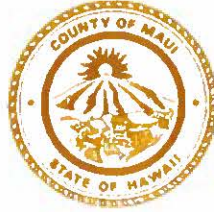


RICHARD T. BISSEN, JR.
Mayor

RICHARD E. MITCHELL, ESQ.
Director

SAUMALU MATA'AFU
Deputy Director



DEPARTMENT OF HOUSING
COUNTY OF MAUI
2065 MAIN STREET, SUITE 108
WAILUKU, MAUI, HAWAI'I 96793
PHONE: (808) 270-7110
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October 4, 2024

Honorable Richard T. Bissen, Jr.
Mayor, County of Maui
200 South High Street
Wailuku, Hawai'i 96793

APPROVED FOR TRANSMITTAL

Richard T. Bissen, Jr. 10-8-24
Mayor Date

For Transmittal to:

Honorable Keani Rawlins-Fernandez, Chair
Efficiency Solutions and Circular Systems Committee
Maui County Council
200 South High Street
Wailuku, Hawai'i 96793

SUBJECT: RESOLUTION 24-155, AUTHORIZING THE COUNCIL CHAIR TO ISSUE A REQUEST FOR PROPOSALS FOR A FEASIBILITY STUDY OF A COUNTY DEPARTMENT OF GRANTS MANAGEMENT (ESCS-6)

Dear Chair Rawlins-Fernandez,

The Department is in receipt of your letter dated September 27, 2024, requesting information relating to grants management. Both your questions and the Department's responses are provided below.

- 1. In the Fiscal Year ("FY") 2025 Council Adopted Budget, Appendix A, Part I, attached, you project your Department will receive four grants. Do you anticipate applying for more grants in FY 2025 than you are projected to receive? Please explain.**

The former Department of Housing and Human Concerns applied for Congressionally Directed Spending ("CDS") and Community Project Funding ("CPF") with Hawaii's Congressional Delegation for several housing projects. The Department of Housing will be responsible for administering funding if awarded in the current federal fiscal year. The Department plans on creating a proposal and applying for CDS and CPF for the next federal fiscal year.

The Department's newly created Federal Housing Programs Division ("FHPD") is responsible for administering federally funded housing resources. The expanded vision for FHPD includes reviewing and pursuing new federal funding opportunities related to housing.

The new FHPD Administrator position description is currently under review with the Department of Personnel Services. This position will assist the Department in reviewing and analyzing additional federal funding opportunities and working with FHPD staff to apply for programs that create tangible housing opportunities for residents.

2. It does not appear that your Department employs Grants Specialists. Please explain which departmental personnel handles grants in lieu of a Grants Specialist.

The Department has Housing Program Specialists ("Specialists") employed in the County Housing Program Division ("CHPD") and the FHPD that manage funding awarded by the Department or awarded to the County and related to housing. For example, CHPD Specialists manage grants awards made from the Affordable Housing Fund and Rental Assistance Programs. The CHPD also manages the 'Ohana Zones allocation made to the Department from the State for the Huliau Emergency Rental Project in Kahului.

The FHPD employs a Program Manager who oversees the Section 8 Housing Choice Voucher program ("Section 8") funds awarded to the County by the Department of Housing and Urban Development ("HUD") under an annual contributions contract. The Program Manager directs Specialists, and other staff to manage Section 8.

The FHPD also has a Specialist who manages the HOME Investment Partnership Program ("HOME") and the National Housing Trust Fund Program ("HTF"). HUD funds these programs which are initially awarded

to the State via the Hawaii Housing Finance and Development Corporation ("HHFDC"). HHFDC under an annual formula allocation for non-metropolitan counties, awards these funds to the County on a three-year rotational basis.

The Department does not currently have staff with grant writing roles and responsibilities. The Department plans on establishing roles in the FHPD to review new federal funding opportunities.

3. For each grant the Department's Housing Division has applied for in the last three years, please provide:

a. The requested amount in each grant application.

The previous Department of Housing and Human Concern's Housing Division has not applied for any funding in the past three years.

b. Whether the grant application was approved or denied, and the amount awarded.

Not applicable.

c. A brief sentence explaining the purpose of each grant applied for, whether approved or denied.

Not applicable.

Thank you for the opportunity to provide this information. Should you have any questions feel free to contact the Department at ext. 7110.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Mitchell', with a large, stylized flourish extending from the end.

RICHARD E. MITCHELL, Esq.
Director of Housing

ESCS Committee

From: Michelle Santos <Michelle.Santos@co.maui.hi.us>
Sent: Tuesday, October 8, 2024 10:30 AM
To: ESCS Committee
Cc: Amanda Martin; Angela Danish; Cynthia Sasada; Josiah Nishita; Kelii Nahooikaika; Richard Mitchell; Saumalu Mataafa
Subject: MT#1079 Resolution 24-155
Attachments: MT#1079-ESCS Committee.pdf

NOTE: PLEASE DO NOT FORWARD MY EMAIL TO ANYONE OUTSIDE OF THE COUNTY OF MAUI. YOU MAY CLICK ON THE ATTACHMENT ITSELF AND CREATE YOUR OWN EMAIL TO FORWARD THE DOCUMENT TO ANOTHER PERSON OUTSIDE OF THE COUNTY.

Michelle L. Santos

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Office of the Mayor

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