (TRO) a mortgage on the separation agreement submitted as proof of ownership of property.

(16) Any other information necessary to explain the proposed HPG program.

For housing repair, an applicant must secure a valid building permit from the American Samoa Government Department of Public Works and a valid land use permit from the Department of Commerce. Applicant must submit a utility bill from the American Samoa Power Authority as proof of occupancy of the dwelling.

(17) The outreach efforts outlined in 7 CFR 1944.671(b)

DBAS will accomplish its outreach efforts by using various media, which include public service announcements via local television, radio programs, and local newspaper publications about the HPG funding for residents of Aunu'u island. In addition, DBAS will use its website and social media accounts to inform Aunu'u residents about the low- and very-low-income housing rehabilitation and repair assistance.

Contact Information:

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