



*"Disaster recovery rebuilds the past, Mitigation builds the future."*



*Community Development Block Grant-Disaster Recovery Hazard Mitigation*

# ***Eligibility Determination Workshop***

*Required Documentation: Phase A*

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***Phase A:  
Eligibility Determination***

***Phase B:  
Feasibility Determination***

***Phase C:  
Implementation &  
Closeout***

## Phase A: Eligibility Determination

- The proposed activity qualifies as a mitigation project under CDBG-DR requirements.
- The main focus is establishing that the project meets HUD's National Objective and has clear justification tied to reducing future disaster risk.
- It ensures the project aligns with hazard mitigation goals, is supported by documentation, and can move forward into technical assistance.

**Phase B: Feasibility  
Determination**

**Phase C: Implementation  
& Closeout**

## **Phase A: Eligibility Determination**

### ***Phase B: Feasibility Determination***

- It confirms that the project scope, budget, design, and expected outcomes are achievable and well supported.
- Projects must be able to show completion or maintenance plan within the grant performance period (~5 years).
- Projects in flood zones must demonstrate that elevation and drainage improvements are feasible within the CDBG-DR timeline and effectively reduce recurring flood damage.

## **Phase C: Implementation & Closeout**

## ***Phase A: Eligibility Determination***

## ***Phase B: Feasibility Determination***

## ***Phase C: Implementation & Closeout***

- Carry out construction, meeting compliance obligations, and completing closeout documentation.
- It ensures the finished project delivers the intended mitigation benefit and passes final inspection.
- Agencies must submit required progress and closeout reporting or monitoring agreement plan.

An aerial, grayscale photograph of a river delta. The water flows from the top left towards the bottom right, where it branches into several smaller channels. In the center of the main channel, there is a prominent, circular vortex or whirlpool. The water's surface is textured with ripples and small waves, particularly around the vortex. The overall scene is captured from a high angle, showing the intricate patterns of the water's flow.

***Phase A: Eligibility Determination***



***A1. HMP CONSISTENCY & OCD COORDINATION LETTER***

***A1. (a) Including Intention Process for projects not currently listed in the  
Guam Hazard Mitigation Plan***

**THIS ITEM CONFIRMS YOUR PROJECT IS CONSISTENT WITH THE GUAM HAZARD MITIGATION PLAN (HMP), OR DOCUMENTS YOUR INTENTION TO ALIGN THE PROJECT THROUGH OCD.**

**IT INCLUDES THE SPECIFIC HMP GOAL AND OBJECTIVE THAT SUPPORTS YOUR PROPOSED ACTIVITY, ALONG WITH A BRIEF STATEMENT EXPLAINING THE ALIGNMENT.**

**ESTABLISHING HMP CONSISTENCY EARLY STRENGTHENS THE MITIGATION RATIONALE AND ENSURES FEDERAL ALIGNMENT WITH LONG-TERM RISK REDUCTION STRATEGIES.**

**\*UPLOAD HMP/OCD COORDINATION LETTER INTO PORTAL**

## ***A2. ORGANIZATION INFORMATION***

**AGENCY / ORGANIZATION NAME**  
PROVIDE THE FULL LEGAL NAME OF THE APPLYING ENTITY AS SHOWN ON OFFICIAL REGISTRATION DOCUMENTS.

**1**

**MAILING / PHYSICAL ADDRESS**  
PROVIDE THE COMPLETE MAILING AND PHYSICAL ADDRESS FOR THE AGENCY. INDICATE IF BOTH ADDRESSES ARE THE SAME.

**2**

**PRIMARY CONTACT INFORMATION**  
PROVIDE THE MAIN OFFICE PHONE NUMBER AND OFFICIAL AGENCY EMAIL ADDRESS FOR ALL PROJECT-RELATED COMMUNICATION.

**3**

**UNIQUE ENTITY IDENTIFIER (UEI) NUMBER**  
PROVIDE THE AGENCY'S ACTIVE UEI ISSUED THROUGH SAM.GOV, REQUIRED FOR FEDERAL FUNDING ELIGIBILITY.

**4**

## ***A2. Procurement & Compliance Plan***



**A CLEAR PROCUREMENT PLAN ENSURES TRANSPARENCY, PREVENTS CONFLICTS, AND SUPPORTS COMPLIANT PROJECT IMPLEMENTATION.**

**\*UPLOAD PROCUREMENT POLICY FOR RESPONSIBLE AGENCY**

**THIS DOCUMENT ALSO INCLUDES YOUR AGENCY'S SOP FOR REPORTING PROCUREMENT ACTIVITIES AND TIMELINES.**

**IT INCLUDES PROCUREMENT METHODS, THRESHOLDS, COMPETITIVE REQUIREMENTS, CONFLICT-OF-INTEREST RULES, FEDERAL CONTRACT CLAUSES, DISADVANTAGED BUSINESS OUTREACH STRATEGIES, AND RECORDKEEPING PROCEDURES.**

**\*COI MUST BE ESCALATED TO HUD FOR APPROVAL**

**THE PROCUREMENT & COMPLIANCE PLAN OUTLINES YOUR AGENCY'S PROCESS FOR PURCHASING GOODS AND SERVICES IN COMPLIANCE WITH 2 CFR 200, CDBG-DR PROCUREMENT POLICY AND APPLICABLE LOCAL PROCUREMENT LAWS.**

## ***A2. ORGANIZATION INFORMATION***

**EXECUTIVE  
DIRECTOR  
PROVIDE THE  
FIRST AND LAST  
NAME OF THE  
AGENCY'S  
EXECUTIVE  
DIRECTOR OR  
AUTHORIZED  
SENIOR OFFICIAL.**

**1**

**PRIMARY PROJECT  
MANAGER  
DESIGNATE THE  
MAIN INDIVIDUAL  
RESPONSIBLE FOR  
MANAGING THE  
PROJECT AND  
SERVING AS THE  
PRIMARY CONTACT  
WITH GHURA.**

**2**

**ALTERNATE POINT OF  
CONTACT  
IDENTIFY A SECONDARY  
INDIVIDUAL  
AUTHORIZED TO  
COMMUNICATE ON  
BEHALF OF THE AGENCY  
IF THE PRIMARY  
CONTACT IS  
UNAVAILABLE.**

**3**

**MEMO IDENTIFYING  
PROJECT POINT OF  
CONTACT  
SUBMIT A SIGNED MEMO  
FORMALLY DESIGNATING  
THE PRIMARY PROJECT  
MANAGER AND  
ALTERNATE POINT OF  
CONTACT FOR THE  
PROJECT.**

**4**

**\*UPLOAD MEMO IDENTIFYING PROJECT POINT OF CONTACT  
\*UPLOAD STANDARD OPERATING PROCEDURES FOR GRANT REPORTING**

***A3. Non-profit (If Applicable)***

### ***A3. NON-PROFIT VERIFICATION (IF APPLICABLE)***

- **CONFIRMS WHETHER THE APPLICANT ORGANIZATION QUALIFIES AS A NON PROFIT ENTITY ELIGIBLE TO RECEIVE CDBG-DR MITIGATION FUNDS.**
- **VERIFIES THAT THE ORGANIZATION HAS APPROPRIATE GOVERNANCE, AUTHORIZATION, AND FINANCIAL OVERSIGHT IN PLACE.**

**\*UPLOAD 501(C)(3) DETERMINATION LETTER & BOARD RESOLUTION**

## ***A4. HUD'S NATIONAL OBJECTIVE***

- **EACH PROPOSED PROJECT MUST MEET ONE OF HUD'S NATIONAL OBJECTIVES, WHICH ARE THE CORE ELIGIBILITY CRITERIA FOR ALL CDBG-DR MITIGATION ACTIVITIES.**
- **THIS REQUIREMENT ENSURES THE PROJECT EITHER SERVES LOW- TO MODERATE-INCOME (LMI) PERSONS OR COMMUNITIES, ADDRESSES AN URGENT NEED, OR ELIMINATES UNSAFE OR DETERIORATED CONDITIONS.**
- **BY MEETING A NATIONAL OBJECTIVE, THE PROJECT DEMONSTRATES A CLEAR MITIGATION PURPOSE AND ENSURES COMPLIANCE WITH FEDERAL STANDARDS.**

## ***A5. PROJECT NARRATIVE/SERVICE AREA***

**THE PROJECT NARRATIVE PROVIDES A CLEAR, DETAILED DESCRIPTION OF WHAT YOUR AGENCY INTENDS TO BUILD, RETROFIT, OR HARDEN UNDER THE MITIGATION PROGRAM.**

**1**

**IT INCLUDES A SUMMARY OF EXISTING SITE CONDITIONS, THE HAZARD-RELATED PROBLEM YOU ARE ADDRESSING, AND YOUR PROPOSED SOLUTION TO REDUCE THAT RISK.**

**2**

**THIS SECTION SHOULD OUTLINE THE SERVICE AREA(S) THAT WILL BE SERVED, TO INCLUDE THE CENSUS TRACT THE PROJECT IS LOCATED IN.**

**3**

**THE SERVICE AREA MAP PROVIDES A CLEAR WRITTEN JUSTIFICATION FOR BOUNDARIES.**

**4**

**\*UPLOAD PROJECT ABSTRACT/NARRATIVE**

**\*UPLOAD SERVICE AREA MAP**

## ***A6. SITE CONTROL NOTES***

- **SITE CONTROL NOTES PROVIDE DOCUMENTATION SHOWING THAT YOUR AGENCY HAS THE AUTHORITY, PERMISSION, OR LEGAL ABILITY TO USE THE PROPOSED PROJECT SITE.**
- **CLEAR SITE CONTROL IS NECESSARY TO ADVANCE ENVIRONMENTAL REVIEW AND VERIFY THAT THE PROJECT CAN LEGALLY OCCUR AT THE PROPOSED LOCATION.**
- **A FORMAL CONTRACT, AGREEMENT, OR OTHER LEGAL DOCUMENT ESTABLISHING SITE CONTROL MUST BE PROVIDED.**
- **THE PROJECT WILL NOT PROGRESS WITHOUT SITE CONTROL BEING CLEARLY DEMONSTRATED AND ENVIRONMENTAL REVIEW COMPLIANCE COMPLETED.**

**\*UPLOAD SITE CONTROL DOCUMENTATION**

## ***A7. OPERATIONS & MAINTENANCE PLAN***

- **THIS PLAN DEMONSTRATES THAT YOUR AGENCY HAS LONG-TERM STRATEGIES AND COMMITMENTS IN PLACE TO OPERATE AND MAINTAIN THE ASSET AFTER PROJECT COMPLETION.**
- **DOCUMENTATION MAY INCLUDE DEEDS, LONG-TERM LEASES, RIGHT-OF-ENTRY AGREEMENTS, EASEMENTS, MOUS, MAYORAL AUTHORIZATIONS, MAINTENANCE PLAN, OR MASTER-DEVELOPER AGREEMENTS IF APPLICABLE.**
- **HUD REQUIRES PROOF OF DURABLE SITE CONTROL AND MAINTENANCE CAPABILITY BEFORE OBLIGATING FUNDS OR ENTERING CONTRACTS.**
- **CLEARLY OUTLINES WHETHER THE AGENCY HAS AVAILABLE FUNDING FOR ONGOING OPERATIONS AND MAINTENANCE, OR IDENTIFIES THE FUNDING SOURCE THAT WILL SUPPORT LONG TERM UPKEEP.**

**\*UPLOAD OPERATIONS AND MAINTENANCE PLAN (IF NONE, COMPLETE CDBG-DR MITIGATION ATTESTATION O&M FORM)**

## ***A7. OPERATIONS & MAINTENANCE PLAN***

**DISCLAIMER: AN OPERATIONS & MAINTENANCE PLAN IS NOT REQUIRED AT THE TIME OF INITIAL LAUNCH OF ELIGIBILITY DETERMINATION. BY SIGNING THE ATTESTATION FORM PROVIDED, THE AGENCY/AUTHORIZED REPRESENTATIVE AGREES TO SUBMIT AN APPROVED O&M PLAN WITHIN THE REQUIRED TIMEFRAME (BEFORE PRE-AWARD). FAILURE TO DO SO MAY RESULT IN FORFEITED FUNDING.**

## ***A8. MEMORANDUM OF AGREEMENT (MOA)***

**1**

**REPRESENTATIVE  
CONFIRMS WHETHER AN  
AGREEMENT EXISTS TO  
SUBMIT THE PROJECT**

**2**

**THE RESPONSIBLE AGENCY  
OF THE PROJECT**

**\*UPLOAD MOA (IF APPLICABLE)**

## ***A9. ESTIMATED COSTS***

**1**

**THE PROJECT MUST INCLUDE AN EARLY COST ESTIMATE THAT OUTLINES ANTICIPATED EXPENSES FOR MAJOR COMPONENTS OF THE PROPOSED MITIGATION ACTIVITY.**

**2**

**THESE COST ESTIMATES HELP VALIDATE PROJECT SCOPE, ENSURE BUDGET REALISM, AND SUPPORT FEASIBILITY ANALYSIS DURING PHASE B.**

**\*UPLOAD BREAKDOWN OF ACTIVITY COST**

## ***A9. ESTIMATED COSTS***

**1**

**THE PROJECT MUST INCLUDE AN EARLY COST ESTIMATE THAT OUTLINES ANTICIPATED EXPENSES FOR MAJOR COMPONENTS OF THE PROPOSED MITIGATION ACTIVITY.**

**2**

**THESE COST ESTIMATES HELP VALIDATE PROJECT SCOPE, ENSURE BUDGET REALISM, AND SUPPORT FEASIBILITY ANALYSIS DURING PHASE B.**

**\*UPLOAD BENEFIT COST ANALYSIS (BCA)**

## ***A10. ORGANIZATIONAL CAPACITY & FINANCIALS***

- **THIS SECTION PROVIDES PROOF THAT YOUR AGENCY HAS THE FINANCIAL STABILITY AND STAFFING CAPACITY TO MANAGE FEDERAL MITIGATION FUNDS RESPONSIBLY.**
- **REQUIRED ITEMS INCLUDE THE MOST RECENT SINGLE AUDIT OR A SMALL-ENTITY EXEMPTION CERTIFICATION, FINANCIAL STATEMENTS, KEY STAFF, ORGANIZATIONAL ROLES, AND/OR PAST FEDERAL GRANT EXPERIENCE.**
- **IF YOUR AGENCY HAS PRIOR AUDIT FINDINGS, INCLUDE THE CORRECTIVE ACTION PLAN TO SHOW HOW ISSUES WERE ADDRESSED.**
- **GHURA CDBG-DR USES THIS INFORMATION FOR RISK ASSESSMENT AND TO DETERMINE MONITORING NEEDS.**

**\*UPLOAD MOST RECENT FY FISCAL YEAR SINGLE AUDIT REPORT**

## ***A11. ORGANIZATIONAL CAPACITY & FINANCIALS***

- **THIS SECTION PROVIDES PROOF THAT YOUR AGENCY HAS THE FINANCIAL STABILITY AND STAFFING CAPACITY TO MANAGE FEDERAL MITIGATION FUNDS RESPONSIBLY.**
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- **IF YOUR AGENCY HAS PRIOR AUDIT FINDINGS, INCLUDE THE CORRECTIVE ACTION PLAN TO SHOW HOW ISSUES WERE ADDRESSED.**
- **GHURA CDBG-DR USES THIS INFORMATION FOR RISK ASSESSMENT AND TO DETERMINE MONITORING NEEDS.**

**\*UPLOAD CORRECTIVE ACTION PLAN & CBDG-DR NON-COMPLIANCE ATTESTATION FORM (IF APPLICABLE)**



## ***A12. Duplication of Benefits (DOB)***

**DETERMINE IF THE AGENCY HAS RECEIVED FUNDING FROM ANY OTHER SOURCES AND UPLOAD DOCUMENTATION IDENTIFYING THE SOURCE AND PURPOSE.**

**\*UPLOAD FUNDING DOCUMENTATION**

**IDENTIFY WHETHER THE AGENCY HAS RECEIVED ANY FEDERAL AWARDS WITHIN THE LAST FIVE YEARS, INCLUDING GHURA-FUNDED AWARDS, AND UPLOAD REQUIRED DISCLOSURES IF APPLICABLE.**

**\*UPLOAD FEDERAL AWARDS WITHIN 5 YEARS (TO INCLUDE GHURA FUNDED AWARDS)**

**\*UPLOAD ABSTRACT/NARRATIVE OF AWARDED GRANTS**

**\*UPLOAD STATUS DISCLOSURE**

**PUBLIC ASSISTANCE ISN'T THE ONLY FORM OF DOB. ALL OTHER FUNDING YOUR AGENCY HAS RECEIVED OR EXPECTS TO RECEIVE SUCH AS FEMA PUBLIC ASSISTANCE, INSURANCE PROCEEDS, BONDS OR OTHER FEDERAL OR LOCAL GRANTS.**

**\*UPLOAD INSURANCE CLAIMS (IF APPLICABLE)**

***A13. Leveraging Any Funds (If Applicable)***

**IDENTIFY THE TOTAL  
DOLLAR AMOUNT OF FUNDS  
BEING LEVERAGED FOR THE  
PROJECT.**

**\*UPLOAD AMOUNT TO BE LEVERAGED**

**PROVIDE THE ANTICIPATED  
DATE THE LEVERAGED FUNDS  
WILL BE AWARDED.**

**\*UPLOAD AMOUNT DATE TO BE  
AWARDED**

**SPECIFY THE EXPENDITURE  
DEADLINE OR PERIOD OF  
PERFORMANCE FOR THE  
LEVERAGED FUNDS.**

**\*UPLOAD EXPENDITURE DEADLINE OF  
SPECIFIC FUNDS**

## ***A14. Attestation & Certification***





**ACKNOWLEDGE:**

**FUNDS RECEIVED THROUGH CDBG-DR WILL BE USED FOR INTENDED AND APPROVED PURPOSES.**

**\*NO UPLOAD - ACKNOWLEDGEMENT REQUIRED/ELECTRONIC SIGNATURE**



# Contact Us

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# Questions?

