



HOME INVESTMENT PARTNERSHIP PROGRAM (HOME)

Application for Funding

Program Year 2018 (October 1, 2018 to September 30, 2019)

Instructions:

1. Answer all questions in the application.
2. Submit your application clipped or stapled only. (No binders, folders, or special presentation packaging of any kind.)
3. Submit one (1) original application. Clearly label your attachments.
4. Submit one (1) thumb drive with an electronic copy of the application in Word format and PDF copy of all attachments. (Thumb drive will not be returned.)
5. Applications for Program Year 2018 will be accepted until **4:00 p.m. on Thursday, April 5, 2018.**
6. Submit applications to:
 - a. **GHURA Community Planning and Development Office, Research, Planning & Evaluation Division (GHURA Main Office), 117 Bien Venida Avenue, Sinajana, Guam 96910.**
7. GHURA will reject any application received after the deadline.
8. GHURA will reject any application not received at the address in #6 above.
9. GHURA will reject applications not signed by the organization's authorized representative.
10. Applicant must initial all items on the "Certification of Ability to Manage Federal Funds" page.
11. Applicant must complete and sign the "General Certifications" page.
12. Narratives shall be no more than **300 words**.
13. **Unless required under this application, additional attachments will not be accepted.**

For any inquiries:

Please contact Katherine E. Taitano, GHURA Chief Planner, at the Research, Planning, & Evaluation Division, via email at katherine@ghura.org.

Executive Director: MICHAEL J. DUENAS

Deputy Director: PEDRO A. LEON GUERRERO, JR.

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Project category: (check one only)	<input type="checkbox"/> Acquisition
	<input type="checkbox"/> Construction
	<input type="checkbox"/> Rehabilitation

Section 1.01 GENERAL INFORMATION

1. Applicant/Owner Information			
Applicant legal name:			
Address:			
Mailing address:			
Type of agency:	<input type="checkbox"/> 501(c)(3)	<input type="checkbox"/> Gov't./Public	<input type="checkbox"/> For Profit <input type="checkbox"/> Faith-Based <input type="checkbox"/> Other:
Date of incorporation:		Tax ID number:	
Agency DUNS number:		Annual operating budget:	
Number of paid staff:		Number of volunteers:	
2. Project Title			
3. Funding Request			
Total funds requested in this application:		Other funds already secured for project:	
Total cost to complete project:		Other funds not yet secured for project:	
4. Please specify in the appropriate Consolidated Plan goal for your project (please refer to the Consolidated Plan Priorities and Goals located on page 20).			
Example: Decent Housing – Make Decent Housing Affordable			
5. Describe how your proposed project addresses the Consolidated Plan goal selected. (300-word maximum)			

Section 1.02 PROJECT INFORMATION

6. Project Site (Location & Address)				
7. Please indicate the number of individual clients and households to be served by your project:				
Will the project serve individuals or households?		<input type="checkbox"/> Individual	<input type="checkbox"/> Households	
Number of low-and moderate-income beneficiaries served annually:				
Total number of beneficiaries served annually:				
8. Project Housing Units				
Estimated TOTAL Units at Completion				
Estimated HOME-Assisted Units				
9. Type of housing to be assisted with HOME funds				
Single Family (One to four units)			<input type="checkbox"/>	
Condominium			<input type="checkbox"/>	
Cooperative			<input type="checkbox"/>	
Manufactured Home			<input type="checkbox"/>	
10. What HOME Income Level would be addressed by your project? (Refer to the attached HOME Income Limits.)				
Benefits persons whose incomes are 0-50% of the area median income for Guam				<input type="checkbox"/>
Benefits persons whose income are 51-80% of the area median income for Guam				<input type="checkbox"/>
11. For Multi-Unit Activity ONLY				
Units	Total Units	Total Units (Occupied)	Units Occupied (Low- Mod)	Percent of Occupied (Low/Mod)
At Start of Project				
Expected at Completion				
12. Type of ownership of housing to be assisted with HOME funds				

Individual	<input type="checkbox"/>
Partnership	<input type="checkbox"/>
Corporation	<input type="checkbox"/>
Non-Profit	<input type="checkbox"/>
Publicly Owned	<input type="checkbox"/>
Other (Specify)	<input type="checkbox"/>
13. Type of Activity that will be carried out with HOME funds	
Rehabilitation Only	<input type="checkbox"/>
New Construction Only	<input type="checkbox"/>
Acquisition Only	<input type="checkbox"/>
Acquisition and Rehabilitation	<input type="checkbox"/>
Acquisition and New Construction	<input type="checkbox"/>
14. Tenure Type	
Rental <input type="checkbox"/>	Homeowner (Single-Unit) <input type="checkbox"/>
Homeowner (Multi-Units) <input type="checkbox"/>	
15. Site Control (For REHAB ONLY or NEW CONSTRUCTION ONLY Project Proposals)	
a. Please indicate the type of site control for this project. Please attach property map, directional map and title.	
Type of Site Control	
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	<input type="checkbox"/>
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.	
16. Uniform Relocation Act (URA)	

Does your project require temporary or permanent relocation of occupants?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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17. Zoning: Indicate proper zoning documentation attached to this application.	
<input type="checkbox"/>	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
<input type="checkbox"/>	A copy of the zoning ordinance, the zoning map, and the definition of the designated use.

18. 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 the estimated year of construction: _____

Section 1.03 FINANCIAL INFORMATION

19. Complete the budget table below. A detailed budget may be attached to this application.			
Budget Line Item	HOME	Other	Total
Total:			
20. Committed Funds: Identify sources and amounts of committed funds for this project. (Attach documentation of committed funds.)			
Source	Funding Amount	Budget Line Item Covered by Funds	
Total:			

21. Twenty (20) Year Operating Pro-Forma * FOR RENTAL PROJECTS ONLY*

Year	Rent (Income) (Projected increase)	Operating Expenses (Projected increase)	Replacement Reserve	Net Income Available for Debt Service	Debt Service	Net Cash Flow	Debt Coverage Ratio*
1							
2							
3							
4							
5							
10							
15							
20							
*Debt Coverage Ratio = Net Income Available for Debt Service / Debt Service							

Section 1.04 PROGRAM NARRATIVE (Maximum 300 words)

Instruction: Please use standard formatting.

Executive Summary: (Maximum Points: 10)

22. Executive summary of your Proposed Project.

Housing Problem or Need (Maximum points: 15 - Maximum 300 words)

23. Describe the housing problem or needs your project will address with assistance of HOME funds. 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.

24. Describe what local market conditions necessitate the development of an affordable housing project and describe the characteristics and needs of the population to be served.

Specific Use of HOME Funds (Maximum points: 15 – Maximum 300 words)

25. Describe the housing (size, capacity, use, etc.) and specific use of HOME funds. Describe how the type and scale of the proposed housing will meet the needs of the participants. Describe how the housing will be integrated into the neighborhood.

Proposed Housing Activities (Maximum points: 20 – Maximum 300 words)

26. 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.

27. Please explain why other funding sources are not available to address your project.

Organizational Capacity (Maximum points: 20 – Maximum 300 words)

28. Describe the 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.

29. Describe the experience that demonstrates that the organization has the capacity to market and conduct the project.

30. What is your organization's financial management software?

31. Describe your internal control procedures. Describe how invoices will be received and processed on a timely basis. Describe the fiscal staffing and approval authority.

32. Describe your tracking and monitoring process to ensure eligible use of your proposed project.

Provide the following documents:

33. Organizational chart (only as it relates to the proposed activity).	<input type="checkbox"/>
34. Certification of Tax Exemption, Form 990 and Business License, if applicable.	<input type="checkbox"/>
35. Last independent audit.	<input type="checkbox"/>

36. 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		
10/01/2014	Engage services of Real Estate Broker for property search	6 months
10/01/2014	Engage services of Architect to design facility	6 months
07/01/2014	Commence Construction	8 - 10 months

RESPONSE:

**Section 1.05 MARKETING ANALYSIS/MARKETING PLAN (Maximum points: 20
– Maximum 300 words)**

37. Please describe your target population and outreach plans.

38. HUD’s HOME rule requires that rental housing be fully occupied by eligible tenants within 18 months of project completion. Additionally, homebuyer units must be sold to eligible households within 9 months. Describe your organization’s plan to ensure the occupancy or purchase of the HOME assisted housing.

39. 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 1.06 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):

<input type="checkbox"/>	<p>1. The financial management system in place is able to:</p> <ul style="list-style-type: none"> 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.
<input type="checkbox"/>	<p>2. Internal Controls in place include:</p> <ul style="list-style-type: none"> 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. 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.
<input type="checkbox"/>	<p>3. An adequate financial accounting system is maintained including:</p> <ul style="list-style-type: none"> a. A chart of accounts, b. A general ledger, c. Cash receipts journal, d. Cash disbursements journal, and e. A payroll journal.
<input type="checkbox"/>	<p>4. The standards and procedures for determining the reasonableness, allowability and allocability are clearly defined and are consistent with the basic Federal rules (2 CFR Part 225 or 2 CFR Part 230).</p>
<input type="checkbox"/>	<p>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.</p>
<input type="checkbox"/>	<p>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.</p>
<input type="checkbox"/>	<p>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.</p>
<input type="checkbox"/>	<p>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.</p>
<input type="checkbox"/>	<p>9. Annual audits of the applicant are conducted in accordance with the Federal requirements (2 CFR Part 200).</p>

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 1.07 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/EIN/DUNS	
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:	

STATE: GUAM

		----- 2017 ADJUSTED HOME INCOME LIMITS -----							
	PROGRAM	1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON
Guam	30% LIMITS	12050	13800	15500	17200	18600	20000	21350	22750
	VERY LOW INCOME	20100	22950	25800	28650	30950	33250	35550	37850
	60% LIMITS	24120	27540	30960	34380	37140	39900	42660	45420
	LOW INCOME	32100	36700	41300	45850	49550	53200	56900	60550

****Income Limits subject to change without notice.***

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.

Affordability Period for Homebuyer Projects:

HOME FUNDS PROVIDED	AFFORDABILITY PERIOD
<\$15,000	5 years
\$15,000 - \$40,000	10 years
>\$40,000	15 years

Affordability Period for Rental Projects:

ACTIVITY	AVERAGE PER-UNIT HOME	MINIMUM AFFORDABILITY PERIOD
Rehabilitation or Acquisition of Existing Housing	<\$15,000	5 years
	\$15,000 - \$40,000	10 years
	>\$40,000	15 years
Refinance of Rehabilitation Project	Any dollar amount	15 years
New Construction or Acquisition of New Housing	Any dollar amount	20 years

Content current as of May 2017

Applicants are advised that GHURA may impose longer Affordability Periods.

Scoring Criteria for Decision Making

Each application will be based on a weighted scale of a scale of one hundred (100) points and the following criteria:

Title	Maximum Points
Executive Summary	10
Housing Problem or Need	15
Specific Use of HOME Funds	15
Proposed Housing Activities	20
Organizational Capacity	20
Marketing Analysis/Marketing Plan	20

Guam Consolidated Plan 2015-2019: Priorities and Goals Chart

Guam Consolidated Plan 2015 - 2019 Priorities – Goals	
Decent Housing	Make Decent Housing Available and Accessible <ol style="list-style-type: none"> 1. Acquire, construct, rehabilitate, or convert structures for use as housing for special needs populations and low-and moderate-income populations 2. Provide service enriched housing for special needs populations 3. Incorporate accessibility modifications to housing development for populations with disabling conditions 4. Increase programs for homeowner education and counseling 5. Identify and address barriers to Fair Housing 6. Support opportunities to increase or create new transit stations serving low/moderate income communities
	Make Decent Housing Affordable <ol style="list-style-type: none"> 7. Finance the acquisition, rehabilitation, construction, or conversion of structures for use as affordable housing for eligible homebuyers 8. Finance the acquisition, rehabilitation, construction, or conversion of structures for use as affordable rental housing 9. Promote mix-income and mix-use developments to promote diverse communities 10. Incorporate universal and energy efficiency design elements for affordable housing
	Sustain the Stock of Decent Housing <ol style="list-style-type: none"> 11. Stabilize and/or rehabilitate existing housing stock by incorporating energy efficient designs 12. 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 13. Support financing programs that sustain the stock of affordable housing

<p>Suitable Living Environment</p>	<p>Make Suitable Living Environments Available and Accessible</p> <p>14. Acquire, construct or rehabilitate facilities to serve low-and moderate-income communities and special needs populations</p> <ul style="list-style-type: none"> • <i>Community Centers</i> • <i>Health Centers</i> • <i>Sports and Recreational Facilities</i> • <i>Community Learning and Resource Centers</i> • <i>Emergency and Transitional Shelters</i> • <i>Substance Abuse and Residential Treatment</i> • <i>Drop-In Center</i> • <i>Safe Haven</i> <p>15. Operational support of facilities providing services to special needs populations</p> <p>16. Support infrastructure improvements to aid the public transportation system in areas where low-and moderate-income residents are concentrated</p> <hr/> <p>Sustain Access to Suitable Living Environments Serving Low-and Moderate-Income Individuals and Special Needs Populations</p> <p>17. Improve access to public, health, and safety service in low-and moderate-income neighborhoods through the construction or rehabilitation of public health and safety facilities</p> <p>18. Improve sustainability of a suitable living environments by supporting programs that enhance crime awareness</p> <p>19. Support the work of organizations that provide services that sustain suitable living environments and enhance the quality of life of very-low and low-income individuals, and special needs populations</p> <p>20. Support the work of organizations that aim to reduce and end homelessness</p> <p>21. Improve sustainability of suitable living environments by addressing conditions which have contributed to deterioration of an area that is designated as a slum or blighted area</p>
<p>Economic Opportunity</p>	<p>Make Economic Opportunities Available and Accessible</p> <p>22. Create or sustain jobs through the support of small businesses incubator development</p> <p>23. Support job creation or job retention through neighborhood revitalization efforts</p> <p>24. Create or sustain jobs through the financing of other non-federal grant programs that are leveraged through federal dollars</p> <p>25. Support job creation that promote employment opportunities for individuals with disabilities</p> <p>Support the Sustainability of Ongoing Economic Opportunities</p> <p>26. Support businesses that acquire, improve, or occupy existing abandoned commercial or industrial property</p> <p>27. Support the development of job opportunities that provide access to or assistance in obtaining affordable childcare</p>



GHURA

Guam Housing and Urban Renewal Authority

Aturidat Ginima' Yan Rinueban Siudad Guahan

117 Bien Venida Avenue • Sinajana, Guam 96910

Phones: (671) 477-9851 • Fax: (671) 300-7565 TTY(671) 472-3701

GHURA will make necessary arrangements for persons with disabilities. If you should require any special accommodations, please contact the Section 504 Coordinator at 475-1322 or 472-3701 (TTY/TDD).

Eddie B. Calvo, Governor

Ray Tenorio, Lieutenant Governor

**NOTICE OF FUNDING AVAILABILITY
For Program Year 2018
Community Planning and Development Funds
U.S. Department of Housing and Urban Development**

The Guam Housing and Urban Renewal Authority (GHURA) is announcing the availability of an estimated \$4,034,000 in Community Planning and Development (CPD) funds available from the U.S. Department of Housing and Urban Development (HUD). Eligible government agencies and non-profit organizations are invited to submit proposals that address the priorities and goals identified in Guam's Consolidated Plan Priorities and Goals for 2015-2019. The priorities and goals set forth Guam's plan for supporting low-and moderate-income populations through the creation and preservation of decent housing, sustainable living environments, and economic opportunities for the next five years.

Applications for the use of CPD funds will be available beginning on Friday, February 2, 2018 at the GHURA Community Planning and Development Office, located at 117 Bien Venida Avenue in Sinajana, and via the GHURA website at www.ghura.org. Funding estimates are as follows:

Community Development Block Grant (CDBG)	\$3,051,000
HOME Investment Partnership Grant (HOME)	\$ 749,000
Emergency Solutions Grant (ESG)	\$ 234,000

CDBG funds may be used to revitalize neighborhoods, provide affordable housing, expand economic opportunities, and to improve community facilities and services. Use of CDBG funds must meet at least one of the program's national objectives of (1) benefiting low and moderate-income persons, (2) eliminating slum or blight conditions, or (3) meeting other urgent community development needs.

HOME funds may be used to create affordable housing for homeowners or homebuyers through financial assistance programs, site acquisition or improvement, or the construction or rehabilitation of housing for rent or homeownership. Use of HOME funds must benefit low-income persons.

ESG funds may be used for the rehabilitation or conversion of buildings for use as emergency shelters for the homeless, for the payment of certain expenses related to operating emergency shelters, for essential services related to emergency shelters and street outreach for the homeless, and for homelessness prevention and rapid re- housing assistance.

A briefing for organizations interested in applying for any of these grants will be held on Thursday, February 22, 2018 from 10:00 a.m. to 12:00 p.m. at the Sinajana Mayor's Office, 117A Chalan Guma Yuos, Sinajana.

Interested applicants may pick up application forms at the GHURA CPD Office in Sinajana. Forms will also be available for download on the GHURA website at www.ghura.org. All applications must be received by the GHURA CPD office in Sinajana no later than 4:00 p.m. on Thursday, April 5, 2018.

For further information, please contact Ms. Katherine E. Taitano, GHURA Chief Planner, at 475-1322.

/s/ MICHAEL J. DUENAS

Executive Director

This advertisement is paid with HUD CPD Funds.