



**Guahan Housing and Urban Renewal Authority
Funding Application for Program Year 2010
HOME Investment Partnership Grant (HOME) Program
Acquisition, Construction, Rehabilitation**

Applicant Name

Project Title

INSTRUCTIONS

1. Please complete a separate application for each project that you are proposing.
2. Answer all questions in the application
3. Submit your application and copies clipped or stapled only. (No binders, folders, or special presentation packaging of any kind.)
4. Submit one (1) original and four (4) copies of the application.
5. Clearly label your original.
6. Clearly label all attachments.
7. Applications for Program Year 2010 will be accepted until the close of business, **5 p.m. on Friday, May 28, 2010.**
8. Submit applications to:
 - a. **GHURA Community Planning and Development Office, Research, Planning & Evaluation Division, GCIC Building, 414 West Soledad Ave, Suite 306, Hagatna, Guam.**
9. GHURA will reject any application received after the deadline.
10. GHURA will reject any application not received at the address in #8 above.
11. GHURA will reject applications not signed by the organization's authorized representative.
12. Applicant must initial all items on the 'Certification of Ability to Manage Federal Funds' page.
13. Applicant must complete and sign the 'General Certifications' page.

QUESTIONS?

Please call the, Michael J. Duenas, GHURA Chief Planner, Research, Planning & Evaluation Office at 475-1407, if you have any questions.

Executive Director: BENNY A. PINAULA

Deputy Director: RAYMOND F.Y. BLAS

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Section 1.01 General Data

1. Project Name:	
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2. Type of Applicant (Select One): _____ Local Government / Line Agency _____ Local Government / Autonomous Agency _____ Non-Profit Organization _____ For-Profit/Private Business (Generally, for-profit entities are only eligible for very specific types of activities. Please call GHURA for more information before you proceed with this application).
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3. What HOME Income Level would be addressed by your project? (Refer to the attached HOME Income Limits.) – Indicate (√)
<input type="checkbox"/> Benefits persons whose incomes are 0-50% of the area median income for Guam.
<input type="checkbox"/> Benefits persons whose incomes are 51-80% of the area median income for Guam.

4. Amount of HOME Funds Requested: \$ _____ Total Project Cost: \$ _____

5. Proposed Output Type: (select one type) _____ Individuals OR _____ Households Number of project Beneficiaries: (this number represents the number of Individuals OR Households benefiting) _____ Number of low- and moderate-income beneficiaries you estimate will be served by this project annually. _____ Total number of beneficiaries you estimate who will be served annually.

6. Project Housing Units: _____ Estimated TOTAL Units at Completion _____ Estimated HOME –Assisted Units
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8. Answer only if project is a Multi-Unit Activity:				
Units	Total Units	Total Units (Occupied)	Units Occupied (Low-Mod)	Percent of Occupied (Low/Mod)
At Start of Project				
Expected at Completion				
Check if this Project is not proposed as a multi-unit activity.				

9. Type of housing to be assisted with HOME funds: Indicate (√)

Single Family
 Condominium
 Apartment
 Cooperative
 Manufactured Home

10. Type of ownership of housing to be assisted with HOME funds: Indicate (√)

Individual
 Partnership
 Corporation
 Non-profit
 Publicly Owned
 Other (Specify): _____

11. Type of Activity that will be carried out with HOME funds: Indicate (√)

Rehabilitation *Only*
 New Construction *Only*
 Acquisition *Only*
 Acquisition and Rehabilitation
 Acquisition and New Construction

12. Site Control (For Rehab Only or New Construction Only project proposals). Indicate (√)

a. Check mark the appropriate item below to indicate the form of site control that the applicant has now at the time of application submission. These are the acceptable forms of Site Control.

b. Attach and label documented proof of site control to your application.

Type of Site Control
 Deed or other proof of ownership
 Executed Contract of Sale
 Executed Lease Agreement for a period of at least ten (10) years
 Not Applicable

NOTE:

Applications for HOME funds for Rehab Only or New Construction Only projects will not be approved for funding if you do not demonstrate Site Control at the time your application is submitted.

10. Project Site – Location and Address
 State the location/address of your project.

	<u>YES</u>	<u>NO</u>
10b. Have you attached proof of title and a site map with your application. Indicate (√)		

11. Zoning. Indicate (√). Attach copy of zoning documentation with your application.

_____ A statement on letterhead stationery from Department of Land Management (in which the structure is located) indicating that the proposed use of the structure is permissible under the applicable zoning ordinances and regulations; or

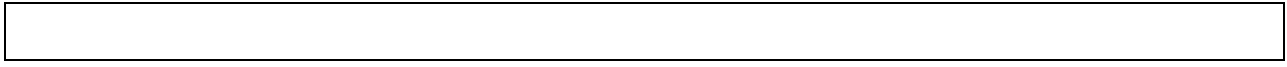
_____ A copy of the zoning ordinance, the zoning map, and the definition of the designated use.

12. For Rehab Only projects:

a. Attach photo(s) of the building and a copy of the As-Built drawings.

b. If the As-Built drawings are not available, estimate the year the building was constructed.

Indicate estimated year of construction: _____



INSTRUCTIONS TO NARRATIVES:

Acceptable typeface, 12pt, Times Roman
Standard Formatting only, please.

Please note the space limits identified in each part.
Responses in excess of these instructions will not be reviewed and may impact your final score.

Section 1.02 Executive Summary (Maximum points: 5)

Section 1.02 Response

Section 1.03 Housing Problem or Need (Maximum points: 10)

Please restrict your responses to answering items listed here.

- a. Describe the housing problem or needs your project will address with assistance of HOME funds.
- b. Describe the condition(s) and severity of the problem(s) that warrant the project, including any health and safety concerns, the need for housing, etc.
- c. Describe what local market conditions necessitate the development of an affordable housing project.
- d. Describe the characteristics and needs of the population to be served by the affordable housing project.
- e. Describe past and current efforts to deal with these problems and identify conditions requiring new or expanded affordable housing (ex. inadequacy of existing housing, lack of capacity or financing, etc...).

Section 1.03 Response

Section 1.04 Specific Use of HOME Funds (Maximum points: 15)

Please restrict your responses to answering items listed here.

- a. Describe how the housing (size, capacity, use, etc.) and specific use of HOME funds.
- b. Describe how the type and scale of the proposed housing will meet the needs of the participants.
- c. Describe how the housing will be integrated into the neighborhood.
- d. Provide a detailed description of the work to be paid by HOME funds.

Section 1.04 Response

Section 1.05 Proposed Housing Activities (Maximum points: 10)

Please restrict your responses to answering items listed here.

- a. How will the project sponsor's project activities meet the needs of low income persons; to create and/or rehabilitate housing for low/moderate income persons; and to address affordability concerns?
- b. Positive leveraging of HOME funds is important. Describe how the project will be coordinated with other financing sources to address the need for affordable housing.
- c. Explain why HOME funds are identified as a solution.
- d. Explain how or why the project will contribute to resolve housing problems and why this project will be more feasible than current programs in solving these problems.

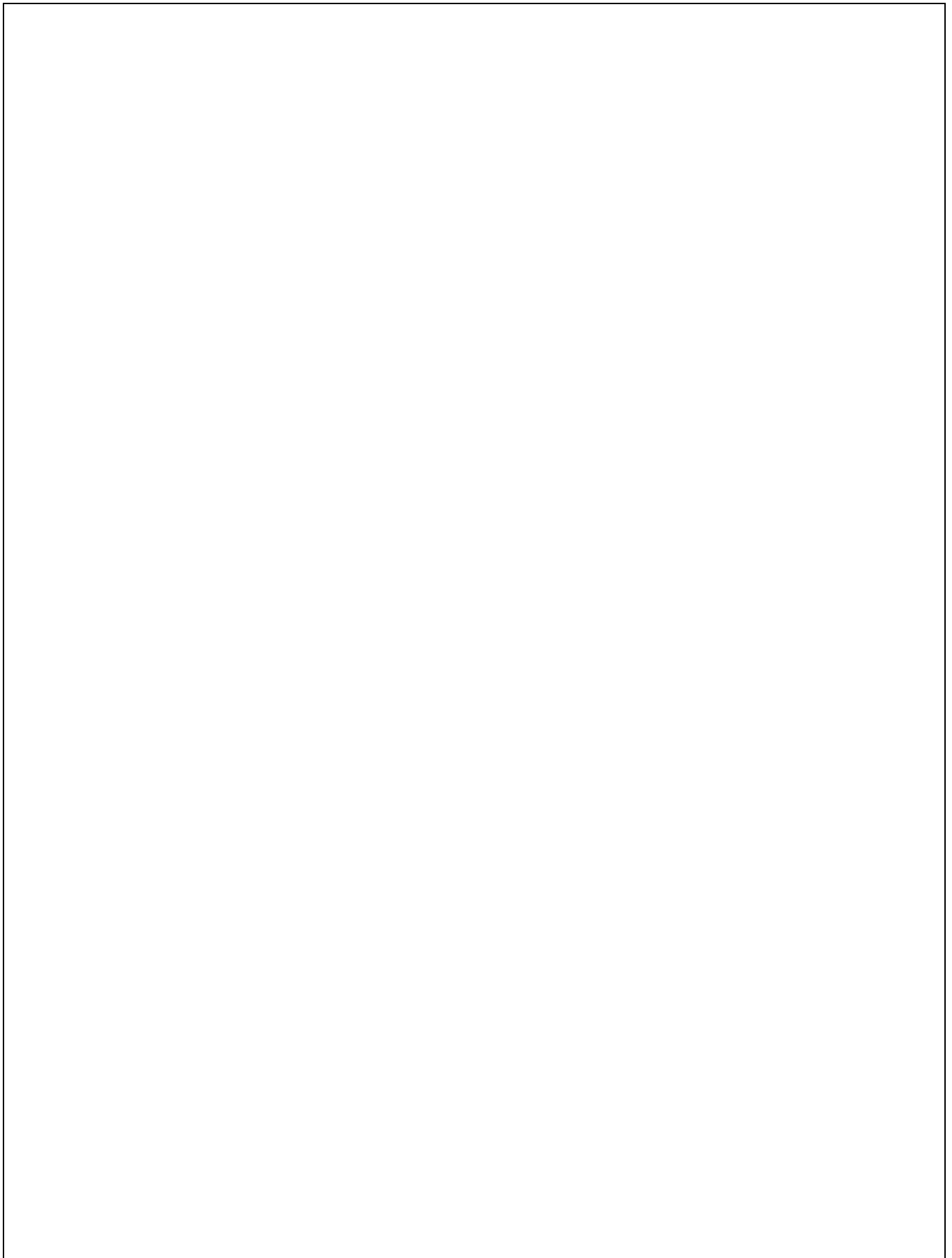
Section 1.06 Organizational Capacity (Maximum points: 15)

Please restrict your responses to answering items listed here.

- a. Describe the organization’s capacity.
- b. Describe the abilities and qualifications of key persons, including experience, education, training, familiarity with the problems and special needs of the target population, and any other special and relevant qualifications.
- c. Identify the organizations, offices and persons responsible for implementing the project.
- d. Describe the experience that demonstrates that the organization has the capacity to market and conduct the project.
- e. Provide an organizational chart only **only as it relates to the project to be funded.**
- f. Describe the financial management system of your organization to include:
 - 1. Project administration and fiscal management structure
 - 2. How invoices will be received and processed on a timely basis
 - 3. The fiscal staffing and approval authority
 - 4. Briefly describe internal control procedures
- g. Describe any experience your organization has in managing activities funded with grant funds and especially federal grant funds.
- h. Describe your anticipated timeline for conducting the activity or activities you have proposed. Provide an outline of project tasks and time when each task will be completed. Indicate your estimated start date. (Use the chart setup provided below.)

START DATE (mm/dd/yyyy)	TASK Identify major project tasks.	TIME TO COMPLETE (days, wks, months, yrs)
<i>Sample Response</i>		
<i>10/01/2010</i>	<i>Engage services of Real Estate Broker for property search</i>	<i>6 months</i>
<i>10/01/2010</i>	<i>Engage services of Architect to design facility</i>	<i>6 months</i>
<i>08/01/2010</i>	<i>Commence Construction</i>	<i>8- 10 months</i>

Section 1.05 Response



Section 1.07 Measuring Performance (Maximum points: 5)

Select one of the following HUD Objectives and one corresponding Outcome that most appropriately reflects the impact of the proposed activity.

Objectives

_____ Suitable Living Environment – In general, this objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment.

_____ Decent Affordable Housing – The activities that typically would be found under this objective are designed to cover the wide range of housing possible under HOME, CDBG or ESG. This objective focuses on housing programs where the purpose of the program is to meet individual family or community needs and not programs where housing is an element of a larger effort (such as would be captured under Suitable Living Environment).

_____ Creating Economic Opportunity – This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

Outcomes

_____ Availability/Accessibility – This outcome category applies to activities that make services, infrastructure, housing, or shelter available or accessible to low- and moderate- income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low- and moderate- income people.

_____ Affordability – This outcome category applies to activities that provide affordability in a variety of ways in the lives of low- and moderate- income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.

_____ Sustainability – Promoting Livable or Viable Communities. This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low- and moderate- income people or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

Section 1.08 Market Analysis / Marketing Plan (Maximum points: 15)

Please restrict your responses to answering items a-d listed here.

- a. From where will the population to be served be derived? Describe and discuss.
- b. Describe efforts to identify potential low-income homeowners, homebuyers, and home renters to apply for/participate in this project.
- c. Describe the organization's plan to attract prospective low-income buyers or tenants of all minority and non-minority groups in the housing market area regardless of race, color, religion, sex, national origin, disability or familial status.
- d. What advanced marketing efforts will you engage in? The plan should describe how a group(s) of persons not likely to apply for housing without special outreach efforts will be informed about the

project, feel welcome to apply and have the opportunity to buy, rent, or otherwise participate in your proposed activity.

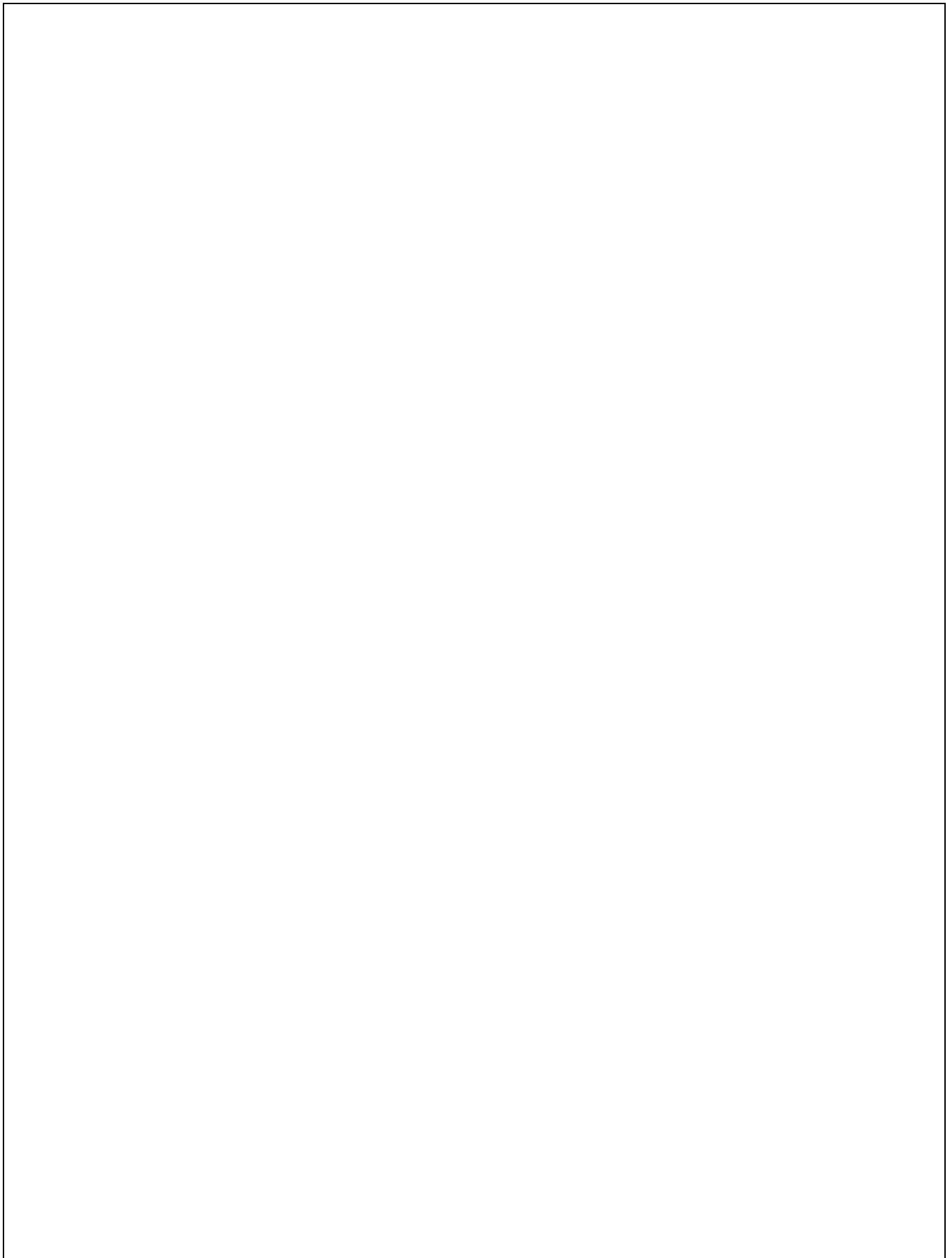
Section 1.08

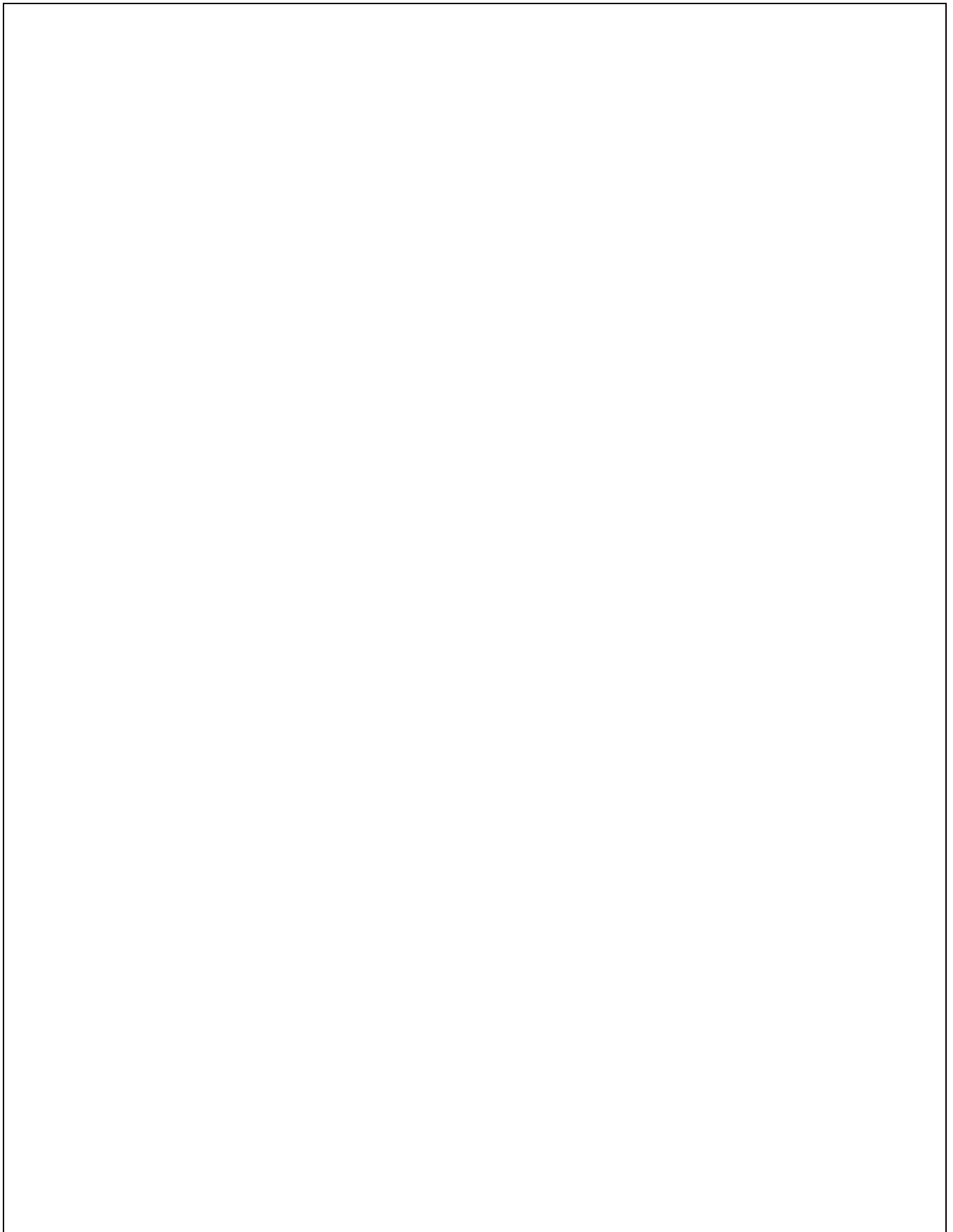
Section 1.09 Finances, Budget and Sustainability of Use (Maximum points: 20)

Please restrict your responses to answering items listed here.

- a. Demonstrate how the facility will continue with its intended use after the project is completed (i.e., when the facility is acquired, constructed, or rehabilitated with HOME funds).
- b. Once constructed, where will the resources come from to continue and maintain the facility's proposed use by the intended target population?
- c. Discuss the source or sources of funds that will sustain the operations of the facility (i.e., personnel, utilities, maintenance, insurance, and others).
- d. Complete the attached Budget Summary. More detailed budgets may be attached.
- e. Guam funds are more effectively used primarily as gap funding. Identify sources of leveraged funding for this activity. Include the status of these funds (i.e. cash on hand, grants received, planned fund-raising). Attach copies of funding commitment letters or other evidence of funding support.

Section 1.07 Response





Section 1.11 Certification of Ability to Manage Federal Funds

I certify that the organization responsible for carrying out the project activities under this proposal has a financial management system that satisfies the following requirements for managing federal funds:

1. The financial management system in place is able to:
 - a. Properly account for federal funds spent,
 - b. Ensure requests are for the correct amount of federal funds,
 - c. Ensure funds are used for project-related purposes,
 - d. Ensure funds are deposited in the proper account, and
 - e. Maintain necessary documentation for all costs incurred.

2. Internal Controls in place include:
 - a. A written set of policies and procedures that define staff qualifications and duties, lines of authority, separation of functions, and access to assets and sensitive documents;
 - b. A written accounting procedures for approving and recording transactions; and
 - c. A period comparison of financial records to actual assets and liabilities to check for completeness and accuracy.

3. An adequate financial accounting system is maintained including:
 - a. A chart of accounts,
 - b. A general ledger,
 - c. Cash receipts journal,
 - d. Cash disbursements journal, and
 - e. A payroll journal.

4. The standards and procedures for determining the reasonableness, allowability and allocability are clearly defined and are consistent with the basic Federal rules (OMB Circular A-87 or A-122).

5. Files of original source documentation (receipts, invoices, canceled checks, etc.) for all financial transactions, including those involving obligations incurred and the use of program income are maintained and up-to-date.

6. The approved budget is up-to-date for all funded activities. Comparisons of the budget with actual expenditures for each budget category are performed.

7. Regular procedures are in place for accurately projecting the cash needs of the organization, and for minimizing the time between the receipt of funds and their actual disbursement. All program income is used for permitted activities, and such program income is used before further requests for payments are made for the same activity.

8. The applicant is able to provide accurate, current and complete disclosure of the financial results of each Federally-sponsored project or program in accordance with the reporting requirements of HUD.

9. Annual audits of the applicant are conducted in accordance with the Federal requirements (OMB Circular A-133).

Section 1.12 Certification of Fair Housing Laws and Presidential Executive Orders

The Fair Housing Laws

Fair Housing Act: Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended, prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents of legal custodians, pregnant women, and people securing custody of children under the age of 18), and handicap (disability).

Title VI of the Civil Rights Act of 1964: Title VI prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving federal financial assistance.

Section 504 of the Rehabilitation Act of 1973: Section 504 prohibits discrimination based on disability in any program or activity receiving federal financial assistance.

Section 109 of Title I of the Housing and Community Development Act of 1974: Section 109 prohibits discrimination on the basis of race, color, national origin, sex or religion in programs and activities receiving financial assistance from HUD's Community Development and Block Grant Program.

Title II of the Americans with Disabilities Act of 1990: Title II prohibits discrimination based on disability in programs, services, and activities provided or made available by public entities. HUD enforces Title II when it relates to state and local public housing, housing assistance and housing referrals.

Architectural Barriers Act of 1968: The Architectural Barriers Act requires that buildings and facilities designed, constructed, altered, or leased with certain federal funds after September 1969 must be accessible to and useable by handicapped persons.

Age Discrimination Act of 1975: The Age Discrimination Act prohibits discrimination on the basis of age in programs or activities receiving federal financial assistance.

Title IX of the Education Amendments Act of 1972: Title IX prohibits discrimination on the basis of sex in education programs or activities that receive federal financial assistance.

Fair Housing-Related Presidential Executive Orders:

Executive Order 11063: Executive Order 11063 prohibits discrimination in the sale, leasing, rental, or other disposition of properties and facilities owned or operated by the federal government or provided with federal funds.

Executive Order 11246: Executive Order 11246, as amended, bars discrimination in federal employment because of race, color, religion, sex, or national origin.

Executive Order 12892: Executive Order 12892, as amended, requires federal agencies to affirmatively further fair housing in their programs and activities, and provides that the Secretary of HUD will be responsible for coordinating the effort. The Order also establishes the President's Fair Housing Council, which will be chaired by the Secretary of HUD.

Executive Order 12898: Executive Order 12898 requires that each federal agency conduct its program, policies, and activities that substantially affect human health or the environment in a manner that does not exclude persons based on race, color, or national origin.

Executive Order 13166: Executive Order 13166 eliminates, to the extent possible, limited English proficiency as a barrier to full and meaningful participation by beneficiaries in all federally-assisted and federally conducted programs and activities.

Executive Order 13217: Executive Order 13217 requires federal agencies to evaluate their policies and programs to determine if any can be revised or modified to improve the availability of community-based living arrangements for persons with disabilities.

Section 1.13 General Certification

I certify that:

1. To the best of my knowledge and belief, the information in this application is true and correct.
2. I have reviewed and accept the instructions for submission of this application for review and evaluation.
3. The organization responsible for carrying out the project activities under this proposal will comply with all applicable local and Federal laws and regulations.
4. The organization will take actions to affirmatively further fair housing and implement HOME activities in compliance with Title VI of the Civil Rights Act of 1964 and Title VIII of the Civil Rights Act of 1968.
5. The organization will verify that no person who is an employee, agent, consultant, officer, or recipients which are receiving HOME funding may obtain a financial interest or benefit, have an interest in or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect to HOME activities, with the exception of administrative or personnel costs.
7. The organization will provide in a timely manner for citizen participation, public hearings, and access to information with respect to the proposed project/program.

Project Sponsor (Organization):	
Federal Tax I.D. Number:	
Project Name:	
Location of the Project:	
HOME Program: \$ _____	
Contact Person:	
Title:	
Mailing Address:	
Office Phone:	
Fax Number:	
Email Address:	
Organization's Authorized Representative:	
Title:	
Signature:	
Date:	

Section 1.14 HUD HOME Income Limits for Guam

**U.S. Department of Housing and Urban Development
Adjusted HOME Program Income Limits
Guam**

Effective as of March 2009

Household Size	30% Limits	Very-Low Income	60% Limits	Low-Income
1 Person	\$ 13,250	\$ 22,050	\$ 26,460	\$ 35,300
2 Person	15,100	25,200	30,240	40,300
3 Person	17,000	28,350	34,020	45,350
4 Person	18,900	31,500	37,800	50,400
5 Person	20,400	34,000	40,800	54,450
6 Person	21,900	36,550	43,860	58,450
7 Person	23,450	39,050	46,860	62,500
8 Person	24,950	41,600	49,920	66,550

Section 1.15 HOME Periods of Affordability

The HOME-assisted housing must meet the affordability requirements for not less than the applicable period specified in the following table, beginning after project completion.

Homeownership Assistance HOME amount per unit	Minimum period of affordability (in years)
Under \$15,000	5
\$15,000 to \$40,000	10
Over \$40,000	15

Section 1.16 Guide for Estimating Costs

GUIDE FOR ESTIMATING COSTS

Estimating New Construction Costs

Provide total building area in sq. ft.

Use Construction Cost per sq. ft. of \$185.00 / sq. ft.

Add design and construction management costs at 15.00% of construction cost.

Formula: Building Area X \$185.00 X 1.15 = Total Project Cost

Example: 3,000 sq. ft X \$185.00 X 1.15 = \$638,250.00

Assumptions

1. Utility connections are nearby. If not, add \$150.00 per linear feet for sewer extension and \$100.00 per linear feet for water line extension.
2. Minimal site improvements are required, land is relatively flat and soil conditions are suitable.
3. Environmental review costs are minimal and can be prepared by GHURA staff. Otherwise add \$10,000 to \$15,000 for phase one environmental review.
4. Property points are clearly marked. Otherwise, add \$9,000 to \$12,000 for survey costs.
5. Property is appropriately zoned for the intended use.

Estimating Renovation Cost

We recommend that a licensed general contractor prepare an estimate. GHURA staff may assist in developing the scope of work and cost estimate if their workload allows.

Concerns to be addressed:

1. Buildings constructed after 1980 generally do not contain asbestos materials or lead based paint.
2. Use of the facility should conform to land use designation (zoning).
3. Ensure that compliance with Section 504 UFAS guide can be readily met as part of the overall renovation work. An adequate turning area in the bathrooms and kitchen areas as well as an accessible route to the structure should be incorporated into the overall renovation scope of work at a reasonable cost. If clear spaces of doorways are less than 32 inches, be sure that doors can be widened without impacting on any load bearing walls.

Estimating Acquisition Cost

We recommend that the user agency work with a licensed real estate broker or real estate agent to develop comparable cost estimates when preparing the application proposal. Please consult with GHURA's Community Development staff if you have any questions regarding acquisition estimates.

GHURA will administer the acquisition process. Real property will be acquired from private owners on a voluntary basis. A notice will be published informing the public of GHURA's interest in acquiring real property for a specific project. Landlords who are interested in selling their property will be invited to submit information about their property for consideration. GHURA may limit the search for real property to a geographic area. However, GHURA will not limit the search to a specific site.

The user agency will be responsible for rating the suitability of the proposals that are received. A description of the desired size of the property as well as a description of the activities that will occur on the property should be developed by the user agency prior to the start of the acquisition process.

The acquisition price shall be based on fair market value as determined by an independent appraiser.

Concerns to be addressed:

- Ready and motivated seller.
- Acquisition is clear of any conflict of interest. Seller or immediate family members are not employees, officers or agents of GHURA or of the user agency. Employees, officers and agents of GHURA have no financial interest in the property to be acquired. Employees, officers and agents of user agency have no financial interest in property to be acquired.
- Property to be acquired shall be appropriately zoned for the user agency's intended use. Any land use variance request, if necessary, shall be the responsibility of the user agency.
- Displacement of families must be minimized. Tenants residing in a facility to be acquired shall be notified of their rights by GHURA at the start of negotiations. Relocation costs may range from \$1,000 to \$12,000 per family based on the families' income. Families qualifying for replacement housing payments may be eligible for up to \$30,000. Acquiring a vacant or nearly vacant building will minimize relocation costs.
- Refer to renovation cost guide when developing cost estimates for renovation.

Guam Consolidated Plan 2010-2014 Priorities - Goals - *Activities*

Decent Housing

Make Decent Housing Available and Accessible

Acquire, construct, rehabilitate, or convert structures for use as housing for special needs populations.

- Housing for Persons with Disabilities
- Housing for Youth and Children
- Safe Haven

Conduct outreach and education on the Fair Housing Act

Incorporate universal design elements in the construction of affordable housing.

Support the development and operation of a homeownership counseling program.

Make Decent Housing Affordable

Increase homebuyer opportunities for low- and moderate-income individuals.

- Support local lenders to develop innovative programs to increase homeownership.
- Support new development of affordable housing opportunities for homebuyers and renters.
- Elderly Housing
- First Time Homebuyer Housing Choice Voucher Homeownership Program
- Low-Income Housing Tax Credit Program
- Single and multi-family housing
- Sweat-Equity Housing
- Tenant-Based Rental Assistance

Sustain the available stock of decent housing

Acquire, construct, or rehabilitate structures to sustain the current stock of affordable housing for low- and moderate-income populations and special needs populations.

- Elderly and Frail Elderly Housing

Assist very-low and low-income homeowners to sustain the physical and economic life of their homes, to meet current building code standards, and/or to modify to meet ADA standards.

- Rehabilitation Loan Program

Renovate 150 Public Housing units.

Suitable Living Environment

Make Suitable Living Environments Available and Accessible

Construct or rehabilitate facilities to serve low- and moderate-income communities and special needs populations.: Community centers, sports, and recreational facilities

Construct or rehabilitate facilities to serve low- and moderate-income communities and special needs populations.: Community Learning and Resource Centers

- Community Habilitation and Respite Care Center
- Day-Care Facility
- Resource Center
- Youth Center

Construct or rehabilitate facilities to serve low- and moderate-income communities and special needs populations.: Emergency and Transitional Shelters

- Homeless Shelter
- Shelter for Victims of Neglect and Abuse
- Shelter for Victims of Sexual Assault

Construct or rehabilitate facilities to serve low- and moderate-income communities and special needs populations.: Substance abuse and residential treatment facilities.

Operational support of facilities providing residential substance abuse treatment and recovery programs.

Sustain access to suitable living environments serving low- and moderate-income populations and special needs populations

Improve access to public safety service in low- and moderate-income neighborhoods: Construction or rehabilitation of public safety facilities

- Detention Center
- Fire Stations
- Police Precinct

Support the work of organizations providing assistance to very-low and low-income individuals, and special needs populations

- Housing and Supportive Services
- Soup Kitchen or Food Bank Facility
- The conduct (operation) of the periodic Homeless Street and Shelter Count

Sustain access to suitable living environments serving special needs populations.

- Drop-In Center
- Shelter for Victims of Neglect and Abuse

Economic Opportunity

Make Economic Opportunities available and accessible

Develop a microenterprise incubator.

Develop a small business incubator.

Support job creation opportunities of historic preservation and cultural preservation efforts

- Arts and Cultural Center
- Guam Museum
- Science and Learning Center

Support the sustainability of ongoing economic opportunities

Construct or rehabilitate public transit facilities at key points in the mass transit route.