

# Community Development Block Grant Application for PUBLIC SERVICES

For Program Year 2026 (October 1, 2026- September 30, 2027)

\* Indicates required question

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1. Email \*

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## **CDBG Public Services**

Thank you for your interest in the GHURA's Community Development Block Grant (CDBG) Program for Public Services. Guam is estimating a total of \$3,185,755 for program year 2026, no more than fifteen percent (15%) of the final allocation for Guam will fund public service activities on Guam for the Annual Action Plan year (October 1, 2026 - September 30, 2027). The exact funding announcement for the 2026 Annual Action Plan is expected in the following months. The date this appropriation will be made is unknown. In the event your project is awarded, GHURA may adjust award amounts to align with actual available funding once known. The CDBG Program is guided by regulations codified at 24 CFR Part 570.

GHURA does not discriminate on the basis of disability in the admission or access to its services, programs, or activities. In accordance with the Americans with Disabilities Act of 1990, persons needing special accommodations to participate in the meetings may call (671) 475-1322 no later than three (3) business days prior to the meeting date.

Persons with limited English proficiency may request assistance by calling GHURA at 671-477-1322.

## **APPLICATION PROCESS**

Application Period: March 18, 2026 to May 18, 2026

Deadline to electronically submit completed application: May 18, 2026 by 4:00 PM

Public Briefing: Thursday, April 9 10:00 AM In-Person, GHURA's Board of Commissioners Conference Room located at GHURA's main office in Sinajaña.

**All CPD Applications and attachments will be received electronically no later than the advertised date indicated.**

For more information, contact Francesca Gatz at (671) 475-1367, or Katherine E. Taitano at (671) 475-1322. You may also e-mail [rpeinfo@ghura.org](mailto:rpeinfo@ghura.org).

Program information and a downloadable PDF version of this application form is available on Guam's website at: [www.ghura.org](http://www.ghura.org). For any questions or concerns regarding the electronic submission for the PY2026 AAP process, please email [rpeinfo@ghura.org](mailto:rpeinfo@ghura.org). GHURA will reject applications that are 1) received after the deadline; and/or 2) not signed by authorized individuals; and/or 3) materially incomplete.

PLEASE NOTE: Subrecipient Registration Requirements: Organizations receiving ESG funding (Subrecipients) must obtain a Unique Entity Identifier (UEI) number for this PY2026 AAP period.

## **GUAM CONSOLIDATED PLAN 2025-2029 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

## **NATIONAL OBJECTIVES**

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

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

## **APPLICATION CALENDAR AND CITIZEN PARTICIPATION**

GHURA values the input of its citizens and offers several opportunities to participate in the preparation of the Annual Action Plan (AAP). The 2026 program calendar includes the following dates. The dates indicated for PY2026 at this time may be subject to change within GHURA's Citizen Participation Plan policy:

Notice of Funding Available, Open Application Period: March 18, 2026 – NOFA Public Notice

Public Hearing: April 9, 2026 - GHURA Main Office in Sinajaña

Application Deadline: 4:00PM May 18, 2026 – Electronic Submissions ONLY

Notice of Intent to Award Announcement for PY2025: June 10, 2026

AAP PY2026 Public Comment Period: June 10, 2026 through July 13, 2026

AAP PY2026 Public Hearing for Citizen Comments: June 26, 2026

## **FUNDING AWARDS**

GHURA will review completed applications and will evaluate proposals based on several criteria. This includes eligibility 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 CDBG funding and, as applicable, the applicants previous program performance and expenditures comparable to the applicant's current grant application submission

## FUND AVAILABILITY

Funds awarded for the 2026 program year become available no sooner than October 01, 2026. The organization's Subrecipient Agreement with GHURA must be fully executed prior to the expenditure or commitment of program funds unless otherwise stated. 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 CDBG funding must be a means a unit of general purpose local government or private nonprofit organization to which a recipient makes available ESG funds.
- 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, ESG funds cannot be used to support worship, proselytizing, or religious instruction. Religious activities must be offered separately, in time or location, from the CDBG supported activity. Participation in religious activities must be voluntary for the beneficiaries of the ESG-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.

## SPECIAL PROGRAM REQUIREMENTS FOR PUBLIC SERVICE PROJECTS

First time applicants must demonstrate that the program/service for which funding is requested is either:

- a. A new service or program;
- b. A service/program that has shown a quantifiable increase during the current or previous year;  
or
- c. A service/program that is projected to show a quantifiable increase if the CDBG funding is received; or
- d. A service/program that is currently receiving CDBG funds and that this application is a request for continuation of funding at the same or lower level.

## **NON-DISCRIMINATION AND ACCESSIBILITY**

Each subrecipient of the CDBG 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.

## **FINANCIAL CAPACITY/AUDITING REQUIREMENTS**

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, codified in the Code of Federal Regulations as 2 CFR Part 200, requires that any organization that expends \$1,000,000 or more in federal financial assistance in a fiscal year must secure an annual audited financial statement.

Organizations receiving CDBG funds must submit required financial statements to GHURA within three months from the organization's fiscal year end or not more than 30 days after the organization's receipt of the statement. GHURA will review the information provided and engage the organization should questions arise. Organizations will provide responses to GHURA in a timely manner.

## **INSURANCE AND BONDING**

Agencies receiving CDBG 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.

## **PROJECT IMPLEMENTATION SCHEDULE AND PERFORMANCE MEASUREMENT GOALS**

GHURA analyzes and evaluates the overall effectiveness of projects through performance measurements. Applicants are required to provide measurable outcomes of their projects including the number of participants who will benefit from the project and the method data will be collected and tracked.

GHURA also monitors subrecipients to ensure it meets its expenditures of program funds in a timely manner. Applicants must submit a Project Implementation Schedule that forecasts the time required to complete their proposed projects. Once awarded, GHURA will work closely with subrecipients to ensure compliance with federally mandated timeliness ratios.

## **PERFORMANCE MONITORING**

Guam will monitor the performance of Subrecipients against the goals and performance measurements established by this document. Substandard performance as determined by GHURA will constitute noncompliance with the Subrecipient Agreement. Noncompliance may result in contract suspension or termination.

**ELIGIBLE PUBLIC SERVICE ACTIVITIES (24 CFR 570.201(E))**

Public Services are non-construction social service activities in the community that benefit low- to moderate-income individuals. At least 51% of all program clients must have a total family income that does not exceed 80% of the area median income as established by HUD for Guam. CDBG regulations allow the use of grant funds for a wide range of public service activities including, but not limited to: *Child care, Recreational needs, Homeless persons services, Education, Fair Housing Counseling, Job Training, Health, Senior citizens services, Drug Abuse, Welfare (but excluding the provision of income payments), Energy Conservation, Homebuyer Down Payment Assistance.*

**ELIGIBLE EXPENSES**

Eligible expenses include but are not limited to personnel, supplies, and materials to operate and/or maintain the portion of a facility in which the public service is located. This includes the lease of a facility, equipment, and other property needed for the public service. Time sheets will be required to document salary costs. Travel and training expenses may be authorized by GHURA on a case-by-case basis.

**INELIGIBLE EXPENSES**

CDBG funds may not be used to pay for food/meals for staff, fund raising, entertainment, alcoholic beverages, deposits on equipment, incentives to clients (gift cards, raffle prizes) and late fees or penalties. Costs of organized fund raising are not allowable. The purchase of equipment, motor vehicles, furnishings, or other personal property not integral to the program is generally ineligible. More information about eligible and ineligible expenses can be found in 2 CFR Part 200, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

## CLIENT INCOME VERIFICATION OPTIONS

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

1. **Client Based:** Activities will be offered to all residents of a particular group of low-and-moderate income individuals in the defined area. Income verification is required along with other client statistics.
2. **Presumed Benefit:** Activities that exclusively serve a group of persons in any one or a combination of the following categories may be presumed to benefit persons who at least 51% of the population will be low-to-moderate income. Individual income verification is not required, although other client statistics must be collected. The Presumed Benefit categories are: *Elderly persons (62 or older), Abused children, Illiterate persons, Homeless persons, Battered spouses, Persons living with AIDS, Severely disabled adults, Migrant farm workers*
3. **Nature and Location:** Activities must be of a particular nature and location that it may reasonably be concluded that the activity's clientele will primarily be low-to-moderate income persons. For example, a youth center designed to serve residents in a public housing complex would qualify under this category. While individual income verification would not be required, other demographic information will be collected.
4. **Area Benefit:** An activity that is available to benefit all of the residents of a defined area which is primarily residential and where at least 51% of the residents are low- and moderate-income persons. Public service projects can rarely use this form of satisfying a National Objective.

## Application/Review Checklist

Supplemental documents/information requested below must be submitted in PDF format to via email to [rpeinfo@ghura.org](mailto:rpeinfo@ghura.org), or unless otherwise instructed in this application or special instructions are provided.

- 2. Please select the document(s) listed which will be submitted to support this application. **All attachments must be named exactly as the item listed preceded by your organization's name.** (i.e. *GHURA Board of Directors list GHURA Resolution or Board Minutes*)

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*All attachments must be emailed to rpeinfo@ghura.org.*

*Check all that apply.*

- A. Board of Directors list including position/title on board. Provide a contact number for board
- 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 Document: Organization's Current Budget (past 12 months)
- G. Financial Document: Most recent Balance Sheet and Financial Statement
- H. Most Recent audit or CPA prepared review
- I. Non-discrimination Policy Statement
- J. Board Certification of Committed Funds
- K. Budget Narrative
- L. Letters of Support
- M. Assurances and Certification

### I. Application Contact Information

Public Service (PS) Project Application for PY2026 (October 1, 2026 – September 30, 2027)

- 3. **Applicant Organization:** \*

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- 4. **Applicant Organization:** \*

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5. **Contact Person:** \*

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6. **Telephone:** \*

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7. **Mailing Address:** \*

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8. **Physical Address, if different from mailing address:** \*

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9. **Website:** \*

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10. **Email (Contact Person):** \*

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11. **Who is authorized to execute program documents?** \*

Name and Title

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12. **Please indicate if more than (1) persons is to be included on correspondences regarding this application.** If different from above, Name and Title \*

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13. **Additional Contact Person Telephone:** \*

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14. **Additional Contact Person Email:** \*

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15. **II. Application Summary Information** \*

**Project Name** (This name will be used for the project publication and notices, through the duration of the project, etc).

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16. **Amount of CDBG Funds Requested:** \*

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17. **Project Location** (Address where the project activities will be conducted.) \*

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18. **Will your project be completed** (all CDBG funds expended) **by September 30, 2027?** \*

*Mark only one oval.*

Yes, funds will be expended by September 30, 2027.

No

19. If "No" what percent is expected to be completed by the date?

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20. **III. Project Description**

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Briefly summarize the project proposal for which CDBG funding has been requested. Describe how the activity will address Guam's Consolidated Plan objectives. Summarize how CDBG funds are proposed to be used.

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21. Provide any relevant statistics that support the need or problem this project will address. Include citations for your information.

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22. Briefly describe how you will collaborate with other community partners in your proposed project. Attach letters of support.

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23. **Type of Public Service Proposed \***

*Check all that apply.*

- Senior Services
- Youth Services
- Abused Spouses Services
- Fair Housing Activities
- Mental Health Services
- Abused Children Services
- Disability Services
- Transportation Services
- Employment Training
- Child Care Services
- Housing Counseling
- Legal Services
- Substance Abuse Services
- Crime Awareness
- Health Services
- Subsistence Payments
- Other: \_\_\_\_\_

24. **Program Information \***

*Check all that apply.*

	Yes	No	N/A
<b>This is a new program</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>This is an existing program</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>This existing program has previously received CDBG funding and the amount requested for this year is the same or less than previous funding</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>This existing program will expand to serve more beneficiaries or to provide more services if the CDBG funding as requested is approved</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>If (No. 4) above is YES, an attached analysis that details how the program or service</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**will be expanded, how the beneficiaries will be served and how this was determined**

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**Is this program receiving funding from GHURA at this time (during this current program year)?**

**Is this program meeting its program expenditures for the proposed year?**

**Is this program receiving anyother US HUD resources? If yes, please provide details below (8a.)**

**Is there a fee to clients to participate in the program? If yes, please**

provide  
please  
provide  
fee structure  
in (9a)

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25. 8a. In this section please provide details of other US HUD resources received and from what source. \*

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26. 9a. In this section please provide details of the fee structure clients are charged for this service. \*

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27. 10. Describe the days and hours of operation. \*

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**Accomplishments**

Once the project is completed, how can its success be measured? Please describe your Performance Measure(s). Include the number of proposed participants who will benefit from the project and the method data will be collected and tracked.

28. Number of proposed unduplicated participants/beneficiaries: \*

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29. Number of proposed unduplicated households: \*

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30. Number of proposed unduplicated LMI LMI households: \*

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31. **Performance Measure(s):**

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**IV. BENEFICIARIES**

The CDBG program allows several different methods of documenting that a project benefits low-to-moderate income individuals. Please determine which of the two your project falls under.

**(A) Area Benefit (LMA)** meets the national objective if there is a sufficiently large percentage (51 percent) of LMI persons residing in the service area. The area benefit category is the most commonly used for activities that benefit a residential neighborhood. An area benefit activity is one that benefits all residents in a particular area, where at least 51% of the residents are LMI persons. *Data from the most recent Census or data from a current survey of residents in the service area can determine LMA eligibility.*

**(B) Low Moderate Limited Clientele (LMC)** meets the national objective if projects provide services directly to an individual or family; for example, a housing rehabilitation project is a Direct Benefit project. Under the Low Moderate Limited Clientele (LMC) category, 51% of the beneficiaries of an activity have to be LMI persons. Under the Low Moderate Limited Clientele (LMC) category, 51% of the beneficiaries of an activity have to be LMI persons. Activities in this category provide benefits to a specific group of persons rather than everyone in an area. Under this form of eligibility, Subrecipients are required to provide documentation on family size and income in order to show that at least 51% of the clientele are LMI. Alternatively, subrecipients may have income eligibility requirements limiting the activity to LMI persons only.

32. **Beneficiaries \***

*Check all that apply.*

- A. AREA BENEFIT PROJECTS (LMA)
- B. LOW MODERATE LIMITED CLIENTELE (LMC)
- C. HOUSING (51% LMI, Single Family or Multi-Family)
- D. JOB CREATION (51% of Jobs for LMI Individuals)

33. A1. For those that selected "A. AREA BENEFIT PROJECTS (LMA)" Will this project be available to benefit all persons in the service area?

*Mark only one oval.*

Yes

No

34. A2. For those that selected "A. AREA BENEFIT PROJECTS (LMA)" Are the neighborhoods that will benefit from this project primarily residential?

*Mark only one oval.*

Yes

No

35. A3. For those that selected "A. AREA BENEFIT PROJECTS (LMA)" What neighborhoods will benefit from this project? Please list either individual neighborhoods or describe the boundaries/ traits that will define the service area.

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36. B1. For those that selected "B. LOW MODERATE LIMITED CLIENTELE (LMC)" **PRESUMED BENEFIT:** Activities that exclusively serve a group of persons in any one or a combination of the following categories may be presumed to benefit persons who at least 51% of the population will be low- to moderate-income. Individual income verification is not required, although other client statistics must be collected. The Presumed Benefit categories are:

*Check all that apply.*

- A. Elderly persons (62 or older)
- B. Battered spouses
- C. Homeless persons
- D. Abused Children
- E. Persons living with AIDS
- F. Migrant farm workers
- G. Illiterate persons (includes non-English speakers)
- H. Severely disabled adults (Census Bureau definition)

37. B2. BENEFICIARIES WHO ARE NOT CONSIDERED "PRESUMED" If the program's beneficiaries cannot be considered "Presumed" how will income eligibility be determined? (A projection of the individual/family income based on family size or other, please explain.)

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38. C1. For those that selected "C. HOUSING (51% LMI, Single Family or Multi-Family)

*Check all that apply.*

- 1. Single Family (100% LMI)
- 2. Multi-Unit (51% LMI)

39. **INCOME VERIFICATION**

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1. If this program was carried out the previous program year (Oct. 1, 2025 – Sept. 30, 2026) how many persons were served?

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40. 2. What percentage of persons proposed to be assisted are expected to be low/mod?

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41. 3. How do you propose to document the income of the beneficiaries? (check all that apply)

*Check all that apply.*

- Evidence that the family lives in housing sponsored by the Housing Authority
- Evidence that the family is SNAP/WIC approved
- Income documentation (VOE, pay stubs, tax filing)
- Self-certification
- Other: \_\_\_\_\_

42. If "Other" option was selected for No. 3, please describe.

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**V. BUDGET and FINANCIAL MANAGEMENT**

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

43. 1. Please explain below the total estimated project costs and the amount of CDBG funds are requested in this total. \*

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44. 2. Are there funds from all other sources that will be available on or before October 1st this year, if so from what source and how much? (If not applicable, please indicate N/A.) \*

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45. 3. How will budget shortfalls be addressed? \*

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46. 4. Are any additional funds for this project being requested from GHURA? If "yes," please describe type and amount requested. \*

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47. 5. Please indicate the Annual Organizational Budget \*

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48. **Funding History**

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1. Has your organization received CDBG funding in the past 2 years?

*Mark only one oval.*

Yes

No

49. 2. If yes, how were the funds used?

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50. 3. Is this project complete? If 'No' please provide status and expected complete date.

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51. **Financial Management**

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Briefly describe your internal controls to minimize opportunities for fraud, waste and abuse.

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52. **PROJECT BUDGET FOR PUBLIC SERVICES**

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Use the formats presented in the CDBG Public Service Application on pages 13-14 for your proposed budget.

Committed funds are funds on-hand, pledged, or awarded. Funds and costs may not be spent or incurred prior to a contract award date (usually October 1) from the CDBG Program. A Budget Narrative must be submitted below.

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53. Please upload the Project Budget and Staff/Salary Breakdown. (If you are unable to upload via this section, please indicate your selection submission format below.)

Files submitted:

54. A Line Item budget with Salaries, Fringe Benefits, Office Supplies, Program Supplies indicating Amount Requested in the CDBG Application, Committed funds from other sources, other funding sources balancing the total project costs, has been submitted via which of the following:

Mark only one oval.

- Submitted as an attachment in the link above.
- Submitted as an attachment to [rpeinfo@ghura.org](mailto:rpeinfo@ghura.org).
- Other: \_\_\_\_\_

55. **VI. PROJECT IMPLEMENTATION SCHEDULE/TIMELINE**

*Please include reasonable time for program activities, including hiring of program staff and procurement of professional service providers. (Narrative)*

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56. **Q1. Project schedule with performance goals for anticipated PY2026 1st Quarter (Oct 1, 2026-Dec 31, 2026)** \*

[Activity Description/ Start Date-End Date/ Performance Measure]

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57. **Q2. Project schedule with performance goals for anticipated PY2026 2nd Quarter (Jan 1, 2027-Mar 31, 2027)** \*

[Activity Description/ Start Date-End Date/ Performance Measure]

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58. **Q3. Project schedule with performance goals for anticipated PY2026 3rd Quarter (Apr 1, 2027-Jun 30, 2027)** \*

[Activity Description/ Start Date-End Date/ Performance Measure]

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59. **Q4. Project schedule with performance goals for anticipated PY2026 4th Quarter (Jul 1, 2027-Sep 30, 2027)** \*

[Activity Description/ Start Date-End Date/ Performance Measure]

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60. Project Timeline Supplement document can be submitted here. (optional)

Files submitted:

## VII. ORGANIZATION INFORMATION

**Please be reminded the required submission of the following documents are needed in order to consider this application true and complete.**

**All documentation listed below shall be submitted via email to [rpeinfo@ghura.org](mailto:rpeinfo@ghura.org). If you have any issues or questions regarding this section please email [rpeinfo@ghura.org](mailto:rpeinfo@ghura.org).**

A. Board of Directors List with position or title. Contact information for Board President and Treasurer

B. Resolution or board minutes showing approval of designated person to sign documents on behalf of organization

C. Organizational Chart

D. Description of employees, board members, volunteers who will work with the project

E. Tax Exempt Determination Letter (for non-profit organizations)

F. Financial Document: Organization's Current Budget (past 12 months)

G. Financial Document: Most recent Balance Sheet and Financial Statement

H. Most Recent audit or CPA prepared review

I. Non-discrimination Policy Statement

J. Board Certification of Committed Funds

K. Budget Narrative

L. Letters of Support

M. Assurances and Certification

N. Letters of Support

61. **Organization Type: \***

*Mark only one oval.*

501(c) Non-Profit Corporation

Public Corporation

Government Entity

Other:  
\_\_\_\_\_

62. **Date of Incorporation:**

\_\_\_\_\_  
*Example: January 7, 2019*

63. **Organization's Taxpayer Identification Number (EIN): \***

\_\_\_\_\_

64. **Organization's Dun and Bradstreet Number (DUNS): \***

\_\_\_\_\_

65. **Organization's Unique Entity Identifier (UEI): \***

\_\_\_\_\_

66. **Name and title of Board of Directors chair or president: \***

\_\_\_\_\_

67. What is the date of your current fiscal year end? \*

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*Example: January 7, 2019*

68. Does your organization have a purchasing policy, in line with 2CFR Part 200 for the use of federal funds? \*

*Mark only one oval.*

Yes

No

69. Does your organization currently or within the past five years have any litigation that is pending or has been resolved? \*

*Mark only one oval.*

Yes

No

70. If you answered yes to the previous litigation question, please attach a summary of the litigation and its status; including any outstanding judgments.

Files submitted:

71. Has your organization filed a petition for bankruptcy or has a petition for bankruptcy been filed against your organization? \*

*Mark only one oval.*

Yes

No

72. If you answered yes to the previous bankruptcy question, please attach an explanation that includes the current status.

Files submitted:

73. During the last fiscal year did your organization spend \$1,000,000.00 or more in Federal financial assistance? \*

*Mark only one oval.*

Yes

No

74. What level of financial review does your organization obtain from an independent source? Select from the following options: \*

*Mark only one oval.*

Single Audit

Reviewed Financial Statement

Audited Financial Statement

Compiled Financial Statement

No independent review

Other:

\_\_\_\_\_

75. What period was covered by your most recent financial review/audit? \*

\_\_\_\_\_

76. **PERSONNEL/STAFF CAPACITY/POLICIES**

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Name and Title of your chief administrator and the number of years in this position:

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77. Total number of current employees at all locations: \*

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78. Total number of current employees who will be involved in this project? \*

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79. Total number of new employees expected to be hired for the project? \*

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80. Does your organization have a personnel policy manual?

*Mark only one oval.*

Yes

No

81. Does it include a procedure for filing grievances? \*

*Mark only one oval.*

Yes

No

82. Does it include a non-discrimination clause? \*

*Mark only one oval.*

Yes

No

83. Does your organization maintain a written code or standards of conduct that governs the performance of its officers, employees or agents engaged in the award and administration of contracts supported by Federal funds? \*

*Mark only one oval.*

Yes

No

84. **Separation of duties for financial transactions regarding this project (respond with job title):** \*

Who will approve payment of incurred expenses?

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85. **Separation of duties for financial transactions regarding this project (respond with job title):** \*

Who will actually prepare the payment check?

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86. **Separation of duties for financial transactions regarding this project (respond with job title):** \*

Who will sign checks paying project expenses?

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87. **Separation of duties for financial transactions regarding this project (respond with job title):** \*

Who posts the transaction to your financial records?

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88. **Separation of duties for financial transactions regarding this project (respond with job title):** \*

Who reconciles monthly bank statements?

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89. **Accessibility to Programs/Services** \*

Are all facilities to be served by the program ADA Accessible?

*Mark only one oval.*

Yes

No

90. **Accessibility to Programs/Services** \*

Do you have a Section 504 (ADA) Self-Evaluation on file?

*Mark only one oval.*

Yes

No

91. **Accessibility to Programs/Services** \*

How will you provide services to persons with Limited English proficiency?

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92. **INSURANCE/BONDING/WORKER'S COMPENSATION** \*

1. Does your organization have liability insurance coverage?

*Mark only one oval.*

Yes

No

93. If yes, what is the amount?

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94. Does your organization pay worker’s compensation in accordance with Federal and state laws? \*

*Mark only one oval.*

Yes

No

95. Does your organization have fidelity bond coverage for principal staff members who handle the organization’s accountants? \*

*Mark only one oval.*

Yes

No

96. Will vehicles owned by the organization be used in conjunction with the proposed project? \*

*Mark only one oval.*

Yes

No

97. If yes, what level of liability insurance is maintained on the vehicles?

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**Applicant Assurances and Certifications**

*This information is currently under review and will be made available on GHURA's website once finalized.*

98. **CERTIFIED BY:**

\*

By typing your **Name, email** below you certify this application all statements.

*(Response Example: Sam Smith, sam@mycommunity.org)*

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99. Please **upload** the **SIGNED Applicant Assurances and Certifications** and the **General Certification** (PDF found on GHURA CDBG Public Service Application site)

If you are unable to upload via this section, please indicate your selection submission format below.

Files submitted:

100. The **Applicant Assurances and Certifications** and the **General Certification**. \*

*Mark only one oval.*

- Submitted as an attachment in the link above.
- Submitted as an attachment to [rpeinfo@ghura.org](mailto:rpeinfo@ghura.org) with all other grant application documents.
- Submitted as an attachment in the in the link above and as an attachment to [rpeinfo@ghura.org](mailto:rpeinfo@ghura.org) with all other grant application documents.
- Other:  
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