



**Guam Housing and Urban Renewal Authority
Funding Application for Program Year 2012
Community Development Block Grant (CDBG)
Public Facilities and Improvements**

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 2012 will be accepted until the close of business, **5 p.m. on Friday, March 23, 2012.**
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: MARCEL G. CAMACHO

Deputy Director: RAY S. TOPASNA

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Section 1.01 General Data

1. Project Name:

2a. 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).

2b. Applicant Description: Faith Based Yes No

3. Type of Public Facilities/Infrastructure Project: (Examples of public facilities include: youth centers, recreational facilities, community learning resource centers, fire stations, police precincts, libraries, schools, nursing homes, convalescent homes, shelters and transitional housing for the homeless, group homes for persons with disabilities):

4. Amount of CDBG Funds Requested:

Total CDBG Funds Requested: \$ _____
Total Project Cost (include all funding sources): \$ _____

5. What CDBG National Objective does your project propose to address? (select one)

- BENEFITS A LOW/MODERATE INCOME AREA
The public service or facility will be used for a purpose the benefits of which are available to all residents in a residential area where at least 51% of those residents are low or moderate-income persons.
- BENEFITS A LIMITED CLIENTELE OF LOW/MODERATE INCOME PERSONS
The public service or facility will be used for an activity designed to benefit a specific group of people, at least 51% of whom are low/moderate income persons.
- BENEFITS A LIMITED CLIENTELE PRESUMED TO BE LOW/MOD INCOME PERSONS
The public service or facility will be used for an activity designed to benefit a specific group of people HUD considers low/moderate income persons: abused children, elderly persons, battered spouses, homeless persons, adults with severe disabilities, illiterate adults, persons living with AIDS, and migrant farm workers.

6. 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.

7. Nature of CDBG Activity Proposed: (Check Mark all that apply to your application.)

- New Construction of a facility
- Acquisition of an existing facility
- Rehabilitation of an existing facility
- Demolition of an existing facility
- Addition or Expansion of Existing Facility
- Removal of Architectural Barriers

8. (Only for) CDBG 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				

9. Site Control

- a. If CDBG funds WILL NOT be used for acquisition, please check mark below, the appropriate form of site control that the applicant has presently.
- b. Attach and label documented proof of site control to your application.

Check Mark	Type of Site Control
<input type="checkbox"/>	Deed or other proof of ownership
<input type="checkbox"/>	Executed Contract of Sale
<input type="checkbox"/>	Executed Lease Agreement for a period of at least ten (10) years
<input type="checkbox"/>	Not Applicable

NOTE:

An application for CDBG funds for a construction only activity, without acquisition, requires that the applicant demonstrate Site Control *at the time of application*.

If you do not have Site Control at the time of this application, your application **will not** be approved for funding.

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

Limit your response to the space provided.

- a. Describe the need or problem to be addressed by the proposed project. Describe the characteristics of the population to be served by the public facility. Include any considerations of health and safety concerns, community needs, special populations to be served, etc. Identify any conditions requiring new, expanded, or renovated public facilities (i.e., adequacy, capacity, finances.)

b. Describe the past and current efforts to deal with the problems.

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Section 1.04 **Specific Use of CDBG Funds (Maximum points: 20)**
Limit your response to the space provided.

a. Describe the specific intended use of the CDBG funds.

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b. Describe the facility (size, capacity, uses, etc.). Describe how the size and scale of the proposed facility will meet the needs of the participants. Describe how the facility will be accessible to persons with disabilities in accordance with applicable Federal and local laws.

c. Describe what transportation will be available to participants to access the public facility.

Section 1.05 **Proposed Activity or Activities (Maximum points: 10)**

Limit your response to the space provided.

a. Provide a detailed description of how the public facility will be used. Describe the activities that will be undertaken in this facility. Identify the accomplishments you intend to achieve with this activity.

b. Explain why this facility will be more feasible than the current (if any) facility in addressing the needs of the target community, population, or beneficiaries. Explain how the new, improved, or renovated public facility will contribute to addressing the Community Needs stated in Section 1.03 part a.

Section 1.06 Organizational Capacity (Maximum points: 20)

Limit your response to the space provided.

- a. Describe your organization's capacity by providing an overview of your organization including the time in existence, your organization's experience, skills, current services, or special accomplishments that demonstrate your capacity for success.

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- b. Attach the following with the application:

	A copy of an organizational chart (only as it relates to this activity).
	The resume's of key personnel involved in the managing of this activity.
	Job Descriptions of those directly involved in the operations of the facility (existing filled, existing vacant, proposed new).
	A copy of your last independent audit.

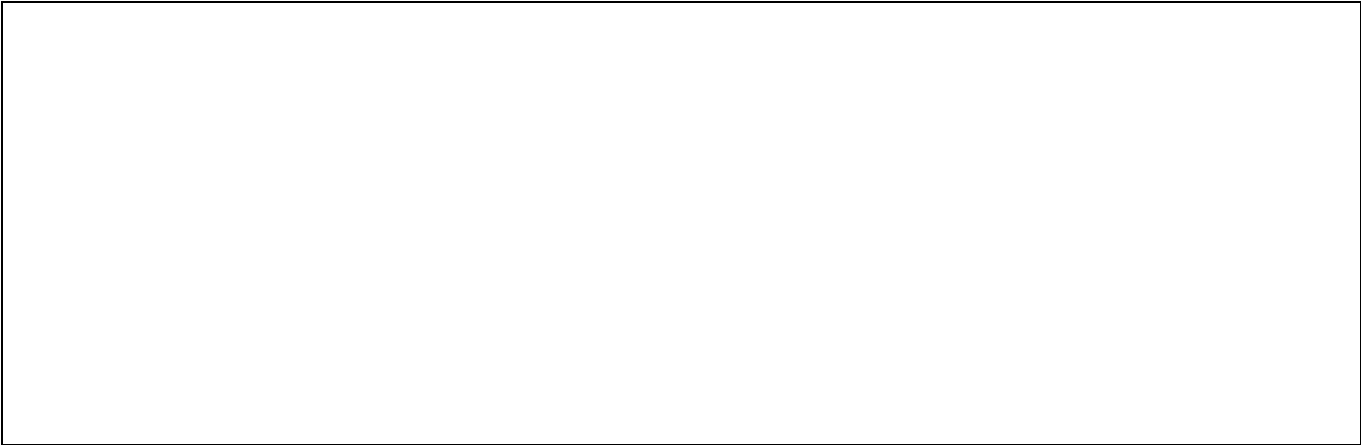
- c. Describe the financial management system of your organization to include your program administration and fiscal management structure.

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d. Identify any other agencies/partners in this activity and define the roles and responsibilities of these partners.

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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 very specifically on housing providing housing to meet the needs of an individual, family, or specific population.
- 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 new or improved 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 Finances, Budget and Sustainability of Use (Maximum points: 20)

Limit your response to the space provided.

- a. Demonstrate how the public facility will continue with its intended use after the project is completed (i.e., when the facility is acquired, constructed, or rehabilitated with CDBG funds).

- b. Once constructed, where will the resources come from to continue and maintain the facility's proposed use by the intended target population?

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c. Discuss the source or sources of funds that will sustain the operations of the facility (i.e., personnel, utilities, maintenance, insurance, and others).

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d. If your application is approved for less than the amount requested, how will your project be accomplished? 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.

e. **Committed Funds** – Identity sources and amounts of committed funds for this project. (Attach documentation of committed funds.)

<u>Source</u>	<u>Funding Amount</u>	<u>Budget Line Item Covered by Funds</u>

f. Complete the **Budget Summary** below indicating all anticipated costs and the line item for which CDBG funds would be used, as well as all sources of fundng. More detailed budgets may be attached.

<u>Budget Summary</u>			
Budget Category	CDBG	OTHER	TOTAL

b. Have you engaged citizens, community groups and project beneficiaries (consumers) in identifying the needs and problems that your project means to address? How? Have you engaged citizens, community groups and project beneficiaries (consumers) in developing the project? How?

c. Please attach letters of support received from your community program partners.

Section 1.10 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 1.11 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 1.12 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 CDBG 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 CDBG 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 CDBG activities, with the exception of administrative or personnel costs.
6. The organization will not attempt to recover capital costs for the construction of public improvements, assisted in whole or in part with CDBG funds, by charging special assessments or fees against properties owned or occupied by persons of low and moderate income, including any fee, charge or assessment made as a condition of obtaining access to such public improvements, unless:
 - a. CDBG funds 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 CDBG funds; or
 - b. For purposes of assessing any amount against properties owned and occupied by persons of low and moderate income who are not persons of very low income, and the applicant certifies that it lacks sufficient funds to comply with the requirements of clause (a) above.
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.
8. Government organizations acknowledge and agree that facilities constructed with grant program funds shall be used for eligible program activities for as long as the Government of Guam owns the property.
9. Non-profit organizations acknowledge and agree that facilities constructed with grant program funds shall be used for eligible program activities for a period of not less than 20 years.

Project Sponsor (Organization):	
Federal Tax I.D. Number:	
Project Name:	
Location of the Project:	
Community Development Block Grant Program Public Facilities and Improvement:	
\$ _____	
Contact Person:	
Title:	
Mailing Address:	
Office Phone:	
Fax Number:	
Email Address:	
Organizations' Authorized Representative:	
Title:	
Signature:	
Date:	

Section 1.13 HUD Income Limits for Guam

**U.S. Dept. of Housing and Urban Development
Income Limits for Guam (FY2012)**

Median Family Income (MFI): \$52,800

Effective as of December, 2011

Household Size	30% of Median Income	60% of Median Income (Very-Low Income)	80% of Median Income (Low-Income)
1 Person	\$ 12,300	\$ 20,500	\$ 32,800
2 Person	14,050	23,400	37,450
3 Person	15,800	26,350	42,150
4 Person	17,550	29,250	46,800
5 Person	19,000	31,600	50,550
6 Person	20,400	33,950	54,300
7 Person	21,800	36,300	58,050
8 Person	23,200	38,650	61,800

Section 1.14 Guide for Estimating Costs for Public Facilities and Improvements

Estimating New Construction Costs

Provide total building area in sq. ft.

Use Construction Cost per sq. ft. of \$200.00 / sq. ft.

Site Improvement for parking, storm water control, lighting and minimum chain link fencing use

Use a cost of \$13.00 per sq.ft. times the total property area

Add design and construction management costs at 15.00% of construction cost to include site improvements.

Formula: Building Area X \$200.00 X 1.15 = Total Project Cost for building only

Site total land area (sf) X \$13.00 X 1.15= Site improvement

Example: 3,000 sq. ft X \$200.00 X 1.15 = \$690,000.00

Assumptions

1. Utility connections are nearby. If not, add \$190.00 per linear feet for sewer extension and \$100.00 per linear feet for water line extension.
2. Sewer and water connection for new construction, add \$48,000.
3. Minimal site improvements are required, land is relatively flat and soil conditions are suitable.
4. Environmental review costs are minimal and can be prepared by GHURA staff. Otherwise add \$10,000 to \$15,000 for phase one environmental review.
5. Property points are clearly marked. Otherwise, add \$9,000 to \$12,000 for survey costs.
6. 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. If unit was built prior to 1980 add 15% for possible mitigation for lead and asbestos
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.

Section 1.15 Guam Consolidated Plan 2010-2014: Priorities, Goals, and Activities Chart

Guam Consolidated Plan 2010-2014 Priorities - Goals - Activities	
Decent Housing	
Make Decent Housing Available and Accessible	
<i>Acquire, construct, rehabilitate, or convert structures for use as housing for special needs populations.</i>	
Housing for Persons with Disabilities	
Housing for Youth and Children	
Safe Haven	
<i>Conduct outreach and education on the Fair Housing Act</i>	
<i>Incorporate universal design elements in the construction of affordable housing.</i>	
<i>Support the development and operation of a homeownership counseling program.</i>	
Make Decent Housing Affordable	
<i>Increase homebuyer opportunities for low- and moderate-income individuals.</i>	
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	
<i>Acquire, construct, or rehabilitate structures to sustain the current stock of affordable housing for low- and moderate-income populations and special needs populations.</i>	
Elderly and Frail Elderly Housing	
<i>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.</i>	
Rehabilitation Loan Program	
<i>Renovate 150 Public Housing units.</i>	
Suitable Living Environment	
Make Suitable Living Environments Available and Accessible	
<i>Construct or rehabilitate facilities to serve low- and moderate-income communities and special needs populations.: Community centers, sports, and recreational facilities</i>	
<i>Construct or rehabilitate facilities to serve low- and moderate-income communities and special needs populations.: Community Learning and Resource Centers</i>	
Community Habilitation and Respite Care Center	
Day-Care Facility	
Resource Center	
Youth Center	
<i>Construct or rehabilitate facilities to serve low- and moderate-income communities and special needs populations.: Emergency and Transitional Shelters</i>	
Homeless Shelter	
Shelter for Victims of Neglect and Abuse	
Shelter for Victims of Sexual Assault	
<i>Construct or rehabilitate facilities to serve low- and moderate-income communities and special needs populations.: Substance abuse and residential treatment facilities.</i>	
<i>Operational support of facilities providing residential substance abuse treatment and recovery programs.</i>	
Sustain access to suitable living environments serving low- and moderate-income populations and special needs populations	
<i>Improve access to public safety service in low- and moderate-income neighborhoods: Construction or rehabilitation of public safety facilities</i>	
Detention Center	
Fire Stations	
Police Precinct	
<i>Support the work of organizations providing assistance to very-low and low-income individuals, and special needs populations.</i>	
Housing and Supportive Services	
Soup Kitchen or Food Bank Facility	
The conduct (operation) of the periodic Homeless Street and Shelter Count	
<i>Sustain access to suitable living environments serving special needs populations.</i>	
Domestic Violence Shelter	
Drop-In Center	
Shelter for Victims of Neglect and Abuse	
Economic Opportunity	
Make Economic Opportunities available and accessible	
<i>Develop a microenterprise incubator.</i>	
<i>Develop a small business incubator.</i>	
<i>Support job creation opportunities of historic preservation and cultural preservation efforts</i>	
Arts and Cultural Center	
Guam Museum	
Science and Learning Center	
Support the sustainability of ongoing economic opportunities	
<i>Construct or rehabilitate public transit facilities at key points in the mass transit route.</i>	