



Home Investment Partnerships (HOME) Program Program Year 2019 Instructions and Application

Thank you for your interest in the Guam's Home Investment Partnerships (HOME) Program. Guam will receive approximately \$4,155,500 for program year 2019 which begins October 1, 2019. **The exact funding announcement for the 2019 Action Plan is expected to be in late March.**

GHURA does not discriminate on the basis of disability in the admission or access to its services, programs, or activities. Individuals who require auxiliary aids or special assistance should make a request at least 48 hours in advance to GHURA's ADA Coordinator at 475-1322.

Persons with limited English proficiency may request assistance by contacting GHURA at 475-1322.

APPLICATION PROCESS

Application Period: February 1, 2019 through April 5, 2019

Deadline is 4PM, April 5, 2019

SUBMIT ONE ORIGINAL APPLICATION and ONE DIGITAL FILE ON THUMB DRIVE TO:

Guam Housing and Urban Renewal Authority
ATTN: Katherine E. Taitano – Chief Planner
117 Bien Venida Avenue, Sinajana, Guam 96910

For more information, contact Katherine E. Taitano at (671) 475-1322 or by e-mail at katherine@ghura.org. Program information and a PDF version of this application form is available on Guam's website at: www.ghura.org. Upon request, the application form will be provided in Word format.

PLEASE NOTE: Subrecipient Registration Requirements: Organizations receiving HOME funding (Subrecipients) must obtain a Dun and Bradstreet Data Universal Numbering System (DUNS) number.

NATIONAL OBJECTIVES

All funded projects must meet one of the three National Objectives:

- Benefit low to moderate income individuals or families
- Eliminate slum or blight
- Urgent Need (such as disaster recovery)

GUAM CONSOLIDATED PLAN 2015-2019 PRIORITIES

All funded projects must also meet one of the following project objectives:

DECENT HOUSING	Make Decent Housing Available and Accessible; Make Decent Housing Affordable; Sustain the Stock of Decent Housing
SUITABLE LIVING ENVIRONMENT	Make Suitable Living Environments Available and Accessible; Sustain Access to Suitable Living Environments Serving LMI and Special Needs Populations
ECONOMIC OPPORTUNITY	Make Economic Opportunities Available and Accessible; Support the Sustainability of Ongoing Economic Opportunities

APPLICATION CALENDAR AND CITIZEN PARTICIPATION

GHURA values the input of its citizens and offers opportunities to participate in the preparation of the Annual Action Plan (AAP). The 2019 program calendar includes:

- Application Workshop **Feb. 20th at 10 a.m.** – Sinajana Mayor’s Office
- Application Deadline **April 5th at 4 p.m.** – GHURA
- PY2019 Project Award Announcement **June 8th at 10 a.m.** – GHURA
- AAP Public Hearing for Citizen Comments **July 9th at 10 a.m.** – Sinajana Mayor’s Office

FUNDING AWARDS

GHURA will perform a technical review of completed applications and will evaluate proposals based on eligibility, feasibility, and alignment with Guam’s Consolidated Plan. GHURA will also assess the actual, allowable, and reasonable costs of the proposed project, and sustainability of the project beyond HOME funding. The projects will be scored and ranked for review and approval by GHURA and subject to final HUD approval.

FUND AVAILABILITY

Funds awarded for the 2019 program year become available after October 1, 2019. The organization’s Subrecipient Agreement with GHURA must be fully executed prior to the expenditure or commitment of program funds. The appropriate level of environmental review must be completed by GHURA staff before any funds are expended or obligated. Environmental reviews for construction projects typically take 45 to 60 days to complete. Other projects that are not likely to have a physical impact on the environment usually take about 15 days. **No reimbursement will be possible for goods purchased or contracts executed prior to these requirements being met.**

ORGANIZATION ELIGIBILITY REQUIREMENTS

- Organizations applying for HOME funding must be a public or private non-profit agency, a Government of Guam agency or other government entity, or the Guam grantee.
- Non-profit agencies must be established, operating agencies as evidenced through documentation required in the application. Exhibits to show tax exempt status are required.
- Faith-Based agencies are eligible to apply on the same basis as other non-profit organizations. However, HOME funds cannot be used to support worship, proselytizing, or religious instruction. Religious activities must be offered separately, in time or location, from the HOME supported activity. Participation in the religious activity must be voluntary for the beneficiaries of the -funded program. Programs operated by faith-based agencies must be available to all community members and not restricted to the organization’s membership or congregation.

NON-DISCRIMINATION AND ACCESSIBILITY

Each subrecipient of the HOME program is required to assure that it will conduct its business in compliance with the non-discrimination requirements of the local and Federal governments as applicable. Equal Opportunity in Employment policies is required.

FAIR HOUSING

Subrecipients engaged in housing activities must take appropriate actions to further fair housing. This includes analyzing patterns and causes for housing disparities and identifying specific actions they will undertake to address such issues. In addition, subrecipients must also agree to comply with Title VI of the Civil Rights Act of 1964 as amended, Title VIII of the Civil Rights Act of 1968 as amended, Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, Executive Order 11063 as amended by Executive Order 12259, and Executive Order 11246 as amended by Executive Orders 11375, 11478, 12107 and 12086.

FINANCIAL CAPACITY/AUDITING REQUIREMENTS

The *Uniform Grant Guidance 2CFR 200* issued by the federal Office of Management & Budget (OMB) requires that any organization that expends \$750,000 or more in federal financial assistance in a fiscal year must secure an annual audited financial statement.

GHURA has established the following financial statement requirements for organizations assisted with HOME program funds which are based on the total assets of the applicant. The term "total assets" is defined to mean the total amount of liquid assets that is documented to be available to the Subrecipient at the time the funding is approved.

- A. CPA preparation of financial records is not required if the Subrecipient has total assets of \$15,000 or less in value;
- B. A compiled financial statement is required if Subrecipient has total assets greater than \$15,000 and less than or equal to \$100,000 in value.
- C. A reviewed financial statement is required if Subrecipient has total assets greater than \$100,000 and less than or equal to \$200,000 in value.
- D. An audited financial statement is required if Subrecipient has total assets of more than \$200,000 in value.

Organizations receiving HOME funds must submit the required financial statement which has been prepared by a Certified Public Accountant to GHURA within nine months from the organization's most recent fiscal year end and not more than 30 days after the organization's receipt of the statement.

INSURANCE AND BONDING

Agencies receiving HOME funding must provide Workers' Compensation Insurance coverage for all of its employees involved in the performance of the funded program. At the time of contract signing, funded agencies must provide evidence of insurance including, but not limited to worker's compensation, automobile liability, and other coverage as deemed necessary by GHURA.

CLIENT INCOME VERIFICATION OPTIONS

To be eligible for HOME assistance, a project must serve low-to-moderate income populations. Income limits are established by HUD on an annual basis for the purpose of establishing HOME grant eligibility. The type of income verification needed is determined by the project and the clients served. GHURA can assist applicants determine which income definition should be used. Documentation of the benefit to income-eligible persons is required of every project.

CONSISTENCY WITH LOCAL PLANS AND POLICIES

Projects receiving HOME assistance must be consistent with Guam's 2015-2019 Consolidated Plan. Projects assisted with HOME funds must also meet all zoning requirements of the jurisdiction in which the project is located.

SITE CONTROL

Site control of the facility or planned site for a facility, either in the form of ownership or a long-term lease, becomes a crucial consideration for accessing HOME funds. Site control must be established prior to the execution of a contract between GHURA and the sub-recipient.

HOME INCOME LIMITS

The 2018 Income Limits for the HOME Program are effective as of June 1, 2018. HOME grantees must comply with the current income limits listed below. Income Limits are subject to change without notice.

Guam HOME Income Limits - 2018 ADJUSTED HOME INCOME LIMITS

Program	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
30% LIMITS	12550	14350	16150	17900	19350	20800	22200	23650
VERY LOW INCOME	20900	23850	26850	29800	32200	34600	37000	39350
60% LIMITS	25080	28620	32220	35760	38640	41520	44400	47220
LOW INCOME	33400	38200	42950	47700	51550	55350	59150	63000

HOME AFFORDABILITY PERIODS

HOME imposes rent and occupancy requirements over the length of an affordability period. For homebuyer and rental projects, the length of the affordability period depends on the amount of HOME assistance to the project or buyer, and the nature of the activity funded. The table below provides the affordability periods. 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

CHECKLIST OF SUPPLEMENTAL DOCUMENTS

Submit one copy of the following items as they may apply:

Please check:

- _____ **Board of Directors list** including position/title on board. Provide a contact number for Board Chair/President and Treasurer

- _____ **Resolution or Board Minutes** showing approval to submit an application and designation of person who will sign documents on behalf of the organization

- _____ **Organization Chart** of Relevant Program Staff

- _____ Description of **employees, board members, volunteers** who will work with the project

- _____ **Tax Exempt Determination Letter** (for non-profit organizations)

- _____ **Financial Documents**
Form 990

- _____ **Business License**

- _____ **Most Recent Audit** or CPA prepared review

- _____ **Budget Narrative**

- _____ **Non-discrimination Policy Statement**

- _____ **Board Certification of Committed Funds**

- _____ **Site Control: Copies of Property Map, Directional Map and Title**

- _____ **Zoning Documentation**
Dept. of Land Management statement

- _____ Copy of Zoning Ordinance, Map and Definition of the Designated Use

- _____ **Photos of As-Build Drawings**



Guam Housing and Urban Development Authority
2019 Home Investment Partnerships Grant
APPLICATION

Due Date: April 5, 2019

I. APPLICANT CONTACT INFORMATION

Applicant Organization: _____

Contact Name: _____ **Telephone:** _____

Mailing Address: _____

Physical Address, if different from mailing address: _____

Contact E-Mail Address: _____

Web Address: _____

Who is authorized to execute program documents? _____
(Name and Title)

II. APPLICATION SUMMARY INFORMATION

Project Name: _____

Proposed Use of HOME Funds: _____

Project Location: _____
(Street address or nearest intersection)

Amount of HOME Funds Requested: \$ _____

Proposed number of eligible households served: _____

III. ORGANIZATION INFORMATION and PROJECT DESCRIPTION

GENERAL INFORMATION

Applicant is Non-Profit Housing Developer For-Profit Affordable Housing Developer
 Government Entity Other: _____

1. How many years has your organization been in business? _____
2. Organization's Taxpayer Identification Number (EIN): _____
3. Organization's Dun and Bradstreet Number (DUNS): _____
4. Executive Director Name/Title: _____
E-Mail: _____ Phone: _____

Financial Officer Name/Title: _____
E-Mail: _____ Phone: _____

Designated Project Manager Name/Title: _____
E-Mail: _____ Phone: _____

PROJECT DESCRIPTION

1. **Type of housing to be assisted with HOME funds:**
 Single Family (1 to 4 units) Condominium Cooperative Manufactured Home
2. Please indicate the number of individual **households** to be served by your project: _____
3. **Targeted Income Group:**
 Persons whose income are 0-50% of the area median income for Guam
 Persons whose income are 51-80% of the area median income for Guam
4. **Type of Activity:** *(check all applicable boxes that apply to program or project)*
 Rehabilitation Only Acquisition and Rehabilitation
 New Construction Only Acquisition and New Construction Acquisition Only
5. **Type of Ownership** of housing to be assisted with HOME funds:
 Individual Partnership Corporation Non-Profit Organization
 Publicly Owned Other: _____
6. **Tenure Type:** Rental Homeowner Homeowner (Multi-Units)

7. Please complete for Multi-Unit Activity ONLY:

Units	Total Units	Total Units Occupied	Units Occupied (Low-Mod)	Percent Occupied (Low-Mod)
At Start of Project				
Expected at Completion				

8. Project Housing Units:

Estimated TOTAL Units at Completion: _____ Estimated HOME-Assisted Units: _____

9. Project Site (Location & Address): _____

10. Site Control (Complete for Rehab Projects AND New Construction Projects).

Please indicate the type of site control for this project. Please attach property map, directional map and title.

NOTE: REHAB or NEW CONSTRUCTION ONLY projects will not be approved for funding if applicants do not demonstrate Site Control at the time application is submitted.

11. Type of Site Control:

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

12. Uniform Relocation Act (URA): Does your project require temporary or permanent relocation of occupants? YES NO

13. Zoning: Attach documentation indicating proper zoning. Check which documents are attached:

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.

14. For REHAB Projects ONLY.

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

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

Estimated Year of Construction: _____

15. Describe the housing problem or needs your project will address with the assistance of HOME funds. Include any health and safety concerns for housing. Provide statistical data to support your statements.

16. Describe what local market conditions necessitate the development of an affordable housing project. Describe the characteristics of the population to be served.

17. 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.

18. **Supplemental Documents:** *Submit one copy of the following items as they may apply:*

- A. **Board of Directors list** including position/title on board. Provide a contact number for Board Chair/President and Treasurer
- B. **Resolution or Board Minutes** showing approval to submit an application and designation of person who will sign documents on behalf of the organization?
- C. **Organization Chart** of Relevant Program Staff
- D. Description of **employees, board members, volunteers** who will work with the project
- E. **Tax Exempt Determination Letter** (for non-profit organizations)
- F. **Financial Documents:** Form 990, Business License, **Most Recent Audit** or CPA prepared review
- G. **Budget Narrative**
- H. **Non-discrimination Policy Statement**
- I. **Board Certification of Committed Funds**
- J. **Site Control: Copies of Property Map, Directional Map and Title**
- K. **Zoning Documentation:** Dept. of Land Management statement or Copy of Zoning Ordinance, Map and Definition of the Designated Use
- L. Photos **of As-Build Drawings**

IV. ORGANIZATIONAL CAPACITY

1. 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.

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

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

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

5. Please describe your target population and outreach plans. 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.

6. 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.

V. PROJECT IMPLEMENTATION SCHEDULE/TIMELINE

Identify the actual or anticipated date for the following activities. Indicate with "N/A" if an activity is not pertinent to the project. Please note that for any activity for which funding is being requested, an anticipated date must be indicated or that activity may not be funded.

		Anticipated Date:
Site	Acquisition	_____
Local Permits	Conditional Use Permit/Design Permit	_____
	Planned Development Permit/Subdivision Building Permit	_____
	Guam Environmental Review Completed	_____
	Federal Environmental Review Completed	_____
Construction Financing	Loan Application	_____
	Enforceable Commitment	_____
	Closing and Disbursement	_____
Permanent Financing	Loan Application	_____
	Enforceable Commitment Closing and Disbursement	_____
Other Loans and Grants	Type and Source:	
	Loan Application	_____
	Closing and Disbursement	_____
	Type and Source:	
	Loan Application	_____
	Closing and Disbursement	_____
Construction	Type and Source:	
	Loan Application	_____
	Closing and Disbursement	_____
	Type and Source	
	Loan Application	_____
	Closing and Disbursement	_____
	Construction Start	_____
	Construction Completion	_____
	Placed in Service	_____
	Occupancy	_____

VI. BUDGET AND FINANCIAL MANAGEMENT

The HOME Program requires that a project be completed and serve beneficiaries within a reasonable time. Subrecipients must demonstrate that they have secured any additional funds needed to complete their projects.

1. Estimated total project cost: \$_____. HOME Funds requested:

\$_____

2. Funds from all other sources that will be available on or before October 1st:

\$_____

3. How will budget shortfalls be addressed? _____

A. BUDGET SOURCES

In the table below, identify each source and amount of funding to be used for the project. Indicate whether funds are pending or committed by placing the amount in the appropriate column. Provide Board Certification of committed funds.

Budget Sources	Pending	Committed	Total
2019 GUAM – HOME FUNDS	\$	\$	\$
	\$	\$	\$
Local funds (specify):	\$	\$	\$
	\$	\$	\$
Federal funds (specify):	\$	\$	\$
	\$	\$	\$
Private financing (specify):	\$	\$	\$
	\$	\$	\$
Other (specify):	\$	\$	\$
	\$	\$	\$
In-Kind	\$	\$	\$
TOTAL	\$	\$	\$

B. PROPOSED BUDGET

(Complete sections related to your project. Indicate with "N/A" if item is not pertinent to project)

PROJECT COSTS	1. Site acquisition	\$
	2. Closing costs	\$
	3. Arch. and Engineering fees	\$
	4. Site work	\$
	5. Buildings	\$
	6. Fees and permits	\$
	7. Construction management	\$
	8. Construction contract	\$
	9. Consultants	\$
	10. Administration	\$
	11. Legal	\$
	12. Taxes and insurance	\$
	13. Marketing	\$
	14. Operating reserve	\$
	15. Developer fee	\$
	16. Contingency	\$
	TOTAL COSTS	\$
SECURED/COMMITTED LOANS	First mortgage	\$
	Other loans secured by	\$
	A. TOTAL	\$
SECURED/COMMITTED GRANTS	Sponsor Donation	\$
	Equity (Syndication)	\$
	CDBG (Prior allocations for Project)	\$
	HOME (Prior allocations for Project)	\$
	OTHER (Describe)	\$
	B. TOTAL GRANTS	\$
FUNDING SUMMARY	C. Total estimated project cost	\$
	D. Total secured funding ($A + B$)	\$
	E. Funding gap ($C - D$)	\$
	F. HOME funds requested	\$
	G. CDBG funds requested (<i>other applic.</i>)	\$
	H. Remaining gap ($E - F - G$)	\$
	I. Available lines of credit	\$

C. 20-YEAR PROJECT INCOME AND EXPENSE PRO-FORMA

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

* Debt Coverage Ratio = Net Income Available for Debt Service/Debt Service

Applicant Assurances and Certifications

Certifications Regarding Lobbying:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit standard form – “*Disclosure Form to Report Lobbying*”, in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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.

Certification of Ability to Manage Federal Funds

<p>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 (<u>sign or initial each box</u>):</p>	
<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 (OMB Circular A-87 or A-122).</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 (OMB Circular A-133).</p>

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 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.
5. The organization will not attempt to recover capital costs for the construction of public improvements, assisted in whole or in part with HOME 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. HOME 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 HOME 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.
6. The organization will provide in a timely manner for citizen participation, public hearings, access to information with respect to the proposed project/program.

CERTIFIED BY:

Signature

Date Signed: _____

Printed Name & Title: _____

Organization Name: _____



APPLICANT CERTIFICATION

Organization (Project Sponsor):
Project Name:
HOME Program Funding Request: \$ _____
<p>By submitting these documents, I am responsible for the contents and understand that the information contained in such documents are intentional and accurate representations. _____ (INITIAL HERE)</p> <p>WARNING Title 18, Section 1001 of the United States Code states that a person is GUILTY OF A FELONY FOR KNOWINGLY AND WILLINGLY MAKING FALSE OR FRAUDULENT STATEMENTS to any department or agency of the United States.</p> <p>MAKING FALSE STATEMENTS IS ALSO A FELONY UNDER GUAM LAWS.</p> <p>I do hereby certify under the penalty of perjury that all of the information contained in these documents, as well as any additional information and/or documentation provided in support of it, is true and correct. I understand and acknowledge that making false statements is a crime under Federal and Guam law.</p>
Organization's Authorized Representative (Print Name):
Title:
Signature:
Date: