



Home Investment Partnerships (HOME) Program Grant Application Instructions and Application

For Program Year 2025 (October 01, 2025- September 30, 2026)

Thank you for your interest in Guam's Home Investment Partnerships (HOME) Program. Guam is estimating a total of \$1,182,194 in HOME funds for program year 2025 which begins October 01, 2025. The exact funding announcement for the 2025 Annual Action Plan is expected in the following months. To date, Congress has not passed HUD's FY2025 appropriation, and 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 HOME Program is guided by regulations codified at 24 CFR Part 92.

HOME funds are a means to strengthen public-private partnerships and to expand the supply of decent, safe, sanitary, and affordable housing, with primary attention to rental housing, for very low-income and low-income families. Guam may provide assistance in a number of eligible forms, including loans, advances, equity investments, interest subsidies and other forms of investment that HUD approves.

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 4, 2025 to April 28, 2025

Deadline to electronically submit completed application: April 28, 2025

Public Briefing: Wednesday, March 19, 2025 10:00 AM – 12:00 Noon In-Person, Central Arts Hall

Sinajaña Mayor Office Complex

and on

Saturday, April 19, 2025 5:00 PM – 7:00 PM Zoom or In-Person Location To Be Determined

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

For more information, contact Alicia P. Aguon at (671) 475-1316 or by email at apaguon@ghura.org, or Katherine E. Taitano at (671) 475-1322 or by e-mail at katherine@ghura.org.

Program information and a downloadable PDF version of this application form is available on Guam's website at www.ghura.org. For any questions or concerns regarding the electronic submission for the PY2025 AAP process, please contact Alicia P. Aguon at apaguon@ghura.org or 671-475-1316. GHURA will reject applications that are 1) received after the deadline; and/or 2) not signed by authorized individuals; and/or 3) materially incomplete.

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

PLEASE NOTE: Subrecipient Registration Requirements Organizations receiving HOME funding (Subrecipients) must obtain a Unique Entity Identifier (UEI) for this PY2025 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

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 2025 program calendar includes the following dates. The dates indicated for PY2025 at this time may be subject to change within GHURA’s Citizen Participation Plan policy:

- **Notice of Funding Available, Open Application Period** **March 04, 2025 – NOFA Public Notice**
- **Public Hearing** **March 19, 2025 – Sinajana Mayor Office**
- **Project Abstract (Requirement)** **March 19, 2025**
- **Technical Assistance Workshops (Requirement)** **April 07 & 08, 2025, select dates per program**
- **Application Deadline** **April 28, 2025 – Electronic Submissions ONLY**
- **Notice of Intent to Award Announcement for PY2025** **June 03, 2025**
- **AAP PY2025 Public Comment Period** **June 03, 2025 through July 18, 2025**
- **AAP PY2025 Public Hearings for Citizen Comments** **June 18, 2025, July 02 & July 10, 2025**

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. Projects selected for Award are presented as a consolidated application to the GHURA Board of Commissioners for review, approved for submission by the Governor of Guam, and submitted to HUD for approval.

FUND AVAILABILITY

Funds awarded for the 2025 program year become available after October 01, 2025. HOME Written Agreements 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, but are ultimately determined by the complexity of the project itself. Other projects less 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 for-profit or 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 religious activities must be voluntary for the beneficiaries of the federally-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 affirmatively further fair housing in accordance with the Fair Housing Act. 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 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, Architectural Barriers Act of 1968, Sections 104(b) and 109 of Title I of the Housing and Community Development Act of 1974 as amended, Title IX of the Education Amendments Act of 1972, Violence Against Women Act, the Age Discrimination Act, and Executive Orders 11063, and Executive Order 11246 as amended by Executive Orders 11375, 11478, 12107 and 12086, and others.

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 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 individuals in accordance with HOME income guidelines. 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 beneficiaries. GHURA can assist

applicants to 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

Under concurrent development with this 2025 Annual Action Plan is Guam’s 5-year strategic plan, the Consolidated Plan for 2025-2029. Applicants are encouraged to participate in the development of the Consolidated Plan which determines the needs, objectives, and priorities for the use of HUD funds in Guam for the HOME program and other CPD programs for the program year periods 2025-2029 (October 01, 2025 - September 30, 2030).

Projects receiving HOME assistance must be consistent with Guam’s 2025-2029 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, in a form acceptable by GHURA and HUD, 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 any written agreements between GHURA and the subrecipient.

HOME INCOME LIMITS

The HOME Income Limits for the HOME Program are effective as of 2024. HOME grantees must comply with the current income limits listed below. Income Limits are subject to change without notice.

Guam HOME Income Limits - 2024 ADJUSTED HOME INCOME LIMITS

Program	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
30% LIMITS	18700	21350	24000	26650	28800	30950	33050	35200
50% VERY LOW INCOME	31100	35550	40000	44400	48000	51550	55100	58650
60% LIMITS	37320	42660	48000	53280	57600	61860	66120	70380
80% LOW INCOME	49750	56850	63950	71050	76750	82400	88150	93800

HOME AFFORDABILITY PERIODS

HUD 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	MINIMUM PERIOD OF AFFORDABILITY
<\$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 \$15,000 - \$40,000 >\$40,000	5 years 10 years 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
HOME Investment Partnerships Grant (HOME)
Program Grant Application
PY2025 (October 1, 2025 – September 30, 2026)

All CPD PY2025 Applications for CPD Program are due electronically no later than MONDAY, APRIL 28, 2025

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? _____

Please indicate if more than (1) persons is to be included in correspondences regarding this application.

If different from above, Name and Title _____

Contact Information: _____ **Email:** _____

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 Unique Entity Identifier Number (UEI): _____
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. **Homebuyer** housing units must be sold to eligible households within nine (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.

TASK		Actual or Anticipated Date:
Site	<ul style="list-style-type: none"> ● Acquisition 	
Local Permits	<ul style="list-style-type: none"> ● Conditional Use Permit/Design Permit ● Planned Development Permit/Subdivision Bldg Permit ● Guam Enviro Review Completed ● Federal Enviro Review Completed 	<hr/> <hr/> <hr/> <hr/>
Construction Financing	<ul style="list-style-type: none"> ● Loan Application ● Enforceable Commitment ● Closing and Disbursement 	<hr/> <hr/> <hr/>
Permanent Financing	<ul style="list-style-type: none"> ● Loan Application ● Enforceable Commitment ● Closing and Disbursement 	<hr/> <hr/> <hr/>
Other Loans and Grants		
Type and Source:	<ul style="list-style-type: none"> ● Loan Application ● Closing and Disbursement 	<hr/> <hr/>
Type and Source:	<ul style="list-style-type: none"> ● Loan Application ● Closing and Disbursement 	<hr/> <hr/>
Construction	<ul style="list-style-type: none"> ● Construction Start ● Construction Completion ● Placed in Service ● Occupancy 	<hr/> <hr/> <hr/> <hr/>

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
2025 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 (other app.)	\$ _____
	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 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, because of race, color, religion, sex (including gender, gender identity, sexual orientation, and sexual harassment), familial status, national origin, and disability. It also requires that all federal programs relating to housing and urban development be administered in a manner that affirmatively furthers fair housing.

Title VI of the Civil Rights Act of 1964: Title VI prohibits discrimination on the basis of race, color, and 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 (including gender, gender identity, sexual orientation, and sexual harassment), and religion in any program or activity funded in whole or in part under Title I of the Community Development Act of 1974, which includes Community Development Block Grants.

Title II of the Americans with Disabilities Act of 1990: Title II of the ADA prohibits discrimination based on disability in programs and activities provided or made available by public entities. HUD enforces Title II with respect to housing-related programs and activities of public entities, including 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 usable by persons with disabilities.

Age Discrimination Act: The Age Discrimination Act of 1975 prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance.

Violence Against Women Act: VAWA provide housing protections for victims of domestic violence, dating violence, sexual assault, and stalking in many of HUD's housing programs. VAWA also requires the establishment of emergency transfer plans for facilitating the emergency relocation of certain tenants who are victims of domestic violence, dating violence, sexual assault, or stalking.

Title IX of the Education Amendments Act of 1972: Title IX prohibits discrimination on the basis of sex (including gender, gender identity, sexual orientation, and sexual harassment) in any education programs and activities that receive federal financial assistance. HUD enforces Title IX when it relates to housing affiliated with an educational institution.

Fair Housing-Related Executive Orders

Executive Order 11063: **Equal Opportunity in Housing**, 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 12892: **Leadership and Coordination of Fair Housing in Federal Programs: Affirmatively Furthering Fair Housing**, Executive Order 12892, issued on January 17, 1994, 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

Executive Order 12898: **Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations**, Executive Order 12898, issued on February 11, 1994, 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 or otherwise subject persons to discrimination based on race, color, or national origin.

Executive Order 13166: **Improving Access to Services for Persons With Limited English Proficiency**, Executive Order 13166, issued on August 11, 2000, requires each federal agency to take steps to ensure that eligible persons with limited English proficiency are provided meaningful access to all federally-assisted and federally-conducted programs and activities.

Executive Order 13217: **Community Based Alternatives for Individuals With Disabilities**, Executive Order 13217, issued on June 18, 2001, 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.

Executive Order 13988: **Preventing and Combating Discrimination on the Basis of Gender Identity or**

Sexual Orientation, Executive Order 13988, issued on January 20, 2021, requires HUD to administer and fully enforce the Fair Housing Act to prohibit discrimination of sexual orientation and gender identity.

This **Certification of Fair Housing laws and Presidential Executive Orders** is as presented by HUD as of the date of this Application's opening. Please review the HUD Fair Housing website for the latest guidance and applicability of Fair Housing Statutes, Related Laws, and Executive Orders.

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 2 CFR Part 200.</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 2 CFR Part 200.</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: