



**Guam Housing and Urban Renewal Authority
Funding Application for Program Year 2011
Emergency Shelter Grant (ESG)**

Essential Services (ES), Operations Costs (OC), Homelessness Prevention (HP)

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 government agencies and nonprofit organizations are eligible to apply for ESG grant funds.
8. Applications for Program Year 2011 will be accepted until the close of business, **5 p.m. on Monday, April 25, 2011.**
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:	
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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 (Stop. Not an eligible applicant for ESG funds.)

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.):	
_____ Operations (Shelter)	\$ _____
_____ Essential Services	\$ _____
_____ Homeless Prevention	\$ _____
	Total: \$ _____
Provide a description of the activities to be performed under the above check marked category(ies):	

4. Proposed output type: _____ Adults (individuals) _____ Children (individuals) _____ Families with Children Total number of beneficiaries who you estimate will be served by this project if it is approved for funding: _____
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5. ESG Funds may only be used to benefit homeless populations. Identify the underlying cause(s) which have contributed to your clients' homelessness. Who will benefit from this proposed activity? (e.g. battered spouse, runaway/throwaway youth, chronically mentally ill, developmentally disabled, HIV/AIDS, alcohol dependent individuals, drug dependent individuals, elderly, veterans, physically disabled):

6. Site Control	
For projects where ESG funding is being requested for lease of a facility, check the appropriate form of site control that the applicant has now. (Attach a copy of the document and label it "Site Control". An Executed Lease Agreement is the generally acceptable form of site control. If another form is specified, indicate and explain in the space below).	
	Executed Lease Agreement
	Other, specify. (GHURA will review for the acceptability of your site control method.)
	Lease funds are not requested in this application.
If you do not have site control at the time your application is submitted, you must submit a plan to have site control by October 01, 2011 with this application.	
<hr/> <p>Explanation for OTHER SITE CONTROL from above:</p>	

7. Project Site – Location and Address
State the location/address of your project.
If you are applying for construction funds, attach proof of title and a site map to your application.

8. Zoning	
Attach copy of zoning documentation.	
	A statement on letterhead stationery from the Department of Land Management 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.

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: 10)

Section 1.02 Response

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

- a. Describe the community problem or needs your project will address with assistance of ESG funds.
- b. Please restrict your responses to answering items listed here.
- c. Describe the condition(s) which warrant the public service.
- d. Describe the characteristics and needs of the population to be served by the public service.
- e. Describe past and current efforts to deal with these problems and identify conditions requiring new or expanded public services (i.e., adequacy, capacity, finances.)

Section 1.03 Response

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

Please restrict your responses to answering items listed here.

- a. Describe the public services that will be paid with ESG funds.
- b. Describe how the service needs of the homeless participants will be assessed and tracked.
- c. Describe how the type and scale of the services proposed will fit the needs of the homeless participants.
- d. Describe and discuss where the homeless population to be served by this project will come from.
- e. Describe your outreach plan to bring the homeless into your services or shelter.
- f. How will the service contribute to resolving the problems? Why are these services more feasible than current services in solving these problems?
- g. Describe where the public service will be provided.
- h. What transportation will be available to the participants to access those services?

Section 1.04 Response

Section 1.05 Organizational Capacity (Maximum points: 25)

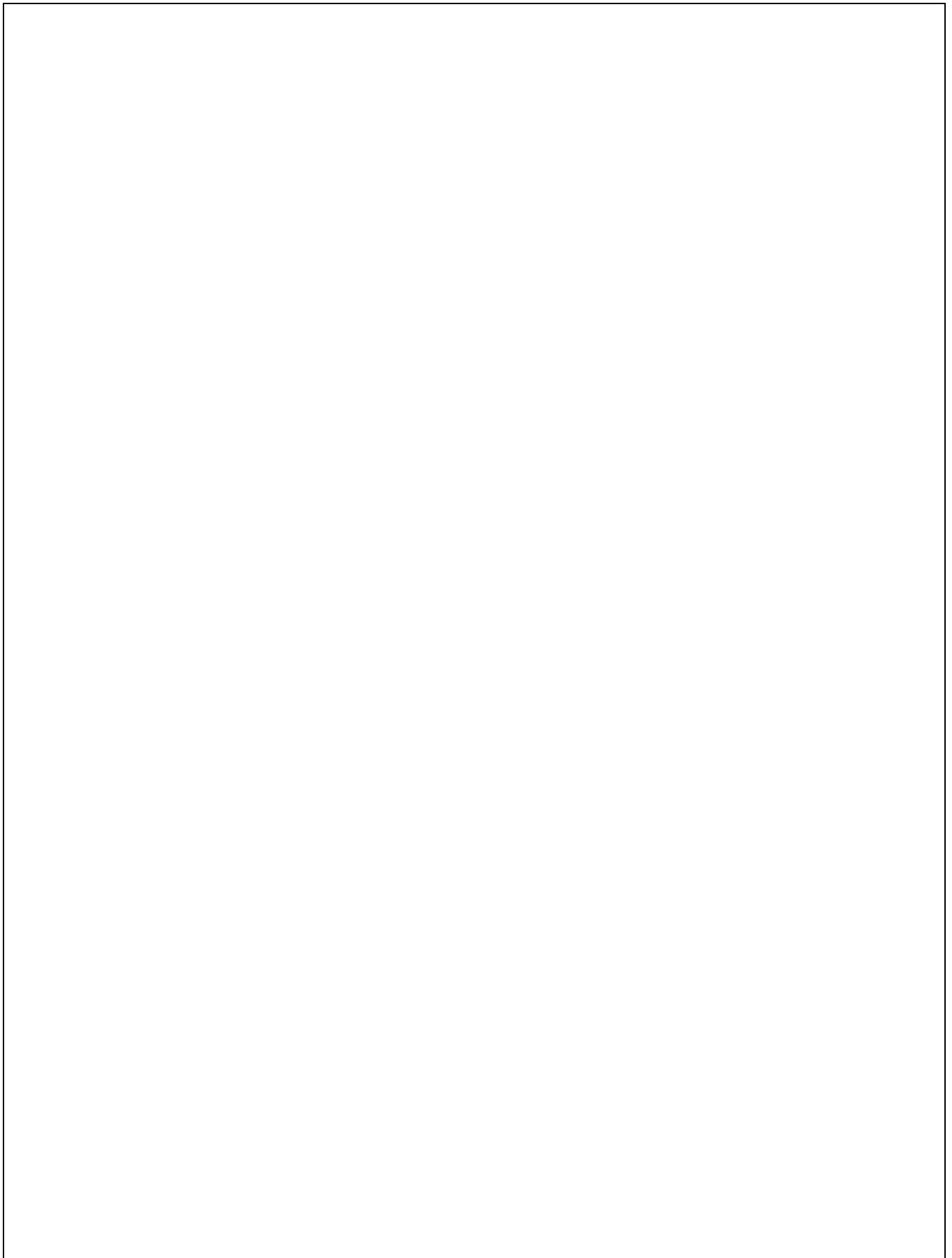
Please restrict your responses to answering items listed here.

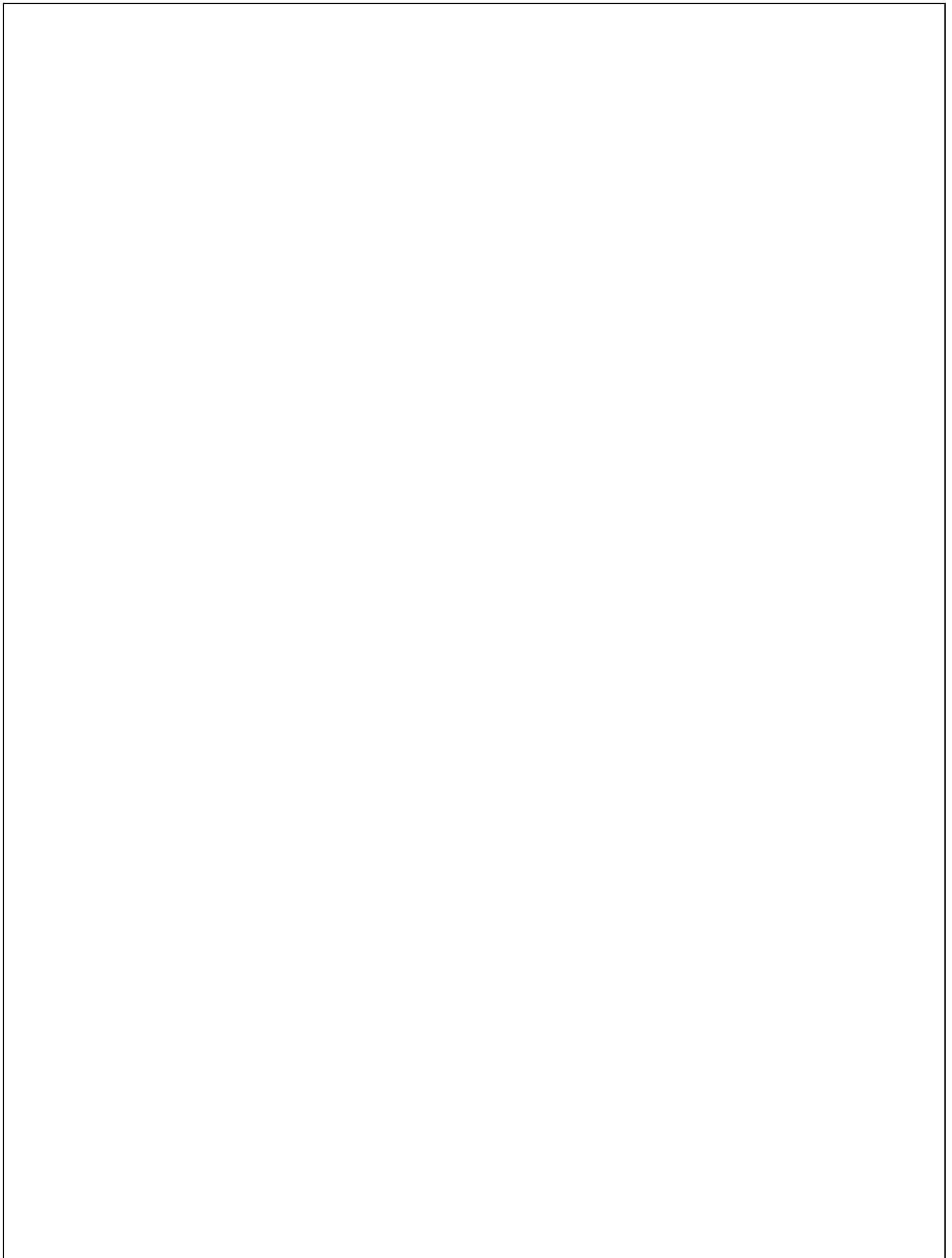
- a. Describe the organization's capacity.
- b. Provide an overview of your organization, including length of time in existence.
- c. Describe your organization's experience, skills, current services, or special accomplishments that demonstrate your capacity for success.
- d. Provide an organizational chart only as it relates to your proposal.
- e. Attach résumé of key personnel involved in managing the activity.
- f. Attach job descriptions if position is a new position or position is currently vacant.
- g. Describe the financial management system of your organization to include:
 - 1. Program administration and fiscal management structure
 - 2. How invoices will be received and processed
 - 3. The fiscal staffing and approval authority
 - 4. Briefly describe internal control procedures
- h. Describe experience your organization has had in administering grants and especially federal grants.

- i. 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	TIME TO COMPLETE (days, wks, months, yrs)
	Identify major project tasks.	
<i>Sample Response</i>		
<i>10/01/2010</i>	<i>Staff recruitment and training of caseworkers</i>	<i>3 months</i>
<i>10/01/2010</i>	<i>Outreach</i>	<i>Monthly, continuous</i>
<i>07/01/2011</i>	<i>Project Performance Self-Evaluation</i>	<i>1 month</i>

Section 1.05 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)

Please restrict your responses to answering items listed here.

- a. Discuss the source of funds that will sustain the operations of the service (i.e., personnel, utilities, maintenance, insurance, and others).
- b. Complete the attached Budget Summary. More detailed budgets may be attached.
- c. 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.

- d. Do you have a plan to become self-supporting within the next five years? If so, where will the resources come from to continue the activity? Please describe your plan for self-support.

Section 1.07 Response

Budget Summary

Budget Category	ESG	OTHER	TOTAL
Essential Services			
Operations Costs			
Homelessness Prevention			
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)

Please restrict your responses to answering items listed here.

- a. How was this service identified and prioritized?
- b. Have you engaged citizens, community groups and project beneficiaries (consumers) in identifying the needs and problems that your service means to address? How?
- c. Have you engaged citizens, community groups and project beneficiaries (consumers) in developing the service? How?
- d. Please attach letters of support received from your community program partners.

Section 1.08 Response

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 Shelter Grant Program: \$ _____	
Contact Person:	
Title:	
Mailing Address:	
Office Phone:	
Fax Number:	
Email Address:	
Organizations' Authorized Representative:	
Title:	
Signature:	
Date:	

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

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.

Guam Consolidated Plan 2010-2014

Priorities - Goals - *Activities*

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
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
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

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

Improve access to public safety service in low- and moderate-income neighborhoods:

Detention Center

Fire Stations

Police Precinct

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

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.

Domestic Violence Shelter

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.