

Para I Komunidat-Siha
Community Infrastructure and Public Facilities Documentation Checklist
 Infrastructure Program 2

SECTION	DESCRIPTION	REQUIRED	ORGANIZATION (APPLICABLE TO)
A. ORGANIZATION INFORMATION	<input type="checkbox"/> Tax Exempt Determination Letter 501(c)(3) Required only for Non-profit.	Y	Non-Profit
	<input type="checkbox"/> Certificate of good standing from Department of Revenue & Taxation (must be dated within sixty (60) days of the application submission date) Required only for Non profit.	Y	Non-Profit
	<input type="checkbox"/> SAM.gov registration documentation (active and current) Required	Y	Non-Profit Government of Guam Agency
	<input type="checkbox"/> Current Organizational Chart Required	Y	Non-Profit Government of Guam Agency
	<input type="checkbox"/> Board of Directors Roster Required to: Government of Guam Agency or Instrumentality Board Nonprofit Organization Board of Directors Public Corporation Board Advisory or Oversight Board Applicable to: Other governing board structure	Y	Non-Profit Government of Guam Agency
	<input type="checkbox"/> Authorization to Apply (must be dated within sixty (60) days of the application submission date) Required	Y	Non-Profit Government of Guam Agency
	<input type="checkbox"/> Board Resolution (must be dated within sixty (60) days of the application submission date)	If applicable	Non-Profit Government of Guam Agency
	<input type="checkbox"/> Memorandum of Understanding/Agreement, or similar agreement that defines each entity's roles and responsibilities regarding the project, including for such items as ongoing maintenance, transfer of property that needs to be acquired, etc. Required only if: The applicant is collaborating with another agency/organization	Y	Non-Profit Government of Guam Agency
B. PROJECT INFORMATION	<input type="checkbox"/> Documentation for 2023 Typhoon Mawar Tie-Back Damage Assessments, Engineering or Contractor Report(s), Insurance or claim records, Photographs and Mapping, government records, and Operational Data	If applicable	Non-Profit Government of Guam Agency
	<input type="checkbox"/> Supporting Document - such as intake forms, beneficiary self-certifications, and relevant records or data, that validate project need, feasibility, and viability.	If applicable	Non-Profit Government of Guam Agency
	<input type="checkbox"/> Photo(s) of the project site(s), existing conditions, and proposed work Required	Y	Non-Profit Government of Guam Agency
	<input type="checkbox"/> Map printout(s) of your project location (using Google Maps or comparable tool) with markings to delineate the project's physical location and footprint Required	Y	Non-Profit Government of Guam Agency
	<input type="checkbox"/> Service Area Map(s) (Service Area Directly Benefiting from the proposed activity) Required	Y	Non-Profit Government of Guam Agency
	<input type="checkbox"/> Site Control Documentation Required only if: The applicant has an existing site control documentation, it must be submitted. If not, the applicant must certify that a site control documentation will be provided before any project funds can be officially awarded.	Y	Non-Profit Government of Guam Agency
	<input type="checkbox"/> Operation and Maintenance Plan (O&M) Required only if: The applicant has an existing Operations & Maintenance (O&M) plan, it must be submitted. If not, the applicant must certify that an O&M plan will be provided before any project funds can be officially awarded.	Y	Non-Profit Government of Guam Agency
C. PROJECT FUNDING	<input type="checkbox"/> Engineer's or Architect's cost estimate (signed and dated)	If applicable	Non-Profit Government of Guam Agency
	<input type="checkbox"/> Open Insurance Claim Documentation Required only if: The applicant has any open claim(s) with FEMA, SBA and other insurance company	Y	Non-Profit Government of Guam Agency
	<input type="checkbox"/> Board Certification of Committed Funds Required only if: The applicant has received federal fund(s) in the last 5 years	Y	Non-Profit Government of Guam Agency
	<input type="checkbox"/> Letter(s) of Commitment from other funding sources Required only if: The applicant has leverage funding source(s)	Y	Non-Profit Government of Guam Agency
	<input type="checkbox"/> Finding(s) and Corrective Action Plan Required only if: The applicant has been found non-compliant for federal funding	Y	Non-Profit Government of Guam Agency
	<input type="checkbox"/> Most Recent Fiscal Year Single Audit. If none, Financial Statements for the past three years Required	Y	Non-Profit Government of Guam Agency
	<input type="checkbox"/> Breakdown of Activity Cost Required	Y	Non-Profit Government of Guam Agency

DISCLAIMER: This is for reference only and is subject to change at anytime without prior notice.

Para I Komunidat-Siha (For Our Community) Infrastructure Program 2 Community Infrastructure and Public Facilities Worksheet

Please use this worksheet as a guide to support your application submission.
This is not a required document for submission.

	Notes
1. Are you a Government of Guam Agency or a Non-Profit Organization?	
2. Do you have a Unique Entity Identifier (UEI)?	
3. What is your Board structure? (Governing, Policy, etc.)	
4. Do you have authorization to apply for CDBG-DR funding?	
5. Are you collaborating with another agency/organization to implement the proposed project?	
6. Do you have a Memorandum of Understanding/Agreement with the collaborating agency/organization?	
7. Provide a detailed narrative describing the direct or indirect damages sustained by the facility or infrastructure due to the disaster and a specific analysis of how these damages have impacted the delivery of services to the residents within the designated Low-to-Moderate Income (LMI) service area.	
8. What unmet needs remain that were not addressed by other funding sources?	
9. How will this project specifically address those unmet needs and support long-term recovery or resilience?	
10. Indicate which HUD National Objective you are proposing to satisfy with this project and provide a narrative to explain how the project will do so. (Low- to -Moderate Income Area (LMA); LMI Limited Clientele (LMC); Urgent Need (UN))	
11. For projects proposing the use of Urgent Need, include details on how the activity responds to the urgency, type, scale, and location of the disaster-related impact as described in Guam CDBG-DR's Action Plan impact and unmet needs assessment.	
12. Provide a narrative to expand on how the project will achieve the selected national objective.	
13. Provide street address(es) and zip code(s) for your project. For projects that cover a large, or multiple, areas, provide as many streets, intersections, addresses, zip codes, boundaries, GPS coordinates, etc., as needed to define your project's footprint.	

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<p>14. Project Service Area - Explain your project's service area and how you've determined said service area; Provide your justification on why this project merits the service area; Describe the geographic area that will benefit from this project; Include specific boundaries such as streets, census tracts, or block groups.; Be as detailed as possible and explain why this area was chosen as the service area for your project.</p>	
<p>15. What is the estimated total population of the proposed service area and the estimated total number of low-to-moderate income persons benefiting from proposed service area?</p>	
<p>16. What is the estimated start and completion dates of the proposed project (Month/Year)?</p>	
<p>17. Will any parcels of land or pieces of property be needed for the implementation of this project?</p>	
<p>18. How many parcels of land or pieces of property will be needed for the implementation of this project</p>	
<p>19. What is the site control status of the proposed project site(s)?</p>	
<p>20. Will this project require, or result in, the displacement and/or relocation of residential or commercial occupants?</p>	
<p>21. How would you best categorize the current stage of project development for this proposed project?</p>	
<p>22. Provide a description of the current status of the proposed project.</p>	
<p>23. Have any of the following actions occurred prior to, or are still occurring to date?</p> <ul style="list-style-type: none"> • Acquisition of the land/properties needed for the project; • Execution of a contract with a contractor; • Demolition, land breaking, or moving on the project site; • Rehabilitation, conversion, repair, or construction work at the project site; • Transfer, removal, or lease of any property necessary for the project; • Entering a contract that obligates the applicant to any of the above activities, or; • Making announcements or commitments that give the impression that the project will definitely go forward in a certain way before the environmental review is completed can influence the outcome of that review 	

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<p>24. Describe those actions in detail, including the date(s) which they occurred, the extent of work performed, current status, etc.</p>	
<p>25. Which best describes the operation and maintenance (O&M) plan for the project</p> <ul style="list-style-type: none"> • The organization or personnel responsible for O&M • The procedures or systems that will be used to ensure proper maintenance • How O&M activities will be funded (e.g., existing funding streams, program income, budget allocations, or other sources) • Whether O&M funding is secured or dependent on future approvals or budget adjustments 	
<p>26. If your project is an infrastructure activity, describe how your project incorporates the following design aspects:</p> <ul style="list-style-type: none"> • How will mitigation measures and strategies to reduce natural hazard risks be incorporated into project design? (Note this is a grant requirement for all infrastructure activities, not just those that meet HUD’s definition of a mitigation activity.) • How will federal elevation and accessibility standards be incorporated into the design of building projects? (Note in the absence of locally adopted and enforced building codes, the requirements of the international Building Code will apply.) • How will adaptable and reliable technologies be employed to prevent premature obsolescence? • What, if any, are the expected long-term risks to the project the applicant may encounter? 	
<p>27. Will the project address the construction or rehabilitation of a disaster-related system or other community-based mitigation system? Explain.</p>	
<p>28. Describe your past experience in managing a project of this size. Include experience with Federal requirements; Davis Bacon; Section 3; Bidding.</p>	
<p>29. CDBG-DR Funds Requested:</p>	
<p>30. Proposed Use of CDBG-DR Funds</p>	
<p>31. Estimated total project cost:</p>	

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32. Explain how you arrived at the total cost of the project and why you consider your costs to be reasonable.	
33. Does your Agency/Organization have any open claim(s) with FEMA, SBA or with your Insurance Company for the project?	
34. Has your Agency/Organization received federal awards in the last 5 years? If so, list federally-funded awards received in the past 5 years (including GHURA-funded awards).	
35. Is your Agency/Organization leveraging any funds for the project? If so, provide Funding Source, Amount to be leveraged, Date Awarded, and Expenditure Deadline.	
36. Has your Agency/Organization ever been found non-compliant with managing federal funds? If so, list the findings and corrective action plan.	