



**Guam Housing and Urban Renewal Authority
Funding Application for Program Year 2012
Emergency Solutions Grant (ESG)**

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. Only nonprofit organizations are eligible to apply for ESG grant funds.
8. Applications for Program Year 2012 will be accepted until the close of business, **5 p.m. on Friday, March 23, 2012.**
9. Submit applications to:
 - a. **GHURA Community Planning and Development Office, Research, Planning & Evaluation Division, GCIC Building, 414 West Soledad Ave, Suite 306, Hagatna, Guam.**
10. GHURA will reject any application received after the deadline.
11. GHURA will reject any application not received at the address in #9 above.
12. GHURA will reject applications not signed by the organization's authorized representative.
13. Applicant must initial all items on the 'Certification of Ability to Manage Federal Funds' page.
14. 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):

Non-Profit Organization
 Local Government / Line Agency (Stop. Not an eligible applicant for ESG funds.)
 Local Government / Autonomous Agency (Stop. Not an eligible applicant for ESG funds.)
 For-Profit/Private Business (Stop. Not an eligible applicant for ESG funds.)

2b. Applicant Description: Faith Based Yes No

3. Type of ESG Project and Amount requesting: (Check the category which best describes the type of activity you wish to fund with ESG and the amount of funds being requested.):

Homeless Prevention	
Rapid Re-housing	
Total:	

Provide a description of the activities to be performed under the above category(ies):

4. Proposed output:

Total number of beneficiaries who you estimate will be served by this project: _____

Total number of beneficiaries who will be served by ESG funds if it is approved for funding: _____

Notes: Homelessness Prevention is available to persons below 30% Area Medium Income and persons homeless or at risk of becoming homeless. Rapid Re-housing is available for those who are homeless by providing assistance to homeless individuals or families to move into permanent housing and achieve housing stability.

5. My organization is a current member of the Continuum of Care Guam Homeless Coalition.

Yes _____ No _____

If your organization is not a member explain why:

INSTRUCTIONS TO NARRATIVES:

Acceptable typeface, **12pt or 11pt, 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.

Note: It is very important that you do not over-promise on what your project can realistically deliver.

Section 1.02 Executive Summary (Maximum points: 10)

Limit your response to the space provided.

Executive summary of your Proposed Project.

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

Limit your response to the space provided.

a. Describe the community problem or needs your project will address with assistance of ESG funds.

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b. Describe the characteristics and needs of the population to be served by the public service. Describe all services and programs to be provided.

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c. Describe past and current efforts to deal with these problems.

d. How will the service contribute to resolving the problems? Why are these services more feasible than current services in solving these problems?

Section 1.04 Specific Use of ESG Funds (Maximum points: 20)

Limit your response to the space provided.

a. Describe the services that will be paid with ESG funds. Describe how your program will address the objectives of the ESG program in relation to the type of funds requested (Homeless Prevention and/or Rapid Re-housing). Describe proposed accomplishment(s) if awarded (accomplishments must describe in terms of households served, etc).

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b. Describe the record-keeping system used to maintain program data. Is your organization a participant of HMIS? If not, please explain why. Describe your agency's process for verifying beneficiary eligibility and attach a copy of all intake forms. (Note: Participation in the HMIS is mandatory under ESG.)

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c. Describe all contractual partnerships that show your agency is collaborating with others for service provision. Coordination with other targeted homeless services is required, describe your plan to comply with this requirement.

d. Describe and discuss where the homeless population to be served by this project will come from. Describe your outreach plan to bring the homeless into your services.

d. Describe where the service will be provided. What transportation will be available to the participants to access those services?

Section 1.05 Organizational Capacity (Maximum points: 25)

Limit your response to the space provided.

a. Describe your organization's capacity. Provide 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. Describe your organization's experience in administering grants especially federal grants.

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.

<p>c. Describe the financial management system of your organization to include your program administration and fiscal management structure, the fiscal staffing and approval authority and your organization's internal control procedures.</p>

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

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e. Describe your anticipated timeline for conducting the activity or activities you have proposed. Provide an outline of major 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)
Sample Response		
10/01/2012	Staff recruitment and training of caseworkers	3 months
10/01/2012	Outreach	Monthly, continuous
07/01/2013	Project Performance Self-Evaluation	1 month

START DATE	TASK	TIME TO COMPLETE
RESPONSE:		

Section 1.06 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 1.07 Finances, Budget and Sustainability of Use (Maximum points: 25)

Limit your response to the space provided.

- a. Discuss the source of funds that will sustain the operations of the service (i.e., personnel, utilities, maintenance, insurance, and others).

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

Budget Summary			
Budget Category	ESG	OTHER	TOTAL
Homelessness Prevention			
Rapid Re-housing			
Other			
Total:			

***Staff/Salary Breakdown**

Please show all staff positions related to the proposed activity regardless of funding source. If multiple staff members have the same position/title, list them separately (for example, Counselor 1/Counselor2). You must submit job descriptions with your application for each position title identified below.

Position Title	Position current or proposed?	Annual Salary	Annual Fringe Benefits	Total Salary	x	% Time Spent on this Project/Program	=	Total Position Cost Requested
Example: Case Manager	Current	\$25,000	\$5,000	\$30,000	x	40%	=	\$12,000

Section 1.08 Community Participation (Maximum points: 5)

Limit your response to the space provided.

a. How was this service identified and prioritized? Have you engaged citizens, community groups and project beneficiaries (consumers) in identifying the needs and problems that your service means to address? How? Have you engaged citizens, community groups and project beneficiaries (consumers) in developing the service? How?

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

Section 1.09 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 (sign or initial each box):

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 1.10 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 1.11 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 ESG 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 ESG 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 ESG activities, with the exception of administrative or personnel costs.
6. 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:	
Emergency Solutions Grant Program: \$ _____	
Contact Person:	
Title:	
Mailing Address:	
Office Phone:	
Fax Number:	
Email Address:	
Organizations' Authorized Representative:	
Title:	
Signature:	
Date:	

Section 1.12 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>	