



## Home Investment Partnerships (HOME) Program 2022 Instructions and Application

Thank you for your interest in the Guam's Home Investment Partnerships (HOME) Program. Guam is expected to receive approximately \$1,063,975.00 HOME funds for program year 2022 which begins October 1, 2022. The exact funding announcement for the 2022 Annual Action Plan is expected in the following months.

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:** April 1, 2022 through May 31, 2022

**Deadline to electronically submit completed application:** May 31, 2022

**Virtual Public Briefing:** April 18, 2022 at 10:00am

**Meeting ID:** 850 9856 5219 **Password:** GHURA

**All CPD Applications will be received electronically via GHURA's website:**

[www.ghura.org/AboutGHURA/CommunityDevelopment/CommunityDevelopmentApplications/HOME  
Investment Partnership Program: Application: PY2022 HOME Application Submission](http://www.ghura.org/AboutGHURA/CommunityDevelopment/CommunityDevelopmentApplications/HOMEInvestmentPartnershipProgram:Application:PY2022HOMEApplicationSubmission)

For more information, contact Katherine E. Taitano at (671) 475-1322 or by e-mail at [katherine@ghura.org](mailto:katherine@ghura.org). Program information and a PDF version of this application form is available on Guam's website at: [www.ghura.org](http://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 2020-2024 PRIORITIES**

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

<b>DECENT HOUSING</b>	Make Decent Housing Available and Accessible; Make Decent Housing Affordable; Sustain the Stock of Decent Housing
<b>SUITABLE LIVING ENVIRONMENT</b>	Make Suitable Living Environments Available and Accessible; Sustain Access to Suitable Living Environments Serving LMI and Special Needs Populations
<b>ECONOMIC OPPORTUNITY</b>	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 2022 program calendar includes:

- Application Workshop **April 18<sup>th</sup> at 10 a.m. – Virtually via Zoom**
- Application Deadline **May 31<sup>st</sup>**
- PY2020 Project Award Announcement **July 3<sup>rd</sup>**
- AAP Public Hearing for Citizen Comments **July 18<sup>th</sup> 10 a.m. – TBD**

## 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 2022 program year become available after October 1, 2022. 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 2020-2024 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 HOME Income Limits for the HOME Program are effective as of June 28, 2019. HOME grantees must comply with the current income limits listed below. Income Limits are subject to change without notice.

Guam HOME Income Limits - 2021 ADJUSTED HOME INCOME LIMITS

<b>Program</b>	<b>1 Person</b>	<b>2 Person</b>	<b>3 Person</b>	<b>4 Person</b>	<b>5 Person</b>	<b>6 Person</b>	<b>7 Person</b>	<b>8 Person</b>
30% LIMITS	14350	16400	18450	20450	22100	23750	25400	2700
VERY LOW INCOME	23900	27300	30700	34100	36850	39600	42300	45050
60% LIMITS	28680	32760	36840	40920	44220	47520	50760	54060
LOW INCOME	38200	43650	49100	54550	58950	63300	67650	72050

**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**  
**2022 Home Investment Partnerships Grant**  
**APPLICATION**

**Due Date: May 31, 2022**

**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.*

		<b>Anticipated Date:</b>
<b>Site</b>	Acquisition	_____
<b>Local Permits</b>	Conditional Use Permit/Design Permit	_____
	Planned Development Permit/Subdivision Building Permit	_____
	Guam Environmental Review Completed	_____
	Federal Environmental Review Completed	_____
<b>Construction Financing</b>	Loan Application	_____
	Enforceable Commitment	_____
	Closing and Disbursement	_____
<b>Permanent Financing</b>	Loan Application	_____
	Enforceable Commitment Closing and Disbursement	_____
<b>Other Loans and Grants</b>	<b>Type and Source:</b>	
	Loan Application	_____
	Closing and Disbursement	_____
<b>Construction</b>	<b>Type and Source:</b>	
	Loan Application	_____
	Closing and Disbursement	_____
	<b>Type and Source</b>	
	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 1<sup>st</sup>:

\$\_\_\_\_\_

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.

<b>Budget Sources</b>	<b>Pending</b>	<b>Committed</b>	<b>Total</b>
2020 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)*

<b>PROJECT COSTS</b>	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	\$
	<b>TOTAL COSTS</b>	<b>\$</b>
<b>SECURED/COMMITTED LOANS</b>	First mortgage	\$
	Other loans secured by	\$
	<b>A. TOTAL</b>	<b>\$</b>
<b>SECURED/COMMITTED GRANTS</b>	Sponsor Donation	\$
	Equity (Syndication)	\$
	CDBG (Prior allocations for Project)	\$
	HOME (Prior allocations for Project)	\$
	OTHER (Describe)	\$
	<b>B. TOTAL GRANTS</b>	<b>\$</b>
<b>FUNDING SUMMARY</b>	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 applic.)	\$
	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><b>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>):</b></p>	
<input type="checkbox"/>	<p>1. The financial management system in place is able to:</p> <ul style="list-style-type: none"> <li>a. Properly account for federal funds spent,</li> <li>b. Ensure requests are for the correct amount of federal funds,</li> <li>c. Ensure funds are used for project-related purposes,</li> <li>d. Ensure funds are deposited in the proper account, and</li> <li>e. Maintain necessary documentation for all costs incurred.</li> </ul>
<input type="checkbox"/>	<p>2. Internal Controls in place include:</p> <ul style="list-style-type: none"> <li>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;</li> <li>b. Written accounting procedures for approving and recording transactions; and</li> <li>c. A period comparison of financial records to actual assets and liabilities to check for completeness and accuracy.</li> </ul>
<input type="checkbox"/>	<p>3. An adequate financial accounting system is maintained including:</p> <ul style="list-style-type: none"> <li>a. A chart of accounts,</li> <li>b. A general ledger,</li> <li>c. Cash receipts journal,</li> <li>d. Cash disbursements journal, and</li> <li>e. A payroll journal.</li> </ul>
<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 § 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 § 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:**

\$ \_\_\_\_\_

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)

**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.

MAKING FALSE STATEMENTS IS ALSO A FELONY UNDER GUAM LAWS.

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.

**Organization's Authorized Representative (Print Name):**

**Title:**

**Signature:**

**Date:**